



City of Holly Springs

Date: Monday, December 19, 2022
Location: 3235 Holly Springs Pkwy.

City Council Work Session Agenda 6:30 p.m. Council Chambers

I. CALL TO ORDER

II. PUBLIC COMMENTS

III. UNFINISHED BUSINESS

- A. Discuss MA-11-2022, rezoning of 0.44 +/- acres located off of Boyd Street, Holly Springs, GA, tax parcel 066 of tax plat 93N00, from R-20, Single Family Residential, to GC, General Commercial

Presented By: Nancy Moon, Community Development Director

- B. Discuss the 2022 Annual National Pollutant Discharge Elimination Systems (NPDES) Report

Presented By: Jon Page, Chief Building Official

- C. Discuss a resolution to request local legislation to amend Section 5.03 – Election at large; plurality vote of the Charter of the City of Holly Springs, Georgia, as amended, to change the electoral process or voting system from a plurality vote to a majority vote

Presented By: Mayor Steven W. Miller

IV. NEW BUSINESS

- D. Discuss a resolution appointing Mayor Pro Tem and Standing Committees of the City Council

Presented By: Mayor Steven W. Miller

- E. Discuss the bond release for Edgewater Phase 1 Maintenance, Edgewater Phase 4 Performance, Spring Meadows Phase 2A and 2B Performance and acceptance of roads in Edgewater

Presented By: Nancy Moon, Community Development Director

- F. Discuss a service agreement between Brody HVAC, LLC and the City of Holly Springs, Georgia

Presented By: Ron Carter, Information Technology Manager/Facilities Manager

- G. Discuss a Sales Order from Duplicating Products, Inc.
Presented By: Ron Carter, Information Technology Manager/Facilities Manager
- H. Discuss a resolution to appoint a member to the Cherokee County Development Authority
Presented By: Robert H. Logan, City Manager
- I. Discuss the 2023 appointments to the Holly Springs Parks and Recreation Authority
Presented By: Robert H. Logan, City Manager
- J. Discuss the 2023 appointments to the Planning and Zoning Commission
Presented By: Robert H. Logan, City Manager
- K. Discuss the 2023 appointments to the Holly Springs Tree Commission
Presented By: Robert H. Logan, City Manager
- L. Discuss the 2023 appointments to the Downtown Development Authority and the Urban Redevelopment Agency
Presented By: Robert H. Logan, City Manager
- M. Discuss a resolution to appoint the Municipal Court Judge and Municipal Court Judge Pro Tem
Presented By: Robert H. Logan, City Manager
- N. Discuss a resolution to appoint the Municipal Prosecuting Attorney and Assistant Prosecuting Attorneys
Presented By: Robert H. Logan, City Manager
- O. Discuss a landscape installation proposal for the Hardin House and Train Depot from Twin Oaks Landscape Group
Presented By: Robert H. Logan, City Manager
- P. Discuss an estimate for field lighting repairs at J.C Mullins Field from K.O. Construction
Presented By: Robert H. Logan, City Manager
- Q. Discuss the renewal of Workers' Compensation Insurance with the Georgia Municipal Association Workers' Compensation Self-Insurance Fund
Presented By: Karen Norred, City Clerk/Human Resources Director
- R. Discuss the 2023 Meeting Calendar
Presented By: Karen Norred, City Clerk/Human Resources Director
- S. Discuss changes to the Holly Springs Police Department's Operations Manual
Presented By: Chief Tommy Keheley

ADJOURNMENT

**City Council Meeting
Agenda
7:00 p.m. Council Chambers**

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. SPECIAL PRESENTATIONS

- Recognition of Service
 - Jennifer English, Planning & Zoning Commission
 - Brandi Hackett, Tree Commission

V. CONSENT AGENDA

1. November 10, 2022 Council Public Hearing, Work Session and Special Called Meeting minutes
2. November 21, 2022 Council Work Session and Business Meeting minutes

VI. UNFINISHED BUSINESS

3. Approve/deny MA-11-2022, rezoning of 0.44 +/- acres located off of Boyd Street, Holly Springs, GA, tax parcel 066 of tax plat 93N00, from R-20, Single Family Residential, to GC, General Commercial
4. Approve/deny a resolution to request local legislation to amend Section 5.03 – Election at large; plurality vote of the Charter of the City of Holly Springs, Georgia, as amended, to change the electoral process or voting system from a plurality vote to a majority vote

VII. NEW BUSINESS

5. Approve/deny the release of Edgewater Phase 1 Maintenance Bond # 1001019857, Edgewater Phase 4A Performance Bond #1001019805, Spring Meadows Phase 2A Performance Bond #SU1168537, and Spring Meadows Phase 2B Performance Bond # 800042837
6. Approve/deny a resolution to accept and authorize certain streets in Edgewater Phase 1 to become publicly maintained streets
7. Approve/deny a service agreement between Brody HVAC, LLC and the City of Holly Springs in an amount not to exceed \$3,256

8. Approve/deny a Sales Order for a three-year RSI subscription and set up implementation to connect to SharePoint Online from Duplicating Products, Inc. dated December 2, 2022 in an amount not to exceed \$1,030
9. Approve/deny a resolution to appoint a member to the Cherokee County Development Authority
10. Approve/deny a resolution to appoint Mayor Pro Tern and Standing Committees of the City Council
11. Approve/deny a resolution to appoint members to the Holly Springs Parks and Recreation Authority
12. Approve/deny a resolution to appoint members to the Planning and Zoning Commission
13. Approve/deny a resolution to appoint members to the Holly Springs Tree Commission
14. Approve/deny a resolution to appoint members to the Downtown Development Authority
15. Approve/deny a resolution to appoint members to the Urban Redevelopment Agency
16. Approve/deny a resolution to appoint the Municipal Court Judge and Municipal Court Judge Pro Tern
17. Approve/deny a resolution to appoint the Municipal Prosecuting Attorney and Assistant Prosecuting Attorneys
18. Approve/deny Proposal #22481 from Twin Oaks Landscape Group, Inc. and authorize and ratify the signature of the City Manager
19. Approve/deny Estimate #967 from K.O. Construction for JC Mullins Field Recreational LED System
20. Approve/deny the renewal of Workers' Compensation Insurance with the Georgia Municipal Association Workers' Compensation Self-Insurance Fund
21. Approve/deny the 2023 Meeting Calendar
22. Approve/deny changes to the Holly Springs Police Department's Operations Manual, Sections 4.2 Field Training Evaluation Program, 5.1 Conduct Rules and Regulations, 11.1 Use of Force, 11.2 Use of Force Reporting and Review, 12.4 Vehicle Pursuits, 13.1 Collection and Preservation of Evidence, 13.3 Property/Evidence Room Maintenance, 13.4 Property/Evidence Room Inspections, 17.8 Eyewitness Identification and Lineups, 20.1 CJIS Networks General Use Policy and Procedures, 20.2 Criminal Justice Commercial

Dissemination Policy, 20.3 CJI Appropriate Conduct and Discipline Policy, 20.4 Man-Made/Natural Disaster Policy, 20.5 Physical and Electronic Media Protection Policy, 20.6 Security Incident Handling Policy, 20.7 Validation Policy and Procedure, 20.8 User Account Access Validation and Removal Policy, 20.9 Applicant Privacy Rights Notification Policy

VIII. REPORTS

IX. ADJOURNMENT

EXECUTIVE SESSION

- Personnel
- Real Estate



COUNCIL AGENDA REPORT

FROM: Nancy Moon

SUBJECT: MA-11-2022, applicant requests rezoning of 0.44 +/- acres located off of Boyd Street, Holly Springs, GA, tax parcel 066 of tax plat 93N00, from R-20, Single Family Residential, to GC, General Commercial

DATE: November 30, 2022

COUNCIL MEETING DATE: December 8, 2022

STAFF ANALYSIS

Applicants, Jacob and Chelsea Creviston, have requested rezoning of 0.44+/- acres from R-20, Single Family Residential, to GC, General Commercial for commercial use of the property. The property is currently zoned R-20, and the property owners have requested rezoning to be able to utilize the property for commercial uses and in addition, redevelop the property in the future as the Town Center develops continuing commercial use of the property. This property is also within the Town Center district and any substantial change of the existing building or redevelopment of the property will also require approval by the Downtown Development Authority.

A. Existing Land Use and Zoning Classification of Nearby Property

ADJACENT ZONING		ADJACENT DEVELOPMENT	
NORTH:	GC LI R-20	NORTH:	Commercial GDOT SFR
SOUTH:	GC R-20	SOUTH:	Office/Self-Storage Undeveloped
EAST:	GC	EAST:	Office/Retail
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?

Nearby properties are developed with a number of office, general commercial, and residential establishments. The proposed use will utilize the existing structure for a use compatible with the surrounding area.

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

The development of the property should not adversely affect the existing use or usability of adjacent or nearby property.

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

The property is zoned R-20 and the single-family residential use could be continued.

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?

The proposed small business use should not impact services excessively.

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)?

This property is planned for development within the Town Center character area. 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 Main Street Board, 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?

This zoning proposal is in conformity with the policies and intent of the Comprehensive Plan. The request is consistent with the City's "Future Land Use Map" which projects commercial uses, as well as, high-density residential for the immediate area. Furthermore, the proposal 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 Land Use Map (FLUM) to guide commercial growth and expansion for office/institutional, general commercial, and industrial opportunities (8.1, #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 (8.1, #11).**
 - c) Land Use Decisions. Use the Future Land Use Map (FLUM) as a guide when making land use decisions (map amendment requests) and reviewing other development proposals (8.1, #22).**
 - d) Desirable Businesses. Encourage the location of additional service-oriented businesses, such as doctors, accountants, attorneys and other small practitioners, especially in the town center (8.3, #2).**
 - e) Small Businesses. Promote the development of small businesses in the City (8.3, #9).**
 - f) Redevelop and revitalize the Holly Springs downtown (9.1, #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?**

The 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?**

The area is located within the Town Center district. The heart of the Town Center, currently under development, is in close proximity to this property. The development of additional commercial businesses will only help to enhance the services provided by the Town Center.

C. Summary

The proposed request seeks to redevelop an existing single-family property into a viable business, likely providing an office or other commercial space for a small business. As the Town Center develops and redevelops, this property may provide opportunities for redevelopment, as well. The proposal is consistent with the development in the general area as well as the goals of the Town Center district.

D. Planning Commission Recommendation

The Planning Commission conducted a public hearing on November 17, 2022. No public comments were given at the meeting. The Planning Commission voted (3-0) to recommend **APPROVAL** to **REZONE** the property to **GC, General Commercial** with the proposed staff stipulations.

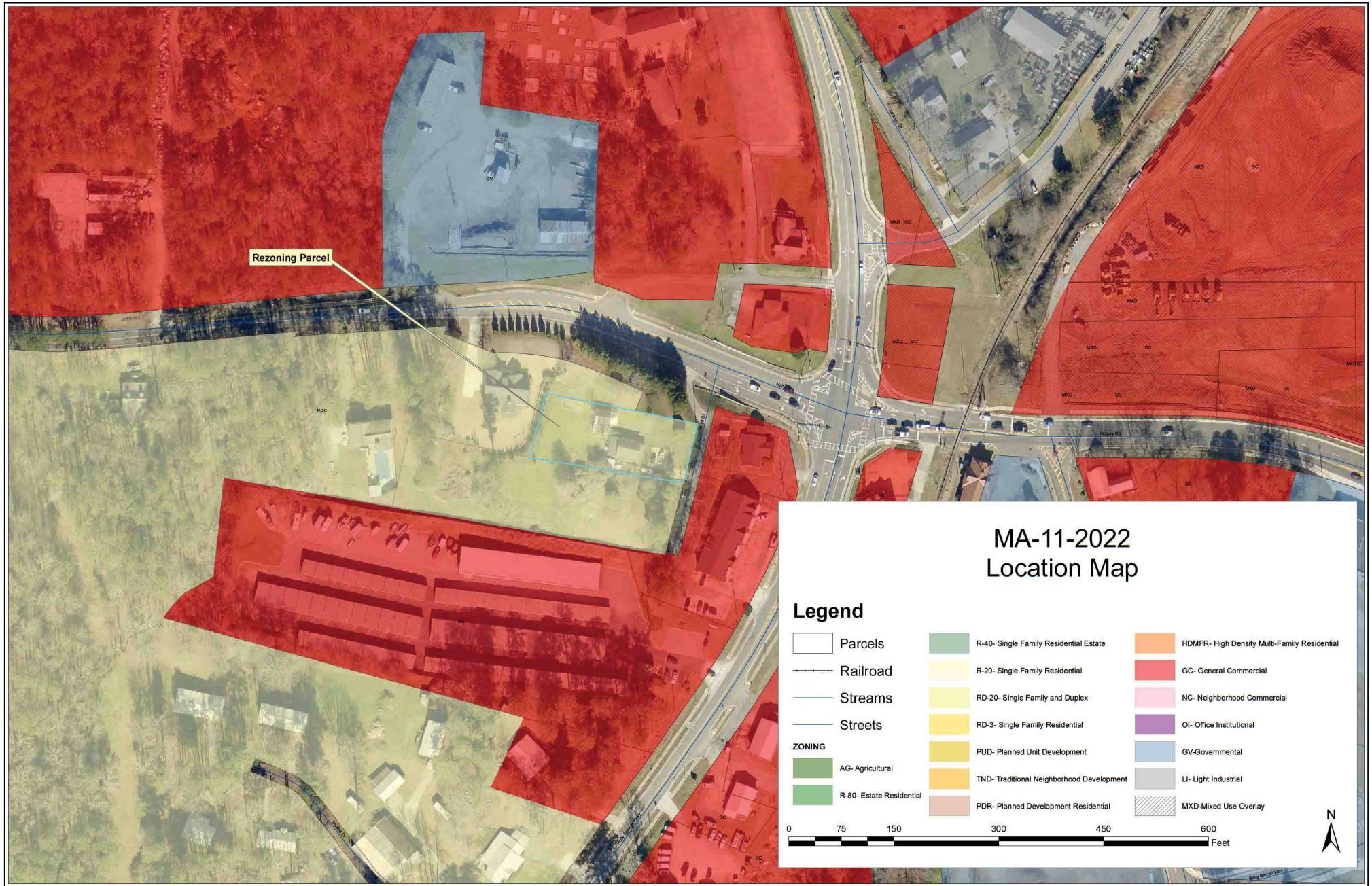
E. Staff Recommendation

Staff recommends **APPROVAL** to **REZONE** the property to **GC, General Commercial** with the following stipulations.

1. All project signage will be consistent with the architectural design regulations established for the principal and accessory buildings within the project and shall comply with Article 19, Design Guidelines for Model Zoning Districts of the Holly Springs Zoning Ordinance.
2. Lighting shall be environmentally sensitive, with developer 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. Owner/developer shall coordinate with the Community Development Director and the City Arborist regarding landscaping.
4. In addition to the zoning requirements of the GC zoning districts, all development shall follow the design guidelines as outlined in the Holly Springs Zoning Ordinance, Article 19, Design Guidelines for Model Zoning Districts, as well as, the Commercial Corridor Design Overlay District.
5. The following uses shall be prohibited on this site:
 - a. Adult Entertainment
 - b. Agricultural Implement Sales and Service
 - c. Amusement parks
 - d. Animal hospitals/clinics with outdoor kennels
 - e. Auto Laundry or Car Wash Establishment
 - f. Auto Leasing Establishments
 - g. Auto Repair Establishments
 - h. Auto Service Establishments
 - i. Automobile Sales—New

- j. Automobile Sales—Used
- k. Big Box Retail Structure (Over 10,000 square feet)
- l. Boat Sales Facility
- m. Crematoriums
- n. Cash, Check Cashing, and Pawn Establishments
- o. Cellular phone towers
- p. Convenient Food Stores without Gasoline Pumps
- q. Emissions Testing Facilities
- r. Funeral Homes and Mortuaries
- s. Gasoline Service Stations
- t. Go-kart, motor bike track
- u. Greenhouse, Nursery, and Landscaping
- v. Home Improvement Store
- w. Imported Goods, Warehouse, Sales
- x. Laundering Establishments
- y. Tattoo Parlors and Body Piercing Establishments
- z. Tire sales and service with outdoor storage

*** The recommendations made herein are the opinions of the City of Holly Springs Staff and do not constitute a final decision. The Holly Springs City Council makes the final decision on all rezoning applications at their regularly scheduled meeting. Any site plan submitted as a part of this application is not considered approved and must go through the normal civil site plan review by the City of Holly Springs Community Development Department to ensure compliance with City regulations.*





MAP AMENDMENT (REZONING) AND CONDITIONAL USE PERMIT APPLICATION

Adopted by Mayor and Council on February 23, 2006

For Application Procedures, See p. 8



APPLICATION MA- 11-2022

APPLICATION CUP- _____

HEARING DATE November 17, 2022

DATE OF APPLICATION October 7, 2022

APPLICANT Jacob & Chelsea Creviston

OWNER _____
(If other than applicant)

ADDRESS 240 Boyd St, Holly Springs, GA

ADDRESS _____

ZIP CODE 30115 PHONE _____

ZIP CODE _____ PHONE _____

EMAIL _____

SIGNATURE _____
28BADFAFFAD04A7...

SIGNATURE _____
28BADFAFFAD04A7...

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

PRESENT ZONING DISTRICT(S) R-20

REQUESTED ZONING DISTRICT GC

REQUESTED CONDITIONAL USE(S) N/A

PROPERTY LOCATION/ADDRESS 240 Boyd St, Holly Springs, GA, 30115

MAP NUMBER 93N00 066

PARCEL NUMBER(S) _____

LAND LOT(S) 344

DISTRICT(S) 15th SECTION(S) _____

ACREAGE .44 SEWAGE DISPOSAL TYPE Septic UTILITIES AVAILABLE Water/Electric/Gas

DESCRIPTION OF PROPOSED DEVELOPMENT AND/OR CONDITIONAL USE REQUEST:

Rezoning property to general commercial and keeping current property AS-IS. Property will be rented as a commercial use that is inline with general commercial zoning.

(COMPLETE ON ATTACHED PAPER IF NECESSARY)

The following information must be provided with completed application:

- ___ WARRANTY DEED
- ___ TAX DOCUMENTATION
- ___ SURVEY PLAT BY REGISTERED SURVEYOR
- ___ 10 COPIES OF SITE DEVELOPMENT PLAN BY REGISTERED SURVEYOR
- ___ INDIVIDUAL FOLDED TO 8.5"x11" (SEE p.7 FOR REQUIREMENTS)
- ___ CAMPAIGN CONTRIBUTION DISCLOSURE STATEMENT (ATTACHMENT A)
- ___ FOR CONDITIONAL USE REQUESTS, COMPLIANCE WITH SECTION 5.4
- ___ FOR CONDITIONAL USE REQUESTS, COMPLETE ATTACHMENT B
- ___ FILING FEES\$ _____ RECEIPT# _____ CHECK# _____

(APPLICANT DO NOT WRITE BELOW THIS LINE)

PLANNING COMMISSION RECOMMENDATION: APPROVED _____ STIPULATIONS _____ DISAPPROVED _____ TABLED _____		CITY COUNCIL DECISION: APPROVED _____ STIPULATIONS _____ DISAPPROVED _____ TABLED _____	
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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, property is amongst commercial zoned properties

(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 zoned as residential

(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? _____

Rezone to general commercial for a low intensity commercial use.

(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?

Property is across the street from the new Holly Springs City Center.

Surrounding properties are zoned commercial and the immediate area is surrounded by commercial/retail uses.

Per 14.5-7 of the City of Holly Springs Zoning Ordinance, **Applicant Report for Rezoning and Conditional Use Permit Requests**, as relevant and determined by the Zoning Administrator, all applicants must submit the following in addition to any standing requirements for requests for zoning changes*:

1. A plan of the general location of the proposed buildings by reference to a plan or drawing and an indication of the use to be made of each and every building;
2. Architectural, façade and materials to be utilized as compared to the zoning requirements for the current and proposed zoning district;
3. The percentage of development maintained as open space and/or recreation areas and impervious surfaces;
4. If application exceeds 150 residential units and/or exceeds 100,000 square feet of commercial area, the applicant is required to submit a transportation impact study to be designed by an appropriate transportation professional;
5. Preliminary tree protection plan and buffer standards;
6. Preliminary storm water retention plan.

*Per 14.5-8 of the City of Holly Springs Zoning Ordinance, **Application Submittal Requirements Waived**, When determined by the Community Development Director to be unnecessary or irrelevant to the application submitted, the requirements listed in this section may be waived; however, if determined to be of significant importance to the decision process at any time after the application has been accepted, the Community Development Director, Planning Commission, or City Council may request the submission of these items or other information as deemed relevant during the decision making process.

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: 1320 sq. ft.

Number of stories: 1

Total number of employees: TBD

Exterior façade: Wood

Anticipated start date: _____

Anticipated completion date: _____

ATTACHMENT A

DISCLOSURE

Please answer the following questions. If the answer to any of the following questions is "yes", you may be required under O.C.G.A. 36-67A, to provide further information.

A.) Are you, or anyone else with a property interest in the property, a member of the City of Holly Springs Planning and Zoning Commission or City of Holly Springs Council?

_____ YES X NO

B.) Does an official of such public bodies have any financial interest in any business entity, which has a property interest in the subject property?

_____ YES X NO

C.) Does a member of the family of such official have an interest in the subject property as described in (A) and (B)?

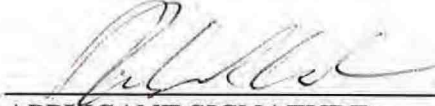
_____ YES X NO

D.) Within two (2) years immediately preceding this application, have you made campaign contribution (s) or given gifts to public officials aggregating \$250.00 or more?

_____ YES X NO

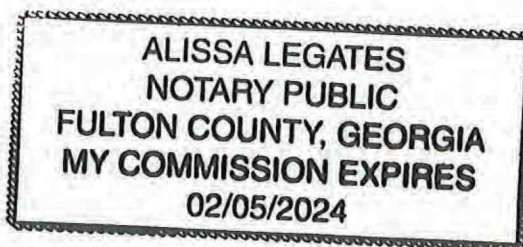
9/13/2022
DATE

JACOB CREVISTON
APPLICANT NAME PRINTED


APPLICANT SIGNATURE


NOTARY

Seal:





This plat is a re-nunciation of any existing parcel or parcels of land and does not subdivide or create a new parcel or make any change to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated herein. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL ORDINANCES, 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 47-87.

9/9/2022
DATE

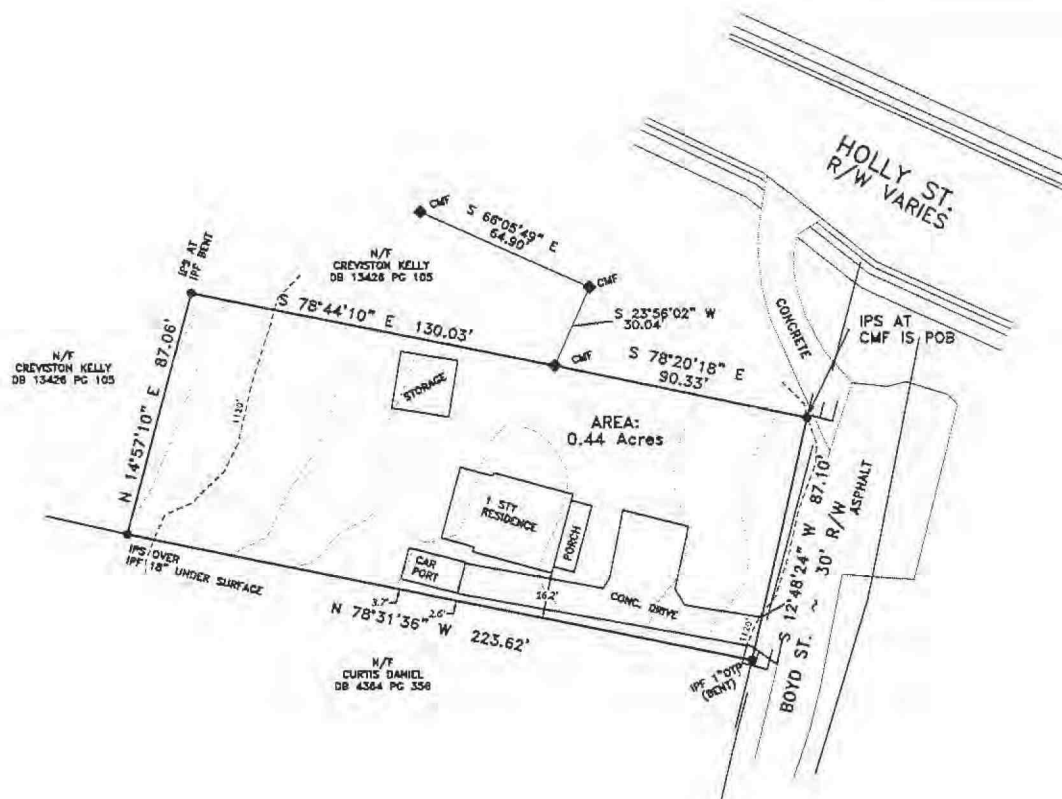
- o PROPERTY CORNER WITHOUT MONUMENT
- MONUMENTED PROPERTY CORNER
- QTP OPEN TOP PIPE
- CTP CROWNED TOP PIPE
- R/W RIGHT OF WAY
- DB DEED BOOK
- PL PLAT BOOK
- PC PAGE
- N/F PRESENT OR FORMER OWNER
- N.T.S. NOT TO SCALE
- IPSF IRON PIN SET FUTURE
- IPF IRON PIN FOUND
- L/L AND LOT
- SUBDIVISION
- P.O.B. POINT OF BEGINNING
- Ø POWER POLE
- E OVERHEAD POWER LINE
- DE DRAINAGE EASEMENT
- SSE SANITARY SEWER EASEMENT
- BL BUILDING LINE
- CL CENTERLINE

ANGULAR - LEICA TS02
 LINEAR - ELECTRONIC DISTANCE METER
 DRAWN AND FIELDWORK BY: D SHIRLEY

[illegible]

THIS PARCEL OF LAND IS NOT IN THE 100 YEAR
FLOOD PLAIN ACCORDING TO F.E.M.A/ F.I.R.M.
MAP# 13057C0242E DATED 6/7/2019

LOCATION OF UTILITIES EXISTING ON OR SERVING THE SUBJECT PROPERTY IS DETERMINED BY OBSERVABLE EVIDENCE ONLY. THIS PROPERTY MAY BE SUBJECT TO EASEMENTS, CLAIMS, PRESCRIPTION AND SUBSURFACE CONDITIONS THAT ARE NOT VISIBLE OR RECORDED. THIS PLAN IS INTENDED FOR THE PARTIES STATED ON THE FACE OF SURVEY. USE OF THE SURVEY BY THIRD PARTIES IS AT THEIR OWN RISK.



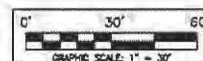
PREPARED BY:

D&S LAND SURVEYING, INC.

DAVID W. SHIRLEY, RLS #2570
P.O. BOX 4968
CANTON, GA 30114
770-720-4443
DSSURVEYMAILBOX@GMAIL.COM
DSI.ANDGA.COM



ELEVATION CONTOURS SHOWN ARE
BASED ON CHEROKEE COUNTY GIS AND
DO NOT REPRESENT A FIELD-RUN
TOPOGRAPHIC SURVEY BY THIS FIRM.



BOUNDARY SURVEY FOR:
JACOB CREVISTON
ADDRESS: 240 BOYD ST
LAND LOT: 344
DISTRICT: 15 - SECTION: 2
CITY OF HOLLY SPRINGS, GEORGIA
FIELD DATE: 9/6/2022
MAP DATE: 9/9/2022
JOB NUMBER: 22-283

DEED BOOK:14818 PG:947 Filed: 08/23/2022 03:08 PM Clerk File Number: 28-2022-033631
Rec: \$25.00 TRANSFER TAX \$235.00
Patty Baker, Clerk of Superior Court - Cherokee County, GA
ParticipantIDs: 4463180301 SubmitterID: 7067927936

Return Recorded Document to:
Jacob Delman Creviston
105 Jackson Way
Holly Springs, GA 30115

APN: 93N90 066

**JOINT TENANCY WITH RIGHT OF SURVIVORSHIP
EXECUTOR'S DEED**

STATE OF GEORGIA,

COUNTY OF COBB

File #: 76860PW

This Indenture made this 23rd day of August, 2022 between Nancy Pruitt Swcat, as Executor U/L/W/T of Mary Grace Schmidt aka Grace Schmidt aka Grace Pruitt (Cherokee Co. Estate No. 2007-ES-0320) as party or parties of the first part, hereinafter called Grantor, and Jacob Delman Creviston and Chelsea Leigh Creviston as joint tenants with survivorship and not as tenants in common as parties of the second part, hereinafter called Grantees (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of TEN AND 00/100'S (\$10.00) Dollars and other good and valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipts whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee, in fee simple, together with every contingent remainder and right of reversion, and to the heirs and assigns of said survivor, the following described property:

ALL THAT TRACT OR PARCEL OF LAND lying and being in the 15th District and 2nd Section of Cherokee County, Georgia and in the Town of Holly Springs, being a part of Land Lot No. 344 described as follows:

BEGINNING at an iron stake at the southeast corner of Church Street; thence running North along Church Street 87 feet to an iron stake; thence running West 220 feet along the property of J. F. Ragsdale to an iron stake; thence running South 87 feet along property of J. F. Ragsdale to an iron stake; thence running East 220 feet along the property of C. V. Smith to point of beginning. Said tract containing one-half acre, more or less, together with all improvements thereon.

Being the same property as conveyed to Grace Pruitt aka Grace Schmidt in Deed Book 53, Page 302, Cherokee County, Georgia records.

APN 93N00 066

Rec: \$25.00 TRANSFER TAX \$235.00

Patty Baker, Clerk of Superior Court - Cherokee County, GA

ParticipantIDs: 4463180301 SubmitterID: 7067927936

THIS CONVEYANCE is made subject to all zoning ordinances, easements and restrictions of record affecting said bargained premises.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoove of the said Grantees, as joint tenants and not as tenants in common, for and during their joint lives, and upon the death of either of them, to the survivor of them in **FEE SIMPLE**, together with every contingent remainder and right of reversion, and to the heirs and assigns of said survivor.

THIS CONVEYANCE is made pursuant to Official Code of Georgia Section 44-6-190, as it is the intention of the parties hereto to hereby create in Grantees a joint tenancy estate with right of survivorship and not as tenants in common.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons arising under Grantor only.

IN WITNESS WHEREOF, the Grantor has hereunto set grantor's hand and seal this day and year first above written.

Signed, sealed and delivered in the presence of:

Estate of Mary Grace Schmidt

By: Nancy Pruitt Sweet (SEAL)
Nancy Pruitt Sweet, as Executor

Bessie H. Glesner
Witness

[Signature]
Notary Public



REZONING ORDINANCE

An ordinance to approve an application for rezoning in the City of Holly Springs, Georgia, concerning 0.44+/- acres, identified as tax parcel 066 of tax plat 93N00, Land Lot 344 of the 15th District of Cherokee County, 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 Jacob and Chelsea Creviston, requesting rezoning in the City of Holly Springs, Georgia, concerning 0.44+/- acres, identified as tax parcel 066 of tax plat 93N00, Land Lot 344 of the 15th District of Cherokee County, 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 0.44+/- acres, identified as tax parcel 066 of tax plat 93N00, Land Lot 344 of the 15th District of Cherokee County, 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. All project signage will be consistent with the architectural design regulations established for the principal and accessory buildings within the project and shall comply with Article 19, Design Guidelines for Model Zoning Districts of the Holly Springs Zoning Ordinance.
2. Lighting shall be environmentally sensitive, with developer 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. Owner/developer shall coordinate with the Community Development Director and the City Arborist regarding landscaping.
4. In addition to the zoning requirements of the GC zoning districts, all development shall follow the design guidelines as outlined in the Holly Springs Zoning Ordinance, Article 19, Design Guidelines for Model Zoning Districts, as well as, the Commercial Corridor Design Overlay District.
5. The following uses shall be prohibited on this site:
 - a. Adult Entertainment
 - b. Agricultural Implement Sales and Service

- c. Amusement parks
- d. Animal hospitals/clinics with outdoor kennels
- e. Auto Laundry or Car Wash Establishment
- f. Auto Leasing Establishments
- g. Auto Repair Establishments
- h. Auto Service Establishments
- i. Automobile Sales—New
- j. Automobile Sales—Used
- k. Big Box Retail Structure (Over 10,000 square feet)
- l. Boat Sales Facility
- m. Crematoriums
- n. Cash, Check Cashing, and Pawn Establishments
- o. Cellular phone towers
- p. Convenient Food Stores without Gasoline Pumps
- q. Emissions Testing Facilities
- r. Funeral Homes and Mortuaries
- s. Gasoline Service Stations
- t. Go-kart, motor bike track
- u. Greenhouse, Nursery, and Landscaping
- v. Home Improvement Store
- w. Imported Goods, Warehouse, Sales
- x. Laundering Establishments
- y. Tattoo Parlors and Body Piercing Establishments
- z. Tire sales and service with outdoor storage

Section 3

This ordinance shall become effective December 19, 2022, 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 19th day of December, 2022, by the Mayor and City Council of the City of Holly Springs, Georgia.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)



COUNCIL AGENDA REPORT

FROM: Jon Page

CC: City Clerk
Public Information

SUBJECT: Discussion of Annual NPDES Report to Council

DATE: 12/15/2022

COUNCIL MEETING DATE: 12/19/2022

RECOMMENDATION

N/A

REPORT-IN-BRIEF

To fulfill the requirements of the City's Stormwater National Pollutant Discharge Elimination System (NPDES) permit, City staff must make an annual report to the Mayor and Council on the status of each of the Best Management Practices (BMPs) completed during the year as required by the permit.

DISCUSSION

See attached report.

CONCURRENCES

N/A

FISCAL IMPACT

N/A

ALTERNATIVES

N/A

ATTACHMENTS

Annual Report

CITY OF HOLLY SPRINGS

2022 REPORT TO MAYOR AND CITY COUNCIL ON NPDES PERMIT

A. Public Education & Outreach

A-1: Distribute Stormwater Management Flyers to Developers, Engineers, Builders, etc...

Clean Water Campaign flyers are distributed with all new Land Disturbance Permits.

A-2: Display Educational Materials in Municipal Buildings

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

A-3: Distribute Newsletters to Residents

Articles were included in 2 issues of the city newsletter. Articles included the advertisement of the Storm Drain Marking Event conducted in Harmony On the Lakes on April 29, 2022, as well as the Great American Cleanup and the Little River Cleanup Events.

A-5: Provide educational programs for elementary and high school students based on the importance of water quality

On June 14, the Stormwater Department partnered with CCWSA to teach Sequoyah and River Ridge High School students about water quality. This took place at Barrett Park and included learning how to conduct water quality tests, and the organisms that make up a healthy body of water.

A-6: Display Educational Materials During Autumnfest

Autumn Fest was canceled.

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 22, 2022, at Little River in Olde Rope Mill Park. The event had 90 volunteers and removed 80 bags of trash and debris including tires, plastic bottles, cans, bottles and scrap metal.

B-2: Organize Litter Cleanup

The City hosted the Great American Cleanup on October 15, 2022. 13 volunteers including city staff participated. The city picked up trash on Ash Street. Trash removed included 3 tires, car panels, push lawnmower, mini refrigerator, mattress, lumber, etc.

B-3: Web-based complaint system

Responses to web-based complaints occurred within 24 hours.

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

Mapping is in the process of being updated to include all new structures.

C-3: Detect/Eliminate Illicit Discharges

On June 7, 2022, a concrete truck discharged 10 yards of concrete onto Palm Street. Concrete was discharged into 8 catch basins and directly into Toonigh Creek. Ready Mix USA initiated cleanup efforts the same day. Clean up efforts lasted 7 days, with all concrete removed from the creek and catch basins.

C-4: Distribute Newsletters to Citizens

As previously mentioned, articles were included in two newsletters and distributed to area citizens.

C-5: Complaint Response

Responses to all complaints were made in 24 hours.

D. Construction Site Stormwater Runoff

D-1: Erosion Sedimentation and Pollution Control Ordinance

The Erosion, Sedimentation and Pollution Control Ordinance is in the process of being updated to maintain compliance with the amendments to the Georgia Erosion and Sedimentation Act of 1975.

D-2: Site Plan Review Procedures

Review included 3 lots for Harmony on the Lakes, Holly Springs Storage Facility, Town Walk, Province at Hickory Flat, revisions to the Holly Springs Apartments, and some Town Center Project areas such as the Cotton Barn.

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 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 such as The Retreat at Holly Springs, Crestbrook, Serenity, and Spring Meadows.

E-3: Inspection Program

Inspections have been ongoing 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 2022

F. Pollution Prevention/Good Housekeeping for Municipal Operations

F-1: MS4 Control Structure Inventory and Map

New structures are in the process of being added for multiple new developments.

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: Debris Removal from City Owned Property

Debris was picked up on a regular basis from City streets by Community Service weekend detail throughout the year.

F-5: City Staff Training

A training session took place on December 16, 2022. Topics included proper BMP installation and management for a construction site and proper use of a concrete washout. All Stormwater, Building Department and Public Works staff were in attendance.

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 2022. Two will be added to the inventory when the Town Center Project is complete.

F-9: Municipal Facilities

Once the new public works facility is completed, we will resume inspections.

A RESOLUTION OF THE CITY OF HOLLY SPRINGS, GEORGIA TO SUPPORT AND REQUEST LOCAL LEGISLATION BY THE GENERAL ASSEMBLY OF THE STATE OF GEORGIA TO AMEND ARTICLE V. - ELECTIONS OF THE CHARTER OF THE CITY OF HOLLY SPRINGS; TO AMEND SECTION 5.03 – ELECTION AT LARGE; PLURALITY VOTE

WHEREAS, the City of Holly Springs, Georgia City Council unanimously supports legislation to be introduced to amend Article V. – Elections of the City’s charter; and

WHEREAS, it is the desire of Mayor and Council to change the electoral process or voting system from a plurality vote to a majority vote; and

WHEREAS, the amendment requires local legislation to be passed by the Legislature for the State of Georgia, and such legislation can be introduced after a request by the City of Holly Springs.

NOW THEREFORE, the Council of the City of Holly Springs hereby resolves that the local legislative delegation for the districts including the City of Holly Springs introduce local legislation to amend Section 5.03 – Election at large; plurality vote of the Charter of the City of Holly Springs, Georgia, as amended, to change the electoral process or voting system from a plurality vote to a majority vote.

This Resolution shall be forwarded to the local legislative delegation for the districts including the City of Holly Springs for the purpose of introducing local legislation upon the adoption by the City Council.

Adopted and approved this 19th day of December, 2022.

Steven W. Miller, Mayor

Ward 1: Kyle Whitaker

Ward 2: Dee Phillips

Ward 3: Michael Roy Zenchuk II

Ward 4: Kevin W. Moore

Ward 5: Jeffrey D. Wilbur

Attest:

Karen Norred, City Clerk

DRAFT

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

WHEREAS, Section 2.10 of the City Charter provides during the absence or disability of the mayor for any cause, the mayor pro tem or, in his absence or disability for any cause, one of the councilmembers chosen by the council shall be clothed with all the rights and privileges of the mayor so long as such absence or disability shall continue; and

WHEREAS, section 2-41 of Chapter 2 – Administration provides the following shall be standing committees of the city council.

1. Parks and recreation
2. Planning and zoning
3. Finance and administration
4. Police
5. Public works; and

WHEREAS, each committee shall be composed of two council members, who shall review all matters brought before the council concerning his subject area; and

WHEREAS, the mayor shall propose committee assignments which shall then be approved by the city council; and

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

Mayor Pro Tem:	Michael R. Zenchuk, II	
Finance & administration:	Chair	Michael R. Zenchuk, II
	Co-Chair	Dee Phillips
Parks and recreation:	Chair	Kyle Whitaker
	Co-Chair	Kevin Moore
Planning and zoning:	Chair	Kyle Whitaker
	Co-Chair	Jeff Wilbur
Police:	Chair	Dee Phillips
	Co-Chair	Jeff Wilbur
Public works:	Chair	Michael R. Zenchuk, II
	Co-Chair	Kevin Moore

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

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

SO RESOLVED THIS 19th DAY OF DECEMBER 2022.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)



COUNCIL AGENDA REPORT

FROM: Nancy Moon

CC: City Clerk
Public Information

SUBJECT: Release of Edgewater Phase 1 Maintenance Bond and Acceptance of Roads
Release of Edgewater Phase 4 Performance Bond
Release of Spring Meadows Phase 2A and 2B Performance Bonds

DATE: December 16, 2022

COUNCIL MEETING DATE: December 19, 2022

RECOMMENDATION

STAFF ANALYSIS

The following bonds have been requested for release:

Subdivision	Bond Type	Bond Number	Amount
Edgewater Phase 1	Maintenance Bond	1001019857	\$65,195.60
Edgewater Phase 4A	Performance	1001019805	\$113,505.55
Spring Meadows Phase 2A	Performance	SU1168537	\$35,502.81
Spring Meadows Phase 2B	Performance	800042837	\$44,878.31

In addition, the following roads are requested for acceptance:

Subdivision	Road	Linear Feet
Edgewater Phase 1	Fieldbrook Crossing	1100
	Fieldbrook Drive	183

The City Engineer has inspected these developments and approved the release of the bonds.

CONCURRENCES

City Engineer

FISCAL IMPACT

N/A

ALTERNATIVES

Denial

ATTACHMENTS

Maps

GENERAL NOTES:

1. TOTAL AREA: ± 96.45 ACRES.
AREA (PHASE 1): 7.81423 ACRES.
2. TOTAL LOTS: 243
LOTS (PHASE 1): 38
3. OVERALL DENSITY: 2.52 UNITS PER ACRE.
DENSITY (PHASE 1): 4.86 UNITS PER ACRE.
4. PROPERTY IS ZONED: PDR (CASE # MA-33-2015)
5. SETBACKS:
MINIMUM SETBACKS:
FRONT SETBACK - 20' (OR AS SHOWN)
REAR SETBACK - 20'
SIDE SETBACK - 5'
SIDE CORNER - 10'
MINIMUM LOT AREA - 6,000 SF
6. SURVEYOR/ENGINEER:
WATTS & BROWNING ENGINEERS, INC.
1180 BELLS FERRY ROAD
MARIETTA, GEORGIA 30066-6030
PHONE: (578) 324-6192
ENGINEER/DESIGNER: DARYL R. COOK
7. OWNER/DEVELOPER:
FRONTDOOR COMMUNITIES
2849 PAGES FERRY ROAD, SUITE 590
ATLANTA, GEORGIA 30339
24 HR CONTACT:
WAYNE CLARK (770) 539-0773
8. ALL CONSTRUCTION TO CONFORM TO CHEROKEE COUNTY STANDARDS AND SPECIFICATIONS WHETHER OR NOT COMMENTS WERE MADE.
9. WATER SERVICE TO BE PROVIDED BY CHEROKEE COUNTY.
10. THIS PROJECT TO BE SERVED BY CHEROKEE COUNTY SEWER SYSTEM.
11. DISTANCES SHOWN ARE HORIZONTAL.
12. BEARINGS SHOWN ARE BASED ON GRID NORTH WEST ZONE.
13. CHEROKEE COUNTY PERSONNEL AND/OR AGENTS SHALL HAVE FREE AND TOTAL ACCESS TO AND ACROSS ALL EASEMENTS.
14. NO NGS MONUMENT EXISTS WITHIN 500' OF BOUNDARY LINE.
15. DATUM IS BASED ON FULTON COUNTY AZIMUTH MARK # F-406
ELEVATION = 1034.42 (NAVD 83)
16. BUILDERS MUST VERIFY LOCATION AND INVERT OF SANITARY SEWER LATERALS PRIOR TO SETTING ANY FINISHED FLOORS TO ASSURE PROPER SERVICE.
17. BUILDERS MUST VERIFY FIELD LOCATION OF ALL STORM AND SANITARY SEWER EASEMENTS (PUBLIC & PRIVATE), FLOODPLAIN LIMITS AND BUFFERS PRIOR TO ANY CONSTRUCTION.
18. EASEMENT LINES ARE DISCONTINUED OR BROKEN IN MANY AREAS. THE OVERALL PATTERN OF EASEMENT LINES CONFIRM THE LOCATION OF SUCH EASEMENTS WHERE EASEMENT LINES ARE BROKEN IN THIS FASHION, THE EASEMENT IS HEREBY IDENTIFIED TO RUN CONTINUOUSLY THROUGHOUT THE WIDTH OR DEPTH OF THE LOTS OR BLOCK OF LOTS ON WHICH ANY PORTION OF THE EASEMENT LINE IS INDICATED. IF ANY EASEMENT IS SHOWN ON ONLY ONE PORTION OF A LOT LINE, IT IS HEREBY IDENTIFIED TO RUN THE ENTIRE LENGTH OF THE LOT LINE AT THE SAME WIDTH AND POSITION AS THAT PORTION SHOWN. ALL FLOOD ZONE AREAS ARE HEREBY IDENTIFIED AS DRAINAGE EASEMENTS OF VARIABLE WIDTH FOLLOWING THE FLOOD ZONE BOUNDARIES.
19. STORM DRAINAGE AND SANITARY SEWER EASEMENTS SHOWN HEREON ARE CENTERED ON THE NATURAL DRAINS, PIPES AND STRUCTURES ASSOCIATED WITH THE EASEMENTS. BUILDERS MUST FIELD LOCATE ALL DRAINS, PIPES AND STRUCTURES PRIOR TO ANY CONSTRUCTION OR LAND DISTURBANCE. NO CONSTRUCTION SHALL OCCUR WITHIN ANY EASEMENT AREA.
20. 1/2" RE-BAR IRON PINS TO BE PLACED AT ALL LOT CORNERS AFTER FINAL PLAT IS RECORDED.
21. AS OF JULY 25, 2015 TO THE BEST OF OUR KNOWLEDGE, THERE ARE NO BURY PITS LOCATED ON THE PROPERTY. ALSO, THE CONTRACTOR AND/OR DEVELOPER HAVE ADVISED WATTS & BROWNING THAT THERE ARE NO BURY PITS OF WHICH THEY ARE AWARE.
22. SIDEWALKS WILL BE INSTALLED BY THE BUILDER AT THE TIME OF HOME CONSTRUCTION, EXCEPT IN FRONT OF COMMON AREAS.
23. THE MAINTENANCE OF THE WATER QUALITY FACILITIES IS THE RESPONSIBILITY OF THE HOMEOWNERS ASSOCIATION. THE H.O.A. AGREES TO PERFORM ANNUAL INSPECTIONS AND PROVIDE ANY NECESSARY MAINTENANCE.
24. APPROVAL OF THESE PLANS DOES NOT CONSTITUTE APPROVAL BY THE CITY OF HOLLY SPRINGS OF ANY LAND DISTURBING ACTIVITIES THAT MAY IMPACT ANY FEDERALLY LISTED THREATENED OR ENDANGERED SPECIES PROTECTED BY THE ENDANGERED SPECIES ACT. IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO CONTACT THE U.S. FISH AND WILDLIFE SERVICE FOR APPROVAL OF THESE PLANS PRIOR TO UNDERTAKING ANY LAND DISTURBANCE.
25. APPROVAL OF THESE PLANS DOES NOT CONSTITUTE APPROVAL BY THE CITY OF HOLLY SPRINGS OF ANY LAND DISTURBING ACTIVITIES WITHIN WETLAND AREAS. IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO CONTACT THE APPROPRIATE REGULATORY AGENCY FOR APPROVAL OF ANY WETLAND THAT IS DISTURBED.
26. ALL UTILITIES ARE TO BE UNDERGROUND.
27. ALL DEAD END STREETS FOR FUTURE SUBDIVISION SHALL HAVE TURN AROUND USING DIAGRAM IFD C 103.4

THIS PLAT IS SUBJECT TO THE RESTRICTIVE COVENANTS RECORDED IN DEED BOOK 14134 PAGE 2004, CHEROKEE COUNTY RECORDS.

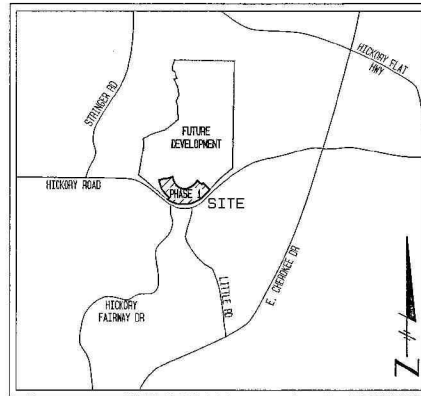
THE SITE DISTANCE MEETS OR EXCEEDS STANDARD DETAIL 204 IN THE CHEROKEE COUNTY DEVELOPMENT REGULATIONS.

THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE OF ONE FOOT IN 369,655 FEET AND AN ANGULAR ERROR OF 01" PER ANGLE POINT, AND WAS LEAST SQUARES ADJUSTED.

THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 234,364 FEET.

A SOKKIA CX-103 TOTAL STATION WAS USED TO OBTAIN THE LINEAR AND ANGULAR MEASUREMENTS USED IN THE PREPARATION OF THIS PLAT.

NOTE: ABOVE GROUND UTILITY LOCATIONS WERE OBTAINED FROM FIELD OBSERVATIONS. WATTS & BROWNING HAS NOT RESEARCHED UNDERGROUND UTILITY LOCATIONS. INFORMATION SHOWN HEREON REGARDING THE EXISTENCE, SIZE, TYPE AND LOCATION OF UNDERGROUND UTILITIES IS BASED ON MARKINGS IN THE FIELD AND INFORMATION FURNISHED BY OTHERS AND WATTS & BROWNING ENGINEERS IS UNABLE TO CERTIFY TO THE ACCURACY OR COMPLETENESS OF THIS INFORMATION. INDICATED LOCATIONS SHOULD BE CONFIRMED IN THE FIELD WITH UTILITY COMPANIES PRIOR TO PROCEEDING WITH PLANNING, DESIGN OR CONSTRUCTION.



LOCATION MAP
N.T.S.

IT IS THE POLICY OF CHEROKEE COUNTY THAT DRAINAGE EASEMENTS ARE DEDICATED TO PUBLIC USE AND ARE NOT ACCEPTED BY CHEROKEE COUNTY FOR COUNTY MAINTENANCE AND ARE NOT CONSIDERED COUNTY PROPERTY. THEREFORE, IT IS CHEROKEE COUNTY POLICY THAT NO COUNTY FORCES OR EQUIPMENT SHALL BE USED TO PERFORM CONSTRUCTION TO ANY DRAINAGE EASEMENT WITHIN CHEROKEE COUNTY, UNLESS SAID EASEMENT LIES WITHIN CHEROKEE COUNTY RIGHT-OF-WAY AND/OR SAID WORK IS NECESSARY TO PROTECT COUNTY RIGHT-OF-WAY PER CHEROKEE COUNTY POLICY ADOPTED JANUARY 14, 1997.

ALL REQUIRED STORM DRAINAGE EASEMENTS OFF OF THE COUNTY RIGHT-OF-WAY. THE PROPERTY OWNER WILL BE REQUIRED TO KEEP THE EASEMENT FREE OF OBSTRUCTION IN SUCH A WAY AS TO ENSURE THE MAXIMUM DESIGNED FLOW AT ALL TIMES. THE PROPERTY OWNER SHALL NOT ALTER ANY DRAINAGE IMPROVEMENTS WITHOUT THE PRIOR WRITTEN APPROVAL FROM THE CHEROKEE COUNTY ENGINEERING DEPARTMENT.

CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY NOTES:

1. CHEROKEE WATER AND SEWERAGE AUTHORITY SHALL MAINTAIN THE SEWER MAINS AND SEWER LATERALS TO THE COUNTY, CITY OR STATE RIGHT-OF-WAY OR TO THE EDGE OF AN EASEMENT DEDICATED TO COWSA. IF SEWER MAIN IS LOCATED WITHIN A PRIVATE INGRESS-EGRESS OR A BLANKET UTILITY EASEMENT, CHEROKEE WATER AND SEWERAGE AUTHORITY SHALL MAINTAIN SEWER MAINS AND LATERALS FROM BACK OF CURB TO BACK OF CURB. IN THE EVENT OF ZERO BUILDING SETBACK ADJACENT TO A RIGHT-OF-WAY, COWSA WILL MAINTAIN SEWER MAINS AND LATERALS FROM BACK OF CURB TO BACK OF CURB.
2. CLEAN OUT SHALL NOT BE LOCATED OUTSIDE OF THE RIGHT-OF-WAY OR EASEMENT. NO STRUCTURE CAN BE WITHIN 5' (FIVE FEET) OF ANY SEWER CLEAN OUT. INCLUDING, BUT LIMITED TO ANY TYPE OF BUILDING, PORCHES, FOUNDATIONS, STAIRS, SIGNS, FENCES, RETAINING WALL, OR OTHER TYPES OF WALL, ETC.
3. STREET LIGHT ORDINANCE:
POLE SPECIFICATIONS:
• 30 FOOT POLES ONLY
• WOOD OR FIBERGLASS ONLY
• ARMS MUST BE 2'-1/2" TO 8' LONG
• ROADWAY FIXTURES

STREET LIGHT FIXTURES ARE SUBMITTED BY THE POWER COMPANIES TO RICKY DOBBS. ALL POWER POLE CONTRIBUTIONS MUST BE PAID BY THE DEVELOPER BEFORE THE RELEASE OF WATER METER SALES. THE ABOVE DOES NOT APPLY TO SUBDIVISIONS THAT ARE LOCATED INSIDE THE CITY LIMITS.

FIRE NOTES:

1. TEMPORARY OR PERMANENT STREET SIGNS ARE REQUIRED TO BE INSTALLED PER THE 2012 INTERNATIONAL FIRE CODE AS SOON AS THE STREETS ARE DRIVABLE. THESE SHOULD BE PLACED AS SOON AS GRAVEL AND CURBING IS INSTALLED. TEMPORARY STREET SIGNS ARE ALLOWABLE UNTIL THE PERMANENT SIGNS HAVE BEEN PLACED.
2. FIRE LANE (S) MEANS AREAS DESIGNATED BY THE FIRE OFFICIAL, PROVIDING ACCESS FOR FIRE DEPARTMENT VEHICLES TO BUILDINGS, FIRE DEPARTMENT CONNECTIONS AND FIRE HYDRANTS. THIS INCLUDES ALL ALLEYS, DRIVEWAYS OR LANES, DEVOTED TO PUBLIC USE, WHERE THE PARKING OF MOTOR VEHICLES OR OTHER OBSTRUCTIONS CAN INTERFERE WITH THE INGRESS OR EGRESS OF FIRE DEPARTMENT VEHICLES FOR THE PROTECTION OF PERSONS AND PROPERTIES.
3. HAVE ALL CONSTRUCTION VEHICLES AND CREWS PARK ON ONE SIDE OF STREET TO PROVIDE ACCESS FOR EMERGENCY VEHICLE RESPONSE.
4. BUILDING PERMITS SHALL BE POSTED AT ALL JOB SITES.

THIS SYMBOL INDICATES ALL LOTS THAT ARE ADJACENT TO A 100-YEAR FLOODPLAIN REQUIRING AN ELEVATION CERTIFICATE INDICATING THAT THE FINISHED FLOOR ELEVATION OF THE STRUCTURE SHALL BE A MINIMUM OF THREE (3) FEET ABOVE THE 100-YEAR FLOOD ELEVATION. SAID ELEVATION CERTIFICATE SHALL BE SUBMITTED TO THE BUILDING DEPARTMENT.

THE PROFESSIONAL ENGINEER OF RECORD CURRENTLY REGISTERED IN THE STATE OF GEORGIA, CERTIFY THAT THE DESIGN AND SIGNATURE THAT THE DETENTION AND/OR STORAGE OF WATER, STORAGE AND OUTFLOW RATES AS REQUIRED BY THE APPROVED CONSTRUCTION PLANS AND THE APPROVED HYDROLOGY STUDY FOR THE DEVELOPMENT, ANY MODIFICATIONS TO A STORM WATER DETENTION AREA SHALL REQUIRE A REVISED HYDROLOGY STUDY TO BE SUBMITTED.

DARYL R. COOK, PE # 19315

DATE

LENGTH OF PUBLIC STREET	
STREET NAME	LENGTH
FIELDBROOK DRIVE	153'
FIELDBROOK CROSSING	1,100'

LENGTH OF WATER LINE	
STREET NAME	LF OF 8" DIP
FIELDBROOK DRIVE	151'
FIELDBROOK CROSSING	1,138'

LENGTH OF SANITARY SEWER LINE		
STREET NAME	LF OF 8" PVC	LF OF 8" DIP
OFFROAD	256'	953'
FIELDBROOK CROSSING	885'	114'

THE OWNER OF THE LAND SHOWN ON THIS PLAT ACKNOWLEDGES THAT THIS PLAT WAS MADE FROM AN ACTUAL SURVEY AND DEDICATES TO THE USE OF THE PUBLIC FOREVER, ALL STREETS, ALLEYS, PARKS, WATER COURSES, DRAINS EASEMENTS AND PUBLIC PLACES HEREON SHOWN FOR THE PURPOSE AND CONSIDERATION HEREIN EXPRESSED.

OWNER *A.W. W.*

THE OWNER OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED HERETO, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, CERTIFIES THAT THIS PLAT WAS MADE FROM AN ACTUAL SURVEY, THAT ALL STATE, CITY AND COUNTY TAXES OR OTHER ASSESSMENTS NOW DUE ON THIS LAND HAVE BEEN PAID.

OWNER *A.W. W.*

CERTIFICATE OF APPROVAL OF WATER & SEWER SYSTEM

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

Alison Payne 11-1-2016
ALISON PAYNE CHEROKEE COUNTY WATER AND SEWERAGE DEPARTMENT DATE

CERTIFICATE OF ENGINEERING APPROVAL

WE HAVE REVIEWED THE FINAL PLAT AND FIND THAT SAID PLAT CONFORMS TO THE APPROVED PLANS AS SUBMITTED BY THE DEVELOPER AND THE CHEROKEE COUNTY HOLLY SPRINGS DEVELOPMENT REGULATIONS, OF JANUARY 15, 2002.

Quint 11-30-16 20
CITY ENGINEER DATE

THIS IS TO CERTIFY THAT THIS PLAT HAS BEEN REVIEWED AND APPROVED AS TO CONFORMANCE WITH THE STANDARD FIRE PREVENTION CODE AND CHEROKEE COUNTY FIRE PREVENTION ORDINANCE.

John W. W. 11-30-16
FIRE MARSHAL DATE

CERTIFICATE OF ENGINEERING APPROVAL

WE HAVE REVIEWED THE FINAL PLAT AND FIND THAT SAID PLAT CONFORMS TO THE APPROVED PLANS AS SUBMITTED BY THE DEVELOPER AND THE CHEROKEE COUNTY DEVELOPMENT REGULATIONS OF JANUARY 15, 2002.

Barth Sule 11-23-16
COUNTY ENGINEER DATE

THE ASBUILT CONSTRUCTION OF THE STORM DRAINAGE SYSTEM WILL FUNCTION AS DESIGNED AND ENGINEERED IN THE APPROVED CONSTRUCTION PLANS.

Daryl R. Cook 10/25/16
DARYL R. COOK, PE # 19315 DATE

IT IS HEREBY CERTIFIED THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY BY ME OR UNDER MY SUPERVISION, THAT ALL MONUMENTS SHOWN HEREON ACTUALLY EXIST OR ARE MARKED AS FUTURE AND THEIR LOCATION, SIZE, TYPE AND MATERIAL ARE CORRECTLY SHOWN, AND THAT ALL SURVEYING REQUIREMENTS OF CHEROKEE COUNTY HAVE BEEN SATISFIED.

V.T. HAMMOND 10/25/16
V.T. HAMMOND GEORGIA REGISTERED LAND SURVEYOR # 2554

THIS SURVEY WAS PREPARED IN CONFORMITY WITH THE TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 1807 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.

V.T. HAMMOND
MEMBER SURVEYING AND MAPPING SOCIETY OF GEORGIA

FINAL PLAT OF

EDGEWATER SUBDIVISION PHASE 1

LOCATED IN

LAND LOTS 392 & 393
15TH DISTRICT, 2ND SECTION
CITY OF HOLLY SPRINGS
CHEROKEE COUNTY, GEORGIA

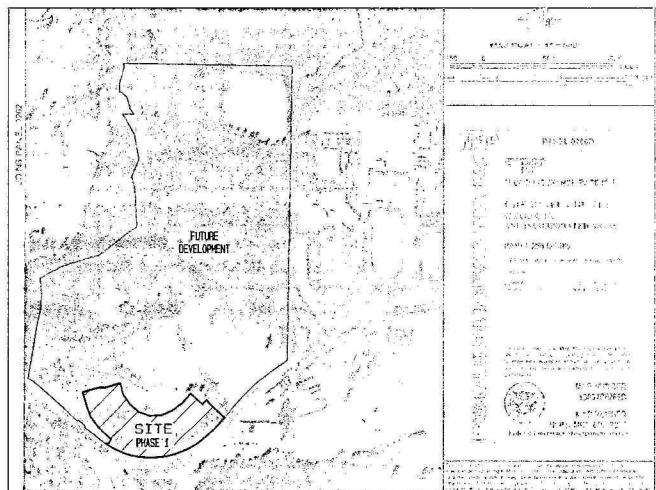


NO.	DATE	BY	DESCRIPTION
1.	09/16/16	JJT	ADDRESS COWSA COMMENTS.
2.	10/25/16	JJT	ADDRESS CITY COMMENTS.



WATTS & BROWNING ENGINEERS, INC.
CIVIL ENGINEERS & LAND SURVEYORS
1180 BELLS FERRY ROAD
MARIETTA, GEORGIA 30066-6030
PHONE: (578) 324-6192
FAX: (770) 534-6870
WWW.WBENG.COM
LSF000429 - PEF000714

SCALE:	N/A
DATE SURVEYED:	12/22/14
DATE UPDATED:	08/05/15
SURVEYED BY:	J. KENYON
DATE DRAFTED:	08/22/16
UPDATE DRAFTED:	N/A
DRAWN BY:	JJT
CHECKED BY:	ME
FIELD BOOK #:	2466
JOB NUMBER:	141003
FOLDER NUMBER:	141003
CODG FILE:	N/A
DISC FILE:	G:\ENR\141003\141003-PEF00714
COUNTY/LL/D/S:	CHEROKEE/392/15/2
PLAT FILE:	B
SHEET:	1 OF 4



WATTS & BROWNING ENGINEERS, INC. HAS EXAMINED THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP) FLOOD INSURANCE RATE MAP (FIRM) AND BY GRAPHICALLY PLOTTING THE LOCATION OF THE SUBJECT PROPERTY ONTO CHEROKEE COUNTY FIRM MAP NUMBER 13057-00265D, DATED SEPTEMBER 29, 2006 THE REFERENCED PROPERTY IS LOCATED IN THE ZONE LISTED BELOW:

ZONE X (UNSHADED): AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.

THE FLOOD LINE, IF SHOWN, IS APPROXIMATE AND THE ACTUAL LIMITS OF FLOOD LINE BASED ON PUBLISHED ELEVATIONS MAY EXTEND BEYOND THOSE SHOWN HEREON.

LEGEND

- AC - A/C
- AC - ACRES
- AE - ACCESS EASEMENT
- AGL - ATLANTA GAS LIGHT COMPANY
- ASP - ASPHALT
- BB - BOTTOM OF BANK
- BC - BACK OF CURB
- BL - BUILDING CORNER
- B.F.E. - BASE FLOOD ELEVATION
- BL - BUILDING SETBACK LINE
- BM - BENCHMARK
- BP - BLUE PIN FLAG
- BP - BLUE PAINT MARK
- BS - BOTTOM OF SLOPE
- BSO - BELL SOUTH TELEPHONE CO.
- BSO - BELL SOUTH CABLE MARKER
- BSO - BELL SOUTH MANHOLE
- BW - BOTTOM OF WALL
- BW - BARBED WIRE
- CB - CATCH BASIN
- CCA - CORNER CONCRETE APRON
- CCW - CORNER CONCRETE WALK
- CI - CURB INLET
- CL - CENTERLINE
- CL - CHAINLINE
- CMF - CONCRETE MONUMENT FOUND
- CMF - CORRUGATED METAL PIPE
- CO - CLEANDIT
- COMM - COMMUNICATION
- CT - CRIMPED TOP PIPE
- CTV - CABLE TELEVISION
- CW - CONCRETE WALK
- DB - DEED BOOK
- DE - DRAINAGE EASEMENT
- DI - DROP INLET
- DIP - DUCTILE IRON PIPE
- DNR - DEPT OF NATURAL RESOURCES
- DNMS - DNR MONUMENT SET
- DR - DRIVE
- EB - ELECTRIC BOX
- EMC - ELECTRIC MEMBERSHIP CORP.
- EP - EDGE OF PAVEMENT
- EQ - FACE OF CURB
- FE - FENCE CORNER
- FDC - FIRE DEPARTMENT CONNECTION
- FIC - FINISHED FLOOR ELEVATION
- FI - FIRE HYDRANT
- FL - FENCE LINE
- FOH - FIRE OPTIC CABLE MARKER
- FP - FENCE POST
- FLP - FLAG POLE
- GLMP - GAS LINE MARKER POST
- GM - GAS METER
- GP - GATE POST
- GP - GUY POLE
- GPC - GEORGIA POWER COMPANY
- GR - GUARD RAIL
- GV - GAS VALVE
- GW - GUY WIRE
- HDP - HIGH DENSITY POLYETHYLENE
- HVC - HANDICAP PARKING SPACE
- HVP - HIGH VOLTAGE POWER POLE
- HW - HEADWALL
- ICV - IRRIGATION CONTROL VALVE
- INV - INVERT
- IP - IRON PIN FOUND
- IPB - IRON PIN PLACED
- IRB - INTERMEDIATE REGIONAL FLOOD
- JB - JUNCTION BOX
- LC - LENGTH OF CHORD
- LL - LAND LOT LINE
- LL - LAND LOT LIGHT
- LP - LAMP POST/LIGHT POLE
- LS - LANDSCAPED AREA
- MB - MAILBOX
- MFE - MINIMUM FLOOR ELEVATION
- MFN - METROMEDIA FIBRE NETWORK
- MH - MANHOLE
- MNP - MAG NAIL PLACED
- MV - MONITORING WELL
- NF - NAIL FOUND
- NIF - NOW OR FORMERLY
- OPB - OUTLET CONTROL STRUCTURE
- OPF - ORANGE PIN FLAG
- OPM - ORANGE PAINT MARK
- OT - OPEN TOP PIPE
- P - POWER LINE
- PB - PLAT BOOK
- PB - POWER BOX
- PK - PAGE(S)
- PIV - POST INDICATOR VALVE
- PL - PROPERTY LINE
- POB - POINT OF BEGINNING
- POC - POINT OF COMMENCING
- PM - POWER METER
- PP - POWER POLE
- PS - PARKING SPACE(S)
- PVC - POLYVINYLCHLORIDE PIPE
- R - RADIUS
- RC - CURVE TO THE RIGHT
- RE - REBAR
- RCP - REINFORCED CONCRETE PIPE
- RPT - RED PIN FLAG
- RPM - RED PAINT MARK
- RR - RAILROAD
- RT - RETAINING
- RAW - RIGHT OF WAY
- SB - SQUARE FEET
- SP - SERVICE POLE
- SR - SOLID ROD
- SS - SANITARY SEWER
- SSE - SANITARY SEWER EASEMENT
- SDW - SIDEWALK
- T - TELEPHONE LINE
- TB - TRAFFIC SIGNAL BOX
- TID - TRENCH DRAIN
- TBM - TEMPORARY BENCHMARK
- TO - TOP OF CURB
- TP - TELEPHONE POLE
- TR - TRAFFIC POLE
- TRANS - TRANSMISSION
- TW - TRAFFIC SIGNAL
- TSI - TRAFFIC SIGN
- TSW - TOP OF WALL
- TW - TEST WELL
- UG - UNDERGROUND
- VB - VALVE BOX
- VB - VALVE MARKER POST
- W - WATER LINE
- WF - WETLAND FLAG
- WIF - WETLAND IRON FENCE
- WM - WATER METER
- WV - WATER VALVE
- X - CORNER
- YI - YARD INLET
- YPM - YELLOW PIN FLAG
- YPM - YELLOW PAINT MARK

SYMBOL LEGEND

- A/C - AIR CONDITIONING UNIT
- BP - BACKFLOW PREVENTOR
- BP - BLUE PAINT MARK(WATER)
- BL - BOLLARD
- BSO - BELL SOUTH COMM BOX
- BSO - BELL SOUTH MANHOLE
- CC - CONCRETE MONUMENT FOUND
- CI - CIPANOUT
- CT - CABLE TV BOX
- CT - FIBER OPTIC CABLE MARKER
- CT - FIRE DEPT CONNECTION
- FI - FIRE HYDRANT
- GLP - GAS LINE MARKER POST
- GM - GAS MANHOLE
- GV - GAS METER
- GV - GAS VALVE
- GPC - GEORGIA POWER COMPANY MANHOLE
- GT - GREASE TRAP
- GV - GUYPOLE
- GV - GUYWIRE
- IV - IRRIGATION CONTROL VALVE
- IF - IRON PIN FOUND
- LP - LAMP POST/LIGHT POLE
- MB - MAIL BOX/KIOSK
- M - MONITORING WELL
- OP - ORANGE PAINT MARK(TELECOMM)
- PE - POWER/ELEC BOX
- PF - POWER POLE
- PM - POWER MANHOLE
- PM - POWER METER
- PP - RED PAINT MARK(POWER)
- PS - SIGN
- TS - TRAFFIC SIGNAL BOX
- TP - TRAFFIC POLE
- TS - TRAFFIC SIGNAL
- TS - TRANSFORMER
- UB - UTILITY BOX
- IN - UTILITY MANHOLE
- UP - UTILITY POLE
- VP - VALVE MARKER POST
- WLP - WATER LINE MARKER POST
- WM - WATER MANHOLE
- WM - WATER METER
- WV - WATER VALVE
- WV - CROSS WALK SIGNAL POLE
- WV - YELLOW PAINT MARK(GAS)
- WV - CABLE TV
- WV - FENCE LINE
- WV - POWER LINE
- WV - POWER TELEPHONE
- WV - GAS LINE
- WV - TELEPHONE LINE
- WV - UG POWER
- WV - UG TEL
- WV - WATER LINE

ROAD SIGN LEGEND

- STOP
- S1
- SPEED LIMIT
- 25
- S2

REZONING ORDINANCE

An ordinance to approve an application for rezoning in the City of Holly Springs, Georgia, concerning 87,384 acres, identified as tax parcel 037 of tax plat 15N26, Land Lots 321, 322, 323, 324, and 325 of the 15th District of Cherokee County, from AG, Agricultural to PDR, Planned Development Residential, and

WHEREAS, an application was properly submitted to the City of Holly Springs Planning and Zoning Commission by The Ryland Group, Inc., requesting rezoning from AG, Agricultural to PDR, Planned Development Residential, and

WHEREAS, after balancing the interest of the community in promoting public health, safety, morality, or general welfare against the rights 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 87,384 acres, identified as tax parcel 037 of tax plat 15N26, Land Lots 321, 322, 323, 324, and 325 of the 15th District of Cherokee County, from PDR, Planned Development Residential, to PDR, Planned Development Residential, and specifically to amend the following ordinance (11) of rezoning ordinance MA-33-2014, and

Section 2
The application for rezoning in the City of Holly Springs, concerning 87,384 acres, identified as tax parcel 037 of tax plat 15N26, Land Lots 321, 322, 323, 324, and 325 of the 15th District of Cherokee County, from PDR, Planned Development Residential, to PDR, Planned Development Residential, and specifically to amend the following ordinance (11) of rezoning ordinance MA-33-2014, and

Section 3
The City of Holly Springs has an option to purchase the property known as the "Cagle Property" which includes a significant portion of Cagle Lake and additional land that is immediately west of Cagle Lake. The City has requested to Seller that Seller does not remove or alter any of the property if the property is to be sold as a city park with both active and passive elements.

Section 4
This ordinance shall become effective November 16, 2015, upon approval by Mayor and City Council.

Section 5
The City of Holly Springs, Georgia, is hereby authorized to make any and all appropriate changes to the Official Zoning Map of Holly Springs, Georgia, as shown on the map in Section 1 above, however, said changes to the Official Zoning Map of Holly Springs are effective concurrent with the effective date identified in Section 2 above, whether or not they have been physically made and represented.

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

MA-33-2015

Adopted this 16th day of November, 2015, by the Mayor and City Council of the City of Holly Springs, Georgia.

CITY OF HOLLY SPRINGS

Timothy B. DeBartolo, Mayor

Attest:
Known and attested to by the Clerk
(Seal)

REZONING ORDINANCE

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FINAL PLAT OF
**EDGEWATER
SUBDIVISION
PHASE 1**
LOCATED IN
LAND LOTS 392 & 393
15TH DISTRICT, 2ND SECTION
CITY OF HOLLY SPRINGS
CHEROKEE COUNTY, GEORGIA



NO.	DATE	BY	DESCRIPTION
1.	09/16/16	JUT	ADDRESS COMMENTS.
2.	10/25/16	JUT	ADDRESS CITY COMMENTS.

WATTS & BROWNING ENGINEERS, INC.
CIVIL ENGINEERS & LAND SURVEYORS
1100 BELLS FERRY ROAD
MARIETTA, GEORGIA 30066-6030
PHONE: (678) 254-1870
FAX: (770) 654-6870
WWW.WBENG.COM
LSF000429 - PEF000714

SCALE:	N/A
DATE SURVEYED:	12/22/14
DATE UPDATED:	08/05/15
SURVEYED BY:	J. KENTON
DATE DRAFTED:	08/22/16
UPDATE DRAFTED:	N/A
DRAWN BY:	JUT
CHECKED BY:	MA
FIELD BOOK #:	2466
JOB NUMBER:	141003
FOLDER NUMBER:	141003
COGG FILE:	N/A
DTSC FILE:	6-10003-141003-VNG-141003-PP-1
COUNTY/LL/D/S:	CHEROKEE/392/15/2
PLAT FILE:	8
SHEET:	2 OF 4

PLAT BOOK: 118 PG: 305
Filed: 11/30/2016 03:03 PM CFN: 28-2016-000722
Rec: \$8.00
Patty Baker, Clerk of Superior Court Cherokee Cty, GA

ZONING CERTIFICATE

THIS PLAT HAS BEEN ADMINISTRATIVELY REVIEWED FOR COMPLIANCE WITH THE CITY OF HOLLY SPRINGS ZONING ORDINANCE AND IS APPROVED FOR RECORDING.

Nancy Mon
ZONING ADMINISTRATOR
DATE 11/30 2016

CERTIFICATE OF APPROVAL OF WATER & SEWER SYSTEM

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

Pat Payne
CHEROKEE COUNTY WATER & SEWERAGE AUTHORITY
DATE 11-30-16

Patty Baker, Clerk of Superior Court Cherokee Cty, GA

RIGHT-OF-WAY LINE CHART

LINE	ARC	CHORD BEARING	DIST	RADIUS
RM-C1	38.42' (L)	S46°30'15"E	38.41	400.00'
RM-C2	47.39' (L)	S40°21'34"E	47.39	400.00'
RM-C3	47.29' (L)	S33°34'41"E	47.27	400.00'
RM-C4	47.29' (L)	S26°49'13"E	47.27	400.00'
RM-C5	51.20' (L)	S19°44'59"E	51.16	400.00'
RM-C6	22.60' (R)	N17°56'59"W	22.60	350.00'
RM-C7	63.69' (R)	N25°04'45"W	63.60	350.00'
RM-C8	63.65' (R)	N35°27'09"W	63.57	350.00'
RM-C9	63.64' (R)	N45°52'16"W	63.55	350.00'
RM-C10	66.05' (R)	N56°23'14"W	65.96	350.00'
RM-C11	66.05' (R)	N67°10'00"W	65.96	350.00'
RM-C12	72.74' (R)	N78°38'38"W	72.61	350.00'
RM-C13	75.93' (R)	S09°10'13"W	75.78	350.00'
RM-C14	57.32' (R)	S86°10'35"W	57.30	350.00'
RM-C15	50.90' (R)	S73°29'34"W	50.51	350.00'
RM-C16	65.19' (R)	S62°29'15"W	65.11	350.00'
RM-C17	65.16' (R)	S52°14'15"W	65.11	350.00'
RM-C18	33.94' (R)	S44°27'26"W	33.93	350.00'
RM-C19	35.54' (R)	N44°18'28"E	35.53	415.00'
RM-C20	46.36' (L)	N56°10'43"E	46.36	415.00'
RM-C21	48.48' (L)	N66°51'54"E	48.45	415.00'
RM-C22	48.50' (L)	N63°33'34"E	48.47	415.00'
RM-C23	46.45' (L)	N70°15'07"E	46.42	415.00'
RM-C24	48.34' (L)	N76°56'00"E	48.31	415.00'
RM-C25	19.45' (L)	N81°36'45"E	19.45	415.00'
RM-C26	2.73' (L)	N83°10'01"E	2.73	400.00'
RM-C27	47.65' (L)	N86°45'29"E	47.62	400.00'
RM-C28	47.65' (L)	S86°25'01"E	47.62	400.00'
RM-C29	47.65' (L)	S73°39'31"E	47.62	400.00'
RM-C30	47.65' (L)	S72°46'01"E	47.62	400.00'
RM-C31	46.26' (L)	S66°02'29"E	46.24	400.00'

CENTERLINE DATA CHART

LINE	ARC	CHORD BEARING	DIST	RADIUS
CL-1	31.02' (L)	N01°42'45"E	31.01	300.00'
CL-2	593.89' (L)	S96°33'52"E	465.89	375.00'
CL-3	290.18' (L)	N62°22'29"E	274.19	390.00'

LOT AREA CHART

LOT	AREA (SQ FT)	ACRES
37	6000	0.13774
38	6600	0.15152
39	7125	0.16362
40	6397	0.14606
41	6041	0.13669
42	6091	0.13776
43	6004	0.13783
44	6570	0.15083
45	6439	0.14763
46	6243	0.14332
47	6270	0.14393
48	6486	0.14844
49	6454	0.14817
50	6390	0.14578
51	6281	0.14420
52	6294	0.14266
53	6267	0.14367
54	6322	0.14513
55	6416	0.14728

LOT AREA CHART

LOT	AREA (SQ FT)	ACRES
56	6141	0.14097
57	6000	0.13774
58	6000	0.13774
113	6000	0.13774
114	6834	0.15669
115	6830	0.15660
116	6948	0.15951
117	7063	0.16191
118	7273	0.16596
119	7220	0.16575
120	7863	0.18064
121	8155	0.18630
122	7014	0.16103
123	6913	0.15669
124	7114	0.16332
125	7025	0.16129
126	6524	0.14978
127	6000	0.13774
128	6000	0.13774
OPEN SPACE 1	23831	0.54708
OPEN SPACE 2	955	0.02193

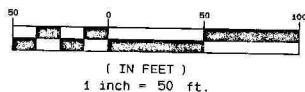
FIRE NOTE:
 DISTANCE BETWEEN FIRE HYDRANT 1 AND FIRE HYDRANT 2 ALONG RIGHT-OF-WAY OF FIELDBROOK CROSSING IS 737 FEET.

CERTIFICATE OF APPROVAL OF WATER & SEWER SYSTEM

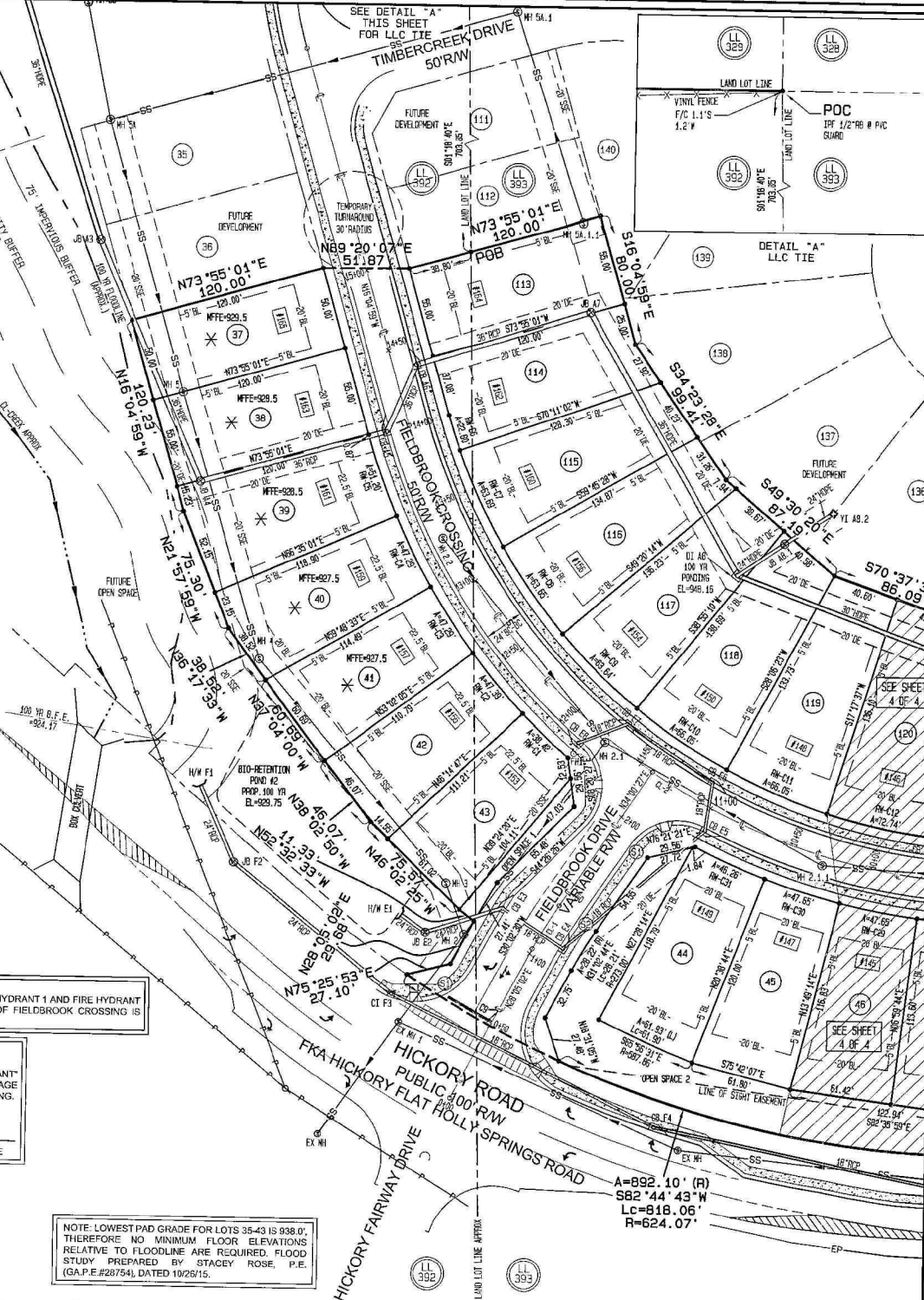
CERTIFICATE OF CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY "PURSUANT" TO ALL REQUIREMENTS OF THE CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY HAVING BEEN FULFILLED, THIS FINAL PLAT IS APPROVED FOR RECORDING.

William Payne 11-1-2016
 CHEROKEE COUNTY WATER & SEWERAGE AUTHORITY DATE

GRAPHIC SCALE



NOTE: LOWEST PAD GRADE FOR LOTS 35-43 IS 938.0'; THEREFORE NO MINIMUM FLOOR ELEVATIONS RELATIVE TO FLOODLINE ARE REQUIRED. FLOOD STUDY PREPARED BY STACEY ROSE, P.E. (GA.P.E.#28754), DATED 10/28/15.



FINAL PLAT OF
EDGEWATER SUBDIVISION
 PHASE 1
 LOCATED IN
 LAND LOTS 392 & 393
 15TH DISTRICT, 2ND SECTION
 CITY OF HOLLY SPRINGS
 CHEROKEE COUNTY, GEORGIA



REVISIONS

NO.	DATE	BY	DESCRIPTION
1.	09/16/16	JUT	ADDRESS COWSA COMMENTS.
2.	10/25/15	JUT	ADDRESS CITY COMMENTS.

W&B
WATTS & BROWNING ENGINEERS, INC.
 CIVIL ENGINEERS & LAND SURVEYORS
 1180 BELLS FERRY ROAD
 MARIETTA, GEORGIA 30066-6030
 PHONE: (770) 854-8892
 FAX: (770) 854-8893
 WWW.WBENG.COM
 LSF000429 - PEF000714

SCALE: 1" = 50'

DATE SURVEYED:	12/22/14
DATE UPDATED:	08/05/15
SURVEYED BY:	J. KENYON
DATE DRAFTED:	08/22/16
UPDATE DRAFTED:	N/A
DRAWN BY:	JUT
CHECKED BY:	MH
FIELD BOOK #:	2466
JOB NUMBER:	141003
FOLDER NUMBER:	141003
COGO FILE:	N/A
DISC FILE:	6:VENGR141003\DWG\141003-FPMR-PH1
COUNTY/LL/D/S:	CHEROKEE/392/15/2
PLAT FILE:	B
SHEET:	3 OF 4

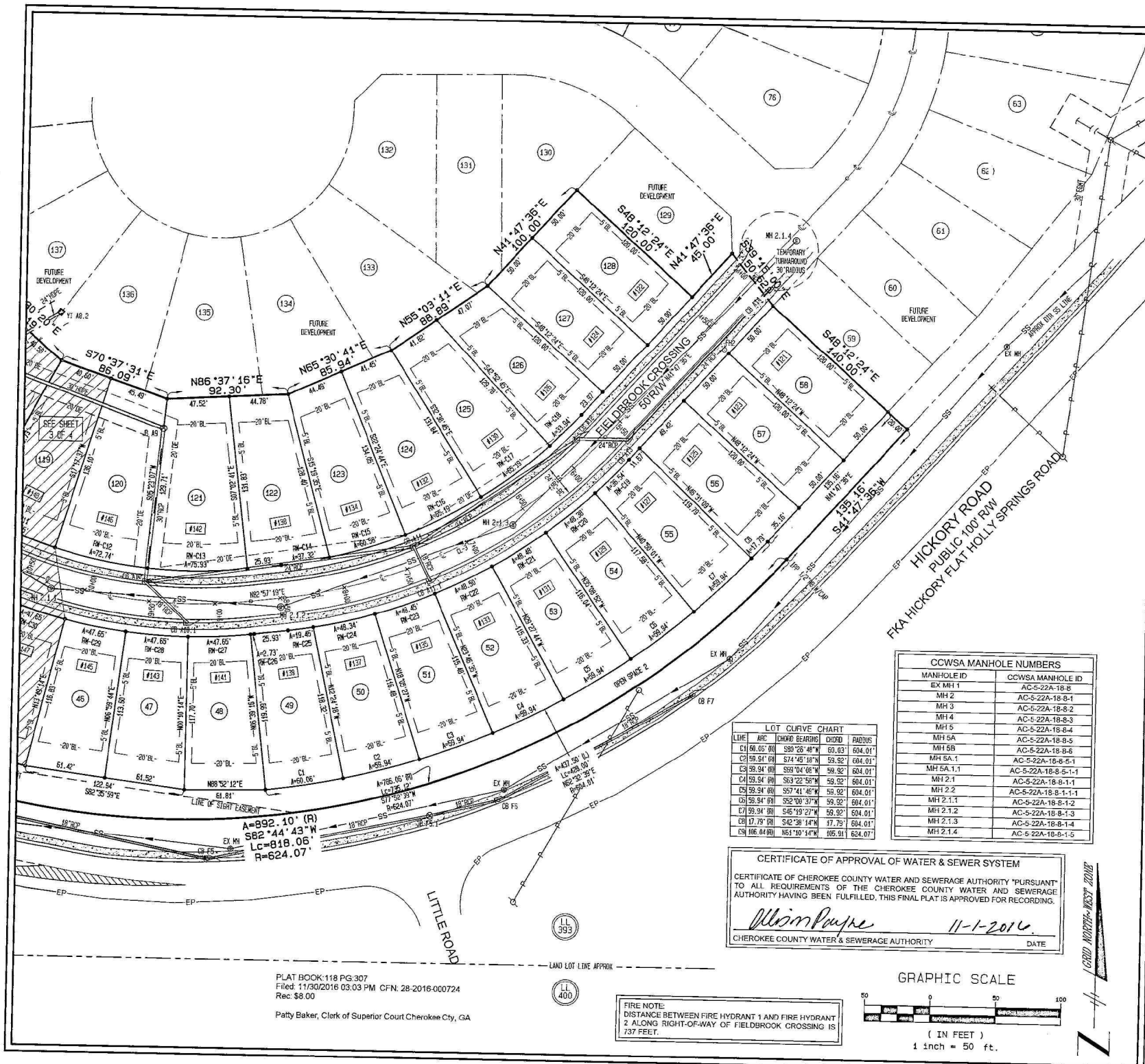
FINAL PLAT OF
EDGEWATER SUBDIVISION
 PHASE 1
 LOCATED IN
 LAND LOTS 392 & 393
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REVISIONS				
NO.	DATE	BY	DESCRIPTION	
1.	09/16/15	JUT	ADDRESS COWSA COMMENTS.	
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WATTS & BROWNING ENGINEERS, INC.
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 1180 BELLS FERRY ROAD
 MARIETTA, GEORGIA 30066-6030
 PHONE: (770) 284-6192
 FAX: (770) 694-6870
 WWW.WBENG.COM
 LSF000429 - PEF000714

SCALE:	1" = 50'
DATE SURVEYED:	12/22/14
DATE UPDATED:	08/05/15
SURVEYED BY:	J. KENYON
DATE DRAFTED:	08/22/16
UPDATE DRAFTED:	N/A
DRAWN BY:	JUT
CHECKED BY:	MH
FIELD BOOK #:	2466
JOB NUMBER:	141003
FOLDER NUMBER:	141003
COGO FILE:	N/A
DISC FILE:	R:\ENR\141003\141003-FP&B-FM
COUNTY/LL/D/S:	CHEROKEE/392/15/2
PLAT FILE:	B
SHEET:	4 OF 4



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

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

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

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

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

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

Subdivision	Road	Linear Feet
Edgewater Phase 1	Fieldbrook Crossing	1100
	Fieldbrook Drive	183

This Resolution is adopted this 19th day of December, 2022.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)



SERVICE AGREEMENT

MAINTENANCE AGREEMENT

January 01, 2023



SERVICE AGREEMENT

By and Between

Company

Brody HVAC, LLC

(Herein after referred to as "Company")

and

Client

City of Holly Springs

3237 Holly Springs Parkway

Holly Springs, GA 30115

(Herein after referred to as "Client")

Brody HVAC, LLC will provide the enclosed service program at the following location(s):

City Hall	3237 Holly Springs Parkway Holly Springs, GA 30115
Hardin House	113 Palm Street Holly Springs, GA 30115
Depot Building	164 Hickory Road Holly Springs, GA 30115
Public Safety Building	3235 Holly Springs Parkway Holly Springs, GA 30115

Performance Objectives - Summary

The enclosed program is designed to meet the performance objectives of City of Holly Springs. These objectives are measured and verified to provide accountability for the services provided.

- | | |
|--------------------------------------|-----------------------------|
| *Maximize Operational Reliability | *Maximize Energy Savings |
| *Maximize System Performance | *Improve Comfort Conditions |
| *Extend Equipment Life Cycle | *Improve Indoor Air Quality |
| *Reduce Operating & Capital Expenses | |

Scope of Services - Summary

Brody HVAC, LLC has customized the enclosed based on the operational requirements of the property. Utilizing the systems design application, equipment inventory, manufacturer's recommendations, as well as the operational considerations of the property and our own experience, Brody HVAC, LLC has customized the following services to meet your objectives:

- | | |
|------------------------------------|------------------------------|
| *Operational Assessment & Analysis | *Energy Services |
| *Planned Maintenance Services | *Management Support Services |



SCOPE OF SERVICES

1. Operational Assessment & Analysis

The Agreement includes all travel and job site labor, vehicles, living expenses, and materials necessary to test the existing operations and performance characteristics of the equipment. Inspections in the form of routine visual inspections and physical testing will be performed to ensure the system(s) are in the proper operating condition and to identify any impending system(s) failures.

Visual Inspections

Brody HVAC, LLC shall provide a visual inspection of the system(s) and components included in the agreement. Typical inspections include the following:

- fan assemblies
- belts & sheaves
- motor mounts & vibration pads
- electrical connections & contactors
- heating & cooling coils
- filter media & racks
- sight glass condition
- bearings
- spray nozzles & pans
- igniter & flame assembly
- heat exchanger
- compressor sections
- condensing sections
- heating sections
- humidifiers & strainers
- seals & packing
- condensate drains & pans
- flame composition
- crankcase heaters

Physical Tests

Brody HVAC, LLC shall provide for a physical check and/or test the system(s) and components included in the agreement. Typical checks and/or tests include the following:

- lubrication requirements
- oil sump, heaters & temperatures
- starter operations
- water flows
- alignment on couplings
- motor operating conditions
- suction & discharge pressures
- flow switch operations
- damper operations
- external interlocks
- motor voltage & amperage
- refrigerant charges
- system(s) Leaks
- oil & fluid levels
- pressure & temperatures



- control interlocks
- flue stack assembly
- outside air intakes
- refrigerant pump down

The Operational Assessment & Analysis activities are related to the equipment outlined on the Equipment Inventory list attached to this agreement unless otherwise documented by City of Holly Springs and Brody HVAC, LLC

SCOPE OF SERVICES (CONTINUED)

2. Planned Maintenance Services

The Agreement includes all travel and job site labor, vehicles, and living expenses to perform the Planned Maintenance Services as described herein. The Agreement includes all consumable materials and supplies such as oil, lubricants, belts, cleaning supplies, tools and equipment necessary to perform the services. These services are essential to ensure the system(s) operational efficiency, performance, conditions and extended equipment life.

Preventive Maintenance

Brody HVAC, LLC shall perform the preventive maintenance on an ongoing basis as scheduled within the tasking program with little or no equipment downtime. The tasking program is customized based on the systems design application, equipment inventory, manufacture's recommendations, as well as the operational considerations of the property and our own experience. Typical preventive maintenance activities include:

- Calibration safety, temperature, operating, humidity, pressure, economizer controls and equipment/component gauges
- Adjustment refrigerant charges (billable), purge systems, dampers, valves, un-loaders, belts fans rpm's, chemical feeds gas pressure regulators, combustion air ratios, set points igniter & flame assemblies
- Alignment open drive couplings, belt sheaves, pullies, coil fins and belt drives
- Vibration damper linkage, fan bearings, axial vane drive, pumps and motors (levels and straightedge)
- Secure & motor terminals, control terminals, piping clamps, line fittings, mounting hardware, Tighten electrical connections, equipment panels and motor mounts
- Cleaning control devices, electrical contactors, condenser coils, fan blades & impellers, pilot & burner orifices, heat exchangers, igniters, chiller & boiler tubes, tower basins, sumps & floats, baffles & fill, nozzles & passages and equipment areas

The preventive maintenance activities are designed to maximize your system(s) efficiency, durability, reliability and safety.



SCOPE OF SERVICES (CONTINUED)

Predictive Maintenance

Brody HVAC, LLC shall perform the predictive maintenance working in tandem with preventive maintenance to detect early signs of deteriorating performance and to predict potential system(s) failures. These services diagnose and solve equipment problems often before they occur.

Air Filter Services

Brody HVAC, LLC shall perform the air filter changes as described herein on the Air Filter Inventory list. All labor, materials and disposal of the used filters are included. These services assist to ensure the system(s) energy efficiency, proper indoor air and environmental quality is maintained.

Refrigerant Management Services

Brody HVAC, LLC shall provide for the refrigerant management requirements of the systems listed on the Equipment Inventory list. All documentation, tracking and certification of equipment and personnel shall comply with the applicable local, state and federal regulatory guidelines.

Building Automation Services

Brody HVAC, LLC shall perform the temperature control services as described herein for the components of the Equipment Inventory list. All labor and materials required to calibrate, adjust, clean and maintain the unit control systems that are not considered components of the Building Automation System, are included.

These services ensure the proper and efficient operation of the system(s) being maintained. Brody HVAC, LLC will also maintain the Building Automation System, if included in the Equipment Inventory list. Software updates are not included unless specified in Special Provisions.

SCOPE OF SERVICES (CONTINUED)

3. Management Support Services

Brody HVAC, LLC will be responsible to administer, monitor and update all aspects of the services provided under this Agreement. A complete set of documentation will be implemented including computerized maintenance task schedules, inventory records, and all other documentation required for establishing operating trends and further corrective measures. Detailed Service and/or Maintenance Reports will be provided to City of Holly Springs upon request.

Customer Service Support

Brody HVAC, LLC will assign a team of professionals to execute the services described herein. An account representative in cooperation with customer service representative(s) will ensure consistency in the delivery of your program and provide for effective lines of communication.



The account representative will be responsible for coordinating the resources necessary to implement and execute the program. The customer service representatives will be available 24/7 to schedule and respond to all of your service activities, from work-flow documentation to dispatching and coordination.

Technical Support

Brody HVAC, LLC will assign a service manager with the technical experience and expertise to evaluate and implement the best solutions to meet the objectives of this program. The service manager will be your direct point of contact for the services described herein and will direct the personnel and resources required to ensure the effective and efficient delivery of the program. Additionally, Brody HVAC, LLC will complete skill-level tasking to assign primary and secondary technician(s) with the qualifications and certifications required to perform the services described herein.

Engineering Support

The Agreement includes the engineering support services to assist City of Holly Springs in the planning and development of greater energy sustainability, operational improvements, indoor air quality concerns, system(s) modification and capital budgeting. Brody HVAC, LLC will make available additional engineering support associates, including but not limited to certified energy managers, design-build engineers and project managers.

Capital Planning & Budgeting

Brody HVAC, LLC management and technical personnel shall provide consultative support throughout the lifecycle of the {{accountbt.name}} mechanical systems and assist in the development of capital plans and budgets based on your operational and financial objectives.

AGREEMENT AUTHORIZATION

This agreement describes the rights and obligations of Brody HVAC, LLC and City of Holly Springs and constitutes the entire agreement between the parties and shall not be altered except in writing. This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Brody HVAC, LLC which is not expressed herein.

This proposal is the proprietary property of Brody HVAC, LLC and is provided for City of Holly Springs use only. Brody HVAC, LLC guarantees the price stated in this Agreement for thirty (30) days from proposal date above. This proposal will become a binding Agreement only after acceptance by City of Holly Springs and approval by an authorized representative of Brody HVAC, LLC as evidenced by their signatures.

In addition to the descriptions of the services provided, the following Agreement Attachments are included:

- Equipment Inventory
- Air Filter Inventory
- Special Services and Provisions
- Agreement Terms and Conditions



TERM (choose one):

The initial term of this Agreement will commence on January 1, 2023 and shall continue through the anniversary date of January 1, 2024. This Agreement shall continue in effect from year to year thereafter unless either party gives written notice to the other of intention not to renew thirty (30) days prior to the anniversary date.

The Planned Maintenance Agreement price is \$3,256 per year. This Agreement will be invoiced per quarter at \$814.00 per once the work has been completed.

Offered By:

Brody HVAC, LLC

Date: 12.14.2022

Accepted By:

City of Holly Springs

Accepted By:

Name:

Title:

Date:

Signature

EXHIBIT ONE

Equipment Inventory - City of Holly Springs

The responsibilities of the Company shall not be limited to the major components of the equipment listed, but shall include all appurtenant devices and systems that are related to the equipment (e.g. controls, sensors, compressors, pumps, fans, etc.)

City Hall

Unit ID	Equipment Description ¹	Manufacturer	Model Number	Size Ton/HP	Location
AH # 1	AHU - Air Handling Unit Master	Amana	AEP426016CB	3/4 HP	Attic
AH # 2	AHU - Air Handling Unit Master	Amana	AEPF426016CA	3/4 HP	Attic
AH # 3	AHU - Air Handling Unit Master	Mitsubishi	NTXWMT12A111AA	3/4 HP	Server Room
HP # 1	Heat Pump - Master	Amana	ASZ160481AD	4 TON	Outside
HP # 2	Heat Pump - Master	Mitsubishi	NYXSMT12A111AA	1 TON	Outside
HP # 3	Heat Pump - Master	Amana	ASZC160601BA	5 TON	Outside



Hardin House

Unit ID	Equipment Description ¹	Manufacturer	Model Number	Size Ton/HP	Location
Condenser 1	Condensing Unit - Master	Trane	TTA042C300AO	3.5 TON	Outside
Furnace 1	Furnace Unit	Trane	TUE1C100A9481AC	3/4 HP	Inside

Depot Building

Unit ID	Equipment Description ¹	Manufacturer	Model Number	Size Ton/HP	Location
Carrier Condenser 1	Condensing Unit - Master	Carrier	24ACC460A300	5 TON	Outside
Carrier Condenser 2	Condensing Unit - Master	Carrier	24ABB360A0032010	5 TON	Outside
Coil - Evap. 1	Coil - Evaporator	Bryant	CNPHP6024ALAAAAA	5 TON	Crawl Space
Coil - Evap. 2	Coil - Evaporator	Carrier	CNPHP6024ALAAAAA	5 TON	Crawl Space
Furnace 1	Gas Furnace	Bryant	350MAV060100	3/4 HP	Crawl Space
Furnace 2	Gas Furnace	Carrier	59SC5B100E21-20	3/4 HP	Crawl Space

Safety Building

Unit ID	Equipment Description ¹	Manufacturer	Model Number	Size Ton/HP	Location
AH # 1	AHU - Air Handling Unit Master	Carrier	FB4CNP061	3/4 HP	Inside
AH # 2	AHU - Air Handling Unit Master	Carrier	FB4CNP060	3/4 HP	Inside
AH # 3	AHU - Air Handling Unit Master	Carrier	FB4CNP060	3/4 HP	Inside
AH # 4	AHU - Air Handling Unit Master	Carrier	FB4CNP060	3/4 HP	Inside
AH # 5	AHU - Air Handling Unit Master	RHEEM	RH1T6024STANJA	3/4 HP	Inside
AH # 6	AHU - Air Handling Unit Master	Trane	TWE060D150BO	3/4 HP	Inside
HP # 1	Heat Pump - Master	Carrier	25HCE4604508	5 TON	Outside
HP # 2	Heat Pump - Master	Carrier	25HCD360A500	5 TON	Outside
HP # 3	Heat Pump - Master	Trane	2TWA0060A3000AB	5 TON	Outside



HP # 4	Heat Pump - Master	Carrier	25HCE4604508	5 TON	Outside
HP # 5	Heat Pump - Master	Carrier	25HCD360A500	5 TON	Outside
HP # 6	Heat Pump - Master	Carrier	RP1460BC1NA	5 TON	Outside

¹ Equipment and/or components may be added or deleted based on the mutual agreement of City of Holly Springs and Brody HVAC, LLC. Upon written authorization, the Agreement price will be amended accordingly.

EXHIBIT TWO

The responsibilities of the Company shall include all filter and media associated with the equipment inventory to include but not limited to pre-filters, frame filters, pouch filters, fan coil filters, automatic roll type filters etc.

Unit	Filter Type	Quantity	Filter Size	Changes / Year ¹
AH #1	Pleated	2	16x25x5	4
AH #2	Pleated	1	16x25x5	4

Unit	Filter Type	Quantity	Filter Size	Changes / Year ¹
Furnace 1	Pleated	1	16x25x1	4

Unit	Filter Type	Quantity	Filter Size	Changes / Year ¹
Furnace 1	Pleated	1	20x25x1	4
Furnace 2	Pleated	1	20x25x1	4

Unit	Filter Type	Quantity	Filter Size	Changes / Year ¹
AH #1	Pleated	1	20x20x1	4
AH #2	Pleated	1	20x20x1	4
AH #3	Pleated	1	20x20x1	4
AH #4	Pleated	1	20x20x1	4
AH #5	Pleated	1	20x25x1	4
AH #6	Pleated	1	20x22x1	4

¹ Should experience show that more or less frequent media changes or different types of media are required, City of Holly Springs will be advised and upon written authorization, the Agreement price will be amended accordingly.



EXHIBIT THREE

Special Services and Provisions

In addition to the service and provisions outlined in the agreement, the following special services, provisions and terms will apply to this agreement:

The current equipment list does not require any belt changes.

Exhibit Four: Terms and Conditions

1. Customer shall allow only Company designated personnel to perform the ASP/CPM. Customer shall allow access to areas and permit them to start and stop the equipment as mutually scheduled. ASP/CPM will be performed during Company normal working hours.
2. Customer will promptly pay invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and /or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
3. The annual Agreement price is subject on each commencement renewal to reflect industry increases in labor, material, and related costs. Any extra work, including trouble calls made at Customer's request which indicate a condition which is not covered by the ASP/CPM, will become an extra charge over the annual Agreement price.
4. Company is not responsible for loss or damage caused by unavailability of equipment, components, or material for whatever reasons, including forces of nature, inaccessibility to premises, negligence by Customer or others, inadequate system design, vandalism, or other causes beyond Company control.
5. This Agreement does not cover repairs or replacement of items not normally mechanically maintainable such as main power service and electrical wiring up to the equipment, ductwork, piping coils, boiler shell and structural supports. Company is not required to move or modify in any way the building structure or any part thereof in order to carry out the ASP/CPM.
6. Company is not responsible for design of the system, obsolescence, safety tests, removal and reinstallation of valve bodies and dampers, repair or replacement necessitated by freezing weather, inadequate electrical power or failure, burned-out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s), negligence of Customer or others, requirements of governmental, regulatory or insurance agencies, or other causes beyond Company control.
7. Both parties shall seek to avoid litigation. If, however, Company must commence legal action for whatever cause, Customer shall pay all court costs and attorney fees should Company prevail. Any legal action regarding this Agreement must commence within one year from the date of the work complained about.
8. If Company defaults under this Agreement, Company liability shall be limited solely to repair or replacement, at Company option. Company has not given any other express or implied warranty, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Company liability depends upon proper operation and maintenance by Customer. Company is not liable if



the defect or failure is caused, or contributed to, by accident, alteration or abuse by Customer or others. Company liability does not extend beyond the termination date of this agreement.

9. Company shall not be responsible, under any legal theory, for loss of profit or use, claims from Customer's clients, or any special, indirect, or consequential damages. Customer shall indemnify Company, its employees and agents from all claims and expenses, including attorneys' fees, arising out of the performance of this Agreement if such claim is caused by any active or passive act or omission of Customer or others.
10. Company responsibility under this agreement does not include the identification, removal, or abatement of asbestos or other hazardous substances. In the event such products or substances are encountered, Company obligation shall be limited to informing Customer of the possible existence of such materials. In accordance with OSHA's Hazard Communication Standard Regulations, Customer shall provide Company all relevant Material Safety Data Sheets (MSDS).
11. If the Client cancels this agreement outside of the 30 days prior to the anniversary date, the Client shall pay the Company the outstanding amount of the annual agreement total.



**Duplicating
Products**

P.O. Box 1548
Gainesville, GA 30503

SALES ORDER

Customer Number: **GV7205**
Customer PO: _____
Federal Tax ID# _____
Order Date: **12/02/2022**
Sales Rep: **Dean Snyder**

DUPLICATING PRODUCTS, INC., BY ACCEPTANCE OF THIS AGREEMENT, AGREES TO FURNISH TO THE CUSTOMER, SUBJECT TO TERMS AND CONDITIONS HEREIN SPECIFIED, EQUIPMENT AND ACCESSORIES LISTED BELOW.

CUSTOMER INFORMATION BILL TO:			CUSTOMER INFORMATION SHIP TO (if different):		
CITY OF HOLLY SPRINGS PO BOX 990 HOLLY SPRINGS, GA 30142			CITY OF HOLLY SPRINGS 3235 HOLLY SPRINGS PKWY HOLLY SPRINGS, GA 30115		
BILLING EMAIL	BILLING PHONE	MAIN CONTACT	PHONE	EMAIL	
rcarter@hollyspringsga.us	(770) 345-5536	Ron Carter	(770) 345-5536	rcarter@hollyspringsga.us	
QTY	MODEL / DESCRIPTION		SERIAL NO.	UNIT PRICE	TOTAL
3	1 Year RSI Subscriptions to be installed on 1 SAVIN IMC Models				\$720.00
1	PS-Professional Services 2 Hours / Setup and implementation time to connect to SharePoint Online				\$310.00

NOTE: DELIVERY INCLUDES UP TO ONE HOUR OF PROFESSIONAL SERVICES PER MACHINE AT NO CHARGE. ADDITIONAL TIME IS AVAILABLE ON A CHARGEABLE BASIS.

WARRANTY
N/A

AUTOMATED METER COLLECTION: ☐ Yes (initial)
if no, Email Address: _____

AUTOMATED TONER REPLENISHMENT: ☐ Yes (initial)

MAINTENANCE PLAN: **n/a Software Subscription Only**

METER TYPE	COST PER PRINT	PRINTS INCLUDED	BILLED	EXCESS PRINT COST	BILLED	METER READING
BLACK	0.00000	0	Monthly	\$0.00000		
COLOR	0.00000	0	Monthly	\$0.00000		

INCLUDES: **ALL SERVICE AND SUPPLIES**

EXCLUDES: **PAPER & STAPLES**

TRADE IN: _____

THIS IS A BINDING ORDER, not subject to cancellation. No modifications or additions thereto shall be binding upon the seller unless expressly consented to in writing by an officer of the Corporation. Title shall remain with seller until payment is made in full. Duplicating Products Inc., warrants that the goods covered by this order when delivered to buyer will be of merchantable quality and free from defects in workmanship and material for the period specified above under ordinary use and conditions. Duplicating Products, Inc. shall not be liable for failure to deliver or delays in delivery occasioned by causes beyond its control, including without limitation strikes, lockouts, fires, embargoes, war, or other outbreaks of hostilities. Buyer understands that payments not made in accordance with specified terms will be subject to the current established service charges of Duplicating Products, Inc. This contract shall be governed by and construed according to the laws of the State where merchandise is to be delivered.

If the customer defaults hereunder: (1) Duplicating Products, Inc., in addition to other remedies, may repossess the equipment with notice; and (2) the Customer agrees to pay Duplicating Products, Inc., costs and expenses of collection and/or repossession, including the maximum attorney fee permitted by law, said fee not to exceed 25% of the amount then due. Purchaser warrants that all items listed herein as trade in equipment to be free and clear of all liens and encumbrances and purchaser further warrants he has authority to trade this equipment in for equipment listed hereon.

MAINTENANCE PLAN covers all regular service calls during normal Duplicating Products Inc. operating hours (Monday through Friday 8:00am to 5:00pm). Service calls outside of those hours if available would be subject to additional charges. Coverage includes parts, labor, and supplies IF specified above, and only as specified above. Pricing and Term/Duration of agreement as specified above. Either party may terminate this Maintenance Plan at any time by giving 30 days written notice, in advance, to the other party. Duplicating Products Inc. reserves the right to review and adjust rates on an annual basis. All maintenance plans may be subject to minimum charges. Maintenance Plan also covers "Hotline" phone support for equipment issues. Network, workstation, and software support are not covered by a standard maintenance agreement and are chargeable on a per call or hourly basis.

Agreement may be subject to cancellation in the event of late or non-payment, relocation, damage, abuse, negligence, or use of un-authorized parts, supplies or service.

Duplicating Products, Inc.

X

Authorized Signature

DEAN SNYDER **SAE** **2 DECEMBER 2022**

Print Name and Title

Date

X

Authorized Signature

{SIGNAME1} **{SIGTITLE1}**

Print Name and Title

{SIGDATE1}

Date

**A RESOLUTION OF THE CITY OF HOLLY SPRINGS
MAYOR AND COUNCIL TO APPOINT A MEMBER TO THE
CHEROKEE COUNTY DEVELOPMENT AUTHORITY;
AND FOR OTHER PURPOSES**

WHEREAS, the Cherokee Office of Economic Development (COED) exists to promote economic development in Cherokee County by aiding in the expansion of existing industry and through the attraction of new investment and quality employment opportunities; and

WHEREAS, the community focuses on economic development to create economic opportunity for all citizens, i.e. jobs; stimulate business investment; diversify the public revenue base; and

WHEREAS, the COED aids in economic growth by working with existing industries to expand as well as by recruiting additional businesses to the community; and

WHEREAS, COED and the Cherokee County Chamber of Commerce hold regional meetings around Cherokee County to stay in constant communication with existing businesses in order to serve as facilitators and community liaisons for their business needs; and

WHEREAS, Cherokee Office of Economic Development is overseen by the Cherokee County Development Authority that is composed of seven members; and

WHEREAS, the term of the appointment shall be for four (4) years; and

WHEREAS, the following board member has agreed to be appointed to the Cherokee County Development Authority:

Member	Board/Commission	Term Expiration
Steven W. Miller	Cherokee County Development Authority	December 31, 2026

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council that City of Holly Springs appoint the aforementioned Cherokee County Development Authority member.

SO RESOLVED THIS 19th DAY OF DECEMBER, 2022.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

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

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

WHEREAS, all members of boards, commissions, and authorities of the city shall be appointed by the city council for such terms of office and in such manner as shall be provided by ordinance, except where another appointing authority, term of office, or manner of appointment is prescribed by the charter or general state law; and

WHEREAS, the qualifications required of members of boards, commissions, or authorities shall be as prescribed by the council.

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

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

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

WHEREAS, the following board members shall be appointed to the Holly Springs Parks and Recreation Authority:

Member	Appointed by	Board/Commission	Term Expiration
Kevin Moore	Kevin Moore	Holly Springs Parks & Recreation Auth	12/23
Dee Phillips	Dee Phillips	Holly Springs Parks & Recreation Auth	12/23
Kyle Whitaker	Kyle Whitaker	Holly Springs Parks & Recreation Auth	12/23
Jeff Wilbur	Jeff Wilbur	Holly Springs Parks & Recreation Auth	12/23
Michael R. Zenchuk II	Michael R. Zenchuk II	Holly Springs Parks & Recreation Auth	12/23

WHEREAS, the term of each board member shall be designated as twelve months from January 1, 2023 until December 31, 2023; and

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

SO RESOLVED THIS 19th DAY OF DECEMBER, 2022.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

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

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

WHEREAS, all members of boards, commissions, and authorities of the city shall be appointed by the city council for such terms of office and in such manner as shall be provided by ordinance, except where other appointing authority, term of office, or manner of appointment is prescribed by the charter or general state law; and

WHEREAS, the city council by ordinance may provide for the compensation and reimbursement for actual and necessary expenses of the members of any board, commission, or authority; and

WHEREAS, the qualifications required of members of boards, commissions, or authorities shall be as prescribed by the council; and

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

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

WHEREAS, the following board and commission nominees have agreed to be appointed to the Planning & Zoning Commission:

Member	Board/Commission	Term Length	Term Expiration
Chris Adams	Planning and Zoning Commission	1	12/23
Adrian Dekker	Planning and Zoning Commission	1	12/23
Mike Grayeski	Planning and Zoning Commission	1	12/23
Eric Huminski	Planning and Zoning Commission	1	12/23
Eric Rein	Planning and Zoning Commission	1	12/23

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

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

SO RESOLVED THIS 19th DAY OF DECEMBER, 2022.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)



BOARD AND COMMUNITY ORGANIZATION APPLICATION

On which Board or Community Group would you like to serve? Please indicate and label your first and second choice.

- ☐ Cherokee County Library Board of Trustees
- ☐ Downtown Development Authority/Urban Redevelopment Agency
- ☐ Holly Springs Tree Commission
- ☐ Parks & Recreation Authority
- ☒ Planning & Zoning Commission

Name CHRIS AMOS ADAMS

Home Address 104 PALM SPRINGS COURT

City HOLLY SPRINGS State GA Zip Code 30115

Home Phone _____ Unlisted _____

Cell Phone _____ Email _____

Employer KCI TECHNOLOGIES, INC. Occupation SURVEY PRACTICE LEADER

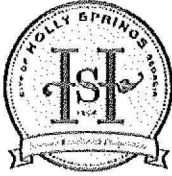
Employer's Address

City HOLLY SPRINGS State GA Zip Code 30115

Business Phone 770-262-9019 Website WWW.KCI.COM

- 1) Are you a registered voter in the City of Holly Springs? ☒ Yes ☐ No
Cherokee County? ☒ Yes ☐ No
- 2) How did you hear about the Board or Commission to which you are applying?
PREVIOUS BOARD MEMBER AND CURRENT DDA MEMBER
- 3) Were you recommended or nominated by a sitting Commission/Board/City Council Member, or the Mayor? If so, please indicate who (not mandatory for consideration).
NO
- 4) Please indicate any information (experience, education, community activities, organizations, etc) that you think should be considered for your appointment to a Board or Commission. Use additional paper and include a resume.
PROFESSIONAL LAND SURVEYOR, CHRYSALIS BOARD MEMBER
- 5) Are there any reasons you may have a conflict of interest if you were appointed to Board or Commission listed above? Use additional paper in necessary. If yes, please explain.
NONE

Signature Chris Amos Adams Date 12/1/22



BOARD AND COMMUNITY ORGANIZATION APPLICATION

On which Board or Community Group would you like to serve? Please indicate and label your first and second choice.

- ☐ Board of Appeals
- ☐ Downtown Development Authority (DDA)
- ☒ Planning & Zoning Commission
- ☐ Main Street Board
- ☐ Cherokee County Library Board of Trustees

Name ERIC J. HUMINSKI

Home Address 904 WHITE OAK COURT

City Holly Springs State GA Zip Code 30115

Home Phone NONE Unlisted? ☐ Yes ☐ No

Cell Phone [REDACTED] Email [REDACTED]

Employer CAMELLIA PLACE OF WOODSTOCK Occupation MAINTENANCE TECH

Employer's Address

City WOODSTOCK State GA Zip Code 30188

Business Phone 770-296-1513 Website _____

- 1) Are you a registered voter in the City of Holly Springs? ☒ Yes ☐ No
Cherokee County? ☒ Yes ☐ No

2) How did you hear about the Board or Commission to which you are applying?
FROM MIKE ZENCHUK

3) Were you recommended or nominated by a sitting Commission/Board/City Council Member, or the Mayor? If so, please indicate who (not mandatory for consideration).
MIKE ZENCHUK

4) Please indicate any information (experience, education, community activities, organizations, etc) that you think should be considered for your appointment to a Board or Commission. Use additional paper and include a resume.

RETIRED PROFESSIONAL ENGINEER; PREVIOUSLY CHAIRMAN OF PLANNING & ZONING COMMISSION FOR HANOVER TWP, BEAVER CO. PA.

5) Are there any reasons you may have a conflict of interest if you were appointed to Board or Commission listed above? Use additional paper in necessary. If yes, please explain.

NOT TO MY KNOWLEDGE.

Signature Eric J. Huminski Date 11/20/22

Eric J. Huminski

SUMMARY

- An experienced professional driver for Assisted Living residents.
- Team Player with a “guest first” attitude.
- Responsible for setting budgets and tracking expenditures, managing staff of people to successfully complete assignments.
- Experienced at transporting residents to and from desired locations in a stress free and timely manner.
- Knowledgeable of multiple subjects of interest to senior citizens and able to converse intelligently if conversation is desired.
- Assumed responsibility for repairing wheelchairs and Rollators to avoid having to replace them or ship them to the manufacturer for a costly repair.

WORK EXPERIENCE

Camellia Place, Woodstock, Georgia Maintenance Technician

October 2022 – Present

- Perform maintenance tasks as assigned, including repairing damage to walls of resident rooms and common areas, repair door locks, electrical and plumbing fixtures.
- Responsible for scheduling all transportation requests by entire resident community, at times numbering over 90 residents including not only Assisted Living residents, but Memory Care residents as well.
- Drive residents in a minivan or 14 passenger bus outfitted with a wheelchair lift.
- Provide all maintenance to both vehicles as schedules dictated.

Flex Imaging, Cartersville, Georgia Customer Service Delivery

September 2021- October 2022

- Responsible for delivery of new and remanufactured toner cartridges and printers to most of the Emory hospitals and clinics and Emory University buildings throughout the Atlanta metro area. Clients also included several law firms, school districts, and retail operations.
- Responsible for maintenance of the delivery van and box truck used in day-to-day operations.
- Area serviced ranged from Acworth east to Suwanee and Johns Creek, from Ball Ground south to midtown Atlanta.

Camellia Place, Woodstock, Georgia Transportation Specialist

November 2016 – May 2021

- Responsible for scheduling all transportation requests by entire resident community, at times numbering over 90 residents including not only Assisted Living residents, but Memory Care residents as well.
- Drove residents in a minivan or 14 passenger bus outfitted with a wheelchair lift.
- Provided all maintenance to both vehicles as schedules dictated.
- Transported residents to locations throughout Cherokee County and beyond, to such locations as Kennestone hospital and medical offices in the Marietta area, Hartsfield-Jackson International Airport and other locations as requested.
- Interact tactfully and professionally with associates, residents and family members.
- Provided light maintenance to vacated rooms as time permitted.
- Collaborated with Life Engagement staff on various activities.
- Acquired certification in CPR.
- Identified the need for a supplemental portable step for residents to access and disembark from the vehicles; Constructed the steps in my home wood working shop.

Jacobs Telecommunications, Acworth, Georgia
Engineering Design Group Manager

April 2014 – February 2015

- Responsible for coordinating all the AE and Structural Engineering Services for remote Jacobs Telecommunications offices. Services were provided by the staff of engineers and CAD Technicians located in the Acworth, GA Office.
- Remote offices that were served included Chicago (Des Plaines), Irvine CA, King of Prussia and Boston. Services included design of collocations, raw land sites, roof top and water tank installations, structural analysis of antenna mounts and design of modifications required due to implementation of REV G in concert with 4G antenna and radio installations. Clients served included AT&T, Verizon, T-Mobile and Sprint.

Goodman Networks, Atlanta, Georgia

August 2009 – April 2014

Engineering Manager/Scoping and Engineering Manager

- As the Scoping and Engineering Manager for Goodman Networks, I was responsible for the cost estimation and engineering services for all AT&T Turfing Sites in Georgia for two years.
- Hired additional Scoping Engineers as Turf projects increased.
- Worked with Goodman Corporate personnel to define best practices across all Goodman Turf Markets.
- As the Engineering Manager I identified qualified AE firms to use for all design services and established the level of quality required for all deliverables across all firms.
- Services included the design of all types of sites, including collocations, raw lands, roof tops, water tanks and concealment sites.
- *Identified inconsistencies in the structural analyses being performed by various firms working for Goodman and directly for tower owners and set up Structural Design Seminar with AT&T Structural personnel to mitigate the discrepancies. These discrepancies were due to the inconsistent application of TIA REV G Standards by all municipalities in the market.*
- *Identified the need to analyze existing antenna mounts as LTE design requirements, in concert with application of REV G Standards, resulted in significant and dangerous overloading of previously installed off the shelf antenna mounts and platforms. Directed AE firms in the design of modifications to these mounts to minimize replacement costs and site downtime.*
- I personally directed the design for the more difficult, complex sites, such as concealment sites, temporary sites for various events such as the NCAA Final Four in downtown Atlanta, Road Atlanta, Atlanta Motor Speedway, PGA Golf Tournament, and for the upgrade of the tower located within the sensitive forest preserve at the Fernbank Science Center.

Additional details of my Professional Engineering career available upon request.

Education:

University of Pittsburgh, Pittsburgh, PA

BS Civil Engineering Major – Structural, Geotechnical and Hydrologic Engineering

Post Graduate Studies – Structural, Geotechnical and Hydrologic Engineering, Geology.

Interests:

Reading, Woodworking, Hiking, Skiing, SCUBA Diving, Travel

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

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

WHEREAS, all members of boards, commissions, and authorities of the city shall be appointed by the city council for such terms of office and in such manner as shall be provided by ordinance, except where other appointing authority, term of office, or manner of appointment is prescribed by the charter or general state law; and

WHEREAS, the city council by ordinance may provide for the compensation and reimbursement for actual and necessary expenses of the members of any board, commission, or authority; and

WHEREAS, the qualifications required of members of boards, commissions, or authorities shall be as prescribed by the council; and

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

WHEREAS, the following board and commission nominees have agreed to be appointed to the Main Street Board:

Member	Board/Commission	Term Length	Term Expiration
Alex Gray	Tree Commission	1	12/23
Colleen Konwick	Tree Commission	1	12/23
Mandy Lynn	Tree Commission	1	12/23
Pamela Shurmantine	Tree Commission	1	12/23

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

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

SO RESOLVED THIS 19th DAY OF DECEMBER, 2022.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

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

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

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

WHEREAS, the City Council by ordinance may provide for the compensation and reimbursement for actual and necessary expenses of the members of any board, commission, or authority; and

WHEREAS, the qualifications required of members of boards, commissions, or authorities shall be as prescribed by the City Council or general state law; and

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

WHEREAS, the following board members have agreed to be appointed to the Downtown Development Authority:

Member	Term Beginning	Term Expiration
Abbey Gray	January 1, 2023	December 31, 2023
Maggie Grayeski	January 1, 2023	December 31, 2025
Kyle Whitaker	January 1, 2023	December 31, 2023

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

SO RESOLVED THIS 19th DAY OF DECEMBER, 2022.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

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

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

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

WHEREAS, the City Council by ordinance may provide for the compensation and reimbursement for actual and necessary expenses of the members of any board, commission, or authority; and

WHEREAS, the qualifications required of members of boards, commissions, or authorities shall be as prescribed by the City Council or general state law; and

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

WHEREAS, the following board members have agreed to be appointed to the Urban Redevelopment Agency:

Member	Term Beginning	Term Expiration
Abbey Gray	January 1, 2023	December 31, 2023
Maggie Grayeski	January 1, 2023	December 31, 2025
Kyle Whitaker	January 1, 2023	December 31, 2023

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

SO RESOLVED THIS 19th DAY OF DECEMBER, 2022.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)



BOARD AND COMMUNITY ORGANIZATION APPLICATION

On which Board or Community Group would you like to serve? Please indicate and label your first and second choice.

- ☐ Cherokee County Library Board of Trustees
- ☒ Downtown Development Authority/Urban Redevelopment Agency
- ☐ Holly Springs Tree Commission
- ☐ Parks & Recreation Authority
- ☐ Planning & Zoning Commission

Name Abbey Gray

Home Address 120 Opau Ct.

City Holly Springs State GA Zip Code 30115

Home Phone _____ Unlisted? ☐ Yes ☐ No

Cell Phone _____ Email _____

Employer Northside Hospital Occupation Radiology Supervisor

Employer's Address

City Canton State GA Zip Code 30115

Business Phone 770 224 5492 Website Northside.com

- 1) Are you a registered voter in the City of Holly Springs?
Cherokee County? ☐ Yes ☒ No
- 2) How did you hear about the Board or Commission to which you are applying?
community networking
- 3) Were you recommended or nominated by a sitting Commission/Board/City Council Member, or the Mayor? If so, please indicate who (not mandatory for consideration).
NO
- 4) Please indicate any information (experience, education, community activities, organizations, etc) that you think should be considered for your appointment to a Board or Commission. Use additional paper and include a resume.
please see attached
- 5) Are there any reasons you may have a conflict of interest if you were appointed to Board or Commission listed above? Use additional paper in necessary. If yes, please explain.
NO

Signature Abbey Gray Date 11/4/2022

11/04/22

ABBAY J. GRAY
RADIOLOGY SUPERVISOR

OBJECTIVE

To participate as an active member on the City of Holly Springs Downtown Development Authority/Urban Redevelopment Agency

ORGANIZATION

NORTHSIDE HOSPITAL CHEROKEE

VITALS

120 OPAL CT, HOLLY SPRINGS, GA
30115

[REDACTED]

[REDACTED]

Dear Holly Springs City Council Members:

I, Abbey J. Gray, was recently made aware of an opportunity involving the City of Holly Springs Downtown Development Authority / Urban Redevelopment board. As a nearly ten year resident of the City of Holly Springs, I feel it is my duty to submit myself for appointment consideration to serve the community my family and I call home.

As an employee of Northside Hospital Cherokee, I was blessed with the opportunity to work at the Northside Hospital Holly Springs Imaging Center from 2013 to 2019. There we devoted much effort to serving the Holly Springs community through many organizational focused initiatives, an example being our Breast Cancer Awareness program. I was an active participant in direct patient care supporting the Breast care imaging services provided at Northside Holly Springs Imaging Center.

In 2019, I transferred to the Northside Hospital Cherokee facility and continued to support Breast care services until 2020 when I was promoted to Radiology Supervisor within the in-patient scope. Since 2020, I served Cherokee county in a larger scale through the many hospital driven initiatives designed to support our community growth and the diverse needs of our patients. This included providing support to the residents of Cherokee county throughout the Covid-19 pandemic through both direct and indirect patient care.

I feel my time as both a long standing city resident and as a healthcare worker directly supporting the City of Holly Springs community has given me a unique blend of personal and professional experiences. My hope is to utilize those experience towards the betterment and growth of the City of Holly Springs.

Sincerely,



ABBAY J. GRAY

Abbey J. Gray, RDMS, RVT

120 Opal Ct.
Canton, Ga 30115



Objective

- Obtain advancement of my leadership career within Northside Hospital, to allow for personal and professional growth.

Career Highlights and Skills

- Assisted in the development of the transportation process within Radiology by using AHIOA.
- Initiated the bi-weekly supervisors meeting too allow better communication throughout the leadership team.
- Navigated the needs of the department during the pandemic, such as, adjusting staffing needs while maintaining productivity.
- Work well under pressure to make quick decisions allowing minimal interruptions in patient flow and providing optimal support to the staff.

Experience

- Radiology Ultrasound Supervisor

Northside Hospital Cherokee
March 2020 – Present
- Diagnostic Medical Sonographer

Northside Hospital Canton Breast Care
July 2019- March 2020
- Diagnostic Medical Sonographer

Northside Hospital Sixes Road
March 2013-July 2019

Education

- Pensacola State College

AAS Diagnostic Medical Sonography
Completion 2011
- Navarre High School

Completion 2005

****References Upon Request****



BOARD AND COMMUNITY ORGANIZATION APPLICATION

On which Board or Community Group would you like to serve? Please indicate and label your first and second choice.

- ☐ Cherokee County Library Board of Trustees
- ☒ Downtown Development Authority/Urban Redevelopment Agency
- ☐ Holly Springs Tree Commission
- ☐ Parks & Recreation Authority
- ☐ Planning & Zoning Commission

Name Maggie Grayeski

Home Address 1584 Rock Springs Lane

City Woodstock State Ga Zip Code 30188

Home Phone _____ Unlisted? ☐ Yes ☐ No

Cell Phone [REDACTED] Email mgrayeski@servicewiseelectrical.com

Employer Service Wise Electric Occupation Owner

Employer's Address

City Holly Springs State Ga Zip Code 30115

Business Phone 404.704.4903 Website ServiceWiseElectrical.com

- 1) Are you a registered voter in the City of Holly Springs?
Cherokee County? ☒ Yes ☐ No ☐ Yes ☒ No
- 2) How did you hear about the Board or Commission to which you are applying?
Erin Hone
- 3) Were you recommended or nominated by a sitting Commission/Board/City Council Member, or the Mayor? If so, please indicate who (not mandatory for consideration).
Erin Hone
- 4) Please indicate any information (experience, education, community activities, organizations, etc) that you think should be considered for your appointment to a Board or Commission. Use additional paper and include a resume.
Please see attached resume
- 5) Are there any reasons you may have a conflict of interest if you were appointed to Board or Commission listed above? Use additional paper in necessary. If yes, please explain.

Signature [Signature] Date 11/30/2022

Maggie Grayeski

Owner of ServiceWise Electric | Georgia Real Estate Agent

mcgrayeski@servicewiseelectrical.com

Work Experience

Owner and Chief Operating Officer

ServiceWise Electric – Canton

January 2018 to Present

- Coordinate everyday business operations in the company
- Implementing operations strategies
- Communicating policy to the staff
- Ensuring that company goals are attained
- Managing human resources
- Liaise with client to identify and define project requirements, scope and objectives
- Make certain that all clients' needs are met as project evolves
- Assist in proposals, timeframes, schedules and budget
- Monitor and track project's progress and handle any issues that arise
- Act as point of contact and communicate project status adequately to all participants
- Issue appropriate legal paperwork
- Create reports, analyze and interpret data
- Monitor operating costs, budgets and resources
- Communicate with the client and evaluate their needs and specifications

Purchasing and Permit Coordinator

Reliable Heating and Air - Kennesaw

January 2017 to September 2017

- Research and Evaluate Suppliers
- Negotiate and renegotiate Contracts with Suppliers
- Create and send purchase orders
- Monitor purchases through the delivery process
- Evaluate supplier performance
- Liaison with the accounting department to reconcile invoices and PO's
- Review and issue permit applications for various cities/counties for mechanical, plumbing, electrical, and building permits
- Act as primary contact for cities/counties, answering any questions
- Coordinate daily inspections with inspectors as needed

Senior Assistant to Director of Operations

DD Construction Company - Alpharetta, GA

January 2015 to January 2017

- Coordinate operations
- Liaise with client to identify and define project requirements, scope and objectives

- Make certain that all clients' needs are met as project evolves
- Assist in proposals, timeframes, schedules and budget
- Monitor and track project's progress and handle any issues that arise
- Act as point of contact and communicate project status adequately to all participants
- Issue appropriate legal paperwork
- Create reports, analyze and interpret data
- Monitor operating costs, budgets and resources
- Communicate with the client and evaluate their needs and specifications
- Approve invoices
- Ensure the accounting department requests are resolved and communicated in a timely manner
- Monitor and control expenses according to allotted budget
- Generate operational reports for management as needed

Medical Administrative Assistant

Tolson Center for Cosmetic Surgery - Cumming, GA

July 2013 to January 2015

- Efficient handling of administrative duties (e.g., answering phones, scheduling appointments, maintaining medical records, billing and bookkeeping)
- Demonstrates proficiency in taking patient vital signs, assisting in clinical injections and various cosmetic procedures (e.g., Botox, Belotero, Juvederm, Voluma XC, Kenalog, glycerin injections, and laser procedures)
- Assists M.D. in scrubbing and surgical procedures in cosmetic surgery
- Ensure the decontamination of instruments and equipment and properly dispose of contaminate material
- Provide a sterile field in accordance to aseptic techniques
- Interface with all medical personal in proficient manner
- Ensure the cleanliness, sanitation, and maintenance of all facilities, OR, exam rooms and equipment

Education

- **Georgia Real Estate License Holder #387616**
- **Diploma in Medical Administration**
Chattahoochee Technical College - Acworth, GA 2014
- **Certified Nursing Assistant**
Chattahoochee Technical College - Acworth, GA 2011

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

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

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

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

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

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

Name	Position	Term Length	Term Expiration
Darrell Caudill	Municipal Court Judge	1	12/23
Thomas Roach Jr.	Municipal Court Judge Pro Tem	1	12/23

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

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

SO RESOLVED THIS 19th DAY OF DECEMBER, 2022.

Attest:

Steven W. Miller, Mayor

Karen Norred, City Clerk
(Seal)

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

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

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

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

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

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

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

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

WHEREAS, the following have agreed to be appointed:

Name	Position	Term Expires
Laura Rollins	Municipal Prosecuting Attorney	12/31/2023
Alicia Argo	Assistant Municipal Prosecuting Attorney	12/31/2023
Audrey Conley	Assistant Municipal Prosecuting Attorney	12/31/2023
Jeff Rusbridge	Assistant Municipal Prosecuting Attorney	12/31/2023
Seth Stroud	Assistant Municipal Prosecuting Attorney	12/31/2023

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

SO RESOLVED THIS 19th DAY OF DECEMBER 2022.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

DRAFT

Twin Oaks Landscape Group, Inc.
P.O. Box 1938
Woodstock, Georgia 30188

Invoice

Date	Invoice #
12/8/2022	22-4846

Bill To
City of Holly Springs Attn: Mr. Rob Logan PO Box 990 Holly Springs, GA 30115

P.O. No.	Terms	Subdivision/Lot
	Due on receipt	Hardin House

Quantity	Size	Description	Price	Amount
1	2/12"	Train Depot Plantings		
1	15 Gallon	Yoshino Cherry	490.00	490.00
6	3 Gallon	Tuscarora Crape Myrtle	229.00	229.00
10	3 Gallon	Kaleidoscope Abelia	56.00	336.00
2	Flat	Encore Azalea	56.00	560.00
6	Bags	Chocolate Chip Ajuga	121.00	242.00
1		Nature's Helper Installed	12.00	72.00
10	Bales	Cut Out Bedlines	425.00	425.00
		Pinestraw Installed	7.75	77.50
		Hardin House Foundation Plantings		
1	15 Gallon	Dissectum Japanese Maple - Red	522.00	522.00
2	15 Gallon	Fragrant Tea Olive	242.00	484.00
1	15 Gallon	Camellia Sasanqua - Pink	327.00	327.00
2	7 Gallon	Camellia Sasanqua - Pink	133.00	266.00
5	3 Gallon	Limelight Hydrangea	61.00	305.00
8	3 Gallon	August Beauty Gardenia	47.00	376.00
1	3 Gallon	Globosa Nana Cryptomeria	56.00	56.00
8	3 Gallon	Spreading Plum Yew	57.00	456.00
6	3 Gallon	Wintergreen Boxwood	47.00	282.00
13	3 Gallon	Daisy Gardenia	47.00	611.00
5	3 Gallon	Encore Azalea	56.00	280.00
3	3 Gallon	Blue Cascade Distylium	63.00	189.00
3	3 Gallon	Anise	46.00	138.00
5	3 Gallon	Shi Shi Gashira Camellia	64.00	320.00
3	1 Gallon	Blackeyed Susan	27.00	81.00
3	1 Gallon	Shasta Daisy	27.00	81.00

Twin Oaks Warranty Policy: Plant Material, Sod and Trees are "Perishable Items" and are warrantied for a period of three (3) months at projects that have working irrigation systems. Projects without irrigation will be warrantied at our discretion. Twin Oaks Landscape is not responsible for material that dies due to the following: Acts of Nature, Sink Holes, Excessive Watering, Insufficient Watering, Apparent Neglect, Theft or Extreme Seasonal Weather Conditions.

Total

Payments/Credits

Phone #	Fax #	E-mail
770-591-3300	770-591-3398	tlandscape@twinoaksga.com

Twin Oaks Landscape Group, Inc.
P.O. Box 1938
Woodstock, Georgia 30188

Invoice

Date	Invoice #
12/8/2022	22-4846

Bill To
Odyssey Development 1080 Peachtree Street NE Unit 2909 Atlanta, GA 30309

P.O. No.	Terms	Subdivision/Lot
	Due on receipt	Hardin House

Quantity	Size	Description	Price	Amount
3	1 Gallon	Variegated Iris	30.00	90.00
4	Flat	Big Blue Liriope	87.00	348.00
22	Bags	Nature's Helper Installed	12.00	264.00
1		Removals	350.00	350.00
30	Bales	Pinestraw Installed	7.75	232.50
4	2' x2'	Stepping Stones - Grey	145.00	580.00
		Slope Planting Along Sidewalk		
1	2 1/2"	Lacebark Elm	539.00	539.00
2	2 1/2"	Yoshino Cherry	490.00	980.00
2	15 Gallon	Chaste Tree	241.00	482.00
3	15 Gallon	Tuscarora Crape Myrtle	229.00	687.00
1	15 Gallon	Fireglow Japanese Maple	530.00	530.00
4	15 Gallon	Emerald Green Arborvitae	246.00	984.00
5	7 Gallon	Cleyera	87.00	435.00
20	3 Gallon	Pink Muhly Grass	46.00	920.00
5	3 Gallon	Dwarf Goldmop Cypress	59.00	295.00
5	3 Gallon	Little Lime Hydrangea	61.00	305.00
24	3 Gallon	Blue Cascade Distylium	63.00	1,512.00
29	3 Gallon	Day Dream Loropetalum	59.00	1,711.00
17	3 Gallon	Kaleidoscope Abelia	56.00	952.00
14	3 Gallon	Sunshine Ligustrum	58.00	812.00
6	3 Gallon	Dwarf Pennisetum	50.00	300.00
6	3 Gallon	Miscanthus	47.00	282.00
14	3 Gallon	Soft Touch Holly	46.00	644.00
7	3 Gallon	Daisy Gardenia	47.00	329.00

Twin Oaks Warranty Policy: Plant Material, Sod and Trees are "Perishable Items" and are warrantied for a period of three (3) months at projects that have working irrigation systems. Projects without irrigation will be warrantied at our discretion. Twin Oaks Landscape is not responsible for material that dies due to the following: Acts of Nature, Sink Holes, Excessive Watering, Insufficient Watering, Apparent Neglect, Theft or Extreme Seasonal Weather Conditions.

Total

Payments/Credits

Phone #	Fax #	E-mail
770-591-3300	770-591-3398	tlandscape@twinoaksga.com

Twin Oaks Landscape Group, Inc.
P.O. Box 1938
Woodstock, Georgia 30188

Invoice

Date	Invoice #
12/8/2022	22-4846

Bill To
Odyssey Development 1080 Peachtree Street NE Unit 2909 Atlanta, GA 30309

P.O. No.	Terms	Subdivision/Lot
	Due on receipt	Hardin House

Quantity	Size	Description	Price	Amount
14	3 Gallon	Blue Rug Juniper	33.00	462.00
10	1 Gallon	Carex 'Everillo'	30.00	300.00
7	1 Gallon	Variegated Iris	30.00	210.00
6	Flat	Chocolate Chip Ajuga	121.00	726.00
50	Bags	Nature's Helper Installed	12.00	600.00
85	Bales	Pinestraw Installed	7.75	658.75
1		"FINE" Grading and Cleanup	1,400.00	1,400.00
7	Pallets	TifTuf Bermuda Sod Installed	455.00	3,185.00
1		Sod Delivery (Cost Only)	315.00	315.00
4	Zone	Irrigation System Installed *	495.00	1,980.00
4	Zone	Drip Irrigation *	650.00	2,600.00
1		Wireless Rain Sensor Installed	160.00	160.00
1		Double Check Valve	425.00	425.00
1	14 x 19	Irrigation Valve Box	45.00	45.00
2		Trip/Fuel and Material Delivery Charges	125.00	250.00
		NOTES: Material Prices Subject to Change Substitutions may be Required Irrigation and Sod are Estimates Only Depending on site conditions additional Dirt may be needed Depending on site conditions additional Grading will be needed		0.00

Twin Oaks Warranty Policy: Plant Material, Sod and Trees are "Perishable Items" and are warrantied for a period of three (3) months at projects that have working irrigation systems. Projects without irrigation will be warrantied at our discretion. Twin Oaks Landscape is not responsible for material that dies due to the following: Acts of Nature, Sink Holes, Excessive Watering, Insufficient Watering, Apparent Neglect, Theft or Extreme Seasonal Weather Conditions.

Total **\$35,085.75**

Payments/Credits \$0.00

Phone #	Fax #	E-mail
770-591-3300	770-591-3398	tlandscape@twinoaksga.com

Finance Charges of 1.5% Per Month will be assessed if amount is not paid by specified Due Date

K.O. Construction

Estimate No: 967
Date: 08/03/2022
For: JC Mullins Field
PO Box 990
HOLLY SPRINGS GA 30142

Estimate

1415 Hendon Rd
Woodstock, GA, 30188
(678) 758-4501
nick@koconstructionsite.com
(678)758-4501
k.o.construction@hotmail.com

Description	Quantity	Rate	Amount
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JC Mullins Recreational LED System including:	1	\$89,570.00	\$89,570.00
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The removal and disposal of existing fixtures. Reconnecting the existing aluminum wire with new connectors and junction boxes. Add new appropriately sized breaker boxes.
Installation of
(6) 50' above grade, tapered wood utility pole, (6) PDH (pole distribution hub),
(24) pre-aimed KB6 LED fixtures w/provisions, freight, USA MADE
Pricing includes delivery and material handling/storage

Material costs \$65570
Labor \$24000

Subtotal	\$89,570.00
Total	\$89,570.00

Total	\$89,570.00
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Notes

Light Poles & Brackets: [8] to [12] weeks estimated production lead time. -

- LED Fixtures: [6] to [8] weeks estimated production lead time.

- Light pole base: approx 10' below grade.

- Loading Assumption: light poles rated for [90] MPH.

- Loading Assumption: mounting quantity [4, light fixtures]; [1, brackets]; per pole.

- KO is responsible for unloading at time of delivery; line items may ship at different times during production cycle.

- Quoted Lead time is an estimate and is subject to change as business conditions change.

- TAX exemption ID can be provided to void sales tax.

- Standard prepayment required to release order.

Photo 1

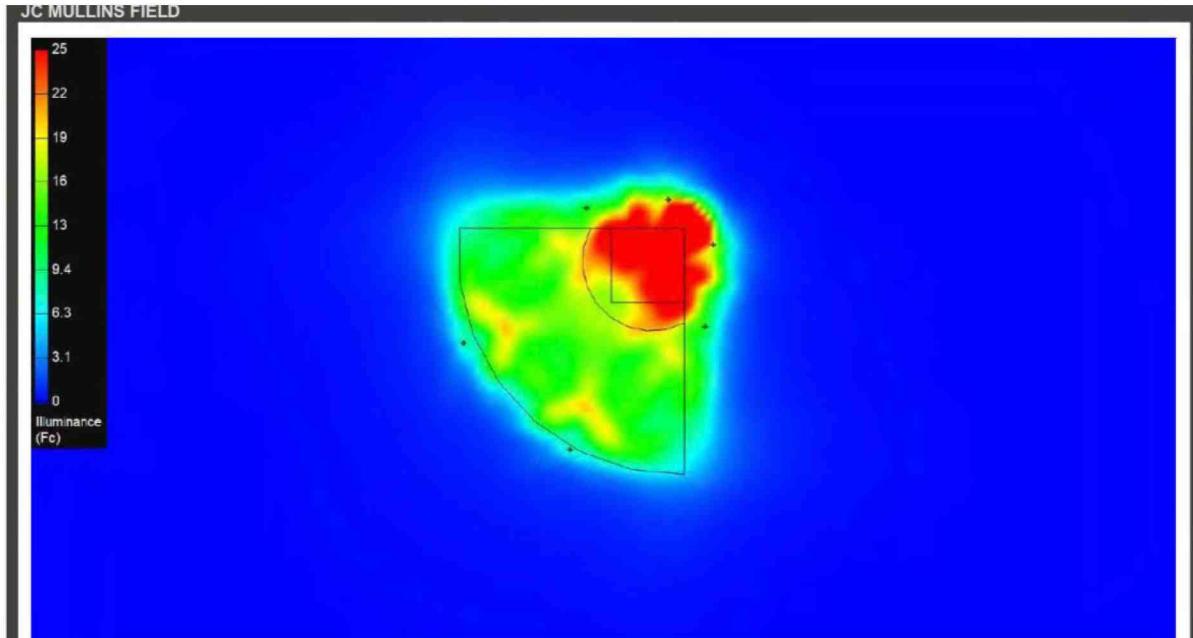


Photo 2



Photo 3

JC MULLINS FIELD

Pole Schedule			
Qty	Label	Description	Total Watts
1	LP-C2	50' POLE, 4 TOTAL FIXTURES	2520
1	LP-C1	50' POLE, 4 TOTAL FIXTURES	2520
1	LP-B2	50' POLE, 4 TOTAL FIXTURES	2520
1	LP-B1	50' POLE, 4 TOTAL FIXTURES	2520
1	LP-A2	50' POLE, 4 TOTAL FIXTURES	2520
1	LP-A1	50' POLE, 4 TOTAL FIXTURES	2520

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Infield	Illuminance	Fc	25.10	40.8	15.6	1.61	2.62
Outfield	Illuminance	Fc	15.00	19.5	7.1	1.94	2.75

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Insurance Proposal
for
City of Holly Springs

Workers' Compensation
Policy Term 1/1/2023 – 1/1/2024

Presented By:
Jim Imholz, CIC, CRM

Members Insurance Advisors, LLC
315 Hwy 74 North
Peachtree City, Georgia
404-677-4131

The Summary of Coverage appearing herein is only illustrative and is not intended as a policy of insurance, binder, statement of coverage or an amendment, modification or waiver of the terms and conditions of any policy of insurance. In every instance the policy is the only accepted statement of coverage.

Members Insurance Advisors Service Team

Service Team

	Jim Imholz	Debra Armour
Office	404-677-4131	404-677-4168
Cell	770-789-7789	770-402-5935
E-mail	jim.imholz@membersia.com	debra.armour@membersia.com

Workers Compensation

Carrier: Georgia Municipal Association

Policy Period: January 1, 2023 to January 1, 2024

Limits:

Workers Compensation

Statutory Benefits per Applicable State Law

Employers Liability

Per Occurrence Limit \$2,000,000

Deductible:

Each Claim \$2,500

Experience Modification Factor: 2022 = .96

Rating Basis: Payrolls

State	Class Code	Description	2022 Payrolls	2023 Payrolls
GA	7520	Water Utility	\$182,943	\$189,728
GA	7720	Police Officers	\$2,230,163	\$2,762,362
GA	8742	City Administrator	\$154,500	\$230,501
GA	8810	Clerical Employees NOC	\$730,114	\$910,478
GA	9402	Public Works/Streets	\$58,489	\$67,365
GA	9410	Municipal Employee NOC	\$170,866	\$224,867
		Total Payrolls:	\$3,527,075	\$4,385,301

Initial_____

Premium Summary

Carrier: Georgia Municipal Association

Policy Period: January 1, 2023 to January 1, 2024

Coverage	Expiring Premium	Renewal Premium
Workers Compensation	\$97,259	\$128,742

Underwriting Audit:

Your policy is subject to audit by the insurance company, at which time, new operations may be noted and appropriate premium adjustments made. To make sure that your policy is properly written to provide the coverage you expect, you should always let us know of any new business activities you have made or are planning. An audit of this policy may result in return or additional premium.

Workers Compensation Loss History

Policy Term	Number of Claims	Paid +	Reserves =	Total Incurred
2022-2023*	3	\$3,993.84	\$0.00	\$3,993.84
2021-2022	6 - 5 closed/1 open	\$58,076.94	\$217,353.57	\$275,430.51
2020-2021	9	\$4,568.97	\$0.00	\$4,568.97
2019-2020	3	\$4,206.78	\$0.00	\$4,206.78
2018-2019	7	\$8,736.31	\$0.00	\$8,736.31
2017-2018	1	\$226.88	\$0.00	\$226.88
2016-2017	6 - 5 closed/1 open	\$356,713.60	\$102,227.53	\$458,941.13
Totals:	35	\$436,523.32	\$319,581.10	\$756,104.42

*Claims Data as of 12/8/2022

Initial_____

Review Notice

The purpose of this review is to provide a brief description of the key coverages and to highlight selected information. It is not intended to completely identify all of the coverages and exclusions that are part of your program. The actual policy forms are the only complete representation of exclusions and limitation and constitute the legal contract between you and the insurance company. Please read your policies for specific details of coverages.

Initial_____

**HOLLY SPRINGS WORKERS COMPENSATION INSURANCE
RENEWAL PREMIUM COMPARISON 2022-2023**

LINE/COVERAGE	2022	2023	Difference
WORKERS COMPENSATION:	GMA	GMA	GMA
WORKERS COMPENSATION PREMIUM	\$97,259	\$128,742	32%
WC LIMITS	Statutory	Statutory	
EMPLOYERS LIABILITY LIMIT	\$2,000,000	\$2,000,000	
EXPERIENCE MODIFICATION FACTOR	0.78	0.96	23%
ANNUAL PAYROLL	\$3,527,075	\$4,385,301	24%
AVERAGE RATE	\$0.000276	\$0.000294	6%
DEDUCTIBLE	\$2,500	\$2,500	

2023 Meeting Dates DRAFT

City Council Work Session Meetings 7:00 p.m.	
January	5
February	6
March	6
April	10
May	1
June	5
July	3
August	7
September	7
October	2
November	6
December	4

Downtown Development Authority Meetings 6:00 p.m.	
January	18
February	15
March	15
April	19
May	17
June	21
July	19
August	16
September	27
October	18
November	15
December	20

City Council Business Meetings 7:00 p.m. *	
January	19
February	23
March	20
April	17
May	15
June	19
July	17
August	21
September	25
October	16
November	20
December	18

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

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

Municipal Court 9:00 a.m. & 1:00 p.m.	
January	10, 24
February	14, 28
March	14, 21 , 28
April	11, 25
May	9, 23
June	13, 20 , 27
July	11, 25
August	8, 22
September	12, 19 , 26
October	10, 24
November	14, 28
December	12, 19

Court dates in **red** are trial dates

*A mini work session meeting may be held at 6:30 p.m. prior to the regularly scheduled business meeting.

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

HOLLY SPRINGS POLICE DEPARTMENT
OPERATIONS

OPERATIONS MANUAL

4.2 FIELD TRAINING EVALUATION PROGRAM

EFFECTIVE DATE: August 26, 1999
REVIEW DATE: July 11, 2022
CHIEF OF POLICE: Tommy Keheley

REVISED DATE: July 11, 2022

I. PURPOSE

- A. To establish the rules and regulations for the Field Training Evaluation Program.
- B. To outline and describe the elements of the Field Training Evaluation Program.

II. POLICY

The Agency shall maintain a Field Training Officer Program. The Field Training Officer Program shall be reviewed by the Field Training Evaluation Coordinator to ensure consistency and quality. The Field Training Evaluation Coordinator shall be responsible for the administration of the program and will make recommendations with regard to training objectives and shall further function as the supervisor for all Field Training Officer's, and trainees in matters related to the training program.

III. DEFINITIONS

FIELD TRAINING EVALUATION PROGRAM (FTEP)

A training program designed to evaluate a new employee's ability to perform essential functions. The program hours are set to the Agency's 12 hour shift rotation. The minimum time allotted for the program is 168 hours (4 weeks) and the maximum allotted time is 720 hours (8 weeks, 4 days). The amount of time a recruit will spend in FTEP will be determined by the FTEP Coordinator based on the recruit's experience and prior training. FTEP provides training and evaluation on several law enforcement functions, including but not limited to:

1. Operation of police vehicle equipment and inspections
2. Radio procedures
3. Daily Activity Reports
4. Radio call response
5. Patrol Techniques
6. Vehicle Stops
7. General overview of agency forms
8. Agency operational manual
9. Search and seizure
10. State statutes and city ordinances
11. High liability areas

FIELD TRAINING EVALUATION PROGRAM COORDINATOR

This person shall be designated by the Chief of Police to coordinate and supervise the FTEP program. The FTEP Coordinator reports directly to the Administrative Division Commander. The FTEP Coordinator must hold the following qualifications:

1. Certified Field Training Officer

FIELD TRAINING OFFICERS (FTO)

The selection of Field Training Officers (FTO) is crucial to the success of the Field Training Evaluation Program (FTEP) as many of the values, tactics, and attitudes of the FTO are transmitted to the recruit. FTO's will be developed to supervise all probationary police officers, police officers who have recently graduated from a police academy, and officers who have been referred back to FTEP for remedial training.

Field Training Officers will be required to have the following minimum qualifications:

1. At least one (1) year of police officer experience with the Holly Springs Police Department is preferred; exceptions to this preference shall be granted at the discretion of the Chief of Police;
2. Good standing with the Holly Springs Police Department and P.O.S.T (any ongoing Internal Affairs investigation involving applicants will be examined on an individual case basis);
3. Must have a letter of recommendation from his/her Watch Commander, ~~the Training Coordinator, and the Deputy Chief of Police; to the Department Training Officer (DTO);~~
4. Must have a satisfactory score on their Annual Performance Evaluation Report, and
5. ~~Must have no less than three (3) years of patrol experience as a certified officer. The selection of an FTO will be made by the DTO after reviewing the above criteria.~~

All Field Training Officers will be required to complete the P.O.S.T. 40 hour Field Training Officer Course taught at the state academy or regional academy and will receive annual in-service training regarding associated responsibilities.

All Field Training Officers will be under constant supervision from their immediate supervisors and the Training Unit Coordinator or his/her designee.

FIELD/PREPARATORY TRAINING

The training provided to newly hired, promoted or transferred employees is a continuation of the selection process. During this time, efforts are made to identify employees possessing the ability to perform the job assignments. This training should continue until the employee has satisfactorily demonstrated the ability to perform all routine aspects of the particular job or assignment.

DAILY OBSERVATION REPORTS (DOR)

The daily observation report (DOR) is used to evaluate and document a recruit's daily performance and assigned law enforcement tasks. The DOR provides a standardized evaluation guideline for the recruit's progress.

IV. GENERAL

NON-CERTIFIED RECRUIT

When a non-certified recruit has been employed, the recruit will attend the first available law enforcement academy training. A non-certified recruit employee will not be sworn in or issued police identification until the successful completion of Basic Training (Mandate) conducted at a Regional Academy. Upon successful completion of Mandate Training, the recruit will be assigned to the Field Training and Evaluation Program (FTEP) program of 720 training hours (12 hour shifts). If additional training is necessary, the FTO(s) and FTEP Coordinator will make a written recommendation to the Chief of Police or his designee, which shall include the reason for the request and an estimate of the additional time requested. The Chief of Police, or his designee, will approve, amend or not approve the request and issue notice to the recruit and FTEP Coordinator.

CERTIFIED RECRUIT OFFICERS

Certified recruit officers, verified through the state issued certification or POST records must complete a re-qualification immediately before issuance of badge, gun, Identification Card or duty assignment. Length of time in the Field Training Program for certified police officers shall be determined by the officer's law enforcement experience but no less than 168 hours (12 hour shift) or 4-weeks. The Field Training Officers and the FTEP Coordinator will evaluate the recruits' progress and graduation to solo status will be subject to final evaluation by FTEP Coordinator.

ALL RECRUIT OFFICERS

A. Supervision

Recruits are assigned to Shifts or Watches via a Personnel Order issued by the Administrative Services Commander after an orientation with the FTEP Coordinator. Time recording will be submitted by the recruit's FTO with the DOR's to the FTEP Coordinator for reporting to the Chief of Police. Except in emergency situations, the recruit will remain with and under the direct supervision of the FTEP Coordinator at all times while on duty until he/she graduates from the FTEP. If an emergency arises which necessitates separating the recruit from his/her FTO, a written report will be made to the FTEP Coordinator explaining the reason for this decision.

The chain-of-command for field supervision of all recruits will be as follows:

1. Field Training Officer
2. Watch Commander
3. Field Training Evaluation Program Coordinator
4. Deputy Chief of Police

B. Rotation

The length of the Field Training Program (no less than 4-weeks) allows for rotation of the recruit between watch assignments and different Field Training Officers. This

rotation provides the recruit with more exposure to the Department's activities and allows for a more objective evaluation of the recruit by several Field Training Officers.

C. Evaluation

The Field Training Officer(s) is responsible for the daily evaluation report used to evaluate a recruit's daily performance. Each Field Training Officer(s) is provided with standardized evaluation guidelines, which serve as means of program standardization and continuity. These standardized evaluation guidelines provide specific direction in evaluating and rating the recruit in many areas.

The Field Training Officer(s) is responsible for the completion of the Daily Observation Report (D.O.R.) as it pertains to comments about the recruit's performance and specific documentation. The Field Training Officer(s) will jointly review the completed D.O.R. with the recruit. The D.O.R. is to be signed by the recruit and the Field Training Officer.

These reporting responsibilities of the Field Training Officers provide timely assessments of the recruit's performance and serves as instructional tools for the Field Training Program. These reports shall be periodically reviewed by the Training Coordinator to ensure that adequate training is being provided and documented. Upon completion of these reviews the Training Coordinator should design a training plan with input from the FTO in an effort to meet all training goals. The goal of Field Training is to provide recruits with "on-street" experiences following the completion of classroom training.

D. Extra Jobs

No recruit officer will be allowed to work any extra job in uniform or where the officer is expected to use police authority until such time as the officer has completed the FTEP. Any other type of extra job (out of uniform and non-law enforcement related duties) is to be approved through the Division Commander. The officer will be required to follow the policy concerning secondary employment.

E. Weapons

All recruits must complete weapons qualification with certified firearms instructor before starting in the FTEP program. The recruit shall only be allowed to carry only those weapons issued by the Holly Springs Police Department and that they have been certified/qualified to carry.

RE-HIRED EMPLOYEES ***currently there is a 'No Rehire' policy in place**

Firearm's re-qualification immediately before issuance of badge, gun, Identification Card or duty assignment. Minimum of 168 hours (12-hour shifts) or 4-weeks of FTEP training to include:

1. Daily Evaluations
2. Graduation to solo status subject to the recommendations of the Field Training Officer(s) and final evaluation by Training Unit Coordinator, and the Deputy Chief of Police.

HOLLY SPRINGS POLICE DEPARTMENT
OPERATIONS

OPERATIONS MANUAL

5.1 CONDUCT RULES AND REGULATIONS

EFFECTIVE DATE: June 1, 1995
REVIEW DATE: July 11, 2022
CHIEF OF POLICE: Tommy Keheley

REVISED DATE: July 11, 2022

I. PURPOSE

- A. Establishes standards of conduct for employees of the Agency

II. POLICY

It is the policy of the Holly Springs Police Department to document and investigate all allegations of employee misconduct received from any source outside or inside the Department.

The Holly Springs Police Department expects Officers to epitomize that which is good and decent about both our City and our Nation and to personify the ideals upon which the Law Enforcement profession was founded. It is not the Agency's intent for honor, service, professionalism, and dedication to be mere words; but that they are the framework and the guide for the Officer's every action.

1. **Oath of Office** – Prior to assuming sworn status, all peace officers shall take and subsequently abide by the Agency's oath of office that includes provisions to enforce the law and uphold the Constitutions of the United States and Georgia.
2. **Code of Ethics** – ~~The Law Enforcement Code of Ethics is adopted as a general standard of conduct for officers of the Agency. It states;~~ All Holly Springs Police Department (HSPD) employees are required to abide by the Law Enforcement Code of Ethics as published by the Georgia Association of Chiefs of Police. For the purpose of this general order, the term "sworn employees" as used in the Code of Ethics, shall apply to HSPD employees, both sworn and civilian. All HSPD employees shall receive annual ethics training.

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality outrageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear have a confidential nature of that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty. I never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decision. With no compromise for crime and with relentless

prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith and I accept it, as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

In addition to the Code of Ethics, the following shall be recognized and adhered to as the Agency's **Core Values**:

- a. **Honor**
- b. **Service**
- c. **Professionalism**
- d. **Dedication**

II. GENERAL

- A. **LAWFUL ORDER** – Any order of a superior officer requiring the performance of a certain duty by an officer, provided law or Agency rules and regulations do not prescribe it.
- B. **EMPLOYEE MISCONDUCT INVESTIGATION OBJECTIVES**

Primarily, the objectives of such investigations are:

1. To Protect The Public - The public has the right to expect efficient, fair, and impartial law enforcement services. Therefore, any misconduct by Department personnel must be detected, thoroughly investigated, and properly adjudicated to assure the maintenance of these qualities.
2. To Protect The Department - The Department often is evaluated and judged by the conduct of individual members. It is imperative that the entire organization not be subjected to public censure because of misconduct by one or more of its personnel. When an informed public knows that its Holly Springs Police Department investigates and adjudicates all allegations of misconduct against its members fairly and honestly, then the public will be less likely to feel any need to raise a cry of indignation over alleged incidents of misconduct.
3. To Protect The Employee - Employees must be protected against false allegations of misconduct. This can only be accomplished through a consistently thorough investigative process.
4. Removing Unfit Personnel - Personnel who engage in serious acts of misconduct, or who have demonstrated that they are unfit for law enforcement work, must be removed for the protection of the public, the Department, and the Department employees.
5. Correction of Procedural Problems - The Department is constantly seeking to improve its efficiency as well as the efficiency of its personnel. Occasionally, personnel investigations disclose faulty procedures that would otherwise have gone undetected. These procedures can then be improved or corrected.

C. RECEIPT OF COMPLAINTS

The Department generally receives two (2) types of calls from the public concerning an employee's actions. These can be classified as follows:

1. INQUIRY - This contact with the Department deals with a question about a policy, procedure, or action taken by the Holly Springs Police Department. These can normally be handled by the person taking the call or referral can be made to the immediate supervisor. If the supervisor is unable to clarify the matter he/she can refer the caller to the appropriate authority.
2. COMPLAINT - A complaint may be an allegation, whether made by a fellow employee or a citizen, that an employee has committed an act of misconduct.

Complaints are accepted from any source, whether made in person, by mail or by phone. Individuals will be encouraged to submit complaints in person. In situations where this is not possible, Professional Standards personnel may meet with the complainant in a mutually convenient location. Complaints shall be accepted from anonymous sources, juveniles, and persons under arrest so long as the complaint contains sufficient factual information to warrant an investigation.

In the event that a complainant alleges excessive use of force, the complainant will be requested to sign a medical release form authorizing the release of medical records to the Office of Professional Standards. They will also be informed that without their consent the allegations will be more difficult to investigate.

Employees have certain rights under the 4th Amendment of the United States Constitution to be free from unreasonable searches and seizures of their persons and property. The law clearly provides, however, that a public safety organization has a responsibility to ensure that rules and regulations are followed and that it can take reasonable steps to ensure that they are followed. Holly Springs Police Department property and work environment, such as offices, lockers, vehicles, desks, etc., may be inspected on a periodical basis and/or searched if there is a reasonable and articulable reason to do so.

III. RULES AND REGULATIONS

Following is a list of prohibited behaviors, acts, or misconduct:

1. Violation of Law
The violation or attempted violation by an employee of any Federal, State, County or Municipal Law is prohibited.
2. Insubordination
Insubordination, which shall include, but is not necessarily limited to: any failure or deliberate refusal to obey a lawful order given by a superior, or any disrespectful, mutinous, insolent, or abusive language or action toward a superior whether in or out of the presence of the superior, is prohibited.

3. Duty to Support Department and all Members Thereof

Employees shall cooperate with, support and assist each other at every opportunity, and employees shall not maliciously criticize the work or the manner of performance of another.

It shall be the duty of every employee to refrain from originating or circulating any malicious gossip to the intended detriment of the Department or any member thereof.

4. Duty to Suppress Mutinous Conduct

Employees shall not originate, create, incite, cause or join any mutinous or seditious movements within the Department. Employees having knowledge of such movement shall immediately report such movement to their immediate supervisor.

5. Duty Regarding Conduct

An officer, having a position of trust and civic responsibility, should so conduct himself/herself as to merit the confidence and respect of the public and his/her fellow officers and see that no taint of impropriety attaches to him/her.

Employees shall at all times conduct themselves in such a manner as to reflect a favorable image on themselves and the Holly Springs Police Department. Employees shall consider it their duty to be of service to the general public and to render that service in a kind, considerate, and patient manner.

Use of profane language in dealing with the public will not be tolerated, nor will disrespect for the political or religious views of others be accepted.

6. Fraudulent Applications

Employees who have misrepresented the facts in applying for employment, or in any subsequent applications for assignments in the department, through false statements or failure to disclose pertinent information, shall be subject to disciplinary action, including dismissal.

7. Duty Not to Give False or Misleading Information

Employees shall not knowingly give any false or misleading information concerning the duties, responsibilities or actions of the department or any member thereof, nor withhold any information that is their duty to report, nor falsify any department documents.

8. Duty Regarding Respect of Fellow Employees

Employees shall treat superiors, subordinates and associates with respect. When on-duty, particularly in the presence of others, officers shall be referred to by rank or title.

Command and supervisory personnel shall support subordinates in their actions and orders when they can do so reasonably. They shall avoid censuring subordinates in the presence of others and shall not injure or discredit those under their authority by intentional conduct or by abusive conduct.

This section shall not be construed to prohibit informal oral reprimands or constructive criticisms directed to a subordinate. Any acts of counseling, disciplining, complaining or criticizing must be done positively and constructively in an appropriate setting.

9. Duty to Give Name and Badge Number Upon Request

Failure to furnish identification as is consistent with one's duty is prohibited. To this end, a department employee shall politely give their name, badge number and other pertinent information to any person upon request.

10. Duty Not to Solicit Money, Goods or Services

Employees, on or off-duty, shall not solicit money, goods, services, or special consideration except for charitable purposes and then only after obtaining permission from the Chief of Police.

11. Duty to Refrain From Accepting Money, Goods or Services

Employees shall not accept money, goods, services, or special consideration as an inducement to perform or refrain from performing an official act. If the donor is anonymous or it is impossible to return the gift to the donor, the disposition of the gift will be made by the Chief of Police.

Employees shall not accept gifts from other employees' junior in rank or position other than on special occasions, such as holidays or birthdays, without first obtaining permission from the Chief of Police.

12. Duty to Refrain From Disclosing any Information Relating to Police Activities

Discussion of the operations and official business of the department, division, unit or assignment, which is of a confidential nature without the permission of a supervisor, is prohibited.

All employees are prohibited from passing criminal history or driver's history information or any other document that is considered confidential to unauthorized persons. (For purposes of this section, all department documents and orders are to be considered confidential unless identified otherwise by a supervisor.) This section does not apply to orders that are of the nature that they must be communicated to others.

13. Duty to Refrain From Revealing Telephone Numbers

Employees shall not disclose private telephone numbers or addresses of any member of this department to the general public.

14. Residence Telephone and Address

Employees shall maintain a working telephone by which they can be contacted by members of the agency 24 hours a day, 7 days a week. Employees shall promptly notify the Administrative Division Commander via chain-of-command of a change of telephone number or any change of address.

15. Duty Regarding Use of City Postage

City purchased postage will not be used for mailing material not of a department or City related nature.

16. Duty to Inventory Impounded Vehicles

Employees shall inventory and document the contents of every vehicle being impounded. This shall be done in order to protect the department and its members against claims of any theft or loss of property left in the vehicle at the time of impound.

17. Status While Off-Duty

Employees shall refrain from acting in their capacity as law enforcement officers while off-duty, except in cases of emergencies or when serious criminal offenses have been committed.

Employees are considered on-duty when traveling in their police vehicle, on department-approved business, or when the need for police related activity is required.

18. Duty Regarding On-Call Status

Employees are subject to call twenty-four (24) hours a day and may be recalled from vacation leave or off day whenever necessity demands.

19. Overtime

Any and all overtime must be approved by the affected Division or Unit Commander.

20. Duty to be Prompt and Punctual

Employees shall be prompt and punctual when reporting to their official duties.

21. Duty to be Alert

Employees shall remain alert and not sleep while on-duty.

22. Remaining at Duty Station

Employees shall remain at their assigned station and/or at their duty assignment unless and until an oncoming officer or a supervisor appropriately relieves them.

23. Duty to Have Leave Properly Authorized

Employees shall take leave only when properly authorized by a supervisor.

24. Absence From Work Without Leave (AWOL)

Absence from assigned workstation without permission is prohibited.

25. Excessive Absenteeism

The habitual or patterned use of sick leave, or leave without pay, not supported by competent medical evidence or other proof of necessity is prohibited.

26. Prompt Performance of Duty/Neglect of Duty

Neglect of duty is failure to promptly perform as directed all lawful duties required by constituted authority, notwithstanding the general assignment of duties and responsibilities. To this end, there shall be no failure to give suitable attention to the performance of duty. Examples include, but are not limited to; failure to take appropriate action on an act or condition deserving attention, absence without leave, failure to report to duty at the time and place designated, unnecessary absence from one's assignment during a tour of duty, failure to perform duties comply with any rule or regulation, general or special order, or failure to conform to department operating policies and/or procedures, and in the case of a superior or supervisor, the failure to properly supervise.

27. Personal Appearance

Personal appearance reflects upon an employee's competency, efficiency and pride as a member of the department and the ability of the City and Department to foster and

enhance a professional image. To this end, failure to: correctly wear the proper uniform and equipment; maintain the uniform and equipment in clean working order; and comply with uniform dress and personal appearance procedures in this manual is prohibited.

28. Prohibited Association/Frequenting

Frequenting or associating with person(s), organizations, or places, known to be involved in criminal activity unless necessary for law enforcement business, where such associating or frequenting would be detrimental to the image of the Department or the City is prohibited.

29. Subversive Organizations

Employees, shall not knowingly, be a member of or affiliated with any subversive organization whose avowed purpose advocates the overthrow or disruption of the lawful function of any federal, state, county, or municipal government. Exceptions may be made when necessary in the performance of duty and only with the express permission of the Chief of Police.

30. Duty to Refrain From Recommending Certain Services

Employees shall not, in their official capacity, recommend any particular legal counsel, bonding company, or wrecker service.

31. Duty With Regard to Civil Proceedings

No employee shall start any civil proceedings arising out of a law enforcement activity without first notifying the Chief of Police. Private civil actions, which have no connection with a member's department position or official action, are not within the scope of this rule.

32. Duty to Report Summons as Defendant

Employees of this department shall immediately report, in writing, the facts of the matter to their immediate supervisor whenever they learn they are about to become a defendant in any criminal or job-related civil case. Members shall also report the facts of the matter to their immediate supervisor whenever they learn that any fellow member is about to be or is a defendant in any job-related civil case. The supervisor will contact the effected employee for validation of the information.

A copy of the served papers should be furnished at the time of notification. The paperwork should be forwarded to the Chief of Police via the chain-of-command, which will notify the appropriate City departments.

33. Court Appearance

Employees who are subpoenaed to any judicial hearing (criminal or civil) will honor said subpoena and notify their immediate supervisor in a timely manner.

34. Serving as a Character Witness

Before giving testimony as a character witness for any defendant in a criminal trial, employees will notify the Chief of Police through the chain-of-command.

35. Duty Regarding Issued Items

Employees have the responsibility to maintain all issued items with diligence and report all losses, thefts, or damage of items consistent with department policy. Additionally,

members shall return all equipment owned by the City upon separation, and shall return any equipment when ordered to do so by a supervisor.

Employees deemed responsible for the loss or damage of issued items may, in addition to any disciplinary action given, be required to compensate the City for the loss or damage in a manner prescribed by the Chief of Police or his designee.

Employees will immediately report in writing all damage to vehicles, property and equipment and file such report, which contains all known facts surrounding the cause and nature of the damage.

36. Duty in Regard to Use of City Supplies or Services

Employees of this department shall not draw City supplies or resources for their personal use. The use of the time, facilities, equipment or supplies of the department for private gain or advantage is prohibited.

37. Alteration or Modification of City Equipment

Employees of the department shall not alter or modify any City equipment issued to them, or to which they have access, except as provided below.

Any necessary modification or alterations may be made on the authority of the commander of the affected division.

38. Leaving Keys in City Owned Vehicles

Leaving the keys to any unattended City owned vehicle in the ignition switch, or in plain view of any person looking into the window of the vehicle is prohibited.

39. Parking in Unauthorized or Reserved Parking Spaces

Parking of any employee's assigned City owned vehicle, or personally owned vehicle in another employee's assigned or reserved parking space at the Holly Springs Police Department Building is prohibited.

Parking in designated handicap permit spaces or marked fire lanes, unless responding to an actual emergency is prohibited as well as in violation of State and local laws.

40. Duty With Regard to Bulletin Boards

Documents of official City or Department business should be posted on Department bulletin boards. Employees are responsible for reading daily-posted notices on bulletin boards.

Destroying or defacing any official written notice relating to department or City business is prohibited. The posting of or circulation of any notices of a non-official derogatory character relating to any person, group or police activity is prohibited.

41. Duty to Refrain From Conducting Personal Business While On-Duty

Employees shall refrain from conducting personal business while on-duty.

42. Truthfulness / Cooperation

Conducting business in a less than truthful manner is prohibited.

43. Fighting

Fighting with another employee of the department is prohibited.

44. Possession / Use of Alcohol

Employees shall not purchase, possess, use, or be under the influence of, or have the odor on their person of an alcoholic beverage while in uniform, on-duty, or in a City-owned vehicle, except in the line of duty.

Possession and/or use of alcohol or alcoholic beverages on duty other than as authorized by specific job function or assignment are prohibited. At no time will an on-duty employee of the Department use or be under the influence of alcohol to any degree or percentage, unless authorized by the Chief of Police.

45. Possession of Controlled Substances

On-duty possession or use of controlled substances (as defined in OCGA 16-13), except with the approval and guidance of a licensed physician and with the knowledge of a supervisor is prohibited.

In the event an employee has a controlled substance prescribed by a duly licensed practitioner, they must inform their supervisor if that prescribed medication could impair their ability to safely perform their job functions.

At no time will an employee use or be under the influence of a controlled substance where such use or influence impairs the ability to perform the assigned duties.

NOTE: To determine one's fitness for duty in relation to alcohol and/or controlled substances, all evidence and/or circumstances up to and including the results of an intoximeter, urinalysis, or blood test may be considered. In administering an intoximeter test, only a State certified instrument capable of printing test results will be used.

46. Duty to Respond to Assignments

Employees shall respond to all dispatched assignments without argument and unnecessary delay. No officer shall fail to aid, assist, or protect a fellow deputy, officer, or citizen to the fullest extent of his/her professional capabilities in time of need in accordance with the policies and procedures of the Department.

47. Reports

Failure to promptly submit reports as are required by performance of an employee's duties or by constituted authority is prohibited. All reports shall be completed by the employee's end of the duty day, unless specifically authorized not to do so by a supervisor.

48. Departmental Records/Reports/Citations

Stealing, forging, tampering with or unauthorized altering or copying of any Holly Springs Police Department record, report or citation is prohibited. To this end, the removal of any record, card, report, letter, document, or other official file from the department, except by process of law or as directed by the Chief of Police or a supervisor is prohibited.

All reports, forms, memoranda, citations, or other papers utilized in this department shall be completed in black ink, computer printed, or typed. Special projects may require deviation from this requirement.

49. Duty to Read/Understand/Comply With Orders

Failure to read and/or comply with all laws, rules and regulations, general and special orders, policies and procedures of the Department, or written or verbal orders of a supervisor is prohibited. To this end, it shall be considered neglect of duty to fail to inquire of a supervisor the meaning or application of any of the above directives or orders.

50. Recovered Property/Evidentiary Material

Failure to relinquish to the designated agent of the department or properly handle all lost; stolen, recovered, abandoned or evidentiary material, which comes into the possession of a department member as a result of the performance of duty, is prohibited. To this end, all such material shall be turned over prior to the completion of the tour of duty unless otherwise instructed by a supervisor.

51. Fees/Rewards

Acceptance or receipt of any fee or reward for services rendered in the performance of duty without the knowledge and consent of the Chief of Police or his designated agent is prohibited.

52. Off-Duty Employment

Off-duty employment without the knowledge and written approval of the Chief of Police or their designated agent is prohibited. All off-duty employment shall be reported in writing, on the outside employment form, and shall be approved through the employee's immediate supervisor and upward through the chain-of-command. All forms after receiving final department approval of the Chief of Police will be filed with the Records Unit.

53. Issuance of Orders

Orders from supervisors to subordinates shall be in a professional, clear, understandable language, civil in tone and manner and issued in pursuit of departmental business.

54. Use of Tobacco Products

Use of tobacco products while in any City building, City vehicle, or at any time while in personal contact with the public is prohibited. This policy will not apply to designated smoking areas at government or other public buildings such as restaurants.

Public use of tobacco products detracts from the professional image of the individual and department and such use of any tobacco products is strongly discouraged during duty hours.

Examples of tobacco products include, but are not limited to; cigars, cigarettes, pipes, all forms of chewing or smokeless tobacco and snuff.

55. Use of Force

Use of force that is excessive to accomplish one's lawful purpose is prohibited.

56. Cooperation Within the Department

Cooperation among the divisions, units and ranks within the Department is essential. Therefore, all employees are charged with establishing and maintaining a spirit of cooperation within the Department.

57. Misconduct Known to Personnel

Failure to report an employee's violation of a law, rule or regulation, policy or procedure, or a general or special order is prohibited. To this end, all such violations shall be reported to a supervisor.

58. Conduct Unbecoming - On / Off Duty Conduct

Engaging in conduct on or off duty which adversely affects the efficiency of the Agency, and has a tendency to destroy public respect for the employee and the Agency, or destroys confidence in the operation of the City service is conduct unbecoming and is prohibited. Examples of such conduct shall include, but not be limited to the following:

- a. Fraud in securing employment;
- b. Conviction of any felony or of a misdemeanor involving moral turpitude, or the entry of a plea of nolo contendere to either;
 - i. Misuse of City funds or property;
 - ii. Falsification of City records, including application forms, time records, and financial records for personal profit or to grant special privileges.
- c. Reporting to work or working under the influence of alcohol or drugs or partaking of such substances during working hours except that prescribed medication that does not adversely affect an employee's ability to perform assigned work may be taken within the limits set by a physician so long as medically necessary;
- d. Instigation of, participation in, or leadership of a strike, sit-down, stay-in, sympathy strike, walk-out, slow-down, sick-out, or any other interference with stoppage, or restriction of work;
- e. Concealment of a failure to report any employment, ownership interest, or personal activity in conflict with the legitimate interests of the City;
- f. Engaging in infamous or notoriously disgraceful conduct that adversely affects the City legitimate interests.
- g. Insubordinate, rebellious, or factious conduct, harassment of grossly disrespectful behavior toward other employees and or City officials; or
- h. Fighting during working time or on City property.

59. Cooperation With Administrative and / or Internal Investigations

Failure to fully cooperate with administrative investigations as described in this Manual is prohibited.

Failure to answer questions, respond to lawful orders, render material and relevant statements in an internal department investigation when such orders, questions and statements are directly related to job responsibilities is prohibited.

Nothing in this section shall violate one's Federal or State Constitutional Rights.

60. Duty to Report Citations and Motor Vehicle Accidents

It shall be the responsibility of each employee to immediately report the receipt of a traffic citation for a violation of law to his/her immediate supervisor, and to further report off-duty involvement in a motor vehicle accident in which the employee is the driver of any vehicle involved in the accident. Employees are required to produce upon request an annual copy of their driver's history.

HOLLY SPRINGS POLICE DEPARTMENT OPERATIONS

OPERATIONS MANUAL

11.1 USE OF FORCE

EFFECTIVE DATE: June 21, 1996

REVISED DATE: July 8, 2022

REVIEW DATE: July 8, 2022

CHIEF OF POLICE: Tommy Keheley

I. PURPOSE

~~The purpose of this policy is to provide employees with~~ To establish guidelines on the use of ~~deadly and nondeadly~~ lethal and less than lethal force.

To establish guidelines and rules for proper use, care, and display of less than lethal force weapons.

II. POLICY

This is a high liability policy that applies to the use of ~~deadly~~ lethal force such as the firing of a firearm, or ~~non-deadly less than lethal~~ force such as the ~~defensive~~ use of ~~the oleoresin capsiicum (O.C.)~~ Oleoresin Capsicum spray, or ~~soft and hard hand control techniques~~ hard empty hand/striking techniques. It is the policy of this department that police personnel shall use only that force which is ~~reasonably necessary~~ objectively reasonable to effectively bring an incident under control while protecting the lives of the officer and others. Once the need for the force is no longer present ~~because resistance ends or the possibility of violence is removed~~, the continued use of force cannot be justified. When ~~the~~ force is used against an individual who is actively resisting a lawful arrest or attempting to commit an act of violence against another person, the use of physical force will end immediately when the incident is under control.

III. DEFINITIONS

A. Compliance – State in which a subject responds to verbal commands and cooperates with requests regarding his/her behavior.

B. Control – State in which a subject is not a threat to the safety or security of an officer or any other individual, is not actively resisting arrest.

C. Deadly Lethal Force – Any use of force that is reasonably likely to cause death or ~~serious~~ great bodily ~~injury~~ harm.

D. Non-Deadly Less Than Lethal Force – Any use of force, which is neither reasonably likely nor intended to cause ~~serious~~ great bodily harm or death.

E. Reasonable Belief Objectively Reasonable – ~~The facts and circumstances the police officer knows or should know and reasonably believes are such to cause an ordinary and~~

~~prudent person, another reasonable officer to act or think in a similar way under similar circumstances. Given the totality of the circumstances confronting the officer at that time, when viewed objectively, the action was justified.~~

- F. ~~Series~~ Great Bodily Injury Harm – ~~A serious bodily injury is~~ Any injury that creates a substantial risk of death, causes serious ~~and/or~~ permanent disfigurement, or results in long-term loss or impairment of the functioning of any bodily member or organ.
- G. Forcible Felony – ~~Forcible Felony means~~ Any felony which involves the use or threat of physical force or violence against any person. ~~and further includes, without limitation, These offenses include but are not limited to:~~ murder; felony murder; burglary; robbery; armed robbery; kidnapping; hijacking of an aircraft or motor vehicle; aggravated stalking; rape; aggravated child molestation; aggravated sexual battery; arson in the first degree; the manufacturing, transporting, distribution, or possession of explosives with intent to kill, injure, or intimidate individuals or destroy a public building; terroristic threats; or acts of treason or insurrection. (O.C.G.A. § 16-11-131 (e))

IV. PROCEDURES

~~A. DECISION TO USE FORCE~~

~~Many decisions and actions of police officers have serious consequences but none as irrevocable as the decision to use force. Police officers are expected to achieve control, and when possible exhaust other reasonable means before resorting to the use of deadly force.~~

~~Levels of control listed above are reflective of the use of force continuum adopted by this department (see figure A-1). All actions by a police officer are predicated by the situation they are confronted with.~~

~~Control is achieved by:~~

- ~~I. Police officer presence on the scene;~~
- ~~II. Verbal commands;~~
- ~~III. Control and restraint;~~
- ~~IV. Chemical agents;~~
- ~~V. Temporary incapacitation;~~

~~Holly Springs Police Department employees shall treat all persons, regardless of their involvement in a situation, with humanity, courtesy, and the dignity due any human being, to the extent that such treatment is allowed by the subject's actions. Employees shall always maintain a professional bearing and not be argumentative or purposefully engage in acts that may incite a subject to become physically aggressive.~~

A. DECISION TO USE FORCE

1. Officers shall never use a degree of force greater than that which is objectively reasonable. Such objectively reasonable force may be used:
 - a. To affect an arrest,

- b. To overcome passive and active resistance,
 - c. To prevent an escape from custody,
 - d. To neutralize an unlawful assault upon the officer or another person,
 - e. To protect an officer or another person from the imminent threat of great bodily harm or death.
2. The use of physical force will end immediately when the incident is under control. Members shall not mentally or physically abuse any person that they contact or take into their custody or control.
 3. Justification for the use of force is limited to what is objectively reasonable based on the facts known or perceived by the officer at the time they decide to use force. Facts unknown to the officer cannot be considered when determining whether the action was justified.

B. MEDICAL CARE

1. Once resistance ends following the use of lethal or less than lethal force and the subject is under the officer's control, the officer is obligated to provide appropriate medical aid as quickly as reasonably possible following ANY law enforcement action in which visible injuries have been sustained or there are complaints of injuries. Medical care may include providing basic first aid, requesting emergency medical services, and/or arranging for transportation to a medical facility. Officers who believe medical aid is necessary will, when possible, notify Cherokee County Dispatch of the need for assistance and request a Fire Rescue/EMS response to the scene. It will be the responsibility of any officer or employee who has immediate knowledge of the injury or complaint of injury to ensure that the medical care is provided.
2. Any time that medical care is provided for an individual involved in a use of force incident, the employee will immediately notify a supervisor.

V. USE OF LESS THAN LETHAL FORCE AND WEAPONS

The methods listed below represent a series of options that an officer may use as necessary to help control a situation and/or a resisting subject. These methods are not required to be used in sequential order. Force must be objectively reasonable as it pertains to stopping unlawful use of force being used against them or another person.

Officers will never jeopardize their safety attempting to utilize less than lethal force options when justified in using lethal force.

When reasonable, a verbal warning should be given before the use of less than lethal weapons. The verbal warning should announce that such force will be used if compliance is not obtained. No warning is needed if an imminent threat exists to the safety of any person.

Only officers who have successfully completed an agency approved training course in the proper use and deployment of less than lethal weapons and have shown proficiency in their use shall be authorized to use or to carry them.

A. OFFICER PRESENCE

The way an officer carries themselves can influence a situation. Officers showing confidence and professionalism may de-escalate a possible confrontation.

B. VERBAL CONTROL

The manner and form in which an officer speaks to an individual can be an effective means of exerting control. Volume and tone can also be effective to control certain situations.

1. The use of discriminatory slurs, disrespectful, or argumentative conduct is prohibited. The use of profanity is discouraged.

C. ESCORT COMPLIANCE

Uncooperative individuals who refuse to be placed into custody may be controlled by a combination of strength, leverage, joint locks, and pressure points. The object of this force is to gain control and compliance while minimizing risk to the person being placed into custody, bystanders, and the officer.

D. CHEMICAL AGENTS – OLEORESIN CAPSICUM SPRAY

Oleoresin Capsicum (OC) spray is a chemical agent approved for use by officers. OC spray will be used only to the extent necessary to overcome the unlawful resistance of an individual and within department guidelines. OC spray shall be restricted to situations where other types of force may be ineffective or inappropriate.

1. Issue and Carry Procedures

- a. The department may issue OC spray and an approved holster to sworn personnel.
- b. The issued OC spray will be of a major manufacturer as designated by the department to include size and strength.
- c. The OC spray canister and holster will not be altered from factory specifications and condition of issuance without authorizations from the Department Training Officer and written approval from the Deputy Chief of Police.
- d. Only OC spray canisters issued by this department may be carried and utilized while on duty.
- e. The OC spray canister should be protected from excessive heat.
- f. If an OC spray cannister is damaged or in need of replacement, the officer will turn the canister into the Departmental Training Officer for replacement.

2. Use Procedures

Officers shall, whenever possible:

- a. Remain upwind from the subject and avoid entering the spray area.
- b. Maintain a safe distance from the subject.
- c. Direct a single spray burst of between one and three seconds at the subject's eyes, nose, and mouth. Additional bursts may be used if necessary.
- d. Avoid use under conditions where such use may affect innocent bystanders or other law enforcement personnel.
- e. Exercise care when using OC spray in the vicinity of fire and/or flames.

3. Following the Use of OC Spray

- a. A subject will normally display symptoms of temporary blindness, difficulty breathing, burning sensation in the throat, nausea, lung pain, and/or impaired thought processes. Subjects should be told what to expect to avoid a panic reaction, informed that the effects are temporary, and encouraged to breathe normally and remain calm. When possible, officers should get them fresh air as soon as is reasonable.
- b. The subject(s) should be brought under control as soon as possible then handcuffed and searched.
- c. When possible, use large amounts of cool water to wash the eyes and exposed skin. Soap may be used except soap which is oil based.
- d. Officers should closely monitor the subject for indications the subject needs immediate medical attention including difficulty breathing, gagging, profuse sweating, and unconsciousness.
- e. Police officers will notify Cherokee County Dispatch after each use of OC spray and, when possible, request a Fire Rescue/EMS response and a supervisor. In the event of a Fire Rescue/EMS response, decontamination of the subject(s) will be conducted at the scene by EMS personnel.

The individual will be observed by EMS personnel after initial decontamination to determine if further medical treatment at a medical facility is required. This determination will be based upon the recommendation of EMS personnel. If transportation to a medical facility is determined to be required, a police officer shall accompany the individual to the hospital and shall remain there until relieved, or until the individual is cleared and released from medical care by hospital personnel.

- f. In the event of a combative or non-compliant subject contaminated with OC spray, or when a subject resists attempts by EMS personnel to decontaminate, the subject will be transported as soon as possible to the Cherokee County Adult Detention Center (ADC) and turned over to ADC staff. The officer will document any refusal to cooperate in the associated incident report and monitor the subject closely during all phases of transport. ADC staff will be notified of the subject's resistance to care.

Care will be provided following the transfer of custody by ADC staff in compliance with applicable Cherokee County Sheriff's Office Policy.

- g. When placing the subject in a police vehicle, the subject shall be seated upright, or if laying down, placed face up. At no time shall a subject be placed face down in a police vehicle following exposure to OC spray.
- h. Buildings, vehicles, etc. exposed to OC spray may be decontaminated by opening all windows and ventilation sources, washing the area with soap and water, and cleaning off affected food packages. The affected area should be clear of OC spray within thirty minutes after its initial use.

E. CONDUCTIVE ELECTRICAL WEAPON

The Conductive Electrical Weapon (CEW) Is a less than lethal weapon approved for use by officers. CEW will be used only to the extent necessary to overcome unlawful resistance of an individual and within department guidelines. CEW shall be restricted to situations where other types of force may be ineffective or inappropriate.

1. Issue and Carry Procedures

- a. The department will issue every sworn officer, who is designated for issuance, a CEW and approved holster for on-duty usage.
- b. The CEW and holster will not be altered from factory specifications and condition of issuance without authorization from the Department Training Officer and written approval from the Deputy Chief of Police.
- c. Only CEWs issued by this department may be carried and utilized while on duty.
- d. Police officers will also adhere to this policy when carrying a CEW in an off-duty/part-time capacity.
- e. CEWs will not be left unattended unless safely secured and stored.
- f. Police officers will carry the CEW on their duty belt in the issued holster in a location approved by the Departmental Training Officer.
- g. The CEW will be carried in a manner that does not hinder the drawing of the firearm or use of the portable radio and which limits access by aggressors.
- h. At no time will the CEW be carried in a position that prevents the officer from accessing it for use.
- i. The CEW will be carried on the front half of the body and at no time will it be positioned on the rear half of the belt behind the firearm or portable radio.
- j. Non-uniform police officers are not mandated to carry the CEW as full-time carry equipment. When non-uniform officers carry the CEW, the unit will be carried in a manner which is safe and is readily accessible to the officer.

k. If a CEW is damaged or in need of replacement, the officer will turn the device in to the Departmental Training Officer for repair or replacement.

2. Device Inspection and Maintenance

a. Officers are responsible for ensuring CEWs are fully operational. Officers will confirm the status of the unit via the status lights positioned at the viewing window located at the rear of the housing.

b. The Departmental Training Officer will be responsible for coordinating any routine maintenance and data downloads of CEWs. All maintenance and data downloads will be documented, and the records will be kept by the Departmental Training Officer.

3. Use Procedures

a. Any officer using a CEW will, when reasonable, notify other officers on the scene of his/her intentions prior to deployment. In the event an officer must use a CEW without the opportunity to give verbal notice to other officers on the scene, the exigent circumstances must be explained in the associated incident report.

b. The CEW will be aimed at the lower center body mass of the intended target for frontal discharges and the center body mass for rear discharges. Officers will not intentionally aim at the upper chest, face, neck, or groin area.

c. The CEW will cause most subjects to fall. Officers must consider the potential injury to subjects who are running, traveling at high rates of speed (bicycles, skateboards, etc.), or are situated in elevated places (roofs, ladders, trees, etc.) where a fall could result in great bodily harm or death.

d. The CEW may be deployed in the mode most appropriate to the situation and the level of force required: display, contact, and/or firing.

e. CEWs will not be deployed/utilized under the following circumstances unless lethal force would be considered reasonable:

i. Near flammable liquids or fumes.

ii. On subjects who have been sprayed with OC spray, or an equivalent by another agency or private party.

iii. On women who are known, or appear to be pregnant, unless exigent circumstances exist.

iv. On subjects who reasonably appears to be elderly, substantially physically handicapped, or of a prepubescent age.

v. On subjects holding a firearm unless no other option is available to the officer.

vi. On subjects who are handcuffed, except when they are actively assaulting an officer or another individual and other methods of control have proven ineffective.

vii. On subjects who are non-responsive or have passed out.

viii. On subjects who are on an elevated surface or any surface where an uncontrolled fall might result in great bodily harm or death.

4. Following the Use of the Conductive Electrical Weapon

a. The subject should be brought under control as soon as possible then handcuffed and searched.

b. Police officers will notify Cherokee County Dispatch after each use of the CEW and request a Fire Rescue/EMS response and a supervisor. The supervisor is required to respond to the scene. Fire Rescue/EMS will be requested to the scene of every probe removal incident. If an exigent circumstance exists that prevents the request and/or response of a supervisor or of Fire Rescue/EMS, the officer will document the exigent circumstance in the associated incident report.

c. EMS personnel will be responsible for checking the subject's vitals and overall condition and medically clearing the individual prior to transport.

d. When reasonable, removal of probes will be done by officers. If a probe barb has broken off and is still embedded in a subject's skin, the subject shall be transported to a medical facility for the removal of the object.

e. Probes that are deeply embedded and/or located in the face, ear, breast, or groin will not be removed at the scene. The subject will be transported to the nearest hospital, and appropriate medical personnel will remove the probes.

f. The probes, which are considered a biohazard, will be placed in the spent cartridge, barb side down. The cartridge will be covered with a bio-protective glove, securely taped, and the evidence bag marked as biohazard. The spent cartridge(s) and probes will be maintained as evidence until final disposition of the case. Cartridges and probes will be disposed of in an approved biohazard container following universal precautions.

5. Supervisor Responsibilities

Supervisors will, when possible:

a. Ensure subjects are monitored for any adverse effects, and that appropriate medical treatment is provided.

b. Ensure all required photographs are taken.

c. Notify the Departmental Training Officer so that a data download from the CEW may be scheduled/completed.

d. Document all relevant information in the supervisors' statement on the Response to Resistance form.

e. If a subject experiences adverse effects from a CEW and is admitted to the hospital or dies, the supervisor will take custody of the CEW and follow reporting procedures in accordance with S.O.P. Chapter 11.2. The device will be secured until it is turned over to the Departmental Training Officer, who will be responsible for downloading the data and testing the device to ensure proper functioning. The Departmental Training Officer will report the findings to the person responsible for investigating the incident.

6. Documentation

a. Incident report, which will include:

- Location where the probes attached to the subject, and how the probes attached (ex: left shoulder and right thigh in clothing only; chest and left ankle in the skin);
- Number of cycles utilized;
- How the suspect was handcuffed (ex: under power or complied with verbal commands);
- Names(s) of the person(s) who removed the probes.

b. Photographs will be taken and will be included as an evidentiary portion of the report. The photographs should include:

- Wounds resulting from the probes contacting the subject and any other visible injuries;
- Spent cartridge case and deployed probes;
- Any visible injuries to the officer(s)

c. Response to Resistance form and any additional information required to document the event.

7. Unintentional Discharge

a. If an unintentional discharge occurs and no one is struck, the officer will immediately contact a supervisor and complete an incident report detailing the circumstances.

b. If a subject is struck as a result of an unintentional discharge, the officer responsible will immediately notify a supervisor, complete an incident report and Response to Resistance form, and provide medical attention as outlined in E.4 of this policy section.

F. EXPANDABLE BATON

The expandable baton is a less than lethal weapon approved for use by officers. The expandable baton will be used only to the extent necessary to overcome unlawful resistance of an individual and within department guidelines. The expandable baton shall be restricted to situations where other types of force may be ineffective or inappropriate.

1. Issue and Carry Procedures

- a. The department will provide every sworn officer of the department with and expandable baton and approved holster for on duty usage.
- b. The expandable baton and holster will not be altered from factory specifications and condition of issuance without authorization from the Department Training Officer and written approval from the Deputy Chief of Police.
- c. Only the expandable baton issued by this department may be carried and utilized while on duty.
- d. The expandable baton will be carried on the duty belt in a manner that does not hinder the drawing of the firearm.
- e. At no time will the expandable baton be carried in a position that prevents the officer from accessing it for use.

G. LESS THAN LETHAL PROJECTILES

Less Than Lethal Projectiles are less than lethal weapons approved for use by officers. The less than lethal projectile weapon issued by the department is a bean bag round (BBR) shotgun. The BBR shotgun will be used only to the extent necessary to overcome unlawful resistance to an individual and within department guidelines. The BBR shotgun shall be restricted to situations where other types of force may be ineffective or inappropriate.

1. Issue and Use Procedures

- a. Specific weapons shall be designated for deployment of Less Than Lethal Projectiles and shall be definitively marked by paint or other conspicuous distinguishing features as authorized by this department.
- b. Designated less than lethal weapons shall be loaded only with less than lethal projectiles and shall be kept only by authorized personnel in a manner designated by the department.
- c. Officers authorized to use the BBR shotgun shall receive annual training and will be required to re-qualify annually.
- d. Officers shall receive agency-authorized training specifically designed to simulate actual deployment situations and conditions to enhance officers' discretion and judgement in using the BBR shotgun in accordance with this policy.

- e. Use or deployment of the BBR shotgun should be at the direction of an on duty supervisor unless it is reasonably likely that failure to take immediate action would result in injury, death, or serious property damage.
- f. Consideration may be given to the use of the BBR shotgun against those who are posing a threat of death or great bodily harm to themselves or others.
- g. Impact projectiles shall be directed at the subject target areas based on the circumstances at hand, established safety priorities, the exigency of the situation, and the level of force that is reasonable.

H. HARD EMPTY HAND/STRIKING TECHNIQUES

Hard Empty Handed/Striking Techniques involve the officer's natural weapons (i.e., fists, hands, elbows, knees, feet etc.) in controlling a person and their use of unlawful force against the officer or another.

I. WEAPONS OF LAST RESORT

This policy will not preclude officers from using any available resource when defending themselves or another from physical assault likely to cause great bodily harm or death.

J. PROHIBITED WEAPONS AND TECHNIQUES

The following weapons and control techniques are prohibited unless lethal force would be considered reasonable:

1. The use of choke holds or any technique restricting the intake of oxygen for the purpose of gaining control of a subject.
2. Blackjacks, sap sticks, slap gloves, sap gloves, brass knuckles, or any other weighted material.
3. Claws of metal or strong plastic designed as come-a-longs which attach to the wrists or other body parts and can be tightened by twisting.

~~B. CANINE USE~~

~~The police canine is an animal and as such, any use of force that is reasonably likely to cause death or serious bodily injury to the animal does not justify the use of deadly force against a human perpetrating such actions.~~

~~C. PARAMETERS FOR USE OF DEADLY FORCE~~

VI. LETHAL FORCE

A. PARAMETERS FOR USE OF LETHAL FORCE

Lethal force, referred to in Georgia State Law as Deadly Force, is defined as that force a reasonable and prudent person would consider likely to cause death or great bodily harm and such force may be used if:

1. There is sufficient reason to believe that the person against whom the force is used is about to kill or grievously injure the officer, or another person; or
2. There is sufficient reason to believe that the force must be used to prevent the commission of a forcible felony.
3. To prevent the escape from the custody of a person where there is probable cause to believe they have the intent and ability to put another individual in imminent physical danger.
4. Whenever practical and objectively reasonable, officers should identify themselves as a police officer and issue a verbal warning prior to using lethal force against a subject.

B. FIREARMS RESTRICTIONS

1. Except for maintenance, inspections, or during training, police officers shall not draw or exhibit their firearms unless circumstances create reasonable belief that it may be necessary to use the weapon in conformance with this policy.
2. Warning shots are prohibited.
3. Police officers shall not fire their firearms at or from a moving vehicle, unless ~~all three elements of the use of deadly force have been satisfied~~, exigent circumstances exist. Officers should make every effort not to place themselves in a position of danger when attempting to approach, stop or pursue a motor vehicle to avoid the vehicle becoming a threat of death or great bodily harm to the officer.
4. While on duty, police officers will only carry department issued firearms with department issued ammunition.
5. ~~Officers will always comply with all departmental procedures, relating to firearms and use of force, and all applicable local, state, and federal laws while possessing a firearm on or off duty. Officers shall comply with all department policy, local, state, and federal laws while in possession of a firearm on or off duty.~~
 5. ~~When an officer of this agency is witness to an apparent or known excessive use of force by another officer, the witnessing officer has a duty and obligation to intervene to prevent or stop the apparent excessive use of force. These events/actions will be included in a formal report submitted to the appropriate supervisor.~~

VII. DUTY TO INTERVINE

When an officer of this agency is witness to an apparent or known excessive use of force by another officer, the witnessing officer has a duty and obligation to intervene to prevent or stop the apparent excessive use of force. These events/actions will be included in a formal report submitted to the appropriate supervisor.

- ~~1. Prior to using deadly force, and when reasonable, police officers should make an attempt to identify themselves.~~
 - ~~a. In addition to identifying themselves, prior to using deadly force, circumstances permitting and when reasonably practical, police officers should give a verbal warning of their intent to use deadly force.~~
- ~~2. Police officers must ensure that the three elements of deadly force have been satisfied before resorting to the use of deadly force:~~
 - ~~a. Does the violator possess the ability or apparent ability to kill you or a third party or to cause you or a third party serious physical injury?~~
 - ~~b. Does the violator have the opportunity to kill you or a third party or to cause you or a third party serious injury?~~
 - ~~c. Has the violator placed you or a third party in imminent jeopardy?~~
- ~~3. Police officers are authorized to fire their firearms in order to:~~
 - ~~a. Protect the police officer or others from what is reasonably believed to be an immediate threat of death or serious physical injury.~~
 - ~~b. Stop a fleeing felon only when they have reasonable belief that they are doing so in the immediate defense of human life or to prevent serious physical injury to himself or others.~~

~~II. JUSTIFICATION FOR USE OF DEADLY FORCE~~

~~The use of deadly force in performance of their duty is restricted to the following:~~

~~"Sheriffs" and peace officers who are appointed or employed in conformity with CHAPTER 8 OF TITLE 35 may use deadly force to apprehend a suspected felon only when the officer reasonably believes that the suspect possesses a deadly weapon or any object, device, or instrument which, when used offensively against a person, is likely to or actually does result in serious bodily injury; when the officer reasonably believes that the suspect poses an immediate threat of physical violence to the officer or others; or when there is probable cause to believe that the suspect has committed a crime involving the infliction or threatened infliction of serious physical harm OCGA 17-4-20."~~

~~III. PARAMETERS FOR USE OF NON-DEADLY FORCE~~

- ~~a. Where deadly force is not authorized, police officers shall use only that level of force on the force continuum (see figure A-1) that is reasonably necessary to bring the incident under control.~~
- ~~b. Police officers must ensure that the three elements of non-deadly force have been satisfied before resorting to the use of non-deadly force:~~
 - ~~a. Does the violator possess the ability or apparent ability to resist you or a third party or to cause you or a third party injury?~~

- ~~b. Does the violator have the opportunity to resist you or a third party or to cause you or a third party injury?~~
 - ~~c. Has the violator placed you or a third party in imminent jeopardy (danger, hazard, peril);~~
- ~~c. The amount and degree of force which may be employed are based upon, but not limited to, the following factors:~~
 - ~~a. The nature of the offense;~~
 - ~~b. The behavior of the individual against whom the force is to be used;~~
 - ~~c. Actions by third parties who may be present;~~
 - ~~d. Physical conditions and tactical considerations;~~
 - ~~e. The possibility of creating an unreasonable risk of injury or death to innocent persons;~~
 - ~~f. The feasibility/availability of alternative actions.~~
- ~~d. Police officers are authorized to use department approved non-deadly force techniques and issued equipment for resolution of incidents under the following circumstances:~~
 - ~~a. To protect themselves or another from physical harm;~~
 - ~~b. To restrain or subdue a resistant individual;~~
 - ~~c. To bring an unlawful situation safely and effectively under control.~~
- ~~e. Necessary force may include the use of certain tactics or equipment by police officers, such as:~~
 - ~~a. Physical strength and skill;~~
 - ~~b. Handcuffs;~~
 - ~~c. Approved oleoresin capsicum (O.C.) spray;~~
 - ~~d. Approved expandable baton;~~
 - ~~e. Approved electronic control device;~~
 - ~~f. Approved firearm and ammunition.~~
- ~~f. The following items, weapons, materials, and control techniques are not authorized for use by this department:~~
 - ~~a. Blackjacks, sap sticks, slap gloves, sap gloves, brass knuckles, or any other weighted material not authorized;~~
 - ~~b. Claws of metal or strong plastic designed as come-a-longs which attach to the wrists or other body parts and can be tightened by twisting.~~
 - ~~c. Any control/restraining type technique in which an employee places direct pressure on the front throat/tracheal area shall be prohibited unless deadly force is warranted.~~

~~IV. MEDICAL CARE~~

- ~~a. Any time deadly or non-deadly force is used and the individual has a visible injury or complaint of injury, medical care will be provided. The medical care provided will be dependent on the degree of force used and the nature of the injury. If necessary, an ambulance will be summoned. It will be the responsibility of any officer or employee who has immediate knowledge of the injury or complaint of injury to ensure that the medical care is provided.~~

~~b Any time that medical care is summoned for an individual involved in a use of force incident, the employee will immediately notify a supervisor.~~

HOLLY SPRINGS POLICE DEPARTMENT
OPERATIONS

OPERATIONS MANUAL

~~41.311.2~~ USE OF FORCE REPORTING AND REVIEW

EFFECTIVE DATE: November 25, 1999
REVIEW DATE: July 8, 2022
CHIEF OF POLICE: Tommy Keheley

REVISED DATE: July 8, 2022

I. PURPOSE

~~Establishes To Establish~~ guidelines and rules for the proper reporting of ~~deadly force and non-deadly force use of force~~ incidents and;

~~Establishes To Establish~~ a standard for reviewing all use of force incidents.

II. POLICY

It shall be the policy of ~~this Agency~~ the Holly Springs Police Department to document all incidents of use of force on approved agency forms. These incidents shall be reviewed annually.

III. PROCEDURE

A. REPORTING

1. Response to Resistance Report

The completion of a "Response to Resistance Report", is required for each ~~and every employee of this department~~ employee involved, whether a direct participant or witness, in a use of force incident under the following circumstances whether on or off-duty:

- a. Visible injury;
- b. Complaint of injury;
- c. Use of oleoresin capicum (OC) spray;
- d. Use of ~~an electronic control weapon~~ conductive electrical weapon (CEW);
- e. Discharge of a firearm in a confrontational situation;
- f. Display of a firearm in a confrontational situation; (direct threatened use of ~~deadly lethal~~ force against a subject, controlling subject movement, gaining compliance for officer safety)
- g. Any incident in which the officer exercises physical force beyond that ~~of soft hand control techniques~~ used for guidance or restraint (i.e., escort).

2. Incident Report

A written departmental incident report must also be completed. A copy of the "Response to Resistance Report" and incident report will be forwarded within 24-hours following the incident, to the Watch Commander, Uniform Patrol Division Commander, and Chief of Police. If this is not possible, a written explanation stating the reason(s) why the reports are not submitted within the allotted time, an expected date of when the reports will be submitted and a short summary stating the events surrounding the incident will be forwarded to the shift and division commander.

3. Unintentional discharges of a department authorized firearm, whether on or off-duty, will be reported immediately to a supervisor. An incident report will be completed and forwarded to the Chief of Police, but no "Response to Resistance Report", is **necessary required**.

B. REVIEW

1. Each Response to Resistance Report will be reviewed by a use of force instructor. Any injuries or complaints of injuries to a suspect, which occurred prior to the officers' arrival, in a confrontation with non-departmental personnel or were self-inflicted will be fully described in the narrative section of the officer's incident report.
2. In Use of Force incidents where the officer's immediate supervisor deems the force used justified and not in violation of departmental policy or law, the supervisor will forward the Response to Resistance Report with the original incident report to their appropriate Division Commander.
3. If the officer's immediate supervisor deems that the force used is excessive or in violation of departmental policy or law, the supervisor will complete a written statement documenting **their** findings and forward it to the **Uniform Patrol appropriate** Division Commander, **and** the Chief of Police, **and/or** his designee. This procedure does not preclude an investigation being requested by the chief, shift commander or other sources.
4. The Response to Resistance Report should then be forwarded via the **Uniform Patrol appropriate** Division Commander to the Deputy Chief of Police who will forward to the report to the Chief of Police. All levels of command must review and document their findings on the Response to Resistance Report.
5. All Response to Resistance Report forms and accompanying incident reports shall be analyzed annually by the Office of Professional Standards. This annual review shall be documented, and all findings forwarded to the Chief of Police.

HOLLY SPRINGS POLICE DEPARTMENT OPERATIONS

OPERATIONS MANUAL

~~41.4~~ 11.3 USE OF FORCE INVESTIGATIONS

EFFECTIVE DATE: June 21, 1996
REVIEW DATE: July 8, 2022
CHIEF OF POLICE: Tommy Keheley

REVISED DATE: July 8, 2022

I. PURPOSE

~~Establishes~~ To establish guidelines and rules for the investigation of ~~deadly lethal~~ force situations.

To employ methods established as best practices in the Law Enforcement industry to address both the personal and emotional needs of the officer while assuring that all the facts surrounding the incident are fully being explored and verified.

~~A. Establish guidelines that have been field tested and found to address both the personal and emotional needs of the officer and to assure the community all the facts surrounding the incident are being fully explored and verified.~~

To address both the legal and safety issues for both the officer and the community.

To provide administrators, supervisors and fellow officers with Critical Incident Stress Management knowledge, tools, and techniques. ~~methods to facilitate understanding and recognition of the psychological dynamics of critical incident trauma.~~

II. POLICY

If the use of force involves ~~deadly lethal~~ force, either by or upon an officer or results in ~~great bodily harm serious injury~~, the Holly Springs Police Department ~~Internal Affairs Division Office of Professional Standards~~ or outside investigative agency (as requested by the Chief of Police) will investigate. In cases where there is a use of force involving a weapon or injury by any member of the Department, the incident will be investigated and reviewed. It will ~~normally~~ be the responsibility of the employee's immediate supervisor to ~~investigate review~~ the use of force to determine if it is justified and complies with Agency policy. The Chief of Police or affected division commander may request that ~~the investigation~~ an additional review be conducted by the Holly Springs Police Department ~~Office of Professional Standards Investigative Unit~~, or an outside investigative agency. The Chief of Police or his designee will contact the District Attorney's Office as soon as practical following a use of force that involves ~~deadly lethal~~ force or results in serious bodily injury.

III. PROCEDURE

This procedure establishes responsibilities and duties concerning the investigation into the use of ~~deadly lethal~~ force incidents, in which ~~death or great bodily harm injury~~ occurs. This

includes, but is not limited to, the use of firearms. The investigative procedures used, coupled with the subsequent adjudication process, are the most important elements in maintaining the confidence of the public and employees if the actions of an officer are in question.

A. RESPONSIBILITIES AND DUTIES OF INVOLVED OFFICER

1. When ~~deadly~~ lethal force is used and results in an injury, upon first opportunity after the scene is secured, the officer shall immediately:
 - a. When a firearm is involved, holster the weapon, without unloading, or reloading it;
 - b. Determine the physical condition of any injured person and render first aid;
 - c. Notify the Communications Center of the incident and location and request Fire Rescue/EMS response; and ~~Request emergency medical aid;~~
 - d. Detain all witnesses.
 - ~~e. Notify the Communications Center of the incident and location; and~~
2. Unless injured, the officer will remain at the scene until the arrival of the appropriate investigators. However, if the circumstances are such that the continued presence of the officer at the scene might cause a more hazardous situation to develop (e.g., violent crowd), the ranking supervisory officer at the scene shall have the authority to instruct the officer to move to another, more appropriate location.
3. The officer shall protect their weapon for examination and submit it to the appropriate investigator.
4. The officer shall prepare a detailed report of the incident.
5. The officer shall not discuss the case with anyone except:
 - a. Supervisory and assigned investigative personnel;
 - b. The assigned District Attorney;
 - c. His attorney; and/or
 - d. Mental health professional

B. RESPONSIBILITIES OF THE COMMUNICATIONS CENTER

Once the communications center is notified ~~of a use of lethal force resulting in injury~~, it shall:

1. Dispatch requested medical aid;
2. Notify the on-duty patrol shift supervisor;
3. Notify the Chief of Police, or in his/her absence, the Deputy Chief of Police; and

4. Notify the designated investigative unit(s).

C. **RESPONSIBILITIES OF THE UNIFORM** PATROL DIVISION SUPERVISOR

The **Uniform** Patrol Division Supervisor shall:

1. Proceed immediately to the scene;
2. Secure the scene;
3. Conduct a preliminary field investigation;
4. Render command assistance to the assigned investigator(s);
5. Assist the involved officer(s); and
6. Submit a detailed written report ~~of the results of the investigation to the Chief of Police or his/her designee in compliance with SOP 11.2.~~
7. ~~In cases where the supervisor determines the use of force is not justified, or Agency policy has been violated, a Response to Resistance Report will be prepared which will include findings and recommendations. This report will be attached to the "Response to Resistance Report" and forwarded through the chain of command to the Holly Springs Police Department Internal Affairs Unit, or outside investigative agency if employed by Chief of Police, as well as a copy to the Training Section director.~~

D. ~~Strategies for dealing with stress inherent in critical incidents involving officers.~~
FOLLOWING THE INCIDENT

1. If not injured, the officer will complete all of the necessary procedures to safeguard evidence at the scene and complete proper reports required documenting the facts of the incident.
2. The officer shall be available at all times for official interviews and statements regarding the case and shall be subject to recall to normal duty at any time after the preliminary investigation.
3. The Uniform Patrol Division Supervisor shall investigate all incidents in which an officer's actions precipitated the incident resulting in **critical injury great bodily harm** or death.
4. In every instance in which an officer uses **deadly lethal** force, where such use results in death or **serious bodily injury great bodily harm** to another person, the officer will be immediately relieved of normal duty.
 - a. The Chief of Police shall place the officer involved on either mandatory administrative leave with pay or in-house administrative duty immediately following the incident.
 - b. Assignment to a "relieved of normal duty" status shall be non-disciplinary, with no loss of pay or benefits.

c. Relief from normal duty (the officer may be assigned administrative duties) serves two purposes:

i. To address the personal and emotional needs of an officer involved in the use of deadly lethal force in which injury or death occurs; and

ii. To assure the community that all the facts surrounding such incidents are fully and professionally explored and verified.

5. The Chief of Police will determine the appropriateness and the duration of extended mandatory administrative leave based upon the findings of the preliminary criminal investigation and the recommendation of the mental health professional regarding the officer's readiness for field assignment.

6. If the preliminary investigation discloses a question about the officer's actions in the incident, then the appropriate guidelines regarding the rights of the accused will be followed.

E. CRITICAL INCIDENT STRESS MANAGEMENT

1. When faced with a catastrophic life event or major change, an officer may experience great difficulty in appropriately dealing with their feelings and emotions. Some of the signs of an officer's inability to deal appropriately with a traumatic incident are:

a. Continuation and intensification of post-incident symptoms such as:

- Heightened sense of danger/vulnerability
- Fear and anxiety about future encounters
- Anger/rage
- Nightmares
- Flashbacks/intrusive thoughts of the incident
- Sleep difficulties
- Depression
- Guilt
- Emotional numbing
- Isolation ~~and emotional~~
- Sexual difficulties
- Stress reaction (e.g., headaches, indigestion, muscle aches, diarrhea/constipation)
- Anxiety reactions (e.g., difficulty concentrating, excessive worry, irritability, nervousness); ~~and~~
- Family problems

b. Excessive stress and anxiety reactions

c. Continual obsession with the incident

d. Increased absenteeism, burnout/~~drip~~ dip in productivity

- e. Increase in anger and irritability
 - f. Under reaction
 - g. Risk taking
 - h. Increase in family problems
 - i. Alcohol/drug abuse
2. When faced with a catastrophic life event or a transition, human beings go through five distinct phases in their coping process. These phases are:
- a. Denial and isolation
 - b. Anger and resentment
 - c. Bargaining
 - d. Depression; ~~and finally~~
 - e. Acceptance
3. The following guidelines have been found to alleviate much of the stress associated with the aftermath of a shooting. To enable the officer to feel supported and to reduce the amount of overall trauma, these guidelines have been approved by the International Association of Chiefs of Police (IACP) Police Psychological Services Section:
- a. At the scene, show concern and understanding. Give mental and physical first aid.
 - b. After obtaining necessary on-scene information, provide a psychological break by getting the officer some distance from the scene. The officer should be with a supportive friend or supervisor and return to the scene only if necessary.
 - c. With some officers it is important to explain what administrative procedures will occur during the next few hours and over the next day. This will help the officer realize that the handling of the investigation of the incident is standard operating procedure.
 - d. If the incident involves the officer's service weapon, it is to be taken (as evidence) and replaced with another weapon as soon as possible, if feasible.
 - e. Before undergoing a detailed interview, the officer should have some recovery time in a secure setting where they are insulated from the press and curious officers.
 - f. If the officer is not injured the officer or Agency should contact the family (via phone call or personal visit) and let them know what happened before they hear rumors and receive phone calls from others. If the officer is injured, an Agency member familiar with the family should offer to transport the family to the hospital.

- g. For the officer(s) who fired a weapon, there should be a mandatory (to defuse stigma), confidential (trauma) debriefing with knowledgeable mental health professional prior to returning to duty. The debriefing should take place as soon after the shooting as is practical, ideally within 24 hours and no later than 48 hours. Fitness to return to duty and/or any need for follow-up sessions should be determined by the mental health professional.
- h. Everyone at the scene, including the dispatcher, should have a separate debriefing. During this debriefing it should be noted that anyone at the scene could experience a significant emotional reaction and should consult with the mental health professional within 48 hours. Follow-up sessions for other personnel may also be appropriate.
- i. The opportunity for family counseling (spouse, children, and significant other) shall also be made available.
- j. An administrator or supervisor should brief the rest of the Agency, or shift, about the incident. This should prevent the officer from being inundated with questions and it should hold rumors in check.
- k. Expedite the completion of administrative and criminal investigations and advise the officer of the outcomes.
- l. The officer, upon being placed on administrative leave, will automatically be assigned to the appropriate ranking officer for the duration of their administrative leave. During this time, the officer shall maintain regular contact with this ranking officer.

~~E. Treatment of Officer~~

- ~~d. In every instance in which an officer uses deadly force, where such use results in death or serious bodily injury to another person, the officer will be immediately relieved of normal duty.~~
- ~~e. The officer shall be available at all times for official interviews and statements regarding the case, and shall be subject to recall to normal duty at any time after the preliminary investigation.~~
- ~~f. Assignment to a "relieved of normal duty" status shall be non-disciplinary, with no loss of pay or benefits.~~
- ~~g. Relief from normal duty (the officer may be assigned administrative duties) serves two purposes:~~
 - ~~iii. To address the personal and emotional needs of an officer involved in the use of deadly force in which injury or death occurs; and~~
 - ~~iv. To assure the community that all the facts surrounding such incidents are fully and professionally explored and verified.~~
- ~~h. If the preliminary investigation discloses a question about the officer's actions in the incident, then the appropriate guidelines regarding the rights of the accused will be followed.~~

HOLLY SPRINGS POLICE DEPARTMENT

OPERATIONS MANUAL

12.4 VEHICLE PURSUITS

EFFECTIVE DATE: June 1, 1995
REVIEW DATE: August 17, 2021
CHIEF OF POLICE: Tommy Keheley

REVISED DATE: May 16, 2022

I. PURPOSE

To establish Agency HIGH LIABILITY policy in the operation of police vehicles in pursuits.

II. POLICY

The department recognizes that police emergencies and pursuits can pose a risk to the safety of members of the department as well as citizens. The safety of officers and citizens is the paramount concern in an emergency or a pursuit. ~~It shall be the policy of this agency to limit vehicular pursuits to when pre-existing conditions exist, and that when a pursuit is initiated, officers must exercise due regard for the lives and safety of others. Therefore, emergency operation of police vehicles and pursuits are prohibited unless there is probable cause to believe that the person(s) to be pursued is committing or has committed what is perceived to be a serious offense. These may include, but are not limited to an imminent threat to life or a violent felony. Any other felony involving the use or threatened use of deadly force, or the infliction of serious bodily injury, or where there is a significant possibility that if the subject escapes he will pose a substantial threat to the safety of any citizen or member of the department. Any crime that creates an imminent threat of death or serious bodily injury to others if the suspect is not apprehended immediately; or if one or more of the aforementioned offences is in progress at the time of the response, or when an officer needs immediate assistance.~~

~~In all cases the pursuing officer as well as the on duty watch commander must take into consideration the amount of risk to the public, the seriousness of the offence, and the totality of the circumstances immediately surrounding the pursuit itself.~~

III. DEFINITIONS

- A. ASSISTING AGENCY – The Law Enforcement Agency with a vehicle actively involved in another Agency's pursuit.
- B. BOXING-IN – A technique where vehicles responding to assist in a vehicle pursuit concentrate on covering streets parallel to the one the pursuit is on, thus creating a "boxing-in" effect.
- C. BLOCKING OR ROLLING ROADBLOCK – A technique designed to stop a violator's vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop without making actual contact with the violator's vehicle.

- D. CHANNELIZATION – A technique similar to a roadblock where objects are placed in the anticipated path of a pursued vehicle to alter its direction.
- E. CORE VIOLATION - The core violation that started the incident must be considered and any time the pursuit comes to a level where the officer and the public's safety becomes questionable or in doubt, or is greater than the incident that started the pursuit, the pursuit shall be terminated.
- F. CREATING SLOW MOVING TRAFFIC – The slowing of the normal flow of traffic. Patrol vehicles not involved in the pursuit enter the roadway at least two miles ahead of the violator. By slowing the flow of normal traffic, the violator and pursuit vehicle are forced to reduce their speed.
- G. DUE REGARD – When a reasonable careful person, performing similar duties under similar circumstances, would act in the same manner.
- H. EMERGENCY – A situation in which there is a high probability of death or serious injury to an individual or significant property loss.
- I. EMERGENCY LAW ENFORCEMENT VEHICLE – A law enforcement vehicle equipped with a siren and one or more blue lights, which can be operated as an emergency vehicle.
- J. FORCIBLE STOP – An attempt to prevent the continued movement of a fleeing vehicle through the use of roadblocks, boxing-in, ramming, channelization, Precision Immobilization Technique, or creating slow moving traffic.
- K. INITIATING AGENCY – The Law Enforcement Agency that originally attempted to stop the driver of an actively fleeing vehicle.
- L. INTER-JURISDICTIONAL PURSUIT AGREEMENT – A document signed by the Chief Executive Officer of each participating Law Enforcement Agency which coordinates procedures to be followed when a pursuit involves two or more agencies.
- M. MOTOR VEHICLE PURSUIT – An active attempt by an officer in an authorized emergency vehicle to apprehend the occupant(s) of a moving vehicle, providing the driver of such vehicle is aware of the attempt and increases his/her speed, takes other evasive actions to avoid apprehension, or refuses to stop while maintaining a legal speed.
- N. PACING – The positioning of a law enforcement vehicle at a stable fixed distance behind a speeding vehicle at a constant speed to measure its speed.
- O. POLICE EMERGENCY WARNING EQUIPMENT – Police vehicle warning lights, siren and other equipment:
 - 1. Warning or emergency lights for the purpose of this standard operating procedure are defined as roof- or interior- mounted blue rotating lights or blue flashing lights.
 - 2. Vehicle-mounted siren system.
 - 3. "Wig-Wag" alternating headlamps. Officers shall utilize "wig-wag" alternating headlamps intermittently as a means of warning traffic of the approaching police

vehicle. "Wig-wag" headlamps shall be extinguished after stopping the police vehicle or when such lights are not required to warn vehicles of the police vehicle

- P. PRIMARY PURSUING VEHICLE – The law enforcement vehicle that initiates the pursuit or any other vehicle that assumes control of the pursuit.
- Q. PURSUIT DRIVING - An active attempt by a law enforcement officer operating a motor vehicle and utilizing simultaneously all emergency equipment to apprehend one or more occupants of another moving vehicle, when the driver of the fleeing vehicle is aware of that attempt and is resisting apprehension by maintaining or increasing speed, ignoring the officer, or attempting to elude the officer while driving at speeds in excess of a legal speed limit.
- R. RAMMING – The deliberate act of impacting a violator's vehicle with another vehicle to functionally damage or otherwise force the violator's vehicle to stop.
- S. ROADBLOCK – Any method, restriction, or obstruction utilized or intended to prevent free passage of motor vehicles on a roadway in order to apprehend the driver/passengers in a particular motor vehicle.
- T. SECONDARY PURSUIT VEHICLE – The law enforcement vehicle that trails the primary pursuit vehicle at a safe distance and that is immediately available to assume the primary role or assist when the fleeing vehicle stops.
- U. SERIOUS FELONY – A felony that involves an actual or threatened action that the officer has reasonable cause to believe could result or has resulted in death or serious bodily injury (e.g., aggravated assault, armed robbery, murder, rape).
- V. SUPERVISOR – The superior officer responsible for the immediate supervision of the patrol vehicles.

IV. PROCEDURES

A. PURSUIT INITIATION

Sworn employees shall only initiate a vehicular pursuit:

1. When there is reasonable suspicion that the driver of that vehicle has committed a violent felony to include:
 - a. Murder;
 - b. Voluntary Manslaughter;
 - c. Rape or Sexual Assault;
 - d. Aggravated Sodomy;
 - e. Aggravated Child Molestation;
 - f. Aggravated Assault or Aggravated Battery;
 - g. Aggravated Sexual Battery;
 - h. Armed Robbery; and/or
 - i. Kidnapping. Or,
2. When a suspect presents an immediate and/or continued threat to the safety of others such as when there is evidence of outrageous, reckless driving generally or possibly in association with driving under the influence of

drugs/alcohol and these observations precede the sworn employee's intervention through any pursuit mode.

Additionally, the responsibility for the decision to pursue and the methods to be employed during pursuits rests initially with the individual officer. When making the determination on whether to pursue, the officer shall evaluate the circumstances and consider the following factors: ~~as defined in O.C.G.A. 40-6-6(d)(1)(2) which states: "The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons. When a law enforcement officer in a law enforcement vehicle is pursuing a fleeing suspect in another vehicle and the fleeing suspect damages any property or injures or kills any person during the pursuit, or injures or kills any person during the pursuit, the law enforcement officer's pursuit shall not be the proximate cause or a contributing proximate cause of the damage, injury, or death caused by the fleeing suspect unless the law enforcement officer acted with reckless disregard for proper law enforcement procedures in the officer's decision to initiate or continue the pursuit. Where such reckless disregard exists, the pursuit may be found to constitute a proximate cause of the damage, injury, or death caused by the fleeing suspect, but the existence of such reckless disregard shall not in and of itself establish causation".~~

- a. nature of the crime
- b. time of day
- c. volume of vehicular and/or pedestrian traffic
- d. location and geographical area that the pursuit will occur in or extend into
- e. weather conditions
- f. road conditions
- g. speeds involved
- h. vehicle condition
- i. ~~whether there is a real or apparent emergency~~

1. Officer Responsibilities

- a. Once a pursuit is initiated, the officer shall immediately notify Radio. The officer will relay information such as the identity of the pursuing unit, location, direction of travel, exact reason for pursuit, description of the fleeing vehicle and other relevant information about the vehicle or occupants to coordinate efforts with other jurisdictions.
- b. During a pursuit, the officer will continually evaluate all factors involving the pursuit. The officer will weigh these factors and determine whether to continue or terminate the pursuit.
- c. A safe distance shall be maintained between both vehicles, enabling the pursuing officer to react to any sudden turns, stops or maneuvers by the fleeing vehicle to lessen the possibility of a collision.
- d. Pursuing officers shall not pull alongside of or in front of a fleeing motorists in an attempt to force the vehicle into a ditch, curb, parked vehicle or any other obstacle, nor shall any attempt be made to ram the pursued vehicle unless absolutely necessary for the preservation of life or the officers involved have probable cause to believe that the fleeing suspect poses a threat or serious bodily harm to the officers or to others.
- e. Police units that have prisoners, witness, suspects, complainants or citizens aboard shall not become engaged in pursuit situations.
- f. Unmarked police units shall not engage in a pursuit unless the fleeing vehicle represents an immediate and direct threat to life. Whenever a

marked unit becomes available to take over the pursuit, the unmarked unit will withdraw immediately from the pursuit.

- g. No pursuing unit will continue pursuit if it becomes involved in a collision unless the collision is with the vehicle being pursued and no other police units are available to continue the pursuit.
- h. Even though in pursuit, an officer must operate the police vehicle with the safety of himself and the public in mind at all times.

2. Secondary /Assisting Unit's Responsibility

Once the pursuit is engaged, assisting officers shall:

- a. Use the radio (transmit) only out of absolute necessity. Assisting officers and units shall identify themselves, give Radio an estimate of time of arrival at the scene, and provide a status report as soon as possible. Officers will take into consideration distance to travel, traffic and weather conditions
- b. Move into tactically advantageous positions to assist with the stop of the felon
- c. Do not caravan the pursuit; no more than one (1) assisting police unit may actively pursue with the exception of approval by specific order from the shift supervisor. A second vehicle may follow the pursuit to act as back-up for the pursuing officer. However, safe operation is mandatory. The second vehicle may not assume primary pursuit position unless the primary pursuit vehicle becomes disabled or relinquishes control. The second vehicle will communicate with dispatch, advising locations and directions allowing the primary pursuit vehicle to concentrate on the operation of his vehicle.
- d. The second car shall be spaced appropriately and driven so as to allow for ample reaction time and distance in order to reduce the possibility of officer-involved accidents.

3. Supervisor Responsibilities:

- a. It shall be the responsibility of the shift supervisor to review the facts given by the pursuing officer and to make an independent judgment if the pursuit should be continued.
- b. Based on all information available, the shift supervisor will order termination of the pursuit if, in his opinion, the dangers created by the pursuit outweigh the need for an immediate apprehension of the offender or the supervisor believes the risk associated with continuing the pursuit is greater than the risk associated with terminating the pursuit.
- c. Continuous monitoring of the pursuits progress by the shift supervisor will be made until the pursuit ends or the pursuit is terminated, either by the officer of shift supervisor:
- d. Shift supervisor will make a determination as to the number of police units that will be assigned to the pursuit
- e. Unless otherwise directed by the shift supervisor no more than two (2) police vehicles will become actively involved in the pursuit. Other officers should be alert to the pursuit progress and location.
- f. If the pursuit exits the city limits, the shift supervisor will make every reasonable effort to ensure that no more than two (2) units continue the pursuit.

- g. The shift supervisor will remain within the limits of our municipality to ensure proper direction to patrol units not involved in the pursuit, unless the shift supervisor is the primary pursuing unit or deems it necessary to leave the municipality or there are additional supervisors working who can direct units not involved in the pursuit.
 - h. If an officer is involved in a situation outside the city limits which requires the shift supervisor being present, the shift supervisor will ensure adequate manpower is left within the municipality
 - i. Shift supervisor will notify the Division Commander, at the earliest possible time, if an officer is involved in an accident, injured or deadly force is used, or in cases of extensive/excessive property damage resulting from the pursuit.
 - j. The shift supervisor will prepare a Pursuit ~~Action~~ Report after having reviewed the circumstances with the involved officer(s). This report shall be submitted to the Division Commander prior to the end of the tour of duty in which the pursuit occurred.
- 4. Radio
 - a. The dispatcher shall notify the on-duty supervisor of the pursuit.
 - b. The dispatcher shall serve as the controller for all messages relevant to the pursuit, monitor other agency bands closely and shall immediately broadcast all available information relating to the pursuit on all local channels.
 - c. When a pursuit has ended, the dispatcher shall broadcast the termination of the pursuit on all local channels.
- 5. Pursuit Termination
 - a. The pursuing officer shall terminate the pursuit if any of the following events or conditions occur:
 - Any of the emergency equipment on the police unit ceases to function properly;
 - Any of the operational equipment on the police vehicle ceases to function properly (i.e. brakes, air bag deployment, broken windshield, engine, transmission, etc.)
 - The suspect's identity has been established to the point that later apprehension can be accomplished and there is no longer any need for immediate apprehension
 - The environmental conditions indicate the futility of continued pursuit:
 - Upon the order of a supervisory or command officer
 - At any point when the officer or supervisor believes the risk associated with continuing the pursuit is greater than the risk associated with terminating the pursuit
 - The distance from the pursued vehicle is too great to justify continuing the pursuit
 - The pursuing officer is not familiar with the territory
 - The pursuing officer knows, or is reasonably certain, that the fleeing vehicle is operated by a juvenile and the offense constitutes a misdemeanor or a felony that does not jeopardize the safety of the public.

- b. No officer or supervisor shall have an action taken against them for the termination of a pursuit.
- c. The Watch Commander may at any time order the pursuing officer to discontinue a pursuit.

B. ROADBLOCKS

Use of Roadblocks in Pursuits:

1. The use of a roadblock in a pursuit situation, fixed or moving, must be authorized by the shift supervisor:
 - a. Roadblocks will be used ONLY as a last resort and ONLY when all other attempts to terminate a pursuit have failed and the need to terminate the pursuit is imperative.
 - b. Roadblocks for the purpose of apprehending fleeing felons shall not be employed when it is apparent that innocent persons will be endangered.
2. Moving Roadblocks: Moving roadblocks are prohibited unless the officers involved have the probable cause to believe that the fleeing suspect poses a threat of serious bodily harm to the officers(s) or to others. Under certain circumstances, the use of moving roadblocks is effective and the chance of injury and vehicle damage is greatly reduced. A moving roadblock should be considered before resorting to a fixed roadblock. Methods of deployment:
 - a. Creating slow moving traffic: reducing the movement of the fleeing vehicle may be accomplished by slowing the normal flow of traffic. This is accomplished by patrol units not involved in the pursuit entering the roadway sufficiently ahead of the violator. By slowing the flow of normal traffic, the violator and the pursuit vehicle are forced to reduce their speed.
 - b. Blocking: in pursuit at moderate speeds, blocking may be accomplished by positioning a patrol vehicle in front of the violator and another patrol vehicle beside the violator. Speed should be reduced gradually until the violator is stopped. Every effort should be made to maximize officer safety and avoid actual contact with the violator's vehicle.
3. Fixed Roadblock: A fixed roadblock may be utilized upon the direction of the shift supervisor only as a last resort in felony cases. Roadblocks of this type must offer an alternative path of travel around the blockade unless the use of deadly force is authorized.
 - a. No roadblock will be erected unless road and weather conditions allow visibility in both directions for a minimum of 500 feet.
 - b. This type of roadblock will not be employed when it is apparent that innocent people will be endangered.
 - c. Once a fixed roadblock is established, the dispatcher shall notify the pursuing police officers on all frequencies of the location of the roadblock to the pursuing police vehicles and shall ensure acknowledgement of the location by the pursuing officer(s).
 - d. Officers will not remain in any police vehicle that is used to block the roadway.
4. Under no circumstances will civilians or civilian vehicles be used to perform a roadblock, with the exception #1 above, and then only as slow moving traffic.

C. PRECISION IMMOBILIZATION TECHNIQUE (PIT Maneuver)

1. The speed and conditions at which the PIT is performed must be balanced against the need to stop the threat posed by the vehicle or to capture the violator.
2. Only officers who have been trained and are currently certified in the Precision Immobilization Technique (PIT Maneuver) shall use the PIT Maneuver.
3. The PIT maneuver can be utilized at a supervisor's direction. However, if the opportunity presents itself, the pursuing units may proceed with the maneuver. This should only be done when the amount of time it would take to gain a supervisor's permission would cause the opportunity for the fleeing vehicle to elude the pursuit.
4. The PIT Maneuver should only be used at reasonable speeds and **should only be used in** locations where it is reasonable to expect that the maneuver can be safely accomplished. **The PIT Maneuver will not be performed when danger due to high speed, road conditions, surrounding vehicles/pedestrians, or structures is too great.**
5. The PIT Maneuver should only be used if the fleeing vehicle represents an immediate and direct threat to life or has committed a forcible felony and is likely to repeat the act if not captured.
6. The secondary pursuing unit(s) will block an escape route for the pursued vehicle after the PIT Maneuver has been accomplished by the unit that performed the PIT Maneuver.

D. TIRE DEFLATING DEVICES

1. Tire deflation devices are used in pursuit situations to stop a vehicle. Tire deflating devices will be used on vehicles with four or more tires and will be deployed on paved surfaces only.
2. Tire deflating devices will not be used against motorcycles.
3. Tire deflating devices shall be used only after authorization from a supervisor.
4. The following procedures will be followed while deploying a tire deflating device:
 - a. Ensure all pursuit vehicles are notified of the location of where the tire deflating devices are to be used.
 - b. Deploy the tire-deflating device across the path of travel or place the device adjacent to an open lane and pull the device across the open lane as the pursued vehicle approaches.
 - c. Do not hold the pulling mechanism around your hand or wrist. Be careful not to get the pulling mechanism tangled around your feet or legs.
 - d. The officer deploying the device must have an escape route planned to ensure officer safety.
 - e. Do not wait until the last possible second to deploy the device.

- f. Immediately retrieve and remove the device from the roadway once the pursued vehicle passes.
- g. Once the pursued vehicle comes to a stop, do not rush the vehicle. Proceed with caution using felony traffic stop procedures.
- h. The tire deflation device will be inspected after each deployment. If replacement is necessary, the supervisor shall ensure the device is replaced.

E. PROHIBITED PRACTICES

1. Officers will not pursue violators the wrong way on a freeway or divided highway.
2. Officers shall not discharge a firearm at or from a moving vehicle except as the ultimate measure of self-defense or the defense of another when the offender is employing deadly force. Departmental standard operating procedure regarding deadly force shall be strictly followed. Firing strictly to disable a vehicle is prohibited.
3. Units will avoid intersecting the path of an oncoming high-speed vehicle.
4. Except for the primary and secondary unit directly involved in the immediate pursuit, there shall be no caravanning by other units.
5. There will be no attempt to pass the primary pursuit unit unless the passing officer receives specific permission from the primary pursuing officer or a supervisor.
6. Officers shall not ram or make physical contact with a fleeing motorist's vehicle unless the use of deadly force is authorized. The PIT maneuver shall only be used by those officers trained and qualified in this practice.
7. Officers shall not direct a police spotlight at windshields of oncoming vehicle.
8. Only marked vehicles with roof-mounted emergency light systems shall engage in a pursuit.
9. Marked vehicles without roof-mounted emergency light systems (Slick Tops) will discontinue the pursuit when a marked vehicle with roof-mounted lights assumes the pursuit.
10. Unmarked vehicles will not become involved in any pursuit unless it involves a serious felony and the unmarked vehicle is the initiating vehicle. No unmarked vehicle, without both blue lights and siren, will become involved in pursuits.
11. Special vehicles (e.g., paddy wagons, crime scene units, pick-up trucks, HWMMV etc.) should not engage in pursuits unless exigent circumstances exist.
12. Vehicles that are transporting prisoners, witnesses, suspects, complainants, or passengers, officers will not engage in pursuits.

F. REPORTING

1. Officers and supervisors involved in pursuits shall submit a written report by use of the department's Pursuit Form. Reports shall be completed and turned in prior to the end of their tour of duty if at possible.
2. When an officer is involved in a pursuit, the officer shall be debriefed by the shift supervisor, or other immediate supervisor, who shall complete a Pursuit ~~Action~~ Report prior to the end of his tour of duty or workday.
3. It shall be the responsibility of the on-duty Watch Commander to conduct a review of each pursuit occurring on their watch. This review shall include a review of the video footage of the pursuit, written reports completed by the pursuing officer and all participants in the pursuit, a detailed debriefing with the officer(s) involved, and completing all findings and recommendations on a vehicle pursuit report to be forwarded to the division commander as soon as possible.
4. When a sergeant is the pursuit officer, the sergeant shall be debriefed by the next ranking supervisor. When a lieutenant is the pursuit officer, the lieutenant shall be debriefed by his/her immediate supervisor. A Pursuit ~~Action~~ Report shall be completed by the end of their tour of duty or workday.
5. Pursuit ~~Action~~ Reports and copies of all other related reports shall be forwarded to the Deputy Chief of Police. ~~The Deputy Chief of Police shall maintain~~ A master file of all pursuit reports ~~shall be maintained by the Administrative Division. and shall forward copies of the After Action Reports and all other related reports to the Chief of Police.~~
- ~~6. In addition to normal reporting procedures, an internal investigation will be made of all law enforcement officers who are involved in vehicle pursuits. All vehicle pursuits are subject to review by the Departmental Review Board at the direction of the Chief of Police.~~

G. ANNUAL ANALYSIS

1. A written analysis of all Pursuit ~~Action~~ Reports shall be performed annually by the Deputy Chief of Police ~~or his designee~~. This report shall be completed on the standardized form required by GACP. Upon its completion and review by the Chief of Police, this report will be forwarded to the GACP as per State Certification Standards. This should be completed in January ~~of each year for the previous year~~.
2. A summary report of the written analysis report shall be prepared indicating whether any patterns or trends were revealed that would indicate training needs and/or policy modifications. Any training needs and/or policy modifications shall be forwarded to the appropriate personnel.
3. The original of the written analysis and the summary report shall be maintained by the ~~Deputy Chief of Police-Administrative Division~~.

H. STATE STATUTES

Familiarity with State Statutes - All officers will be familiar with and adhere to the following sections of the Georgia Motor Vehicle Code:

- §40-8-91: Marking and Equipment of Law Enforcement Vehicles.
- §40-8-92: Designation of Emergency Vehicles: Flashing or Revolving Lights
- §40-8-94; Sirens, Whistles or Bells
- §40-6-395: Fleeing or Attempting to Elude Police Officer
- §40-6-6: Authorized Emergency Vehicle
- §40-6-74: Operation of Vehicles on Approach of Authorized Emergency Vehicles
- §40-6-99: Pedestrians to Yield to Authorized Emergency Vehicles

HOLLY SPRINGS POLICE DEPARTMENT
OPERATIONS MANUAL

13.1 COLLECTION AND PRESERVATION OF EVIDENCE

EFFECTIVE DATE:
REVIEW DATE: August 10, 2022
CHIEF OF POLICE: Tommy Keheley

REVISED DATE: August 10, 2022

I. PURPOSE

To prescribe the policy and procedures to be used for collection and preservation of evidence.

II. POLICY

Individuals involved in the processing of a crime scene will diligently follow and employ accepted forensic methods for obtaining and protecting evidence, in order that effective investigative functions can be performed.

III. GENERAL PRINCIPLES OF EVIDENCE COLLECTION AND PROCESSING

A. GENERAL

Physical evidence is of major importance in criminal cases, particularly in those instances where there are no witnesses. The investigation of a crime and the prosecution of offenders require that information be obtained through the application of scientific knowledge and methods. To use laboratory support services, physical evidence must be identified, collected, properly preserved, and transported to the laboratory for evaluation.

B. TRAINING

Individuals collecting evidence must have received training in basic evidence collection.

C. AVAILABILITY

A GBI evidence technician, fire investigator, agency crime scene technician, detective, or TEU officer (in cases involving fatal or serious injury traffic crashes) will be available on a 24-hour basis and may be requested to process the crime scene for physical evidence in the following circumstances:

1. Homicide, suicide, or other death investigations
2. Rape or sexual assault cases
3. Arson

4. Robbery
5. Burglary
6. Recovered stolen vehicles
7. Aggravated assaults

D. KNOWN SOURCE COMPARISON

Whenever the following types of physical evidence are collected from a crime scene, a known standard sample must also be collected for comparison by the GBI Crime Laboratory. The location from where the samples are taken is critical for the Crime Laboratory and should be documented as prescribed below. All standards for comparison will be collected in accordance with GBI laboratory procedures:

1. Blood
2. Hair
3. Fibers and fabrics
4. Paint
5. Grass and soil
6. Wood, glass, and other similar building materials
7. Metal
8. Tool marks
9. Footwear

E. TRANSFER OF CUSTODY

1. The initial collecting officer will initiate a chain of custody by preparing the Property/Evidence Control Record.
2. Each officer handling or processing evidence will properly account for its care, preservation, and safeguarding and will complete the Property/Evidence Control Record with the following information:
 - a. Date and time of transfer
 - b. Receiving person's name and functional responsibility
 - c. Reason for transfer

3. No evidence will be stored in desks, offices, personal lockers, case files, or other unauthorized places. All evidence will be turned over to the Property/Evidence custodian or secured in an evidence locker prior to the end of the officer's shift.

F. REPORT PREPARATION AND DOCUMENTATION

1. Officers who process a crime or accident scene will prepare an Incident and/or Supplemental Report that thoroughly documents the facts and circumstances surrounding the collection of all items of evidence. The following information should be recorded in the report:
 - a. Date and time of arrival at the incident scene
 - b. Location of the crime or accident
 - c. Identity of the victim(s)
 - d. Name of the suspect(s) if known
 - e. A description of the specific actions performed at the scene, including: the number of photographs taken; video recordings made; whether measurements were made; AND the identity of others present or involved in the processing of the crime scene
 - f. An itemized inventory of all items of evidence seized.
2. Crime scene sketches are prepared when appropriate, to supplement notes and photographs and to provide accurate measurements of sizes and distances of objects and their relationship to other objects. The sketch should accurately depict the locations and relationships of pertinent evidence, to include and bodies, weapons, tools, or other objects used in the commission of the crime. The following identifying information will be included in the crime scene sketch:
 - a. Date and time of preparation
 - b. Location of the scene by address, floor, and/or room number
 - c. The identity of the person preparing the sketch
 - d. The relationship of the crime scene to other buildings or permanent objects
 - e. The direction of "north"
 - f. The location of physical evidence recovered
 - g. Legends describing items too small or too difficult to duplicate in their exact shape or scale

IV. CRIME SCENE PROCESSING PROCEDURES

A. INITIAL OFFICER RESPONSIBILITIES

Initial officers shall perform a preliminary investigation as prescribed in SOP 17.1 to include the following activities:

1. Provide aid to the injured and comfort the victim.
2. Determine if an offense has been committed and, if so, the exact nature of the offense.
3. Protect the crime scene to ensure that evidence, including DNA evidence, is not lost or contaminated and, as necessary arrange for the collection of evidence.
 - a. Be cautious around blood and other bodily fluids that may be considered hazardous materials.
 - b. Determine the boundaries of the crime scene, to include all areas that may reasonably be searched for evidence.
 - c. As soon as possible, the crime scene should be marked with "crime scene tape".
 - d. No item should be moved, disturbed, or in any manner contaminated.
 - e. Record any alterations made at the scene due to emergency assistance to victims or by those reporting the crime.
4. Restrict access to the crime scene to only those who are directly involved in the investigation.
5. Initiate a Crime Scene Log in serious cases, such as homicides, airplane crashes, aggravated assaults, rapes, or officer involved shootings, whereby the names of all individuals having access to the crime scene shall be recorded on the Supplemental Report. This includes the names of all emergency response personnel, victims, witnesses, or other law enforcement personnel who enter the crime scene area.
6. Observe and record all conditions, events, and remarks.
7. Determine the identity of suspect(s) and effect an arrest if it can be accomplished either at the scene or through immediate pursuit.
8. Furnish other field units with descriptions, methods and direction of flight, and other relevant information concerning wanted persons or vehicles.
9. Identify and locate all witnesses and, if on the scene, request they remain available to be interviewed.
10. Canvass the immediate area for additional witnesses or others who may have knowledge of the incident.
11. Interview the complainant, the victim(s) and each witness and determine in detail the exact circumstances of the offense.

12. Note license tags of vehicles parked in the area.
13. When necessary, remain on the scene until the arrival of CID personnel and brief CID detectives who may assume the follow-up investigation.

B. SEQUENCE OF PROCESSING ACTIVITIES

The following progression of tasks should be accomplished during the processing of a crime scene:

1. Photograph and/or video record the entire area.
2. Locate and protect specific items of evidence.
3. Preserve any evidence that may be contaminated or that has a potentially limited life span.
4. Make a rough sketch.
5. Process for latent fingerprints.
6. Mark items to be seized.
7. Collect items in accordance with the procedures outlined below.

C. COLLECTION AND PRESERVATION OF BLOOD, BODILY FLUIDS, AND OTHER DNA EVIDENCE

DNA evidence including blood, urine, semen, and other bodily fluids will be collected by using procedures established by the GBI Crime Laboratory and will be marked, sealed, and tagged as appropriate to identify and preserve them for analysis.

1. Officers or detectives handling evidence for DNA analysis will be properly trained in the collection, preservation, and safe handling and transport of such items.
2. When necessary to collect blood samples from a living or deceased person, the sample shall be collected by trained personnel and placed in an approved biohazard container suitable for transport.
3. Fresh or wet blood will be collected using saline, placed in a sterile glass vial, capped, sealed, marked, tagged, and if necessary, refrigerated in the Property and Evidence Repository. Care should be taken not to expose blood samples to heat, humidity, and sunlight.
4. Whenever bloodstained clothing is collected, it shall be air-dried and placed in a paper bag and the entire object submitted to the Crime Lab.
5. When the stain is located on another object, the entire object that has the bloodstain on it should be seized and submitted for evaluation. When the stain is located on a wall, floor, or other object that cannot be submitted, one of the following procedures should be used:

- a. For stains on fixed objects too bulky to transport, the detective will cut off that portion of the object bearing the stain. If the object cannot be cut, such as concrete floors or metal safes, scraping may be taken and placed into a pill box or onto a clean piece of paper for placement into a container.
 - b. Bloodstain on floors, counters, walls, door facings or other surfaces may be removed by using a cotton ball or swab moistened with saline. Swab the bloodstain with the fibers, concentrating the stain on the fibers as much as possible. The swab should then be air dried and placed in an evidence bag, sealed, marked, and tagged.
 - c. For bloodstains appearing on porous objects, such as wood or earth, the portion of the material containing the stain should be placed in a clean container, labeled, and sealed to prevent loss through leakage.
6. Other bodily fluids such as saliva, urine, perspiration, pus, human milk, nasal mucous and tears will be handled with the same procedure as blood and semen.

D. RAPE EVIDENCE

1. Seminal fluid deposited outside the body on sheets, garments, or furniture, should be collected. Clothing items of the victim and suspect shall first be placed between sheets of paper, cardboard, or similar material secured to avoid friction and then placed in separate paper bags and properly tagged and marked.
2. Any evidence that is submitted to the Crime Lab for comparison shall be placed in the appropriate packs provided in the rape evidence kit and must be properly tagged and marked.

E. LATENT PRINTS

1. Fingerprints may be recovered from a variety of surfaces including smooth surfaces, glass, paper, metal, plastic, desks, and counter tops.
2. Where the possibility of latent prints exists, the investigator shall properly dust for prints.
3. When a print becomes visible after dusting, the investigator shall first photograph the print on the original object. After photographing, the print(s) may be lifted by using latent print lifting tape or by employing "super" glue techniques.
4. The lifted print shall be put on an index card and the investigator shall note on the back of the card the date, time, location of incident and print location, incident/case number and the investigator's name.
5. When requesting a comparison of latent prints with fingerprints of a known suspect, the requesting officer will include inked finger and palm prints and/or the fingerprint classification number of the suspect.

F. HAIR

1. Hair samples will be placed in a zip-locked bag.
2. When obtaining scalp, facial, or pubic samples from an individual, a minimum of 25 randomly pulled hairs are necessary. Medical personnel will obtain such samples.
3. A brush or a comb can be used to obtain some of the hairs for a standard.

G. COMPUTER EQUIPMENT

Computer equipment includes any electronic device or storage media capable of storing or processing data (i.e. laptop, desk top, cell phone, thumb drive, cd, etc.).

1. Before handling or moving any equipment, officers will photograph or videotape the equipment in its original position, including any information displayed on any monitors or output devices.
2. Do not remove any disks from any drives. All software, disks, and manuals in the area of the equipment being recovered will also be collected.
3. Leave the equipment on and unplug the power source. Once the power is disconnected, all wires and connections will be labeled so that they can be reconnected later exactly as they were found.
4. All items connected to the computer being recovered, such as mouse, printers, monitors, scanners, etc. should be recovered as well.
5. Computers will only be processed for evidence by a qualified technician. Officers will not attempt to recover data themselves.
6. Computers and related items will be placed into evidence in accordance with all other procedures established in this SOP.

H. CRIME SCENE PROCESSING EQUIPMENT AND SUPPLIES

Personnel who are involved with crime scene processing are provided with the necessary equipment and supplies to properly collect and preserve evidence for future judicial proceedings.

1. Recovery of Latent Fingerprints

Field fingerprint kits are issued for the recovery of latent fingerprints.

2. Photography

Cameras are issued and video recording equipment is available for the documentation of crime scenes and evidentiary material.

3. Crime Scene Sketch

Necessary supplies are provided for the completion of crime scene diagrams and sketches.

4. Collection and Preservation of Physical Evidence

Other items to properly preserve evidentiary material are available. These include various size plastic, tamper proof bags; brown paper bags for evidence that requires air; tags for large items; and sexual assault kits.

5. Accident Investigation

TEU personnel are provided with: camera recording equipment; supplies for diagramming and marking physical positions of evidentiary items; measuring devices; and other equipment to properly reconstruct traffic crashes when required.

V. PHOTOGRAPHING AND VIDEO TAPING PROCEDURES

A. COURT ADMISSIBILITY

Legal precedents require that the use of photographs and video recordings in a court meet certain guidelines:

1. The object photographed must be material, competent, and relevant to the crime scene.
2. The photographs or video recordings must not be planned to excite emotional reactions from the viewer, nor should they attempt to prejudice the court or jury.
3. The photographer must be able to testify to the accuracy of the crime scene as depicted in the photograph/video recording.
4. The photograph must show the natural configuration of the crime scene without distortion.
5. A chain of custody must be established showing a transfer of developed photographs from the UPD officer or CID detective to the court.
6. The operator of the equipment must be knowledgeable in the mechanics of the camera or video recorder used.

B. PHOTOGRAPHING PROCEDURES

1. The crime scene will be photographed systematically to guarantee a visual image of the entire area and all minute and circumstantial trace evidence.
2. The surrounding geographical area and adjacent tract of land shall be recorded. Such photographs should be taken at a sufficient distance to include the entire area of the crime scene.

3. Clockwise photographs should be taken to ensure that sufficient detail is obtained and to tie the crime scene together to tell a visual story to the viewer of the total circumstances surrounding the incident. The scene should reflect the location of the evidence, weapon(s), body, and other pertinent details of the crime.
4. Close-ups will be used to record individual items or small sections of larger items. The item should appear in the full view photograph to show the relationship to other objects.
5. One to one photographs with and without scale will be taken of latent prints, footwear impressions, tire impressions, blood stains or patterns, tool marks, hair and fiber evidence, and other such items considered trace evidence which would not normally appear in other photographs.
6. Artificial light from floodlights or electric flash may be necessary in dark or poorly lit areas.
7. When appropriate, videotaping may supplement but will not replace, still photography of a crime scene.

C. HANDLING OF VIDEO RECORDINGS

1. All original video tapes will be safe guarded as other forms of evidence.
 - a. All tapes are subject to the same security restrictions and chain of custody safeguards as prescribed in this SOP.
 - b. Each tape will be placed in a sealed evidence bag and properly identified.
 - c. The tape will be turned into the Evidence and Property Custodian with a completed "Property/Evidence Control Record."
2. Retention: The original tape will be stored and maintained until it is determined that the tape or any portion on the tape is no longer needed for evidentiary purposes.
3. Duplication of tapes: Recorded information may be duplicated for agency use and/or temporary release to the following:
 - a. District Attorney's Office
 - b. Solicitor's Office
 - c. Judicial official

VI. DIGITAL EVIDENCE

A. DIGITAL EVIDENCE TERMS

1. Format: The type of file as denoted by the extension on the file (i.e. .jpg, .gif, .tif, .eps, .pdf, .wav, .avi, .mov). Different formats are used for different types of media and for different uses of those media.
2. .gif (Graphic Interchange Format): A lossless compression of an image with only 256 colors (8-bit color), supports transparency and animation. Primarily used for the web.
3. .jpg / .jpeg (Joint Photographic Experts Group): A lossy (will lose color information) compression image with a capacity for millions of colors. Does not support transparency. Can be used for print or web.
4. Lossless: Does NOT lose any image information when the file is saved.
5. Lossy: Loses image information every time image is saved.
6. Magnetic Storage Media: Devices that use electromagnetic charges to store data, some examples include floppy discs, cassette tapes, videotapes, hard drives, IBM Microdrives.
7. Optical Storage Media: Any data storage device that is read through the use of optical devices such as LASERs, some current examples include compact discs (CDs) and digital video discs (DVDs). Blank optical storage media may have data written through use of optical devices such as LASERs, some current examples include CD-R, CD-RW, DVD-R, DVD+R, DVD-RW, DVD RAM.
8. Original Electronic File: An accurate and complete replica of the primary electronic file, regardless of media. The accuracy and completeness having been verified through personal inspection by the collecting officer. For film photographs and analog video, the primary image (negative or original tape) is the original image.
9. Primary Electronic File: Refers to the first instance in which an electronic file is recorded onto any media that is a separate, identifiable object or objects. Examples include a digital image recorded on a flash memory device or other removable storage, or a digital image downloaded from the Internet.
10. .tif / .tiff (Tagged Image File Format): A lossless raster image with a capacity for millions of colors.
11. Working Copy: The copy of the image that is used for investigative purposes, including enhancement, filtering, and editing.
12. Write Protect: The process of rendering a storage device or storage medium incapable of file deletion or accepting new data.

B. DIGITAL EVIDENCE COLLECTION AND PRESERVATION PROCEDURES

This section will not apply to in-car and/or body-worn video capturing devices, including digital video camera systems.

1. All devices used for the collection, storage, processing, and viewing of digital evidence for criminal investigation are subject to the Georgia Open Records Act, including any personally owned devices.
2. If the camera or other device has the capability to display the date and time on the image, this feature will be disabled to prevent unnecessary clutter on the image.
3. Captured digital evidence shall not be deleted from the capture device or its storage media prior to duplication of the data to an optical storage media, as outlined in Paragraph 5 below. Files created by digital devices are often sequentially numbered and the absence of a file provides an avenue of challenge. Poor quality images or files will be submitted along with the other images and files.
4. When digital evidence is captured and recorded onto a compact disc (CD), digital video disc (DVD), zip disc, floppy disc, magnetic media (except Microdrive), the following procedures will apply and must be completed before the collecting officer ends his or her shift:
 - a. The original media containing the digital evidence will be write protected (if possible), labeled "Original" along with the case number, date, and names of the investigating and collecting personnel.
 - b. The original files contained on the original media will then be duplicated onto an optical storage media (CD or DVD) which will be write protected or "closed" and labeled "Working Copy" along with the case number, date of collection, and names of investigating and collecting personnel.
 - c. Only one case number, crime scene, or search will be associated with an individual storage item.
 - d. The original media will be secured into the evidence repository at Headquarters.
 - e. The duplicate or "working copy" may be used for additional investigative work as necessary.
 - f. The "working copy" will be kept with the case file and may be further duplicated for the appropriate prosecutor's office as necessary.
 - g. Magnetic media stored in the Holly Springs Police Department Evidence Repository will not be subjected to moisture, extreme temperatures, static electrical discharges, or magnetic fields.
5. When digital evidence is captured and recorded onto a flash memory storage device (i.e., Memory Stick, Compact Flash Types I & II, Smart Media, Secure Digital, XD, or "thumb drives"), internal memory device, and Microdrives, the following procedures will apply and must be completed before the collecting officer ends his or her shift:
 - a. The files contained on the flash memory device will be duplicated onto an optical storage media, which will be write protected or "closed".

- b. During the duplication process, the data will not be compressed or altered to a different file format (i.e. .wav audio files will be duplicated as .wav files and NOT converted to .mp3 format). Once the file is duplicated, it is acceptable to convert it to a format more commonly readable by others. For example, .dss audio files may be converted and saved as .wav files, but only after duplication of the original file.
 - c. The optical storage media will be marked with the word "Original", the case number, the date of collection, and the names of the investigating and collecting personnel.
 - d. All marking will be made with water or alcohol-based felt-tip markers or printing devices designed to print directly onto the disc. No adhesive or static labels of any kind will be used on optical media discs.
 - e. The "Original" optical storage media will be secured into the evidence repository at Headquarters.
 - f. Further investigation will be performed only from "working copies" of the original electronic files as outlined below.
 - g. Any duplicates of the original will be labeled "Working Copy" along with the case number, date of collection, and the names of the investigating and collecting personnel.
 - h. The flash memory or Microdrive device may only be re-used after the "Original" optical storage media has been created AND personally inspected to ensure successful transfer and storage of all files to the optical storage media.
6. Editing, enhancing, and manipulation of digital evidence:
- a. Original sources of digital evidence will not be enhanced, altered, or manipulated in any fashion.
 - b. Only working copies may be enhanced or manipulated to improve the clarity of the data (i.e., filtering out background noise on audio recordings, adjusting the gamma value of a digital photograph to brighten dark images, etc.)
7. Digital evidence or storage media that have been seized as evidence shall be handled as follows:
- a. If the item or device is to be fingerprinted or otherwise physically processed in a manner that may damage the media, it should be copied by appropriately trained personnel within the Holly Springs Police Department prior to physically processing.
 - b. No labels will be placed onto CDs or DVDs.

8. Whenever possible, evidence that is stored on machine readable records, including magnetic and optical media, will be stored and handled in accordance with guidelines set forth by the Georgia Secretary of State's Office.

NOTE: Personally owned devices will not normally be used to collect evidence. If a personally owned device is used, the same procedures outlined above will apply.

VII. CHEMICALLY CONTAMINATED EVIDENCE

The potential for encountering chemically contaminated crime scenes necessitates the adoption of clear guidelines for personnel safety and proper evidence handling. Properly trained hazardous materials (HazMat) personnel will normally clean Crime scenes contaminated with hazardous chemicals. In the event evidence necessary for prosecution is itself chemically contaminated, the following guidelines will apply:

- A. Holly Springs Police personnel shall not proceed into a chemically contaminated crime scene until the scene has been deemed safe by the Cherokee County Fire and Emergency Services Hazardous Materials Team, or other qualified hazardous materials personnel, unless they are properly trained and outfitted with the appropriate personal protective equipment for the hazard.
- B. Chemically contaminated evidence will be collected by personnel from the Georgia Bureau of Investigations, or other properly trained personnel.
- C. Employees of the Holly Springs Police Department will take all necessary precautions to prevent personal contamination and cross-contamination of different evidence items, agency equipment, and facilities when working in or around chemical contaminated crime scenes.
- D. Holly Springs Police personnel will notify the Cherokee County Fire and Emergency Services Hazardous Materials Team of contaminated crime scenes and the names of any chemicals suspected to be present.
- E. If the contaminated crime scene is for an incident involving criminal use of a hazardous chemical, such as a weapon of mass destruction incident, the clothing of exposed individuals may need to be collected for laboratory testing.
- F. Clothing and other chemically contaminated items collected for evidence will be properly packaged so that they will not pose a hazard to anyone transporting or handling the items. All chemically contaminated evidence will be properly and clearly labeled to indicate it contains a chemical hazard.
- G. The Georgia Bureau of Investigation will be contacted to take custody of such evidence or to advise on the best procedures for collection. Every effort will be made to turn over chemically contaminated evidence to the GBI or other appropriate agency.
- H. Collected and properly packaged samples of chemically contaminated clothing or other chemically contaminated evidence not collected by the GBI or other investigating agency, will be turned over to the Holly Springs Police Evidence Custodian or the after-hours evidence lockers for temporary storage pending testing. Such samples must be

properly packaged so as not to allow for contamination of personnel, vehicles, or any portion of the evidence repository.

- I. Collected samples of chemically contaminated clothing or other chemically contaminated evidence that have been turned over to the Holly Springs Police Evidence Custodian will be promptly sent to appropriate laboratory facilities, by the collecting officer or Evidence Custodian, for testing and subsequent destruction.
- J. If returned, contaminated items sent to laboratories for testing will not be accepted into the Holly Springs Police evidence repository. Such items will be forwarded to an appropriate destruction facility.
- K. No chemically contaminated evidence of any kind will be stored at the Holly Springs Police evidence facility, other than for short-term, pending testing as described above.
- L. Evidence that consists of or has been contaminated with chemicals classified as "Flammable", "Explosive", or "Corrosive" will not be turned over to the Holly Springs Police Evidence Custodian or stored in temporary lockers. Such evidence will be transported directly to the GBI Crime Lab or properly disposed of by qualified personnel.

VIII. FIRE DEBRIS AND IGNITABLE EVIDENCE

- A. Fire debris evidence and evidence containing ignitable substances may be collected by a fire investigator or other properly trained personnel according to procedures outlined in nationally recognized fire investigation publications.
- B. Clothing and other items contaminated with ignitable substances collected for evidence will be properly packaged so that they will not pose a hazard to anyone transporting or handling the items. All contaminated evidence containing ignitable substances will be properly and clearly labeled.
- C. Items containing an ignitable or any liquid that will vaporize or evaporate are to be packaged in air-tight containers.
- D. All evidence containing ignitable residue turned over to the Holly Springs Police Evidence Custodian or the after-hours evidence lockers for temporary storage must be properly packaged so as not to allow for contamination of personnel, vehicles, or any portion of the evidence repository.

IX. LIVE ANIMALS AS EVIDENCE

In the event that a live animal(s) is collected as evidence necessary for prosecution, the following guidelines will apply:

- A. The division commanders of Uniform Patrol and Criminal Investigations will be notified in the event a live animal(s) is impounded as evidence.
- B. Holly Springs Police personnel will notify the Cherokee County Animal Control authorities and request assistance for the collection and maintenance of animals designated as evidence in a crime.

- C. Evidence that consists of live animal(s) will not be turned over to the Holly Springs Police Evidence Custodian or stored in the Evidence Repository. Such evidence will be maintained by the proper animal control authorities until a court order is issued to release or destroy such evidence.

This only applies to animals impounded as evidence and not to animals removed by animal control at the officer's request due to abandonment, mistreatment, etc.

X. SUBMISSION OF EVIDENCE TO THE CRIME LABORATORY

A. RESPONSIBILITY

1. The detective or UPD officer who is assigned to a particular case is responsible for requesting laboratory examinations AND for identifying what forensic test(s) is to be performed.
2. The examination request form will be forwarded with the evidence to the GBI Crime Lab by the Evidence and Property Custodian OR by the responsible detective/officer if the Custodian cannot make the transport.

B. PACKAGING AND TRANSPORTATION REQUIREMENTS

1. All evidence, including DNA evidence, will be packaged, transported, and submitted in accordance with the procedures established by the GBI Crime Lab.
2. Evidence must be preserved to retain its integrity and original condition to the maximum extent possible.

C. DOCUMENTATION REQUIREMENTS

The following documents will accompany evidence brought to the GBI Crime Lab:

1. Property/Evidence Control Record form to maintain the chain of custody; AND
2. GBI Laboratory evidence examination request form.

D. EVIDENCE RECEIPTS

1. All evidence brought to the GBI Crime Laboratory for examination will be properly receipted.
2. When evidence is released from the GBI Crime Laboratory, the agency official who obtains custody of the evidence will sign and date the Property/Evidence Control Record form.

E. REQUESTING WRITTEN RESULTS OF LABORATORY ANALYSIS

1. The GBI Crime Laboratory provides a written report of examination findings as standard procedure for all agency requests.

2. A copy of the GBI Crime Laboratory written report will be placed with the case file AND the original report will be filed in the Evidence and Property Repository when requested.

HOLLY SPRINGS POLICE DEPARTMENT

OPERATIONS MANUAL

13.3 PROPERTY/EVIDENCE ROOM MANAGEMENT

EFFECTIVE DATE: June 21, 1996

REVISED DATE: August 10, 2022

REVIEW DATE: August 10, 2022

CHIEF OF POLICE: Tommy Keheley

I. PURPOSE

~~The purpose of this section is~~ To provide for the management and control of found, recovered, and evidential property, which comes into the custody of the Holly Springs Police Department, and to establish an evidence management system, which will ensure a traceable chain of evidence and strict accountability with respect to the handling, security and disposition of evidence.

II. POLICY

It is the responsibility of the Holly Springs Police Department's Administrative Services Division to manage and control all evidential property directed to them for safekeeping. As a part of this responsibility, accurate records will be maintained. Property will be stored according to policies and procedures outlined in this procedure and Georgia State Code.

III. DEFINITIONS

Unclaimed Property: Any article of found or recovered property, which is determined to be unclaimed after diligent efforts by the Evidence/Property Room Custodian to locate proper owner prove unsuccessful.

Public Auction: The process by which unclaimed property maintained in the Evidence/Property Room is sold to the general public.

IV. PROCEDURES

A. PROPERTY MANAGEMENT RESPONSIBILITY

1. One officer, generally the Administrative Services Commander, shall be appointed by the Chief of Police to be responsible for management and control of the Evidence and/or Property. These responsibilities include but are not limited to:
 - a. Conduct inventories and annual audits of property/evidence to ensure that records are correct and properly annotated.
 - b. Ensure that the chain of evidence is maintained and that all the rules of evidence are strictly adhered to and testify in a court of law when required.
 - c. Responsible for the acquisition, receipt, control and distribution of evidence-related materials, as well as abandoned and recovered properties.

- d. Responsible for the maintenance integrity of all evidence and property assigned to his or her control.
 - e. Responsible for the periodic disposal of nonessential properties through proper approved channels.
2. Responsibility for the Holly Springs Police Department's in-custody and evidential property daily functions are assigned to an individual to be designated by the Administrative Services Division Commander.

B. PROPERTY ROOM SECURITY

1. All property stored at the Holly Springs Police Department will be within a designated secure area, with access limited according to the need for access and security. The following measures will be taken to ensure that all in-custody property and evidence is stored within designated, secure areas:
- a. Only authorized persons conducting property custodial transactions may actually enter the property room area;
 - b. The property room may only be accessed by the following persons:
 - 1) Property/Evidence Room Custodian
 - 2) Property/Evidence Room Back-Up Custodian
 - ~~3) Administrative Division Commander~~
 - ~~4) Chief of Police or his designee~~
 - c. Only the designated individuals will have access to and the combination to the storage safes within the property room. These safes will only be unlocked or opened when items are actually being placed in or taken out of the safe, or during the process of an audit; and
 - d. The property room will be kept closed any time authorized personnel are not physically in the room. The door automatically locks itself upon closing.
 - e. The property room doors will only be accessed through the controlled access system. The system logs all entries into the secured areas.
 - f. The external door shall be equipped with an audible alarm that will automatically send out a message through the communications center when activated.

C. SECURE FACILITIES FOR TEMPORARY PROPERTY HOLDING

1. At times when the property room is closed, and no authorized person is available to log property into the property room, officers will temporarily store property in the designated secured areas as specified in this directive.

2. Temporary property storage areas include:
 - a. The temporary property storage lockers located outside of the Property/Evidence Room. This area is restricted to police department personnel only and under no circumstances will unaccompanied non-police personnel be allowed access to the property storage areas; and
 - b. The temporary property storage refrigerator located in the hallway just outside of the Property/Evidence Room. This refrigerator is for temporary storage of perishable evidence such as blood, urine, or other bodily fluids.
3. Property placed in the temporary property storage area must conform to the same standards and procedures as outlined in this procedure for the receipt of property or evidence.
4. When property is stored and secured in temporary property storage lockers or the refrigerator, the lock will be securely locked. The Evidence/Property Room Custodian has the key and will retrieve the evidence/property as soon as possible to log into Agency records and to transfer to the Crime Lab or the main Property Room.

D. INCREASED SECURITY

Combination safes are located within the property room for storage of money, items having a very high monetary value (i.e., jewelry), ~~dangerous drugs and narcotics~~.

1. Money

All money submitted to the property room will be sealed in a container, properly marked and tagged separately. The tag must identify the amount of money and bear the signature of the submitting employee and witness verifying count. Money not properly packaged or tagged will not be accepted into the custody of the property room. The property/evidence custodian does not need to open the sealed package to verify the contents or amount only note that it has been properly packaged and tagged. Money submitted to the property room, once logged in, will be stored inside one of the combination safes in the property room.

2. Precious Metals or Gemstones

Precious metals or valuable gemstones, once logged in, will be stored inside one of the combination safes in the property room.

3. Narcotics and Dangerous Drugs

All dangerous drugs (including, but not limited to narcotics, hallucinogens, and narcotic implements) submitted to the property room either as found, confiscated, evidence will be sealed in a plastic bag or container. The following inspection, quantity and quality control measures will be followed when submitting narcotics and/or drugs to the property room:

- a. The Property/Evidence Custodian shall ensure all narcotics evidence has been placed in clear plastic bags and heat-sealed by the submitting officer.

- b. The **Property/Evidence** Custodian is not required to open the sealed bag to verify the weight or count only visually inspect to note that it has been properly sealed and weighed.
- c. Once properly logged into the property room, dangerous drugs will be stored inside the locking drug cabinets within the property room.

4. Weapons

The Property/Evidence Custodian shall ensure all weapons submitted to the Property/Evidence room have been properly packaged in the appropriate storage box, with the serial number of the firearm clearly listed on the outside of the package. If a firearm has returned as stolen, all GCIC "Hit" Notification information will be attached. If not unloaded by the submitting officer, the supervisor of the submitting officer will be notified and the weapon returned to submitting officer to be properly re-submitted.

E. STORING PERISHABLE EVIDENCE

A refrigerator is located in the property room and temporary property holding area to keep perishable items such as urine specimens and blood samples preserved. When property is stored in the temporary storage refrigerator, the lock will be locked, and the property can be transferred to the property room by the custodian.

F. PROHIBITIONS

No explosives, dangerous chemicals, unknown biological specimens, nuclear material, or other dangerous material or property are to be accepted into the property room.

G. MARKING AND TAGGING EVIDENCE

Evidence to be submitted to the property room must be tagged and clearly marked "evidence" in the "reason" section of the property receipt. If evidence is not tagged, a UPD or CID supervisor will be notified and arrangements made to have the evidence properly tagged.

1. It is the responsibility of the submitting officer to properly tag, mark, and package or photograph evidence submitted to the property room. It is further the responsibility of the submitting officer to compile a written report detailing the circumstances under which the property came into the department's possession. This may be put on the Incident Report.
2. ~~Evidence should be placed inside the property holding room. If too large for the property room, it may be stored in the department's secured off-site property storage area.~~ If in need of refrigeration, evidence should be placed in the property room refrigerator. ~~Large items of evidence that are too large to be stored in the existing facility may be stored in local warehouses or rental storage facilities that will be rented upon demand.~~
3. The Property Room Custodian will accept all evidence, if tagged, and log the evidence into the property room. If the evidence is improperly packaged, marked, or handled by the submitting officer, the custodian will notify a UPD or CID supervisor to evaluate the

situation. In every case, every effort will be made to maintain the integrity of the evidence and the chain of evidence.

H. CALL-IN OF PROPERTY ROOM PERSONNEL

If in the opinion of the submitting officer or a supervisor, property is of great valuable or potentially vulnerable to claims of tampering (such as a large quantity of narcotics evidence), the Property Room Custodian or other designate may be called in from home to secure the evidence in the property room or safe.

I. PROPERTY RECEIPTS

A property receipt is used to record each item of property (or set of items) submitted to the property room. All items or packages of items submitted to the property room will have a completed property control form in the Records Management System. If seized items are identical in nature, or from the same case, they may be listed on one (1) property receipt. Property receipts contain the following information:

1. Name of person from whom property obtained;
2. Victim/owner;
3. Suspect;
4. Location where property was obtained;
5. Quantity, description and of all property;
6. Reason for impound;
7. Officer name; and
8. Chain of custody including:
 - a. Date and time of transfer(s)
 - b. Receiving person's name(s)
 - c. Relinquishing person's name(s)

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13.4 PROPERTY/EVIDENCE ROOM INSPECTIONS

EFFECTIVE DATE: June 21, 1996

REVISED DATE: June 15, 2022

REVIEW DATE: June 15, 2022

CHIEF OF POLICE: Tommy Keheley

I. PURPOSE

~~This policy establishes~~ To establish the procedures for Property/Evidence Room inspections, audits, and inventory.

II. PROCEDURES

A. ANNUAL AUDIT AND INSPECTIONS

1. The Chief of Police shall be responsible for appointing a supervisor to conduct an annual audit, to ensure that the security, accuracy and integrity of all narcotics, weapons and money are maintained. The Chief will appoint a supervisor who is not routinely or directly connected with the control of the property room.
2. The audit includes inspection of the property log, ensuring that all dangerous drugs, money and weapons received have been properly logged; an examination of the property receipts to ensure that drugs, weapons or money have not been lost or checked out for an unreasonable length of time; an examination of the disposition files and property log to ensure that all weapons, drugs and money have been disposed of properly.
3. The appointed audit supervisor is authorized to open dangerous drug packages in the presence of the Property Room/Evidence Custodian to verify either the weight or count of drugs, and if necessary, conduct qualitative analysis by a chemist. These packages are then re-sealed in the presence of the custodian. A notation will be made on the property receipt and in the property log of the inspection of each sealed item, which is opened, including the date opened and the supervisor inspecting.
4. The audit supervisor is authorized to open in the presence of the custodian packages containing money to verify contents and amount of cash. The package is to be re-sealed in the presence of the custodian. A notation will be made on the property receipt and property log of the inspection, including the date opened and the supervisor inspecting.
5. A complete report of the findings of audit supervisor will be forwarded to the Chief upon conclusion of the audit.
6. The Chief or his designee shall initiate a written action plan to correct any deficiency noted.

B. Quarterly Inspections

1. An inspection of the Property and Evidence room will be made quarterly by the property and evidence supervisor. The results of the inspection will be in writing. The inspection will be conducted to ensure that:
 - a. Established policies and procedures to property and evidence control are being adhered to;
 - b. The facility is being maintained in a neat and orderly manner; and
 - c. Property and evidence are being stored in a secure manner and that proper accountability procedures are being maintained.

C. JOINT PROPERTY INVENTORY BY NEWLY ASSIGNED PERSONNEL

1. Whenever a new employee is transferred to or designated as the Property/Evidence Custodian, an inventory of all custodial and evidential property will be conducted.
2. This inventory will be performed jointly by the newly designated ~~investigator~~ ~~custodian~~ and the former custodian.
3. All weapons, monies and narcotics will be accounted for on an individual basis.
4. All other evidence and records will be checked for accountability by conducting an audit of ~~10% (ten percent)~~ 100% of all items housed in the Property/Evidence Room.
5. The inventory shall be thorough and comprehensive to ensure the integrity of the system and the accountability of all property being held by the department; and
6. The new custodian should ensure that all records are current, ~~and~~ property annotated, and all discrepancies ~~are~~ recorded prior to the assumption of property accountability by the newly appointed custodian.

HOLLY SPRINGS POLICE DEPARTMENT

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17.8 EYEWITNESS IDENTIFICATION AND LINEUPS

EFFECTIVE DATE: June 8, 2000
REVIEW DATE: July 11, 2022
CHIEF OF POLICE: Tommy Keheley

REVISED DATE: July 11, 2022

I. PURPOSE

To establish the procedures for conducting eyewitness identifications and lineups.

~~II. PROCEDURES~~

II. DEFINITIONS

- A. Showup: The presentation of one suspect to an eyewitness in a short time frame for the purpose of identification of the suspect as the perpetrator of a crime.
- B. Photo lineup: The showing of several photographs, including one of the suspect, to an eyewitness.
- C. Physical Lineup: A selected group of persons comprised of a suspect and several fillers that is presented to a witness for the purpose of determining whether the witness is able to identify the suspect as a perpetrator of the crime.

III. PROCEDURES

It is imperative that the procedures outlined below are strictly followed by all officers when one of the three methods of identification is used. Failure to do so may result in an erroneous identification and the injustice of causing undue suffering to an innocent person.

A. SHOWUPS

Many courts have considered "showups" inherently suggestive because it is virtually impossible to eliminate suggestion from the procedure. Consequently, the use of showups should be avoided whenever possible in preference to the use of a lineup. Only when there are exigent circumstances and it is vital that a witness view a suspect immediately at or near the crime scene, will a show up be used. The following guidelines will be adhered to:

1. A showup should not be conducted when the suspect is in a cell, restrained/handcuffed, or dressed in jail clothing.
2. Before the showup, instruct the witness that they will be shown a person for the purpose of identifying a suspect, and that the showup process is voluntary for the witness. The witness will be instructed that they will not be permitted to interact with or confront the person in any way. Before beginning the showup, inform the

witness to notify the officer only if a suspect is positively recognized by the witness.

3. Only one witness will be present at a time, and if multiple witnesses are involved, they will not be permitted to communicate before or after the showup regarding the identification of the suspect.
4. The same suspect will not be presented to the same witness more than once.
5. Suspects should not be required to put on clothing worn by the perpetrator, to speak words uttered by the perpetrator, or to perform other actions of the perpetrator.
6. If at all possible, avoid or keep to a minimum, any display of force/use of handcuffs.
7. Words or conduct of any type by officers that may suggest to the witness that the individual is or may be the perpetrator should be scrupulously avoided.
8. The officer conducting the showup will seek and document (in a supplemental report) as the time that an identification of an individual is made and in the witness's own words without necessarily referencing a numeric or percentage standard, a clear statement from the witness as to the witness's confidence level that the individual identified is the individual who committed the alleged crime. (O.C.G.A. § 17-20-2)

B. SHOW UP DETENTION PROCEDURES

1. Authority to Detain: If an officer has reasonable suspicion that a person has committed an offense, then she/he can be stopped and a field interview performed.
2. Use of Force: Officers may use force that is reasonably necessary to stop the individual and to cause the individual to remain in the officer's presence until the detention is either terminated or the person is placed under arrest.
3. Length of detention: Unless placed under arrest, the suspect should be detained as briefly as possible. Normally, the showup should be conducted within a few minutes after the criminal event has occurred so that the need for further detention and investigation can be determined.
4. Location of Showup: If at all possible, the suspect, if not under arrest, should remain at the location of the detention and the witness transported to the scene of the stop. The suspect will only be brought to the witness if she/he is unable to come to the detention location.
5. Alternatives to Showup: If there is probable cause to make an arrest for the crime under investigation or for any other criminal offense, the suspect will be taken into custody, which will give sufficient time to perform a photographic or physical lineup.

6. Release of Suspect: Unless there is probable cause to make an arrest, the suspect will be released. If the suspect is still under suspicion, officers should obtain as much information about, and if possible, take a photograph of the suspect.
7. Juvenile suspects: The same procedures involving adults pertain to juveniles involved in a showup except no photographs may be taken without the prior approval of the Juvenile Court Judge.
8. Cruising the Area of Offense: Officers may transport witnesses/victims in agency vehicles through the general area of the offense for the purpose of attempting to spot the perpetrator(s) and then conducting a field interview. If this practice is used, officers should avoid implicating anyone or suggesting that a certain individual looks suspicious.

C. PHOTOGRAPHIC IDENTIFICATIONS

Single photographs will not be shown to a witness because of the inherent suggestive nature that the individual shown in is the perpetrator. The following guidelines will be adhered to when photos are used:

1. Use at least five filler photographs of individuals who are reasonably similar in age, height, weight, and general appearance and who are of the same sex and race.
2. Never mix color and black and white photos and use only photos of the same size and basic composition.
3. Never use mug shots with other snap shots or include more than one photo of the same suspect.
4. Who conducts the photo lineup: (O.C.G.A. § 17-20-2)
 - a. The photographic lineup will be conducted by an officer who does not know the identity of the suspect; or
 - b. Only in extreme cases, it will be conducted by an officer who knows the identity of the suspect but will use a procedure in which the photographs are placed in folders, randomly shuffled and then presented to the witness so that the officer conducting such procedure cannot physically see which photograph is being viewed by the witness until the procedure is complete.
5. Before beginning the photographic lineup, inform the witness that the photos may or may not include the suspect, and instruct the witness to point out the photo if a suspect is recognized. The agency's Photographic Identification Form may be used during this process.
6. Cover any portions of a photo that may provide identifying information on the individual.
7. Show the photographs to only one witness at a time.

8. Never make suggestive statements that may influence the judgement or perception of the witness.
9. The officer conducting the photographic lineup will seek and document (in a supplemental report) at the time that an identification of a photograph is made and in the witness's own words without necessarily referencing a numeric or percentage standard, a clear statement from the witness as to the witness's confidence level that the photograph identified is the photograph of the individual who committed the alleged crime. (O.C.G.A. § 17-20-2).
10. Place in evidence the photographs used, together with full information about the identification process, the completed Photographic Identification Form, and copies of the audio and/or video recording of the photographic lineup for future reference and used in court. All photographic lineups must be placed into evidence, whether the witness was able to accurately make an identification or not.

D. PHYSICAL LINEUPS

1. The primary investigating officer is responsible for:
 - a. Scheduling the lineup. If at all possible, this should be done at the convenience of the victim, and if necessary, the agency should provide transportation to and from the lineup location.
 - b. Notifying other interested parties such as prosecuting attorney, defense counsel, and other witnesses.
 - c. Arrange for the transport of the suspect, if incarcerated; AND
 - d. Schedule at least four other individuals to act as "fill-ins" during the lineup, who are of the same race, sex, and approximate height, weight, age, and physical appearance, and who are similarly clothed as the suspect. (Caution should be taken not to use plainclothes law enforcement officers because they often do not naturally look or act like suspects).
2. The following procedures will be adhered to when a lineup is conducted:
 - a. Ensure that the suspect has been informed of his or her right to counsel if formal charges have been initiated and ensure that she/he has the opportunity to retain counsel or request that one be provided.
 - b. Obtain a written waiver should the suspect waive his right to counsel.
 - c. If present, allow counsel sufficient time to confer with his client prior to the lineup and to observe the manner in which the lineup is conducted.
 - d. The live physical lineup procedure must be conducted by an officer who does not know the identity of the suspect.
 - e. Advise the suspect that she/he may take any position in the lineup and may change positions prior to summoning a new witness.

- f. Ensure that all lineup participants are numbered consecutively and are referred to only by number.
- g. Before beginning the physical lineup, inform the witness that the lineup may or may not include the suspect, and instruct the witness to point out the suspect and notify the conducting officer if a suspect is recognized.
- h. Make a complete video and/or audio recording of the lineup procedure for future reference and place into evidence.
- i. Ensure that no witness is permitted to see any photographs of the suspect immediately prior to the lineup.
- j. Ensure that not more than one witness views the lineup at a time and that they are not permitted to speak with one another during or after the proceedings.
- k. Avoid using statements, clues, casual comments, or providing unnecessary or irrelevant information that in any manner may influence a witnesses' decision making process.
- l. The officer conducting the physical lineup will seek and document (in a supplemental report) at the time that an identification of an individual is made and in the witness's own words without necessarily referencing a numeric or percentage standard, a clear statement from the witness as to the witness's confidence level that the individual identified is the individual who committed the alleged crime.

E. THE RIGHT TO COUNSEL AT EYEWITNESS IDENTIFICATIONS

1. There is no right to counsel at a photo identification session.
2. There is a right to counsel at a lineup or show up if formal adversary proceedings have been initiated against the suspect, whether by formal charge, preliminary hearing, indictment, or arraignment.
3. When required, the presence of defense counsel may be helpful and be regarded as a positive step in preventing any erroneous identification. If counsel is present and does not object to the agency's procedures, this may preclude any subsequent cur challenge that the lineup was suggestive or otherwise improper.

~~Eyewitness identification is the process of obtaining a positive identification of a criminal suspect by having a witness/victim view the person suspected of the crime or a photograph of that person.~~

~~The following are suggested methods for conducting eyewitness identifications:~~

~~A. SHOW UP OR CONFRONTATION~~

- ~~1. Definition: A show up or confrontation occurs when a witness / victim views an individual(s) for purposes of identification.~~

~~2. Detention for Show-Up~~

- ~~a. If an officer reasonably suspects that a person has committed the offense but probable cause to arrest the person is not present, the officer may detain the suspect for confrontation purposes.~~
- ~~b. In exercising this authority, the officer may use such force, short of deadly force, as is reasonably necessary to stop the person or to cause the person to remain in the officer's presence.~~
- ~~c. A officer may arrange a show-up between a suspect and a witness / victim whenever a suspect is arrested or has been temporarily detained and the witness / victim is cooperative and states that he / she might recognize the person who committed the offense.~~
- ~~d. The length of time between the offense and the show-up will be determined by current case law. Unless the suspect is under arrest, the suspect will only be kept briefly in the officer's custody. The length of the detention will be determined by current case law.~~
- ~~e. The suspect cannot be detained for longer than current case law allows unless:~~
 - ~~• Probable cause to believe the suspect committed the offense has developed during the detention; or~~
 - ~~• The suspect, after being clearly informed that he/she is not required to cooperate, consents to take part in the confrontation.~~

~~3. Location of Show-Up~~

- ~~a. The location of a show-up will be determined by the type of crime, condition of the witness or suspect, distance between the site of the crime and the site of detention, availability of transport and the reasonableness of actions in general.~~
- ~~b. When at all possible, the suspect, if not under arrest, should remain at the place of detention and the witness or victim should be transported to that location.~~

~~If an officer has probable cause to arrest a suspect of the crime being investigated or for any other criminal offense or local ordinance, the officer should make the arrest and avoid the show-up. Time would then become available for further investigation and the possibility of a photographic or physical line-up to occur.~~

~~4. Witness / Victim Participation~~

~~Witness / victim participation in a show-up must be carefully controlled to prevent violence and to obtain fair identification. Officers should:~~

- ~~a. Inform witness / victim that you want them to look at a person, but do not say the person is a suspect.~~
- ~~b. Avoid, or at least keep to a minimum, any display of force (e.g. weapons, handcuffs, etc.)~~
- ~~c. Be sure lighting is adequate and allow witness / victim enough time for thoughtful identification.~~
- ~~d. Separate witnesses and victims if more than one so that show up identifications is not based on group opinion.~~
- ~~e. Witness/victim must be positive to provide probable cause for further detention.~~

- ~~f. When presenting a suspect to a witness/victim for identification, an officer should not say or do anything to lead the witness to believe that the suspect has been formally arrested or detained, that they have confessed, that they possessed incriminating items on their person when searched or "frisked," or that they are believed to be the perpetrator.~~
- ~~g. In the event a show-up is used by uniform officers, the case investigator must be notified of the witnesses/victims who participated in the show-up along with all circumstances leading up to their participation.~~

~~5. Cruising Area of Offense~~

~~Investigators may transport witnesses/victims in their cars to cruise the general area in which a crime has occurred in hopes of spotting the perpetrator and arranging a confrontation. (When following this practice, it is important that the investigator avoid implicating anyone on the street or suggesting that a certain person looks suspicious.)~~

~~6. Right to Counsel~~

~~No person has a right to have a lawyer present at any show up or confrontation procedure.~~

~~7. Release after Confrontation~~

~~If the suspect is not identified, he/she should be released unless probable cause still exists to believe the suspect committed the offense. If an identification and/or arrest is not made and suspicion still exists about the suspect's guilt, the officer at the scene shall obtain as much information about the suspect that is possible and note it on the Incident Report. If time and procedures allow, photograph the suspect. This information should then be forwarded to the appropriate investigative component.~~

~~8. Juvenile Involvement~~

~~In the event that a juvenile becomes a suspect and a decision is made to conduct a show up using the juvenile suspect, the same procedures will follow as mentioned above. However, the officer in charge of the show up will notify an investigator and photographs of the juvenile suspect will not be taken without prior consent from a Juvenile Court Judge.~~

~~9. Probable Cause~~

~~Whenever a show up is conducted and a positive identification has been made, then probable cause exists for an arrest.~~

~~10. Incident Report~~

~~When a show up confrontation style identification is utilized, even though there may be video evidence of the identification, the officers using this type style of identification will include the process in their incident report. This needs to be written in detail.~~

~~B. PHOTOGRAPHIC LINE-UP~~

~~1. Definition~~

~~A photographic line up is the next best method for identifying a suspect from among a group. It is dependent upon the availability of photographs of neutral~~

~~participants and the suspect. It consists of a group of photographs of individuals being shown to a witness / victim in order to attempt to identify the perpetrator of a specific crime.~~

~~2. When Permissible~~

~~Anytime an individual becomes a suspect in a criminal investigation and a photograph of the suspect is located, the investigating officer may create a photographic line-up to show the witnesses/victims. Should the only available photograph of a suspect be protected under the provisions of the Georgia First Offenders Act, permission to use the photo must be obtained from the supervisor.~~

~~3. Location of a Photographic Line-Up~~

~~A photographic line-up may be shown at any time and at any location convenient to the witness/victim and investigator.~~

~~4. Right to Counsel~~

~~No person has a right to have a lawyer present during a photographic line-up.~~

~~5. Primary Responsibility of Photographic Line-Ups~~

~~Primary responsibility of conducting photographic line-ups will rest with investigators.~~

~~6. Photograph Source~~

~~The Sheriff's Office will maintain a file of photographs and, if possible, the file will be broken down by sex, race, facial hair, hair length, hair color, age, etc. These photographs may be used as "fillers" in order to complete a photographic line-up. A master file of booking photographs will be maintained by the Sheriff's Office and made available to all officers~~

~~7. Composing a Photographic Line-Up~~

~~When composing a photographic line-up, officers should use one (1) photograph of the suspect and the other photographs should be of other individuals that are "similar." Similar does not mean identical or so close that it confuses any witness or victim. Similar means that all subjects in the photographic line-up be:~~

- ~~a. Of the same sex;~~
- ~~b. Of the same race;~~
- ~~c. Within the same age range;~~
- ~~d. Similar in facial features, such as facial hair, glasses, injuries, jewelry, etc;~~
- ~~e. Similar in hair color and length;~~
- ~~f. Similar in photograph size;~~
- ~~g. Similar in make-up (e.g. color vs. black and white);~~
- ~~h. Similar in photographic background (e.g. mug shots vs. facial shots);~~
- ~~i. Similar in body size, especially if the photographs consist of an entire body shot;~~
- ~~j. Similar in the amount of body portion shown; and~~
- ~~k. Similar in profile if arrest or mug shot photographs are used.~~

~~All photographs that contain written information such as criminal history, case numbers, personnel information, etc., will have that information covered and the~~

~~coverings will be uniform in appearance and position on each of the other photographs.~~

~~8. Number of photographs in a photographic line-up~~

~~In creating a photographic line-up, officers should use a minimum of six (6) photographs including only one (1) of the suspect. In the case of multi-suspects, additional photographic line-ups should be developed for each suspect.~~

~~9. Numbering of Photographs~~

~~The photographs will be numbered #1 through #6. The numbers will be placed on the front side of the photograph or folder and will not cover any of the facial features of each photograph.~~

~~10. Presentation of the Photographic Line-Up~~

~~Once the photographic line-up has been completed, certain instructions must be given to the witnesses/victims prior to their examination. Witnesses/victims must be read a Photo Line-Up Admonition. The Photographic Line-Up Admonition shall contain the following points:~~

- ~~a. Advise the witness that he/she will be asked to view a group of photographs~~
- ~~b. Advise the witness that he/she does not have to make an identification and the identification procedure is important to the investigation whether or not an identification is made~~
- ~~c. Advise the witness that it is just as important to clear innocent persons from suspicion as to identify guilty parties~~
- ~~d. Advise the witness that the individuals depicted in the physical line-up may not appear exactly as the witness observed on the date of the crime because features such as hairstyles and facial hair are subject to change~~
- ~~e. Advise the witness that photographs may not always depict the true complexion of a person — it may be lighter or darker than shown in the photo~~
- ~~f. Advise the witness that the perpetrator may or may not be among those shown in the photograph line-up~~
- ~~g. Advise the witness that regardless of whether an identification is made, law enforcement will continue to investigate the crime~~
- ~~h. Advise the witness not to tell other witnesses that they have or have not identified anyone~~
- ~~i. Confirm that the witness understands the line-up procedure~~
- ~~j. Witnesses and victims must not be coached or led in selecting one (1) photograph over another.~~

~~11. Photographic Identification~~

~~If a witness/victim identifies the suspect as the perpetrator, the witness/victim will then be required to state whether the identification is positive or tentative. The witness/victim will then sign the Photograph Line-Up Admonition state that he/she either:~~

- ~~a. Can positively identify photograph number (indicate which number) as the person involved in the investigation; or~~
- ~~b. Cannot positively identify any of the photographs as the person involved in the investigation~~

~~12. After Identification~~

~~Upon completion of the photographic line-up, the investigating officer will be responsible for preserving and maintaining the line-up for future court use, as the line-up itself is considered as evidence.~~

~~13. Use of a Mug Book, Yearbook, Computer, etc.~~

~~The use of a mug shot book, yearbook, or any other book or directory with numerous photographs is appropriate when there is no particular suspect. To insure an accurate identification, a reasonable number of photographs should be shown. If identification is made from a mug shot book, yearbook, etc., the investigating officer will insure that either the book or a copy of the book used is preserved and maintained for future court proceedings.~~

~~14. Use of Juvenile~~

~~In order to use a photograph of a juvenile suspect in a photographic line-up, permission must first be obtained through a Juvenile Court Judge to either have a specific juvenile who is in law enforcement or Juvenile Court custody photographed or to use an existing photograph of a juvenile that is currently in the custody of the Agency or Juvenile Court. Prior to photographing a juvenile who is not in law enforcement or Juvenile Court custody, the investigating officer must first consult with a juvenile investigator or a Juvenile Court Judge as to the legality of obtaining a photograph. If a photograph currently exists of the juvenile and that photograph is available for public display (e.g. school yearbook, directory, etc.), then prior approval from a Juvenile Court Judge is not needed.~~

~~15. Probable Cause~~

~~If a positive identification is made of a suspect in a photographic line-up, then this in itself will be considered probable cause. If a tentative identification is made, then additional information will be required to establish probable cause.~~

~~C. PHYSICAL OR FORMAL LINE-UP~~

~~1. Definition~~

~~A physical or formal line-up is an identification procedure in which a suspect is placed in a live group setting and presented to a witness/victim. This line-up is the traditional method used to obtain identification.~~

~~2. When Permissible~~

~~Whenever identification by a witness/victim might be obtained, a physical line-up should be held following the arrest of suspect, unless one of the following makes a line-up unwise or impractical:~~

- ~~a. Unusual Appearance of Suspect — Lack of suitable persons to include in the line-up group (e.g. the suspect is very tall or very short, very young or very old; the suspect's hair length or facial hair is unusual).~~
- ~~b. Prior Knowledge — The witness knew the identity of the suspect before the offense occurred (e.g. personal acquaintance, relative, neighbor, co-worker); or learns of his / her identity without law enforcement assistance after the offense (e.g. a victim spots the suspect at his / her place of employment or an eyewitness recognizes the suspect's picture in the newspaper); or the prospective viewer has had an opportunity to identify the suspect in an earlier confrontation procedure.~~

- ~~c. Inconvenience — The suspect is in custody at a place too far from the witness.~~
- ~~d. Lack of Viewers — There is no witness willing or able to view a line-up.~~
- ~~e. Uncooperative Suspect — The suspect threatens to disrupt the line-up.~~
- ~~f. Suspect Released from Custody — The suspect was released on bond or recognizance before he/she could be viewed, or~~
- ~~g. For any other reason based on timing or inconvenience for the viewers or officers conducting the line-up.~~

~~3. Location of a Physical Line-Up~~

~~All physical line-ups will be conducted at the Police Department, Sheriff's Office or the Detention Center.~~

~~4. Primary Responsibility for Conducting a Physical Line-Up~~

~~Primary responsibility of conducting physical line-ups will rest with officers serving in an investigative capacity.~~

~~5. Coordinating with the Sheriff's Office or the Detention Center~~

~~Prior to setting a time and date for a physical line-up, the primary investigator should confer with the Sheriff's Office or the Detention Center to arrange a convenient time and date.~~

~~6. Arranging a Physical Line-Up~~

~~Once a suspect is in custody, a time and date should be set in order to conduct a physical line-up. The primary investigator assigned to the criminal investigation should contact all witnesses and victims that might be able to identify the perpetrator and arrange for them to attend the line-up.~~

~~Physical line-ups should only be conducted once. If there is reason to believe that the suspect may have been involved in other criminal acts, other investigators should be notified of the time and date. When numerous witnesses/victims are to attend a physical line-up, a schedule should be developed. This will reduce the chance of witnesses/victims communicating with each other prior to and after the line-up. Witnesses/victims attending a physical line-up should be separated to prevent any communications from occurring.~~

~~7. Developing the Physical Line-Up/Suspect~~

~~Once a suspect has been arrested and is still within custody, the suspect has no right to refuse to participate in a physical line-up.~~

~~The suspect must be advised, at least 24 hours in advance, of the physical line-up and that his presence is required. The suspect should be told that they have no right to refuse to participate and that they have a constitutional right to contact an attorney and have the attorney present during the line-up. If the suspect cannot afford an attorney and wants one, an attorney will be provided, without cost. If the suspect requests an attorney, the suspect should immediately be told that it will be their (the suspect's) responsibility to contact an attorney. If the suspect requests an attorney and states that they are indigent (cannot afford to hire an attorney), then the investigator should immediately cease the interview. Once any suspect has been advised that they are to participate in a physical line-~~

~~up and the suspect requests an attorney, the case investigator will contact the DA's Office or Solicitor's Office.~~

~~After advising the suspect of these rights, the officer will have the suspect sign a waiver acknowledging refusal of their rights to have an attorney present.~~

~~The suspect should be dressed in the standard jail inmate uniform prior to the line-up.~~

~~8. Developing the Physical Line-Up/Fillers~~

~~Each physical line-up will have a minimum of six (6) participants, including the suspect. In the event of multi suspects, the line-up should contain only one (1) suspect, if possible.~~

~~Others participating in the physical line-up will be known as "fillers." Fillers will be selected from the Detention Center, if possible, and this process should be carefully coordinated with the Detention Center. In selecting fillers, the officer must understand that no one, other than the suspect, can be required to participate in a physical line-up. The officer must also select fillers that are similar. Similar does not mean identical or so close as to confuse any witness or victim. Similar means that all participants in the physical line-up be:~~

- ~~a. Of the same sex;~~
- ~~b. Of the same race;~~
- ~~c. Within the same age range;~~
- ~~d. Similar in facial and body features, such as facial hair, glasses, injuries, jewelry, amputations, deformities, etc.;~~
- ~~e. Similar in hair color and length;~~
- ~~f. Similar in height, weight and body size; and~~
- ~~g. Similar in the clothing worn, such as type, style, color, etc.~~

- ~~h. Participants in a physical line-up from the jail will all wear the standard jail inmate uniform. Each participant in the line-up, including the suspect will be assigned a number. The suspect will, however, be allowed to choose which number they desires.~~
- ~~i. If possible, law enforcement officers should not be used in physical line-ups.~~

~~9. Conducting the Physical Line-Up~~

~~All participants in the line-up will stand side-by-side, in numerical order. Participants may be made to speak certain words, move or turn in certain ways, or try on articles or clothing during the line-up. It is important to note that if any request of the participants is made, each participant, including the suspect, must complete the request. Participant #1 should first complete the request and through to the last participant who should end the request.~~

~~Participants can be required to make any reasonable display of physical characteristics if it does not unduly embarrass or harass them. For example, display of a tattoo, scar, deformity, or other identifying feature recognizable to a witness.~~

~~The underlying idea is that the procedure must be FAIR and NEUTRAL. There must be no suggestion to the witness/victim that a certain person is to be identified. The procedure is intended to obtain identification of a suspect.~~

~~10. Legal Counsel Participation~~

~~The courts encourage legal counsel to be present during a physical line-up. Any action on the part of law enforcement officers might be interpreted as interfering with the suspect's expressed desire for assistance of counsel may be judged as a violation of constitutional rights.~~

~~Counsel present at a physical line-up is there to observe. Counsel is allowed to make suggestions during the process. Counsel may not interview, question, object, or otherwise interfere with the physical line-up or the viewing by witnesses/victims.~~

~~11. Witness/Victim Participation~~

~~Witness/victim participation in a physical line-up should be carefully controlled by the investigator in charge. Witnesses and victims must not be coached or led in selecting one individual over another.~~

- ~~a. Witnesses/victims must be kept separated from each other and should not be able to overhear any conversation between other witnesses or investigators.~~
- ~~b. Witnesses/victims must not be able to see the line-up participants, even briefly, prior to actual viewing of the line-up.~~
- ~~c. Questioning of witnesses/victims must be done individually and privately.~~
- ~~d. Each witness/victim should either complete a written report or sign a sworn statement detailing any positive or tentative identification made during the line-up.~~
- ~~e. Each witness/victim may request the line-up participants to speak certain words, move or turn in certain ways, or try on articles of clothing.~~
- ~~f. Each witness/victim must be told: Do not feel obligated or compelled to select an individual from this group; the perpetrator may not be in this group; and that facial and body features and characteristics may change over a period of time.~~

~~12. Identification~~

~~If a witness/victim identifies the suspect as the perpetrator, the witness / victim will then be required to state whether their identification is positive or tentative.~~

~~13. Photographs or Video Recordings of the Line-Up~~

~~Photographs or video recordings will be taken of all physical line-ups.~~

~~14. Presence of a Supervisor~~

~~A CID supervisor will be present at all physical line-ups.~~

~~15. Juvenile Participation in a Physical Line-Up~~

~~If a decision is made to conduct a physical line-up and a juvenile or juveniles will be used, permission must be granted by a Juvenile Court Judge before the line-up may be conducted. If permission has been granted, a CID investigator must be present along with the juvenile's parent or guardian. Permission must also be~~

~~obtained from a Juvenile Court Judge prior to any videotaping or photographing of the line-up. A juvenile will have the same rights of counsel at a physical line-up and all waivers obtained will be witnessed by a juvenile investigator as well as the juvenile's parent or guardian.~~

~~16. Probable Cause~~

- ~~_____ Any positive identification in a physical line-up will be considered probable cause.~~
- ~~_____ Any tentative identification must have additional information in order to establish~~
- ~~_____ probable cause.~~

20.1 CJIS NETWORKS GENERAL USE POLICY AND PROCEDURES

EFFECTIVE DATE:

REVISED DATE:

REVIEW DATE:

CHIEF OF POLICE:

I. PURPOSE

The purpose of this policy is to establish guidelines regarding the general use of Georgia Crime Information Center (GCIC) state system/National Crime Information Center (NCIC) systems and data, to establish procedures for entry, retrieval, and removal of records from the CJIS network and to establish training guidelines for individuals with access, whether physical or logical, to Criminal Justice Information (CJI).

II. SCOPE

This policy applies to all agency employees, volunteers, interns, and vendors/contractors with access, to include physical and logical access, to GCIC/NCIC materials, records, and information.

III. POLICY

The Holly Springs Police Department shall comply with all rules and regulations established by the Georgia Crime Information Center (GCIC), National Crime Information Center (NCIC), FBI Criminal Justice Information System (CJIS) Policy, and the laws of the State of Georgia to safeguard Criminal Justice Information (CJI)/Criminal History Record Information (CHRI).

A. GCIC/NCIC TERMINAL

The terminal for the Holly Springs Police Department will be monitored 24 hours per day, 7 days per week.

The agency TAC will monitor (with exceptions) the HSPD terminal Monday-Friday during normal business hours from 0800-1700.

The Cherokee County E911 Center will monitor the HSPD terminal for the City of Holly Springs Monday – Friday from 1700 to 0800, 24 hours per day on Saturday and Sunday and City Holidays. Additionally, they will monitor during any absence anticipated or unanticipated of the agency TAC. The agency TAC is responsible for notifying the Cherokee County E911 Center of any anticipated absence. The Administrative Division Commander is responsible for notifying the Cherokee County E911 Center in the event of an unanticipated, emergency, and/or extended absence of the agency TAC.

B. RECORD ENTRY

1. All restricted file (identity theft only) and non-restricted file "Hot File" entries will be made by the HSPD TAC, when on duty, and by Cherokee County E911 when the TAC is off duty. Non-restricted file entries include stolen/recovered vehicles and guns; stolen articles and securities; wanted persons (Holly Springs Municipal Court and Holly Springs Probation only); missing persons, identity thefts, and unidentified persons (both living and deceased).
 - a) If an entry is made by Cherokee County E911. The officer requesting the entry should place a copy of the completed LEDs sheet and a copy of the report in the mailbox of the HSPD TAC after faxing this information to Cherokee E911.
2. Records should be processed and entered in a timely manner. Records must be entered within twelve (12) hours after determination that a wanted person should be arrested, that identifiable (Serial Number Available) property is reported stolen, or that an adult is missing. Missing persons under the age of twenty-one must be entered immediately, not more than two (2) hours after receiving the minimum criteria for entry.
3. An officer responding to missing person incidents should utilize, when practicable, the Interactive Missing Person Guide (ANNEX 20.G) and shall require the complainant of each missing person incident to complete the Missing Person Declaration Form (ANNEX 20.C). A copy of this form will be maintained in both the case file and the entry file. A copy of the completed form should be forwarded to the GCIC TAC.
4. An officer responding to an identity theft incident shall require the complainant to complete the Identity Theft File Consent Document (ANNEX 20.F) prior to entry onto the system. Victims of identity theft wishing to be added to the Identity Theft File must provide a password which will be added with the entry. The password may be up to 20 alphabetic, numeric, or special characters.
5. The Holly Springs Police Department will follow all additional applicable Georgia Laws, GCIC Council Rules, and GCIC/NCIC Policies regarding entry of records into the GCIC/NCIC system.

C. GCIC/NCIC HIT NOTIFICATION PROCEDURES

A GCIC/NCIC Hit is not in itself probable cause to make an arrest, detain a missing person, or to seize property. Only after a Hit has been confirmed by the originating agency, and after the officer evaluates the closeness of the match between the subject or property described in the record and Hit confirmation message, can there be probable cause to arrest or detain a

subject or seize stolen property. If a discrepancy exists, a supervisor will be contacted.

All Hit Notifications will be confirmed via radio for HSPD by Cherokee E911.

D. PROCEDURES FOR HANDLING HIT CONFIRMATION REQUESTS

1. When a Hit Confirmation Request (YQ) is received, the TAC will locate the original entry documents and verify the information contained in Hit Confirmation Request (YQ) against the original documents supporting the entry.
2. The TAC will verify that the information in the LEDS file matches the information in the Hit Confirmation Request (YQ).
3. The TAC will respond to the Hit Confirmation Request (YQ) with a Hit Confirmation Response (YR)
 - a. Response will be sent within ten (10) minutes or within one (1) hour depending upon the urgency (Urgent or Routine) selected in the Hit Confirmation Request (YQ).
 - b. The TAC will respond by:
 - i. Confirming the "Hit"
 - ii. Denying the "Hit"
 - iii. Requesting more time to confirm/deny and providing the amount of time required in hours to process the request.
4. If a record is confirmed:
 - a. Wanted Person – The TAC will ensure a Locate Wanted Person (LW) is received from the recovering agency and then submit a Detainer (DW).
 - b. Stolen Property – The TAC will ensure a Locate (LA, LG, LV, etc.) and teletype (AM) containing at minimum the recovering agency case number and contact information are received from the recovering agency and then Clear the record from the system.
 - c. Missing Person – The TAC will ensure a Locate Missing Person (LM) is received from the recovering agency. *Missing Person entries will clear automatically upon receipt of a Locate Missing Person message.
5. If recovery information is linked to an active or open/inactive investigation, the TAC will forward recovery information via e-mail to the assigned Detective or the Criminal Investigations Division Supervisor.
6. After Hours Hit Confirmation Requests

- a. If a Hit Confirmation Request is received by Cherokee County E911 after-hours, the on-duty Uniform Patrol Supervisor will check the "Hot Files" notebook or the warrant drawer to confirm the validity of the entry. Once determined if the entry is valid or invalid, the Uniform Patrol Supervisor will notify Cherokee County E911 of the status of the entry so that Cherokee County E911 can respond to the Hit Confirmation Request.

E. RECORD REMOVAL (CLEAR/CANCEL)

1. No record will be removed from the CJIS Network without supporting documentation (warrant recall request, Hit Confirmation/Locate, Supplemental Report detailing recovery or change in status).
2. The TAC will process all Clear/Cancel record requests for the agency. When the TAC is not on duty, Clear/Cancel record requests will be processed by the Cherokee E911 Center.
3. In the event of recovered property (whether by HSPD or another agency) or change in status after/hours, the primary officer should contact Cherokee E911 for removal of the property from the CJIS Network. The primary officer should complete a supplemental report documenting the recovery of the property and place a copy of the supplemental report in the mailbox of the TAC so that appropriate follow-up can be made with Cherokee E911.
4. In the event of an after-hours warrant service (arrest or pick-up) by an officer of the Holly Springs Police Department, the warrant tracking sheet and green LEDS sheet should be placed in the mailbox of the HSPD TAC and the arresting officer should confirm the warrant has been cleared from the CJIS Network by Cherokee E911 Staff.

F. CRIMINAL AND DRIVER'S HISTORIES

1. The Holly Springs Police Department will process Criminal History and Driver History requests for criminal justice purposes internally for authorized personnel using the associated case number, Requestor Name / Division or Reason / Operator Initials. If a Criminal History is requested by CID for any individual in relation to a case, that individual MUST be included in the person's section of the incident report in the HSPD Records Management System.
 - a. Criminal History Record Information and Driver History Records SHALL NOT be maintained in the HSPD case files. This policy does not pertain to Vehicle Registration, Driver's License, or Wanted Status (10-99) documentation.
2. The Holly Springs Police Department will process Criminal History requests for non-criminal justice purposes (Purpose Codes E, Z, J, U) for city/department employment, city permitting/licensing, and citizen requests. These requests will not

be processed without a signed and notarized Name-Based CH Consent Form (ANNEX 20.B). All non-criminal justice inquiries will be logged in the GCIC Terminal Log and be assigned an Agency Reference Number (ARN) fashioned YYYYMMDD - ### with the last three digits indicating the number request for the day (i.e., 1st request 001, 2nd request 002).

3. The HSPD will process Driver's History Requests internally for the purpose of employment with the HSPD with a signed Georgia Driver's History Consent Form (ANNEX 20.A).
4. The TAC will maintain a digital GCIC Terminal Log and physical copies of all Name-Based CH Consent Forms and Georgia Driver's History Consent Forms submitted for a period of 4 years.

G. SECURITY AND INTEGRITY

All employees, volunteers, interns, and vendors/contractors with unescorted access, to include physical and logical access, to GCIC/NCIC materials, records, or information shall undergo a fingerprint background check within 30 days of employment with the Holly Springs Police Department and prior to direct or indirect physical or logical access to CHRI or within 30 days of contract work if vendor/contractor and prior to direct or indirect physical or logical access to GCIC/NCIC materials, records, or information.

H. TRAINING REQUIREMENTS

1. Security Awareness Training

All employees, Volunteers, or interns of the Holly Springs police department are required to complete the First Net Learning Management System (LMS) GBI Security Awareness Training within 60 days of employment or volunteer service and recertify biennially thereafter. All vendors/contractors with unescorted access to CHRI are required to sign a security addendum and complete/maintain appropriate Security Awareness Training in compliance with FBI CJIS Security Policy, GCIC Council Rules, and GCIC Policy.

2. CJIS Network Operator Training

All employees utilizing a terminal or MDT to access GCIC/NCIC systems and information are required to complete the First Net LMS CJIS Network Operator Certification within 30 days of assignment and are required to recertify biennially thereafter.

The Uniform Patrol Division Commander and/or Criminal Investigations Division Commander are responsible for communicating new assignments impacting use of a terminal or MDT to the Holly Springs Police Department's Terminal Agency Coordinator (TAC).

3. Training Notification and Responsibilities

The agency TAC shall be responsible for maintaining records of training related to Security Awareness and CJIS Operators. Initial notifications of a training requirement will be sent directly to the employee.

The TAC will notify the employee of training requirements not less than 30 days prior to the date the training must be completed. Recertification notifications will be sent to employees on the first business day of the month prior to the recertification date (i.e., March 1st for a certification expiring April 15th). Employees are responsible for completing this training in the time provided and supplying the corresponding training certification to the agency TAC.

If training has not been completed two weeks prior to the recertification date, a reminder e-mail will be sent to the employee, the Administrative Division Commander, and the employee's immediate supervisor so that time may be scheduled or set aside to complete this required training before a lapse in training occurs.

The agency TAC will forward completed training information to the Departmental Training Officer for documentation in the employee's official training record and/or submission to GA POST.

Failure to complete Security Awareness and/or CJIS Network Operator Training or biennial recertification will result in immediate removal of access to GCIC/NCIC systems and information.

I. UNACCEPTABLE USE

Under no circumstances is an employee of the Holly Springs Police Department authorized to engage in any activity that is illegal under local, state, federal, or international law utilizing Holly Springs Police Department owned resources. The list below is by no means exhaustive but attempts to provide a framework for activities which fall into the category of unacceptable use.

The following activities are strictly prohibited, with no exceptions:

1. Unauthorized access, copying, or dissemination of classified or sensitive information (e.g., NCIC information, state criminal information, etc.).
2. Installation of any copyrighted software for which Holly Springs Police Department, City of Holly Springs, or end user does not have a license.
3. Installation of any software without preapproval and virus scan.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, logic bombs, etc.).

5. Revealing your account passwords to others or allowing use of your account by others.
6. Effecting security breaches or disruptions of network communication.

Security breaches include but are not limited to:

- a. Accessing data of which the employee is not the intended recipient.
- b. Logging into a server that the employee is not expressly authorized to access unless the duties are within the scope of regular duties.

Disruption includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

7. Port scanning or security scanning (unless prior notification has been given to the Holly Springs Police Department LASO).
8. Executing any form of network monitoring which will intercept data not intended for the employee's host unless this activity is a part of the employee's normal job/duty.
9. Circumventing user authentication or security of any host, network, or account.
10. Interfering with or denying service to any user other than the employee's host.
11. Using any program/script/command or sending messages of any kind, with the intent to interfere with or disable a user's terminal session, via any means, locally or via Internet/Intranet/Extranet.
12. Providing information about NCIC or list of Holly Springs Police Department employees outside of Holly Springs Police Department.
13. Accessing data to which the individual has no legitimate right.
14. Enabling unauthorized individuals to access data.
15. Disclosing data in a way that violates applicable policy, procedures, or relevant regulations or law.
16. Inappropriately modifying or destroying data.
17. Inadequately protecting restricted data.

Any violation of this policy may result in network removal, access revocation, corrective, or disciplinary action, civil or criminal prosecution, and termination of employment.

20.2 CRIMINAL JUSTICE COMMERCIAL DISSEMINATION POLICY

EFFECTIVE DATE:

REVISED DATE:

REVIEW DATE:

CHIEF OF POLICE:

I. PURPOSE

The purpose of this policy is to establish guidelines regarding the commercial dissemination of Georgia Crime Information Center (GCIC) state system/National Crime Information Center (NCIC) non-restricted files and information obtained thereof.

II. SCOPE

This policy applies to all agency employees, non-paid employees, and vendors/contractors with access, to include physical and logical access, to GCIC/NCIC materials, records, and information.

III. REGULATIONS

All employees are required to follow the policies, rules and procedures set forth by GCIC, FBI CJIS Security Policy, and the laws of the State of Georgia.

The Commercial Dissemination of GCIC/NCIC non-restricted files, formally known as "hot files" is prohibited by this department. Non-restricted files (hot files) include wanted persons, missing persons, unidentified persons, stolen vehicles (including parts, license plates, and boat trailers), stolen guns, stolen articles, stolen boats, and stolen securities. Requests for non-restricted file (hot file) checks only, not associated with a properly documented criminal history record check are prohibited for non-criminal justice purposes. Access to the non-restricted files and the information contained therein is limited to authorized criminal justice requestors to be used only for authorized criminal justice purposes.

20.3 CJI APPROPRIATE CONDUCT AND DISCIPLINE POLICY

EFFECTIVE DATE:

REVISED DATE:

REVIEW DATE:

CHIEF OF POLICE:

I. PURPOSE

The purpose of this policy is to establish guidelines regarding the use of technological resources used to access FBI CJIS systems.

II. SCOPE

This policy applies to all Holly Springs Police Department (HSPD) personnel with access to FBI Criminal Justice Information (CJI) or any system with stored FBI CJI and to all technology equipment: computers, laptops, software, copiers, printers, terminals, MDTs, mobile devices, live scan devices, fingerprint scanners, software to include RMS/CAD, operating systems, etc., used to process, store, and/or transmit FBI CJIS.

III. POLICY

In support of Holly Springs Police Department's mission of public service to the city of Holly Springs citizens, the HSPD provides the needed technological resources needed to personnel to access FBI CJIS systems and information in support of the agency's mission. All agency personnel, with access to FBI Criminal Justice Information (CJI) or any system with stored FBI CJI, have a duty to protect the system and related systems from physical and environmental damage and are responsible for correct use, operation, care and maintenance of the information. All technology equipment: computers, laptops, software, copiers, printers, terminals, MDTs, mobile devices, live scan devices, fingerprint scanners, software to include RMS/CAD, operating systems, etc., used to process, store, and/or transmit FBI CJIS is a privilege allowed by HSPD, state CSO, and the FBI. To maintain the integrity and security of the HSPD's and FBI's CJIS systems and data, this computer use privilege requires adherence of relevant federal, state and local laws, regulations and contractual obligations. All existing laws and HSPD regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply to personal conduct.

Misuse of computing, networking or information resources may result in temporary or permanent restriction of computing privileges up to employment termination or criminal prosecution in compliance with HSPD Policy 5.1. In some misuse situations, account privileges will be suspended to prevent ongoing misuse while under investigation. Additionally, misuse can be prosecuted under applicable statutes. All files are subject for search. Where follow-up actions against a person or agency after an information security incident involves legal action (either civil or criminal), the evidence shall be collected,

retained, and presented to conform to the rules for evidence laid down in the relevant jurisdiction(s). Complaints alleging misuse of HSPD's computing and network resources and FBI CJIS systems and/or data will be directed to the employee's Division Commander and the Chief of Police.

A. EXAMPLES OF MISUSE WITH ACCESS TO FBI CJI

1. Using someone else's login that you are not the owner.
2. Leaving computer logged in with your login credentials unlocked in a physically unsecure location allowing anyone to access HSPD systems and/or FBI CJIS systems and data in your name.
3. Allowing unauthorized person to access FBI CJI at any time for any reason. Note: Unauthorized use of the FBI CJIS systems is prohibited and may be subject to criminal and/or civil penalties.
4. Allowing remote access of HSPD issued computer equipment to FBI CJIS systems and/or data without prior authorization by HSPD.
5. Obtaining a computer account that you are not authorized to use.
6. Obtaining a password for a computer account of another account owner.
7. Using the HSPD's network to gain unauthorized access to FBI CJI.
8. Knowingly performing an act which will interfere with the normal operation of FBI CJIS systems.
9. Knowingly propagating a computer virus, Trojan horse, worm and malware to circumvent data protection or compromising existing security holes to FBI CJIS systems.
10. Violating terms of software and / or operating system licensing agreements or copyright laws.
11. Duplication of licensed software, except for backup and archival purposes that circumvent copyright laws for use in HSPD, for home use or for any customer or contractor.
12. Deliberately wasting computing resources to include streaming audio, videos for personal use that interferes with HSPD network performance.
13. Using electronic mail or instant messaging to harass others.
14. Masking the identity of an account or machine.

15. Posting materials publicly that violate existing laws or HSPD's policies or codes of conduct.
16. Attempting to monitor or tamper with another user's electronic mail or files by reading, copying, changing, or deleting without explicit agreement of the owner.
17. Using HSPD's technology resources to advance unwelcome solicitation of a personal or sexual relationship while on duty or through the use of official capacity.
18. Unauthorized possession of, loss of, or damage to HSPD's technology equipment with access to FBI CJI through unreasonable carelessness or maliciousness.
19. Maintaining FBI CJI or duplicate copies of official HSPD files in either manual or electronic formats at his or her place of residence or in other physically non-secure locations without express permission.
20. Using HSPD's technology resources and/or FBI CJIS systems for personal or financial gain.
21. Deliberately failing to report promptly any known technology-related misuse by another employee that may result in criminal prosecution or discipline under this policy.
22. Using personally owned devices on HSPD's network to include personally-owned thumb drives, CDs, mobile devices, tablets on wifi, etc. Personally owned devices should not store HSPD data, State data, or FBI CJI.

The above listing is not all-inclusive and any suspected technology resource or FBI CJIS system or FBI CJI misuse will be handled by HSPD command staff on a case-by-case basis. Activities will not be considered misuse when authorized by appropriate HSPD officials for security or performance testing.

B. PRIVACY POLICY

All agency personnel utilizing agency-issued technology resources funded by HSPD expressly acknowledges and agrees that such service, whether for business or personal use, shall remove any expectation of privacy. Use of HSPD systems indicate consent to monitoring and recording. The HSPD reserves the right to access and audit all communications including electronic and physical media at rest, in transit and at end of life. HSPD personnel shall not store personal information with an expectation of personal privacy that are under the control and management of HSPD.

C. PERSONAL USE OF AGENCY TECHNOLOGY

The computers, electronic media and services provided by HSPD are primarily for business use to assist personnel in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business

purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes.

However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

D. MISUSE NOTIFICATION

Due to the increase in the number of accidental or malicious computer attacks against both government and private agencies, HSPD shall: (i) establish an operational incident handling capability for all information systems with access to FBI CJIS systems and data. This includes adequate preparation, detection, analysis, containment, recovery, and user response activities; (ii) track, document, and report incidents to appropriate agency officials and/or authorities.

ISOs have been identified as the POC on security-related issues for their respective agencies and shall ensure LASOs institute the CSA incident response reporting procedures at the local level.

All HSPD personnel are responsible to report misuse of HSPD technology resources to the agency Local Agency Security Officer. The LASO is responsible to report incidents to GBI Information Security at GBIInfoSec@GBI.ga.gov.

20.4 MAN-MADE / NATURAL DISASTER POLICY

EFFECTIVE DATE:

REVISED DATE:

REVIEW DATE:

CHIEF OF POLICE:

I. PURPOSE

To establish guidelines to follow in the event of a man-made or natural disaster to ensure that GCIC CJIS Network material, records and information obtained thereof, are secure.

II. SCOPE

This policy applies to all Holly Springs Police Department (HSPD) employees, non-paid employees or volunteers, and vendors/contractors with access, to include physical or logical access, to GCIC materials, records and information.

III. POLICY

In the event of a man-made or natural disaster, the Chief of Police of the Holly Springs Police Department or his designee and/or the Local Agency Security Officer (LASO) shall have the responsibility of ensuring that GCIC materials and records maintained by the agency, are not in danger of being damaged or destroyed.

In the event that materials or records are not secure or have been damaged or destroyed, the affected agency personnel shall make immediate notification to the Chief of Police or his designee and/or LASO to inform them of the situation. If necessary, personnel shall be stationed in the area (at the request of the TAC or on-duty shift supervisor) to secure GCIC materials and records until they can be resecured or removed to another secure location.

The Chief of Police, his designee and/or LASO shall be responsible for taking necessary steps to ensure that all materials and records are re-secured on site or that the materials and records are moved to another secure location.

20.5 PHYSICAL AND ELECTRONIC MEDIA PROTECTION POLICY

EFFECTIVE DATE:

REVISED DATE:

REVIEW DATE:

CHIEF OF POLICE:

I. PURPOSE

The intent of the Media Protection Policy is to ensure the protection of the Criminal Justice Information (CJI) until such time as the information is either released to the public via authorized dissemination (e.g. within a court system or when presented in crime reports data), or is purged or destroyed in accordance with applicable record retention rules.

This Media Protection Policy was developed using the FBI's Criminal Justice Information Services (CJIS) Security Policy. The Holly Springs Police Department (HSPD) may complement this policy with a local policy; however, the CJIS Security Policy shall always be the minimum standard. The local policy may augment, or increase the standards, but shall not detract from the CJIS Security Policy standards.

II. SCOPE

The scope of this policy applies to any electronic or physical media containing FBI Criminal Justice Information (CJI) while being stored, accessed, or physically moved from a secure location from the Holly Springs Police Department. This policy applies to any authorized person who accesses, stores, and / or transports electronic or physical media. Transporting CJI outside the agency's assigned physically secure area must be monitored and controlled.

Authorized Holly Springs Police Department personnel shall protect and control electronic and physical CJI while at rest and in transit. The Holly Springs Police Department will take appropriate safeguards for protecting CJI to limit potential mishandling or loss while being stored, accessed, or transported. Any inadvertent or inappropriate CJI disclosure and/or use will be reported to the Holly Springs Police Department Local Agency Security Officer (LASO). Procedures shall be defined for securely handling, transporting, and storing media.

III. REGULATIONS

A. MEDIA STORAGE AND ACCESS

Controls shall be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk,

flash drives, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CJI.

To protect CJI, all HSPD personnel shall:

1. Securely store electronic and physical media within a physically secure or controlled area. A secured area includes a locked drawer, cabinet, or room.
2. Restrict access to electronic and physical media to authorized individuals.
3. Ensure that only authorized users remove printed form or digital media from the CJI.
4. Physically protect CJI until media end of life. End of life CJI is destroyed or sanitized using approved equipment, techniques, and procedures.
5. Not use personally owned information system to access, process, store, or transmit CJI unless the HSPD has established and documented the specific terms and conditions for personally owned information system usage.
6. Not utilize publicly accessible computers to access, process, store, or transmit CJI. Publicly accessible computers include but are not limited to hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.
7. Store all hardcopy CJI printouts maintained by the HSPD in a secure area accessible to only those employees whose job function require them to handle such documents.
8. Safeguard all CJI stored or accessed by the HSPD against possible misuse by complying with all applicable policies.
9. Take appropriate action when in possession of CJI while not in a secure area:
 - a. CJI must not leave the employee's immediate control. CJI printouts cannot be left unsupervised while physical controls are not in place.
 - b. Precautions must be taken to obscure CJI from public view, such as by means of an opaque file folder or envelope for hard copy printouts. For electronic devices like laptops, use session lock use and/or privacy screens. CJI shall not be left in plain public view. When CJI is electronically transmitted outside the boundary of the physically secure location, the data shall be immediately protected using encryption.
 - c. When CJI is at rest (i.e., stored electronically) outside the boundary of the physically secure location, the data shall be protected using encryption. Storage devices include external hard drives from computers, printers and

copiers used with CJI. In Storage devices also include thumb drives, flash drives, back-up tapes, mobile devices, laptops, etc.

- 1) When encryption is employed, the cryptographic module used shall be certified to meet FIPS standards.
10. Lock or log off computer when not in immediate vicinity of work area to protect CJI. Not all personnel have same CJI access permissions and CJI must be kept protected on a need-to-know basis.
11. Establish appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of CJI.

B. MEDIA TRANSPORT

Controls shall be in place to protect electronic and physical media containing CJI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use. "Electronic media" means electronic storage media including memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card.

Dissemination to another agency is authorized if:

1. The other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or
2. The other agency is performing personnel and appointment functions for criminal justice employment applicants.

Holly Springs Police Department personnel shall:

1. Protect and control electronic and physical media during transport outside of controlled areas.
2. Restrict the pickup, receipt, transfer, and delivery of such media to authorized personnel.

Holly Springs Police Department personnel will control, protect, and secure electronic and physical media during transport from public disclosure by:

1. Use of privacy statements in electronic and paper documents.
2. Limiting the collection, disclosure, sharing and use of CJI.
3. Following the least privilege and role-based rules for allowing access.

4. Limit access to CJI to only those people or roles that require access.
5. Securing hand carried confidential electronic and paper documents by:
 - a. Storing CJI in a locked briefcase or lockbox.
 - b. Only viewing or accessing the CJI electronically or document printouts in a physically secure location by authorized personnel.
6. For hard copy printouts or CJI documents:
 - a. Package hard copy printouts in such a way as to not have any CJI information viewable.
 - b. That are mailed or shipped, agency must document procedures and only release to authorized individuals. DO NOT MARK THE PACKAGE TO BE MAILED CONFIDENTIAL. Packages containing CJI material are to be sent by method(s) that provide for complete shipment tracking and history, and signature confirmation of delivery. (Agency Discretion).
7. Not taking CJI home or when traveling unless authorized by Holly Springs Police Department LASO.
8. When disposing confidential documents, use a shredder.

C. PHYSICAL AND ELECTRONIC MEDIA SANITATION AND DISPOSAL

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, printouts, and other similar items used to process, store and/or transmit FBI CJI and classified and sensitive data shall be properly disposed of in accordance with measures established by HSPD.

Physical media (printouts and other physical media) shall be disposed of by one of the following methods:

1. Shredding using HSPD issued shredders.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer, and copier Hard-drives, etc.) shall be disposed of by the agency LASO or other properly trained personnel using one of the following methods:

1. Overwriting (at least 3 times) - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
2. Degaussing - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are weak and cannot effectively degauss magnetic media.

3. Destruction – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI or GBI CJI and/or sensitive and classified information shall not be released from HSPD's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

D. BREACH NOTIFICATION AND INCIDENT REPORTING

The HSPD shall promptly report incident information to appropriate authorities. Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken. Incident-related information can be obtained from a variety of sources including, but not limited to, audit monitoring, network monitoring, physical access monitoring, and user/administrator reports.

E. ROLES AND RESPONSIBILITIES

If CJI is improperly disclosed, lost, or reported as not received, the following procedures must be immediately followed:

Holly Springs Police Department personnel shall notify his/her supervisor or LASO, and an incident-report form must be completed and submitted within 24 hours of discovery of the incident. The submitted report is to contain a detailed account of the incident, events leading to the incident, and steps taken/to be taken in response to the incident.

If a supervisor is made aware of an incident where there is a loss or disclosure of CJI records, he/she must immediately notify the LASO and their division commander.

The LASO will ensure the GCIC's Information Security Officer is promptly informed of security incidents.

F. PENALTIES

Violation of any of the requirements in this policy made by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and/or termination.

20.6 SECURITY INCIDENT HANDLING POLICY

EFFECTIVE DATE:

REVISED DATE:

REVIEW DATE:

CHIEF OF POLICE:

I. PURPOSE

The purpose of this policy is to ensure the protection of Criminal Justice Information (CJI)/Criminal History Record Information (CHRI) and to establish an operational incident handling policy for the Holly Springs Police Department that includes adequate preparation, detection, analysis, containment, recovery and user response activities, as well as tracking, documenting, and appropriate incident reporting.

II. SCOPE

This policy applies to all agency employees, non-paid employees, and vendors/contractors with access, to include physical and logical access, to GCIC/NCIC materials, records, and information. In effect to protect information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network.

III. DEFINITIONS

- A. **LOCAL AGENCY SECURITY OFFICER (LASO):** The LASO is an individual appointed by the Agency Head to assume ultimate responsibility for managing the security of CJIS systems within the agency.
- B. **INFORMATION SECURITY OFFICER (ISO):** The ISO is an individual appointed by GCIC. The ISO serves as the security point of contact to the FBI CJIS Division ISO and is responsible for establishing and maintaining information security policies, assess threats and vulnerabilities, performs risk and control assessments, and oversees the governance of security operations.
- C. **PHYSICALLY SECURE LOCATION:** A facility, a police vehicle, an area, a room, or a group of rooms within a facility, with both the physical and personnel security controls sufficient to protect CJI and associate information systems.

IV. RULES AND REGULATIONS

Agency employees, non-paid employees, and vendors/contractors with access, to include physical and logical access, to GCIC materials, records, and information, are required to

follow the policies, rules, and procedures set forth by the GCIC, NCIC, FBI CJIS Security Policy, and the laws of the State of Georgia. Authorized personnel of the agency shall protect and control electronic and physical CJI/CHRI while at rest and in transit. The agency will put appropriate safeguards in place for protecting CJI/CHRI to limit potential mishandling or loss while being stored, accessed or transported. Any inadvertent or inappropriate disclosure must be reported to the Agency Head, LASO and GCIC.

Personally owned information systems shall not be authorized to access, process and store or transmit criminal justice information. All devices with access to CJI must be authorized and must meet the requirements set forth by the CJIS Security Policy.

A. SECURITY INCIDENT PREPARATION, PREVENTION & HANDLING

1. The Agency Head Shall:

- a. Ensure the perimeter of all physically secure locations are prominently posted and separated from non-secure locations by physical controls.

2. The Agency's Terminal Agency Coordinator (TAC) shall:

- a. Ensure general incident response roles and responsibilities are included as part of security awareness training.
- b. Maintain personnel listings with authorized access to the physically secure location.
- c. Control physical access to information system devices that display CJI and shall position information system devices in such a way as to prevent unauthorized individuals from accessing and viewing CJI.

3. The Agency's LASO shall:

- a. Maintain automates mechanisms to assist in the reporting of security incidents.
- b. Ensure proper tracking and documentation of information system security incidents on an ongoing basis.
- c. Identify who is using approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to the same.
- d. Identify and document how the equipment is connected the state system.
- e. Ensure that personnel security screening procedures are being followed as stated in this Policy. Ensure the approved and appropriate security measures are in place and working as expected.

- f. Ensure advanced authentication, encryption, security related updates, official use guidance, data at rest encryption, and prevention of data compromise is utilized for all departmental approved mobile devices with access to CJI.
 - g. Be able to easily identify connected users and devices of all departmentally approved devices with access to CJI.
 - h. Identify individuals who are responsible for reporting incidents within their area of responsibility.
 - i. Collect incident information from those individuals for coordination and sharing among other organizations that may or may not be affected by the incident.
 - j. Develop, implement, and maintain internal incident response procedures and coordinate those procedures with other organizations that may or may not be affected.
 - k. Collect and disseminate all incident-related information received from the Department of Justice (DOJ), FBI CJIS Division, and other entities to the appropriate local law enforcement point of contacts within their area.
 - l. Act as a single point of contact for their jurisdictional area for requesting incident response assistance. Track and document information system security incidents on an ongoing basis
 - m. Maintain completed security incident reporting forms until the subsequent GCIC triennial audit or until legal action (if warranted) is complete; whichever timeframe is greater.
4. ALL AUTHORIZED PERSONNEL OF THE AGENCY shall:
- a. Monitor physical access to the information system to detect and respond to physical security incidents.
 - b. Control physical access by authenticating visitors before authorizing escorted access to the physically secure location.
 - c. Ensure all visitors to the physically secure location are escorted by authorized personnel and always monitored.
 - d. Authorize and control information system-related items entering and exiting the physically secure location.
 - e. Securely store electronic and physical media within physically secure locations or controlled areas. The agency shall restrict access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data shall be encrypted.

- f. Protect and control electronic and physical media during transport outside of controlled areas and restrict the activities associated with transport of such media to authorized personnel.
- g. Utilize local device authentication to unlock mobile devices authorized by the agency for use in accessing CJI.
- h. Use caution when downloading internet content or clicking on web-based pop-ups/windows, unknown emails, embedded objects, and email attachments or utilizing removable devices such as flash drives, CDs, etc.
- i. Be familiar with the agency's disciplinary policy.

B. SECURITY INCIDENT REPORTING

Any security incidents that may arise shall be reported immediately to the agency's LASO. Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken.

All employees, contractors and third-party users shall be made aware of the procedures for reporting the different types of event and weakness that might have an impact on the security of agency assets and are required to report any information security events and weaknesses as quickly as possible to the LASO.

Once notified the agency's LASO will notify the Agency Head and GCIC. If deemed necessary, the agency's LASO will:

Notify GCIC to relay the preliminary details of the incident.

Investigate the reported incident and submit an incident response form to GCIC once all the information has been gathered.

Where a follow-up action against a person or agency after an information security incident involves legal action (either civil or criminal), evidence shall be collected, retained, and presented to conform to the rules for evidence in accordance with agency's standard operating procedure regarding evidence procedures.

C. SECURITY INCIDENT REPORTING FOR MOBILE DEVICES

Rapid response to mobile device related incidents can significantly mitigate the risks associated with illicit data access either on the device itself or within online data resources associated with the device through an application or specialized interface.

All employees of the agency with approved mobile device access to CJI shall be made aware of the procedures for reporting the different types of events and weakness that might have an impact on the security of agency assets and are required to report any

information security events and weaknesses. Once notified the LASO will notify the Agency Head and GCIC.

1. If deemed necessary, the LASO will:
 - a. Notify GCIC to relay the preliminary details of the incident.
 - b. Investigate the reported incident and submit an incident response form to GCIC once all the information has been gathered.
 - c. Where a follow-up action against a person or agency after an information security incident involves legal action (either civil or criminal), evidence shall be collected, retained, and presented to conform to the rules for evidence in accordance with agency's standard operating procedures regarding evidence procedures.
2. Special reporting procedures for mobile devices shall apply in any of the following situations:
 - a. **Loss of device control** – The device is in the physical control of a non-CJIS authorized individual, or the device is left unattended in an unsecure location (e.g., counter of the coffee shop). Even if the device is recovered quickly there is significant risk that either the device settings could be tampered with or data on the device could be illicitly accessed.
 - b. **Total loss of device** – The physical location of the device is unknown, the device has been accidentally destroyed beyond the means of information retrieval such as the ocean or a canyon.
 - c. **Device compromise** – This includes rooting, jail breaking or malicious application installation on the device during a loss of device control scenario or inappropriate user action in the installation of applications to the device (compromise can occur from either intentional threat agent actions or accidental user actions).
3. In the event of a total loss of device, loss of control, or device compromise, the LASO will:
 - a. Notify GCIC to relay the preliminary details of the incident.
 - b. Enable mobile device locating features if the security of the device has not been compromised. (i.e., the device has been misplaced within the department or another secure location)
 - c. Contact the mobile device carrier and request assistance with device tracking.
 - d. If tracking for the mobile device is unsuccessful the agency LASO will:

- 1) Secure, control, or remotely erase all data on any department issued mobile device with CJI access as deemed necessary.
 - 2) Utilize remote features to “lock/kill” all device hardware.
 - 3) Once the “lock/kill” feature has been activated, the LASO will contact the device carrier to ensure the mobile device has been successfully “locked/killed”.
 - 4) If remote “lock/kill” feature is unavailable, a request to disable the mobile device via the network will be made to the device carrier.
 - 5) Notify GCIC of loss and request assigned ORI to be deactivated.
 - 6) Complete the reported incident investigation and submit an incident response form to GCIC once all the information has been gathered.
 - 7) Where a follow-up action against a person or agency after an information security incident involves legal action (either civil or criminal), evidence shall be collected, retained, and presented to conform to the rules for evidence in accordance with agency’s standard operating procedure regarding evidence procedures.
4. All security incidents and/or GCIC violations will be reported in writing to the GCIC Division Director by the agency head, in accordance with GCIC policies and procedures.

D. SANCTIONS

Violation of any of the requirements in this policy by any authorized personnel may result in criminal prosecution by the State of Georgia, and/or administrative sanctions including, but not limited to, termination of employment with the agency.

20.7 VALIDATION POLICY AND PROCEDURE

EFFECTIVE DATE:

REVISED DATE:

REVIEW DATE:

CHIEF OF POLICE:

I. PURPOSE

To establish guidelines in compliance with the Georgia GCIC Council Rules, GCIC Policy Manual, NCIC Operating Manual, State and Federal Laws regarding the maintenance of records entered on GCIC/NCIC for timeliness, accuracy, and completeness.

II. SCOPE

The policy applies to Holly Springs Police Department (HSPD) Terminal Agency Coordinator (TAC) and/or any additional personnel responsible for the validation of GCIC/NCIC entry records. This policy outlines the process required to validate and maintain agency entry records.

III. POLICY

It is the responsibility of the HSPD TAC to coordinate the agency's validation process in accordance with GCIC Council Rules. The TAC or the person assigned to complete the validations shall follow all validation instructions for all GCIC entries contained in the standard operating procedure for the monthly record entry validation process and any CJIS network Operational Directives. It is the duty of the TAC or the person assigned to complete the validation process, to address any issues concerning the quality of records immediately.

IV. PROCEDURE

A. RECORDS SUBJECT TO VALIDATION

1. Wanted/Missing Persons
2. Unidentified Persons
3. Stolen Vehicles
4. Stolen Guns
5. Stolen Boats/Boat Parts
6. Stolen Securities

7. Stolen Articles
8. Recovered/Abandoned Vehicles
9. Recovered Guns

B. TAC RESPONSIBILITIES

1. Print and review the monthly listing of record entries for validation received from GCIC.
2. Compare each record to supporting documentation such as original arrest warrant (has it been served); criminal case file (is information accurate, complete, and valid); missing person reports, available criminal history records, etc.
3. Check with issuing authorities or prosecutors to determine if warrants remain valid or cases will be prosecuted.
4. Check with owners of serial-numbered property if recovery has been made or ownership has changed.
5. Verify missing persons have not returned.
6. Cancel records that are no longer valid.
7. Modify record entries that contain erroneous information or are incomplete and create supplemental record entries as required when additional information becomes available.
8. Complete validation certification using the online CJIS Validation System and following the processes and procedures prescribed by GCIC.

20.8 USER ACCOUNT ACCESS VALIDATION AND REMOVAL POLICY

EFFECTIVE DATE:

REVISED DATE:

REVIEW DATE:

CHIEF OF POLICE:

I. PURPOSE

To establish guidelines for reviewing all accounts and privileges on systems that contain Criminal Justice Information (CJI).

II. SCOPE

This policy applies to all Holly Springs Police Department (HSPD) employees, non-paid employees or volunteers, and vendors/contractors with accounts that provide access to GCIC/NCIC materials, records and information. The review of accounts includes all accounts which access or contain CJI.

III. POLICY

Access to the GCIC/NCIC network is restricted and shall only be used for the purpose of Criminal Justice Administration. This includes Georgia Enterprise Technology Service (GETS), Portal XL, National Incident-Based Reporting System (NIBRS), and First Net Learning Management System (LMS). Access is restricted through the use of individual passwords, which are prohibited from being shared. All Changes, such as adding new hires, removal of employee access, and modifications to user names will be completed by the Terminal Agency Coordinator (TAC) or the Lead Agency Security Officer (LASO).

A. GUIDELINES AND RESTRICTIONS

1. The TAC or his/her designee is responsible for reviewing all accounts to ensure that access and account privileges commensurate with job functions, need-to-know, and employment status.
2. All guest accounts (for those who are not official employees of the HSPD) with access to the criminal justice network shall be set to expire within one year or on the date work is to be completed, whichever occurs first.
3. The TAC must disable all new accounts that have not been accessed within 30 days of creation. Accounts of individuals on extended leave (more than 30 days) should be disabled. (Note: exceptions can be made at the discretion of the Chief of Police or his designee.)

4. The TAC must be notified immediately if a user's information system usage or need-to-know status changes (i.e., the employee separates from the agency, transfers to a different role, etc.). If an individual is assigned to another office/agency for an extended period (more than 90 days), the TAC will transfer the individual's account(s) to the new office/agency.
5. The TAC will remove or disable all access accounts for separated and/or terminated employees following separation from the agency.
6. Primary responsibility for account management belongs to the TAC.

B. TAC RESPONSIBILITIES

The TAC will:

1. Modify user accounts in response to events like name changes, accounting changes, permission changes, office transfers, etc.
2. Periodically review existing accounts for validity (at least every 6 months).
3. Cooperate fully with an authorized security team that is investigating a security incident or performing an audit review.

20.9 APPLICANT PRIVACY RIGHTS NOTIFICATION POLICY

EFFECTIVE DATE:

REVISED DATE:

REVIEW DATE:

CHIEF OF POLICE:

I. PURPOSE

The purpose of this policy is to establish procedure for notifying applicants and employees of their rights regarding information derived from the Georgia Crime Information Center (GCIC) and/or Federal Bureau of Investigation (FBI) Criminal Justice Information System (CJIS) network; and outline an appeal process for applicants or employees who wish to dispute findings on their fingerprint-based criminal history record.

II. POLICY

A. GENERAL PROVISIONS

The Holly Springs Police Department conducts or requests fingerprint-based background checks for criminal justice employment and re-certification purposes through GCIC/NCIC. Prior to fingerprinting, individuals must complete an application and receive a copy of the Applicant Privacy Rights and the Privacy Act Statement (ANNEX 20.D).

The Applicant Privacy Rights and Privacy Act Statement are provided to the criminal justice applicant by:

1. A copy is provided as part of the application packet
2. A copy is provided to the applicant at the time of fingerprinting

Once the applicant has read the Applicant Privacy Rights and the Privacy Act Statement, the applicant will sign the Applicant must sign the Applicant Privacy Rights Notification Signature Form (ANNEX 20.E) stating the notification was received.

The Holly Springs Police Department will maintain the signed document for the duration of the audit cycle, no less than three years.

B. RECORD CHALLENGE / CORRECTION

If an applicant chooses to challenge the accuracy of the criminal history record or needs to correct or update a record, they will be given thirty (30) days to do so.

The applicant is notified in the in the Applicant Privacy Rights that the procedures for challenging an FBI record are set forth in 28 CFR 16.30 through 16.34 and the procedures for challenging a Georgia record can be found on the GBI website.

The applicants WILL NOT be given a copy of the fingerprint-based criminal history records.

The Holly Springs Police Department is not authorized to release the name-based criminal history record.

C. APPEAL PROCESS

Each applicant or employee is provided an opportunity to appeal an adverse decision based on the criminal history record information provided from the fingerprint-based background check.

The procedures for the appeal process are as follows:

1. The applicant/employee must, within 10 days of an adverse decision, notify the Chief of Police in writing of their intent to challenge or correct information provided from the fingerprint-based background check.
2. The applicant/employee is responsible for following the procedures outlined in the Applicant Privacy Rights to challenge or correct their record with either the agency that contributed the questioned information, GCIC or the FBI and will have 30 days to do so.
3. The applicant/employee will contact the agency to notify them of the outcome of the challenge within the 30-day period to be fingerprinted again.
4. The Chief of Police will render a decision on the appeal after the applicant/employee provides the outcome of the challenge and has been fingerprinted again, or after 30-days.

City of Holly Springs
City Council Public Hearing Minutes
November 10, 2022

Elected Officials Present: Mayor Steven W. Miller, Councilman Kevin Moore, Councilwoman Dee Phillips, Councilman Kyle Whitaker, Councilman Jeff Wilbur, Mayor Pro Tem Michael Roy Zenchuk II.

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk Karen Norred, Deputy Chief Greg Clyburn, Community Development Director Nancy Moon, Finance Director Denise Lamazares, Communications & External Affairs Director Erin Honea, Court Administrator Donna Sanders, Accounting Specialist Becky Bruce, Sergeant Naveed Babar, and Facilities Manager/Information Technology Manager Ron Carter.

Mayor Miller called the Public Hearing to order.

Finance Director Denise Lamazares presented proposed 2023 Budget Appropriation for the Year Ending December 31, 2023.

No public comment.

Mayor Pro Tem Zenchuk made a motion to adjourn and enter into Executive Session for the purposes of Litigation and Real Estate. Councilman Whitaker seconded the motion. Motion carried 5-0.

City of Holly Springs
City Council Work Session Minutes
November 10, 2022

Elected Officials Present: Mayor Steven W. Miller, Councilman Kevin Moore, Councilwoman Dee Phillips, Councilman Kyle Whitaker, Councilman Jeff Wilbur, Mayor Pro Tem Michael Roy Zenchuk II.

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk Karen Norred, Deputy Chief Greg Clyburn, Community Development Director Nancy Moon, Finance Director Denise Lamazares, Communications & External Affairs Director Erin Honea, Court Administrator Donna Sanders, Accounting Specialist Becky Bruce, Sergeant Naveed Babar, and Facilities Manager/Information Technology Manager Ron Carter.

Mayor Miller called the Work Session to order.

Mayor Miller led the Pledge of Allegiance. Mayor Pro Tem Zenchuk gave the invocation.

County resident Al Clary informed Council that he was available to answer questions about any of the documents he had provided to them in opposition of CUP-01-2022.

City resident Tanya Phillips spoke against MA-09-2022 citing traffic concerns.

City resident David Boyenga inquired as to whether or not the traffic study for cases MA-05-2022, CUP-02-2022, and CUP-01-2022 included Hickory Road and wanted to know during what times the study was completed.

County resident David Whittaker addressed Council stating that he wanted the age-targeted housing in MA-05-2022 to have entrances on Hickory Road.

City resident Chris DeLuca spoke in regard to MA-09-2022 stating that while he was not opposed to the project, he did cite traffic safety concerns and asked that Council ensure that any traffic studies include the busiest times for residents.

City Manager Robert H. Logan announced that he and his wife, Pam, would become grandparents in May; their daughter, Sarah and her husband, Brad, are expecting their first child.

Mayor Pro Tem Michael Roy Zenchuk wished everyone a happy Veterans Day.

Mayor Pro Tem Zenchuk made a motion to adjourn. Councilwoman Phillips seconded the motion. Motion carried 5-0.

Meeting adjourned.

City of Holly Springs
City Council Special Called Meeting Minutes
November 10, 2022

Elected Officials Present: Mayor Steven W. Miller, Councilman Kevin Moore, Councilwoman Dee Phillips, Councilman Kyle Whitaker, Councilman Jeff Wilbur, Mayor Pro Tem Michael Roy Zenchuk II.

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk Karen Norred, Deputy Chief Greg Clyburn, Community Development Director Nancy Moon, Finance Director Denise Lamazares, Communications & External Affairs Director Erin Honea, Accounting Specialist Becky Bruce, and Facilities Manager/Information Technology Manager Ron Carter.

Mayor Miller called the Special Called Meeting to order.

Councilman Whitaker made a motion to move Items 2-8 to a Consent Agenda. Councilwoman Phillips seconded the motion. Motion carried 5-0.

Councilwoman Phillips made a motion to deny consideration of the appeal of the decision of V-08-2022, a variance from the RD-20, Single Family and Duplex, regulations of the Holly Springs Zoning Ordinance for property located off of Old Magnolia Way, Holly Springs, Georgia, tax parcel 011 or tax plat 93N01. Mayor Pro Tem Zenchuk seconded the motion. Motion carried 5-0.

Consent Agenda

2. A resolution establishing a Tax Allocation District Fund
3. A resolution to open the Tax Allocation District Fund Checking account at South State Bank
4. A resolution amending the Municipal Services Master Fee Schedule
5. A quote from Woodward Construction Company, Inc. in an amount not to exceed \$87,000
6. A resolution of the City of Holly Springs, Georgia authorizing the renewal of Health Insurance effective January 1, 2023 with Cigna Healthcare for the medical, dental and vision lines of coverage and; to renew the Open Access Plus Plan OAP base as the medical base plan, and to renew the Open Access Plus Plan OAP buy-up as the buy-up option; to renew the Q5 DPPO \$1000/Ortho plan as the dental plan; to renew the C1-Standard PPO Comprehensive Plan as the vision plan; and to authorize the City Clerk/HR Director to execute all documents pertaining to these matters
7. A resolution of the City of Holly Springs, Georgia authorizing the renewal of the Basic Life and AD&D Insurance, the voluntary life insurance, the short-term disability, the renewal of the long-term disability, the voluntary accident insurance, the voluntary critical illness insurance with the Standard Insurance Company; and to authorize the City

Clerk/HR Director to execute all documents pertaining to these matters for plan year January 1, 2023 through December 31, 2023

8. A resolution of the City of Holly Springs, Georgia authorizing the renewal of the Health Reimbursement Arrangement (HRA) with Medcom to reimburse the last \$250 of the eligible participant's deductible; authorizing the renewal of the Medical Flexible Spending Account (FSA) with Medcom and to allow eligible participants to set aside up to the annual maximum of \$3,050 and to carry over up to \$610; the renewal of contracting the COBRA administration; and to authorize the City Clerk/HR Director to execute all documents pertaining to the these matters for plan year January 1, 2023 through December 31, 2023

Councilman Whitaker made a motion to approve the November 10, 2022 Consent Agenda. Councilwoman Phillips seconded the motion. Motion carried 5-0.

Councilwoman Phillips made a motion to adjourn. Mayor Pro Tem Zenchuk seconded the motion. Motion carried 5-0.

Meeting adjourned.

Respectfully Submitted.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

City of Holly Springs
City Council Work Session Meeting Minutes
November 21, 2022

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

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk Karen Norred, Chief Tommy Keheley, Community Development Director Nancy Moon, Deputy Chief Greg Clyburn, and Facilities Manager/Information Technology Manager Ron Carter.

Mayor Miller called the Work Session to order.

Public Comment

City resident Dave Konwick addressed Council regarding MA-09-2022; Mr. Konwick stated the he does not support the one-way in, one-way out design of the project as presented and requested that Council design and construct acceleration and deceleration lanes for Cedar Valley Drive at its intersection with Hickory Road. He also asked that staff examine the zoning ordinance regarding zoning case notification requirements of developers and the City for consistency.

Mayor Pro Tem Zenchuk made a motion to table Item C, Discuss 2023 Meeting Calendar. Councilman Wilbur seconded the motion. Motion carried 5-0.

Mayor Pro Tem Zenchuk made a motion to table Item E, Discuss revisions to the Harmony on the Lakes at Holly Springs Street Tree Plan. Councilman Moore seconded the motion. Motion carried 5-0.

Mayor Pro Tem Zenchuk made a motion to adjourn and enter into Executive Session for the purpose of Real Estate. Councilwoman Phillips seconded the motion. Motion carried 5-0.

Meeting adjourned.

City of Holly Springs
City Council Business Meeting Minutes
November 21, 2022

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

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk Karen Norred, Chief Tommy Keheley, Community Development Director Nancy Moon, Deputy Chief Greg Clyburn, and Facilities Manager/Information Technology Manager Ron Carter.

Mayor Miller called the Business Meeting to order.

Mayor Miller led the Pledge of Allegiance. Mayor Pro Tem Zenchuk gave the invocation.

Consent Agenda

1. October 3, 2022 Council Work Session and Special Called Meeting minutes
2. October 17, 2022 Council Work Session and Business Meeting minutes
3. 2023 Budget Appropriation for the Year Ending December 31, 2023
4. 2023-2027 Capital Improvement Plan
5. City of Holly Springs Municipal Court Governmental Probation Agreement between Municipal Court and the City of Holly Springs, Georgia and authorize the Mayor and Probation Officer to execute the agreement
6. Quote # 2425 from Cherokee Truck Equipment, LLC in an amount not to exceed 23,445
7. A quote from Douglas Outdoors, LLC for sidewalk repairs at 152 Edgewater Trail in an amount not to exceed \$3,540
8. A resolution adopting an updated Job Classification and Compensation Plan

Councilman Wilbur made a motion to approve the November 21, 2022 Consent Agenda. Councilwoman Phillips seconded the motion. Motion carried 5-0.

Mayor Pro Tem Zenchuk made a motion to remove Item 18, Approve/deny the 2023 Meetings Calendar and Item 20, Approve/deny revisions to the Harmony on the Lakes at Holly Springs Street Tree Plan from the Business Meeting Agenda. Councilman Whitaker seconded the motion. Motion carried 5-0.

Mayor Pro Tem Zenchuk made a motion to approve MA-09-2022, rezoning of 29.2 +/- acres located off of Red Bud Lane and Hickory Road, Holly Springs, GA, tax parcels 235C, 235D, 236, 237, 239, and 240 of tax plat 15N14, from R-40, Single Family Residential Estate, NC, Neighborhood Commercial, to TND, Traditional Neighborhood Development. Councilman Wilbur seconded the motion. Motion carried 4-1. Councilwoman Phillips opposed.

Mayor Pro Tem Zenchuk made a motion to deny without prejudice CUP-01-2022, a conditional use permit for a Self-Storage Establishment for property located off of East Cherokee Drive, Holly Springs, GA, tax parcel 118 of tax plat 15N26. Councilman Whitaker seconded the motion. Motion carried 5-0.

Mayor Pro Tem Zenchuk made a motion to approve A-03-2022, annexation of 5.84 +/- acres located off of Holly Springs Parkway, Cherokee County, GA, tax parcels 065 and 065A of tax plat 15N15. Councilman Moore seconded the motion. Motion carried 5-0.

Councilman Whitaker made a motion to deny MA-07-2022, rezoning of 21.01 +/- acres located off of Holly Springs Parkway, Holly Springs, GA, tax parcels 065, 065A, 066, 067, 068, 068A, 068B, and 068C of tax plat 15N15, from GC, General Commercial, MXD, Mixed Use Overlay (City) and R-40, Single Family Residential Estate (County), to GC, General Commercial and MXD, Mixed Use Overlay (City). Mayor Pro Tem Zenchuk seconded the motion. Motion carried 5-0.

Mayor Pro Tem Zenchuk made a motion to reopen Item 12, MA-07-2022, rezoning of 21.01 +/- acres located off of Holly Springs Parkway, Holly Springs, GA, tax parcels 065, 065A, 066, 067, 068, 068A, 068B, and 068C of tax plat 15N15, from GC, General Commercial, MXD, Mixed Use Overlay (City) and R-40, Single Family Residential Estate (County), to GC, General Commercial and MXD, Mixed Use Overlay (City). Councilman Whitaker seconded the motion. Motion carried 5-0.

Mayor Pro Tem Zenchuk made a motion to approve MA-07-2022, rezoning of 21.01 +/- acres located off of Holly Springs Parkway, Holly Springs, GA, tax parcels 065, 065A, 066, 067, 068, 068A, 068B, and 068C of tax plat 15N15, from GC, General Commercial, MXD, Mixed Use Overlay (City) and R-40, Single Family Residential Estate (County), to GC, General Commercial and MXD, Mixed Use Overlay (City) with staff stipulations as described in MA-07-2022. Councilman Moore seconded the motion. Motion carried 5-0.

Mayor Pro Tem Zenchuk made a motion to approve MA-10-2022, rezoning of 1.94 +/- acres located off of Univeter Road, Holly Springs, Ga, tax parcel 179A (partial) of tax plat 15N19 from R-40, Single Family Residential Estate, to R-20, Single Family Residential with staff stipulations as described in MA-10-2022. Councilwoman Phillips seconded the motion. Motion carried 5-0.

Mayor Pro Tem Zenchuk made a motion to approve a proposal from Douglas Outdoors LLC for replacement of street trees in Harmony on the Lakes in an amount not to exceed \$200 per tree. Councilman Moore seconded the motion. Motion carried 5-0.

Mayor Pro Tem Zenchuk made a motion to approve the release of Edgewater Phase 3 Maintenance Bond #800036694, Crestbrooke Phase 1 Performance Bond #0740550, Crestbrooke Phase 2 Performance Bond #30105300, and Spring Meadows-Landscaping Performance Bond # CMS330921. Councilman Wilbur seconded the motion. Motion carried 5-0.

Mayor Pro Tem Zenchuk made a motion to approve a resolution to accept and authorize certain streets in Edgewater Phase 3 to become publicly maintained streets. Councilman Moore seconded the motion. Motion carried 5-0.

Councilman Wilbur made a motion to approve a request by the applicant to withdraw without prejudice CUP-03-2022, conditional use permit for an Auto Service Establishment for property located off of Holly Springs Parkway, Holly Springs, GA, tax parcel 071E of tax plat 15N15. Councilwoman Phillips seconded the motion. Motion carried 5-0.

Mayor Pro Tem Zenchuk made a motion to approve an addendum to the Memorandum of Agreement with the Systematic Alien Verification for Entitlements (SAVE) Program. Councilwoman Phillips seconded the motion. Motion carried 5-0.

Mayor Pro Tem Zenchuk made a motion to adjourn. Councilman Moore seconded the motion. Motion carried 5-0.

Meeting adjourned.

Respectfully Submitted.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)



FINANCIAL HIGHLIGHTS
November 30, 2022



Budget Summary
92% of year lapsed

Audited

	2021 Year End Actual	2022 Budget	2022 Year to Date	% Annual Budget
REVENUES BY FUND				
General Fund	10,928,072	10,375,000	6,980,322	67.28%
Operating Grant Fund	135,670	90,000	65,488	72.76%
American Rescue Plan (ARP) Act of 2021	469	5,767,700	2,885,057	50.02%
Parks & Recreation Fund	468,147	407,150	443,545	108.94%
Tax Allocation District	-	-	89,563	100.00%
Hotel/Motel Tax Fund	4,945	6,000	3,963	66.05%
Urban Redevelopment Agency	1,169,551	9,375,000	3,173,452	33.85%
SPLOST III Fund	6,039	286,000	2,982	1.04%
SPLOST IV Fund	6	69,000	348	0.50%
SPLOST V Fund	3,002,527	7,950,000	2,749,725	34.59%
Town Center Fund	1,398,696	9,428,400	3,173,452	33.66%
Debt Service Fund	150,374	2,000,000	649,368	32.47%
Stormwater Utility Fund	1,286,476	460,000	167,787	36.48%
Municipal Court Fund	1,098,966	940,500	720,550	76.61%
TOTAL REVENUES - ALL FUNDS	\$ 19,649,937	\$ 47,154,750	\$ 21,105,602	44.76%

EXPENDITURES/EXPENSES BY FUND

General Fund	9,556,789	10,375,000	9,973,564	96.13%
Operating Grant Fund	135,667	90,000	66,231	73.59%
American Rescue Plan (ARP) Act of 2021	-	5,767,700	-	0.00%
Parks & Recreation Fund	194,977	407,150	279,794	68.72%
Tax Allocation District	-	-	-	-
Hotel/Motel Tax Fund	5,295	6,000	3,945	65.75%
Urban Redevelopment Agency	1,169,551	9,375,000	3,173,452	33.85%
SPLOST III Fund	-	286,000	3,617	1.26%
SPLOST IV Fund	-	69,000	69,418	0.00%
SPLOST V Fund	1,238,338	7,950,000	3,337,535	41.98%
Town Center Fund	1,796,777	9,428,400	3,236,393	34.33%
Debt Service Fund	1,307,698	2,000,000	1,081,371	54.07%
Stormwater Utility Fund	335,099	460,000	455,478	99.02%
Municipal Court Fund	1,065,831	940,500	704,090	74.86%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 16,806,022	\$ 47,154,750	\$ 22,384,887	47.47%



**Comparison to Prior Year
92% of year lapsed**

	11/30/2021 Actual (audited)	2021 Annual Amended Budget	% of Annual Budget	11/30/2022 Actual	2022 Budget	% of Annual Budget
REVENUES BY FUND						
General Fund	7,179,705	10,535,000	68.15%	6,980,322	10,375,000	67.28%
Operating Grant Fund	122,421	125,000	97.94%	65,488	90,000	72.76%
American Rescue Plan (ARP) Act of 2021	2,883,650	2,883,302	100.01%	2,885,057	5,767,700	50.02%
Parks & Recreation Fund	428,789	410,000	104.58%	443,545	407,150	108.94%
Tax Allocation District	-	-		89,563	-	
Hotel/Motel Tax Fund	4,801	6,000	80.01%	3,963	6,000	66.05%
Urban Redevelopment Agency	864,246	10,756,113	8.03%	3,173,452	9,375,000	33.85%
SPLOST III Fund	6,039	280,000	2.16%	2,982	286,000	1.04%
SPLOST IV Fund	6	67,800	0.01%	348	69,000	0.50%
SPLOST V Fund	2,735,635	4,000,000	68.39%	2,749,725	7,950,000	34.59%
Town Center Fund	1,093,391	7,846,945	13.93%	3,173,452	9,428,400	33.66%
Debt Service Fund	150,373	1,102,952	13.63%	649,368	2,000,000	32.47%
Stormwater Utility Fund	157,197	376,500	41.75%	167,787	460,000	36.48%
Municipal Court Fund	1,051,945	945,000	111.32%	720,550	940,500	76.61%
TOTAL REVENUES - ALL FUNDS	\$ 16,678,198	\$ 39,334,612	42.40%	\$ 21,105,602	\$ 47,154,750	44.76%

EXPENDITURES/EXPENSES BY FUND						
General Fund	8,905,093	10,535,000	84.53%	9,973,564	10,375,000	96.13%
Operating Grant Fund	129,417	125,000	103.53%	66,231	90,000	73.59%
American Rescue Plan (ARP) Act of 2021	-	2,883,302	0.00%	-	5,767,700	0.00%
Parks & Recreation Fund	177,906	410,000	43.39%	279,794	407,150	68.72%
Tax Allocation District	-	-		-	-	
Hotel/Motel Tax Fund	4,295	6,000	71.58%	3,945	6,000	65.75%
Urban Redevelopment Agency	864,246	10,756,113	8.03%	3,173,452	9,375,000	33.85%
SPLOST III Fund	-	280,000	0.00%	3,617	286,000	1.26%
SPLOST IV Fund	-	67,800	0.00%	69,418	69,000	100.61%
SPLOST V Fund	1,204,525	4,000,000	30.11%	3,337,535	7,950,000	41.98%
Town Center Fund	1,040,710	7,846,945	13.26%	3,236,393	9,428,400	34.33%
Debt Service Fund	1,128,330	1,102,952	102.30%	1,081,371	2,000,000	54.07%
Stormwater Utility Fund	202,398	376,500	53.76%	455,478	460,000	99.02%
Municipal Court Fund	968,193	945,000	102.45%	704,090	940,500	74.86%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 14,625,114	\$ 39,334,612	37.18%	\$ 22,384,887	\$ 47,154,750	47.47%

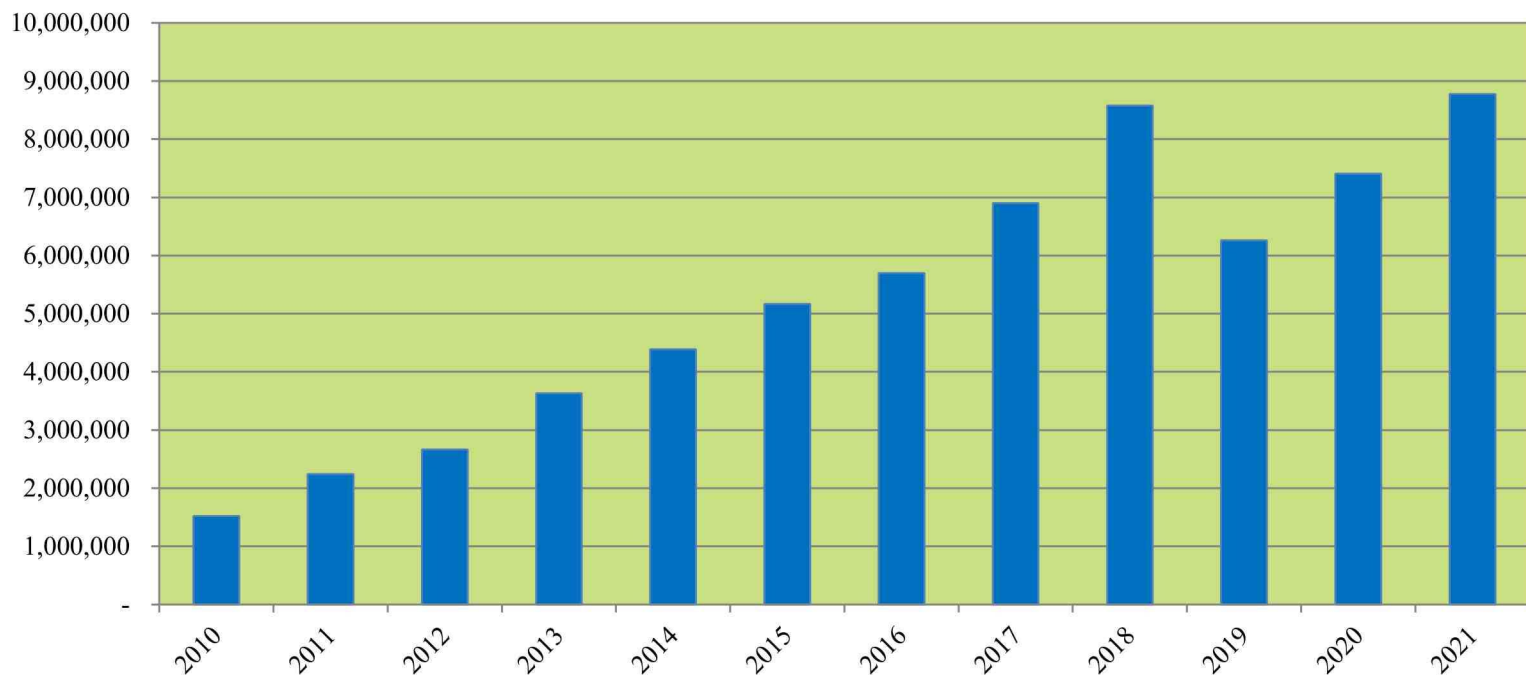


**Changes in Fund Balance/Net Position
As of November 30, 2022**

	Audited			Unaudited	
Fund	Balance as of 1/1/2022	Revenues	Expenditures/ Expenses	Balance as of 11/30/2022	Net Increase/ (Decrease)
General Fund	8,778,918	6,980,322	9,973,564	5,785,676	(2,993,242)
Operating Grant Fund	37,137	65,488	66,231	36,394	(743)
American Rescue Plan (ARP) Act of 2021	469	2,885,057	-	2,885,526	2,885,057
Parks & Recreation Fund	786,495	443,545	279,794	950,247	163,752
Tax Allocation District	-	89,563	-	89,563	89,563
Hotel/ Motel Tax Fund	8,530	3,963	3,945	8,548	18
Urban Redevelopment Agency		3,173,452	3,173,452	-	-
SPLOST III Fund	286,145	2,982	3,617	285,510	(635)
SPLOST IV Fund	69,070	348	69,418	(0)	(69,070)
SPLOST V Fund	(532,465)	2,749,725	3,337,535	(1,120,275)	(587,810)
Town Center Fund	(392,839)	3,173,452	3,236,393	(455,781)	(62,942)
Debt Service Fund	435,317	649,368	1,081,371	3,314	(432,003)
Stormwater Utility Fund	5,648,083	167,787	455,478	5,360,393	(287,690)
Municipal Court Fund	-	720,550	704,090	16,460	16,460
	\$ 15,124,860	\$ 21,105,602	\$ 22,384,887	\$ 13,845,574	\$ (1,279,286)

General Fund - History of Fund Balance

GENERAL FUND FUND BALANCE

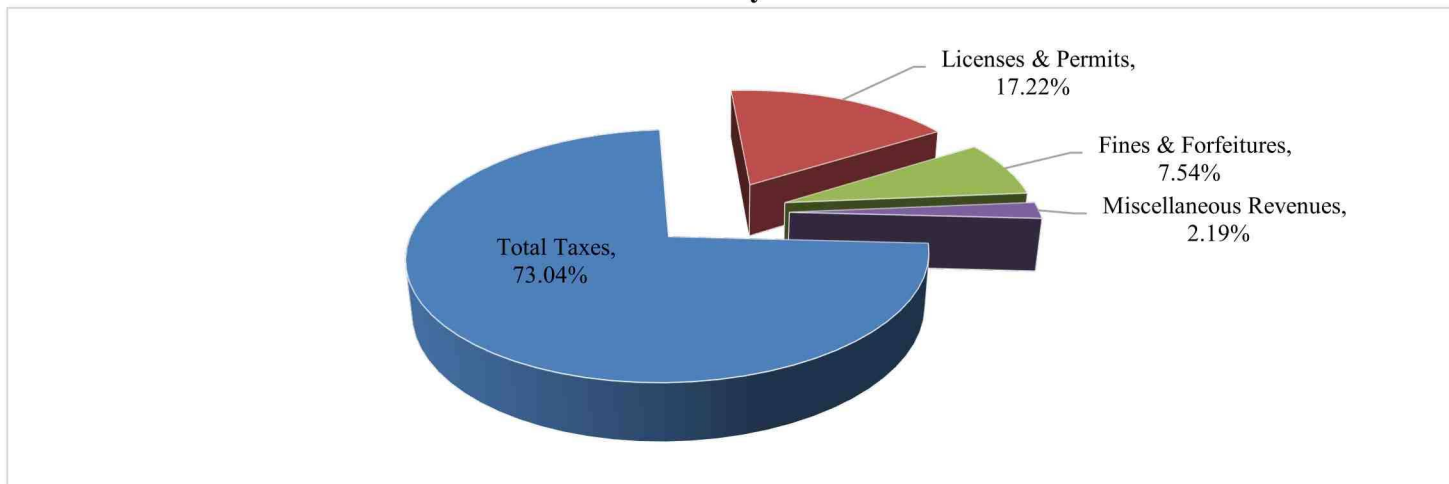




Budget Comparison Report - General Fund
92% of year lapsed

REVENUES	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
Property Taxes	1,121,581	5,250,000	1,778,738	33.88%
Motor Vehicle Taxes	2,015	25,000	33,124	132.50%
Motor Vehicle Title Ad Valorem Tax	62,826	550,000	720,518	131.00%
Mobile Home Tax	-	150	148	98.95%
Recording Intangible Taxes	6,108	110,000	91,485	83.17%
Penalties & Interest	2,824	10,000	11,002	110.02%
Fifa Fees	495	2,000	2,759	137.97%
Franchise Tax	-	475,000	512,739	107.95%
Railroad Equipment Car Tax	-	1,000	1,182	118.23%
Real Estate Transfer Tax	942	15,000	22,154	147.69%
Business & Occupation Tax	25,659	135,000	99,941	74.03%
Financial Institutions Tax	-	3,500	1,862	53.20%
Insurance Premium Tax	-	950,000	1,431,785	150.71%
Total Taxes	1,275,147	8,094,650	5,098,767	62.99%
Licenses & Permits	123,650	1,466,560	1,201,811	81.95%
Fines & Forfeitures	79,144	630,950	526,532	83.45%
Miscellaneous Revenues	17,602	130,340	123,110	94.45%
Interest Income	1,295	16,000	(39,254)	-245.34%
Proceeds from the Sale of Conf Assets	-	-	-	0.00%
Proceeds from the Sale of Assets	59,900	25,000	66,900	267.60%
Donation from Private Sources	-	11,500	2,456	100.00%
TOTAL GENERAL FUND REVENUES	\$ 1,556,737	\$ 10,375,000	\$ 6,980,322	67.28%

Revenues by Source



EXPENDITURES	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
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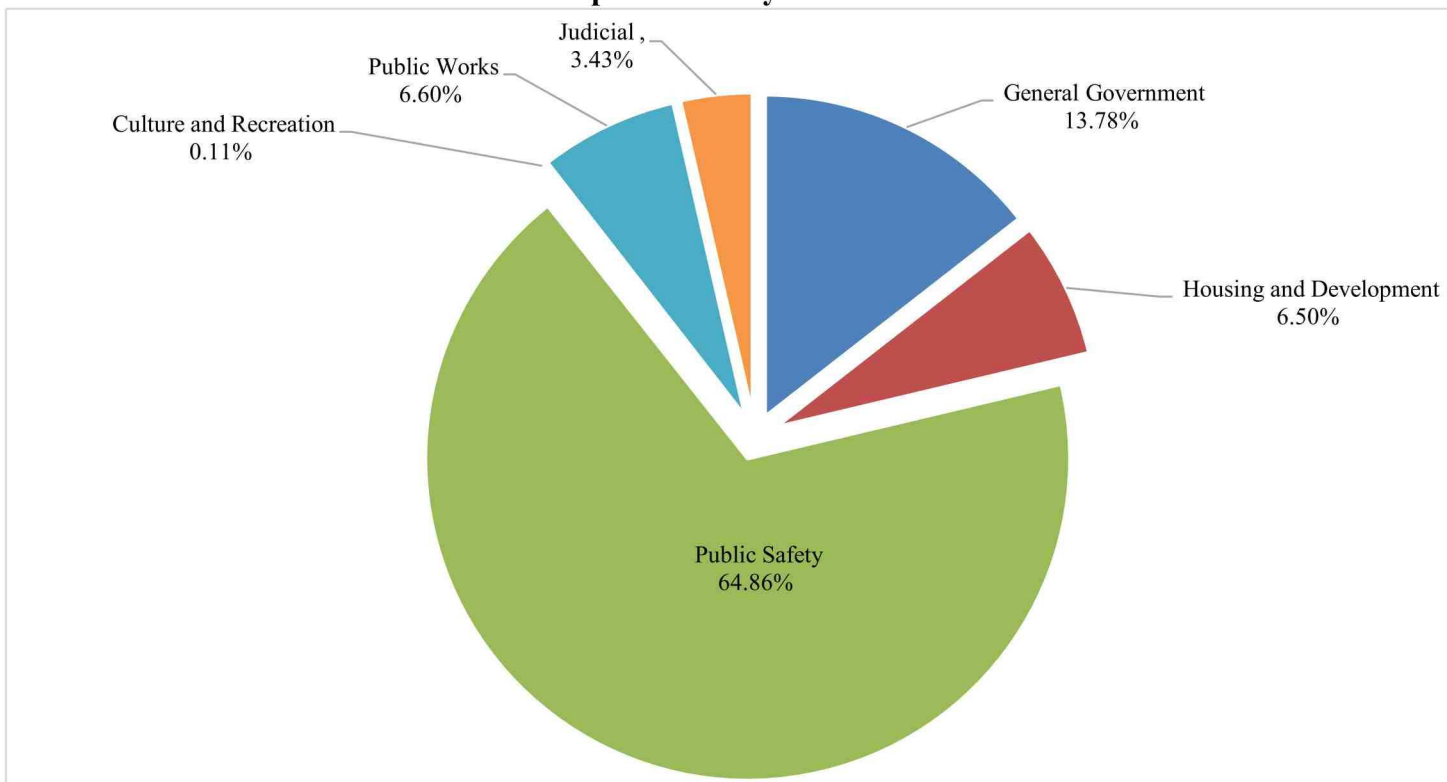


Budget Comparison Report - General Fund

92% of year lapsed

General Government	122,801	1,752,912	1,374,412	78.41%
Housing and Development	68,017	719,843	648,679	90.11%
Public Safety	472,291	6,766,097	6,468,471	95.60%
Culture and Recreation	6,042	39,000	11,088	28.43%
Public Works	80,309	677,050	658,397	97.25%
Judicial	37,891	420,098	342,169	81.45%
TOTAL GENERAL FUND EXPENDITURES	\$ 787,350	\$ 10,375,000	\$ 9,973,564	96.13%

Expenditures by Function





Budget Comparison Report - All Funds
92% of year lapsed

	Audited		Unaudited	
	2021 Year End Actuals	2022 Budget	Year to Date	% 2022 Annual Budget
<u>GENERAL FUND</u>				
Revenues:	10,928,072	10,375,000	6,980,322	67.28%
Expenditures:	9,556,789	10,375,000	9,973,564	96.13%
Excess Revenues over (under) Expenditures	1,371,283	-	(2,993,242)	
<u>AMERICAN RESCUE PLAN (ARP) ACT OF 2021</u>				
Revenues:	469	5,767,700	2,885,057	50.02%
Expenditures:	-	5,767,700	-	0.00%
Excess Revenues over (under) Expenditures	469	-	2,885,057	
<u>OPERATING GRANT FUND</u>				
Revenues:	135,670	90,000	65,488	72.76%
Expenditures:	135,667	90,000	66,231	73.59%
Excess Revenues over (under) Expenditures	3	-	(743)	
<u>PARKS & RECREATION FUND</u>				
Revenues:	468,147	407,150	443,545	108.94%
Expenditures:	194,977	407,150	279,794	68.72%
Excess Revenues over (under) Expenditures	273,170	-	163,752	
<u>TAX ALLOCATION DISTRICT</u>				
Revenues:	-	-	89,563	
Expenditures:	-	-	-	
Excess Revenues over (under) Expenditures	-	-	89,563	
<u>HOTEL/MOTEL TAX FUND</u>				
Revenues:	4,945	6,000	3,963	66.05%
Expenditures:	5,295	6,000	3,945	65.75%
Excess Revenues over (under) Expenditures	(350)	-	18	
<u>URBAN REDEVELOPMENT AGENCY</u>				
Revenues:	1,169,551	9,375,000	3,173,452	33.85%
Expenditures:	1,169,551	9,375,000	3,173,452	33.85%
Excess Revenues over (under) Expenditures	-	-	-	
<u>SPLOST III FUND</u>				
Revenues:	6,039	286,000	2,982	1.04%
Expenditures:	-	286,000	3,617	1.26%



Budget Comparison Report - All Funds
92% of year lapsed

	Audited		Unaudited	
	2021 Year End Actuals	2022 Budget	Year to Date	% 2022 Annual Budget
Excess Revenues over (under) Expenditures	6,039	-	(635)	
 <u>SPLOST IV FUND</u>				
Revenues:	6	69,000	348	0.50%
Expenditures:	-	69,000	69,418	100.61%
Excess Revenues over (under) Expenditures	6	-	(69,070)	
 <u>SPLOST V FUND</u>				
Revenues:	3,002,527	7,950,000	2,749,725	34.59%
Expenditures:	1,238,338	7,950,000	3,337,535	41.98%
Excess Revenues over (under) Expenditures	1,764,189	-	(587,810)	
 <u>TOWN CENTER FUND</u>				
Revenues:	1,398,696	9,428,400	3,173,452	33.66%
Expenditures:	1,796,777	9,428,400	3,236,393	34.33%
Excess Revenues over (under) Expenditures	(398,081)	-	(62,942)	
 <u>DEBT SERVICE FUND</u>				
Revenues:	150,374	2,000,000	649,368	32.47%
Expenditures:	1,307,698	2,000,000	1,081,371	54.07%
Excess Revenues over (under) Expenditures	(1,157,324)	-	(432,003)	
 <u>STORMWATER UTILITY FUND</u>				
Revenues:	1,286,476	460,000	167,787	36.48%
Expenses:	335,099	460,000	455,478	99.02%
Excess Revenues over (under) Expenses	951,377	-	(287,690)	
 <u>MUNICIPAL COURT FUND</u>				
Revenues:	1,098,966	940,500	720,550	76.61%
Expenses:	1,065,831	940,500	704,090	74.86%
Excess Revenues over (under) Expenses	33,135	-	16,460	



Investments
As of November 30, 2022

Ameris Bank		
Downtown Development Authority - CD .75%		36,422
Subtotal Ameris Bank	\$	36,422
Goldman Sachs Autocallable GS Momentum Builder		209,575
Certificate of Deposit - CD .75% Maturity Date - 09/21/2022		303,596
Certificate of Deposit - CD .75% Maturity Date - 12/08/2023		252,151
Certificate of Deposit - CD .80% Maturity Date - 11/08/2023		500,000
Certificate of Deposit - CD .90% Maturity Date - 11/08/2024		509,071
Certificate of Deposit - CD .20% Maturity Date - 01/12/2023		250,500
Certificate of Deposit - CD .25% Maturity Date - 01/12/2024		250,936
Certificate of Deposit - CD .30% Maturity Date - 12/12/2022		75,000
Subtotal South State Investment Services	\$	2,350,830
Total Investments	\$	2,387,252



Cash
As of November 30, 2022

Ameris Bank

Downtown Development Authority - Checking	74,387
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Subtotal Ameris Bank	\$ 74,387
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South State Bank

General Fund	3,429,935
Main Street Board	84,067
American Rescue Plan (ARP) Act of 2021	5,768,828
Parks & Recreation Fund	913,349
Tax Allocation District (TAD)	89,563
Hotel Motel Tax Fund	8,306
Money Market Account	2,317,852
Municipal Court Fund	134,140
Operating Grant Fund	28,330
Police Forfeiture Account	6,029
Police Seized Asset Account	1,461
SPLOST III	286,060
SPLOST IV	-
SPLOST V	105,333
Town Center Fund	91,370
Debt Service Fund	3,314
Stormwater Utility Fund	75,863
Tree Replacement Fund	4,450

Subtotal South State Bank	\$ 13,348,250
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South State Investment Services

Budget Stabilization Cash Account	90
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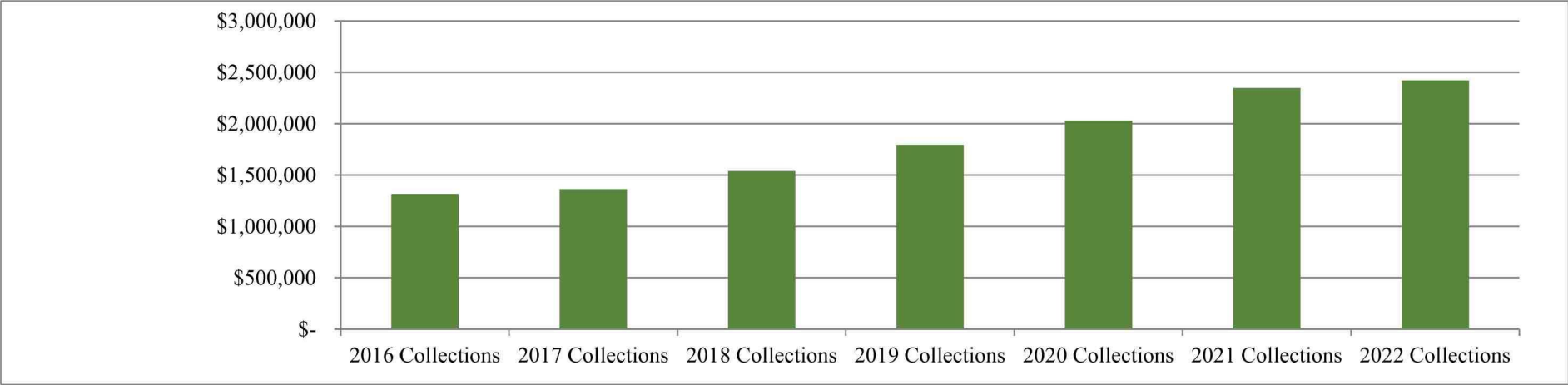
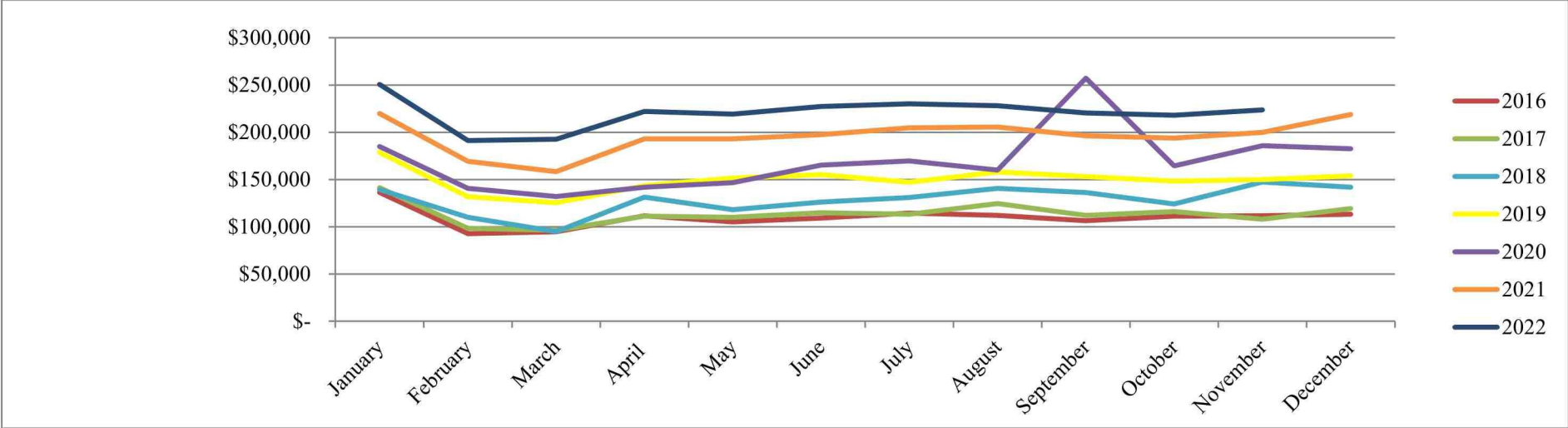
Subtotal South State Investment Services	\$ 90
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Total Cash	\$ 13,422,728
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Special Purpose Local Option Sales Tax Collections
As of November 30, 2022

	2016 Collections	2017 Collections	2018 Collections	2019 Collections	2020 Collections	2021 Collections	2022 Collections	% Change from Prior Year
January	\$ 136,321	\$ 141,344	\$ 139,474	\$ 178,754	\$ 184,956	\$ 219,927	\$ 250,695	13.99%
February	92,605	98,189	109,987	131,700	140,587	169,237	191,168	12.96%
March	94,455	96,130	94,765	125,375	131,947	158,258	192,686	21.75%
April	111,527	111,048	131,392	143,535	141,914	193,138	221,796	14.84%
May	105,169	110,063	117,981	151,269	146,483	193,137	219,102	13.44%
June	109,300	114,965	126,193	154,922	165,255	197,249	227,296	15.23%
July	114,305	113,172	131,005	146,946	169,488	204,832	229,938	12.26%
August	112,004	124,429	140,651	158,066	160,110	205,351	228,172	11.11%
September	106,169	111,901	136,184	153,139	257,264	196,323	220,495	12.31%
October	111,138	115,857	124,067	148,285	164,463	193,776	217,820	12.41%
November	111,396	108,048	147,256	149,921	185,812	199,817	223,696	11.95%
December	112,996	119,270	141,583	153,903	182,579	218,887		
	\$ 1,317,384	\$ 1,364,416	\$ 1,540,538	\$ 1,795,816	\$ 2,030,858	\$ 2,349,931	\$ 2,422,865	





GENERAL FUND REVENUE DETAIL
As of November 30, 2022

	November 2022	2022 Budget	YTD Transactions	% of Annual Budget
Real Property Tax	1,121,581	5,250,000	1,778,738	33.88%
Real Property Tax - Public Utility	8,415	60,000	25,257	42.09%
Personal Property Tax	31,724	185,000	70,254	37.98%
Motor Vehicle Tax	2,015	25,000	33,124	132.50%
Motor Vehicle Title Ad Valorem Tax	62,826	550,000	720,518	131.00%
Apportioned Vehicles (AAVT)	-	3,000	3,988	132.93%
Mobile Home Tax	-	150	148	98.95%
Intangible Tax	6,108	110,000	91,485	83.17%
Railroad Equipment Car Tax	-	1,000	1,182	118.23%
Real Estate Transfer Tax	942	15,000	22,154	147.69%
Franchise Tax - Electric	-	475,000	512,739	107.95%
Franchise Tax - Gas	-	80,000	76,559	95.70%
Franchise Tax - Cable	11,168	235,000	209,675	89.22%
Franchise Tax - Telephone	1,390	5,000	5,597	111.93%
Business & Occupational Tax	25,659	135,000	99,941	74.03%
Insurance Premium Tax	-	950,000	1,431,785	150.71%
Financial Institutions Tax	-	3,500	1,862	53.20%
Penalties & Interest	2,824	10,000	11,002	110.02%
FiFa Fees	495	2,000	2,759	137.97%
Total Taxes	1,275,147	8,094,650	5,098,767	62.99%
Alcoholic Beverage Licenses	50,300	75,000	68,300	91.07%
Alcohol Pouring Permit	310	2,500	5,255	210.20%
Zoning and Land Use Permits	1,843	12,500	15,316	122.52%
Planning and Development Fees	-	15,000	2,125	14.16%
Sign Permit Fees	650	2,500	3,100	124.00%
Special Event Permits	50	250	100	40.00%
Vacant Lot Registration	-	30	-	0.00%
Personal Transportation Veh Permit	-	30	-	0.00%
Other Licenses and Permits	100	2,500	3,775	151.00%
Building Permit Revenue	52,905	1,000,000	801,848	80.18%
Certificate of Occupancy Fees	9,000	180,000	158,000	87.78%
Building Permit - Reinspection Fees	550	25,000	23,950	95.80%
Building Permit-Sub Fee	3,057	75,000	68,929	91.90%
Occupational Tax Late Fees	97	1,250	845	67.61%
Plan Review Fees	4,788	75,000	50,269	67.03%
Total Licenses and Permits	123,650	1,466,560	1,201,811	81.95%
Municipal Court Fines	72,332	600,000	422,547	70.42%
Cash confiscations-Forfeitures	-	250	-	0.00%
Proceeds From Sale of Confiscations	-	150	1,075	716.67%
Court Costs	3,812	10,000	24,935	249.35%
Drug Testing Fees	-	250	-	0.00%
Expungements	-	50	-	0.00%
Tree Recompense Revenue	-	5,000	-	0.00%
Other Fines & Forfeitures-Code	3,000	15,000	77,975	519.83%
Other Forfeitures	-	250	-	0.00%
Total Fines and Forfeitures	79,144	630,950	526,532	83.45%
Grant Revenue	4,522	5,000	51,150	1023.01%
Probation Fees	1,801	25,000	22,011	88.04%
Printing and Duplicating Service Fees	-	250	224	89.57%
Election and Qualifying Fees	12 -	540	1,080	200.00%



GENERAL FUND REVENUE DETAIL
As of November 30, 2022

	November 2022	2022 Budget	YTD Transactions	% of Annual Budget
Advertising Fees	-	7,500	-	0.00%
Accident/Incident Reports	-	2,500	2,050	82.00%
Wrecker Service Contract	-	18,500	18,500	100.00%
Background Checks	20	1,000	490	49.00%
Bad Check Fees	-	50	150	300.00%
Miscellaneous Revenue	(60)	10,000	5,106	51.06%
Rents and Royalties	4,000	50,000	7,575	15.15%
Reimbursement for Damaged Property	7,319	10,000	14,773	147.73%
Total Miscellaneous Income	17,602	130,340	123,110	94.45%
Interest Revenue	1,295	11,000	(39,254)	-356.85%
Unrealized Gain or Loss on Investments	-	5,000	-	0.00%
Total Investment Income	1,295	16,000	(39,254)	-245.34%
Proceeds from Sale of Assets	59,900	25,000	66,900	267.60%
Donations from Private Sources	-	11,500	2,456	21.36%
Total Other Financing Sources	59,900	36,500	69,356	190.02%
TOTAL GENERAL FUND REVENUES	\$ 1,556,737	\$ 10,375,000	\$ 6,980,322	67.28%



**General Fund Expenditures
As of November 30, 2022**

	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
<i>Governing Body</i>				
Salaries & Wages-Council	3,500	42,000	38,500	91.67%
Employee Benefits-Medical	6,907	89,833	75,975	84.57%
Employee Benefits-Dental	303	3,727	3,333	89.43%
Employee Benefits-ADD Life	69	882	831	94.16%
FICA	132	2,604	1,451	55.73%
Medicare	31	609	339	55.73%
Employee Benefits-Retirement	310	4,251	3,415	80.33%
Unemployment	10	101	148	146.53%
Workers Comp Insurance	-	108	90	83.10%
<i>Total Salaries and Benefits</i>	11,262	144,115	124,081	86.10%
Communications	45	600	455	75.78%
Travel	-	2,000	1,734	86.70%
Dues and Fees	65	750	775	103.31%
Education and Training	-	3,500	1,185	33.86%
Other Expenditures	-	500	396	79.14%
General Supplies and Materials	-	250	-	0.00%
Small Equipment	-	250	260	104.00%
Other Supplies - Uniforms	-	350	395	112.83%
<i>Total Operations</i>	110	8,200	5,199	63.40%
<i>City Manager</i>				
Salaries & Wages	19,610	154,500	147,550	95.50%
Employee Benefits-Medical	773	10,117	8,506	84.08%
Employee Benefits-Dental	111	1,120	1,017	90.78%
Employee Benefits-ADD Life	12	147	147	100.00%
Employee Benefits-Disability	84	1,008	1,008	100.00%
FICA	1,204	9,114	9,114	100.00%
Medicare	283	2,240	2,133	95.24%
Employee Benefits-Retirement	1,109	15,636	12,196	78.00%
Unemployment	-	27	38	140.74%
Workers' Comp. Insurance	-	667	555	83.20%
<i>Total Salaries and Benefits</i>	23,186	194,576	182,265	93.67%
Communications	40	600	349	58.16%
Travel	-	-	20	100%
Dues and Fees	-	1,500	1,695	112.97%
Education and Training	-	1,250	1,376	110.08%
Other Expenditures	149	1,000	1,090	108.99%
General Supplies and Materials	-	250	-	0.00%
<i>Total Operations</i>	189	4,600	4,529	98.47%
<i>City Clerk</i>				
Salaries & Wages	19,095	194,267	138,400	71.24%
Employee Benefits-Medical	2,353	41,480	24,878	59.98%
Employee Benefits-Dental	58	1,856	636	34.28%
Employee Benefits-ADD Life	25	441	294	66.67%
Employee Benefits-Disability	97	1,424	1,169	82.06%
FICA	1,128	12,045	8,137	67.55%
Medicare	264	2,817	1,903	67.55%
Employee Benefits-Retirement	1,080	19,661	11,885	60.45%
Unemployment	-	80	82	102.14%
Workers' Comp. Insurance	-	497	417	83.98%
<i>Total Salaries and Benefits</i>	24,100	274,568	187,801	68.40%
Professional Services	-	10,000	23,767	237.67%



**General Fund Expenditures
As of November 30, 2022**

	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
Communications	45	600	392	65.36%
Advertising	-	-	212	100%
Travel	67	3,500	778	22.24%
Dues and Fees	135	7,500	4,651	62.02%
Education and Training	329	1,500	1,529	101.96%
Other Expenditures	-	500	4,239	847.72%
General Supplies and Materials	-	500	272	54.48%
General Supplies - Postage	19	100	132	131.74%
Small Equipment	-	2,250	380	16.89%
Software	-	7,500	8,126	108.34%
Other Supplies - Uniforms	-	150	52	34.38%
Total Operations	596	34,100	44,530	130.59%
Elections				
Advertising	-	1,500	711	47.43%
Intergovernmental - Elections	-	16,000	-	0.00%
Total Operations	-	17,500	711	100.00%
Contingency				
Contingency	-	103,750	-	0.00%
Total Operations	-	103,750	-	0.00%
Financial Administration				
Salaries & Wages	16,739	171,304	128,336	74.92%
Employee Benefits-Medical	3,554	71,832	44,700	62.23%
Employee Benefits-Dental	32	1,488	805	54.11%
Employee Benefits-ADD Life	25	441	302	68.57%
Employee Benefits-Disability	88	1,356	1,093	80.58%
FICA	963	10,621	7,260	68.35%
Medicare	225	2,484	1,698	68.35%
Employee Benefits-Retirement	1,233	17,337	13,564	78.24%
Unemployment	-	80	89	111.45%
Workers' Comp. Insurance	-	439	365	83.20%
Total Salaries and Benefits	22,860	277,382	198,212	71.46%
Professional Services - Audit	-	27,750	20,750	74.77%
Advertising/Promotions	144	1,500	1,853	123.56%
Printing and Binding	-	2,000	1,779	88.95%
Travel	-	250	-	0.00%
Dues and Fees	189	12,500	14,563	116.50%
Education and Training	-	2,500	229	9.16%
Other Expenditures	-	150	93	61.68%
General Supplies and Materials	-	1,000	1,037	103.65%
General Supplies-Postage	304	5,000	5,274	105.49%
Gasoline/Diesel	-	50	-	0.00%
Small Equipment	-	250	267	106.95%
Software	-	-	3,675	100%
Total Operations	636	52,950	49,520	93.52%
Licensing				
Salaries & Wages	2,587	19,785	19,511	98.62%
Employee Benefits-Medical	709	11,366	7,792	68.55%
Employee Benefits-Dental	16	560	176	31.51%
Employee Benefits-ADD Life	6	74	77	104.64%
Employee Benefits-Disability	14	161	171	106.36%
FICA	141	1,263	1,052	83.30%
Medicare	33	295	246	83.42%
Employee Benefits-Retirement	-	2,062	-	0.00%



**General Fund Expenditures
As of November 30, 2022**

	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
Unemployment	-	13	19	146.08%
Workers' Comp. Insurance	-	26	23	86.65%
Total Salaries and Benefits	3,505	35,605	29,068	81.64%
Contract Labor	-	15,000	-	0.00%
General Supplies and Materials	-	100	-	0.00%
General Supplies - Postage	150	500	241	48.28%
Other Supplies-Uniforms	-	75	34	45.84%
Total Operations	150	15,675	276	1.76%
Legal				
Professional Services - Legal	551	25,000	6,398	25.59%
Total Operations	551	25,000	6,398	25.59%
Salaries & Wages	7,435	57,153	54,887	96.03%
Employee Benefits-Medical	1,380	21,108	15,181	71.92%
Employee Benefits-Dental	85	1,120	939	83.88%
Employee Benefits-ADD Life	12	147	147	100.00%
Employee Benefits-Disability	40	453	480	105.99%
FICA	423	3,543	3,095	87.37%
Medicare	99	829	724	87.33%
Employee Benefits-Retirement	410	5,784	4,512	78.00%
Unemployment	-	27	38	140.74%
Workers' Comp. Insurance	-	146	121	83.21%
Total Salaries and Benefits	9,885	90,310	80,125	88.72%
Communications	45	600	442	73.60%
Dues and Fees	-	750	178	23.71%
Other Expenditures	-	250	243	97.29%
General Supplies and Materials	231	750	231	30.81%
Small Equipment	-	2,500	6,240	249.62%
Software	1,444	132,000	116,629	88.36%
Total Operations	1,720	136,850	123,963	90.58%
Risk Management				
Professional Services	-	10,000	15,000	150.00%
Liability Insurance	7,511	170,000	187,742	110.44%
Total Operations	7,511	180,000	202,742	112.63%
General Government Building				
Salaries & Wages	6,520	58,489	48,166	82.35%
Employee Benefits-Medical	773	10,117	8,506	84.08%
Employee Benefits-Dental	26	368	283	77.03%
Employee Benefits-ADD Life	12	147	147	100.00%
Employee Benefits-Disability	28	315	334	105.90%
FICA	401	3,626	2,961	81.66%
Medicare	94	848	693	81.67%
Employee Benefits-Retirement	420	4,124	4,620	112.02%
Unemployment	5	53	73	137.19%
Workers' Comp. Insurance	-	5,994	4,987	83.20%
Total Salaries and Benefits	8,278	84,081	70,769	84.17%
Professional Services	-	250	-	0.00%
Disposal - Garbage	30	500	295	58.96%
Lawn Care	-	300	226	75.33%
Pest Control	95	1,250	1,906	152.48%
Repairs and Maintenance	364	15,250	10,793	70.77%



**General Fund Expenditures
As of November 30, 2022**

	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
Repairs and Maintenance - Vehicles	2,497	2,000	4,493	224.67%
Rental of Equipment	504	5,500	6,067	110.32%
Communications	1,732	12,000	11,808	98.40%
Dues and Fees	-	500	760	151.93%
Other Expenditures	-	2,000	393	19.67%
General Supplies and Materials	207	8,000	6,369	79.61%
Water and Sewer	75	4,000	870	21.75%
Natural Gas	-	2,500	1,633	65.33%
Electricity	937	15,000	11,825	78.83%
Gasoline and Diesel	960	2,500	3,592	143.69%
Small Equipment	859	1,000	2,747	274.66%
Software	-	1,000	410	40.95%
Other Supplies-Uniforms	-	100	34	34.49%
Total Operations & Capital	8,261	73,650	64,221	87.20%
TOTAL GENERAL GOVERNMENT	\$ 122,801	\$ 1,752,912	\$ 1,374,412	78.41%
Municipal Court				
Salaries & Wages	18,528	152,308	139,361	91.50%
Salaries & Wages - Overtime	-	1,000	-	0.00%
Employee Benefits-Medical	4,228	60,703	46,512	76.62%
Employee Benefits-Dental	168	3,359	1,843	54.87%
Employee Benefits-ADD Life	37	441	441	100.00%
Employee Benefits-Disability	97	1,086	1,170	107.72%
FICA	1,078	9,505	8,075	84.95%
Medicare	252	2,223	1,888	84.95%
Employee Benefits-Retirement	1,088	14,200	11,967	84.27%
Unemployment	3	106	138	129.92%
Workers' Compensation	-	392	326	83.24%
Total Salaries and Benefits	25,479	245,323	211,721	86.30%
Professional Services - Public Defender	260	12,750	7,702	60.41%
Professional Services - Solicitor/Judge	8,000	120,000	88,142	73.45%
Rental of Equipment	125	1,750	1,326	75.80%
Communications	38	500	335	66.95%
Advertising	-	50	-	0.00%
Printing & Binding	-	100	27	26.50%
Travel	-	500	514	102.80%
Dues and Fees	-	500	798	159.67%
Education and Training	-	675	775	114.81%
Other Expenditures	-	150	138	92.17%
General Supplies and Materials	-	2,000	1,056	52.81%
General Supplies and Materials Postage	50	500	1,032	206.32%
Gasoline/Diesel	-	50	-	0.00%
Food Supplies	254	4,500	2,781	61.80%
Small Equipment	-	500	808	161.62%
Software	1,925	25,000	11,649	46.60%
Other Supplies - Uniforms	-	250	-	0.00%
Intergovernmental - Inmate Housing	1,760	5,000	13,365	267.30%
Total Operations	12,411	174,775	130,448	74.64%
TOTAL JUDICIAL	\$ 37,891	\$ 420,098	\$ 342,169	81.45%
Police Administration				
Salaries & Wages	62,949	353,342	429,210	121.47%
Salaries & Wages-Overtime	-	6,000	369	6.15%



**General Fund Expenditures
As of November 30, 2022**

	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
Employee Benefits-Medical	7,241	112,807	82,615	73.24%
Employee Benefits-Dental	306	6,717	3,594	53.50%
Employee Benefits-ADD Life	80	809	839	103.73%
Employee Benefits-Disability	292	2,975	3,334	112.07%
FICA	3,800	22,403	25,711	114.76%
Medicare	889	5,239	6,013	114.77%
Employee Benefits-Retirement	3,054	33,495	33,598	100.31%
Unemployment	-	186	266	143.01%
Workers' Compensation	-	14,439	12,597	87.24%
Total Salaries and Benefits	78,611	558,412	598,145	107.12%
Professional Services	125	1,000	2,700	270.00%
Repair & Maintenance-Vehicle	6,497	5,000	11,211	224.22%
Rental of Equipment	477	5,000	5,473	109.47%
Communications	260	3,300	2,134	64.67%
Advertising	-	3,000	1,808	60.28%
Printing and Binding	-	500	676	135.28%
Travel	-	6,000	4,324	72.07%
Dues and Fees	36	5,000	3,208	64.16%
Education and Training	-	9,000	2,314	25.71%
Other Expenditures	416	2,000	2,096	104.79%
General Supplies and Materials	-	3,000	1,489	49.63%
General Supplies - Postage	53	250	930	371.98%
Gasoline/Diesel	1,386	9,000	16,439	182.65%
Small Equipment	-	4,000	5,451	136.27%
Software	4	5,000	(293)	-5.86%
Other Supplies - Uniforms	156	3,000	6,894	229.79%
Total Operations and Capital	9,409	64,050	66,854	104.38%
Criminal Investigation Division				
Salaries & Wages	32,694	246,269	221,360	89.89%
Salaries & Wages-Overtime	-	6,000	1,831	30.52%
Employee Benefits-Medical	6,240	62,589	56,729	90.64%
Employee Benefits-Dental	342	2,975	2,820	94.78%
Employee Benefits-ADD Life	49	588	545	92.71%
Employee Benefits-Disability	152	1,746	1,668	95.55%
FICA	1,905	15,641	13,024	83.27%
Medicare	445	3,658	3,046	83.27%
Employee Benefits-Retirement	1,806	25,531	19,871	77.83%
Unemployment	-	106	152	143.40%
Workers' Compensation	-	11,423	9,506	83.21%
Total Salaries and Benefits	43,634	376,526	330,552	87.79%
Professional Services	-	1,000	628	62.75%
Repair & Maintenance-Vehicle	59	3,000	800	26.65%
Communications	176	2,300	1,293	56.21%
Printing and Binding	-	100	251	250.50%
Travel	-	1,500	1,111	74.09%
Dues and Fees	-	1,000	585	58.50%
Education and Training	-	2,500	150	6.00%
Other Expenditures	-	200	366	182.82%
General Supplies and Materials	-	1,500	753	50.20%
General Supplies and Materials-Postage	-	50	-	0.00%
Gasoline and Diesel	949	4,500	8,634	191.86%
Small Equipment	-	5,500	7,798	141.79%
Software	200	7,000	4,413	63.04%
Other Supplies - Uniforms	-	1,000	1,584	158.45%



**General Fund Expenditures
As of November 30, 2022**

	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
<i>Total Operations and Capital</i>	<u>1,384</u>	<u>30,150</u>	<u>28,365</u>	<u>94.08%</u>
<i>Vice</i>				
Salaries & Wages	7,457	51,989	52,856	101.67%
Salaries & Wages-Overtime	122	2,000	7,338	366.92%
Employee Benefits-Medical	777	10,117	8,545	84.46%
Employee Benefits-Dental	26	368	283	77.03%
Employee Benefits-ADD Life	12	147	147	100.00%
Employee Benefits-Disability	33	374	397	106.17%
FICA	459	3,347	3,647	108.97%
Medicare	107	783	853	108.94%
Employee Benefits-Retirement	388	5,464	4,267	78.09%
Unemployment	-	27	38	140.74%
Workers' Compensation	-	2,445	2,034	83.20%
<i>Total Salaries and Benefits</i>	<u>9,381</u>	<u>77,061</u>	<u>80,406</u>	<u>104.34%</u>
Repairs & Maintenance Vehicles	71	2,000	1,715	85.76%
Dues and Fees	-	150	23	15.53%
Gasoline	315	4,000	4,013	100.33%
<i>Total Operations and Capital</i>	<u>386</u>	<u>6,150</u>	<u>5,751</u>	<u>93.52%</u>
<i>Patrol</i>				
Salaries & Wages	193,675	1,443,046	1,263,586	87.56%
Salaries & Wages-Overtime	7,348	54,000	55,061	101.96%
Employee Benefits-Medical	27,238	487,445	309,761	63.55%
Employee Benefits-Dental	1,131	20,076	13,517	67.33%
Employee Benefits-ADD Life	294	4,116	3,552	86.30%
Employee Benefits-Disability	817	10,816	9,856	91.12%
FICA	12,033	92,817	78,126	84.17%
Medicare	2,814	21,707	18,271	84.17%
Employee Benefits-Retirement	10,088	151,509	110,965	73.24%
Unemployment	71	745	1,131	151.76%
Workers' Compensation	-	67,786	59,034	87.09%
<i>Total Salaries and Benefits</i>	<u>255,510</u>	<u>2,354,063</u>	<u>1,922,859</u>	<u>81.68%</u>
Professional Services	-	3,500	2,673	76.38%
Repair & Maintenance	-	20,700	1,992	9.63%
Repair & Maintenance-Vehicle	6,475	60,000	68,494	114.16%
Communications	1,551	22,500	13,381	59.47%
Printing and Binding	-	500	509	101.88%
Travel	537	7,000	3,097	44.24%
Dues and Fees	-	2,500	2,061	82.42%
Education & Training	115	12,000	1,833	15.28%
Other Expenditures	40	4,000	1,863	46.57%
General Supplies and Materials	-	4,000	4,234	105.84%
Gasoline and Diesel	9,604	95,000	111,234	117.09%
Small Equipment	-	15,000	20,341	135.60%
Software	-	20,000	18,706	93.53%
Other Supplies - Uniforms	4,242	35,000	40,836	116.68%
Payment to Other Agencies	3,247	-	9,244	100%
<i>Total Operations and Capital</i>	<u>25,811</u>	<u>301,700</u>	<u>300,499</u>	<u>99.60%</u>
<i>Police Training</i>				
Salaries & Wages	7,818	57,773	57,836	100.11%
Salaries & Wages-Overtime	279	2,000	499	24.97%
Employee Benefits-Medical	774	19,729	8,511	43.14%



**General Fund Expenditures
As of November 30, 2022**

	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
Employee Benefits-Dental	26	1,120	283	25.31%
Employee Benefits-ADD Life	12	147	147	100.00%
Employee Benefits-Disability	37	399	441	110.59%
FICA	499	3,706	3,592	96.91%
Medicare	117	867	840	96.88%
Employee Benefits-Retirement	436	6,049	4,793	79.24%
Unemployment	-	27	38	140.74%
Workers' Compensation	-	2,707	2,251	83.15%
Total Salaries and Benefits	<u>9,997</u>	<u>94,524</u>	<u>79,232</u>	<u>83.82%</u>
Repair & Maintenance-Vehicle	6	2,000	2,032	101.60%
Communications	-	500	-	0.00%
Travel	-	4,000	-	0.00%
Dues and Fees	-	1,500	278	18.52%
Education and Training	-	6,000	1,335	22.25%
General Supplies and Materials	122	2,000	820	40.98%
Weapons Supplies & Ammunition	3,970	40,000	33,750	84.38%
Gasoline and Diesel	120	1,500	1,982	132.10%
Small Equipment	-	10,000	2,547	25.47%
Other Supplies - Uniforms	-	300	319	106.40%
Intergovernmental	-	2,500	2,500	100.00%
Total Operations and Capital	<u>4,219</u>	<u>70,300</u>	<u>45,563</u>	<u>64.81%</u>
Police Stations and Buildings				
Professional Services	-	250	-	0.00%
Disposal-Garbage/Recycle	91	1,500	884	58.95%
Pest Control	45	1,000	725	72.50%
Repairs and Maintenance	13,884	12,800	22,463	175.49%
Rental of Land & Building	7,043	-	28,171	100%
Communications	1,692	12,000	11,459	95.49%
General Supplies and Materials	-	3,500	2,470	70.57%
Water/Sewer	427	6,000	4,522	75.37%
Electricity	870	13,500	10,123	74.98%
Small Equipment	109	6,500	7,543	116.05%
Software	-	1,300	731	56.26%
Capital Outlay - Buildings	-	-	61,949	100%
Total Operations	<u>24,160</u>	<u>58,350</u>	<u>151,040</u>	<u>258.85%</u>
Probation				
Salaries & Wages	7,700	50,753	53,395	105.21%
Employee Benefits-Medical	777	10,117	8,531	84.32%
Employee Benefits-Dental	26	368	283	77.03%
Employee Benefits-ADD Life	12	147	147	100.00%
Employee Benefits-Disability	36	402	426	106.06%
FICA	474	3,147	3,285	104.39%
Medicare	111	736	768	104.40%
Employee Benefits-Retirement	364	5,136	4,007	78.01%
Unemployment	-	27	38	140.74%
Workers' Compensation	-	2,298	1,912	83.21%
Total Salaries and Benefits	<u>9,500</u>	<u>73,131</u>	<u>72,793</u>	<u>99.54%</u>
Communications	40	600	349	58.16%
Travel	-	250	-	0.00%
Dues and Fees	-	300	295	98.44%
Education and Training	-	250	-	0.00%
General Supplies and Materials	-	150	113	75.33%
Small Equipment	-	250	-	0.00%



**General Fund Expenditures
As of November 30, 2022**

	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
Software	250	3,000	2,650	88.33%
Other Supplies - Uniforms	-	1,000	551	55.08%
<i>Total Operations and Capital</i>	<u>290</u>	<u>5,800</u>	<u>3,958</u>	<u>68.24%</u>
<i>Fire Services</i>				
Intergovernmental-Fire Services	-	2,695,880	2,782,453	103.21%
Total Fire Services	<u>-</u>	<u>2,695,880</u>	<u>2,782,453</u>	<u>103.21%</u>
TOTAL PUBLIC SAFETY	<u>\$ 472,291</u>	<u>\$ 6,766,097</u>	<u>\$ 6,468,471</u>	<u>95.60%</u>
<i>Highways and Streets</i>				
Professional Services-Engineering	-	2,000	-	0.00%
Disposal-Garbage/Recycling	-	1,500	189	12.61%
Lawn Care	-	1,200	-	0.00%
Pest Control	-	750	-	0.00%
Repairs & Maintenance	32,967	51,100	165,373	323.63%
Repairs & Maintenance-Vehicles	12	7,500	2,330	31.07%
Rental of Equipment	340	2,500	5,211	208.42%
Contract Labor	35,545	450,000	355,450	78.99%
Other Expenditures	-	250	35	14.06%
General Supplies and Materials	-	750	58	7.67%
Electricity	55	2,500	564	22.54%
Gasoline/Diesel	359	5,000	5,026	100.51%
Small Equipment	-	2,000	-	0.00%
<i>Total Operations</i>	<u>69,277</u>	<u>527,050</u>	<u>534,234</u>	<u>101.36%</u>
<i>Street Lights</i>				
Repairs & Maintenance	331	5,000	2,245	44.90%
Electricity-Street Lights	10,525	120,000	107,845	89.87%
Total Street Lights	<u>10,856</u>	<u>125,000</u>	<u>110,090</u>	<u>88.07%</u>
<i>Traffic Lights</i>				
Repairs & Maintenance	-	22,000	12,187	55.40%
Electricity-Traffic Lights	175	3,000	1,885	62.85%
Total Traffic Lights	<u>175</u>	<u>25,000</u>	<u>14,073</u>	<u>56.29%</u>
TOTAL PUBLIC WORKS	<u>\$ 80,309</u>	<u>\$ 677,050</u>	<u>\$ 658,397</u>	<u>97.25%</u>
<i>Tree Commission</i>				
Repairs & Maintenance	-	31,500	-	0.00%
Travel	-	750	-	0.00%
Dues and Fees	-	500	175	35.00%
Education and Training	-	1,000	-	0.00%
General Supplies & Materials	6,042	750	6,913	921.71%
Books and Periodicals	-	500	-	0.00%
<i>Total Operations</i>	<u>6,042</u>	<u>35,000</u>	<u>7,088</u>	<u>20.25%</u>
<i>Culture and Recreation</i>				
Intergovernmental-Sequoyah Regional	-	4,000	4,000	100.00%
TOTAL CULTURE AND RECREATION	<u>\$ 6,042</u>	<u>\$ 39,000</u>	<u>\$ 11,088</u>	<u>28.43%</u>



**General Fund Expenditures
As of November 30, 2022**

	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
<i>Building Inspections</i>				
Salaries & Wages	24,212	207,284	219,717	106.00%
Overtime	-	500	63	12.51%
Employee Benefits-Medical	2,920	20,234	26,201	129.49%
Employee Benefits-Dental	153	2,224	1,412	63.49%
Employee Benefits-ADD Life	43	434	500	115.18%
Employee Benefits-Disability	127	1,664	1,700	102.14%
Employee Benefits-Vision	-	-	-	100%
FICA	1,475	12,883	13,479	104.63%
Medicare	345	3,013	3,152	104.62%
Employee Benefits-Retirement	1,501	21,029	16,515	78.54%
Unemployment	-	106	285	268.89%
Workers' Compensation	-	3,551	2,929	82.49%
<i>Total Salaries and Benefits</i>	30,777	272,922	285,953	104.77%
Professional Services	-	-	400	100%
Professional Services-Engineer	-	-	-	100%
Professional Services-Legal	-	1,000	-	0.00%
Repairs & Maintenance - Vehicles	341	3,000	1,095	36.49%
Communications	157	3,500	1,740	49.72%
Advertising -Promotions	1,783	500	17,594	3518.85%
Printing & Binding	-	100	338	337.61%
Travel	-	1,000	-	0.00%
Dues and Fees	10	1,000	1,152	115.24%
Education and Training	-	1,000	1,230	123.00%
Contract Labor	-	30,000	15,038	50.13%
Other Expenditures	-	100	885	884.75%
General Supplies and Materials	-	250	204	81.42%
General Supplies - Postage	-	100	-	0.00%
Gasoline/Diesel	214	4,000	3,553	88.81%
Books and Periodicals-Code Books	-	100	-	0.00%
Small Equipment	-	1,500	3,654	243.62%
Software	-	-	3,459	100%
Other Supplies - Uniforms	-	750	368	49.04%
<i>Total Operations</i>	2,505	47,900	50,709	105.86%
<i>Planning and Zoning</i>				
Salaries & Wages	15,181	102,114	99,001	96.95%
Employee Benefits-Medical	1,467	21,483	15,404	71.70%
Employee Benefits-Dental	13	560	111	19.91%
Employee Benefits-ADD Life	32	221	321	145.21%
Employee Benefits-Disability	60	809	792	97.87%
FICA	902	6,331	5,819	91.90%
Medicare	211	1,481	1,366	92.23%
Employee Benefits-Retirement	887	10,334	8,699	84.18%
Unemployment	(2)	40	88	219.98%
Workers' Compensation	(203)	4,780	1,260	26.35%
<i>Total Salaries and Benefits</i>	18,547	148,153	132,861	89.68%
Professional Services	-	-	130	100%
Professional Services-Engineering	4,506	75,000	59,888	79.85%
Professional Services-Legal	359	7,000	5,189	74.13%
Technical Services - Planning	-	2,500	-	0.00%
Communications	40	600	349	58.16%
Advertising	87	20,000	1,663	8.32%
Printing & Binding	-	400	444	111.05%
Travel	-	1,000	-	0.00%
Dues and Fees	-	1,750	1,575	90.01%



**General Fund Expenditures
As of November 30, 2022**

	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
Education and Training	-	750	110	14.67%
Planning & Zoning Meeting Fees	147	3,000	1,960	65.33%
Other Expenditures	-	250	190	75.84%
General Supplies and Materials	-	250	320	127.95%
General Supplies - Postage	158	100	770	769.93%
Gasoline & Diesel	-	50	-	0.00%
Small Equipment	-	250	2,142	856.61%
Software	-	-	282	100%
Total Operations	<u>5,298</u>	<u>112,900</u>	<u>75,011</u>	<u>66.44%</u>
Economic Development				
Salaries & Wages	1,439	10,609	10,827	102.05%
FICA	85	658	638	97.02%
Medicare	20	154	149	96.90%
Employee Benefits - Retirement	78	1,074	863	80.32%
Workers Comp Insurance	-	46	38	83.11%
Total Salaries & Benefits	<u>1,622</u>	<u>12,541</u>	<u>12,515</u>	<u>99.79%</u>
Main Street Program				
Salaries and Wages	6,715	53,361	50,525	94.69%
Employee Benefits - Medical	1,380	19,729	15,180	76.95%
Employee Benefits - Dental	85	1,120	939	83.88%
Employee Benefits - Add Life	12	147	147	100.00%
Employee Benefits - Disability	53	598	635	106.15%
FICA	397	3,370	2,979	88.40%
Medicare	93	788	697	88.42%
Employee Benefits - Retirement	393	5,502	4,325	78.60%
Unemployment	-	27	32	119.59%
Workers Comp Insurance	-	235	195	83.18%
Total Salaries and Benefits	<u>9,129</u>	<u>84,877</u>	<u>75,655</u>	<u>89.14%</u>
Communications	40	600	349	58.16%
Travel	-	700	150	21.43%
Dues and Fees	-	1,000	952	95.19%
Education and Training	-	1,700	550	32.35%
Contract Labor	-	6,000	700	11.67%
Other Expenditures	98	-	98	100%
Supplies - Special Events	-	16,000	101	0.63%
Small Equipment	-	250	74	29.68%
Software	-	1,300	-	0.00%
Total Operations	<u>139</u>	<u>27,550</u>	<u>2,974</u>	<u>10.80%</u>
Intergovernmental				
Intergovernmental - COED	-	13,000	13,000	100.00%
Total Intergovernmental	<u>-</u>	<u>13,000</u>	<u>13,000</u>	<u>100.00%</u>
TOTAL HOUSING AND DEVELOPMENT	<u>\$ 68,017</u>	<u>\$ 719,843</u>	<u>\$ 648,679</u>	<u>90.11%</u>
Other Financing Uses				
Transfer to Other Funds	470,000	-	470,348	100%
TOTAL OTHER FINANCING USES	<u>\$ 470,000</u>	<u>\$ -</u>	<u>\$ 470,348</u>	<u>0.00%</u>
TOTAL GENERAL FUND EXPENDITURES	<u>\$ 1,257,350</u>	<u>\$ 10,375,000</u>	<u>\$ 9,973,564</u>	<u>96.13%</u>



**American Rescue Plan (ARP) Act of 2021
As of November 30, 2022**

REVENUES:	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
American Rescue Plan (ARP) Act of 2021	-	2,883,302	2,883,302	100.00%
Interest Revenue	256	1,096	1,755	160.16%
Miscellaneous Revenue	-	2,883,302	-	0.00%
TOTAL REVENUES	\$ 256	\$ 5,767,700	\$ 2,885,057	100.00%
EXPENDITURES:				
Capital Outlay - Infrastructure	-	5,767,700	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 5,767,700	\$ -	0.00%



**Operating Grant Fund
As of November 30, 2022**

	November 2022		YTD	% of Annual
REVENUES:	Transactions	2022 Budget	Transactions	Budget
Atlanta Regional Commission Grant	-	90,000	65,488	72.76%
TOTAL REVENUES	\$ -	\$ 90,000	\$ 65,488	72.76%
EXPENDITURES:				
Payments to Other Agencies-FOCUS	3,963	90,000	66,231	73.59%
TOTAL EXPENDITURES	\$ 3,963	\$ 90,000	\$ 66,231	73.59%



Parks & Recreation Fund
As of November 30, 2022

REVENUES:	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
Alcoholic Bev Excise Tax Beer & Wine	20,957	255,000	250,373	98.19%
Alcoholic Bev Excise Tax Distilled Spirit	7,748	90,000	112,567	125.07%
Local Option Mixed Drink Tax	6,572	50,000	57,810	115.62%
Penalties and Interest	-	100	-	0.00%
Bad Check Fees	-	50	25	50.00%
Miscellaneous Revenue	-	-	-	100%
Rents and Royalties	359	12,000	22,770	189.75%
TOTAL REVENUES	\$ 35,636	\$ 407,150	\$ 443,545	108.94%
EXPENDITURES:				
Disposal - Garbage Depot	-	750	395	52.62%
Pest Control - Depot	45	750	725	96.67%
Repairs & Maintenance - Depot	-	20,000	841	4.21%
Communications	138	2,300	1,524	66.26%
General Supplies - Depot	30	1,500	227	15.10%
Water/Sewer - Depot	11	250	203	81.19%
Natural Gas - Depot	-	2,000	1,695	84.73%
Electricity - Depot	110	5,000	2,630	52.61%
Small Equipment - Depot	-	500	-	0.00%
Capital Outlay - Buildings	-	152,600	-	0.00%
Disposal - Garbage Parks	146	750	987	131.53%
Lawn Care	1,132	8,000	6,464	80.80%
Pest Control - Parks	45	750	450	60.00%
Repairs & Maintenance - Parks	3,422	50,000	22,868	45.74%
Rental - Equipment & Land	-	1,000	2,292	229.20%
Communications	40	-	277	100%
Dues and Fees	-	500	402	80.33%
Contract Labor	-	50,000	48,075	96.15%
General Supplies and Materials - Parks	-	1,000	1,520	152.03%
Water/Sewer - Parks	539	6,000	5,362	89.36%
Electricity - Parks	241	3,000	3,257	108.56%
Small Equipment - Parks	-	500	233	46.62%
Capital Outlay - Site Improvements	-	100,000	-	0.00%
Transfers to Other Funds	-	-	179,368	100%
TOTAL EXPENDITURES	\$ 5,900	\$ 407,150	\$ 279,794	68.72%



**Tax Allocation District Fund
As of November 30, 2022**

REVENUES:	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
Intergovernmental Cherokee County Govern	21,306	-	21,306	100%
Intergovernmental Cherokee County School	68,256	-	68,256	100%
TOTAL REVENUES	\$ 89,563	\$ -	\$ 89,563	100.00%
EXPENDITURES:				
	-	-	-	100%
	-	-	-	100%
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	100.00%



**Hotel/Motel Tax Fund
As of November 30, 2022**

	November 2022		YTD		% of Annual
REVENUES:	Transactions	2022 Budget	Transactions		Budget
Hotel/Motel Taxes	480	6,000	3,963		66.05%
TOTAL REVENUES	\$ 480	\$ 6,000	\$ 3,963		66.05%
EXPENDITURES:					
Advertising/Promotions	-	6,000	2,945		49.08%
Payment to Other Agencies	-	-	1,000		100%
TOTAL EXPENDITURES	\$ -	\$ 6,000	\$ 3,945		65.75%



**Urban Redevelopment Agency
As of November 30, 2022**

	November 2022		YTD	% of Annual
REVENUES:	Transactions	2022 Budget	Transactions	Budget
Proceeds from General Long-term E	707,605	9,375,000	3,173,452	33.85%
TOTAL REVENUES	\$ 707,605	\$ 9,375,000	\$ 3,173,452	33.85%
EXPENDITURES:				
Transfer to Town Center Fund	707,605	9,375,000	3,173,452	33.85%
TOTAL EXPENDITURES	\$ 707,605	\$ 9,375,000	\$ 3,173,452	33.85%



SPLOST III Fund
As of November 30, 2022

	November 2022		YTD	% of Annual
REVENUES:	Transactions	2022 Budget	Transactions	Budget
Special Assessments - Crestmont	-	5,964	2,982	50.00%
Prior Year Fund Balance	-	280,036	-	0.00%
TOTAL REVENUES	\$ -	\$ 286,000	\$ 2,982	1.04%
 EXPENDITURES:				
Capital Outlay-Infrastructure	3,067	-	3,067	100%
Capital Outlay-Infrastructure	550	286,000	550	0.19%
TOTAL EXPENDITURES	\$ 3,617	\$ 286,000	\$ 3,617	1.26%



SPLOST IV Fund
As of November 30, 2022

REVENUES:	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
Special Assessments	-	420	-	0.00%
Prior Year Fund Balance	-	68,580	-	0.00%
Transfer from General Fund	-	-	348	100%
TOTAL REVENUES	\$ -	\$ 69,000	\$ 348	0.50%
EXPENDITURES:				
Capital Outlay-Infrastructure	-	69,000	-	0.00%
Capital Outlay-Buildings	-	-	69,418	100%
TOTAL EXPENDITURES	\$ -	\$ 69,000	\$ 69,418	100.61%



SPLOST V Fund
As of November 30, 2022

REVENUES:	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
SPLOST V Revenue	223,696	2,281,200	2,422,865	106.21%
Grant Revenue-LMIG	-	156,520	156,514	100.00%
Grant Revenue-SRTA	-	12,280	19,271	156.93%
Assessments - Roads	-	-	54,000	100%
Proceeds from GTIB Loan	-	5,500,000	97,075	1.76%
TOTAL REVENUES	\$ 223,696	\$ 7,950,000	\$ 2,749,725	34.59%
EXPENDITURES:				
Capital Outlay-Buildings	66,061	50,000.00	87,811	175.62%
Capital Outlay-Public Safety Equipment	-	241,000	68,581	28.46%
Capital Outlay-Police Cars	-	145,000	-	0.00%
Capital Outlay-Sites	-	-	50,048	100%
Capital Outlay-LMIG	67,658	461,090	642,449	139.33%
Capital Outlay-Industrial Connector	42,800	250,000	180,741	72.30%
Capital Outlay-HS Pkwy Phase II	55,803	3,500,000	2,071,798	59.19%
Capital Outlay-HS Pkwy Phase III	9,828	2,002,910	130,848	6.53%
Capital Outlay-Holly Street	-	100,000	173	0.17%
Capital Outlay-Vehicles	-	-	71,138	100%
Capital Outlay - HS Pkwy Sidewalk	-	100,000	-	0.00%
Capital Outlay - Hickory Sidewalk	-	1,000,000	-	0.00%
Capital Outlay - Palm Street Sidewalk	-	50,000	203	0.41%
Capital Outlay - Hardin House Sidewalk	-	-	10,307	100%
Capital Outlay - Fox Creek/Turner Village	-	50,000	15,437	30.87%
Capital Outlay - Pinecrest/HS Pkwy	-	-	8,000	100%
TOTAL EXPENDITURES	\$ 176,088	\$ 7,950,000	\$ 3,337,535	41.98%



Town Center Fund
As of November 30, 2022

Revenues	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
Prior Year Fund Balance	-	53,400	-	0.00%
Transfer from URA	707,605	9,375,000	3,173,452	33.85%
TOTAL REVENUES	\$ 707,605	\$ 9,428,400	\$ 3,173,452	33.66%

Expenditures				
Professional Services	-	53,400	-	0.00%
Capital Outlay - Site Improvements	742,238	3,378,057	3,227,231	95.54%
Capital Outlay - Buildings	-	5,996,943	9,163	0.15%
TOTAL EXPENDITURES	\$ 742,238	\$ 9,428,400	\$ 3,236,393	34.33%



Debt Service Fund
As of November 30, 2022

Revenues	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
Transfer from Other Funds	470,000	2,000,000	649,368	32.47%
TOTAL REVENUES	\$ 470,000	\$ 2,000,000	\$ 649,368	32.47%
Expenditures				
Contingency	-	608,672	-	0.00%
Debt Service - Bond Principal HSPRA	-	322,084	439,916	136.58%
Debt Service - Bond Interest HSPRA	115,385	36,652	242,187	660.78%
Debt Service - Bond Principal URA	35,837	670,941	313,615	46.74%
Debt Service - Bond Interest URA	-	361,651	85,652	23.68%
TOTAL EXPENDITURES	\$ 151,222	\$ 2,000,000	\$ 1,081,371	54.07%



**Stormwater Utility Fund
As of November 30, 2022**

REVENUES:	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
Stormwater Utility Fees	97,662	460,000	167,787	36.48%
TOTAL REVENUES	\$ 97,662	\$ 460,000	\$ 167,787	36.48%
EXPENSES:				
Salaries & Wages	3,489	101,058	48,823	48.31%
Employee Benefits - Medical Insurance	791	20,234	10,597	52.37%
Employee Benefits - Dental Insurance	29	736	387	52.58%
Employee Benefits - Disability	(1)	796	65	8.17%
Employee Benefits - ADD Life	43	294	501	170.41%
FICA	216	6,266	3,024	48.26%
Medicare	50	1,465	702	47.92%
Employee Benefits - Retirement	353	10,228	4,939	48.29%
Unemployment	2	53	26	49.06%
Workers Comp Insurance	203	5,878	2,841	48.33%
Professional Services	-	1,000	-	0.00%
Professional Services - Engineer	10,002	100,000	76,606	76.61%
Pest Control	125	-	375	100%
Repairs & Maintenance	163,836	67,510	279,166	413.52%
Repairs & Maintenance - Vehicles	18	2,500	873	34.92%
Rental of Equipment	30	5,000	340	6.80%
Communications	119	3,000	1,252	41.72%
Printing and Binding	-	100	-	0.00%
Dues and Fees	-	6,500	4,895	75.31%
Training	-	2,500	1,164	46.58%
Contract Labor	-	15,000	8,800	58.67%
Other Expenditures	-	100	404	404.15%
General Supplies & Materials	-	500	195	39.06%
General Supplies - Postage	51	250	910	363.90%
Water/Sewer	56	2,500	499	19.95%
Gasoline & Diesel	258	4,000	3,054	76.34%
Small Equipment	-	2,100	113	5.38%
Other Supplies-Uniforms	-	1,000	319	31.87%
Depreciation	-	89,832	-	0.00%
Contingency	-	4,600	-	0.00%
Capital Lease Interest	-	5,000	4,609	92.18%
TOTAL EXPENSES	\$ 179,669	\$ 460,000	\$ 455,478	99.02%



**Municipal Court Fund
As of November 30, 2022**

REVENUES:	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
Fines & Forfeitures	43,968	865,500	601,563	69.50%
Criminal & Civil Bonds	14,050	75,000	118,987	158.65%
TOTAL REVENUES	\$ 58,018	\$ 940,500	\$ 720,550	76.61%
EXPENSES:				
Payment to Other Agencies	12,456	315,000	196,726	62.45%
Payment to Others Custodial	3,093	25,500	61,182	239.93%
Transfer to Other Funds - General Fund	76,144	600,000	446,182	74.36%
TOTAL EXPENSES	\$ 91,693	\$ 940,500	\$ 704,090	74.86%



**Main Street Board
Budget To Actual Comparison Report
As of November 30, 2022**

Revenues	November 2022 Transactions	2022 Budget	YTD Transactions	% of Annual Budget
Business & Occupation Licenses	-	52,376	52,376	100.00%
Alcohol Beverage Licenses	34,725	25,000	52,725	210.90%
Alcohol Pouring Permits	310	5,000	5,255	105.10%
Donations From Private Sources	-	20,000	-	0.00%
Miscellaneous/Registrations/Booth Fees	-	5,000	-	0.00%
Rents and Royalties	-	5,000	2,070	41.40%
Interest Revenue	-	50	-	0.00%
TOTAL REVENUES	\$ 35,035	\$ 112,426	\$ 112,426	100.00%

Expenditures				
Salaries & Wages	6,715	53,360	50,525	94.69%
Employee Benefits - Medical	1,380	19,729	15,180	76.95%
Employee Benefits- Dental	85	1,120	939	83.88%
Employee Benefits-Add Life	12	147	147	100.00%
Employee Benefits-Disability	53	598	635	106.15%
FICA	397	3,370	2,979	88.40%
Medicare	93	788	697	88.42%
Employee Benefits-Retirement	393	5,502	4,325	78.60%
Unemployment	-	27	32	119.59%
Workers Comp Insurance	-	235	195	83.18%
Communications	40	600	349	58.16%
Travel	-	700	150	21.43%
Dues and Fees	-	1,000	952	95.19%
Education and Training	-	1,700	550	32.35%
Contract Labor	-	6,000	700	11.67%
Other Expenditures	98	-	98	100%
Supplies-Special Events	-	16,000	101	0.63%
Small Equipment	-	250	74	29.68%
Software	-	1,300	-	0.00%
TOTAL EXPENDITURES	\$ 9,267	\$ 112,426	\$ 78,630	69.94%



**Holly Springs Tree Commission
Budget to Actual Comparison Report
As of November 30, 2022**

Revenues	November 2022 Transactions	2022 Budget	YTD Transactions	% Variance
Development Fees/Recompense	-	34,980	2,124.50	6.07%
Donations from Private Source	-	20	10.00	50.00%
TOTAL REVENUES	\$ -	\$ 35,000.00	\$ 2,134.50	6.10%
Expenditures				
Landscaping/Tree Planting & Care	-	11,000	-	0.00%
Tree Maintenance	-	11,000	-	0.00%
Tree Removal	-	9,500	-	0.00%
Travel	-	750	-	0.00%
Dues and Fees	-	500	175.00	35.00%
Education and Training	-	1,000	-	0.00%
Tree Seedlings	6,041.74	500	6,912.79	1382.56%
Banners & Shirts	-	250	-	0.00%
Books and Periodicals	-	500	-	0.00%
TOTAL EXPENDITURES	\$ 6,041.74	\$ 35,000.00	\$ 7,087.79	20.25%

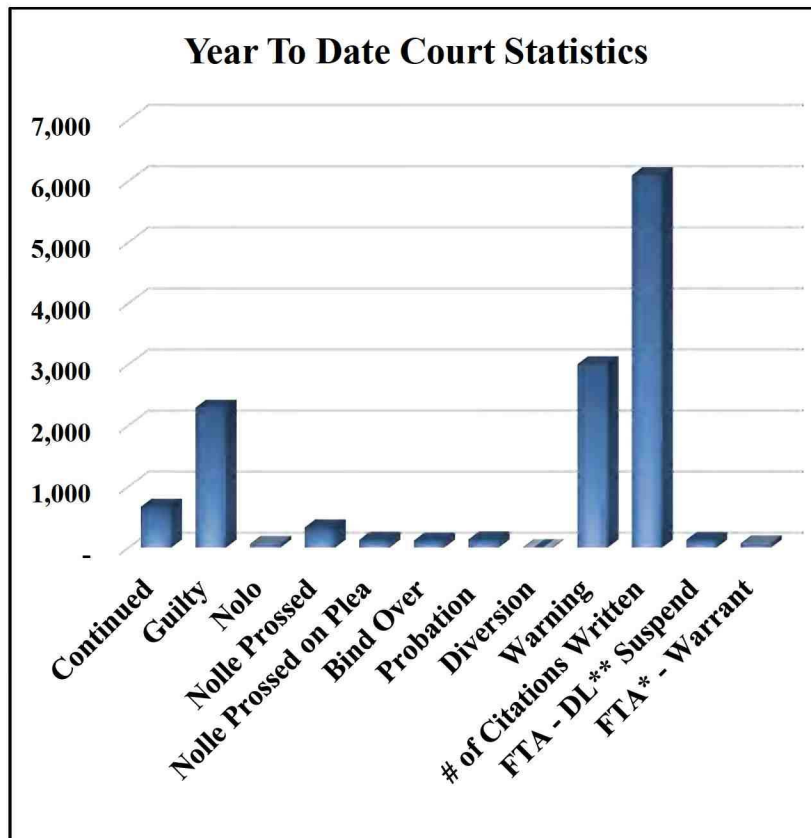


City of Holly Springs Court Statistics 2022 Year to Date

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Continued	77	21	70	61	76	60	74	26	55	74	71	-	665
Guilty	245	155	191	207	239	111	268	159	291	214	208	-	2,288
Nolo	6	2	4	3	3	6	7	5	8	8	6	-	58
Nolle Prossed	22	12	22	25	48	50	30	18	42	39	19	-	327
Nolle Prossed on Plea	19	3	12	12	4	10	13	4	31	10	7	-	125
Bind Over	4	3	10	8	9	6	4	10	27	29	2	-	112
Probation	15	13	14	10	8	14	9	7	24	9	8	-	131
Diversion	1	-	1	-	-	-	-	-	-	1	-	-	3
Warning	316	216	263	315	267	189	242	233	265	368	323	-	2,997
# of Citations Written	549	425	517	717	554	417	573	429	565	722	625		6,093
FTA - DL** Suspend	15	19	5	12	3	19	5	21	4	11	9	-	123
FTA* - Warrant	10	-	6	4	9	6	8	6	5	7	5	-	66
	1,279	869	1,115	1,374	1,220	888	1,233	918	1,317	1,492	1,283	-	12,988

* Failure to Appear

** Driver's License

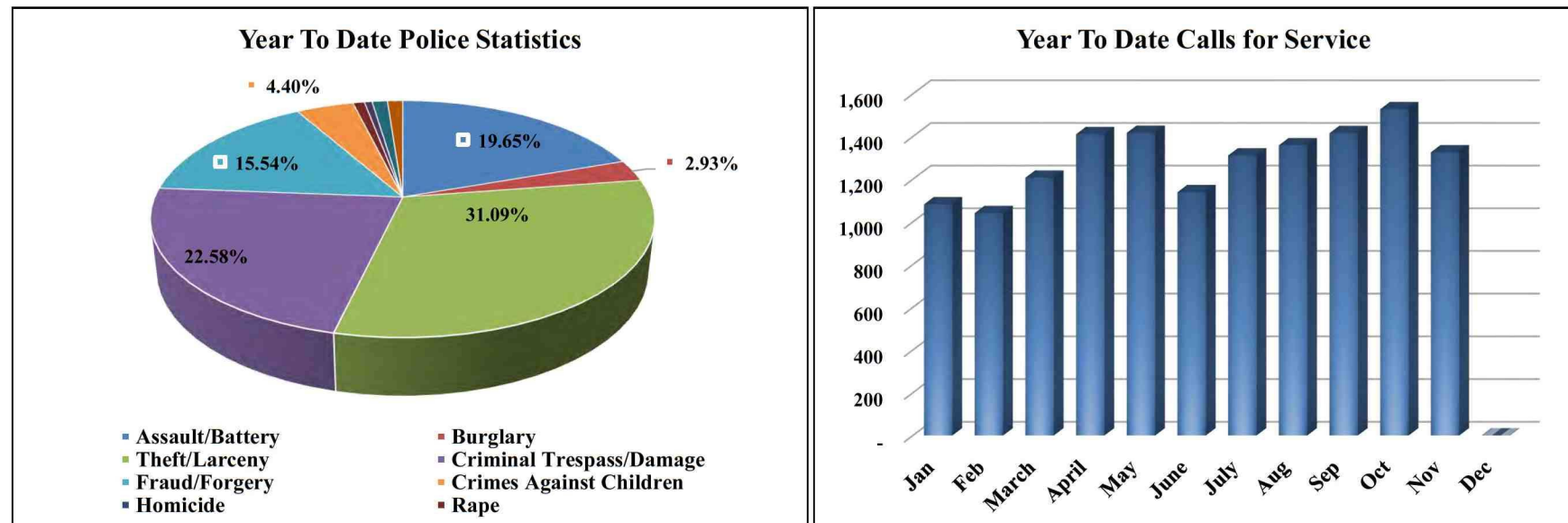




City of Holly Springs Police Statistics 2022 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD	
Assault/Battery	6	-	8	8	12	4	9	6	5	6	3	-	67	19.65%
Burglary	-	3	2	-	2	1	-	1	-	-	1	-	10	2.93%
Theft/Larceny	8	7	13	8	15	10	11	7	8	11	8	-	106	31.09%
Criminal Trespass/Damage	8	4	8	6	7	4	8	15	7	4	6	-	77	22.58%
Fraud/Forgery	7	3	5	6	7	-	3	7	5	6	4	-	53	15.54%
Crimes Against Children	-	-	4	-	4	1	3	1	1	1	-	-	15	4.40%
Homicide	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Rape	-	-	-	-	-	3	-	-	-	-	-	-	3	0.88%
Robbery	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Arson	-	1	-	-	1	-	-	-	-	-	-	-	2	0.59%
Motor Vehicle Theft	1	2	-	-	-	-	-	-	-	-	1	-	4	1.17%
Sex Crimes	1	-	-	-	1	-	1	-	-	1	-	-	4	1.17%
	31	20	40	28	49	23	35	37	26	29	23	-	341	100.00%

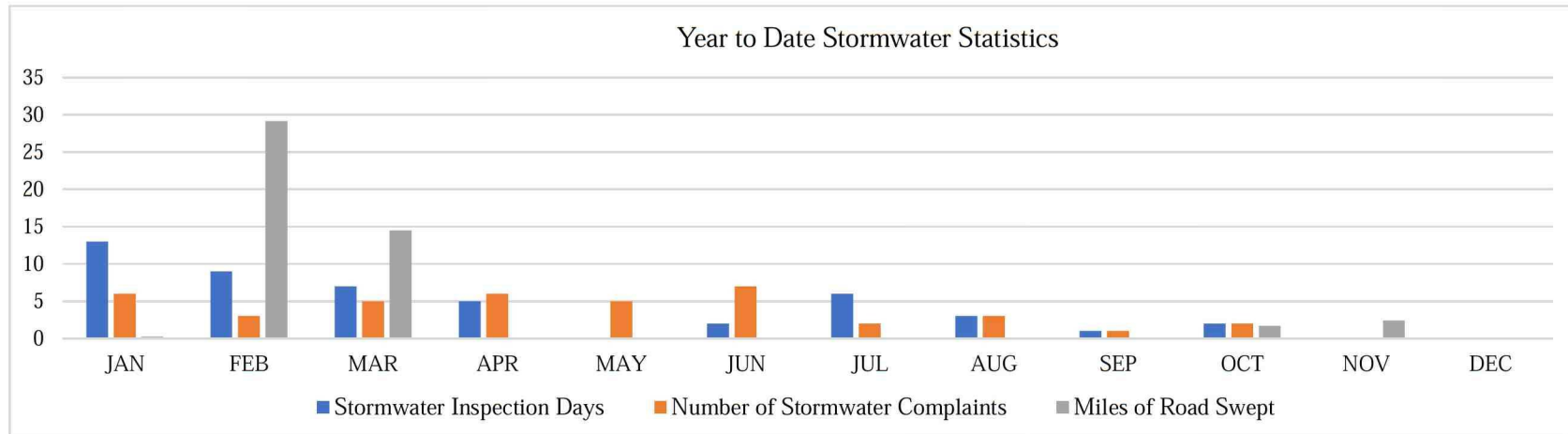
Calls for Service	1,082	1,041	1,207	1,411	1,417	1,139	1,311	1,359	1,416	1,528	1,326	-	14,237
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City of Holly Springs Stormwater Statistics 2022 Year to Date

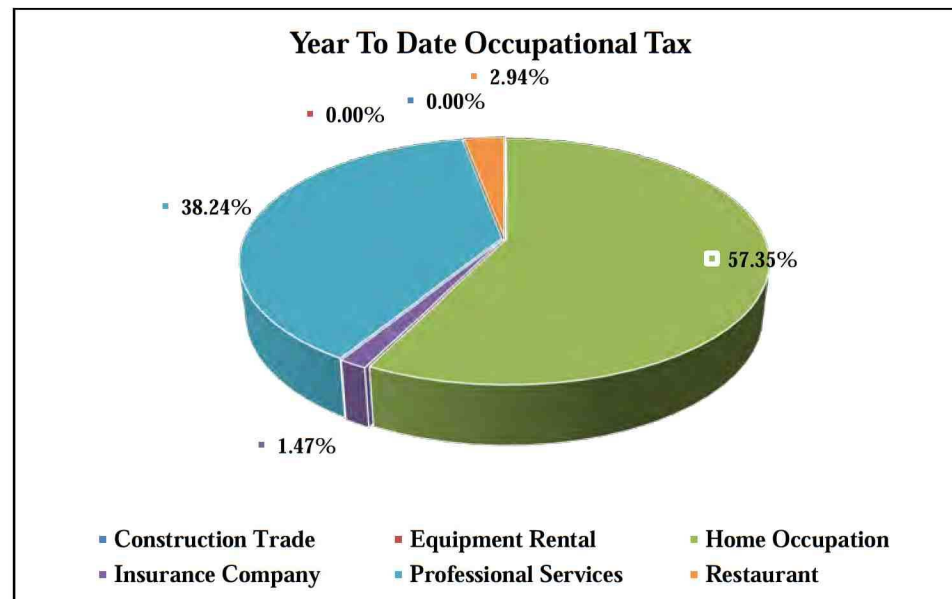
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Stormwater Inspection Days	13	9	7	5	0	2	6	3	1	2	0		48
Number of Stormwater Complaints	6	3	5	6	5	7	2	3	1	2	0		40
Miles of Road Swept	0.26	29.13	14.48	0	0	0	0	0	0	1.68	2.41		47.96





City of Holly Springs Occupational Tax Summary 2022 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	
Construction Trade	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Equipment Rental	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Home Occupation	6	8	6	4	2	1	1	5	4	1	1	-	39	57.35%
Insurance Company	-	-	-	-	-	1	-	-	-	-	-	-	1	1.47%
Professional Services	-	4	3	2	4	6	-	2	-	1	4	-	26	38.24%
Restaurant	-	-	-	-	-	-	-	1	1	-	-	-	2	2.94%
	6	12	9	6	6	8	1	8	5	2	5	-	68	100.00%

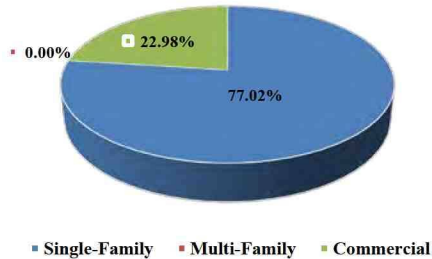




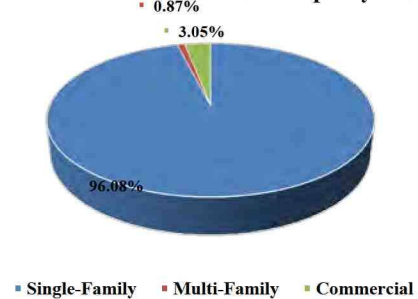
City of Holly Springs
Building Permits and Certificates of Occupancy
2022 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Single-Family													
Houses	25	49	54	48	42	25	15	7	4	21	18		308
Accessory Structures	2				1	5		1	5		1		15
Additions		1	4	4	4		3	1					17
Basement Buildouts	2	3	3		3		2	3	3		4		23
Mechanical			1	1	3	3	7	4	4	4	1		28
Plumbing	1		1	2	3	1	3	4	3	1	4		23
Electrical	1	1	1		1	1	1	5	1				12
Miscellaneous	3	4	2	2	5	4	2	7	3	4	4		40
Residential Fence	7	10	20	12	6	30	21	5	6	5	3		125
Certificates of Completion	1		1	2		3	6	6	1		3		23
Certificates of Occupancy	29	20	34	33	44	59	27	47	39	40	46		418
Multi-Family													
Townhomes													0
Apartments													0
Misc-Multi Family													0
Certificates of Occupancy	4												4
Commercial													
New Structures	1		6					1		1	2		11
Addition-C					1			1					2
Tenant Build Outs			1				1	2		1			5
Accessory Structures	4		1		1	1		1	1				9
Mechanical	1												1
Plumbing					1								1
Electrical	1	2	2	2	1	2		2	3	2			17
Misc-C	2	5	2		3	3		2	5	12	7		41
Signs	5	6		4			3	2	4	4	3		31
Utilities	4		5	5			4		1	1	1		21
Commercial Fence							2			1			3
Certificates of Completion			2				1	3	1		1		8
Certificates of Occupancy	1	1	1						1		2		6

Year To Date Permits Issued



Year To Date Certificates of Occupancy Issued



City of Holly Springs Work Session Meeting

Speaker Sign In Sheet

December 19, 2022

Meeting Date: _____

Name	Address	City Resident Y/N	Topic of Comment
1. Roger McIven	317 Peninsula Pt	Y	Redevelop Res. 140 Der.
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Note: City Council meetings are public meetings but are not public hearings. It is at the Chief Elected Official's discretion if public comment is taken.

