



City Council Meeting

Holly Springs Public Safety Building, Council Chambers
3235 Holly Springs Pkwy. Holly Springs, GA 30115
Thursday, June 19, 2025 | 6:30 PM

Ryan P. Shirley, Mayor

Michael Roy Zenchuk II, Mayor Pro Tem, Ward 3

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

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

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

III. INVOCATION

IV. PRESENTATIONS

- A. Employee Recognition - Five Years of Service
Sergeant John Burns
- B. Recognition - Bachelor of Science Degree in Criminal Justice
Detective Dustin Miller
- C. Yard of the Month
James and Margaret Gebhart
- D. Wildcat Area Plan
Cristina Pastore with Kimley-Horn and Associates, Inc.

V. PUBLIC COMMENTS

VI. OLD BUSINESS

VII. CONSENT AGENDA

- A. May 19, 2025 City Council Meeting minutes

VIII. NEW BUSINESS

- A. Adopt the 2025 Continuity of Operations Line of Succession Plan.

- B. Cherokee County, Georgia Local Emergency Operations Plan (LEOP) to be effective for a four-year term from 2025-2029 and authorize the Mayor to execute the plan document.
- C. Quote from North Cherokee Electrical, Inc. dated April 2, 2025, for the removal of eleven (11) pedestrian lampposts and the relocation of the electrical service point on Holly Springs Parkway, in an amount not to exceed \$11,850.
- D. Time extension request from Crown Service Contractors for the Holly Springs Town Center Parking Deck Electrical Project, RFB #2024-06.
- E. First Amendment to Agreement for Sale and Purchase of Lots between Stonecrest Homes GA, LLC and the Downtown Development Authority of Holly Springs and consented to by the City of Holly Springs, Georgia and authorize the Mayor to execute the agreement pending the approval of the City Attorney.
- F. Resolution authorizing the submittal of the Georgia Department of Transportation 2025 Local Maintenance & Improvement Grant (LMIG) Safety Action Program (SAP) application for the fiscal year 2025 and to ratify the Mayor's signature.
- G. Special Event Permit for Harmony on the Lakes' Fourth of July Festival.
- H. Amendment to the job description for Police Lieutenant for the City of Holly Springs, Georgia.
- I. Quote #24 dated May 11, 2025, from Douglas Outdoors LLC, for performing sidewalk repairs located at 328, 329, 336, 338, and 340 Ellenton Place, Holly Springs, GA 30115, in an amount not to exceed \$2,650.00 and to ratify the City Manager's signature.
- J. Proposal #5761 dated May 28, 2025, from Hutcheson Horticultural Company, for performing landscape maintenance in the Holly Springs Town Center area along Hickory Road, in an amount not to exceed \$7,440.00 per year and to ratify the City Manager's signature.

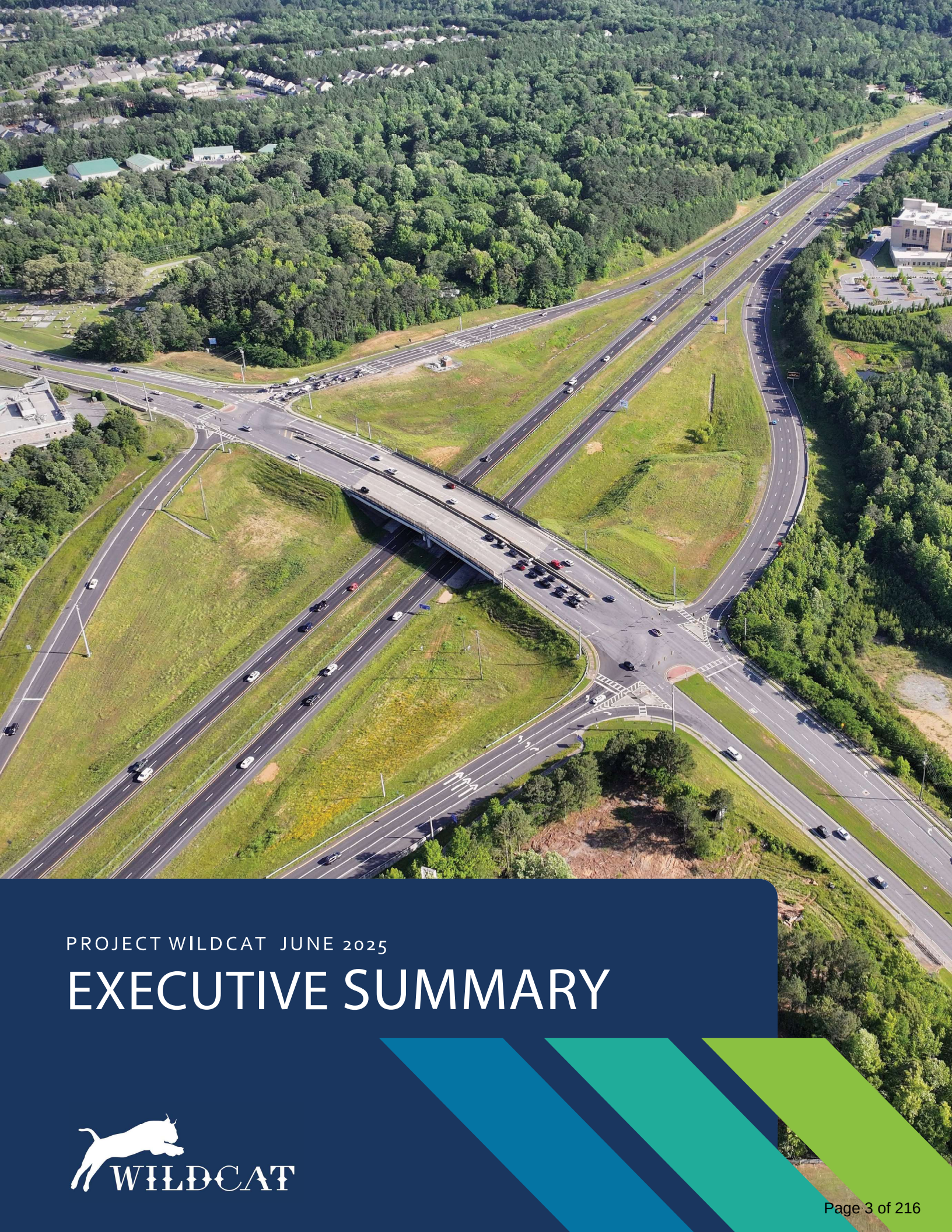
IX. REPORTS

- A. Monthly Departmental Reports

X. ADJOURNMENT

XI. EXECUTIVE SESSION

- A. Litigation



PROJECT WILDCAT JUNE 2025

EXECUTIVE SUMMARY



INTRODUCTION

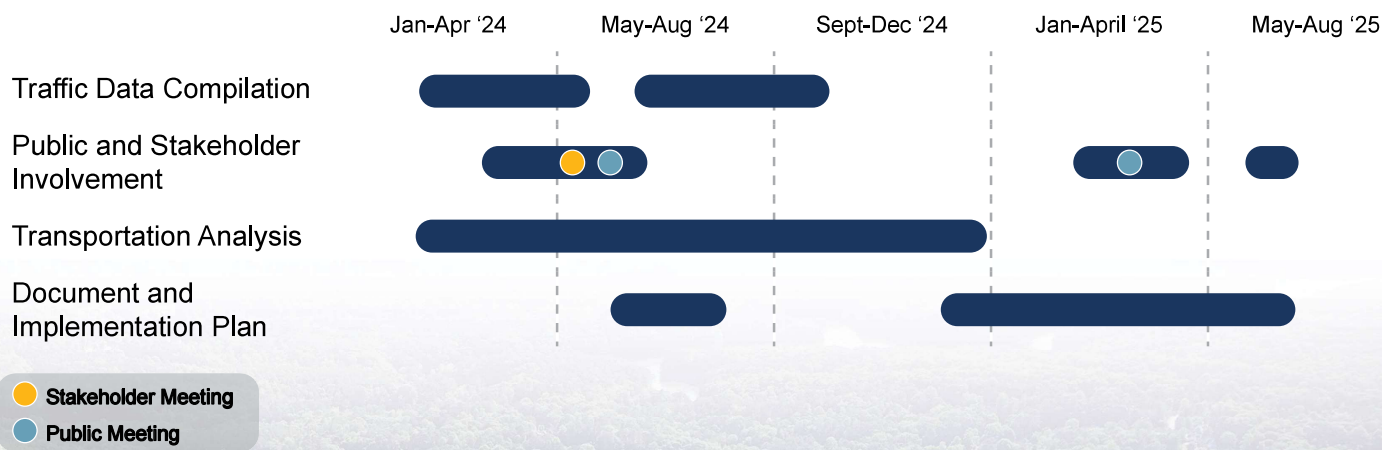
Cherokee County, the Cherokee Office of Economic Development, and the cities of Woodstock and Holly Springs, partnered to conduct a small area plan and transportation study at the I-575 and Sixes Road interchange. The study area includes the southeast corner of the interchange that is bounded in part by the Lebanon United Methodist Church Cemetery to the north, Army Corps of Engineers (USACE) property for Lake Allatoona to the south, Interstate 575 to the west, and the Georgia Northeastern Railroad to the east. This area is known from its historic roots as “Wildcat.”

The interchange area has been well-positioned for success due to its strategic location near I-575 while also providing important access for Bells Ferry Road, Holly Springs Parkway/Main Street, and East Cherokee Drive. Despite significant investments in roadway infrastructure in and around Cherokee County, the study area has remained constrained by listed considerations, which has limited its potential for growth and connection.

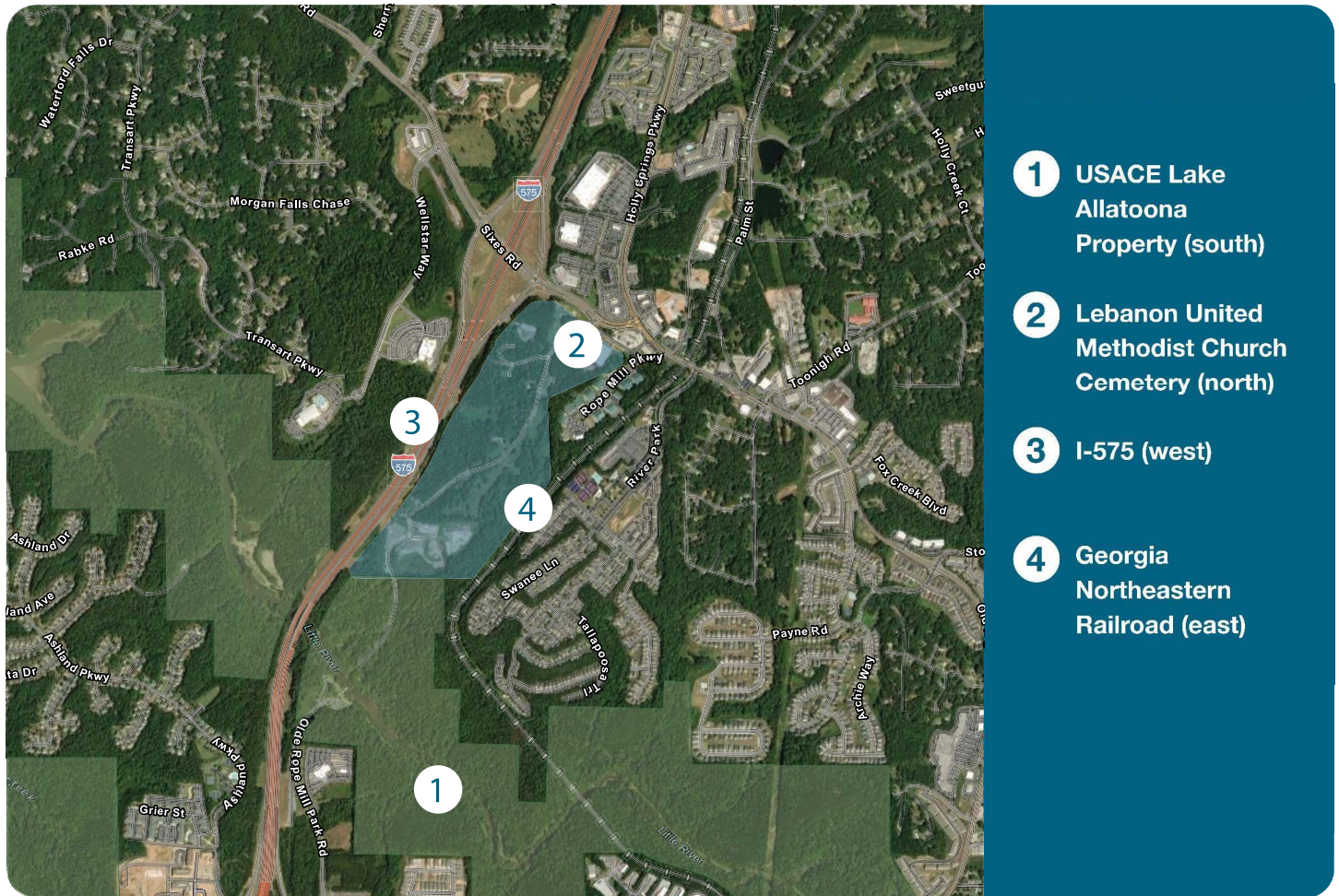
The goal of this study was to identify potential transportation network recommendations that could improve the current operation of the roadway by reducing congestion and increasing safety while also providing meaningful connectivity to support future growth and development around the interchange. This summary provides an overview of the study process and recommended strategies.

The study began in early 2024 with efforts focused on data collection and baseline transportation analysis. The first round of outreach included a request to the public for their insights on the transportation and development needs of the area, which informed recommendations. Following an extensive traffic analysis and complementary geometric engineering and environmental assessment, the draft recommendations were vetted with the public in the spring of 2025.

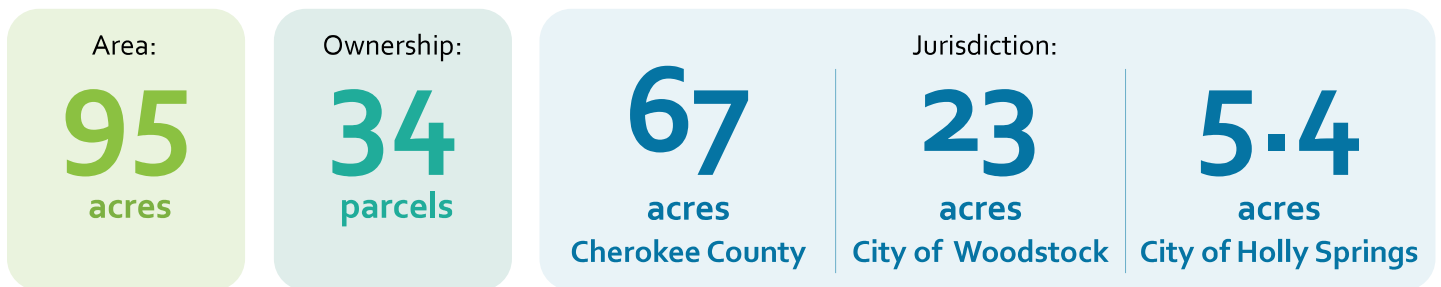
Project Schedule



STUDY AREA



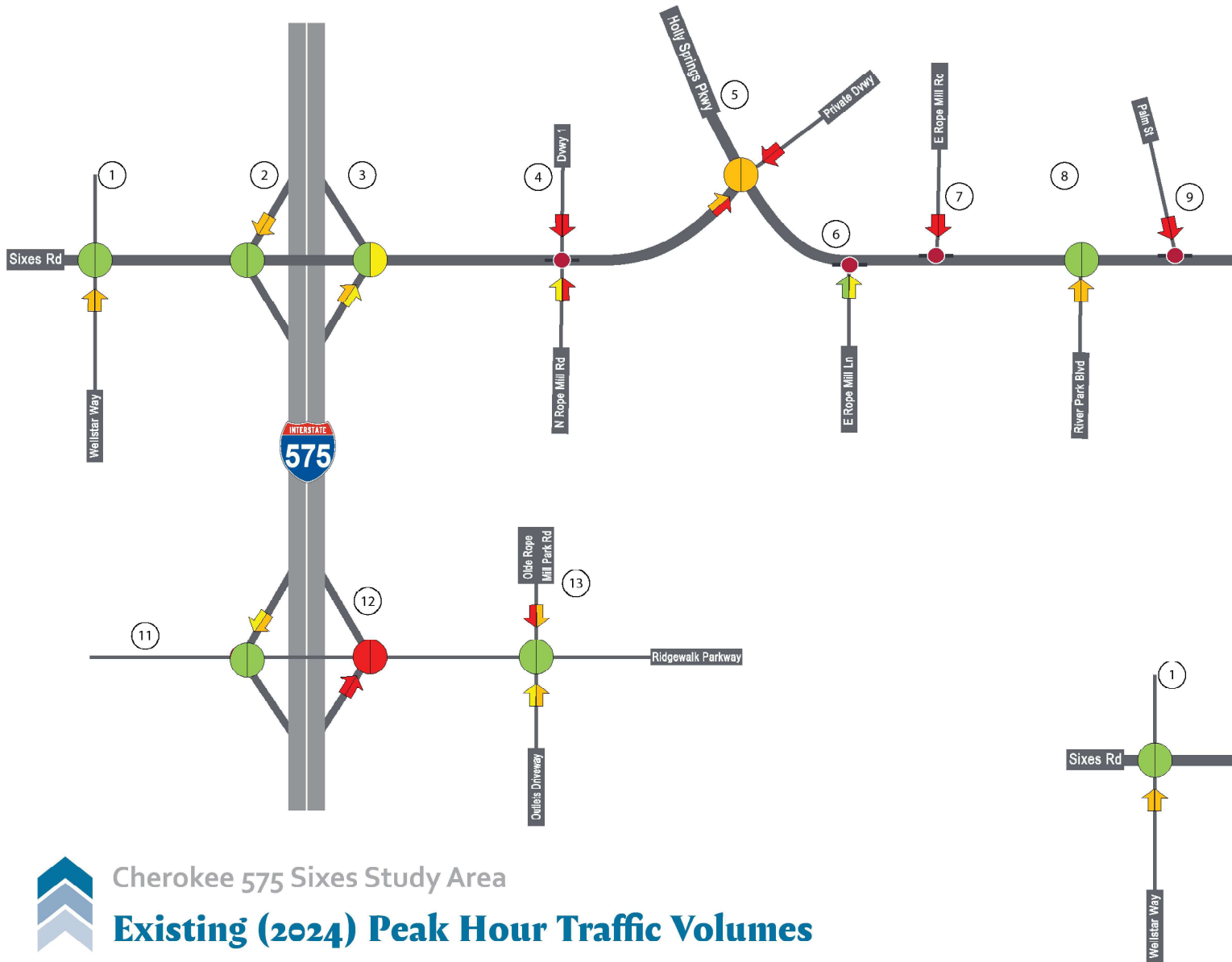
Subarea Development Stats:



The subarea is well positioned in a growing area of Cherokee County and the Region:

	Population		Jobs	
	2020	2050	2020	2050
Within 5 miles	125,000	231,000	40,000	55,000
Within 10 miles	417,000	576,000	170,000	212,000

CURRENT AND FUTURE TRAFFIC CONSIDERATIONS



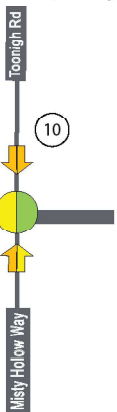
Cherokee 575 Sixes Study Area

Existing (2024) Peak Hour Traffic Volumes

Existing Traffic Conditions

As it stands today, roads in the study area are congested due to unusual roadway geometry and high turning volumes. Traffic modeling shows:

- Congested conditions at the Sixes Road and Holly Springs Parkway intersection
- Failing approaches on side streets at intersections along Sixes Road and Holly Springs Parkway



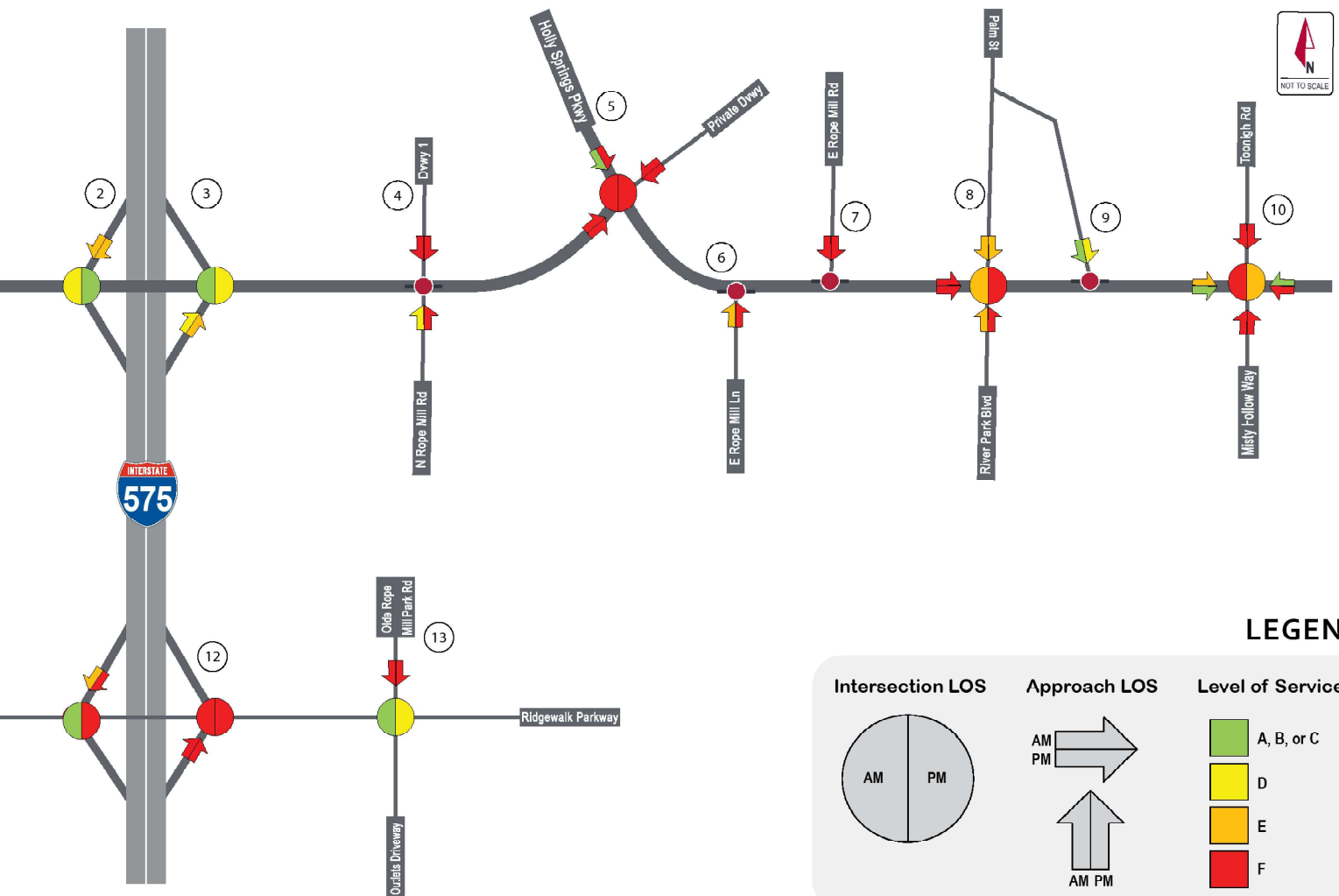
Cherokee 575 Sixes Study Area

No-Build (2044) Peak Hour Traffic Volumes

No-Build (2044) Traffic Conditions

If no new improvements are made to roads in the study area, congestion will worsen at all intersections by 2044. Traffic modeling shows:

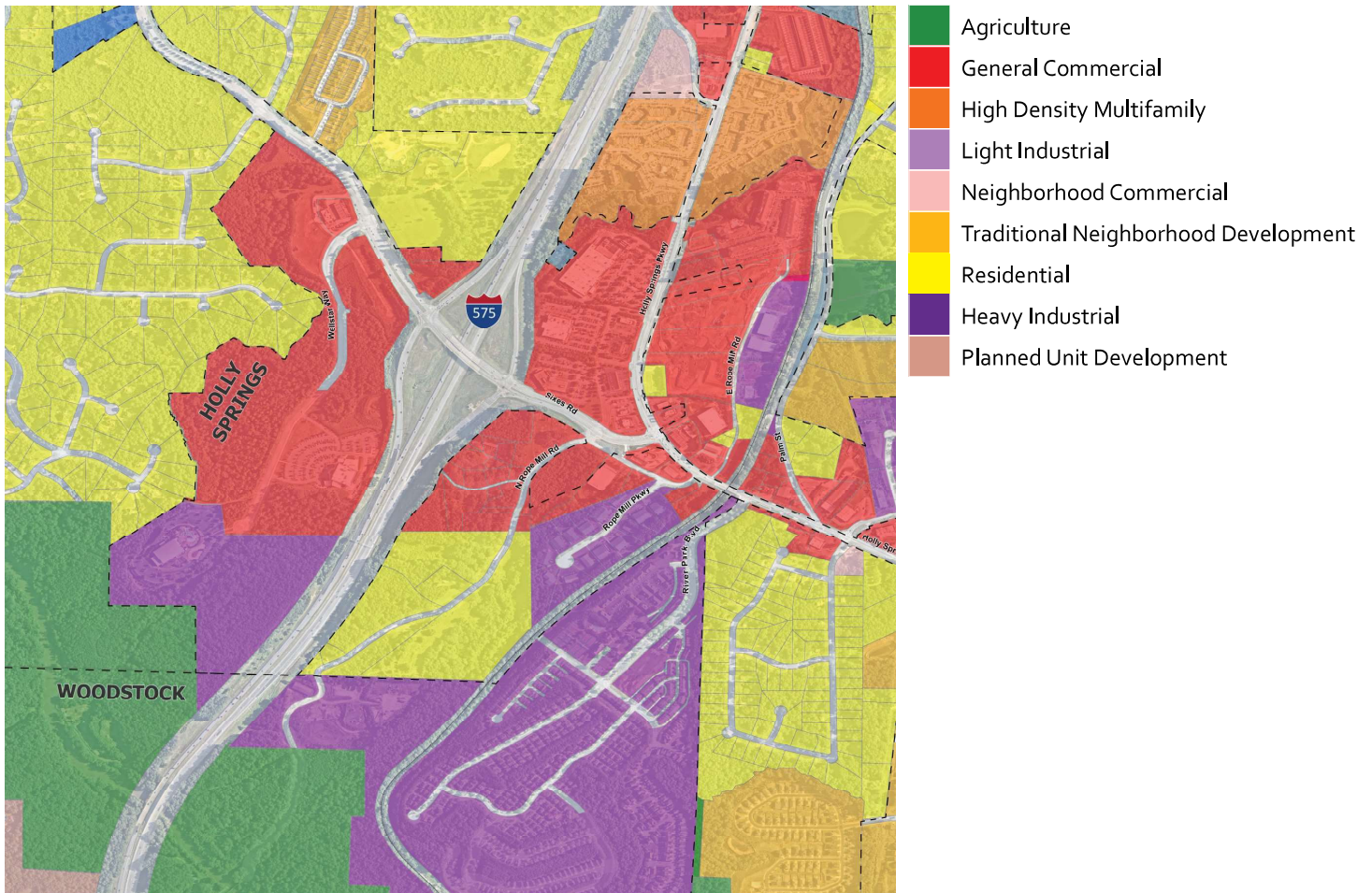
- Extreme delays at the Sixes Road and Holly Springs Parkway intersection
- Complete breakdown of flow along Holly Springs Parkway, with multiple failing intersections in both peak hours.
- Worsening conditions at the I-575 and Sixes Road interchange



DEVELOPMENT OPPORTUNITIES

As a part of the potential development assessment, the study team inventoried the existing and future land use as well as zoning of the Wildcat and surrounding areas to inform what was currently possible. Additionally, the team explored case studies of similar properties around the southeast to compare what had been developed on similar style sites.

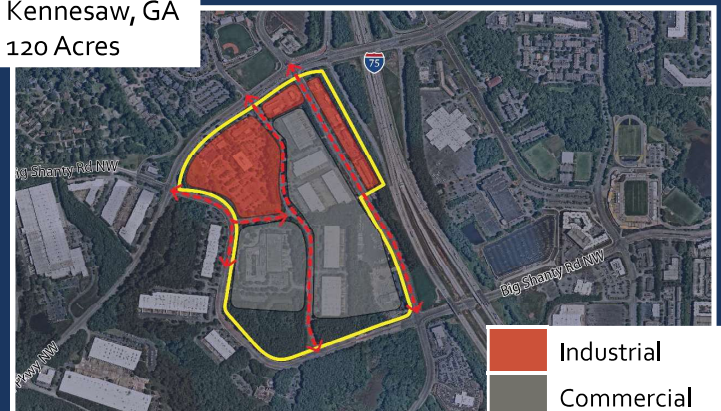
The eventual land use scenario shown in the map on the right was created based on two criteria: 1) how much development can physically fit on the land and 2) how much new traffic the proposed roadway network can support. The possible land use types included around the interchange area are light industrial, medical offices, and an office park, which may include a hotel and retail spaces. Additionally, development on both sides of the interstate can include thoughtful incorporation of greenspace. This land use/development scenario was used for the purposes of studying traffic in the Wildcat area, but the final development plan and uses have not been determined.



Case Studies

Case studies were selected based on their proximity to an interstate or highway, their comparable acreage to the study area off I-575, and variety of uses. These examples were utilized to identify the most suitable development scenario for the project area.

Kennesaw, GA
120 Acres





East of I-575

Office Park	1,000,000 sqft
Retail	250,000 sqft
Hotel	100 rooms
Total	1,250,000 sqft*

West of I-575

Medical Office Building	300,000 sqft
Light Industrial	250,000 sqft
Total	600,000 sqft

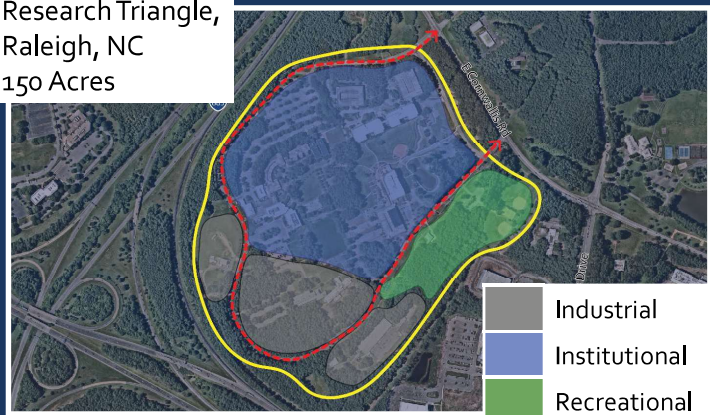
Total Density

Office Park	1,250,000 sqft
Retail	250,000 sqft
Hotel	100 rooms
Medical Office Building	300,000 sqft
Light Industrial	250,000 sqft
Total	1,850,000 sqft*

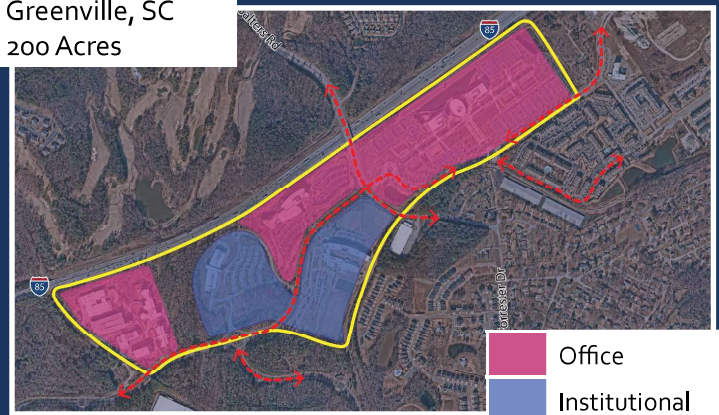
**Square footage from hotel not included*

Final development plan has not been determined

Research Triangle,
Raleigh, NC
150 Acres



Greenville, SC
200 Acres

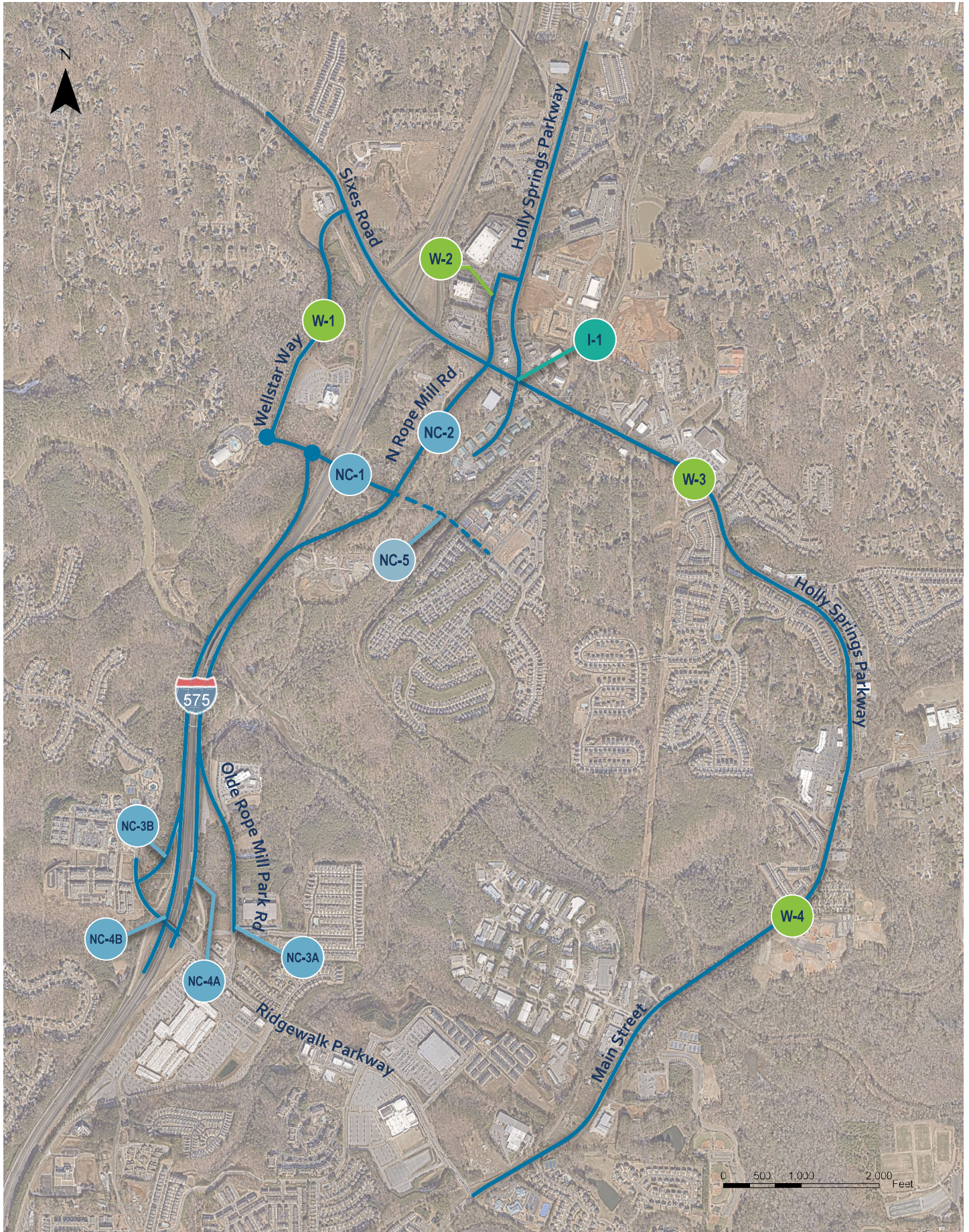


TRANSPORTATION NETWORK RECOMMENDATIONS

This plan used extensive traffic modeling to test and evaluate transportation improvements in the Sixes Road area. The below recommendations were developed to satisfy the goals of reducing congestion, supporting new interchange development, and planning for multimodal connections.

ID	Project Name	Category	Description
I-1	Holly Springs Pkwy and Sixes Rd Realignment	Intersection Improvements	Realign Holly Springs Parkway and Sixes Road to a 90-degree intersection
NC-1	I-575 Crossing – Wellstar Way Bridge	New Connection	Construct a new, 4-lane connection between Wellstar Way at the Cherokee County Aquatic Center and N Rope Mill Road, including a new bridge over I-575
W-1	Wellstar Way Improvements	Widening	Widen and reinforce Wellstar Way to be a 4-lane road
NC-2	N Rope Mill Rd Reconstruction	New Connection	Reconstruct N Rope Mill Road to be a 4-lane road with fewer curves. Realign near Sixes Road to reduce skew and curve near intersection
W-2	Commercial Drive Improvements	Widening	Widen, reinforce, and stripe the commercial drive at the Sixes Road and N Rope Mill Road intersection to be 4-lanes; includes a potential roundabout at the Home Depot driveway
W-3	Holly Springs Parkway Widening Phase I	Widening	Widen Holly Springs Parkway from Sixes Road to E Cherokee Drive from 2 lanes with a two-way left-turn lane to 4 lanes with a median and dedicated left-turn lanes where appropriate
W-4	Holly Springs Parkway/Main Street Widening Phase II	Widening	Widen Holly Springs Parkway/Main Street from E Cherokee Drive to Ridgewalk Parkway from 2 lanes with a two-way left-turn lane to 4 lanes with a median and dedicated left-turn lanes where appropriate
NC-3	Ridgewalk Parkway Arterial Access Lanes	New Connection	Construct a pair of one-way access lanes between Ridgewalk Parkway and Wellstar Way Bridge; Access lanes connect via Olde Rope Mill Rd northbound and connect to intersection west of I-575 southbound
NC-4	I-575 Slip Lanes	New Connection	Construct a pair of one-way “slip” lanes between I-575 near Ridgewalk Parkway and Wellstar Way Bridge; The slip lanes allow drivers to exit the interstate and go directly to Wellstar Way Bridge without using the interchange; The slip lanes will merge with the access lane system near Wellstar Way Bridge
NC-5*	River Park Neighborhood Connector	New Connection	Potentially construct a two-lane new connection between N Rope Mill Road and Wellstar Way Bridge to Georgia Way

*NC-5 only to be constructed with additional neighborhood input with City of Woodstock approval





ENGINEERING AND ENVIRONMENTAL CONSIDERATIONS

The design team studied GIS contours and aerial imagery to develop approximate roadway profiles to minimize impacts to environmentally sensitive resources, existing utility facilities, and surrounding residences and businesses. Alignment locations were developed based on GDOT guidance for horizontal and vertical geometries. The proposed design will enhance connectivity and improve traffic operations while accommodating anticipated future development.

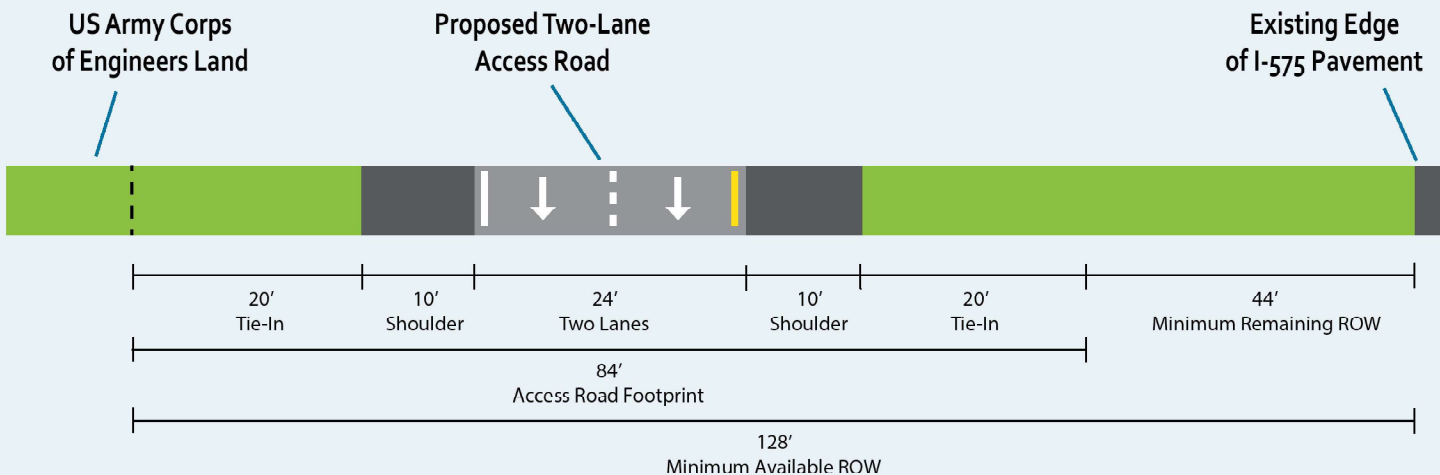
I-575 access lanes will separate local traffic from I-575. These lanes will utilize existing I-575 right-of-way and USACE easements to minimize impacts to the adjacent USACE property. Space exists to widen I-575 at a later date if traffic growth warrants it.

The proposed improvements are anticipated to be funded, designed, and constructed over a 20 year period. Ongoing coordination between Cherokee County, the City of Holly Springs, the City of Woodstock, and state and federal agencies will be needed to successfully implement this project.

Most transportation projects receiving state or federal funding are required to follow the GDOT Plan Development Process (PDP). With few exceptions, the PDP requires rigorous environmental studies to identify potential constraints across various topic areas. Our screening revealed that a number of environmental constraints exist within the study area; however, for each project proposed, none of the constraints would be expected to constitute a fatal flaw that would prevent the project from advancing, provided appropriate avoidance and minimization measures were implemented. Particular attention should be given to the federally owned Lake Allatoona property, as involvement would require close coordination with USACE under any funding scenario.

Proposed I-575 Access Lanes Cross Section

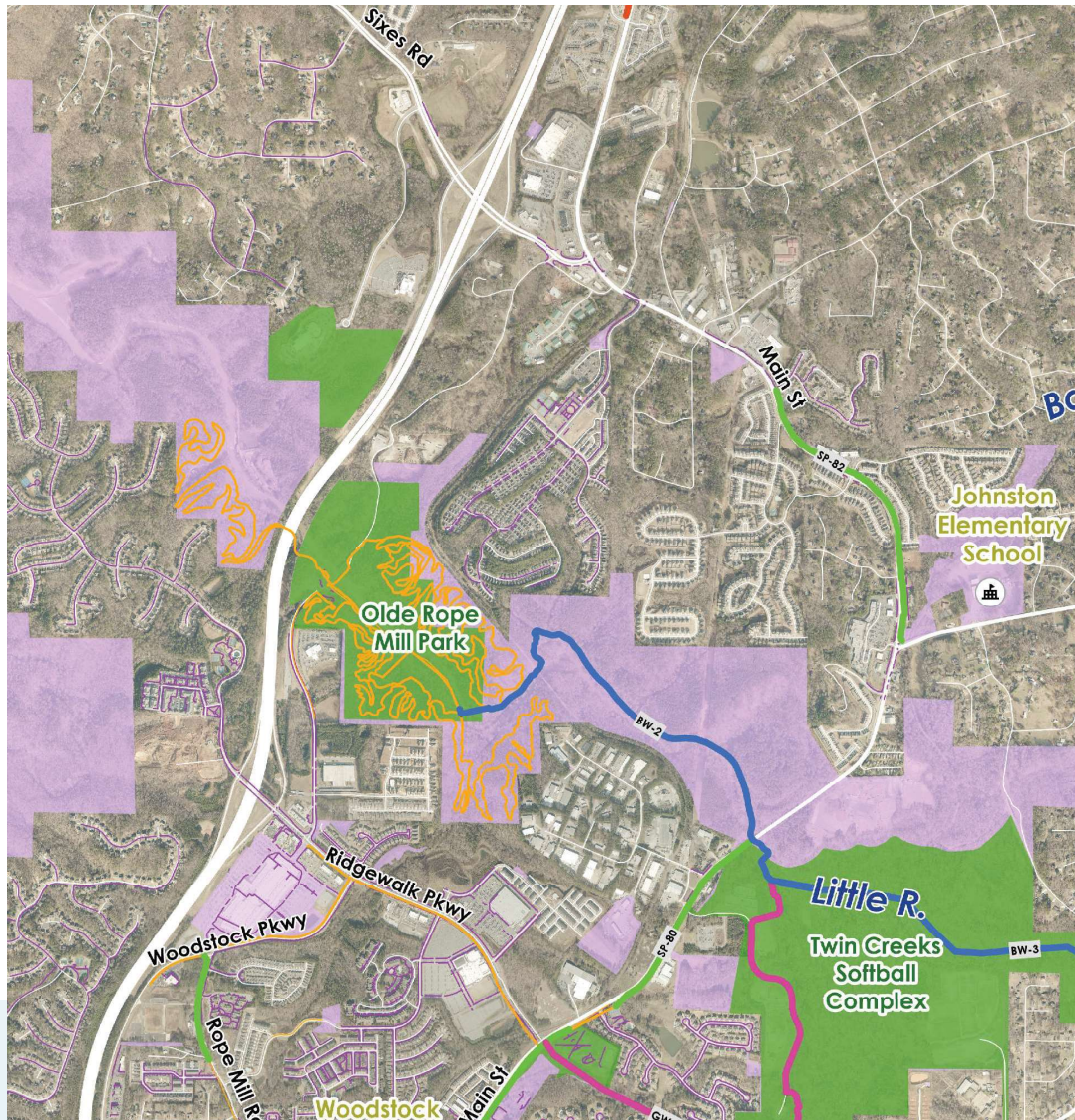
This figure shows the proposed cross section of the access lane system as it crosses Little River within the Army Corps parcel easement.



BICYCLE AND PEDESTRIAN RECOMMENDATIONS

This plan recommends building on the vision of the recently adopted Cherokee County Greenways and Trails Master Plan to improve multimodal mobility in the area. The following improvements are recommended:

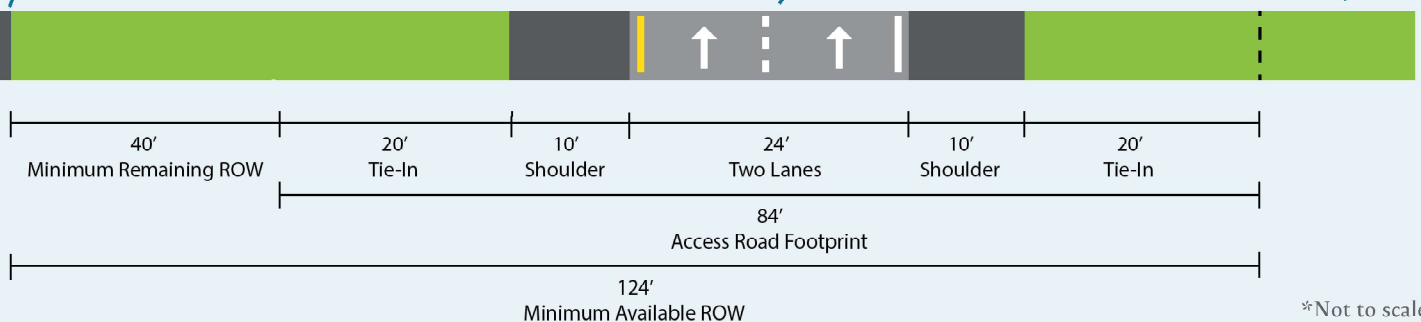
- Expand the sidepath network on Sixes Road, Holly Springs Parkway, and Main Street wherever possible.
- Construct a minimum of sidewalks along Wellstar Way, Wellstar Way Bridge, and N Rope Mill Road.
- Work with developers to deliver greenspaces as part of new developments near the interstate and complete trail connectivity.



Existing Edge
of I-575 Pavement

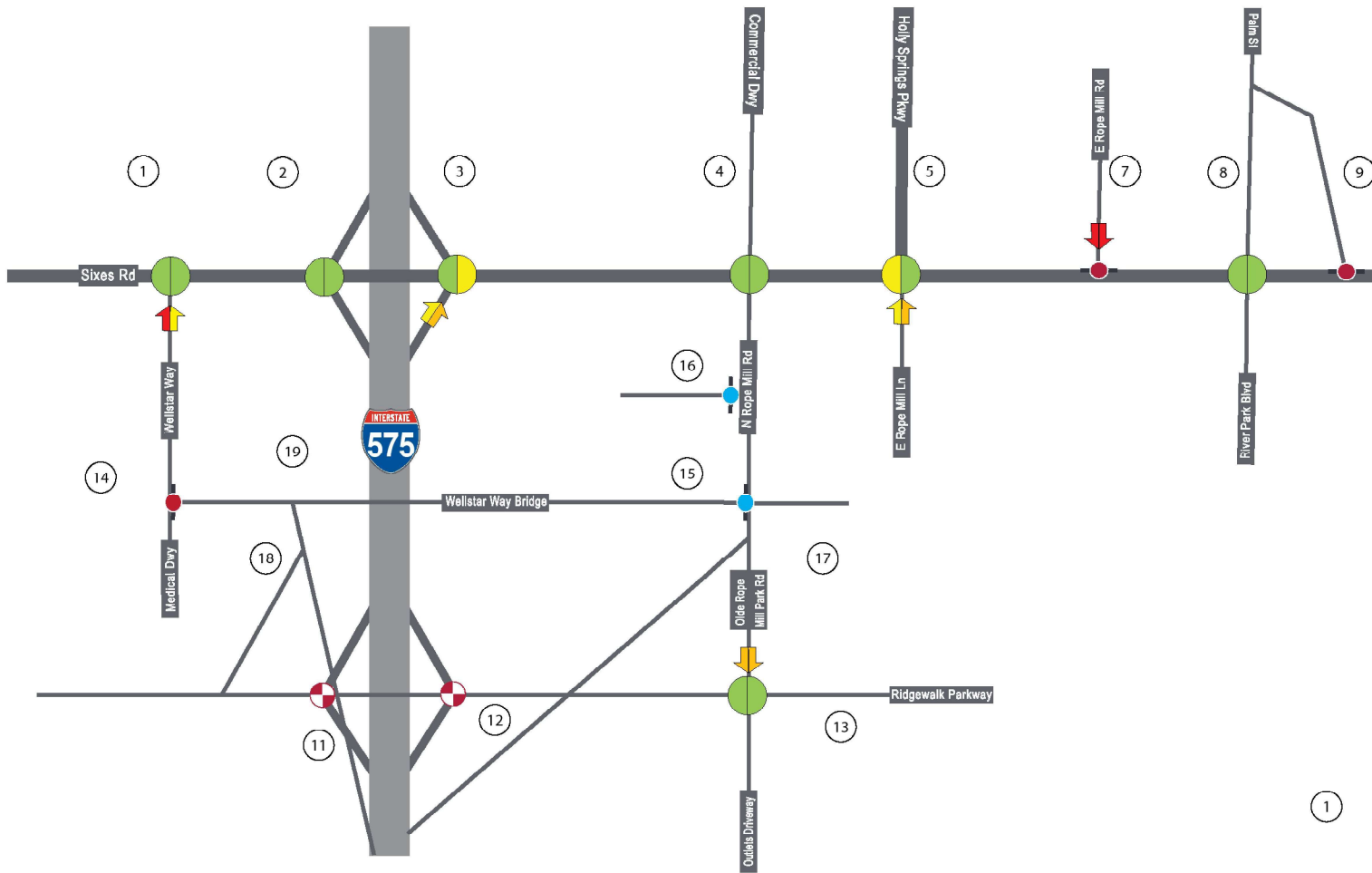
Proposed Two-Lane
Access Road

US Army Corps
of Engineers Land



*Not to scale

FUTURE TRAFFIC CONDITIONS



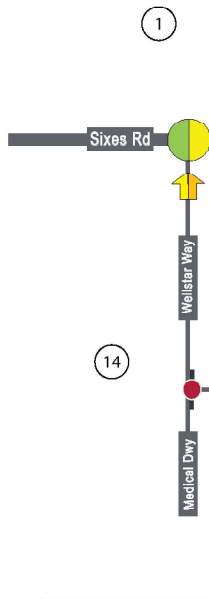
Cherokee 575 Sixes Study Area



Build Without Development (2044) Peak Hour Level of Service

Build Without Development (2044) Traffic Conditions

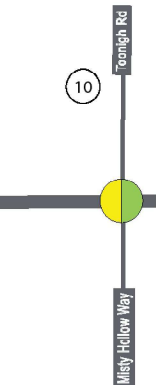
The recommended improvements in the study area were designed to serve background traffic growth and new traffic from anticipated developments. As a result, traffic modeling shows excellent operations and low delay at all intersections, with few approaches experiencing more substantial delay.



Cherokee 575 Sixes Study Area



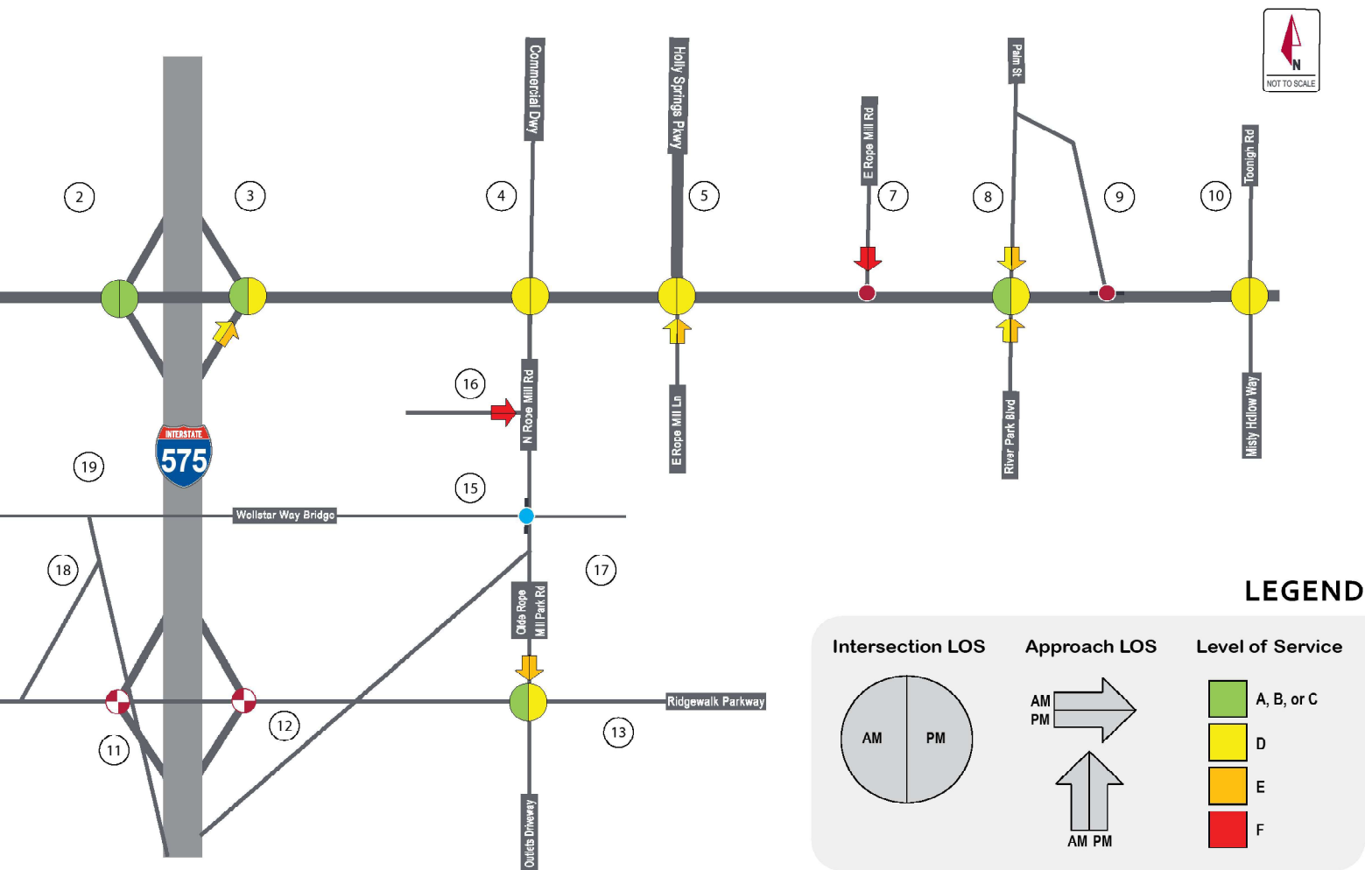
Build With Development (2044) Peak Hour Level of Service



Build With Development (2044) Traffic Conditions

Even with large amounts of new traffic from developments, the recommended improvements maintain satisfactory traffic conditions at all study intersections. Compared to no-build conditions, traffic modeling shows:

- Reduced time spent waiting at Sixes Road and Holly Springs Parkway by over 70% during both peak hours
- Reduced delays at River Park Boulevard and Toonigh Road by nearly 60% during both peak hours.
- Improved connectivity across the interstate for drivers and pedestrians
- 10% less traffic on the interstate between Ridgewalk Parkway and Sixes Road
- 20% less delay at the I-575 and Sixes Road interchange during the evening rush hour



PROJECT COSTS AND FUNDING OPPORTUNITIES

High-level cost estimates were developed for all recommended transportation improvements. Costs were inflated to the assumed year of expenditure of each project. Low (3%) and high (5%) inflation scenarios are presented here to reflect uncertainty in future inflationary effects.

Project ID	Abbreviated Project Name	Years to Expenditure	Cost (2025)	Total Cost (3% inflation)	Total Cost (5% inflation)
I-1	Sixes @ HSP Realignment	7	\$12,319,000	\$15,151,000	\$17,334,000
W-3	HSP Widening Phase I	10	\$33,935,000	\$45,606,000	\$55,277,000
W-4	HSP Widening Phase II	10	\$35,852,000	\$48,182,000	\$58,399,000
W-1	Wellstar Way Improvements	10	\$13,408,000	\$18,019,000	\$21,840,000
W-2	Commercial Drive Improvements	10	\$9,526,000	\$12,802,000	\$15,517,000
NC-1	I-575 Bridge Connector	12	\$30,890,000	\$44,042,000	\$55,474,000
NC-2	N Rope Mill Reconstruction	12	\$12,346,000	\$17,602,000	\$22,172,000
NC-3a	Access Lanes (east side)	20	\$25,380,000	\$45,839,000	\$67,341,000
NC-4a	Slip Lanes (east side)	20	\$18,413,000	\$33,256,000	\$48,855,000
NC-3b	Access Lanes (west side)	20	\$21,194,000	\$38,279,000	\$56,234,000
NC-4b	Slip Lanes (west side)	20	\$28,034,000	\$50,633,000	\$74,383,000
NC-5	Neighborhood Connector (optional)	20	\$20,052,000	\$36,216,000	\$53,204,000

MAJOR COST CATEGORIES:



Preliminary Engineering



Environmental Screening



ROW Acquisition



Utility Relocation



Construction



Inflation

Funding Opportunities

Cherokee County can explore funding sources at various levels to support the implementation of the recommended improvements. This may include a combination of local, state, federal, and other non-governmental or quasi-governmental opportunities:

- Local Sources: A TSPLOST program has the ability to raise local funds to support transportation investments. Local funds may be sufficient to fund some projects, or they can provide a local match for federal funds.
- State Sources: The state sometimes funds projects through state sales taxes or funds allocated through the governor's budget.
- Federal Sources: The Atlanta Regional Commission (ARC) and the Georgia Department of Transportation (GDOT) have programming authority over federal formula funds in the region. Cherokee can qualify for these formula funds through the Regional Transportation Plan process. Other competitive federal grant programs like BUILD and MEGA may be options for some projects.
- Other Resources: Public-private partnerships may be a consideration for some of the Wildcat projects, especially as they are catalytic projects for redevelopment.

ACTION PLAN

The tables below detail action items that the project partners, including Cherokee County, the cities of Holly Springs and Woodstock, and COED, can take in the short-, mid-, and long-terms to advance the goals of the Plan.

Policy Action Items	Coordination
Short-Term Actions	
Adopt Wildcat Plan Cherokee County, Holly Springs, and Woodstock should adopt the Wildcat Plan	N/A
Explore Funding Sources Explore funding sources and develop a financial plan to support the implementation of recommended improvements	Project Partners
Sign Memorandum of Agreement (MoA) Create and sign an MoA between relevant authorities; The MoA should include commitments to collaborate on project implementation and plans for periodic coordination between the groups	Project Partners
Mid-Term Actions	
Update Zoning/Development Ordinances As Needed Review current zoning and development standards and revise code as needed to support transportation improvements and new developments	Project Partners
Access Management Evaluate existing access management standards; Consider an access management overlay zone for the Sixes Road area	Project Partners
Community Improvement District (CID) Explore the creation of a CID to leverage project funding, manage, and oversee the implementation of recommended and future improvements	Project Partners, Wildcat property owners, ARC, and GDOT
Project Action Items	Coordination
Short-Term Actions	
I-1: Engineering and Funding Advance engineering and design for intersection realignment and explore short-term funding sources	Project Partners
I-1: ROW Acquisition Acquire necessary ROW on impacted parcels	Project Partners
Mid-Term Actions	
Railroad Coordination Develop plan for railroad coordination; Make early contact with railroad owner(s) regarding impacts to railroad ROW	Project Partners, Railroad
USACE Coordination Coordinate with USACE regarding all projects that would impact Little River and USACE easements	Project Partners, USACE
W-3 and W-4: Engineering and Environmental Advance preliminary engineering and environmental screening for Holly Springs Parkway widening	Project Partners
Interstate Projects: EIS Begin environmental screening process and development of EIS for interstate-related projects (NC-1, NC-3, NC-4)	Project Partners, GDOT
NC-2, W-1, and W-2: Advance Engineering Begin preliminary engineering	Project Partners
Long-Term Actions	
NC-5: Neighborhood Coordination Coordinate with River Park Neighborhood to determine if NC-5 is a desired improvement	City of Woodstock, River Park Neighborhood



Acknowledgments

Project Wildcat would like to acknowledge those who made valuable contributions to the recommendations:

- Cherokee County Board of Commissioners, County Manager, and Community Development Agency Staff
- Woodstock City Staff and Elected Officials
- Holly Springs City Staff and Elected Officials
- Cherokee Office of Economic Development
- The stakeholders, property owners and members of the public who provided feedback throughout the study



PROJECT WILDCAT

City of Holly Springs
Elected Officials Presentation

Thursday June 19, 2025



Project Background

Transportation
and small area
study for the I-575
and Sixes Road
interchange area

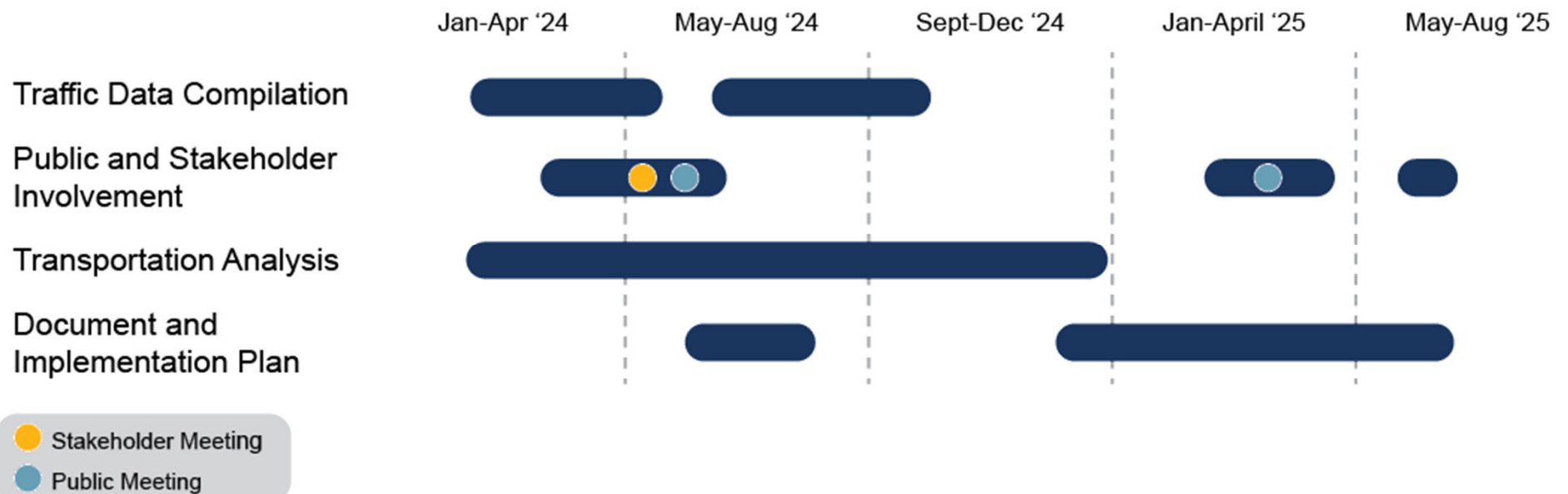


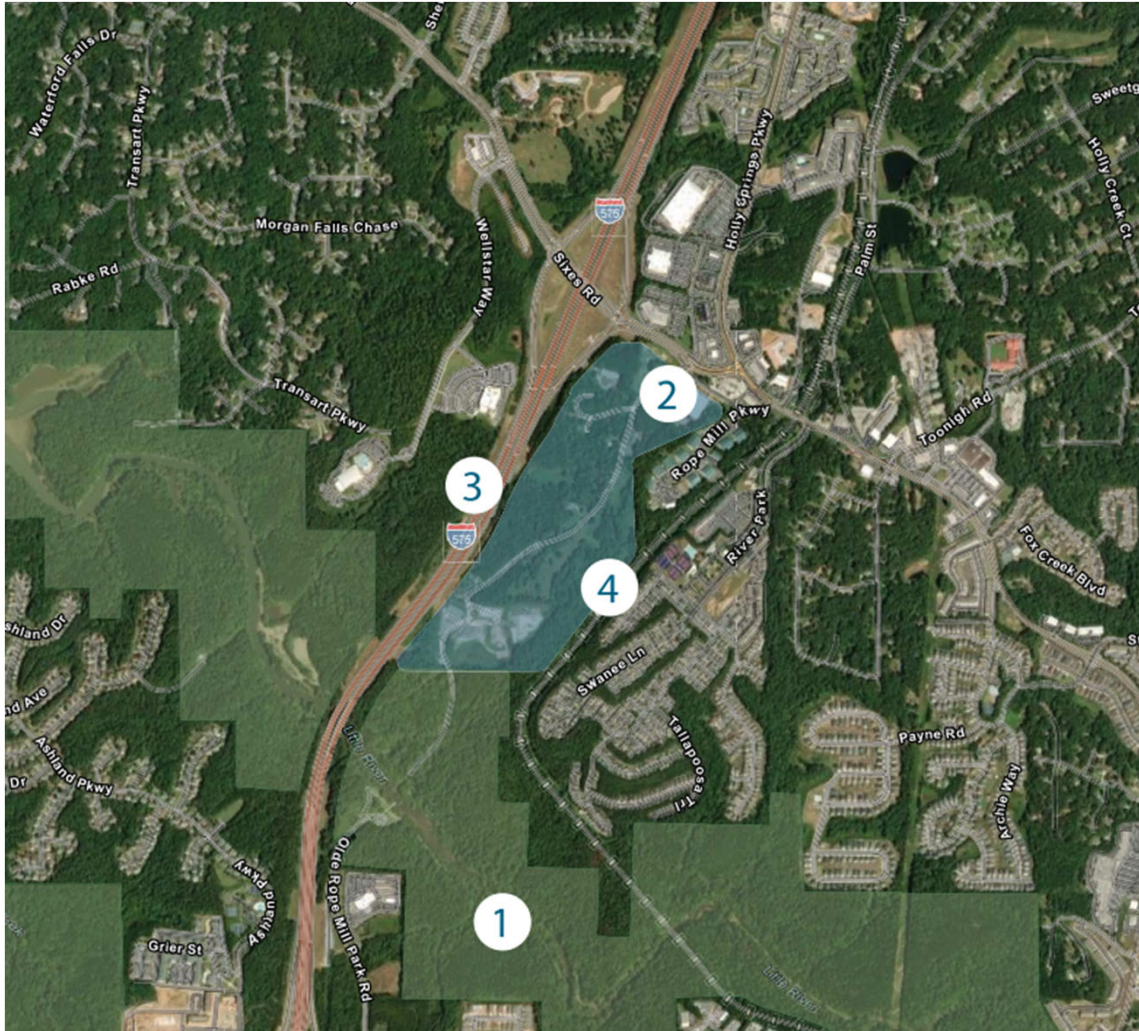
WILDCAT

A Multijurisdictional Initiative



Project Schedule





- 1 USACE Lake Allatoona Property (south)
- 2 Lebanon United Methodist Church Cemetery (north)
- 3 I-575 (west)
- 4 Georgia Northeastern Railroad (east)

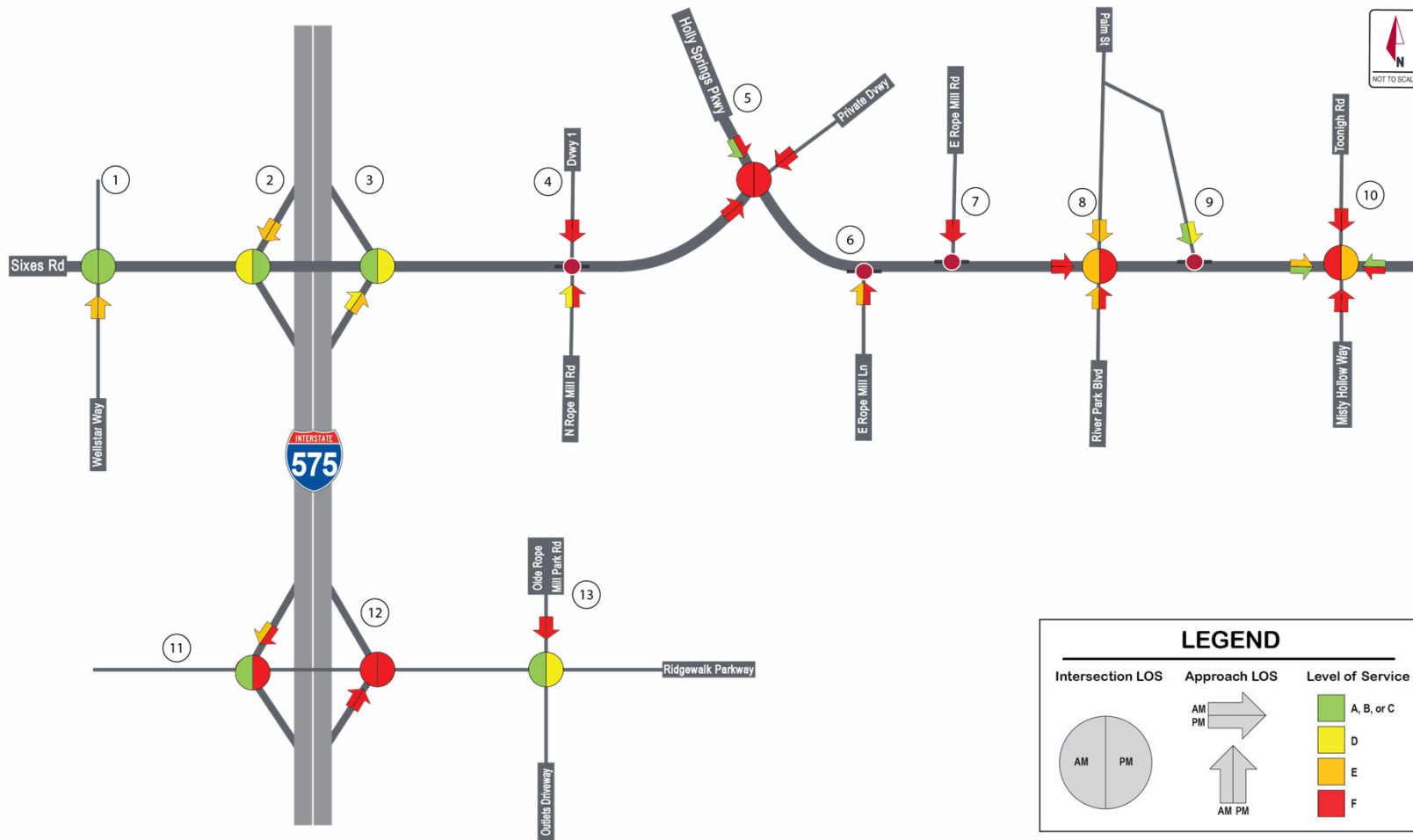
Study Area



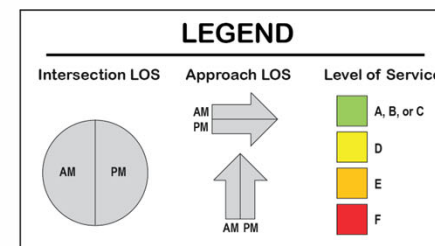


Current Traffic





Future Traffic





Recommendations

Development Opportunities



Final development plan has not been determined

East of I-575

Office Park	1,000,000 sqft
Retail	150,000 sqft
Hotel	100 rooms
Total	1,250,000 sqft*

West of I-575

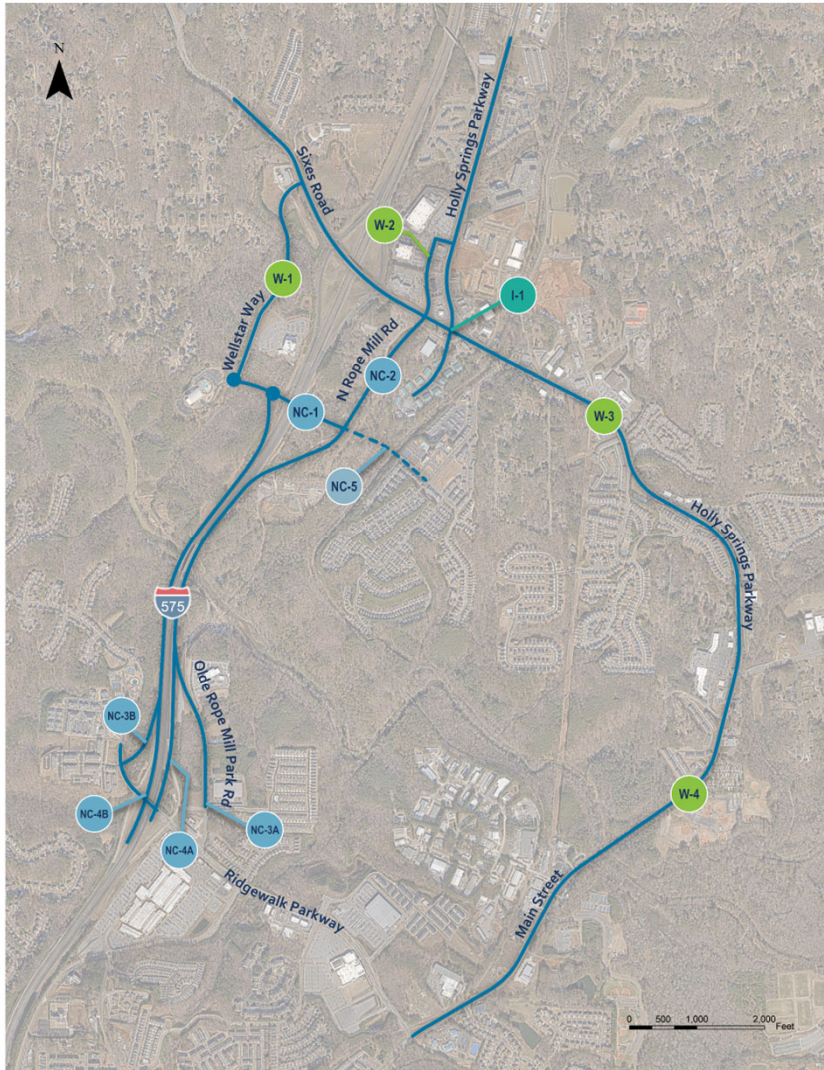
Medical Office Building	300,000 sqft
Light Industrial	250,000 sqft
Total	600,000 sqft

Total Density

Office Park	1,250,000 sqft
Retail	150,000 sqft
Medical Office Building	300,000 sqft
Light Industrial	250,000 sqft
Total	2,000,000 sqft

**Square footage from hotel not included*

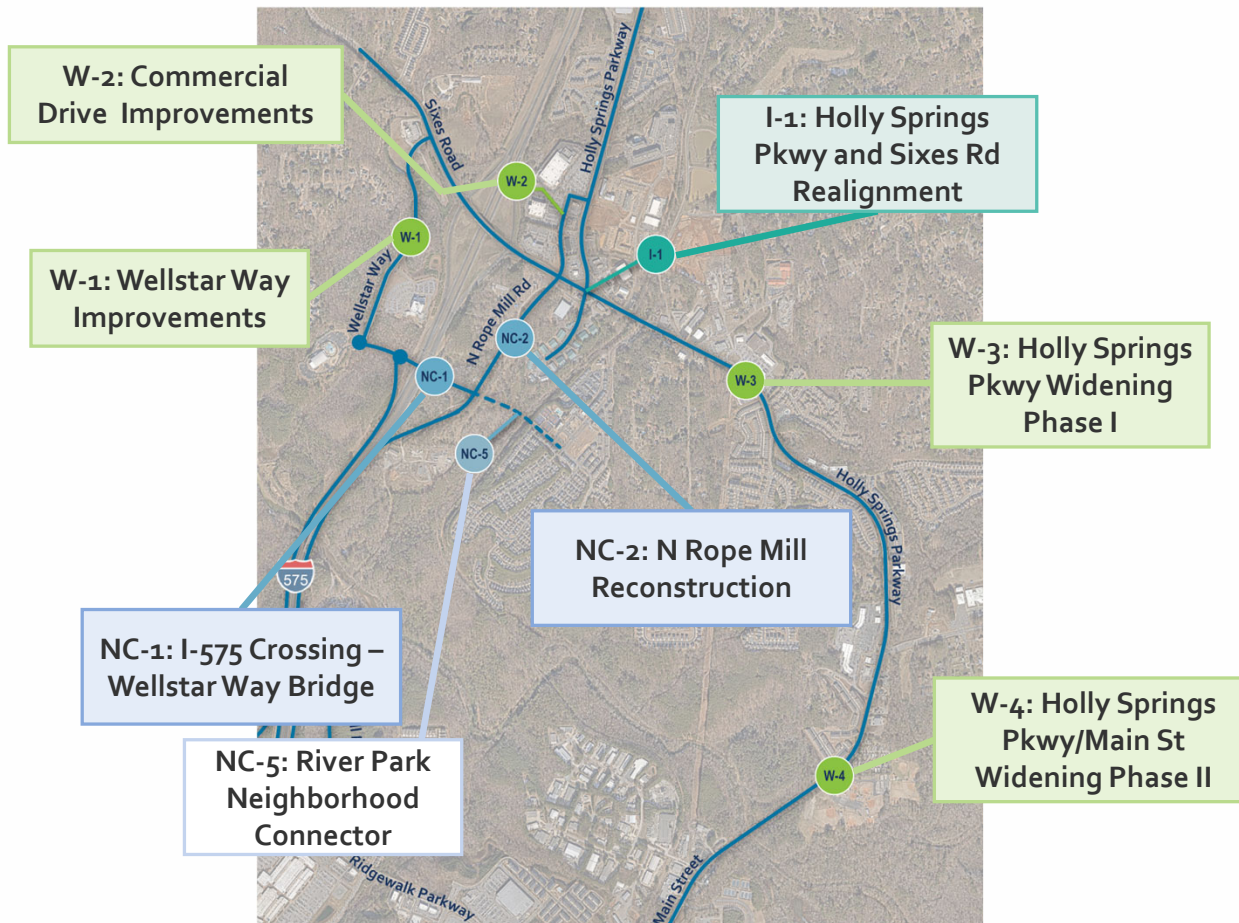




Transportation Network Recommendations



Transportation Network Recommendations



Project I-1 would reduce time spent waiting at Sixes Road and Holly Springs Parkway by over 70% during both peak hours

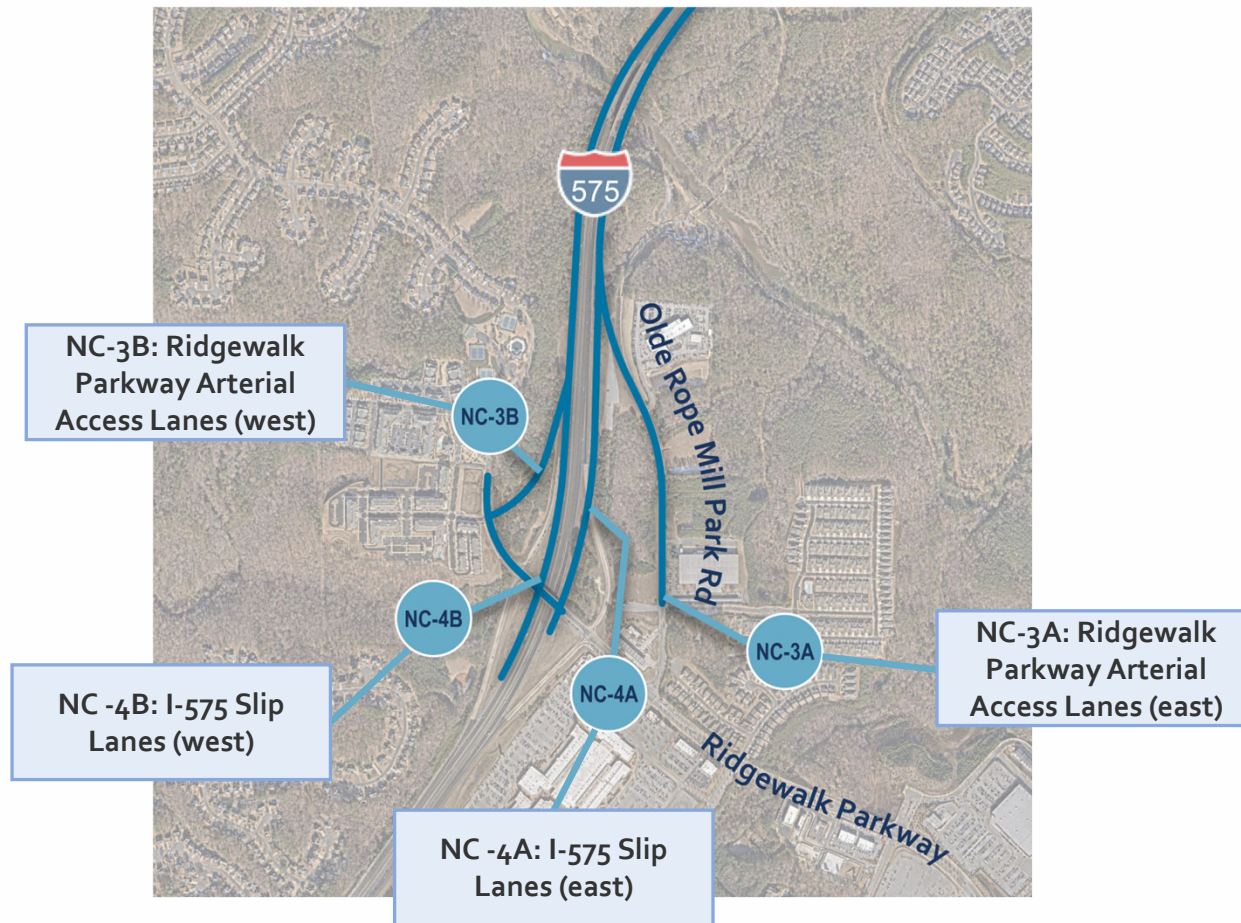
Project W-3 would reduce delays at River Park Boulevard and Toonigh Road by nearly 60% during both peak hours

Project NC-1 would provide more connectivity across I-575, providing drivers and pedestrians an alternative to the interchange

Project NC-2, together with projects **NC-3** and **NC-4**, would provide an alternative route between Ridgewalk Parkway and Sixes Road



Transportation Network Recommendations



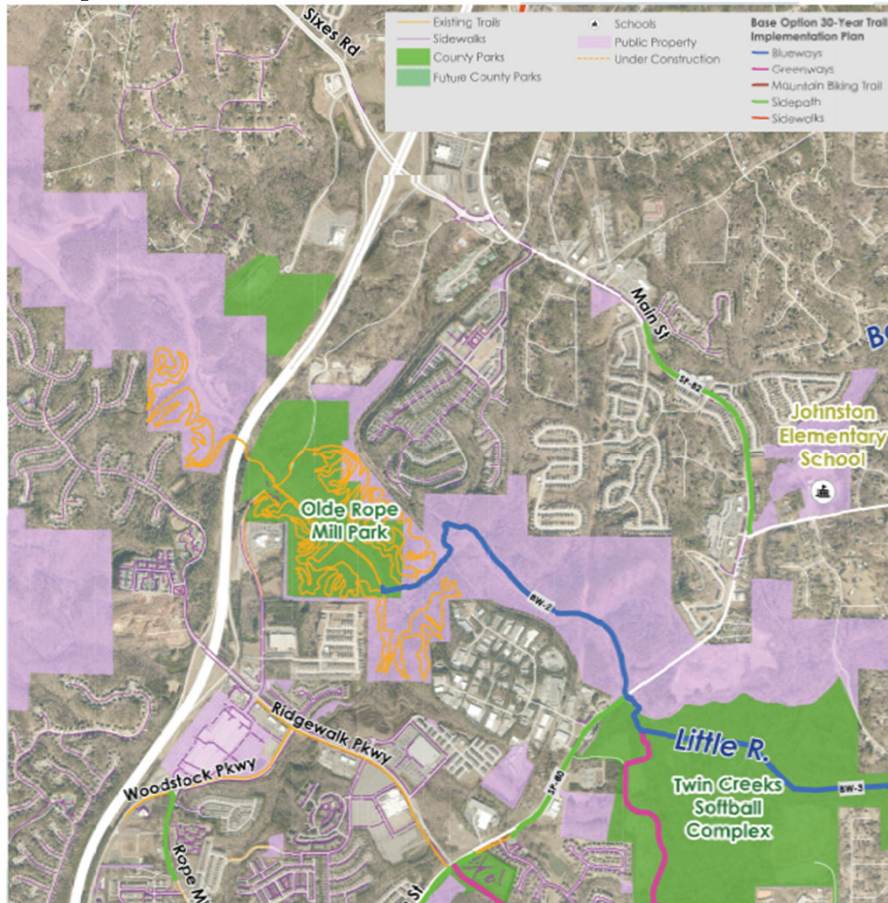
Project NC-4 would cut delays at the Sixes Road and I-575 Northbound Exit by nearly 20% in the evening peak hour

Projects NC-3 and NC-4 would reduce traffic on the interstate by over 10%, reducing travel times during peak hours

Projects NC-1, NC-3, and NC-4 provide an alternative route to I-575 – meaning that traffic from new developments will not worsen congestion on the interstate or at the interchanges



Transportation Network Recommendations

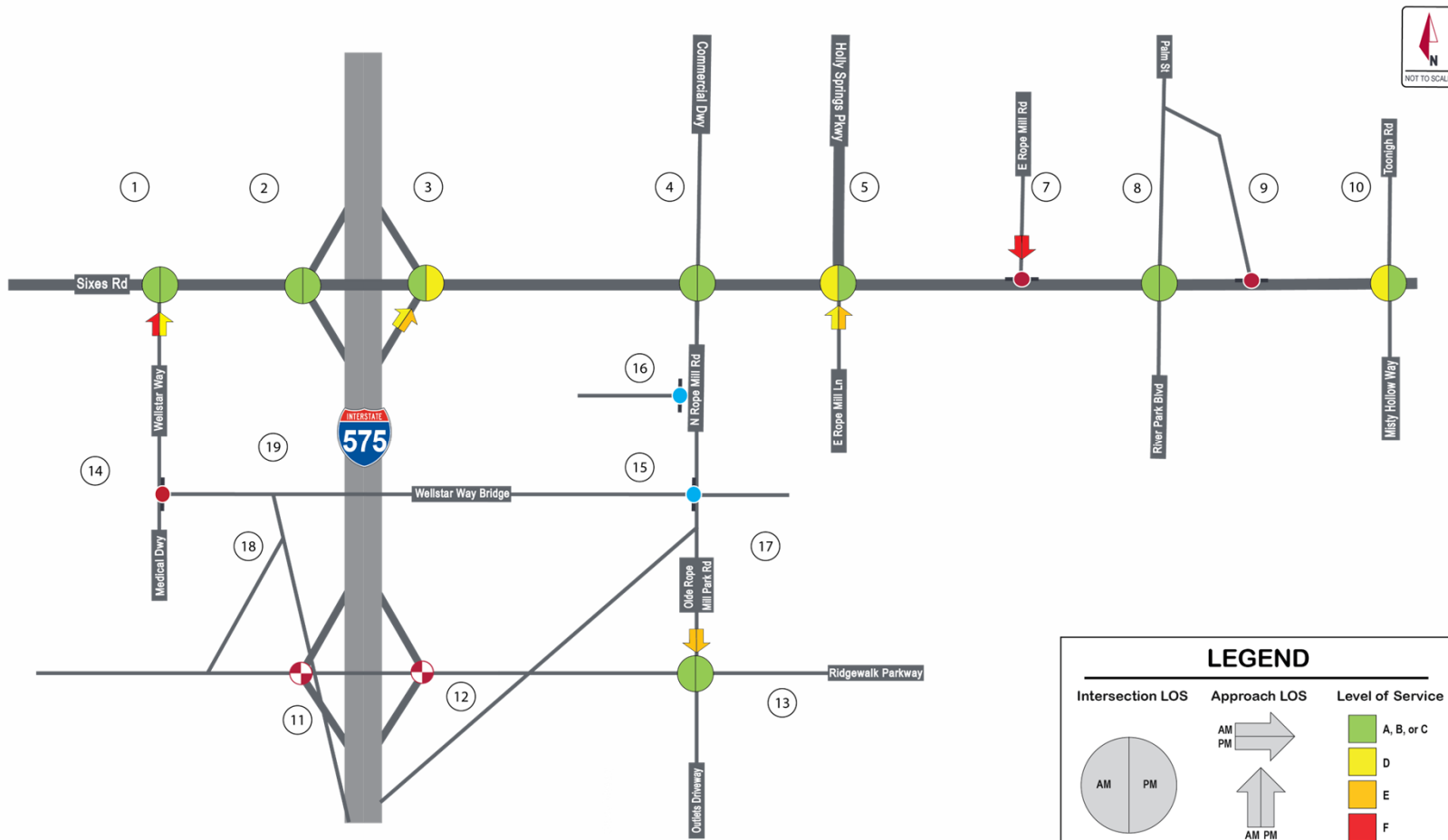


Expand the sidepath network on Sixes Road, Holly Springs Parkway, and Main Street wherever possible

Construct a minimum of sidewalks along Wellstar Way, Wellstar Way Bridge, and N Rope Mill Road

Work with developers to deliver greenspaces as part of new developments near the interstate and complete trail connectivity

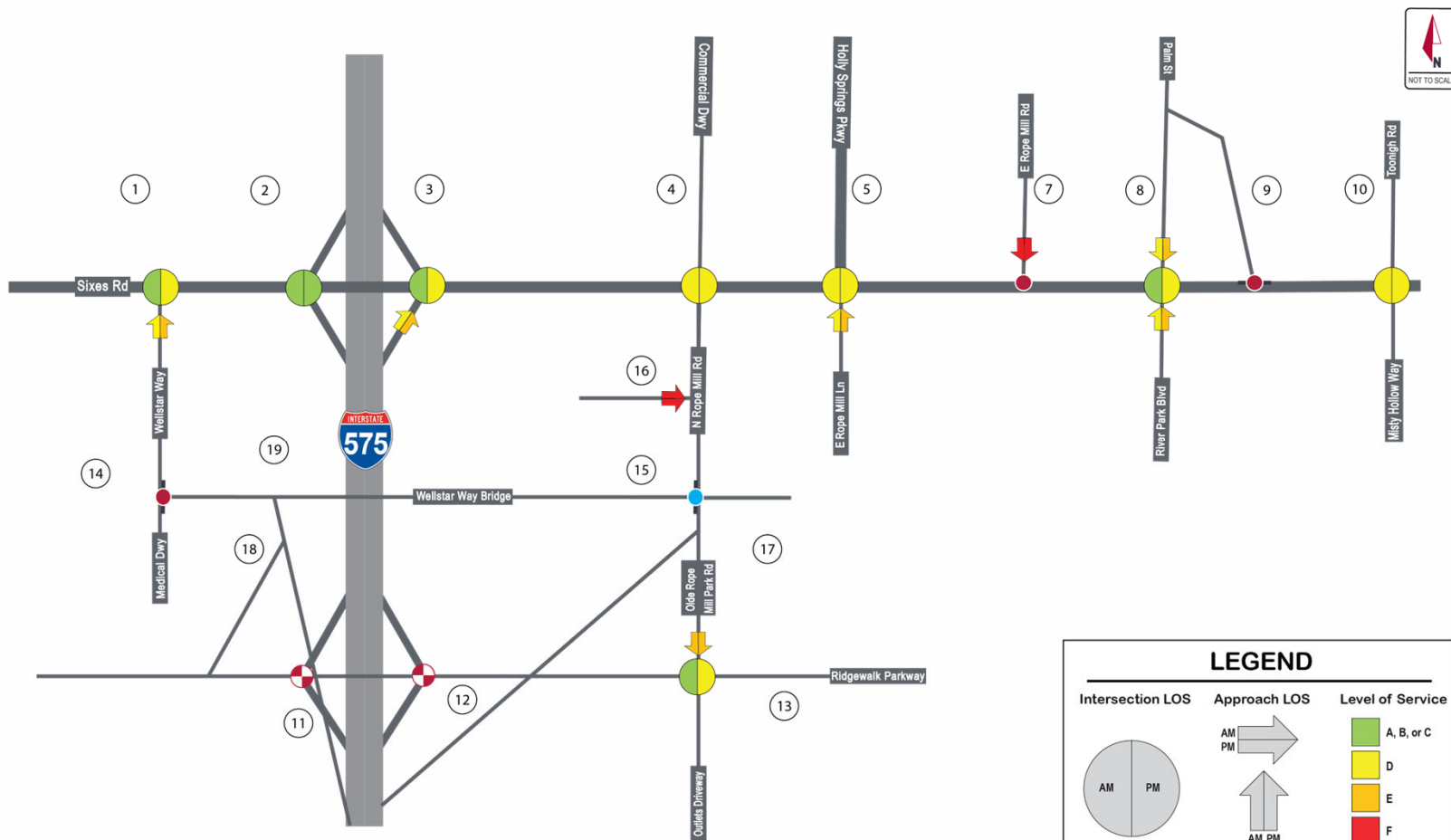




Future Build Traffic

(without development)





Future Build Traffic

(with development)



Project Costs

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NC-3a	Access Lanes (east side)	20	\$25,380,000	\$45,839,000	\$67,341,000
NC-4a	Slip Lanes (east side)	20	\$18,413,000	\$33,256,000	\$48,855,000
NC-3b	Access Lanes (west side)	20	\$21,194,000	\$38,279,000	\$56,234,000
NC-4b	Slip Lanes (west side)	20	\$28,034,000	\$50,633,000	\$74,383,000
NC-5	Neighborhood Connector (optional)	20	\$20,052,000	\$36,216,000	\$53,204,000

MAJOR COST CATEGORIES:

-  Preliminary Engineering
-  Environmental Screening
-  ROW Acquisition
-  Utility Relocation
-  Construction
-  Inflation



Implementation and Funding

Policy Actions

- Adopt the Wildcat Plan
- Explore funding sources and develop a financial plan to support project implementation
- Sign a Memorandum of Agreement with commitments to collaborate on projects and coordinate periodically

Project Actions

- Advance engineering and explore funding for the Holly Springs Parkway and Sixes Road realignment (Project I-1)
- Acquire necessary right-of-way on parcels impacted by the Holly Springs Parkway and Sixes Road realignment

Funding Opportunities

Local Sources:

- A new TSPLOST

State Sources

- Potential funding through state sales tax or governor's budget

Federal Sources

- ARC and GDOT formula funding
- Competitive federal grants (BUILD, MEGA, etc.)

Other Sources:

- Public-private partnerships
- Community Improvement District (CID)



**Thank you to the following groups for their
invaluable contributions to the Wildcat Plan:**

- Cherokee County Board of Commissioners, County Manager, and Community Development Agency staff
- Woodstock City Staff and Elected Officials
- Holly Springs City Staff and Elected Officials
- Cherokee Office of Economic Development
- The stakeholders, property owners, and members of the public who provided feedback throughout the study

**City of Holly Springs
City Council Meeting Minutes
May 19, 2025**

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

Elected Officials Not Present: Councilman Jeff Wilbur.

Staff Present: City Attorney Robert M. "Bobby" Dyer, City Manager Robert H. Logan, Assistant City Manager/City Clerk Karen Norred, Finance Director Denise Lamazares, Community Development Director Nancy Moon, IT/Facilities Manager Ron Carter, Chief Tommy Keheley, Deputy Chief Greg Clyburn, Officer Nicholas Hoskins, Officer Frank James, Corporal James Lenahan, Sergeant Scott Staber, and Sergeant Scott Ryder.

I. CALL TO ORDER

Mayor Shirley called the City Council Meeting to order.

II. PLEDGE OF ALLEGIANCE

Mayor Shirley led the Pledge of Allegiance.

III. INVOCATION

Mayor Pro Tem Zenchuk gave the invocation.

IV. PRESENTATIONS

- A. Employee Recognition - One Year of Service
Officer Nicholas Hoskins
- B. Yard of the Month
Long Truong & Mai Suong Nguyen
- C. Preliminary Plan of Finance - Urban Redevelopment Agency of the City of Holly Springs, Georgia (URA) Series 2025 Bond
Davenport & Company LLC
- D. Cherokee Office of Economic Development Update
Steven W. Miller

V. PUBLIC COMMENTS

Mayor Pro Tem Zenchuk read the Public Participation Policy prior to public comments being made.

Ms. Sally Walker Burger stated her concerns about the removal of trees in Harmony on the Lakes subdivision.

VI. CONSENT AGENDA

- A. May 5, 2025 City Council Meeting minutes

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

VII. OLD BUSINESS

VIII. NEW BUSINESS

- A. Approval of the design of Chipotle for The Heights at Holly Springs.

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

- B. Approval of the design of Whataburger for The Heights at Holly Springs.

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

- C. Approval of the design of the corporate office for Carmichael Development at The Heights at Holly Springs.

Councilman Whitaker made a motion to approve Item C with the stipulation that colors are subject to the approval of the Architectural Review Committee. Mayor Pro Tem Zenchuk seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- D. Quote #ES10731 from Contract Hardware for the doors and door hardware in the Holly Springs Town Center Parking Deck, in an amount not to exceed \$9,756.92.

Councilwoman Phillips made a motion to approve Item D. Mayor Pro Tem Zenchuk seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- E. Quote #4642 from Accurite Construction, Inc. to paint and seal the Holly Springs Town Center Parking Deck, in an amount not to exceed \$34,450.

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

- F. Quote #466 from Dalton Landscapes to include change orders #1 and #2 for the Holly Springs City-Wide Sidewalk Repair and Street Tree Removal Project (RFB #2024-11), in an amount not to exceed \$19,443 and to ratify the signature of the City Manager.

Mayor Pro Tem Zenchuk made a motion to approve Item F. Councilwoman Phillips seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- G. Award the Holly Springs Amphitheatre Construction Manager at Risk for Pre-Construction and Construction Services Contract (RFQ #2025-01) to Reeves Young, LLC in an amount not to exceed \$2,388,675 and authorize the Mayor to execute the Agreement between the City of Holly Springs, Georgia and Reeves Young, LLC upon approval of the City Attorney.

Councilman Whitaker made a motion to approve Item G. Councilwoman Phillips seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- H. Resolution of the City of Holly Springs, Georgia, authorizing the staff and professionals to proceed with the issuance of revenue bonds and for other purposes.

Councilwoman Phillips made a motion to approve Item H. Mayor Pro Tem Zenchuk seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- I. Relocation agreement between the City of Holly Springs, Georgia and Georgia Power Company regarding the relocation of distribution facilities along the Holly Springs Parkway Widening Project, Phase III, PI# L11791, in an amount not to exceed \$479,441.

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

- J. Intergovernmental Agreement Amendment One between the City of Holly Springs, Georgia and Cherokee County to provide resurfacing, road repairs, and striping for various roads in the City of Holly Springs.

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

- K. Resolution to close the American Rescue Plan Act of 2021 checking account at South State Bank.

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

- L. Policy amendment to the City of Holly Springs Financial Management Policy, Capital Assets, Section B, Subscription-Based Information Technology Arrangements (SBITAs).

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

- M. Resolution of the City of Holly Springs Mayor and City Council to appoint Shannon Landon to the Holly Springs Tree Commission to fill the unexpired term of Tray Herndon.

Mayor Pro Tem Zenchuk made a motion to approve Item M. Councilwoman Phillips seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- N. Policy amendment to Section 16.6 Prisoner Transports of the City of Holly Springs Police Department Operations Manual.

Councilman Moore made a motion to approve Item N. Councilwoman Phillips seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- O. Policy amendment to Section 14.4 Crime Analysis Function of the City of Holly Springs Police Department Operations Manual.

Councilwoman Phillips made a motion to approve Item O. Councilman Moore seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- P. Policy amendment to Section 12.9 Citizen Ridealong Policy of the City of Holly Springs Police Department Operations Manual.

Councilman Moore made a motion to approve Item P. Councilwoman Phillips seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- Q. Proposal dated March 10, 2025, from Advanced Systems, Inc. for performing miscellaneous repair work at the J.C. Mullins field located at 150 Childers Academic Circle, Holly Springs, GA 30115, in an amount not to exceed \$28,700.00.

Mayor Pro Tem Zenchuk made a motion to approve Item Q. Councilwoman Phillips seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

IX. REPORTS

Mayor Pro Tem Zenchuk congratulated all the high school and college graduates from Holly Springs.

X. ADJOURNMENT

Mayor Pro Tem Zenchuk made a motion to adjourn the meeting. Councilwoman Phillips seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

Respectfully submitted.

Ryan P. Shirley, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.A.



FROM: Robert H. Logan, City Manager

MEETING DATE: June 19, 2025

AGENDA ITEM: Adopt the 2025 Continuity of Operations Line of Succession Plan.

EXECUTIVE SUMMARY:

The Cherokee County Emergency Management Agency (EMA) has requested an updated continuity of operations line of succession plan from the City of Holly Springs in conjunction with the update of the Cherokee County Local Emergency Operations Plan (LEOP). The updated plan will be effective from 2025 through 2029 upon approval of the Cherokee County Board of Commissioners, each municipality in Cherokee County, and the Georgia Emergency Management Homeland Security Agency.

FISCAL IMPACT:

There is no fiscal impact for the adoption of the 2025 Continuity of Operations Line of Succession Plan.

ATTACHMENTS:

1. City of Holly Springs Continuity of Operations

RECOMMENDATION:

The staff recommendation is approval of the 2025 Continuity of Operations Line of Succession Plan.

CONCURRENCES:

Finance and Administration

City of Holly Springs, Georgia
Continuity of Operations
Line of Succession Plan
2025

Purpose: The Continuity of Operations Line of Succession Plan preserves, maintains or reconstitutes the civil government's ability to carry out the execution, legislative and judicial processes under the threat or occurrence of any emergency condition that could disrupt such processes and services.

Specifically, the purpose of the Continuity of Operations is to:

1. Preserve lawful leadership and authority within the City of Holly Springs, Georgia.
2. Prevent the unlawful assumption of authority within the City of Holly Springs, Georgia.
3. Preserve vital government documents.
4. Assure that mechanisms and systems necessary for continued government direction and control are in place prior to a crisis within the City of Holly Springs, Georgia.
5. Assure that government services essential to the continued welfare of the public can be delivered during emergencies within the City of Holly Springs, Georgia.

Primary Succession of Leadership: The Line of Succession Plan for continuity of operations for the City of Holly Springs, Georgia is as follows:

1. City of Holly Springs Mayor & City Council: The line of succession for the City of Holly Springs, Georgia Mayor and City Council is from the Mayor to the Mayor Pro-Tem, continuing through the remaining council members according to their order of seniority. In the absence of the aforementioned officials, this line of succession would proceed to the City Manager.
2. Administration and Operations: The line of succession for City management is from the City Manager to Agency/Department Heads.
3. Departmental Organization: The line of succession within each City Agency and/or Department is from the Agency/Department Head to the next in line as described by Agency/Department policy.

This Continuity of Operations Line of Succession Plan is hereby adopted the 19th day of June, 2025.

Attest:

Ryan P. Shirley
Mayor

Karen Norred
Assistant City Manager/City Clerk

ITEM REPORT

AGENDA ITEM NUMBER: VIII.B.



FROM: Robert H. Logan, City Manager

MEETING DATE: June 19, 2025

AGENDA ITEM: Cherokee County, Georgia Local Emergency Operations Plan (LEOP) to be effective for a four-year term from 2025-2029 and authorize the Mayor to execute the plan document.

EXECUTIVE SUMMARY:

The Cherokee County Emergency Management Agency (EMA) has started the process to update the Cherokee County Local Emergency Operations Plan (LEOP). Once the plan has been approved by the Cherokee County Board of Commissioners, the cities of Ball Ground, Canton, Holly Springs, Nelson, Waleska, and Woodstock, and the Georgia Emergency Management Homeland Security Agency, it will be effective for a four-year period from 2025-2029.

FISCAL IMPACT:

There is no fiscal impact for the approval of the Cherokee County, Georgia Local Emergency Operations Plan (LEOP).

ATTACHMENTS:

1. Cherokee County Base LEOP (042925)

RECOMMENDATION:

The staff recommendation is approval of the Cherokee County, Georgia Local Emergency Operations Plan (LEOP).

CONCURRENCES:

Finance and Administration



Cherokee County, Georgia

Local Emergency Operations Plan

2025-2029

Plan Revised: 5/7/2025

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Promulgation Statement

CHEROKEE COUNTY LOCAL EMERGENCY OPERATIONS PLAN (LEOP) PROMULGATION

The primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

The Cherokee County Local Emergency Operations Plan provides a comprehensive framework for County-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies in Cherokee County.

The Cherokee County Local Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of Cherokee County government and with the authority vested in me as the Chief Executive Officer of Cherokee County, I hereby promulgate the Cherokee County Local Emergency Operations Plan.

Harry Johnston

Chairman, Cherokee County Board of Commissioners |

Approval and Implementation

This plan supersedes the Cherokee County Local Emergency Operation Plan (LEOP) dated August 26th, 2021, and is valid for a period of four years from the date signed, unless a revision is required sooner by the undersigned.

This LEOP describes the management and coordination of resources and personnel during periods of major emergency. This comprehensive local emergency operations plan is developed to ensure mitigation and preparedness, appropriate response and timely recovery from natural and man-made hazards which may affect residents of Cherokee County. This plan is also intended to clarify expectation for an effective response by local officials in support of first responders in the field which can save lives, protect property and more quickly restore essential services.

This LEOP was developed by Cherokee County Emergency Management, in conjunction with other local agencies, non-governmental organizations, and private sector partners and is aligned with the National Response Framework, the National Disaster Recovery Framework, and guidance from the Georgia Emergency Operations Plan. It was also developed with lessons learned from previous disasters and emergencies that have threatened Cherokee County, as well as exercises and training events.

The Cherokee County Local Emergency Operations Plan delegates the Chief Elected Official's (Chairman, Board of Commissioners) authority to specific individuals in the event that he or she is unavailable. The chain of succession in a major emergency or disaster is as follows:

- a. Vice Chairman, Cherokee County Board of Commissioners
- b. Remaining Commissioners by Order of Seniority
- c. County Manager, Cherokee County
- d. Emergency Management Agency (EMA) Director

Date

Harry Johnston

Chairman, Cherokee County Board of Commissioner's

J. Daniel Westbrook

Director, Cherokee County Emergency Management Agency |

Signature Page

Harry Johnston, Chairman
Cherokee County BOC

Christy Black, County Clerk
Cherokee County

Rick Roberts, Mayor
City of Ball Ground

Bill Grant, Mayor
City of Canton

Ryan Shirley, Mayor
City of Holly Springs

Sylvia Green, Mayor
City of Nelson

Mary Helen Lamb, Mayor
City of Waleska

Michael Caldwell, Mayor
City of Woodstock

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

Record of Distribution

Plan #	Office/Department	Representative	Signature
1			
2			
3			
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Purpose, Scope, Situation, and Assumptions

1.1 Purpose

The Cherokee County Local Emergency Operations Plan (LEOP) is based on the hazards as listed in the Threat Hazard Identification and Risk Assessment which includes all natural, human-caused, and technological hazards that can be reasonably presumed to occur within the geographical boundaries of the Cherokee County. The LEOP clarifies the actions taken for an effective response and describes the integration of the processes and procedures detailed in the National Response Framework (NRF), National Disaster Recovery Framework, as well as serving as a guide for all municipal Emergency Operations Plans.

The Cherokee County LEOP supports the five major mission areas set forth in the National Preparedness Goals; Prevention, Protection, Mitigation, Response, and Recovery. It supports the mission of protecting life and property against manmade and natural disasters by directing the county's efforts and restoring essential utilities and services at all levels of government through effective planning, preparation, response, and mitigation. Additionally, the LEOP supports the seven community lifelines, which were introduced with National Response Framework (NRF), 4th Edition.

The LEOP incorporates best practices and procedures from various incident management disciplines - homeland security, emergency management, law enforcement, firefighting, hazardous materials response, public works, public health, emergency medical services, and responder and recovery worker health and safety - and integrates them into a unified coordinating structure.

The LEOP provides the framework for interaction with other county and municipal governments, the private sector, and NGOs in the context of incident prevention, preparedness, response, and recovery activities. It describes capabilities and resources and establishes responsibilities, operational processes, and protocols to help protect from natural and manmade hazards, save lives, protect public health, safety, property, and the environment, and reduce adverse psychological consequences and disruptions. Finally, the LEOP serves as the foundation for the development of detailed supplemental plans and procedures to effectively and efficiently implement incident management activities and assistance in the context of specific types of incidents.

The LEOP defines the actions and roles necessary to provide a coordinated response and recovery and provides a general concept of roles and responsibilities before, during, and following emergency situations to Cities, Departments and Agencies within Cherokee County. It also provides for the systematic integration of emergency resources when activated for emergency situations and does not replace non-emergency operations plans or procedures.]

1.2 Scope

Disasters or emergencies are high-impact events that require a coordinated and effective response by an appropriate combination of county, municipal, private-sector, and nongovernmental entities in order to save lives, minimize damage, and provide the

basis for long-term community recovery and mitigation activities.

The LEOP addresses the hazards and threats extracted from the Cherokee County Threat, Hazard, Identification and Risk Assessment (THIRA) and the Cherokee County Hazard Mitigation Strategy.

The LEOP introduces the fundamentals of mitigation and long-term recovery but is not the primary document for these activities. It also references activities occurring in all phases of the emergency management cycle. However, the primary focus of this document remains an operational plan which describes the basic strategies, assumptions, operational goals, and objectives in coordinating and mobilizing resources to support emergency management response and recovery activities.

The LEOP applies to all participating departments and agencies of the jurisdictions contained within the geographical boundary of Cherokee County and distinguishes between incidents that require County coordination, termed disasters or emergencies, and the majority of incidents that are handled by responsible jurisdictions or agencies through other established authorities and existing plans.

Key Concepts

Key concepts that are reflected throughout the LEOP are:

1. Systematic and coordinated incident management, including protocols for:
 - a. Coordinated action;
 - b. Alert and notification;
 - c. Mobilization of County resources to augment existing municipal capabilities;
 - d. Operating under differing threats or threat levels; and
 - e. Integration of crisis and consequence management functions.
2. Proactive notification and deployment of resources in anticipation of or in response to catastrophic events in coordination and collaboration with municipal governments and private entities when possible.
3. Organizing interagency efforts to minimize damage, restore impacted areas to pre-incident conditions if feasible, and/or implement programs to mitigate vulnerability to future events.
4. Coordinating worker safety and health, private-sector involvement, and other activities that are common to the majority of incidents (see Incident Specific Annexes).
5. Organizing ESFs to facilitate the delivery of critical resources, assets, and assistance. Departments and agencies are assigned to lead or support ESFs based on authorities, resources, and capabilities.
6. Providing mechanisms for vertical and horizontal coordination, communications, and information sharing in response to threats or incidents. These mechanisms facilitate coordination among municipal entities and the County Government, as well as between the public and private sectors.
7. Facilitating support to County departments and agencies acting under the requesting

department or agency's own authorities.

8. Developing detailed supplemental operations, tactical, and hazard-specific contingency plans and procedures.

9. Providing the basis for coordination of interdepartmental and municipal planning, training, exercising, assessment, coordination, and information exchange.

This LEOP consists of five components, which outlines the State Emergency Management Program. These components include:

- Base Plan - describes the structure and processes comprising how Cherokee County will respond to and recover from a disaster/emergency through a whole community approach. The Basic Plan addresses the purpose, scope, situation, assumptions, concept of operations, roles and responsibilities, continuity of operations, direction, control, and coordination, information collection, communications, finance, logistics, authority, and plan maintenance.
- Emergency Support Function Annexes (or Agency/Department/Organization Function Annexes) - detail the roles and responsibilities of county and municipal agencies during the response and recovery of disasters or emergencies.
- Support Annexes (may include Continuity of Government/Operations, Warning, Population Protection, Financial Management, Mutual Aid/Multijurisdictional Coordination, Private Sector Coordination, Volunteer and Donations Management, Worker Safety and Health, Prevention and Protection, and Communications.)
- Incident/Threat Specific Annexes (Weather related, Earthquake, Tornado, Flood/Dam Failure, HAZMAT, Epidemic, Terrorism, Active Shooter, etc.)
- Companion Documents (Threat, Hazard Identification and Risk Assessments, Hazard Mitigation Plans), Plan Appendices & Standard Operating Guides

Each of these components are made up of various plans, guides and documents that collectively describe how the County plans for, responds to and recovers from natural and human caused disasters. The five components are published separately but reviewed collectively to ensure seamless integration.

The LEOP is intended to capture and reflect the cooperative spirit of all senior elected and appointed leaders and their organizations to partner in a comprehensive emergency management program to protect the lives and property of all Cherokee County residents and visitors.

1.3 Situation Overview

1.3.1 Characteristics

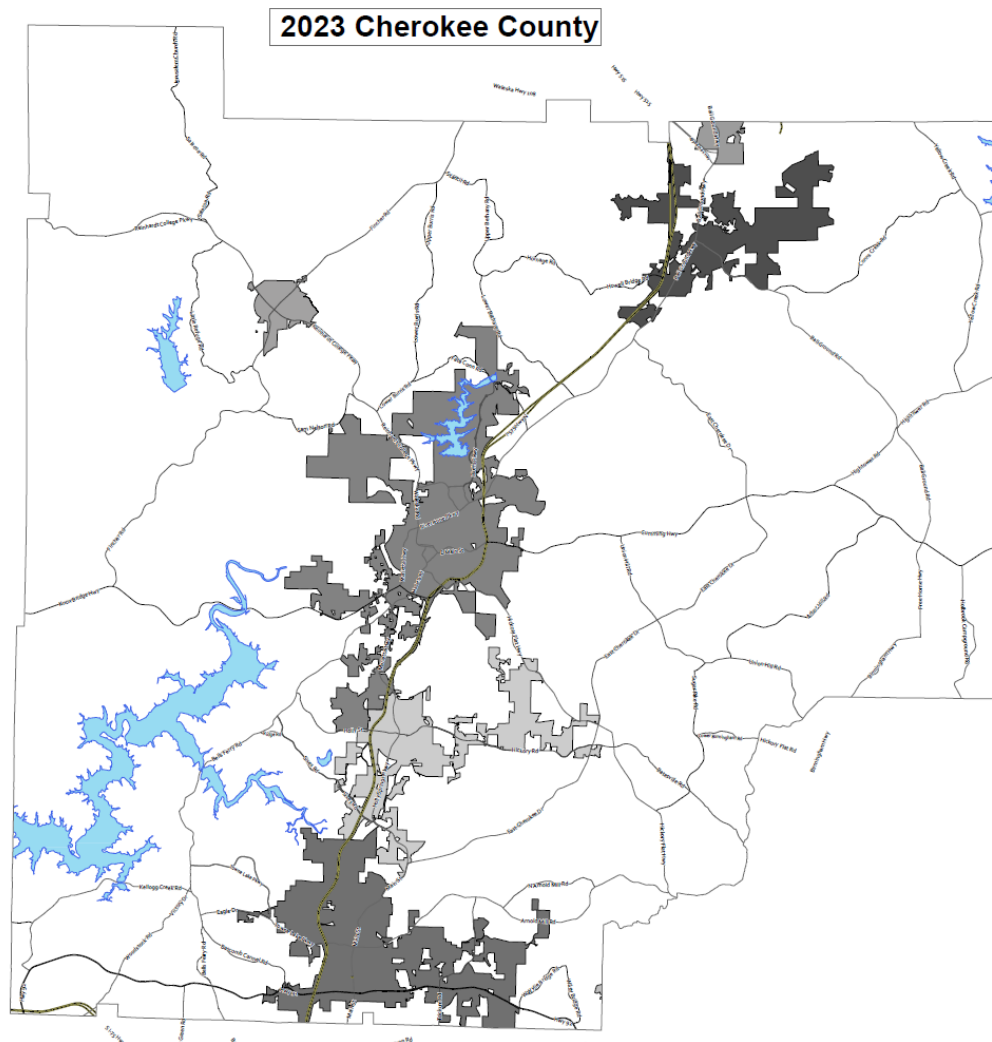
1.3.1.1 Geography

Cherokee County is 434 square miles in size and located in North Central Georgia. The county is a part of the northern suburbs of metro Atlanta. The county is comprised of seven (7) municipalities and is bordered by seven (7) counties. These include Bartow County to the west, Gordon County to the northwest, Pickens County to the north,

Dawson County to the northeast, Forsyth County to the east, Fulton County to the southeast, and Cobb County to the south.

Several major roadways pass through Cherokee County including 1 interstate, 7 state routes (119 miles of roadway), and 1,281 miles of County roadways. There is 1 hospital, 1 health park, and numerous healthcare locations within the county. The Cherokee County Airport is located in the northern portion of the county and sees numerous civilian and corporate flights.

Cherokee County is comprised of many lakes, rivers, and streams with notable locations such as Lake Allatoona, Etowah River, and Little River. There are 18 Category 1 dams within the county, which have a maximum impounding capacity of 100 acre-feet or more and a height of 25 feet or more. Additionally, Cherokee County has two mountains with a peak above 2,000 feet in Bear Mountain (2,297 feet) and Pine Log Mountain (2,260 feet).



Municipalities in Cherokee County	
Municipality	Population (July 1, 2022)
City of Ball Ground	2,560
City of Canton	35,809
City of Holly Springs	18,739
City of Mountain Park	583 (mainly in Fulton County)
City of Nelson	1,145 (shared with Pickens County)
City of Waleska	644
City of Woodstock	37,350

1.3.1.2 Demographics

Cherokee County has a population of 281,278 as of July 1, 2022, making it the seventh (7) largest county by population in Georgia. According to the 2022 U.S. Census update, Cherokee County has 106,392 housing units and 94,208 families, with an average family size of 2.77. This equates to a population density of 633/mi². The population is split by 5.3% under the age of 5 years and 15.45% over the age of 65 years. Cherokee County is 75.4% white, 8% black or African American, 0.6% American Indian or Alaska Native, 2.4% Asian, 2.3% two or more races, and 11.3% Hispanic or Latino. Cherokee County also is home to 9.6% of foreign-born residents. 91.9% of all residents over the age of 25 years have a high school education or better. Additional factors that affect the population of Cherokee County include a decrease in population during the daytime hours of workdays, and three (3) college campuses that affect population significantly from August to May.

1.3.1.3 Designated Areas of Interest

1. The Lake Arrowhead gated community is a remote mountain retreat in northwest Cherokee County that can be isolated due to hazardous weather.
2. Lake Allatoona is an U.S. Army Corps of Engineers reservoir that covers large portions of southwest Cherokee County and is frequently visited by residents and tourist.

1.3.1.4 Special Events

1. Cherokee County hosts Riverfest Arts and Crafts Festival, a large annual event in Canton. This event is in late September and attended by over 25,000 people.
2. The City of Canton hosts First Friday from May to October. This event features many booths and a concert, with over 7,000 people attending each event.
3. The City of Woodstock has a Summer Concert Series that features five (5) concerts and draws over 7,000 people each show.
4. The City of Ball Ground hosts a large Christmas parade in early December that has an attendance over 7,000 people.
5. Cherokee County routinely hosts filming locations for large television shows and movies. These events can draw thousands of bystanders.
6. Reinhardt University hosts many sporting events and a graduation ceremony with thousands in attendance for each event.
7. The Municipalities of Cherokee County hosts events for holidays such as Memorial

Day, The 4th of July, Veteran's Day, September 11th, Thanksgiving, and Christmas. These events and parades draw several thousand attendees to each event. |

1.3.1.5 Economic Base

Cherokee County's economy has evolved over time and has a mix of small businesses, large industry, and tourism. This economic diversification has helped create new employment and continue to grow the local economy. |

1.3.2 Hazard Profile |

1.3.2.1 Potential Hazards

Cherokee County is subjected to the effects of many disasters, varying widely in type and magnitude from local communities to statewide in scope. A full listing of all hazards can be found in the 2021-2026 Cherokee County Hazard Mitigation Plan. |

Table 1: Hazard Identification and Grouping

Natural Hazards		
Severe Weather • Thunderstorms • High Winds • Lightning • Hail • Tornado	Winter Weather • Snow • Extreme Cold • Ice • Blizzard • Freezing Rain • Sleet	Tropical Cyclone • High Winds • Heavy Rainfall • Tornado
Infectious Disease • Infectious Diseases • Food Borne Diseases • Agricultural Disease Outbreak • Novel Disease Outbreak	Drought • Extreme Heat • Wildfires • Water Shortage	Inland Flooding • River Flooding • Flash Flooding • Urban Flooding
Geologic Hazard • Sinkholes • Earthquake • Landslides		
Manmade Hazards		
Cybersecurity Attack • Hacking/Phishing • Infrastructure Disruptions • Ransomware/Malware Attacks • Network Intrusion/Disruption	Terrorism • Active Shooter • Explosives/Improvised Explosive Devices • Vehicle Ramming • Hostage Taking	Hazardous Material Release • Transportation-Related • Storage-Related, Spills, and Leaks • Radiological Release

Technological Hazards		
Dam Failure • Downstream Flooding • Erosion • Property Damage • Environmental Damage • Transportation Disruption • Infrastructure Disruption	Infrastructure Failure • Communications • Transportation • Energy • Water Wastewater	

Table 2: Hazard Identification Process

Hazard of Concern	How and Why hazard was Identified
Severe Weather • Thunderstorms • High Winds • Lightning • Hail • Tornado	• Review of historical disaster declarations and National Weather Service (NWS) National Climatic Data Center's (NCDC) Storm Events Database.
Inland Flooding • Rivers • Flash • Urban	• Review of historical disaster declarations and National Weather Service (NWS) National Climatic Data Center's (NCDC) Storm Events Database. • Flooding impacts Cherokee County nearly every year.
Tropical Cyclone • High Winds • Heavy Rainfall • Tornado	• Review of historical disaster declarations and National Weather Service (NWS) National Climatic Data Center's (NCDC) Storm Events Database. • 4 Federal disaster events were as a result of tropical events.
Winter Weather • Snow • Ice • Freezing Rain • Blizzard • Extreme Cold • Sleet	• Review of historical disaster declarations and National Weather Service (NWS) National Climatic Data Center's (NCDC) Storm Events Database
Drought • Extreme Heat • Wildfires • Water Shortage	• Review of historical disaster declarations, NWS NCDC Storm Events Database, U.S. Drought Monitor and Drought Impact Reporter. • Cherokee County is subject to the effects of drought.
Geologic Hazards • Sinkholes • Earthquake • Landslides	• Review of historical data, including United States Geological Survey • Earthquakes have impacted Georgia in the past. Between 1811 and 2013, there have been 11 earthquake events with epicenters near Georgia.
Infectious Diseases: • Infectious Diseases • Food Borne Diseases • Agricultural Disease Outbreaks • Novel Disease Outbreaks	• Numerous infectious diseases are always present and could present a direct threat to Cherokee population.

Cybersecurity Attack • Hacking/Phishing • Infrastructure Disruptions • Ransomware/ Malware Attacks • Network Intrusion/ Disruption	• A significant portion of critical infrastructure is linked to some technology-based platform, which is a key vector of attack in a cybersecurity incident.
Terrorism • Active Shooter • Explosives/Improvised Explosive Devices • Vehicle Ramming • Hostage Taking	• Terrorist attacks can occur anywhere.
Hazardous Material Release • Transportation-Related • Storage-Related, Spills, and Leaks • Radiological Release	• Over 200 Tier II facilities in Cherokee County.
Dam Failure • Downstream Flooding • Erosion • Property Damage • Environmental Damage • Transportation Disruption • Infrastructure Disruption	• Cherokee County has 18 Category 1 dams. • Numerous smaller dams, including agricultural exist.
Infrastructure Failure • Communications • Transportation • Energy • Water Wastewater	• Cherokee County is home to numerous pieces of critical infrastructure across all identified sectors.

1.3.2.2 Vulnerability Assessment

Vulnerability includes all populations and assets (environmental, economic, and critical facilities) that may be at risk from natural, human-caused, and technological hazards. Vulnerability analysis measures the level of assets, populations, or resources within a given region, city, or town. The vulnerability is a function of the built environment, local economy, demographics, and environmental uses of a given region.

The damage and/or destruction of any of Cherokee County's seven (7) community lifeline sectors (Safety and Security, Food/Water/Shelter, Health and Medical, Energy, Communications, Transportation, Hazardous Materials) represents enormous economic, social, and general functional costs to a community, while also impeding emergency response and recovery activities.

A nonfunctional road can have major implications for a community: general loss of productivity; disruption of physical access preventing residents from getting to work or other daily activities; prevention of emergency vehicles from reaching destinations; associated health and safety implications; and potential access difficulties causing the disruption of important lifeline supplies, such as food and other deliveries to the community.

Damaged or destroyed utility lines and facilities, including electricity, computer and satellite links, gas, sewer, and water services can cripple a region after a disaster. Power lines are often badly damaged or destroyed, resulting in the loss of power for days, weeks, or even months. This is particularly critical considering modern societies' dependence on electricity. In addition to basic modern household appliances being affected, public water supplies, and water treatment and sewage facilities can also be impacted. Electric pumps cannot pump drinking water into an area without power, and even if they could, the water delivery system could be breached in several areas. The loss of level elevated water tanks also results in a lack of safe drinking water. Even disaster victims who do get water may have to boil it to eliminate waterborne pathogens introduced to the supply in breached areas.

Although not a complete representation of all the possible types of facilities, this dataset is a good representation of critical facilities in Cherokee County.

Table 3: Types of Facilities

Interstate roads within Jurisdiction (in miles)	25
State Maintained Roads (in miles)	119
County Maintained Roads (in miles)	1281
Law Enforcement Agencies:	10
Fire Stations:	29
Hospitals:	1
Dispatch Centers	2
First Responder's Communication Towers	6
AM Transmission Towers	1
FM Transmission Towers	1
City Halls:	5
Housing Units	106,392
Airports:	1
Dams:	81
Boating Marinas:	8

1.3.3 Planning Assumptions

1. A disaster may occur within Cherokee County with little or no warning and may escalate more rapidly than any single jurisdiction's ability to respond.
2. Hazards may affect one or more jurisdictions within Cherokee County. These hazards may require a coordinated response and recovery effort between multiple jurisdictions, private sector organizations, and nongovernment organizations at the local, county, and state level.
3. Incidents are typically managed at the lowest possible organizational and jurisdictional level. Initial actions to mitigate the effects of emergency situations or potential disaster conditions will be conducted as soon as possible by the local government. Incidents will be managed using principles contained in the National Incident Management System and Incident Command System.
4. During a State of Emergency, the EMA Director, as the individual responsible for

carrying out Cherokee County's emergency management programs, has command and control authority over all operational areas necessary to help Cherokee County respond to, recover from, and mitigate against natural and manmade emergencies.

5. It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency situation within Cherokee County. It is also assumed that these contingencies will vary in scope, intensity, and magnitude, from an area in which the devastation is isolated and limited to one that is wide-ranging and extremely devastated. These situations may also have many cascading events that require their own approach to response and recovery. For this reason, planning efforts are made as general as possible so that great latitude is available in their application, considering they could occur in several locations simultaneously.

6. Agencies/departments/offices assigned responsibilities in the LEOP develop and maintain necessary plans, standard operating procedures, mutual aid agreements and model contracts to successfully accomplish the mission.

7. Agencies are prepared to fulfill assigned responsibilities from the LEOP, supporting plans and joint operational or area plans.

8. Mutual Aid to the affected jurisdiction by response organizations from another jurisdiction is expected to supplement the efforts of the affected jurisdiction in an efficient, effective, and coordinated response when the County officials determine their own resources to be insufficient.

9. Federal and State disaster assistance, when provided, will supplement, not substitute, relief provided by local jurisdictions.

10. It is the responsibility of elected officials and designated responders under this plan to save lives, protect property, relieve human suffering, sustain survivors, repair essential facilities, restore services, and protect the environment.

11. Effective prediction and warning systems have been established that make it possible to anticipate certain disaster situations that may occur throughout the jurisdiction or the general area beyond the jurisdiction's boundaries.

12. When an emergency exceeds Cherokee County resource and response capabilities, the local government will request assistance from neighboring jurisdictions and may elevate requests for assistance to Georgia Emergency Management and Homeland Security Agency (GEMA/HS) if needed.

13. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested. This includes all agencies, departments and offices in support of this LEOP as well as any neighboring jurisdictions.

14. Incidents, including large scale emergencies or events, require full coordination of operations and resources, and may:

- a. Require significant information sharing across multiple jurisdictions and between the public and private sectors;
- b. Involve single or multiple jurisdictions and/or geographic areas;

- c. Have significant local and/or statewide impact and may require significant inter-governmental coordination;
 - d. Involve multiple, highly varied hazards or threats on a local, regional, statewide or national scale;
 - e. Result in mass casualties, displaced persons, property loss, environmental damage and disruption of the economy and normal life support systems, essential public services and basic infrastructure;
 - f. Require resources to assist individuals with access and functional needs;
 - g. Impact critical infrastructures across multiple sectors;
 - h. Exceed the capabilities of local agencies, Non-Government Organizations (NGOs) and Private Sector Partners (PSPs) (to include private sector infrastructure owners and operators);
 - i. Attract a sizeable influx of public, private, and voluntary resources; including independent and spontaneous volunteers;
 - j. Require short-notice asset coordination and response; and
 - k. Require prolonged incident management operations and support activities for long-term community recovery and mitigation.
15. Factors influencing the need for state involvement in response and recovery may include, but are not limited to:
- a. Severity and magnitude of the incident.
 - b. Local needs exceeding available resources.
 - c. Incident type or location.
 - d. Protection of public health, welfare or the environment.
 - e. Economic ability of the jurisdiction and/or affected localities to recover from the incident.

Concept of Operations

1.4 General

It is the responsibility of local and county governments to reasonably protect life, property, and the environment from the effects of disasters. Additionally, coordination and preparedness activities may be required for pre-planned events within the county.

Communications is maintained between affected jurisdictions and GEMA/HS Area Emergency Management and/or Homeland Security Field Coordinators. GEMA/HS personnel may respond to the jurisdiction to facilitate ongoing information exchange.

The Chairman of the Cherokee County Board of Commissioners or County Manager may declare a local state of emergency and request State assistance. All requests for State assistance should be entered into WebEOC and coordinated with the assigned

Area Field Coordinator to the State Operations Center (SOC).

The Cherokee County EOC will serve as the clearinghouse for response and recovery operations and for deployment of resources within the county, including cities within the county.

This plan is based on three organizational levels of emergency management: local, state, and federal. Each level works together to provide a delivery system to meet the needs of the public. Emergency operations are initiated at the lowest level able to respond to the emergencies and disasters.

Supporting agencies and volunteer organizations are incorporated in this plan for a whole community approach.

Additional information concerning the operations of the Cherokee County Emergency Operations Center can be found in the EOC Annex. |

1.5 Goals and Objectives

1.5.1 Goals

1. Promote all phases of emergency management and provide the community with a coordinated effort in the mitigation of, preparation for, response to, and recovery from injury, damage and suffering resulting from a localized or widespread disaster.
2. Facilitate effective use of all available resources during a disaster.
3. Maintain the quality of life for our citizens before, during and after a disaster. |

1.5.2 Objectives

1. Meet the needs of disaster victims: Save human lives; treat the injured; warn the public to avoid further casualties; evacuate all who are potentially endangered; coordinate with other agencies to shelter and care for those evacuated.
2. Protect property: Take action to prevent damage of property; provide security for property, especially in evacuated areas; prevent contamination to the environment.
3. Restore the Community: Re-establish essential utilities, transportation routes, public infrastructure and facilities as well as encourage economic activity. |

1.5.3 National Incident Management System and the Incident Command System

1. On October 2nd, 2007, Cherokee County and all municipalities included within adopted the National Incident Management System (NIMS) as the standard incident management structure. The Incident Command System (ICS) is the standard for on-scene emergency management throughout Cherokee County. First responders in all organizations are encouraged to implement the training, exercising and everyday use of ICS.
2. All Cherokee County emergency response agencies utilize the ICS to direct emergency response activities. The ICS provides an important framework from which all agencies can work together in the most efficient and effective manner. The EOC link to the incident scene can be made via an Emergency Management staff member located

at the Incident Command Post.

3. If the incident affects multiple agencies and jurisdictions, a transition may occur from a single Incident Commander to a Unified Command structure. Unified Command may appoint a single spokesperson to carry out the command decisions. The remaining response functions (planning, operations, logistics, and finance) will also be “unified” by the responders of the various organizations.

1.6 Emergency Operations Center (EOC) Operating Conditions and Activation

1.6.1 EOC Operating Levels

In the event the EOC is activated, the EMA Director or Deputy Director has options available. As all emergencies do not require full activation of the EOC, another level of activation is available. In some instances, the EOC activation process might step one level to another, while other situations might require immediate Full Activation

1. Level 4 (Normal Operations): No unusual threats have been identified. Normal emergency management operations and communications are underway.
2. Level 3 (Active Monitoring): A potential threat or hazard to the public, community lifelines, or local government continuity have been identified. Emergency management staff and potentially EOC positions are staffed to monitor to provide a common operating picture.
3. Level 2 (Partial Activation): EOC positions required to support the response to a threat or actual event are activated. One or more community lifelines are threatened or impacted.
4. Level 1 (Full Activation): All or most EOC positions are activated. Multiple operational periods likely with full staffing required. Major impacts to three or more community lifelines ongoing.
5. Once the emergency or disaster necessitating the EOC activation is over, the EMA Director or Designee will determine the means of deactivation of the EOC. Some incidents will allow full and immediate closing of the EOC, while others will require a slower transition.

1.6.2 Field Operations

1. The EMA staff is on-call 24/7 with one person designated as the primary contact. The on-call primary EMA representative is available to respond and assist with field operations as requested through Public Safety Communications when the EOC is not activated.
2. Small-scale incidents or emergencies may be mitigated on scene, without opening the EOC.
3. As the incident complexity increases, resources must increase, requiring the Incident Command (IC) to expand the incident management organization with additional levels of supervision. The requesting agency should utilize its own departmental staff to fill the ICS command and general staff positions needed to successfully manage the incident.

4. Once an incident has escalated and all typical mission specific resources are exhausted or at the discretion of the IC, the on-call primary EM representative can be dispatched to serve in a logistical or planning role and request additional outside resources in support of the operation.
5. All EMA staff are cross trained to fill ICS Command and General staff positions. However, due to their function, the Incident Commander and Operations Section Chief should be staffed by the lead agency.
6. If all local resources have been utilized and the on-scene command is overwhelmed due to long operational periods and /or shortage of staff, the on-call primary EM representative will contact the remaining EM staff for additional support.
7. When required or requested, a Mobile Command Post may be utilized for on-scene direction, coordination, and control. |

1.6.3 Activation of the Local Emergency Operations Plan (LEOP)

1. |The EMA Director will make a recommendation to the County Commission Chairman or designee regarding the activation/implementation of the LEOP. In the event the County Commission Chairman or designee is not available, the EMA Director has the authority to order the activation. If the EMA Director is not available; then the EMA Deputy Director has the authority to order the activation.
2. When the LEOP is implemented, all county, and supporting municipality, resources are available to respond to and facilitate recovery from the disaster. In the event of an emergency, personnel may be tasked to accomplish a mission outside of their normal area of responsibility.
3. Activation of the plan is also associated with the EOC Operating Level. At Partial Activation, when there is a possibility of an emergency or disaster, the LEOP may be partially or fully activated, as required. At Full Activation, when a disaster or emergency situation is imminent or in progress, LEOP activation is required.
4. The emergency management agency will establish and maintain journals, records, and reporting capabilities in accordance with state and federal laws and regulations. |

1.6.4 Emergency Operations Center (EOC) Operations

1.6.4.1 General

|Anytime a disaster or emergency situation goes beyond the capability of a single jurisdiction, or requires multiple agencies or departments, the EOC may be activated. If the disaster is countywide, the EOC activation is mandatory. The EOC is an essential tool for successful response and recovery operations. With decision and policy makers located together, personnel and resources can be used efficiently. Coordination of activities will ensure that all tasks are accomplished, minimizing duplications of efforts. The EMA Director or Deputy Director will determine if the EOC needs to be activated. |

1.6.4.2 Location

|The Cherokee County EOC is located at the 150 Chattin Drive, Canton, GA 30115. The alternate EOC is located at 959 Marietta Highway, Canton, GA 30114 |

1.6.4.3 Emergency Support Functions

To assure maximum response and efficient use of personnel and other resources, Emergency Support Functions (ESFs) are as indicated:

Table 4: ESF Primary and Alternate Responsible Agencies

ESF	Function	Primary	Support
ESF-1	Transportation	Cherokee County School District	Numerous (See ESF)
ESF-2	Communications	Cherokee County E 9-1-1	Numerous (See ESFs)
ESF-3	Public Works	Cherokee County Public Works Agency	Numerous (see ESF)
ESF-4	Firefighting	Cherokee County Fire and Emergency Services	Woodstock Fire Department
ESF-5	Emergency Management	Cherokee County Emergency Management Agency	
ESF-6	Mass Care	DFACS	Numerous (See ESFs)
ESF-7	Resource Support	Cherokee County Emergency Management Agency	Numerous (See ESFs)
ESF-8	Public Health	Georgia Department of Public Health	Numerous (See ESF)
ESF-9	Search & Rescue	Cherokee County Fire and Emergency Services	Numerous (See ESFs)
ESF-10	HAZMAT	Cherokee County Fire and Emergency Services	Woodstock Fire Department
ESF-11	Agriculture	Cherokee County Animal Shelter	Numerous (See ESFs)
ESF-12	Energy	Cherokee County Emergency Management Agency	Numerous (See ESF)
ESF-13	Law Enforcement	Cherokee County Sheriff's Office	Numerous (See ESFs)
ESF-14	Recovery	Cherokee County Emergency Management Agency	Cherokee County VOAD
ESF-15	Public Affairs / External Affairs	Joint Information team	Numerous (See ESFs)

1.6.4.4 Activation

When the decision is made to activate the EOC, the EMA Director or designee will notify the appropriate staff members to report to the EOC. The EOC is the central point for emergency operations.

The EMA staff will take action to notify and mobilize the appropriate ESFs and organizations on the EOC Activation List. Notification can take place through several different methods depending on the situation and availability of communication systems.

Once the EOC is fully operational, all personnel and resources will be coordinated in support of the following general response activities:

1. Warning and emergency public information;
2. Saving lives and property;
3. Supplying basic human needs;
4. Maintaining or restoring essential services;
5. Protecting vital resources and the environment;
6. Transportation, logistics and other emergency services;
7. Manage the evacuation process;
8. Damage assessment operations;
9. Initial decontamination;
10. Other assigned response activities;

1.6.4.5 EOC Organization Structure

1. Executive Group is composed of the following:
 - a. County Management (County Manager and Board of Commissioners)
 - b. Municipal Mayors
 - c. City Managers
 - d. EMA Director
2. Command is composed of the following:
 - a. EOC Manager
 - b. ESF – 15 Public Information (PIO)
3. Operations Section is composed of the following ESF:
 - a. ESF – 2 Communications
 - b. ESF – 3 Public Works
 - c. ESF – 4 Firefighting
 - d. ESF – 5 Emergency Management
 - e. ESF – 8 Public Health
 - f. ESF – 9 Search & Rescue

- g. ESF – 10 Hazardous Material
 - h. ESF – 11 Agriculture
 - i. ESF – 12 Energy
 - j. ESF – 13 Law Enforcement
4. Planning Section is composed of the following ESF:
- a. ESF – 5 Emergency Management
5. Logistics Section is composed of the following ESF:
- a. ESF – 1 Transportation
 - b. ESF – 2 Communications
 - c. ESF – 5 Emergency Management
 - d. ESF – 6 Mass Care
 - e. ESF – 7 Resources Support
6. Finance Section is composed of the following:
- a. County Finance Director and supporting staff
 - b. ESF – 7 Resources Support

1.6.4.6 Situation Reports (SITREP)

Every day that the EOC is activated, a Situation Report (SITREP) will be produced for each operational period. The EOC Director will set the operational period which usually will be 12 hours. The initial SITREP will be completed within the first four (4) hours after activation. Additional SITREPS will coincide with the EOC briefings. This SITREP does not replace the requirement to enter a Resource Request for all State level assistance.

Each ESF will complete their part of the SITREP, providing a comprehensive and accurate report, and submit it. This report will include, but not limited to the following:

1. Type of disaster;
2. Date and time of disaster;
3. Status of mobilization of county/municipal resources;
4. Initial damage;
5. Immediate support required of state government;
6. Casualties/Fatalities – Number dead, injured and missing;
7. Roads and bridges damage or destroyed;
8. Utility status – locations and number of homes/facilities without power, water, gas, communications, etc;
9. Public facility damage;
10. Critical Infrastructure damage (Communications, Emergency services, etc);

11. Status of local government;
12. POD status;
13. Shelter status;
14. School status;
15. Other damage;

Upon review and approval by the EOC Director, the SITREP will be sent to the State Operations Center (SOC) by entering it into WebEOC under Statewide Significant Events and SOC Significant Events and titled Cherokee County SITREP at the beginning of each operational period. The SITREP will then be distributed to all stakeholders via approved communication channels.

1.6.4.7 Briefings Schedules

1. Once the EOC has been activated, the EOC Director will conduct an Activation Briefing. This will detail the situation and give the operational period objectives.
2. Once the EOC becomes operational, the EOC Director will conduct regularly scheduled situational briefings. Briefing times will be determined at the beginning of activation and will be based on type and speed of incident. All ESFs may be expected to give a brief description of their priority issues as related to the EOC objectives and any unresolved concerns they have.
3. Additional briefings may be required depending on the circumstances. This may include briefings for VIPs, media, special visitors or newly arrived state or federal representatives.

1.6.5 Coordinating Local, State and Federal Operations

1. Local responders are the first to arrive and the last to leave an emergency situation. All emergencies and/or disasters are managed at the local level. If local capabilities are exceeded, and a local emergency has been declared, state government agencies can augment assistance to meet the emergency needs of victims.
2. When municipal government determines that municipal resources are not adequate, additional resources may be requested through the emergency management agency or the County EOC if activated.
3. State government will supplement local efforts upon request or in accordance with the Emergency Support Function (ESF) Annexes described herein.
4. The Governor or designee may execute the Georgia Emergency Operation Plan (GEOP) to support local situations when local resources are not adequate to sustain an effective response operation or when a significant state presence is required for immediate assistance.
5. State level assistance activities normally will consist of coordination and support.
6. Federal assistance will supplement state and local efforts and shall be provided under governing secretarial or statutory authorities.
7. To the extent that public law provides, any federal assistance made available to

relieve the effects of an emergency or disaster in Cherokee County will be coordinated by the State Coordinating Officer (SCO) or designated authorized representative.

8. If the President authorizes federal assistance, the President will appoint a Federal Coordinating Officer (FCO). The FCO is authorized to use the full authority of the Stafford Act to reimburse response and recovery claims.

1.6.6 County/Local Logistical Staging Area (LSAs)

For emergencies requiring major mobilization of supplies, materials, equipment, and personnel prior to, during, and after the emergency, a Logistical Staging Area may be established. The LSA will receive, classify, and account for emergency relief and sustainment supplies. This area will be determined based on areas of damaged and needs.

1.6.7 Phases of Emergency Management and Corresponding Actions

1.6.7.1 Preparedness

Preparedness encompasses the full range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to enhance readiness and minimize impacts of disasters. General preparedness activities include but are not limited to the following:

1. Update all emergency management plans to include risk and vulnerability assessments;
2. Disaster exercises/drills (Full-scale, functional and tabletop);
3. Emergency communications tests;
4. Training and exercises for EOC staff and emergency responders;
5. Public awareness campaigns and educational presentations;

1.6.7.2 Response

Response includes activities to address the immediate and short-term actions to preserve life, property, environment, and the social and economic structure of the community. The active use of resources to address the immediate and short-term effects of an emergency or disaster constitutes the response phase and is the focus of department/agency emergency and disaster standing operating guidelines, mutual aid agreements and the ESF Annexes of this plan.

1.6.7.3 Recovery

Recovery involves actions, and the implementation of programs, needed to help individuals and communities return to pre-disaster conditions. Short-term recovery actions are taken to assess the situation and return critical infrastructure systems to minimum operating status. Long-term involves the total restoration of the county's infrastructure and economic base. For more information on recovery, please refer to the Cherokee County Recovery Framework.

1.6.7.4 Mitigation

Mitigation includes those activities designed to reduce or eliminate risks to persons or

property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation involves on-going actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation may include efforts to educate governments, businesses, and the public on measures they can take to reduce loss or injury. |

1.6.8 Public Information

1. Public Information Officer (PIO)

- a. In the event of an emergency or disaster, the assigned Cherokee County PIO from the Joint Information Team will closely monitor the situation, receive information from the EMA Director or Deputy Director and disseminate timely written and verbal information to the public. The PIO will utilize all available media sources, to include radio, television, newspaper, social media and other internet sources, and any other sources that are feasible.
- b. The PIO's primary purpose is to provide information to the general public regarding the disaster and how it impacts the community. This information includes warning citizens of impending danger, the status of active disaster, pertinent information regarding evacuation, re-entry and recovery efforts.
- c. The PIO for Cherokee County is a member of the Command Group and will be present for all executive level meetings during emergency or disaster operations.
- d. Public Information operations will include the Joint Information Team and will be supplemented with additional administrative staff. This additional staff will include PIO's from other departments, agencies, and businesses as required.
- e. For information detailed information can be found in the ESF – 15 Public Information Annex and SOP Joint Information Team.

2. Coordination

During an emergency or disaster, the assigned Cherokee County Government PIO from the Joint Information Team will be the official spokesperson for the County. Coordination with all appropriate departments and municipalities will ensure proper emergency public information is being disseminated.

3. Media Procedures

The PIO will be responsible for escorting media members into the EOC and for arranging interviews with EOC Staff. The media will not be allowed in the EOC during briefing without prior approval from the EMA Director or Deputy Director. |

1.6.9 Alert and Notification

1.6.9.1 Emergency Management Staff

1. Emergency Management Staff maintains several methods of communication for alert and notification. The primary communication method is county email, mass notification systems, and a cell phone which includes email and texting capability. Back-up methods

include home phone and Southern Linc phones.

2. The EMA Director, or their designee, will coordinate with all appropriate department/agencies and organizations to ensure timely notification at the onset of a human-caused or natural incident.

1.6.9.2 State Warning Point

1. The primary method of notification for the State Warning Point is telephone at 1-800-TRY-GEMA (1-800-879-4362).

2. When notifying or alerting the State Warning Point, all reports will be done in accordance with the GEMA/HA Field Reporting Standard Operating Guide. |

1.6.10 Warning

The ability to warn the public of impending danger or orders of evacuation is a priority in any emergency operation. There are many methods to communicate emergency messages to citizens, the business community and transient population. Official warnings can come from the local, state, and federal government.

The 911 Telecommunications Center serves as the County Public Safety Answering Point (PSAP) for all incidents and is located at the Public Safety Building in Canton, GA.

Emergency Management staff will send notifications to all stakeholders through the appropriate notification methods. These methods include email, county mass notification system, outdoor warning sirens, public safety radio communications, media contacts, and social media. |

1.6.11 Evacuation

1. Evacuation is the controlled movement and relocation of persons and property necessitated by the threat of a natural, technological, or human-caused disaster. The evacuation of large numbers of people from vulnerable areas will stress the limited capabilities of the county's road network. Therefore, a major evacuation must be initiated as soon as feasible. Direction, control, and coordination with all appropriate departments/agencies will be conducted through the County EOC.

2. The EMA Director, or designee, will coordinate the evacuation routing to shelters, and the provision of transportation, shelter, and congregate care.

3. The EMA Director, or designee, will provide detailed evacuation information to the public, through the Public Information Officer, to facilitate the evacuation. |

1.6.12 Request for Assistance

1. If local capabilities are exceeded, and a local emergency has been declared, a Resource Request for state and/or federal assistance shall be presented to the SOC through WebEOC, or through the Area Field Coordinator if WebEOC is unavailable.

2. When municipal governments determine that municipal resources are not adequate, additional resources may be requested through the EMA Director or the County EOC, if activated.

3. All needs must go through the process of being filled with local resources, resources

for which contracts are in place, or donated resources before a request is made to the state. Once all local resources have been exhausted, the EMA Director or EOC Director will make the appropriate request to the State for resources.

4. There are many methods of resource requests that can be utilized. The primary method is the State WebEOC. All required information is included in the Resource Request board. If the system fails or is unavailable, the following methods are acceptable:

- a. Area Field Coordinator liaison.
- b. Phone 1-800-TRY-GEMA (1-800-879-4362)
- c. E-mail

Organization and Assignment of Responsibilities

1.7 General

Most departments/agencies of government have emergency functions in addition to their normal, day-to-day duties. These emergency functions usually parallel or complement normal functions. Each department/agency is responsible for developing and maintaining its own emergency management procedures.

1.8 Organization

1. Policy Group
2. ESF 1 – Transportation
3. ESF 2 – Communications
4. ESF 3 – Public Works and Engineering
5. ESF 4 – Firefighting
6. ESF 5 – Emergency Management
7. ESF 6 – Mass Care
8. ESF 7 – Resource Support
9. ESF 8 – Public Health and Medical Services
10. ESF 9 – Search and Rescue
11. ESF 10 – HAZMAT
12. ESF 11 – Agriculture/Animals
13. ESF 12 – Energy
14. ESF 13 – Law Enforcement
15. ESF 14 – Recovery
16. ESF 15 – External Affairs

1.9 Assignment of Responsibilities

1.9.1 Chief Elected Officials

1. Disaster declarations
2. Evacuation orders
3. Re-entry decisions
4. Other protective action decisions as necessary
5. Providing legal advice as required
6. Performing other necessary legal functions
7. Serving as a liaison with other legal and judicial agencies and sections of the government

1.9.2 Emergency Support Functions (ESFs)

The EOP applies a functional approach that groups the capabilities of municipal and county departments and some volunteer and non-government organizations into ESFs to provide the planning, support, resources, program implementation, and emergency services that are most likely to be needed during disaster or emergency incidents. The County response to actual or potential disasters or emergencies is typically provided through the full or partial activation of the ESF structure as necessary. The ESFs serve as the coordination mechanism to provide assistance to municipal governments or to County departments and agencies conducting missions of primary County responsibility.

Each ESF is comprised of primary and support agencies. The EOP identifies primary agencies on the basis of authorities, resources, and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area. The resources provided by the ESFs reflect categories identified in the NIMS. ESFs are expected to support one another in carrying out their respective roles and responsibilities. Additional discussion on roles and responsibilities of ESF primary agencies, and support agencies can be found in the introduction to the ESF Annexes.

Note that not all disaster or emergency incidents result in the activation of all ESFs. It is possible that an incident can be adequately addressed by agencies through activation of certain EOP elements without the activation of ESFs. Similarly, operational security considerations may dictate that activation of EOP elements be kept to a minimum, particularly in the context of certain terrorism prevention activities.

The primary department/departments for each ESF maintain(s) working relations with its associated private-sector counterparts through partnership committees or other means (e.g., ESF 2, Communications - telecommunications industry; ESF 10, Hazardous Materials - oil and hazardous materials industries; etc.).

1.9.2.1 ESF 1 – Transportation

1. Support and assist municipal, county, private sector, and voluntary organizations requiring transportation.

2. Coordinate rail management with state and railroad partners.
3. Movement restrictions, evacuation, and re-entry coordination.
4. Restoration and recovery of transportation infrastructure. |

1.9.2.2 ESF 2 – Communication

1. Ensures the provision of communications support to municipal, county, and private-sector response efforts
2. Provide communication plans and systems for disaster response
3. Communications with telecommunication providers and operators
4. Coordination of restoration and repair of telecommunication systems
5. Protection, restoration and sustainment of cyber systems and resources
6. Damage assessment of critical communication systems in disasters |

1.9.2.3 ESF 3 – Public Works

1. Water Sector Critical Infrastructure Assessment, Protection, and Technical.
2. Boil water advisories.
3. Infrastructure restoration and coordination.
4. Damage assessment to critical infrastructure system.
5. Water sample collection assistance.
6. Maintaining designated major streets and avenues, highways, and other designated routes of travel
7. Engineering expertise
8. Debris removal and management
9. Inspection of damaged buildings, public and private, for safe occupancy
10. Enforcement of building codes |

1.9.2.4 ESF 4 – Firefighting

1. Command and coordination of firefighting activities involving structural, urban, rural, and wildland fires. |

1.9.2.5 ESF 5 – Emergency Management

1. Coordination of emergency management program and EOP.
2. Staff and manage EOC.
3. Comprehensive all-hazard emergency preparedness planning.
4. Manage all-hazard emergency preparedness training and education.
5. Coordination of incident management and response efforts.
6. Disseminate emergency public information.
7. Preparation and management of Incident Action Plan.

8. Maintain situational awareness.
9. Coordinate assistance from other jurisdictions.
10. Coordinate resource requests through State Operation Center (SOC).
11. Financial management coordination in disasters.
12. Collection, compilation and dissemination of damage assessment reports. |

1.9.2.6 ESF 6 – Mass Care

1. Status reporting of mass care, shelter, human services activities to SOC.
2. Providing the use of facilities for emergency public education.
3. Providing facilities for emergency housing of evacuees and relief forces.
4. Providing personnel for shelter managers and staff.
5. Providing recreation plans for shelter occupants' use during shelter-stay period.
6. Coordinating transportation.
7. Supporting shelter managers.
8. Emergency welfare services.
9. Emergency lodging.
10. Emergency feeding.
11. Emergency clothing.
12. Emergency registration and inquiry.
13. Coordinating services for the area homeless population.
14. Coordinating private welfare groups.
15. Identifying special needs population (by culture, language, or age-specific requirements).
16. Maintaining an up-to-date list and supporting memorandums of agreement (MOAs) with shelter facilities and their points of contact. |

1.9.2.7 ESF 7 – Resource Support

1. Maintaining a list of suppliers, vendors, and items of critical emergency need.
2. Supports volunteer services, County agencies, and municipal governments tracking, providing, and/or requiring resource support.
3. Logistics planning, management and coordination (Mutual Aid).
4. Coordination of incident facilities, equipment and supplies in disasters.
5. Coordination of contract services in disasters (food, water, commodities, and transportation).
6. Status reporting of logistics and resource activities to the SOC. |

1.9.2.8 ESF 8 – Public Health

1. Emergency medical treatment and triage.
2. Emergency medical care information and coordination.
3. Emergency hospital treatment information and coordination.
4. Traditional hospital medical services.
5. Limited on-site decontamination.
6. Identification of local health facilities, including hospitals, clinics, dialysis centers, and nursing or rehabilitation centers, and supplying and using medical and health items.
7. Medical support to shelters.
8. Health advisories.
9. Inoculations for the prevention of disease.
10. Identification of special needs populations, including the elderly and very young, and populations requiring specific life-saving services (e.g., dialysis or assistance with breathing).
11. Assisting with special needs evacuation.
12. Hospital evacuation.
13. Emergency medical transportation.
14. Emergency interment coordination.
15. Sanitation and pest control as required. |

1.9.2.9 ESF 9 – Search & Rescue

1. Coordination of search activities in disasters.
2. Coordination of rescue activities in disasters.
3. Coordination of search and rescue resources. |

1.9.2.10 ESF 10 – Hazardous Materials (HAZMAT)

1. Coordinate County support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials
2. Coordination of environmental protection and long term clean up. |

1.9.2.11 ESF 11 – Agriculture

1. Coordination with ESF 6 for nutrition assistance.
2. Control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease.
3. Assurance of food safety and food security.
4. Coordination with ESF 6 and ESF 8 for the safety and well-being of household pets during an emergency response or evacuation.
5. Protection of natural and cultural resources and historic properties. |

1.9.2.12 ESF 12 – Energy

1. Assessment, repair and restoration of damaged energy systems and components.
2. Coordinate private sector energy industry and fuel industry restoration efforts.
3. Maintenance of vehicles and other essential equipment of the various departments and agencies.
4. Prepare energy forecast and assessments for disasters.
5. Maintenance of a reserve supply of fuel.
6. Coordination for fuel resupply of emergency vehicles & generators. |

1.9.2.13 ESF 13 – Public Safety

1. Maintaining law and order.
2. Traffic and crowd control.
3. Protecting vital installations.
4. Controlling and limiting access to the scene of the disaster.
5. Assist with movement restrictions, evacuation, and re-entry coordination.
6. Support transportation strike teams.
7. Supplementing communications.
8. Assisting with all evacuation efforts.
9. Assisting with search and rescue.
10. Security planning and technical resource assistance. |

1.9.2.14 ESF 14 – Recovery

1. Provides a framework for County Government support to municipal governments, nongovernmental organizations, and the private sector designed to enable community recovery from the long-term consequences of a disaster and emergency
2. Damage, social, and economic impact assessment in disasters.
3. VOAD and donation management.
4. Long-term community recovery assessment and coordination.
5. Analysis of mitigation program activities. |

1.9.2.15 ESF 15 – External Affairs

1. Public information and protective action guidance dissemination.
2. Media and community relations.
3. Coordination of Joint Information Centers. |

1.9.3 State Government Department and Agencies

Support from other State government departments and agencies may be requested through the Georgia Emergency Management and Homeland Security Agency

(GEMA/HS) State Operations Center by submitting a Resource Request through WebEOC.

1.9.4 Private Sector Organizations

EOP primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters and emergencies. |

1.9.4.1 Roles

The roles, responsibilities, and participation of the private sector during a disaster or emergency incident vary based on the nature of the organization and the type and impact of the incident. The roles of private-sector organizations are summarized below.

1. Impacted Organization or Infrastructure

Private-sector organizations may be affected by direct or indirect consequences of the incident, including privately owned critical infrastructure, key resources, and those main private-sector organizations that are significant to regional economic recovery from the incident. Examples of privately owned infrastructure include transportation, telecommunications, private utilities, financial institutions, and hospitals.

2. Response Resource

Private-sector organizations provide response resources (donated or compensated) during an incident - including specialized teams, equipment, and advanced technologies - through public-private emergency plans, mutual aid agreements, or incident specific requests from government and private-sector-volunteer initiatives.

3. Regulated and/or Responsible Party

Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring, and responding to an incident once it occurs. For example, some activities are required by law or regulation to maintain emergency preparedness plans, procedures, and facilities and to perform assessments, prompt notifications, and training for a response to an incident.

4. Emergency Organization Member

Private-sector organizations may serve as active partners in emergency preparedness and response organizations and activities. |

1.9.4.2 Responsibilities

Private-sector organizations support the EOP (voluntarily or to comply with applicable laws and regulations) by sharing information with the government, identifying risks, performing vulnerability assessments, developing emergency response and business continuity plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response to and recovery from an incident.

Certain organizations are required by existing law and regulation to bear the cost of

planning and response to incidents, regardless of cause. In the case of an Emergency or disaster, these private-sector organizations are expected to mobilize and employ the resources necessary and available in accordance with their plans to address the consequences of incidents at their own facilities or incidents for which they are otherwise responsible.

Response Resources

Unless the response role is inherently governmental (e.g., law enforcement, etc.), private-sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies. The County Government maintains ongoing interaction with the critical infrastructure and key resource industries to provide coordination for prevention, preparedness, response, and recovery activities. When practical, or when required under law, private-sector representatives should be included in planning and exercises. In some cases, the government may direct private-sector response resources when they have contractual relationships, using government funds. |

1.9.5 Non-Governmental and Volunteer Agencies

Volunteer agencies, such as the American Red Cross, faith-based organizations, and assistive organizations, such as the Salvation Army, are available to give assistance with sheltering, feeding, and other issues, as necessary.

Nongovernmental and volunteer organizations collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources. For example, the American Red Cross is an NGO that provides relief at the local level and also supports the Mass Care element of ESF 6. Community-based organizations receive government funding to provide essential public health services.

The Voluntary Organizations Active in Disaster (VOAD) is a consortium of over 60 recognized organizations of volunteers active in disaster relief. Such entities provide significant capabilities to incident management and response efforts at all levels. For example, the wildlife rescue and rehabilitation activities conducted during a pollution emergency are often carried out by private, nonprofit organizations working with natural resource trustee agencies. |

1.9.6 Citizen Involvement

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation.

The US Citizen Corps brings these groups together and focuses efforts of individuals through education, training, and volunteer service to help make communities safer, stronger, and better prepared to address the threats of terrorism, crime, public health issues, and disasters of all kinds.

Citizen Corps

The Citizen Corps works through a Citizen Corps Council that brings together leaders

from law enforcement, fire, emergency medical and other emergency management, volunteer organizations, elected officials, the private sector, and other community stakeholders.

Citizen Corps Councils Implement Citizen Corps programs, which include Community Emergency Response Teams (CERTs), Medical Reserve Corps, Neighborhood Watch, Volunteers in Police Service, and the affiliate programs; provide opportunities for special skills and interests; develop targeted outreach for special-needs groups; and organize special projects and community events.

Citizen Corps Affiliate Programs expand the resources and materials available to communities through partnerships with programs and organizations that offer resources for public education, outreach, and training; represent volunteers interested in helping to make their communities safer; or offer volunteer service opportunities to support first responders, disaster relief activities, and community safety efforts.

Other programs unaffiliated with Citizen Corps also provide organized citizen involvement opportunities in support of response to major disasters and other emergencies.

Continuity of Government (COG)/Continuity of Operations Plan (COOP)

Local governments and jurisdictions must be prepared to continue their minimum essential functions throughout the spectrum of possible threats from natural disasters through acts of terrorism. COG/COOP planning facilitates the performance of local government and services during an emergency that may disrupt normal operations. Contingency plans for the continuity of operations of vital government functions and jurisdictions will allow agencies to continue their minimum essential operations and maintain authority. These plans include the spectrum of possible threats from natural disasters through acts of terrorism.

Continuity of Government (COG) and Continuity of Operations (COOP) measures will establish lines of personnel succession, ensuring that authority is delegated to appropriate personnel prior to an emergency. Executive office personnel and department managers will identify, notify, and train the individuals next in line. In addition, personnel will be familiar with alert, notification and deployment procedures to provide for command and control of response and recovery operations.

The Cherokee County Board of Commissioners Chairman, with assistance from the EMA director, is responsible for the following, but not limited to:

1. Identifying essential positions and Lines of Succession.
2. Determining essential functions and processes that must be maintained during an emergency or disaster.
3. Establishing measures for the protection and safeguarding of vital records and critical applications.
4. Maintaining essential communications resources.

5. Identification of alternate operating facility and capabilities.
6. Priorities for recovery of processes, functions, critical applications and vital records.

1.10 Succession of Command for Local Government

1. Commissioner Chairman
2. Vice Chairman
3. Remaining Board Members in Order of Seniority.
4. County Manager

1.11 Mission Essential Positions

Cherokee County executes its mission through numerous separate agencies. The following positions within those agencies are designated as Priority Employees for Cherokee County.

1. Commissioner Chairman
2. Vice Chairman
3. EMA Director
4. County Sheriff
5. Fire Chief
6. Tax Assessor
7. Information Technology Director
8. Public Information Officer
9. County Engineer
10. Public Works Director
11. 9-1-1 Director
12. Animal Shelter Director
13. Chief Marshal

1.12 Mission Essential Functions and Processes

1.12.1 Mission Essential Functions

When confronting events which disrupt normal operations, Cherokee County is committed to providing mission essential functions which must be continued even under the most challenging emergency circumstances. The Commission Chairman for Cherokee County has identified mission essential functions as only those most critical activities which ensure the safety and security of system users, employees, contractors, and the general public; and support the restoration of internal operations and facilitate emergency response operations.

During activation of the COOP, all activities not identified as essential may be

suspended to enable Cherokee County to concentrate on providing mission essential functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications regarding restoration of the suspended functions with regular or expected users will be a priority.

Cherokee County's mission essential functions, organized by area of responsibility, are identified below in descending order of priority:

1. Emergency Management
2. Law Enforcement
3. Fire/Hazmat services
4. Communications (911)
5. Public Works/Engineering
6. Sheltering, Feeding
7. Medical Services
8. Power, Electricity, Fuel
9. Transportation
10. Water, Wastewater Services
11. Agricultural Services

1.12.2 Mission Essential Processes

Cherokee County has also identified essential processes, services, systems, and equipment necessary to support each mission essential function, as well as key personnel required.

Cherokee County's mission essential business processes are identified below in **descending order of priority**. Priority 1-5 processes are essential to immediate needs.

1. 9-1-1 Communications
2. Public Safety (Law Enforcement, Fire, EMS)
3. Emergency Operations Center
4. Public Affairs
5. Finance and Administration

Priority 5-9 processes can be deferred until post-event and reconstitution activities. Selected staffing resources supporting Priority 6-10 processes will be cross-trained and redeployed to support and sustain immediate needs to execute Cherokee County's role.

6. Education services
7. Business/Commerce Management
8. Non-essential County Operations (Tax assessment, Zoning commission, etc.)
9. Hazard Mitigation

10. Training

1.13 Relocation of Government

1.13.1 Alternate Facilities

Cherokee County recognizes that normal operations may be disrupted and that there may be a need to perform mission essential functions at alternate facilities. The objective of this plan is to assure that the capability exists to continue Cherokee County's functions for mission essential internal business processes.

In selecting the alternate facility, Cherokee County identified its capability to support mission essential functions. In addition, depending on the emergency conditions, Cherokee County also has access to additional facilities that could support essential functions.

Individual departments have addressed alternate facilities in their Continuity of Operations plans.

1.14 Vital Records and Data Management

Preservation of Records addresses the protection of essential records (e.g., vital statistics, deeds, corporation papers, operational plans, resource data, personnel and payroll records, inventory lists, laws, charters, and financial documents) by the appropriate agency following an emergency or disaster. Governments will plan for preservation of succession and delegation of authority and records necessary for carrying out governments legal and financial functions and the protection of legal and financial rights of citizens.

Cherokee County has identified vital records and databases, which must be available to support essential functions. Cherokee County has also identified vendors and contractors available to support restoration of vital records, systems, and/or processes.

1.14.1 Communications

Communications systems must support connectivity to internal organizations, other agencies, critical customers, and the public. To ensure communications during COOP events, Cherokee County has identified primary and alternate modes of communication.

Examples:

1. Primary: land-line and/or Cherokee County issued cellular telephones, internet e-mail
2. Alternate: Starlink and satellite phones.

1.14.2 Information Technology

Examples:

1. Wireless network infrastructure support, to include network hardware and connectivity to available internet access.
2. Wired network infrastructure support to include network hardware, connectivity to vendor provided internet access.

3. Prepositioned phones and switches to support wired and wireless network.
4. Establish alternate connectivity to agency resources if HQ is inaccessible via the internet.

1.14.3 Public Information

Examples:

1. Communicate key messages to help protect citizens.
2. Educate residents on emergency preparedness.
3. Document important information for future use.
4. Provide Public Information Officers for website support, responding to media inquiries, and to be spokespersons for TV/Radio interviews.
5. Constituent/Elected Officials Liaison to respond to inquiries from elected officials and the general public.
6. Administrative support for information technology, publications and general administrative support to staff.

1.14.4 Finance and Administration Section

Examples:

1. Initiates processing and tracking of expenditures.
2. Assists with the logistical efforts relative to purchasing and travel.
3. Provides internal direction for tracking staff overtime and compensatory time.
4. Provides coordination among affected state agency finance officers relating to event reimbursement process.

1.14.5 Vital Records

Records and data consist of those documents, publications, and other information regardless of media that are essential to execution of Cherokee County's emergency management mission, reconstitution of Cherokee County's emergency management infrastructure and the reconstitution of the Cherokee County's organization. Records and data management also include provisions for back-up IT (IT) capabilities.

Refer to the Georgia State Government Record Retention Schedule and Policies https://www.georgiaarchives.org/records/retention_schedules

1.14.5.1 Designation of Cherokee County Essential Records and Data

The following records are designated as essential to Cherokee County's mission.

Examples:

- a. Local Emergency Operations Plans and Mutual Aid Agreements
- b. County and Municipal Department COOP's
- c. County Ordinance Regarding Emergency Management

- d. Declarations of Emergency
- e. Requests for and approved State or Presidential Disaster Declarations
- f. EOC Procedures and Protocols
- g. Master Contacts and Recall Lists
- h. Inventories for equipment, communications and IT systems
- i. Delegations of authority for Cherokee County.
- j. Strategic and Domestic Preparedness Plans
- k. Threat and Vulnerability Analyses
- l. Training records
- m. Public Assistance regulations and associated documents to include NEMIS capabilities
- n. Crisis Communication Plans
- o. Pre-scripted Press Releases
- p. Field Coordinator, School Safety, GA DOT road maps
- q. Demographic information on areas within Cherokee County.
- r. Necessary financial management tools and documents

1.14.5.2 Information Technology Recovery

Cherokee County's IT section is responsible for all of Cherokee County's information and networking systems, Cherokee County is dependent upon IT's ability to implement its IT Disaster Recovery Plan.

Direction, Control, and Coordination

1.15 Authority to Initiate Actions

The decision to activate the EOP will be made by one the following responsible public official(s) and the on-scene commander within the jurisdiction.

- a. County Commissioner
- b. Vice Chairman
- c. Longest tenured County Commissioner
- d. County Manager
- e. EMA Director

1.16 Command Responsibility for Specific Actions

1.16.1 General Guidance of Emergency Operations

Direction and control of disaster situations and other emergency operations will be

coordinated from the County EOC, located at the Public Safety Building in Canton, GA. |

1.16.2 Direction of Response

Responsibility for overall direction of the disaster response activities of all of the jurisdiction's departments and agencies, during emergencies, will be carried out normally from the EOC.

1. The Chairman of the Board of Commissioner's has the responsibility for addressing threats to his or her jurisdiction. This authority shall include, but not be limited to, the declaration of an emergency condition or disaster declaration within the political jurisdiction.
2. EMA Director will act as the chief advisor to the Chief Elected Official during any declared emergency affecting the people and property of the jurisdiction. Various agencies and departments under the direction of the jurisdiction's EMA Director will conduct emergency operations.
3. Personnel assigned to the following roles will be required to complete NIMS Incident Command System and position specific training within 12 months of being assigned to the position.
 - a. EOC Director
 - b. Incident Commander
 - c. Planning Chief
 - d. Operations Chief
 - e. Logistics Section Chief
 - f. Finance and Administration Chief
 - g. ESF Leads
4. State and Federal officials will coordinate their operations through the jurisdiction's elected or appointed officials or their designated representatives. |

Information Collection and Dissemination

Disaster information managed by Cherokee County EOC is coordinated through Emergency Support Function representatives located in the EOC. These representatives collect information from and disseminate information to counterparts in the field. These representatives also disseminate information within the EOC that can be used to develop courses of action and manage emergency operations.

Detailed procedures that identify the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and specific times the information is needed are maintained at the Cherokee County EOC. |

Communications

Communication protocols and coordination procedures are described in detail in the ESF 15 Annex, SOP 1-9 Communications, and Interoperable Communications Plan. Please refer to this plan for additional information. |

Administration, Finance, and Logistics|

1.17 Appointment of Officials

All departments, offices, or other authorities should appoint personnel who have decision making authority under emergency conditions prior to an event. |

1.18 Administration

A large-scale emergency or disaster will place great demands on Cherokee County's resources. Distribution of required resources may be made difficult by such emergencies. Coordination with appropriate departments will be conducted to ensure that operational readiness is maintained at all times. Administrative procedures will be conducted in accordance with existing county rules, regulations, and policies. |

1.19 Finance

1. Expenditures of county monies for emergency operations will be conducted in accordance with the county ordinance or policy. In addition, state and federal monies may become available to assist in the disaster effort. Accounting for the expenditures of the federal, state, and county monies will be subject to audits, both internally and externally.

2. Individual departments are responsible for collecting, reporting, and maintenance of records documenting disaster costs. The Emergency Management Agency Director and County Finance Director will be responsible for collecting the data from all departments and compiling it for a total cost. |

1.20 Logistics

1. Individual government agencies and augmentation forces will utilize and track supplies, operational aids, and transportation under control of their organizations. Additional supplies, transportation, and manpower required will be requested through the County EOC.

2. Resource management including, but not limited to, financial records, reporting, and resource tracking) is included in ESF 7- Resource Support.

3. Augmentation of the response staff will be done in compliance with published Cherokee County and Municipal ordinances.

1.21 Local Agreements and Understandings|

1. Reinhardt University Fuel MOU Agreement

2. Public Health District 1-2 MOU Agreement

3. Amateur Radio Emergency Services MOU Agreement

Plan Development and Maintenance

1.22 Development

1. The EMA Director is responsible for coordinating emergency planning.
2. ESF representatives for each agency are responsible for supporting emergency planning.

1.23 Maintenance

The Local Emergency Operations Plan shall be reviewed and updated annually.

1.23.1 Requirements

1. Changes should be made to plans and appendices when the documents are no longer current. Cherokee County Emergency Management Agency will coordinate the review and approval of any proposed modifications to the LEOP. Reasons to review and update a plan may include, but are not limited to:
 - a. A major incident
 - b. The impacts of an incident based on an exercise or AAR
 - c. Change in operational resources or elected officials
 - d. Change in the concept of operations for emergencies
 - e. Change in warning and communications systems
 - f. Change in hazards or threats
 - g. Updated planning standards or guidance
 - h. New and/or amended laws and
 - i. Grammatical errors or programmatic changes
2. The Cherokee County Emergency Management Agency is the executive agent for LEOP management and maintenance. The EMA Director will maintain, distribute, and update the LEOP. Responsible officials in County or municipal agencies should recommend changes and provide updated information periodically (e.g., changes of personnel and available resources). Revisions will be forwarded to people on the distribution list.
3. Directors of supporting agencies have the responsibility of maintaining internal plans, SOPs, and resource data to ensure prompt and effective response to and recovery from emergencies and disasters.

1.23.2 Review and Update

1.23.2.1 Review

All Plans, Policy Manuals, and/or Standard Operating Guides/Procedures are required

to be reviewed annually. Any plan “reviewed” will have three potential findings:

1. No Action Required,
2. Partial Update Required (Admin Update), or
3. Full Update Required (Operational or Organizational changes to plan)

If the Plan, Policy Manual, and/or Standard Operating Guide/Procedure has a “No Action Required” finding, then it will be given an automatic 12-month extension. If the Plan, Policy Manual, and/or Standard Operating Guide/Procedure has an “Update Required” finding, then it will be scheduled for an (Partial or Full) update. Partial Updates will not change the approval date of the original plan.

1.23.2.2 Update

1. Partial update:

Partial Updates are generally categorized as administrative updates or corrections and do not substantially change the original intent and purpose of the plan. Partial updates can be annotated on the Record of Change table of the plan. Those changes will be distributed to those listed on the Distribution List table.

2. Full Update:

All Plans, Policy Manuals, and/or Standard Operating Guides/Procedures are required to be fully updated within 48-months of the approval date. Full Updates require that the formal planning process be used; stakeholder engagement, content review and comment. The entire plan will require a new signature and distribution to those listed on the Distribution List table. All updates of existing plans will have the following statement inserted in the Record of Changes table (Description of Change column); “This version supersedes Full Name and Date of Plan, which is rescinded.”

3. Rescind:

Any plan that has outlived its usefulness or that has become obsolete may be Rescinded. The EMA Director may recommend that applicable plan(s) be Rescinded. Any plan scheduled for Rescindment will require formal notification to all plan stakeholders stating that the plan is rescinded.

Authorities and References

1.24 Legal Authority

1.24.1 Federal

1. The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288 as amended
2. 42 USC, Chapter 139 Volunteer Protection

1.24.2 State

1. O.C.G.A. § 38-3 Emergency Management

2. O.C.G.A. § 51-1-29.2 Liability of Persons/Entities Acting During Catastrophic Acts of Nature

1.24.3 Local

1. Cherokee County Ordinance Regarding Emergency Management (2020)

1.25 References

1.25.1 Federal

1. Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, September 2021.
2. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.
3. National Incident Management System (NIMS), October 2017.
4. National Response Framework, Federal Emergency Management Agency, October 2019.

1.25.2 State

1. Georgia Emergency Operations Plan (GEOP), 2017
2. State of Georgia Continuity of Government Plan, 2017
3. Georgia Emergency Management and Homeland Security Agency Plans Standardization and Maintenance, May 2018

1.25.3 Local

1. Cherokee County Ordinance Regarding Emergency Management (2020)

1.25.4 Volunteer

1. N/A

ITEM REPORT

AGENDA ITEM NUMBER: VIII.C.



FROM: Robert H. Logan, City Manager

MEETING DATE: June 19, 2025

AGENDA ITEM: Quote from North Cherokee Electrical, Inc. dated April 2, 2025, for the removal of eleven (11) pedestrian lampposts and the relocation of the electrical service point on Holly Springs Parkway, in an amount not to exceed \$11,850.

EXECUTIVE SUMMARY:

The existing pedestrian lampposts and electrical service point on Holly Springs Parkway between Childers Road and Town Walk Drive are in conflict with the Holly Springs Parkway Widening Project, Phase III. The City of Holly Springs has requested a quote from North Cherokee Electrical, Inc. to remove the eleven (11) pedestrian lampposts in this area and relocate the electrical service point north of the limits of the project to feed the remaining pedestrian lampposts from Town Walk Drive to the intersection of Hickory Road/Holly Street and Holly Springs Parkway.

FISCAL IMPACT:

The fiscal impact of this project is \$11,850 to be paid from the Special Purpose Local Option Sales Tax Fund VI (SPLOST VI).

ATTACHMENTS:

1. Quote - North Cherokee Electrical
2. Hickory Rd and HSPW Lighting Layouts

RECOMMENDATION:

The staff recommendation is approval of the quote from North Cherokee Electrical, Inc.

CONCURRENCES:

Finance and Administration



ELECTRICAL PROPOSAL

4/2/25

To: Jacob Huges BM&K

Re: Holly Springs Pkwy Lighting

SCOPE OF WORK

North Cherokee Electrical, Inc. proposes to furnish and install the listed bid items in accordance with plans, and specifications unless amended or stated in detail below:

Items to be Furnished, Install and Connected by NCE

1. Remove 11 lighting standards, and wiring as shown by plan marked up by BMK
2. Relocate service point north of existing location, and coordinate with power company. **Note service points are being checked by Georgia Power, and most are now being turned down because of clearance issues.**
3. Directional Bore 3" across parkway to refeed lighting that staying
4. Wire, conduit, pull box to reconnect
5. Temporary Traffic Control for our work only

Items to be furnished by others or excluded.

1. General Traffic control
2. Replacement of asphalt or concrete cut
3. Power service and consumption fees are associated with new or existing electrically operated systems.
4. Surveying (Station location by others)
5. Relocation of existing utilities
6. Rock removal is not included, if required it shall be done at cost plus 10%.
7. Price does not include temporary signals, temporary Loops, or repair of signal infrastructure damaged due to construction.

Item	GDOT Item	Item Description	Qty	Unit	Unit Price	Bid Total
1	0	Remove/Relocate Lighting	1	LS	\$11,850.00	\$ 11,850.00

General Terms:

Price good for 30 days

Sales tax included.

Bond not included (Add 1.5% if required)

Should you have any questions please give me a call.

Sincerely,

David Jordan

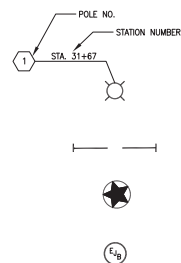


STATE	PROJECT NO.	SHEET	TOTAL SHEETS
GEORGIA	CEEP-080-00081 CEEP-080-00080	71	159

GENERAL NOTES

- OPERATING VOLTAGE SHALL BE 240 VOLTS FOR LIGHTS.
- ALL BALLASTS SHALL BE REGULATOR TYPE.
- ALL FUSES AND FUSEHOLDERS SHALL BE IN-LINE TYPE AND WATERPROOF. PROVIDE FUSES, FUSEHOLDERS AND MOLDED BREAKAWAY PLUG & CONNECTOR ASSEMBLY FOR POWER CABLE IN THE HANDHOLE OF EACH POLE.
- CONDUIT ACCESSORIES, SUCH AS EXPANSION JOINTS, PULLBOXES, CONDULETS, ELBOWS, FLEXIBLE CONDUIT, ETC., SHALL BE INCLUDED IN THE PRICE BID FOR CONDUIT.
- THE CONTRACTOR SHALL INSTALL A NYLON PULL CORD OR GALVANIZED PULL WIRE IN EACH EMPTY CONDUIT. THE COST OF THIS ITEM WILL NOT BE PAID FOR SEPARATELY AND SHALL BE INCLUDED IN THE COST OF THE CONDUIT.
- THE CONTRACTOR SHALL SUBMIT PHOTOMETRIC DATA AND DESIGN CALCULATIONS, FOR THE LUMINAIRES, TO VERIFY THE LIGHTING DESIGN CRITERIA.
LIGHTING DESIGN CRITERIA:
LIGHT LOSS FACTOR = 0.7
AVERAGE MAINTAINED ILLUMINATION SIDEWALK = 0.5
F.C. MINIMUM
UNIFORMITY RATIO (AVG./MIN.) = 4:1 MAXIMUM
WIND SPEED = .90 M.P.H.
- THE LIGHTING CONTRACTOR SHALL FURNISH A ONE YEAR WRITTEN WARRANTY FOR PARTS AND DEFECTIVE WORKMANSHIP ON THE LUMINAIRES.
- THE CONTRACTOR SHALL BEWARE OF OVERHEAD POWER LINES AND LOCATE LIGHTING STANDARDS SUCH THAT THEY WILL HAVE TEN FEET MINIMUM CLEARANCE FROM DISTRIBUTION LINES OR 20 FEET MINIMUM CLEARANCE FROM TRANSMISSION LINES.
- THE CONTRACTOR SHALL INCLUDE IN THE BID ALL THE COSTS ASSOCIATED WITH THE INSTALLATION OF THE POWER COMPANY SERVICE AND METERING IN THE "MAIN SERVICE PICKUP POINT". COORDINATE THIS WITH THE POWER COMPANY.
- THE GEORGIA POWER CONTACT IS MR. WILLIAM BECK (770)241-6159.
- THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO ANY DIGGING. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED BY THE CONTRACTOR AT NO ADDITIONAL COST.
- CONTRACTOR SHALL INCLUDE THE COST OF THE FOUNDATION ALONG WITH THE PAY ITEM FOR THE LIGHTING STANDARD.
- FOR ALL LIGHT POLES, A MINIMUM OF 1'-6" MUST BE MAINTAINED AT ALL TIMES FROM THE FACE OF THE CURB (OR EDGE OF PAVEMENT) TO THE OUTSIDE EDGE OF THE LIGHT POLE.
- EXPOSED CONDUIT SHALL BE RIGID STEEL UNLESS OTHERWISE NOTED.
- ALL UNDERGROUND CONDUIT SHALL BE PVC, SCHEDULE 40, CONDUIT INSTALLED UNDERNEATH ROADWAYS AND DRIVES SHALL BE RIGID GALVANIZED STEEL (RGS).
- ALL CONDUIT WHICH IS RUN UNDER A ROADWAY SHALL BE INSTALLED PRIOR TO ANY NEW PAVING. NO NEW PAVING SHALL BE CUT TO INSTALL ELECTRICAL LINES.
- CONTRACTOR SHALL ROUTE ALL CONDUIT RUNS BETWEEN EACH FIXTURE AND FROM THE LAST FIXTURE TO THE UTILITY COMPANY SERVICE LOCATION IN THE MOST DIRECT ROUTE POSSIBLE.
- NO CONDUIT IS TO BE RUN ON PRIVATE PROPERTY.
- ALL ELECTRICAL MATERIALS, SUCH AS CONDUIT, CABLES, WIRES AND JUNCTION BOXES, SHALL BE NEW U.L. LISTED AND MEET THE REQUIREMENTS OF THE NATIONAL ELECTRICAL CODE, AND THE AMERICAN NATIONAL STANDARDS INSTITUTE. ELECTRICAL INSTALLATION SHALL CONFORM WITH THE NATIONAL ELECTRICAL CODE.
- ALL POLES SUPPLIED FOR THIS PROJECT SHALL BE IN ACCORDANCE WITH "GDOT'S" QUALIFIED PRODUCTS LIST (QPL) FOR APPROVED SUPPLIERS FOR PROJECTS RECEIVING FEDERAL FUNDING.
- ALL LUMINAIRES SUPPLIED FOR THIS PROJECT MUST MEET THE GDOT STANDARD SPECIFICATION SECTION 921-LUMINAIRES FOR PROJECTS RECEIVING FEDERAL FUNDING.

LEGEND

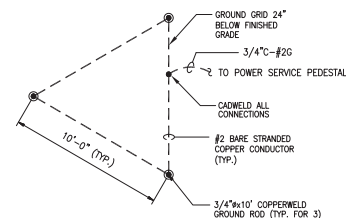


150 WATT HIGH PRESSURE SODIUM POST TOP LUMINAIRE.
TYPE "B" DISTRIBUTION, MOUNTED ON 14FT POLE. SEE
LIGHTING DETAIL, DWG. 25-013.

CONDUIT. ALL SPARE CONDUIT SHALL BE RUN W/PULLWIRE
AND SEALED.

SERVICE POINT

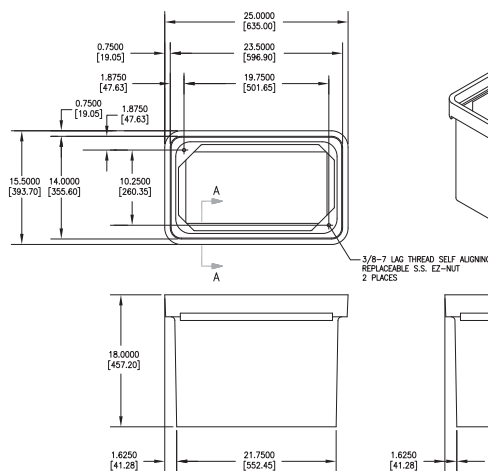
ELECTRICAL JUNCTION BOX. INSTALL JUNCTION BOXES
FLUSH WITH GROUND/SIDEWALK.



DETAIL-"A"
GROUNDING DETAIL
AT SERVICE POINTS
N.T.S.

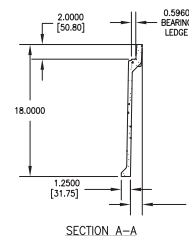


Know what's below.
Call before you dig.

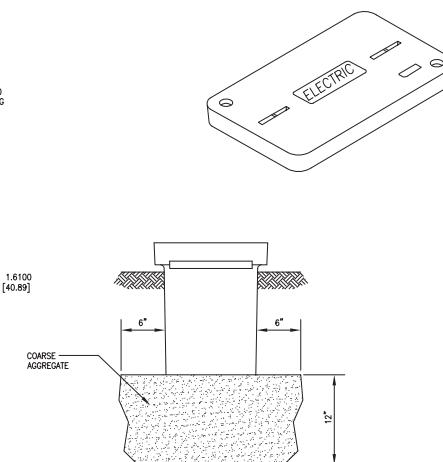


OPEN BOTTOM
JUNCTION BOX
(NOT TO SCALE)

(PROVIDE 12" COARSE AGGREGATE
AT THE BOTTOM OF THE BOX.)



NOTE:
1. DIMENSIONS IN BRACKETS ARE IN MILLIMETERS
UNLESS NOTED OTHERWISE.



BASE OF BURIED
OPEN BOTTOM BOX
(NOT TO SCALE)

DETAIL-"B"

REVISION	DATE	REVISION	DATE	HICKORY ROAD AND HOLLY SPRINGS PARKWAY DOWNTOWN PEDESTRIAN IMPROVEMENTS Lighting Legend, Notes and Details	DRAWING No. 25-001



5074 BRISTOL INDUSTRIAL WAY
SUITE A
BUFORD, GEORGIA 30518
(770) 271-2888 / (770) 271-0779 FAX
www.jpdev.com

HICKORY ROAD AND HOLLY SPRINGS PARKWAY
DOWNTOWN PEDESTRIAN IMPROVEMENTS
Lighting Legend, Notes and Details

HICKORY ROAD AND HOLLY SPRINGS PARKWAY
DOWNTOWN PEDESTRIAN IMPROVEMENTS
Lighting Legend, Notes and Details

CITY OF HOLLY SPRINGS

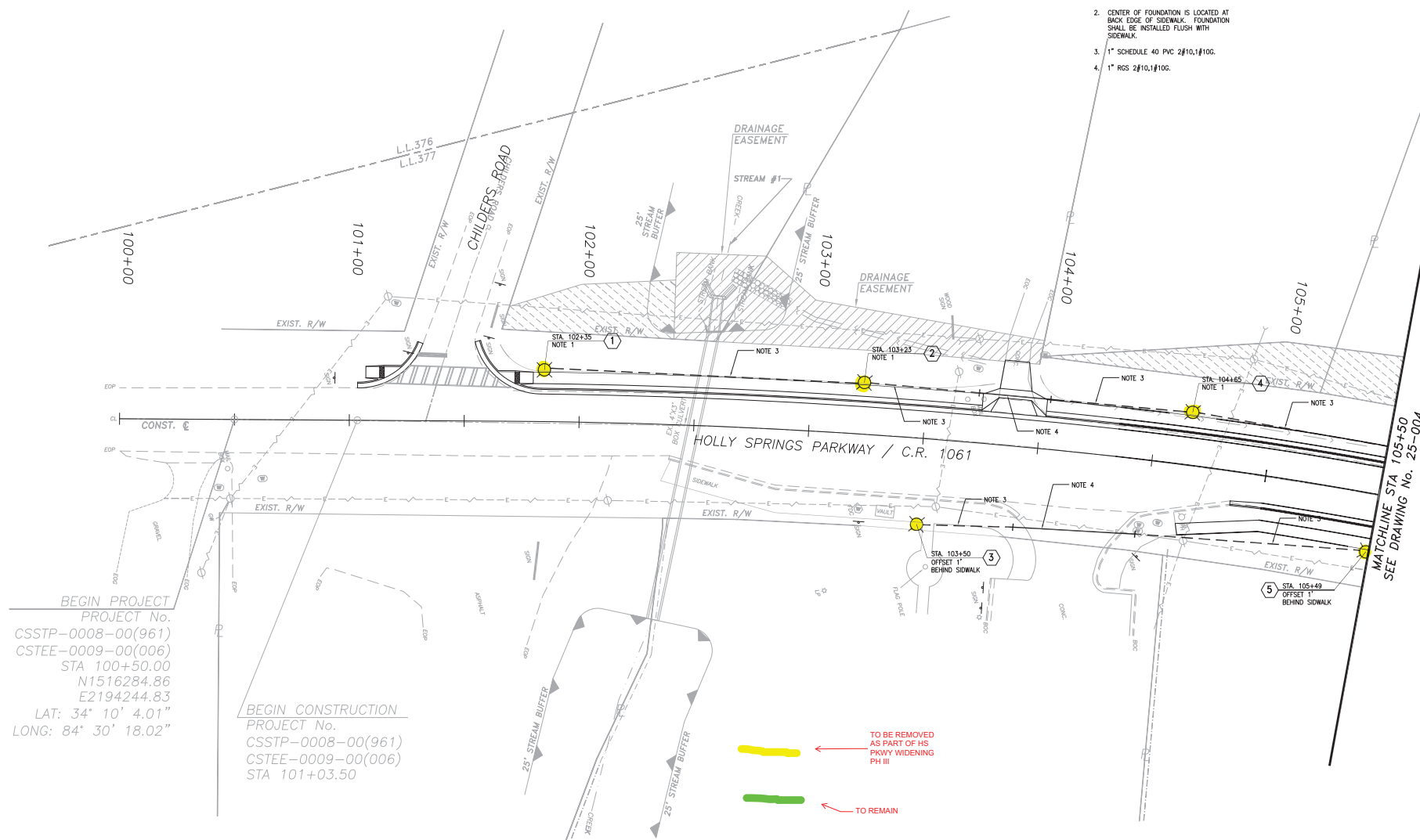
HICKORY ROAD AND HOLLY SPRINGS PARKWAY
DOWNTOWN PEDESTRIAN IMPROVEMENTS
Lighting Legend, Notes and Details

DRAWING No.
25-001

STATE	PROJECT No.	SHEET	TOTAL SHEETS
GEORGIA	CSSTP-0008-00(961) CSTEE-0009-00(006)	72	159

NOTES:

1. INSTALL LIGHT POLE SUCH THAT THE FACE OF THE POLE IS 4" BEHIND FACE OF CURBSIDE.
2. CENTER OF FOUNDATION IS LOCATED AT BACK EDGE OF SIDEWALK. FOUNDATION SHALL BE INSTALLED FLUSH WITH SIDEWALK.
3. 1" SCHEDULE 40 PVC 2#10,1#100.
4. 1" RGS 2#10,1#100.



BEGIN PROJECT
PROJECT No.
CSSTP-0008-00(961)
CSTEE-0009-00(006)
STA 100+50.00
N1516284.86
E2194244.83
LAT: 34° 10' 4.01"
LONG: 84° 30' 18.02"

BEGIN CONSTRUCTION
PROJECT No.
CSSTP-0008-00(961)
CSTEE-0009-00(006)
STA 101+03.50

TO BE REMOVED
AS PART OF HS
PKWY WIDENING
PH III

TO REMAIN



REVISION	DATE	REVISION	DATE



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H&K
DESIGN
P&B
DRAWN
S&K
CHECKED
02/08/12
DATE
10-004
PROJECT No.

CSTEE-0009-00(006)
CSSTP-0008-00(961)
CLIENT PROJECT No.

CITY OF HOLLY SPRINGS, GEORGIA
PROJECT LOCATION

CITY OF HOLLY SPRINGS

HICKORY ROAD AND HOLLY SPRINGS PARKWAY
DOWNTOWN PEDESTRIAN IMPROVEMENTS
Lighting Layouts

DRAWING No.
25-002

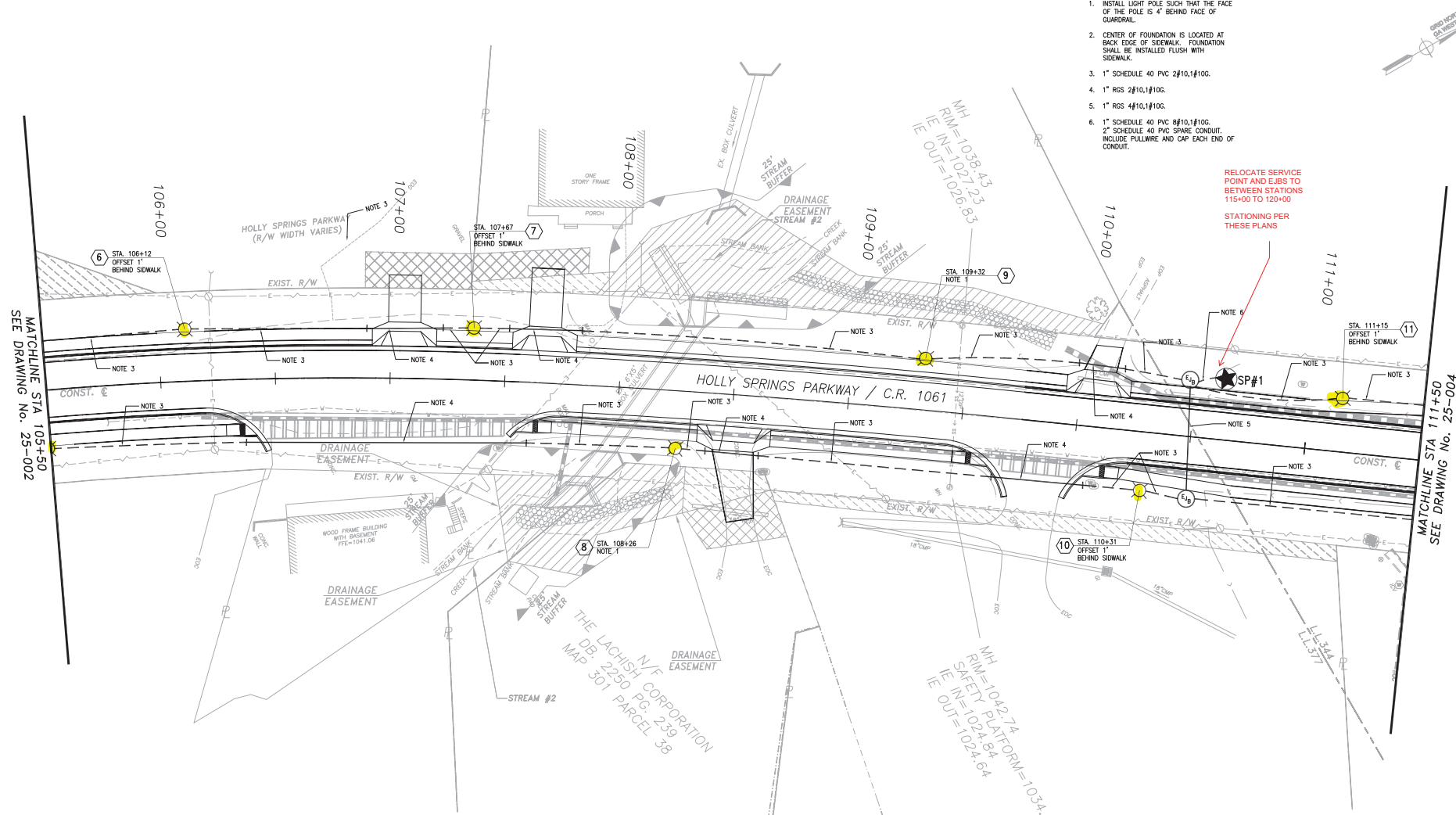
STATE	PROJECT No.	SHEET	TOTAL SHEETS
GEORGIA	CSP-000-00001 CSP-000-00002	73	159

NOTES:

1. INSTALL LIGHT POLE SUCH THAT THE FACE OF THE POLE IS 4' BEHIND FACE OF GUARDRAIL.
2. CENTER OF FOUNDATION IS LOCATED AT BACK EDGE OF SIDEWALK. FOUNDATION SHALL BE INSTALLED FLUSH WITH SIDEWALK.
3. 1" SCHEDULE 40 PVC 2#10,1#10G.
4. 1" RGS 2#10,1#10G.
5. 1" RGS 4#10,1#10G.
6. 1" SCHEDULE 40 PVC 8#10,1#10G.
2" SCHEDULE 40 PVC SPARE CONDUIT.
INCLUDE PULLWIRE AND CAP EACH END OF CONDUIT.

RELOCATE SERVICE
POINT AND EJB'S TO
BETWEEN STATIONS
1115+00 TO 120+00

STATIONING PER
THESE PLANS



REVISION	DATE	REVISION	DATE



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HSK
DESIGN
P/E
DRAWN
CHK
CHECKED
DATE
PROJECT No.

CITY OF HOLLY SPRINGS, GEORGIA
PROJECT LOCATION

CITY OF HOLLY SPRINGS

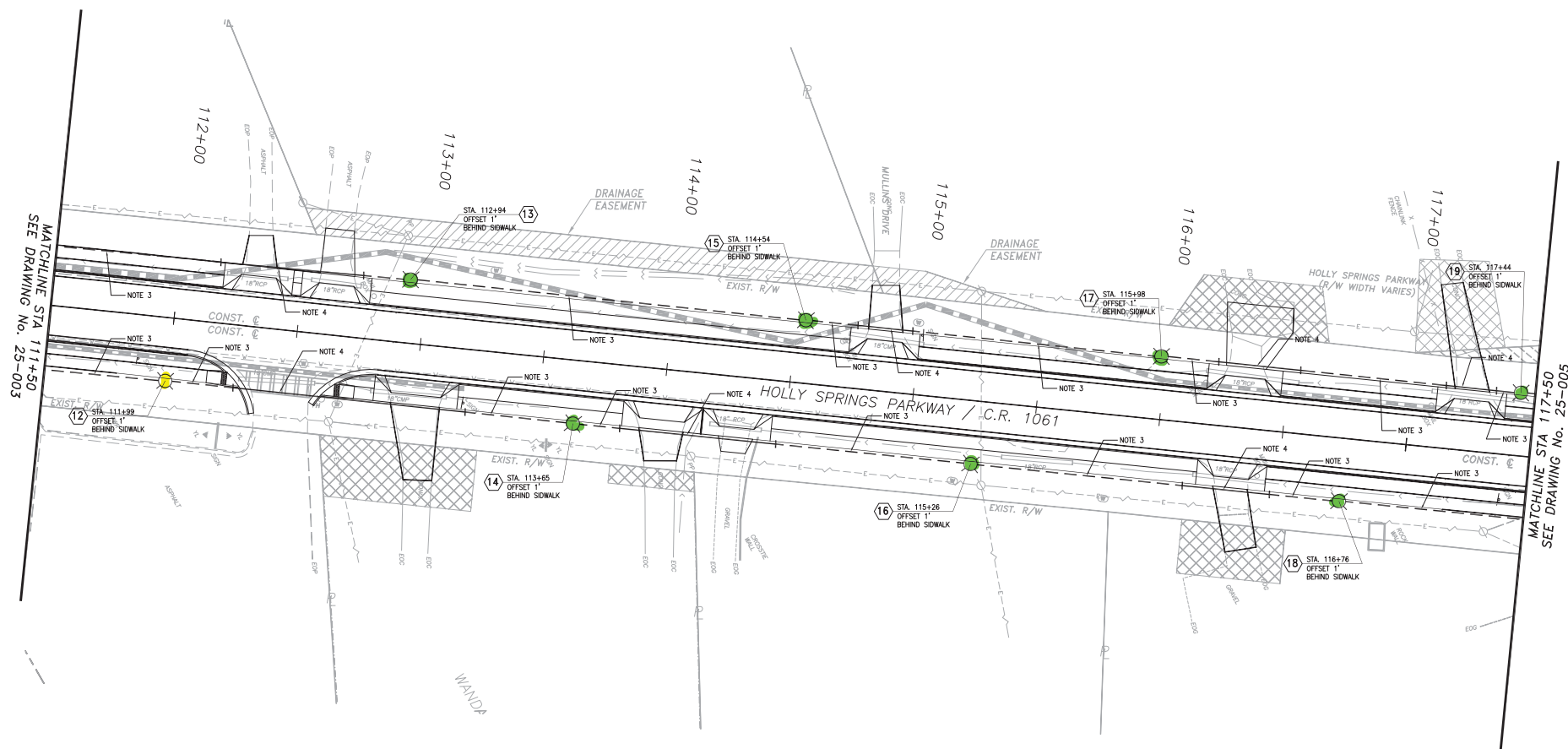
HICKORY ROAD AND HOLLY SPRINGS PARKWAY
DOWNTOWN PEDESTRIAN IMPROVEMENTS
Lighting Layouts

DRAWING No.
25-003

STATE	PROJECT NO.	SHEET	TOTAL SHEETS
GEORGIA	CEHP-000-00000 CEHP-000-00000	74	159

NOTES:

1. INSTALL LIGHT POLE SUCH THAT THE FACE OF THE POLE IS 4' BEHIND FACE OF GUARDRAIL.
2. CENTER OF FOUNDATION IS LOCATED AT BACK EDGE OF SIDEWALK. FOUNDATION SHALL BE INSTALLED FLUSH WITH SIDEWALK.
3. 1" SCHEDULE 40 PVC 2#10,1#100.
4. 1" RGS 2#10,1#100.



REVISION	DATE	REVISION	DATE



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H&K DESIGN	PYE DRAWN	SKP CHECKED	02/08/12 DATE	10-004 PROJECT NO.
CITY OF HOLLY SPRINGS, GEORGIA PROJECT LOCATION				

CITY OF HOLLY SPRINGS

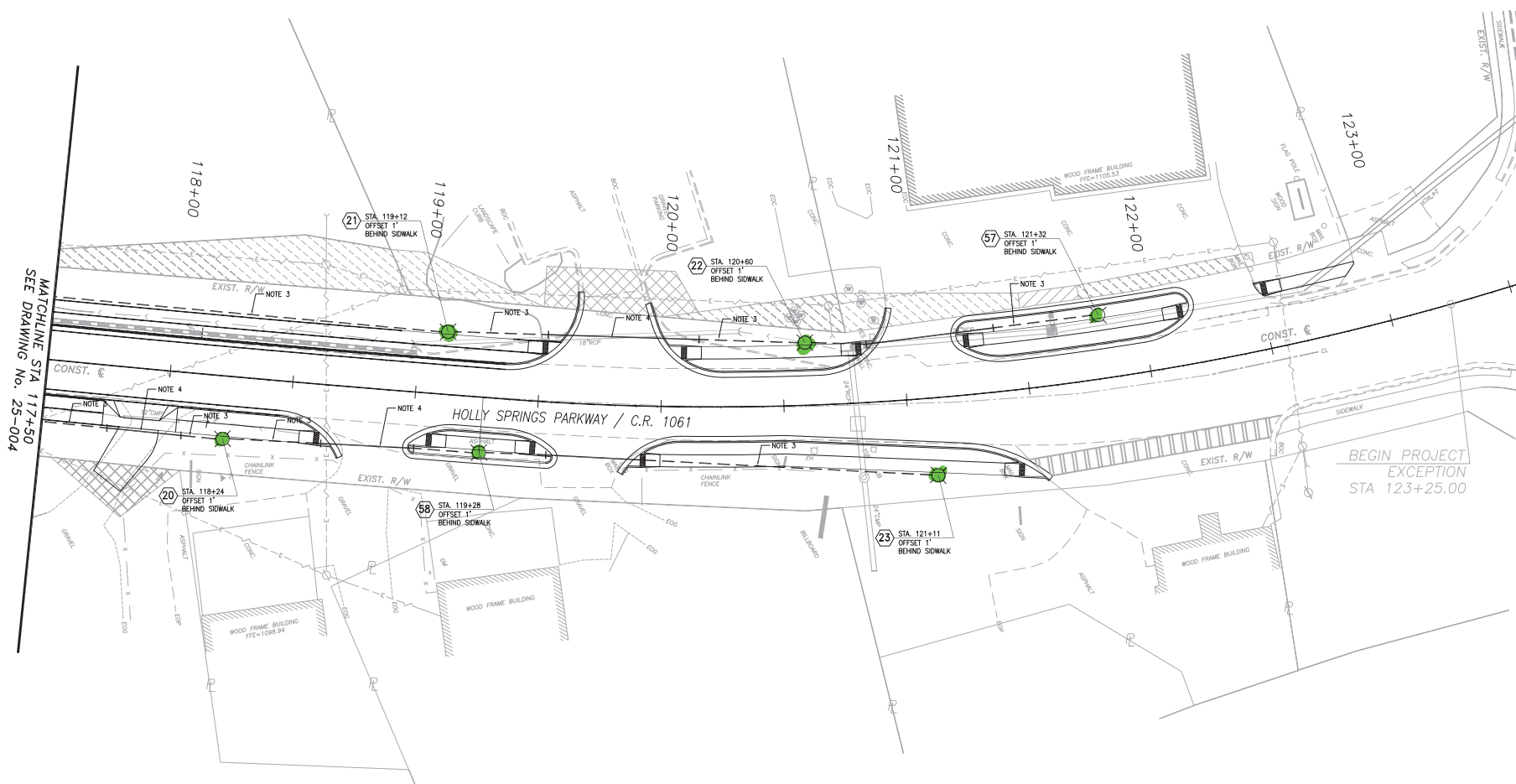
HICKORY ROAD AND HOLLY SPRINGS PARKWAY
DOWNTOWN PEDESTRIAN IMPROVEMENTS
Lighting Layouts

DRAWING No.
25-004

STATE	PROJECT No.	SHEET	TOTAL SHEETS
GEORGIA	CSETP-000-000(01) CSETP-000-000(00)	75	159

NOTES:

1. INSTALL LIGHT POLE SUCH THAT THE FACE OF THE POLE IS 4" BEHIND FACE OF GUARDRAIL.
2. CENTER OF FOUNDATION IS LOCATED AT BACK EDGE OF SIDEWALK. FOUNDATION SHALL BE INSTALLED FLUSH WITH SIDEWALK.
3. 1" SCHEDULE 40 PVC 2#10,1#10G.
4. 1" RGS 2#10,1#10G.



REVISION	DATE	REVISION	DATE



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PVB
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SHP
CHECKED
02/08/12
DATE
10-004
PROJECT NO.

CITY OF HOLLY SPRINGS, GEORGIA
PROJECT LOCATION

CITY OF HOLLY SPRINGS

HICKORY ROAD AND HOLLY SPRINGS PARKWAY
DOWNTOWN PEDESTRIAN IMPROVEMENTS
Lighting Layouts

DRAWING No.
25-005

1. CONTRACTOR SHALL COORDINATE WITH GEORGIA POWER FOR LOCATION OF POWER SERVICE. CONTRACTOR SHALL RUN CONDUIT UNDERGROUND WITH THE SERVICE POWER PEDESTAL AND STUB UP 3 FEET ON GEORGIA POWER POLE. CONDUIT SHALL BE PROPERLY SEALED FROM ELEMENTS AND INCLUDE PULLWIRE.
2. CONTRACTOR SHALL INSTALL METER IN THE METER SOCKET PROVIDED WITH THE SERVICE POWER PEDESTAL IN ACCORDANCE WITH GEORGIA POWER.
3. REFER TO DWG. 25-014 FOR THE DETAILS AND SPECIFICATIONS FOR THE SERVICE POWER PEDESTAL.



DRAWING No.	25-012
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ITEM REPORT

AGENDA ITEM NUMBER: VIII.D.



FROM: Robert H. Logan, City Manager

MEETING DATE: June 19, 2025

AGENDA ITEM: Time extension request from Crown Service Contractors for the Holly Springs Town Center Parking Deck Electrical Project, RFB #2024-06.

EXECUTIVE SUMMARY:

Due to the lead times provided by Georgia Power to put permanent power at the Parking Deck, Crown Service has requested to extend the project deadline to December 31, 2025.

FISCAL IMPACT:

ATTACHMENTS:

1. Crown Service Contractors - Time Extension Request

RECOMMENDATION:

The staff recommendation is approval of the time request extension.

CONCURRENCES:

City Manager



Time Extension Request: Holly Springs Town Center Parking Deck
Electrical Project, RFB# 2024-06

To whom it may concern,

Due to the lead times provided by Georgia Power to put permanent power at the Holly Springs Parking Deck, we have been unable to perform the lighting controls scope and therefore unable to complete this project to 100%.

We request to extend the project deadline to December 31, 2025.

Thank you!

Sincerely,

Jake Rizner – Project Manager

jrizner@crownsc.net

404.304.5993

A handwritten signature in blue ink that reads "Jake Rizner". The signature is written in a cursive, flowing style.

ITEM REPORT

AGENDA ITEM NUMBER: VIII.E.



FROM: Robert H. Logan, City Manager

MEETING DATE: June 19, 2025

AGENDA ITEM: First Amendment to Agreement for Sale and Purchase of Lots between Stonecrest Homes GA, LLC and the Downtown Development Authority of Holly Springs and consented to by the City of Holly Springs, Georgia and authorize the Mayor to execute the agreement pending the approval of the City Attorney.

EXECUTIVE SUMMARY:

This document amends the original agreement for Sale and Purchase of Lots in the Holly Springs Town Center to include the Hardin House parcel. The DDA owns the Hardin House parcel. Pursuant to the agreement and proposed amendment, the DDA would receive 18% of the gross sales price of each town home. Stonecrest Homes GA, LLC will pay the DDA \$50,000 per lot up front and provide the additional purchase price funds at closing with owner.

FISCAL IMPACT:

The DDA would receive 18% of the gross sales price of each town home. The estimated sales price of these townhomes is between \$750,000 - \$1,000,000 each. (\$675,000 - \$900,000.)

ATTACHMENTS:

1. First Amendment to PSA - Final - 5.20.23
2. Stonecrest Homes GA, LLC_PSA_Sale of Lots

RECOMMENDATION:

The staff recommendation is approval of the First Amendment to Agreement for Sale and Purchase of Lots between Stonecrest Homes GA, LLC and the Downtown Development Authority of Holly Springs and consented to by the City of Holly Springs, Georgia and authorize the Mayor to execute the agreement pending the approval of the City Attorney.

CONCURRENCES:

City Manager

Downtown Development Authority of Holly Springs

**FIRST AMENDMENT TO
AGREEMENT FOR SALE AND PURCHASE OF LOTS**

THIS FIRST AMENDMENT TO AGREEMENT FOR SALE AND PURCHASE OF LOTS (this “**First Amendment**”) is made and entered into this ____ day of _____, 2025 by and between **HOLLY SPRINGS DOWNTOWN DEVELOPMENT AUTHORITY** (“**Seller**”) and **STONECREST HOMES GA, LLC**, a Georgia limited liability company (“**Purchaser**”). This First Amendment is also consented to by the City of Holly Springs, Georgia.

W I T N E S S E T H:

WHEREAS, Seller and Purchaser entered into that certain Agreement for Sale and Purchase of Lots dated December 20, 2021 (hereinafter referred to as the “**Agreement**”), pursuant to which Seller agreed to sell to Purchaser certain lots located within Holly Springs Town Center located in Cherokee County, Georgia (each, a “**Lot**” and collectively, the “**Lots**”);

WHEREAS, the parties are desirous of amending certain terms and provisions of the Agreement, as hereinafter provided; and

NOW, THEREFORE, for and in consideration of the mutual covenants set forth herein and the sum of Ten and No/100 Dollars (\$10.00) in hand paid by Purchaser to Seller, the receipt and sufficiency of which is hereby acknowledged, Purchaser and Seller hereby amend the Agreement as follows:

1. Recitals. The recitals set forth above are incorporated herein by reference as part of this First Amendment.
2. Defined Terms. All capitalized terms used herein shall have the meanings ascribed to those terms in the Agreement, unless otherwise specified herein.
3. Conflicting Provisions. Where conflicting, the terms and provisions of this First Amendment shall supersede and control over those set forth in the Agreement.
4. Property. The first “WHEREAS” provision of the Agreement is amended by adding the following thereto and incorporating Exhibit “F” attached hereto into the Agreement:

The Development shall also include a second townhouse community, which is further described in Exhibit “F” attached hereto and incorporated herein (the “**Second Townhouse Community**”) (the term “**Communities**” under the Agreement shall include the Second Townhouse Community). The Second Townhouse Community contains approximately five (5) lots (the lots within the Second Townhouse Community shall be “**Townhouse Lots**” and shall constitute “**Lots**” under the terms of the Agreement).

5. Conveyance. Section 6.A. of the Agreement is amended by deleting the following therefrom:

Purchaser shall purchase all Lots within twenty-four (24) months after the Initial Lot Closing; provided, however, Purchaser shall have the right to extend such time period two (2) times for a period of six months for each such extension (each such six month period referred to as a “Final Lot Closing Extension”). Purchaser shall pay Seller One Hundred and No/100 Dollars (\$100.00) as consideration for each Final Lot Closing Extension.

And replacing the following therefor:

Purchaser shall purchase all Lots on or before June 27, 2028; provided, however, Purchaser shall have the right to extend such time period two (2) times for a period of six months for each such extension (each such six month period referred to as a “Closing Extension”). Purchaser shall pay Seller One Hundred and No/100 Dollars (\$100.00) as consideration for each Closing Extension.

6. Counterparts. The parties agree to accept this First Amendment as fully executed upon receipt of counterpart signatures via facsimile or electronic mail. This First Amendment, and any amendment hereto, may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which shall, together, constitute one and the same instrument.

7. Agreement in Effect. All other terms and conditions of the Agreement will remain the same and unchanged. By execution of this First Amendment, the Seller and Buyer affirm that the Agreement as modified by this First Amendment, is in full force and effect and any termination (whether express or implied) of the Agreement prior to the date of this First Amendment shall be null and void. Seller hereby affirms and states unequivocally that Purchaser has performed all conditions precedent under the Agreement required to be performed through the date of this First Amendment and that Purchaser is not in default of any provisions under the Agreement as of the date of this First Amendment. In the event Purchaser has breached any provision under the Agreement as of the date of this First Amendment, Seller hereby unequivocally waives such breach.

[SIGNATURES COMMENCE ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this First Amendment under seal as of the date indicated above.

SELLER:

**HOLLY SPRINGS DOWNTOWN
DEVELOPMENT AUTHORITY**

By: _____

Name: _____

Title: _____

Date: _____

Attest: _____

Name: _____

Title: _____

PURCHASER:

STONECREST HOMES GA, LLC, a
Georgia limited liability company

By: _____

Name: _____

Title: _____

[SIGNATURES CONTINUE ON FOLLOWING PAGE]

APPROVED BY:

**THE CITY OF HOLLY SPRINGS,
GEORGIA**

By: _____

Name: _____

Title: _____

Date: _____

Attest: _____

Name: _____

Title: _____

APPROVED AS TO FORM BY:

**ATTORNEY FOR THE CITY OF HOLLY
SPRINGS, GEORGIA**

By: _____

Name: _____

Title: _____

EXHIBIT “F”

LEGAL DESCRIPTION

SECOND TOWNHOUSE COMMUNITY

EXHIBIT "F"

SITE DATA:

LOT ACREAGE: 28,968 SQ. FT. (0.67 AC)
 EXISTING ZONING: GC-GENERAL COMMERCIAL
 TOTAL UNITS: (5) 26' X 54' REAR-ENTRY TOWNHOMES
 GROSS DENSITY: 7.46 U/A (EXCLUDING EXT. HOUSE)

ARNOLD G. DIETTER
 PID 93N00 012
 DB 4233, PG 183

RAYMOND MARK WHITLOCK
 DB 14136, PG 1507
 PB 118, PG 2449

MARK WHITLOCK
 PID 93N00 010 C
 DB 14387, PG 2746
 PB 118, PG 2449

DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF HOLLY SPRINGS
 DB14306, PG1279

EXISTING HOUSE

ALLEY

PALM STREET (VARIABLE RIGHT-OF-WAY)

HICKORY ROAD (VARIABLE RIGHT-OF-WAY)

APPROXIMATE SIDEWALK LOCATION

EXISTING MANHOLE

FULL MOVEMENT ACCESS

GRAVEL

1

2

3

4

5

67.89'

60.54'

20.00'

18.00'

15' B/L

26.00'

54.00'

20.00'

3.04'

7.63'

1095

1090

1085

NORTH

SCALE: 1" = 30'

LOT ACREAGE: 28.968 SQ. FT. (0.67 AC)
EXISTING ZONING: GC-GENERAL COMMERCIAL
TOTAL UNITS: (5) 26' X 54' REAR-ENTRY TOWNHOMES
GROSS DENSITY: 7.46 U/A (EXCLUDING EXT. HOUSE)

PROJECT NUMBER
GA4365-2402

113 PALM STREET
HOLLY SPRINGS, GA 30115
L.L. 343 ~ 15TH DISTRICT

LJA ENGINEERING
299 S. MAIN ST.
ALPHARETTA, GA 30009
770-224-4730

[illegible]

AGREEMENT FOR SALE AND PURCHASE OF LOTS

THIS AGREEMENT FOR SALE AND PURCHASE OF LOTS (the “**Agreement**”) is made and entered into as of the last date on which this Agreement is signed by either party (the “**Effective Date**”) by and between **Holly Springs Downtown Development Authority** (“**Seller**”) and **Stonecrest Homes GA, LLC**, a Georgia limited liability company (“**Purchaser**”). This Agreement is also consented to by the City of Holly Springs, Georgia.

WITNESSETH:

WHEREAS, Seller is developing a mixed-use development known as Holly Springs Town Center (the “**Development**”) located in the City of Holly Springs (the “**City**”), Cherokee County (the “**County**”), Georgia. The Development includes, but is not limited to, a single-family detached community, which is further described in Exhibit “A” attached hereto (the “**SFD Community**”) and a townhouse community, which is further described in Exhibit “B” attached hereto (the “**Townhouse Community**”)(the SFD Community and the Townhouse Community are collectively referred to as the “**Communities**”). The SFD Community contains approximately thirty (30) lots (the “**SFD Lots**”) and the Townhouse Community contains approximately thirty-five (35) lots (the “**Townhouse Lots**”)(the SFD Lots and the Townhouse Lots are collectively referred to as the “**Lots**”). Pursuant to the terms hereof, Seller desires to sell the Lots it will develop to Purchaser; and

WHEREAS, Purchaser is engaged in the business of constructing residential housing units for resale, and, pursuant to the terms hereof, desires to purchase Lots in the Communities from Seller.

NOW, THEREFORE, for and in consideration of the premises hereof, the funds paid pursuant to this Agreement and other good and valuable consideration, it is agreed as follows:

1. **Sale and Purchase.** Subject to the terms and conditions of this Agreement, Seller agrees to sell to Purchaser, and Purchaser agrees to purchase from Seller all of the developed and platted Lots within the Communities (which may be referred to herein individually as a “**Lot**” and together as the “**Lots**”), together with (i) all and singular the appurtenances appertaining thereto, and Seller’s rights, easements or other interests, if any, in and to adjacent streets, alleys and rights-of-way abutting such real property, (ii) all intangible property and all plans, specifications, studies, and reports owned and controlled by Seller related to the real property, (iii) all credits or deposits paid or delivered in connection with impact fees or other development, construction or occupancy fees, exactions or charges, of any nature or character, levied by any applicable governmental authority, in connection with each Lot; and (iv) such other assignable rights, interests and properties as may be specified in this Agreement, all of which may be hereinafter referred to as the “**Property**”.

2. **Purchase Price.** The “**Purchase Price**” for each Lot shall be the sum of the Base Purchase Price for each Lot and the Additional Purchase Price, if any.

A. **Base Purchase Price.** The “**Base Purchase Price**” for each Lot shall be Fifty Thousand and No/100 Dollars (\$50,000.00). The Base Purchase Price for each Lot shall be paid by Purchaser to Seller at each Lot Closing.

B. **Additional Purchase Price.** The “**Additional Purchase Price**” shall be determined on a per Lot basis and shall be an additional amount equal to eighteen percent (18%) of the Gross Sales Price minus the Base Purchase Price. The term “**Gross Sales Price**” means the final sales price for a completed home constructed on the Lot including all upgrades, options, add-ons, and change orders, etc. (a “**Home**”), as sold to a third party homebuyer (a “**Homebuyer**”), as set forth as the “**Sales Price**” on page 1 of the Seller’s Closing Disclosure, and/or the “**Sale Price of Property**” on the ALTA Settlement Statement, or its equivalent, executed by Purchaser and a Homebuyer. Purchaser shall pay the Additional Purchase

Price to Seller at the closing of the sale of a Lot with a Home by Purchaser to a Homebuyer. By way of example, if the Gross Sales Price is Five Hundred Thousand and No/100 Dollars (\$500,000.00), the Additional Purchase Price shall equal Forty Thousand and No/100 Dollars (\$40,000.00) $((\$500,000.00 * .18) - \$50,000.00 = \$40,000.00)$. In this example, the total Purchase Price for such Lot shall equal Ninety Thousand and No/100 Dollars (\$90,000.00).

In the event that the Additional Purchase Price calculation above results in a negative amount, then Seller shall not be obligated to refund any portion of the Base Purchase Price.

Purchaser and Seller agree to execute a “**Memorandum of Agreement – Additional Purchase Price**” (herein so called) in the form of Exhibit “C” attached hereto and incorporated herein prior to the Initial Lot Closing. The executed and acknowledged Memorandum of Agreement – Additional Purchase Price shall be delivered to the Title Agent prior to the expiration of the Contingency Deadline and held in escrow by the Title Agent as provided herein. Simultaneous with the Initial Lot Closing, the Title Agent shall record the Memorandum of Agreement – Additional Purchase Price in the records of the Cherokee County Georgia land records. The Memorandum of Agreement – Additional Purchase Price will provide notice of the Purchaser’s obligation to pay to Seller the Additional Purchase Price upon the closing of the sale of a Home from Purchaser to a Homebuyer. Seller shall execute any documents as may be required to terminate and/or release the Memorandum of Agreement – Additional Purchase Price as to a Lot upon receipt of the Additional Purchase Price for such Lot. The obligation to pay the Additional Purchase Price shall run with the title to the Lots, and shall remain the obligation of any successor in title of the Lots in the event Purchaser conveys, sells, or transfers one or more Lots to a third party prior to paying the Additional Purchase Price to Seller.

3. **Earnest Money.** Within five (5) business days of the Effective Date, Purchaser shall deposit with Lueder, Larkin and Hunter, LLC, c/o Brendan R. Hunter, Esq., 5900 Windward Parkway, Suite 390, Alpharetta, Georgia, 30005, E-Mail bhunter@luederlaw.com (the “Title Agent”), in escrow with the Title Agent the sum of Ten Thousand and No/100 Dollars (\$10,000.00) (the “**Deposit**”). The Deposit shall be applied equally to the Base Purchase Price of the first ten (10) Lots.

4. **Inspection Period; Title.** Purchaser may obtain a current commitment for a title insurance policy (the “**Title Commitment**”) from the Title Agent and Purchaser may obtain a new survey of the Lots. Purchaser agrees to give Seller written notice of any objections it has to the marketability or insurability of title before 5:00 pm Eastern Standard Time on the One Hundred Eightieth (180th) day after the Effective Date of this Agreement (the “**Contingency Deadline**”), and waives any title objections it does not make in writing to Seller before the Contingency Deadline. Seller may, but has no obligation to, cure any or all title objections Purchaser makes, except that Seller agrees, with respect to each Lot: (i) to remove, at or before the Lot Closing, all security deeds, mortgages, and deeds of trust that exist before the Lot Closing; (ii) to pay all real estate taxes, assessments, and homeowners’ association assessments, dues, and other charges through the Lot Closing; (iii) to remove, at or before the Lot Closing, all liens for labor, services, or materials that Seller has requested or approved before the Lot Closing; and (iv) any other encumbrance that Seller first creates after the Effective Date of this Agreement to which Purchaser timely objects. Seller will be deemed to have refused to cure any title objection that it does not agree to cure by written notice to Purchaser within five (5) business after notice of the title objection. If Seller refuses or is deemed to have refused to cure any title objections, Purchaser may terminate this Agreement by written notice to Seller within seven (7) business days after the Contingency Deadline.

Purchaser shall have a continuing right until the final Lot Closing to update its title examination to ascertain whether or not Seller shall have created any liens or other encumbrances upon the Property subsequent to the issuance of the Title Commitment set forth above, and to furnish Seller with a written statement of objections to any matters created by Seller. Seller shall be obligated to satisfy objections where voluntarily created by Seller. In the event Seller is unable, after reasonable diligence and effort, to cure or satisfy, at or prior to the Lot Closing, any such valid objection to title, or in the event Seller has chosen not to cure any such valid objection which Seller

is not obligated to cure, Purchaser may elect to terminate this Agreement. Upon termination of this Agreement, Title Agent shall return the Deposit to Purchaser and thereafter neither Seller nor Buyer shall have any further obligations hereunder, except as otherwise provided in this Agreement. Purchaser shall have the right at any time to waive any objections that it may have made and thereby preserve this Agreement in effect.

5. **The Lot Improvements.** Seller agrees to diligently improve and promptly complete development of all of the Lots in a good and workmanlike manner and in compliance with all governmental authorities having jurisdiction over the Property. Without limiting the generality of the foregoing and as a condition precedent to Purchaser's obligation to purchase the Property, Seller shall at all times act diligently and in good faith to satisfy each of the following requirements with respect to the Lots (such requirements being collectively referred to as "**Substantial Completion**"):

A. An adequate and functioning water supply and distribution system, sanitary sewer system, storm sewer and drainage system servicing each Lot shall have been installed, all in accordance with the standards and specifications imposed by any applicable governmental authority, including the City.

B. Seller shall have provided a Cherokee County Water and Sewerage Authority acceptance letter committing sufficient water and sanitary sewer services to adequately serve the Lots.

C. Asphalt streets with City approved curb and gutter fronting and connecting all of the Lots and alleys, if required, shall have been installed, and such streets, curbs, gutters and alleys shall be in compliance with all governmental authorities. In addition, Seller shall have provided evidence that each such street has been accepted for maintenance by the City or other appropriate governmental authority, and that Purchaser shall have no maintenance obligation with respect to any such street.

D. Underground electrical service and gas service shall be in place and available with respect to each of the Lots, with all developer fees or other charges for installation of such utilities having been paid by Seller. Seller shall have granted necessary easements for telephone and cable service and shall have entered into an agreement for installation of same.

E. Seller shall have developed the Lots in accordance with standards promulgated by the U.S. Department of Housing and Urban Development ("**HUD**") and the Federal Housing Administration ("**FHA**") for single-family residential subdivisions, and all documents required as a part of Substantial Completion shall meet such standards.

F. Each Lot shall have been graded consistent with FHA minimum standards so that no cutting or filling shall be required to render each Lot buildable. In addition, Seller shall have delivered a copy of the Grading Plan for the Lots covered under this Agreement, and the engineering firm that prepared the same shall have certified that the Lots have been graded consistent with said Grading Plan.

G. Promptly after completion of the mass grading, which shall not occur prior to completion of the installation of the street paving within the Community and shall not be later than the date which is sixty (60) days prior to the date of Substantial Completion, Seller will provide Purchaser with a copy of a Final Soils Report applicable to the Community.

H. Street signs shall have been installed and street lights shall have been ordered and paid for in full, will be installed within sixty (60) days of the "**Substantial Completion Date**" (as that term is herein defined).

I. Seller shall have provided evidence that building permits are obtainable with respect to all of the Lots.

J. Seller shall have placed iron pins at all of the Lot corners.

K. Seller shall have provided evidence satisfactory to Purchaser that no part of any of the Lots is located in a floodway, flood prone area or 100 year flood plain as established by the Federal Insurance Administrator or any other governmental authority.

L. Seller shall have completed and filed a Notice of Intent (“**NOI**”) and shall have provided (or made available to) Purchaser a copy of the Storm Water Pollution Prevention Plan (the “**SWPPP**”) and the NOI applicable to its development activities. Seller acknowledges that Purchaser has no control over site specifications or any day-to-day operational control of Seller’s development activities, and that Purchaser shall have no obligation to comply with any provision of Seller’s SWPPP unless it consents to same in writing. Seller shall deliver the Lots to Purchaser with storm water discharge controls in place, as specified in Seller’s SWPPP. At the time of Substantial Completion, streets and storm sewer inlets must be clean and free of debris and off-site tracking from the Lots. Seller’s SWPPP shall remain in place through Substantial Completion. Thereafter, as to the construction of any residences, Purchaser shall provide and comply with its own SWPPP.

M. Seller shall have removed all construction trash and debris from the Lots and common areas, and the streets adjacent thereto.

N. Seller shall have filed for record final, approved plats for the Community.

O. Seller has delivered a copy of each of the following items to Purchaser:

- (1) The Soils Report;
- (2) A complete set of the final Compaction Reports for the Lots;
- (3) A letter from the Seller’s engineer that certifies compliance of (i) the Lots with HUD Data Sheet 79-G or its successor and (ii) the Retaining Walls with, as applicable, the Grading Plan, the engineer’s design parameters, and the standards required by the applicable ordinances, codes and statutes of the FHA, City and County;
- (4) A reproducible copy of the recorded Final Plat with recording information shown thereon, including a cd rom containing an AutoCAD Version 2000.dwg;
- (5) Two copies of the “As Built” grading and development plans, showing paving, water, sewer, storm drainage and utility layouts including drainage patterns, elevations at the corners of Lots, elevations at the top of curbs and elevations of the finished pads;
- (6) A copy of the Address Plat or Address List;
- (7) Copies of the recorded final, approved plats for the Community; and
- (8) Copies of the Notice of Intent and Storm Water Pollution Prevention Plan, Seller has filed or will be filing with the TCEQ.

When Seller believes that the Substantial Completion of the Lots has been achieved, Seller will send notice of substantial completion to Purchaser (a “**Substantial Completion Notice**”). Purchaser shall have a period of ten (10) business days after receipt of a Substantial Completion Notice to review, inspect and accept the Lots. If Purchaser fails to provide Seller with written notice of Purchaser’s rejection of said Lots within such 10-day period, Purchaser shall be deemed to have accepted the Lots. If Purchaser rejects the Lots by delivering a written rejection notice to Seller within said 10-day period specifying the reason for such a rejection (which may only be based upon Seller’s failure to comply with the foregoing requirements), Seller shall, at its sole cost and expense, take such further action as is necessary to complete or correct any work that does not comply with the requirements

and thereafter deliver written notice to Purchaser that Purchaser's objections have been satisfied. Purchaser shall then have the same review rights and Seller shall have the same obligations as set forth above with respect to the additional work performed by Seller. The "**Substantial Completion Date**" shall be the date Purchaser has accepted the Lots.

6. **Closing; Conveyance; Prorations.**

A. **Conveyance.** The closing of the Lots shall occur in multiple closings, with each such closing referred to as a "Lot Closing." Purchaser shall close on the purchase of one (1) or more Lots within thirty (30) days after the Substantial Completion Date (the "Initial Lot Closing"). Thereafter, Purchaser shall close on the purchase of the remaining Lots through one (1) or more Lot Closings until all Lots have been purchased by Purchaser. At least fifteen (15) days prior to a Lot Closing, Purchaser shall notify Seller of the date of such Lot Closing and select the Lot or Lots that will be closed at the Lot Closing. Purchaser shall purchase all Lots within twenty-four (24) months after the Initial Lot Closing; provided, however, Purchaser shall have the right to extend such time period two (2) times for a period of six months for each such extension (each such six month period referred to as a "Final Lot Closing Extension"). Purchaser shall pay Seller One Hundred and No/100 Dollars (\$100.00) as consideration for each Final Lot Closing Extension. All Lot Closings shall occur at the offices of Lueder, Larkin & Hunter, LLC during normal business hours. Seller shall convey fee simple title of the Lots to Purchaser by special warranty deed subject to: (i) ad valorem real estate taxes and special assessments for the year of such Lot Closing (prorated), and (ii) the Permitted Exceptions. Seller shall also execute appropriate assignments and other documentation or instruments of conveyance to effectuate the assignment and transfer to Purchaser of all agreements, contracts, rights and obligations contemplated under the terms of this Agreement, including any Impact Fee Credits and other assigned rights or interests. Seller agrees that it shall make available to Purchaser at each Lot Closing, any fully assignable, transferable and usable Impact Fee Credits or other credits for Purchaser's intended use of the Lots for which Seller has prepaid.

B. **Execution and Delivery of Documents at Lot Closing.**

Seller shall at each Lot Closing, execute and/or deliver to Purchaser the following documents or items (as applicable):

- (1) Limited Warranty Deed (the "**Deed**");
- (2) Title Commitment (appropriately revised);
- (3) Lien, Possession and GAP Affidavit(s) and Seller's Affidavit;
- (4) Non-Foreign Affidavit (FIRPTA Certificate);
- (5) Assignment and assumption of Impact Fee Credits or any impact fees, credits, or deposits, in such form as is acceptable to or required by the entity issuing such credits or deposits; and
- (6) Such other documents as may be required by this Agreement, or which Seller shall execute at the reasonable request of Purchaser or Title Company.

Purchaser shall at each Lot Closing execute and/or deliver to Seller the following documents or items:

- (1) Such documents as may be required by this Agreement or which Purchaser shall execute at the reasonable request of Seller or Title Company.

C. **Allocation of Acquisition or Transaction Costs.**

- (1) Purchaser acknowledges that in addition to the Base Purchase Price for each Lot acquired hereunder, Purchaser shall be responsible for all other closing costs and expenses associated with the acquisition of the Lots, including but not limited to:

- a. all costs and charges incident to any mortgage obtained by Purchaser, including, without limitation, any recording fees;
- b. the premiums for owner's and mortgagee's title insurance policies;
- c. all costs of endorsements to the owner's (and mortgagee's, if any) title insurance policies requested by Purchaser;
- d. survey costs if Purchaser elects to obtain a survey;
- e. fees for recording the Deed, the Security Deed and any other instruments required to be recorded by the terms of this Agreement that are not otherwise Seller's responsibility;
- f. miscellaneous fees charged by the Title Company, including all wire fees, courier and overnight delivery service fees, photocopy charges and a reasonable escrow fee; and
- g. All other costs or expenses not specifically provided for in this Agreement.

(2) Each party shall pay its own attorney's fees.

D. **Prorations, Credits and Charges.** Unless otherwise indicated in this Agreement, all proratable items, including, without limitation, ad valorem real estate taxes and association assessments for the year of Lot Closing, shall be prorated as of the Lot Closing Date. All real estate special assessments, ad valorem taxes and association assessments for prior years shall be paid by Seller. For proration purposes it will be assumed real estate taxes are paid upon the tax due date. In the event the current assessment and millage are not available, all taxes for the year of the Lot Closing shall be based on the previous year's assessment and millage. If any substantial difference (i.e., over \$500.00) occurs in the actual tax bills when issued for the year of the Lot Closing the parties agree to make adjustments when the current assessment and millage become available.

E. **Possession.** At each Lot Closing, Seller shall deliver exclusive possession and occupancy to Purchaser of the Lot or Lots Purchaser closes on at such Lot Closing.

7. **Construction of Homes.** After each Lot Closing, Purchaser shall promptly build, at Purchaser's sole cost, a Home on each Lot acquired at such Lot Closing in a good and workmanlike manner substantially in accordance with all applicable laws, codes, and ordinances. Purchaser shall have the sole discretion to determine the manner, method, and order of the construction of the Homes.

Purchaser shall have the right to obtain one or more loans for the construction of the Homes and related improvements (the "**Construction Loan**") and shall have the right to grant the lender(s) of such Construction Loan(s) (the "**Construction Lender**") one or more deeds to secure debt (the "**Construction Security Deed**") for the Lots. Seller agrees to sign and deliver such loan documents the Construction Lender requests that are reasonably acceptable to Seller, which such acceptance shall not be unreasonably withheld, provided that, as a condition to Seller's obligation to sign such loan documents, the Construction Lender must agree in such loan documents: (i) that Seller has no personal liability for the loan or any other indebtedness due under or secured by the loan documents; (ii) to give Seller notice of all defaults under the loan documents; and (iii) to give Seller the right (but without any obligation to do so) to cure any defaults by Purchaser under the loan documents. Purchaser agrees to use the proceeds of each Construction Loan to construct the residence to which it relates.

8. **Closing of Homes.** Purchaser has the sole right to negotiate and enter into purchase and sales agreements for the sale of the Homes and Lots. Purchaser shall utilize commercially reasonable efforts to market and sell the Homes and Lots. Purchaser shall have the right to retain one or more real estate brokers and other individuals and entities to assist in the marketing and selling of the Homes and Lots.

The closing of the Homes and Lots (the “**Home Closings**”) shall occur at the offices of Lueder, Larkin & Hunter, LLC during normal business hours. The Seller and Purchaser agree to apply the Gross Sales Price for each Home and Lot in the following order:

- A. To pay off the Construction Loan;
- B. To pay normal and customary closing costs for the sale of the Home and Lot, including: (i) transfer taxes; (ii) the seller’s portion of typical closing fees and escrow charges; (iii) broker commissions owed for the sale of the Home and Lot to the Homebuyer; (iv) to pay or reimburse Purchaser for all real estate taxes and assessments and homeowners’ association assessments, dues, and other charges due with respect to that Home and Lot for the period from the date Purchaser acquires that Lot through the Home Closing; and (v) to cure or remove any objection the homebuyer makes to any matter that makes title to the Lot uninsurable or unmarketable that neither Seller nor Purchaser is required to remove at its cost under the terms of this Agreement;
- C. To pay to Seller the Additional Purchase Price for the Home and Lot, if any; and
- D. The remainder of the Gross Sales Price shall be paid to Purchaser.

Seller and Purchaser agree to direct and cause the escrow agent or closing attorney who closes each sale of a Home and Lot to apply and disburse the Gross Sales Price in accordance with this Section.

9. **Architectural Controls.** Prior to construction of a Home on a Lot by Purchaser, Purchaser shall submit written plans and specifications of such Home to Seller for approval, which approval shall not be unreasonably withheld. Attached hereto as Exhibit “D” are plans and specifications for some or all of Homes that are hereby approved by Seller.

The standard for approval of all improvements hereunder shall include, but not be limited to: (1) aesthetic consideration, (2) materials to be used, (3) harmony with the external design of existing improvements, and the location in relation to surrounding improvements and topography, and (5) any other matter deemed to be relevant or appropriate by the Seller.

Applications for approval of any such architectural modification shall be in writing and shall provide such information as the Seller may reasonably require. If the Seller fails to approve, conditionally approve, or to disapprove such application within forty five (45) days after the application and such information as the Seller may reasonably require shall have been submitted, Seller’s approval will not be required and this Section 9 shall be deemed complied with.

10. **Representations and Warranties of Seller.** Seller hereby makes the following representations and warranties to Purchaser as of the date of this Agreement, all of which shall also be deemed to have been made by Seller to Purchaser as of each Lot Closing and which shall survive each Lot Closing:

- A. **Authority.** Seller is, or at the time of the Initial Lot Closing will be, the sole owner of fee title to the Community and the Property. Seller has the full right and authority and has obtained any and all consents required to enter into this Agreement and to consummate the sales contemplated herein. This Agreement has been, and the documents to be executed by Seller pursuant to this Agreement will be, authorized and properly executed and does and will constitute the valid and binding obligations of Seller, enforceable against Seller in accordance with their terms.

B. **Conflicts and Pending Actions or Proceedings.** There is no agreement to which Seller is a party or, to Seller's knowledge, binding on Seller which is in conflict with this Agreement. There is no action or proceeding pending or, to Seller's knowledge, threatened against or relating to the Community or the Property or which challenges or impairs Seller's ability to execute or perform its obligations under this Agreement including, but not limited to, any condemnation proceeding affecting the Community or the Property.

C. **Environmental.** Seller has no knowledge of any violation of Environmental Laws related to the Community or the Property or the presence or release of Hazardous Materials on or from the Community or the Property. Seller has not manufactured, introduced, released or discharged any Hazardous Materials from or onto the Community or the Property, and Seller has not used the Community or the Property or any part thereof for the generation, treatment, storage, handling or disposal of any Hazardous Materials. The term "**Environmental Laws**" includes without limitation the Resource Conservation and Recovery Act and the Comprehensive Environmental Response Compensation and Liability Act and other federal laws governing the environment as in effect on the date of this Agreement together with their implementing regulations and guidelines and all state, regional, county, municipal and other local laws, regulations and ordinances that are similar to such federal laws or that regulate Hazardous Materials. The term "**Hazardous Materials**" includes petroleum, including crude oil or any fraction thereof, natural gas, natural gas liquids, liquefied natural gas, or synthetic gas usable for fuel (or mixtures of natural gas or such synthetic gas), asbestos and asbestos containing materials and any substance, material waste, pollutant or contaminant listed or defined as hazardous or toxic under any Environmental Law.

D. **Agreements with Governmental Authorities/Restrictions.** Except as incurred in connection with Seller obtaining Substantial Completion of the Community and the Property, Seller has not entered into, and has no knowledge of, any agreement with or application to any governmental authority with respect to any zoning modification, variance, exception, platting or other matter. To Seller's knowledge, neither Seller nor the Community or the Property is in violation or non-compliance with any restriction or covenant affecting the Community or the Property.

E. **Further Assurances.** In addition to the obligations required to be performed hereunder by Seller at each Lot Closing, Seller shall perform such other acts, and shall execute, acknowledge and deliver subsequent to each Lot Closing such other instruments, documents and other materials as the Purchaser may reasonably request in order to effectuate the consummation of the transaction contemplated herein and to vest title to each Lot in Purchaser.

F. **Adverse Information.** Seller has received no notice of any change contemplated in any applicable laws, ordinances, or restrictions, or of any judicial or administrative action or of any action by adjacent landowners, which would adversely affect the Community or the Property.

G. **Compliance with Laws.** Seller has received no notice of any violation of any applicable laws, ordinances, regulations, statutes, rules and restrictions pertaining to and affecting the Community or the Property.

H. **No Rights of Acquisition.** No other person, firm, corporation or other entity has any right or option to acquire the Community or the Property, or any portion thereof, as a result of any act of Seller, and Seller has no duties or obligations to any third parties with respect to the Community or the Property, or any portion thereof.

I. **Parties in Possession.** To Seller's knowledge, there are no parties in possession of any Lot, or portion thereof, whether as lessees, tenants at sufferance, trespassers or otherwise.

J. **FIRPTA**. Seller is not a foreign person within the meaning of Section 7701(a) (5) of the Internal Revenue Code of 1986, as amended.

K. **Access**. The Lots have reasonable access to and from public highways, streets and roads, and there is not any pending or threatened governmental proceedings or any other fact, which would limit or result in the termination of such access.

L. **Financial Ability**. Seller is financially able to perform all of its obligations under this Agreement.

To the extent permitted by law, Seller agrees to indemnify and hold harmless Purchaser, its officers, employees, agents, successors and assigns (the “**Indemnified Parties**”), from and against, and to reimburse Indemnified Parties with respect to, any and all claims, demands, causes of action, loss, damage, liabilities, strict liabilities, costs and expenses (including attorney’s fees and court costs and costs of investigation, monitoring or response action) of any kind and character, known or unknown, fixed or contingent, asserted against or incurred by the Indemnified Parties at any time or from time to time by reason of or arising out of: (i) Seller’s breach of any of the representations and warranties set forth in this Section 10 or (ii) any violation of, or otherwise pursuant to, any Environmental Law (including, without limitation, all claims, demands, loss, damage, liabilities, costs, and expenses in connection with the presence, release or threatened release from, at, in, on, under or to the Community of Hazardous Substances), regardless of whether the act, omission, event, or circumstance constituted a violation of applicable law at the time of existence or occurrence.

11. **Covenants and Agreements of Seller**. Seller hereby covenants and agrees as follows:

A. **Amenities/Entryway and Common Areas**. Seller shall be responsible for construction of all amenities and entryway improvements, including an entry marker or monument, landscaping, and perimeter fencing or walls, the plans for which shall be subject to Purchaser’s approval, which approval shall not be withheld unreasonably. Seller shall also be responsible for ADA-compliant sidewalk ramps at all street corners. Seller shall complete the construction of said improvements within the SFD Community no later than the substantial completion of the Homes within the SFD Community and Seller shall complete the construction of said improvements within the Townhouse Community no later than the substantial completion of the Homes within the Townhouse Community.

B. **No Liens**. Seller will pay for all of the work to be performed and improvements to be constructed by Seller and shall at all times keep the Lots free of any mechanic’s or materialmen’s liens.

C. **No Flood Plain**. There is no portion of the buildable area of the Lots within the 100-year flood plain designated on the FEMA Flood Insurance Rate Map. If, in its undeveloped state, any such portion of the Lots was in the FEMA flood plain, Seller or Seller’s engineer will revise the FEMA Flood Insurance Rate Map as needed to remove any and all portions of the Lots from the FEMA flood plain and within 90 days after the Substantial Completion Date, will provide evidence of same to Purchaser in the form of a LOMR or CLOMR that revises the FEMA maps.

D. **Community Maintenance**. Seller shall at all times maintain the Community and each Lot owned by it in “clean” condition, with all grass mowed, all curbs edged, street swept at least quarterly, and trash and debris removed. Until the Initial Lot Closing, Seller shall also at all times maintain and landscape at its own expense all of the amenities, streets and common areas in and for the benefit of the Community. After the Initial Lot Closing, Buyer shall at all times maintain and landscape at its own expense all of the amenities, streets and common areas in and for the benefit of the Community, until such areas are taken over by the homeowner’s association, if applicable. Seller shall convey all amenities and common areas to such homeowner’s association within thirty (30) days of the Initial Lot Closing.

E. **Retaining Walls.** All retaining walls that currently exist in the Community, or will be placed in the Community by Seller (the “**Retaining Walls**”) have been or will be engineered to comply with all applicable standards, laws and ordinances of the applicable Governmental Authorities, including but not limited to, the FHA and the City and County, and will be inspected by an engineer to confirm compliance with such standards, laws and ordinances. For purposes of this Agreement, Seller agrees that the foregoing representation will apply to all Retaining Walls that are two (2) or more feet in height, unless Seller provides Purchaser with written documentation that the applicable Governmental Authority uses a different standard; provided, however, the requirement that the Retaining Walls be engineered and inspected by an engineer shall only apply to Retaining Walls that are four (4) or more feet in height.

12. **Purchaser’s Representations and Warranties.** As a material inducement to Seller to execute this Agreement and consummate this transaction, Purchaser represents and warrants to Seller that:

A. **Authority.** Purchaser has the full right and authority and has obtained any and all consents required therefore to enter into this Agreement and perform its obligations hereunder. This Agreement has been and all of the documents to be delivered by Purchaser at each Lot Closing will be authorized and properly executed and will constitute the valid and binding obligations of Purchaser, enforceable in accordance with their terms.

B. **Conflicts and Pending Action.** There is no agreement to which Purchaser is a party or to Purchaser’s knowledge binding on Purchaser which is in conflict with this Agreement. There is no action or proceeding pending or to Purchaser’s knowledge, threatened, against Purchaser which challenges or impairs Purchaser’s ability to execute or perform its obligations under this Agreement.

13. **Remedies and Notice.**

A. **Seller Default.** If prior to each Lot Closing, Seller fails to perform any of its obligations under this Agreement, and provided that Purchaser is not in default under any of its obligations hereunder, Purchaser shall be entitled to: (i) terminate this Agreement and receive a return of the Earnest Money, as liquidated damages in full and final satisfaction of all obligations of Seller hereunder, or (ii) extend the time for performance for such period of time as may be mutually agreed upon in writing by the parties hereto, or (iii) enforce specific performance of Seller’s obligation to convey the Property to Purchaser in accordance with the terms, provisions and conditions herein.

B. **Purchaser Default.** If prior to each Lot Closing, Purchaser fails to perform any of its obligations under this Agreement, and provided that Seller is not in default under any of its obligations hereunder, Seller shall be entitled as its sole and exclusive remedy hereunder, to either: (i) terminate this Agreement and retain the Earnest Money as liquidated damages or (ii) extend the time for performance for such period of time as may be mutually agreed upon in writing by the parties hereto. Seller expressly waives any other pre-closing remedies to which it may otherwise be entitled at law or in equity, including the right to seek or recover monetary damages from Purchaser, including, without limitation, any actual damages, or incidental, consequential, exemplary, extraordinary, treble or punitive damages.

C. **Notice and Opportunity to Cure.** Notwithstanding the foregoing, Seller and Purchaser covenant and agree, each with the other, to give fifteen (15) days’ written notice of any default (except with respect to any aspect of Substantial Completion) during which time same may be cured prior to exercise of any rights or remedies pursuant to this Agreement

D. **Abatement.** Notwithstanding any contrary provision in this Agreement, during any time which Seller is in default of its obligations under this Agreement or Seller shall have breached any of its representations herein, in addition to Purchaser’s other rights and remedies hereunder, Purchaser’s

purchase obligations shall abate for such time as Seller remains in default.

14. **No Broker.** Seller and Purchaser represent and warrant each to the other that they have not dealt with any real estate broker, sales person or finder in connection with the purchase and sale of the Lots. In the event of any claim for broker's commissions, finder's fees or similar compensation in connection with the negotiation, execution or consummation of this Agreement or the transactions contemplated hereby, each party shall indemnify and hold harmless the other party from and against any such claim based upon any statement, representation or agreement of such party.

15. **Moratorium.** Notwithstanding any contrary provision herein, if any governmental authority declares or effects any moratorium on the issuance of permits for the construction of dwellings or certificates of occupancy for those dwellings and/or the purchase of sewer and/or water taps, during which moratorium the governmental authority shall not issue any such permit or certificate, then in such event, Purchaser's obligation to purchase the Property shall abate. Upon the discontinuation of any such moratorium the purchase requirement shall resume as of that date and continue as per the provisions of this Agreement. If, however, any such moratorium shall last a total of one hundred eighty (180) days, Purchaser shall have the right, but not the obligation, to terminate this Agreement. In the event of such termination, the Earnest Money will be refunded to Purchaser.

16. **Condemnation.** In the event that condemnation or rights of eminent domain or like process shall be threatened in connection with any of the Lots which, in Purchaser's reasonable opinion, would have a material adverse impact on Purchaser's proposed development of the Lots, Purchaser shall have the right to elect in writing to either: (i) continue this Agreement in full force and effect, notwithstanding such taking or threatened taking, (ii) delete the portion of the Lots condemned or threatened to be condemned from this Agreement, or (iii) terminate this Agreement and receive a refund of the Earnest Money.

17. **Notice.** All notices required or permitted hereunder shall be in writing and shall be served on the parties at the addresses set forth below. Any such notices shall be either (a) sent by overnight delivery using a nationally recognized overnight courier, in which case notice shall be deemed delivered upon receipt, (b) sent by e-mail, in which case notice shall be deemed delivered upon sending of such e-mail, or (c) sent by personal delivery, in which case notice shall be deemed delivered upon receipt or three (3) days from the postmark date, whichever is sooner. A party's address may be changed by written notice to the other party; provided, however, that no notice of a change of address shall be effective until actual receipt of such notice. Copies of notices are for informational purposes only, and a failure to give or receive copies of any notice shall not be deemed a failure to give notice. Notices given by Purchaser's counsel shall be deemed given by Purchaser and notices given by Seller's counsel shall be deemed given by Seller.

PURCHASER:

Stonecrest Homes GA, LLC
625 West Crossville Road
Suite 204
Roswell, GA 30075
Attn: Charles D. Heiser, Jr.
Tel: (678) 426-5300
Fax: (678) 426-5307
Cell: (314) 303-4994
Email: cheiserjr@stonecresthomesga.com

With copy to:

Lueder, Larkin & Hunter, LLC
5900 Windward Parkway
Suite 390
Alpharetta, GA 30005
Attn: Brendan R. Hunter
Tel: (770) 685-7000
Fax: (770) 685-7002
Email: bhunter@luederlaw.com

SELLER:

City of Holly Springs Downtown Development Authority
P.O. Box 990
Holly Springs, GA 30142
Attn: Chairman
Tel: (770) 721-7551
Fax: (770) 345-0209
Email:

With copy to:

Dyer & Rusbridge, P.C.
291 E. Main St.
Canton, GA 30114
Attn: Robert M. "Bobby" Dyer
Tel: (770) 479-7418
Email: rmd@dyruslaw.com

18. **Dispute Resolution:** Should one party (the "**Claimant**") make any claim or have any dispute with the other party (the "**Respondent**") relating to this Agreement, including but not limited to, breach of Agreement, breach of warranty, negligence, violation of government codes, fraud, rescission, specific performance and/or any other controversy (the "**Claim**"), the parties agree to confer in good faith to attempt to resolve the Claim.

If the parties are unable to resolve the Claim after conferring in good faith, the parties shall submit the Claim to binding arbitration according to the terms set forth herein:

THE ARBITRATOR SHALL BE SELECTED PURSUANT TO THE PROCEDURES AND GUIDELINES OF THE AMERICAN ARBITRATION ASSOCIATION; PROVIDED, HOWEVER, ANY ARBITRATOR SO SELECTED SHALL BE EXPERIENCED WITH RESIDENTIAL REAL ESTATE DEVELOPMENT AND CONSTRUCTION. THE ARBITRATION SHALL TAKE PLACE IN THE COUNTY WHERE THE PROPERTY IS LOCATED, AT SUCH PLACE AND ON SUCH DATES AS DIRECTED BY THE ARBITRATOR. THE ARBITRATOR SHALL HAVE THE AUTHORITY TO GRANT REASONABLE DISCOVERY RIGHTS TO THE PARTIES. UPON REQUEST OF EITHER

PARTY, THE ARBITRATOR SHALL ISSUE WRITTEN FINDINGS AND CONCLUSIONS. THE DECISION OF THE ARBITRATOR SHALL BE BINDING ON BOTH PARTIES AND ENFORCEABLE IN A COURT OF COMPETENT JURISDICTION. IF ONE PARTY (THE "REFUSING PARTY") REFUSES TO SUBMIT ANY DISPUTE FOR RESOLUTION BY ARBITRATION AFTER RECEIPT OF NOTICE FROM OTHER PARTY (THE "REQUESTING PARTY"), AND THE REQUESTING PARTY IS REQUIRED TO SEEK TO ENFORCE THIS AGREEMENT TO ARBITRATE, THEN THE REFUSING PARTY SHALL BE LIABLE FOR THE ATTORNEYS' FEES, COSTS AND EXPENSES INCURRED BY THE REQUESTING PARTY IN ENFORCING THIS AGREEMENT TO ARBITRATE. NO ARBITRATION ARISING OUT OF OR RELATING TO THIS AGREEMENT SHALL INCLUDE, BY CONSOLIDATION OR ANY OTHER MANNER, PARTIES OTHER THAN SELLER AND PURCHASER UNLESS APPROVED IN WRITING BY BOTH PARTIES. THIS ARBITRATION CLAUSE HAS BEEN INITIALED BY THE PARTIES AT THE TIME OF EXECUTION OF THIS AGREEMENT PURSUANT TO GEORGIA CODE § 9-9-1 *et seq.*, SPECIFICALLY SECTION 9-9-2 (AS AMENDED). AS EVIDENCED BY SELLER'S INITIALS APPEARING IN THE SPACE BELOW, SELLER CERTIFIES THAT SELLER HAS READ AND UNDERSTANDS THIS SECTION IN ITS ENTIRETY, AND THAT SELLER UNDERSTANDS AND AGREES THAT, AS AN INDUCEMENT TO PURCHASER TO ENTER INTO THIS AGREEMENT AND SELLER ACCEPTING THE BENEFITS HEREOF, SELLER HAS KNOWINGLY AND WILLINGLY LIMITED ITS REMEDIES FOR BREACH OF THIS AGREEMENT BY SELLER TO THE TERMS, CONDITIONS AND OTHER PROVISIONS EXPRESSLY SET FORTH IN THIS SECTION.

SELLER INITIALS: 

PURCHASER INITIALS: 

19. **General Provisions.**

A. **Time.** Time is of the essence of this Agreement.

B. **Headings.** The headings of the paragraphs herein are for convenience only and shall not affect the meaning or interpretation of the contents thereof.

C. **Complete Agreement.** This Agreement and documents referred to herein and attached hereto represent the complete understanding between the parties hereto and supersede all prior negotiations. This Agreement may be amended only by a written instrument signed by both parties hereto. Except as specifically provided above, no requirement, obligation, remedy, or provision of this Agreement shall be deemed to have been waived unless so waived expressly in writing.

D. **Unenforceability of Any Provision.** If any provision of this Agreement shall be held violative of any applicable law or unenforceable for any reason, the invalidity or unenforceability of any such provision shall not invalidate or render unenforceable any other provision hereof.

E. **Default/Waiver.** It is not a waiver of any default if the non-defaulting party fails to declare immediately a default or delays in taking any action. Pursuit of any remedies set forth in this Agreement does not preclude pursuit of other remedies in this Agreement or provided by law.

F. **Survival of Closings.** The terms, conditions and provisions of this Agreement shall survive the closings contemplated herein.

G. **Parties Bound.** This Agreement shall inure to the benefit of and be binding on the parties hereto and their respective legal representatives, successors and assigns; provided, however, Seller shall not assign its rights or obligations hereunder without the prior written consent of the Purchaser, and any purported assignment shall be void and without effect.

H. **Assignment.** Purchaser shall have the right to assign this Agreement with the consent of Seller, and in the event of such assignment, the transaction contemplated by this Agreement shall be consummated in the name of such assignee, the assignee shall assume the obligations of Purchaser under this Agreement, and Purchaser shall have no further obligation or liability under this Agreement; provided, however, Charles D. Heiser, Jr. shall have a financial interest, ownership interest, and managerial role in such assignee.

I. **Construction.** This Agreement shall be construed fairly as to both parties and not in favor of or against any party, regardless of which party prepared this Agreement.

J. **Exclusive Benefit.** This Agreement shall be for the sole and exclusive benefit of the parties hereto and shall not be construed to confer any right upon any third party, unless so expressly stated herein.

K. **Attorneys' Fees; Governing Law; Venue.** Should either party employ an attorney or attorneys to enforce any of the provisions hereof, or to recover damages for the breach of this Agreement, the non-prevailing party in any final judgment or award agrees to pay the other party all reasonable costs, charges and expenses, including reasonable attorneys' fees, expended or incurred in connection therewith. This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

L. **Calculation of Time Periods.** Unless otherwise specified, in computing any period of time described herein, the day of the act or event after which the designated period of time begins to run is not to be included and the last day of the period so computed is to be included, unless such last day is a Saturday, Sunday or legal holiday, in which event the period shall run until the end of the next day which is neither a Saturday, Sunday, or legal holiday. The last day of any period of time described herein shall be deemed to end at 5:00 p.m. Eastern Standard time. In addition, if the date specified for the performance of any act hereunder shall be a Saturday, Sunday or legal holiday, then such date shall be deemed to be the next day which is neither a Saturday, Sunday or legal holiday.

M. **Counterpart and Electronic Signatures.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, and all of such counterparts together shall constitute one instrument. To facilitate execution of this Agreement, the parties may execute and exchange by email or facsimile signed counterparts of this Agreement, and such electronically transmitted copies shall be deemed legal, binding originals for all purposes.

N. **Amendments and Waivers.** This Agreement may not be amended, modified, altered, or changed in any respect whatsoever except by a further agreement in writing duly executed by the parties hereto. No failure by Purchaser or Seller to insist upon the strict performance of any covenant, obligation, duty, agreement, or condition of this Agreement or to exercise any right or remedy upon a breach thereof shall constitute a waiver of any such breach or of any other covenant, agreement, term, or condition. Either party hereto, by notice, may, but shall be under no obligation to, waive any of its rights or any conditions to its obligations hereunder. No waiver shall affect or alter this Agreement but each and every covenant, agreement, term, and condition of this Agreement shall continue in full force and effect with respect to any other then-existing or subsequent breach thereof.

O. **Memorandum of Agreement.** Prior to the expiration of the Contingency Deadline, the parties shall execute and deliver to the Title Agent, a Memorandum of this Agreement on the form attached as Exhibit "E," which shall be recorded within the public records of Cherokee County, Georgia by the Title Agent after the expiration of the Contingency Deadline so long as this Agreement is not terminated in accordance with Section 4 of this Agreement.

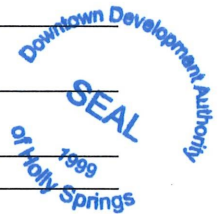
[SIGNATURES COMMENCE ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates subscribed hereinbelow.

SELLER:

**HOLLY SPRINGS DOWNTOWN
DEVELOPMENT AUTHORITY**

By: 
Name: Ollie Evans
Title: Chairman
Date: 12/15/21
Attest: 
Name: Scott Owen
Title: Treasurer
Date: 12/15/21



PURCHASER:

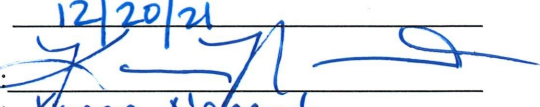
**STONECREST HOMES GA, LLC, a Georgia
limited liability company**

By: 
Name: Charles D. Heiser Jr.
Title: Manager
Date: 11/8/21

APPROVED BY:

THE CITY OF HOLLY SPRINGS, GEORGIA



By: 
Name: Steven W. Miller
Title: Mayor
Date: 12/20/21
Attest: 
Name: Karen Norred
Title: City Clerk
Date: 12/20/21

[SIGNATURES CONTINUE ON FOLLOWING PAGE]

APPROVED AS TO FORM BY:

**ATTORNEY FOR THE CITY OF HOLLY
SPRINGS, GEORGIA**

By: Bob Dyer
Name: Bob Dyer
Title: City Attorney
Date: 12/20/21

ITEM REPORT

AGENDA ITEM NUMBER: VIII.F.



FROM: Robert H. Logan, City Manager

MEETING DATE: June 19, 2025

AGENDA ITEM: Resolution authorizing the submittal of the Georgia Department of Transportation 2025 Local Maintenance & Improvement Grant (LMIG) Safety Action Program (SAP) application for the fiscal year 2025 and to ratify the Mayor's signature.

EXECUTIVE SUMMARY:

This is a Resolution authorizing the submittal of the Georgia Department of Transportation 2025 Local Maintenance & Improvement Grant (LMIG) Safety Action Program (SAP) application for the fiscal year 2025. The proposed project will begin at Little River Bridge and end at Sixes Road. The off-system route is scheduled for striping and raised pavement markers (RPMs) under the 2025 LMIG Safety Action Program.

FISCAL IMPACT:

SPLOST VI

ATTACHMENTS:

1. RES-15-2025 GDOT 2025 LMIG SAP
2. GDOT 2025 SAP Letter and Application

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

City Manager
Finance and Administration

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF HOLLY SPRINGS AUTHORIZING THE SUBMITTAL OF THE GEORGIA DEPARTMENT OF TRANSPORTATION 2025 LOCAL MAINTENANCE & IMPROVEMENT GRANT (LMIG) SAFETY ACTION PROGRAM (SAP) APPLICATION FOR THE FISCAL YEAR 2025; AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO ACT IN ALL MATTERS PERTAINING TO THE CITY OF HOLLY SPRINGS' ACCEPTANCE AND PARTICIPATION IN THE GEORGIA DEPARTMENT OF TRANSPORTATION 2025 LMIG SAFETY ACTION PROGRAM (SAP)

WHEREAS, the Georgia Department of Transportation administers the Local Maintenance & Improvement Grant (LMIG) for various activities and projects related to roadway improvements; and

WHEREAS, the 2025 LMIG Safety Action Program (SAP) focuses on low-cost safety improvements on off-system routes; and

WHEREAS, the Georgia Department of Transportation Safety Action Program (SAP) grants shall not exceed \$100,000 to each local jurisdiction; and

WHEREAS, a 30% local match is required from each local jurisdiction under the Safety Action Program (SAP); and

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOLLY SPRINGS, GEORGIA, that

1. The City of Holly Springs is hereby authorized to prepare and submit a 2025 Local Maintenance & Improvement Grant (LMIG) Safety Action Program (SAP) application to the Georgia Department of Transportation;
2. The Mayor and City Council authorize the City Manager or his designee to act in all matters in connection with this application and the City of Holly Springs' acceptance and participation in the 2025 Local Maintenance & Improvement Grant (LMIG) Safety Action Program (SAP) through the Georgia Department of Transportation;
3. The City of Holly Springs' officials and staff are directed to do any and all acts necessary to carry out the intent of this Resolution.

This Resolution is adopted this 2nd day of June 2025.

Attest:



Karen Norred, City Clerk
(Seal)


Ryan P. Shirley, Mayor



Mayor
Ryan P. Shirley

City Attorney
Robert M. Dyer

Council Members
Kevin Moore
Dee Phillips
Kyle Whitaker
Jeff Wilbur
Michael R. Zenchuk II

City Manager
Robert H. Logan

**Assistant City
Manager/City Clerk**
Karen Norred

June 2, 2025

Joseph Ciavarro, District State Aid Coordinator
Georgia Department of Transportation
District 6 Office
30 Great Valley Parkway
White, GA 30184

Dear Mr. Ciavarro,

The City of Holly Springs City Council approved the 2025 LMIG Safety Action Program (SAP) Application administered and distributed through the LMIG Program. The attached summary report describes the off-system route scheduled for striping and raised pavement markers (RPMs) under the 2025 LMIG Safety Action Program.

The previously funded LMIG projects are 100% complete. Please do not hesitate to contact Robert H. Logan, City Manager, at 770-345-5536 or by e-mail at rlogan@hollyspringsga.us if you have any questions or need any additional information.

Sincerely,

Ryan P. Shirley
Mayor

Cc: Karen Norred, Assistant City Manager/City Clerk

**GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL
MAINTENANCE & IMPROVEMENT GRANT (LMIG)
APPLICATION FOR FISCAL YEAR 20²⁵ SAP
TYPE OR PRINT LEGIBLY. ALL SECTIONS MUST BE COMPLETED.**

LOCAL GOVERNMENT INFORMATION

Date of Application: June 2, 2025

Name of local government: City of Holly Springs

Address: 3237 Holly Springs Pkwy, Holly Springs, GA 30115

Contact Person and Title: Robert H. Logan, City Manager

Contact Person's Phone Number: 770-345-5536

Contact Person's Fax Number: 770-345-0209

Contact Person's Email: rlogan@hollyspringsga.us

Is the Priority List attached? Yes

LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION

I, Ryan P. Shirley (Name), the Mayor (Title), on behalf of City of Holly Springs (Local Government), who being duly sworn do swear that the information given herein is true to the best of his/her knowledge and belief. Local Government swears and certifies that it has read and understands the LMIG General Guidelines and Rules and that it has complied with and will comply with the same.

Local government further swears and certifies that it has read and understands the regulations for the Georgia Planning Act of 1989 (O.C.G.A. § 45-12-200, et seq.), Service Delivery Strategy Act (O.C.G.A. § 36-70-20, et seq.), and the Local Government Budgets and Audits Act (O.C.G.A. 36-81-7 et seq.) and will comply in full with said provisions. Local government further swears and certifies that the roads or sections of roads described and shown on the local government's Project List are dedicated public roads and are part of the Public Road System in said county/city. Local government further swears and certifies that it complied with federal and/or state environmental protection laws and at the completion of the project(s), it met the match requirements as stated in the Transportation Investment ACT (TIA).

Further, the local government shall be responsible for any claim, damage, loss or expense that is attributable to negligent acts, errors, or omissions related to the designs, drawings, specifications, work and other services furnished by or on behalf of the local government pursuant to this Application ("Loss"). To the extent provided by law, the local government further agrees to hold harmless and indemnify the DEPARTMENT and the State of Georgia from all suits or claims that may arise from said Loss.

**GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL
MAINTENANCE & IMPROVEMENT GRANT (LMIG)
APPLICATION FOR FISCAL YEAR 20²⁵ SAP**

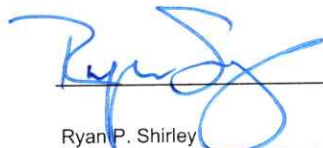
LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION

If the local government fails to comply with these General Guidelines and Rules, or fails to comply with its Application and Certification, or fails to cooperate with the auditor(s) or fails to maintain and retain sufficient records, the DEPARTMENT may, at its discretion, prohibit the local government from participating in the LMIG program in the future and may pursue any available legal remedy to obtain reimbursement of the LMIG funds. Furthermore, if in the estimation of the DEPARTMENT, a roadway or bridge shows evidence of failure(s) due to poor workmanship, the use of substandard materials, or the failure to follow the required design and construction guidelines as set forth herein, the Department may pursue any available legal remedy to obtain reimbursement of the allocated LMIG funds or prohibit local government from participating in the LMIG program until such time as corrections are made to address the deficiencies or reimbursement is made. All projects identified on the Project list shall be constructed in accordance with the Department's Standard Specifications of Transportation Systems (Current Edition), Supplemental Specifications (Current Edition), and Special Provisions.

Local Government:

104949

E-Verify Number

 (Signature)
Ryan P. Shirley (Print)

Sworn to and subscribed before me,

This 2nd day of June, 20²⁵.

Mayor / Commission Chairperson

June 2, 2025 (Date)

LOCAL GOVERNMENT SEAL:



In the presence of:

 NOTARY PUBLIC
My Commission Expires:

NOTARY SEAL:



Road Name	Beginning	Ending	Length (Miles)	Description of Work	Project Cost	Project Let Date
Holly Springs Pkwy	Little River Bridge	Sixes Road	2.1	Striping & RPMs	\$130,505	June 2025

**CERTIFICATION OF COMPLIANCE WITH
ANNUAL IMMIGRATION REPORTING REQUIREMENTS/
NO SANCTUARY POLICY/FEDERAL LAW ENFORCEMENT COOPERATION**

By executing this document, the undersigned duly authorized representative of the Local Governing Body, certifies that the Local Governing Authority:

- 1) has filed a compliant Annual Immigration Compliance Report with the Georgia Department of Audits & Accounts ("GDA&A") for the preceding calendar year required by O.C.G.A. § 50-36-4(b), or has been issued a written exemption from GDA&A from doing so;
- 2) has not enacted a "Sanctuary Policy" in violation of O.C.G.A. § 36-80-23(b); and,
- 3) is in compliance with O.C.G.A. §§ 35-1-17 *et seq.* regarding its obligation to cooperate with federal immigration enforcement authorities to deter the presence of criminal illegal aliens.

As an ongoing condition to receiving funding from the Georgia Department of Transportation, the Local Governing Body shall continue to remain fully compliant with O.C.G.A. §§ 50-36-4, 36-80-23 and 35-1-17 *et seq.* for the duration of time the subject agreement is in effect.



Signature of Authorized Officer or Agent

Ryan P. Shirley

Printed Name of Authorized Officer or Agent

Mayor

Title of Authorized Officer or Agent

June 2, 2025

Date

ITEM REPORT

AGENDA ITEM NUMBER: VIII.G.



FROM: Robert H. Logan, City Manager

MEETING DATE: June 19, 2025

AGENDA ITEM: Special Event Permit for Harmony on the Lakes' Fourth of July Festival.

EXECUTIVE SUMMARY:

Harmony on the Lakes subdivision has applied for a Special Event Permit to hold their annual Fourth of July Festival on July 5th. Their event will include fireworks and food trucks. They have supplied the required certificates of insurance, and met with HSPD regarding the required officers to patrol the event. (Operations plan is included.)

At the time of this submission, the applicant still needs to supply the fireworks permit from Cherokee County Probate Court, the notice sent to the residents impacted by the road closure, and applicable permit fees. The applicant received an email on June 9, 2025 listing these outstanding requirements.

FISCAL IMPACT:

Not applicable.

ATTACHMENTS:

1. July 4th Event Application

RECOMMENDATION:

The staff recommendation is approval of the Special Event Permit for Harmony on the Lakes' Fourth of July Festival upon receipt of the fireworks permit from Cherokee County Probate Court, the notice sent to the residents impacted by the road closure, and applicable permit fees.

CONCURRENCES:

City Manager
Police



Special Event Permit Application

City of Holly Springs
PO Box 990
Holly Springs, GA 30142
770-345-5536

FOR OFFICE USE ONLY

Permit Issue Date: _____

Permit Number: _____

Sponsoring Organization Information

Name of Group/Organization: Harmony on the Lakes
Phone #: 770-720-9452 Website: hot1activities@gmail.com
Address: 297 Harmony Lake Dr
City, State & Zip: Canton, GA 30115

Organization Contact Information

The organization contact person must be the person in charge of event management and is responsible for the event. The organization contact person must be a representative of the organization who has been authorized to plan the event. The applicant must be available to work closely with the City.

Event Contact Person: Julie Harris
Cell #: [REDACTED] Email: hot1activities@gmail.com
Address: Same as above
City, State & Zip: _____

Event Information

Event Name: Fourth of July Festival
Event Date(s): July 5, 2025
Event Start & Finish Time: 6:00 pm - 10:00 pm
Time Set-up Begins: 5:00 pm Time Clean-up Should Be Complete: 11:00 pm
Estimated Number of Attendees: 2000 - 2000
Estimated Number of Event Workers/Volunteers: 12

Type of Event

- | | |
|--|---|
| ☐ Athletic Event | ☐ Merchant Fair/Craft Show |
| ☐ Block/Street Party | ☐ Parade* |
| ☐ Cycling Event | ☐ Rally/Assembly |
| ☐ Exhibition | ☐ Road Race* |
| ☒ Festival | ☐ Wedding |
| ☐ March/Demonstration | ☐ Other _____ |

**Additional event information is required. Please see additional permit applications.*

Purpose of Event: ☐ Charity ☐ Fundraiser ☒ Entertainment ☐ Education ☐ Other: _____
Check all that apply.

Location of event: Fireworks behind Clubhouse / Festival at Lake

This event use or require the following: ☒ Use of public property ☒ Food/alcohol vendors*
Check all that apply.

☒ Closing of public streets* ☒ Rerouting of vehicle or pedestrian traffic

Special Event Permit Application

Will there be musical entertainment? ☒ Yes ☐ No

Noise Ordinance: Holly Springs Code 33-71 through 79.

If yes, please state: # of bands: 1 Type of music: Country / Pop

Will there be sound amplified entertainment? ☒ Yes ☐ No

Will sound checks be conducted prior to the event? ☒ Yes ☐ No

Please describe sound equipment that will be used:

amplifiers - musical instruments

Will there be inflatables, hot air balloons, or similar devices? Yes ☐ No ☒

If yes, please describe: _____

Will there be fireworks, rockets, or other pyrotechnics? ☒ Yes ☐ No

If yes, please describe: fireworks will be set up behind clubhouse

Permit must be obtained from Cherokee County Probate Court and submitted to the City no less than 30 days before event. If event is held on private property, a letter of permission from the owner is required.

Will there be signs, banners, decorations, special lighting? ☒ Yes ☐ No

If yes, please describe: no parking signs

Will there be any items sold? ☒ Yes ☐ No

If yes, please describe: just food and Kona Ice

How close are the nearest residences? 600 ft.

Will there be contracted concessionaires/mobile food units? ☒ Yes ☐ No

If yes, additional event information is required. Please see Food & Alcohol Attachment.

Will there be alcohol? ☐ Yes ☒ No

If yes, additional event information is required. Please see Food & Alcohol Attachment.

If your event takes place on public property, please attach a copy of certificate of coverage and complete the information below.

Liability Insurer: Harmony on the Lakes

Policy Number: _____ Liability Limit \$ 1,000,000.

City of Holly Springs should be listed as an additional insured with address listed as it appears at the top of this application.

Please provide any other information about your event that you believe would be helpful for planning purposes. _____

Group/Organization is responsible for post cleanup.
This is not transferable to any other individual or group.

REQUIRED: Site Map - Please provide an overhead map detailing the placement of all aspects of your event. Maps should include, but are not limited to:

- perimeter of event
- parking
- tents
- restrooms
- food/alcohol serving areas
- stages
- parking plan
- routes
- water stations
- volunteers
- entrances
- exits
- inflatables

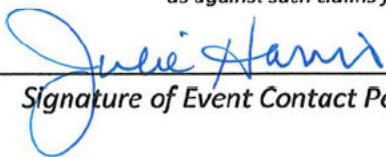
Hand-drawn maps are acceptable. (If you are using the 5K route determined by the City, staff can provide a map for you to work with.)

All lane/street closures, and any event involving alcohol, require police personnel on an extra-duty basis. Traffic control and parking plans, which should include where police officers will be stationed, must be submitted and approved by the Police Chief. Group/Organization will be responsible to cover the cost of police personnel; this cost will be calculated on their special event rate.

PUBLIC NOTICE REQUIREMENTS: Group/Organization must advertise in the Cherokee Tribune if event requires lane/street closures. Group/Organization must also provide a written notice to all affected businesses and residents no less than one week prior to the event and a copy of the notice along with a list of those who received letters must be submitted with this form. All cost will be the responsibility of the Group/Organization. Any event permit application that includes a request to close any public street in the City must be approved by the City Council.

The City of Holly Springs may request additional information not referenced in this application.

Waiver and Release: I/We agree to hold harmless and defend the City of Holly Springs against any claim for damages, compensation or otherwise on the part of me, my child or any other party, growing out of or resulting from injury to me or my child, or any other party which might occur as a result of the lease of property or facilities from the City of Holly Springs, and to reimburse or make good any loss, damage or costs that the City of Holly Springs may have to pay litigation arises from injury to me, my child or any other party, and I/we hereby waive any and all rights of exemption, both as to real or personal property, to which I/we may be entitled under the laws of this or any other state as against such claims for reimbursement or indemnity by the City of Holly Springs.



Signature of Event Contact Person



Date

Harmony Fireworks Detail Plan

Date: Saturday, July 5th, 2025

Time: 5:00 PM – 11:00 PM

Location: Harmony Club House

Mission

Provide security, traffic, and pedestrian control during the fireworks event to ensure safety for the large gathering of spectators.

Safety is our top priority.

Schedule

Time	Activity
5:00 PM	Officer's briefing @ HARMONY CLUB HOUSE (food & drinks provided)
8:45 PM	Road closures begin
9:30 PM	Fireworks launch (approximately 30 minutes)

Officer Assignments

Total Officers Assigned: 8

Assignment Type	Location / Details	Officer	Responsibilities
Vehicle Patrol/Traffic Control	Edgewater Trail & Harmony Lake Drive South End	• Cpl .Boyce • Cpl. Lenahan	Prevent double parking near the south-end of Harmony and keep roadway clear for vehicles. At 8:45 PM , assist with road closure.

Traffic Control	Harmony Lake Drive & Marabella Intersection	• Ofc. Hoskins • Ofc. James	At 8:45 PM, assist with road closure.
Zone/Drone Security	Both sides of clubhouse	• Ofc. Adams/Pilot	Restrict access to fireworks launch zone; prevent vehicle parking nearby
Foot Patrol	Area between roadblocks	• Lt. Babar (Commander) • Cpl. Landry • Cpl. Wood	Patrol crowd; respond to safety or security concerns

Communications

All event communications will be conducted on H.S.P.D Channel 1.

Personnel On Duty

RANK/ Role (TBD)

Sgt.	Staber
Cpl.	Greer
Ofc.	Warner
Ofc.	Bastress
Ofc.	Hood

Contacts

Contact	Phone Number
Lieutenant Babar	
Julie (Harmony HOA)	

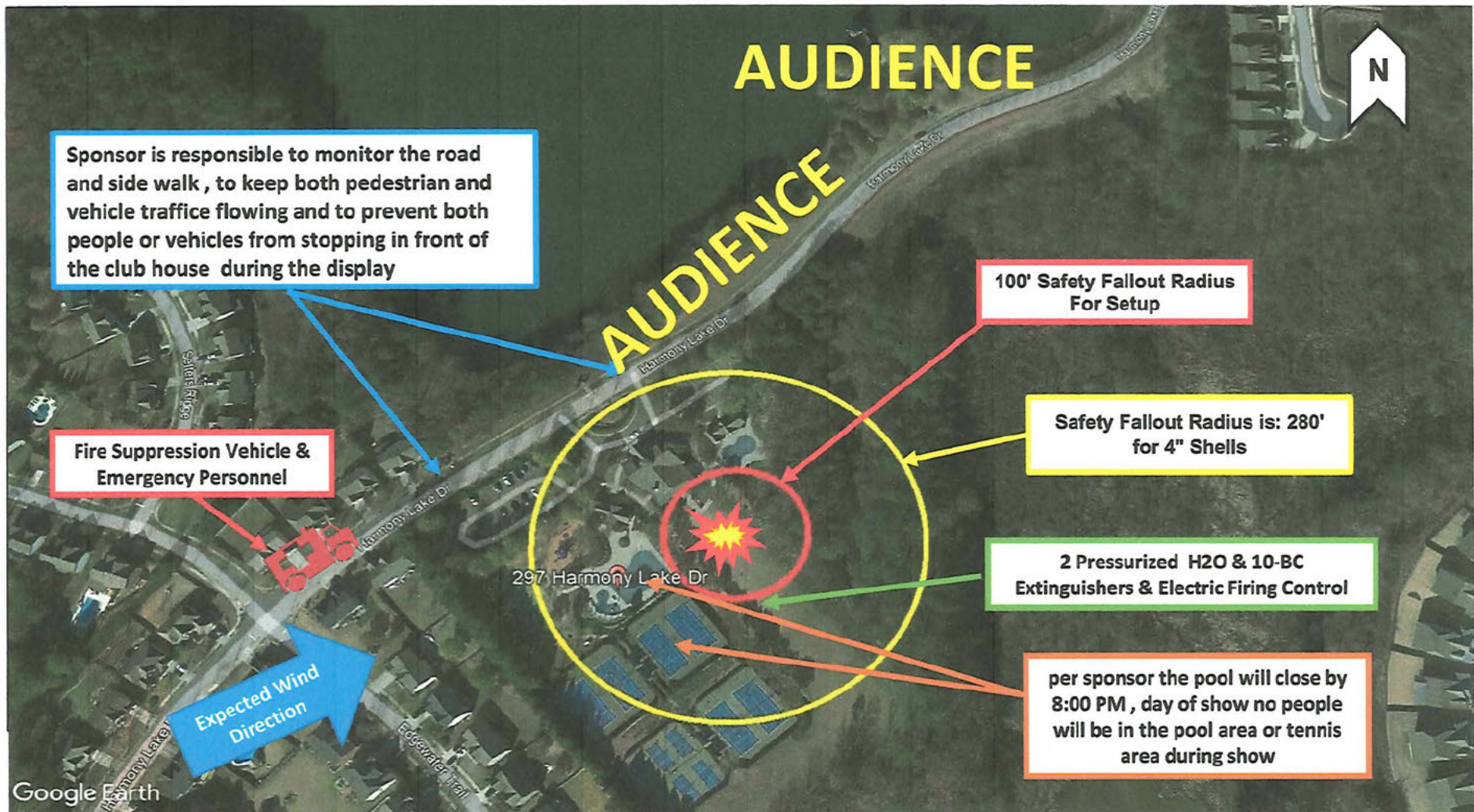
Compensation

Officers will be paid \$65/hour for the event.

Please complete a training request form. If your W-9 information is not already on file with Harmony, please complete a W-9 and submit it to Lieutenant Babar.

Reminders

- *Road closures begin promptly at 8:45 PM.*
- *Fireworks start at 9:30 PM and last approximately 30 minutes. Please continue to stay focused on security throughout the event.*
- *Everyone inside the road closure will turn off their Cruise Lights/vehicles after 9:15 PM to avoid distractions for the citizens during the duration of the firework.*
- *Maintain security and safety INSIDE FROM MARBELLA LANE TO EDGEWATER TRAIL.*
- *Immediately report any suspicious activity or emergencies to Lieutenant Babar.*



Customer: HARMONY ON THE LAKES

Show Date: Saturday, July 5, 2025

Show Address: 297 Harmony Lake Drive HOLLY SPRINGS, GA 30115

Show Site Lat / Long: 34°10'32.34" - 84°27'1.59"

Show Time: 9:35 PM

Rain Date: TBA

Show Name: Harmony on the Lakes 7-5-2025

Maximum Device Size: 4

Safety Fallout Radius: 280'

Storage Required: No

Diagram Created: 03/03/25

Diagram Created By: Rick Lambright



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/21/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Acrisure Great Lakes Partners Insurance Services 223 West Grand River Ave #1 Howell MI 48843	CONTACT NAME: PHONE (A/C, No, Ext): 216-658-7100 E-MAIL ADDRESS: info@brittongallagher.com FAX (A/C, No): 216-658-7101														
INSURED Pyro Shows East Coast Inc. PO Box 1776 Lafollette TN 37766	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Everest Indemnity Insurance Company</td><td>10851</td></tr><tr><td>INSURER B: Everest Denali Insurance Company</td><td>16044</td></tr><tr><td>INSURER C: American Zurich Insurance Company</td><td>40142</td></tr><tr><td>INSURER D: Everspan Indemnity Insurance Company</td><td>16882</td></tr><tr><td>INSURER E: AXIS Specialty Insurance Company</td><td>15610</td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Everest Indemnity Insurance Company	10851	INSURER B: Everest Denali Insurance Company	16044	INSURER C: American Zurich Insurance Company	40142	INSURER D: Everspan Indemnity Insurance Company	16882	INSURER E: AXIS Specialty Insurance Company	15610	INSURER F:	
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INSURER E: AXIS Specialty Insurance Company	15610														
INSURER F:															

COVERAGES**CERTIFICATE NUMBER:** 2035202628**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
D	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:		GCI0010001-241	10/1/2024	10/1/2025	<table><tr><td>EACH OCCURRENCE</td><td>\$1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$500,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$2,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$500,000	MED EXP (Any one person)	\$	PERSONAL & ADV INJURY	\$1,000,000	GENERAL AGGREGATE	\$2,000,000	PRODUCTS - COMP/OP AGG	\$2,000,000		\$
EACH OCCURRENCE	\$1,000,000																			
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$500,000																			
MED EXP (Any one person)	\$																			
PERSONAL & ADV INJURY	\$1,000,000																			
GENERAL AGGREGATE	\$2,000,000																			
PRODUCTS - COMP/OP AGG	\$2,000,000																			
	\$																			
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY		GCD0010001-241	10/1/2024	10/1/2025	<table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000																			
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PROPERTY DAMAGE (Per accident)	\$																			
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E	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$		P-001-000698866-04	10/1/2024	10/1/2025	<table><tr><td>EACH OCCURRENCE</td><td>\$4,000,000</td></tr><tr><td>AGGREGATE</td><td>\$4,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$4,000,000	AGGREGATE	\$4,000,000		\$								
EACH OCCURRENCE	\$4,000,000																			
AGGREGATE	\$4,000,000																			
	\$																			
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☐ N/A		6ZZUB0W64674-3-24(MASTER)	10/1/2024	10/1/2025	<table><tr><td>☒ PER STATUTE ☐ OTHER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$1,000,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$1,000,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$1,000,000</td></tr></table>	☒ PER STATUTE ☐ OTHER		E.L. EACH ACCIDENT	\$1,000,000	E.L. DISEASE - EA EMPLOYEE	\$1,000,000	E.L. DISEASE - POLICY LIMIT	\$1,000,000						
☒ PER STATUTE ☐ OTHER																				
E.L. EACH ACCIDENT	\$1,000,000																			
E.L. DISEASE - EA EMPLOYEE	\$1,000,000																			
E.L. DISEASE - POLICY LIMIT	\$1,000,000																			
A	Excess Liability #2		GCI0010002-241	10/1/2024	10/1/2025	<table><tr><td>Each Occ/ Aggregate Total Limits</td><td>\$5,000,000 \$10,000,000</td></tr></table>	Each Occ/ Aggregate Total Limits	\$5,000,000 \$10,000,000												
Each Occ/ Aggregate Total Limits	\$5,000,000 \$10,000,000																			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.
DISPLAY DATE: JULY 5, 2025

ALTERNATE / RAINOUT DISPLAY DATE: TBA

DISPLAY LOCATION: 297 HARMONY LAKE DRIVE HOLLY SPRINGS, GA 30115

ADDITIONAL INSURED) HARMONY ON THE LAKES HOA, 2) SIXES MANAGEMENT GROUP.

CERTIFICATE HOLDER**CANCELLATION**

HARMONY ON THE LAKES HOA
297 HARMONY LAKE DRIVE
CANTON GA 30115
USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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HARMONY ON THE LAKES

Harmony on the Lakes 7-5-2025

Saturday, July 05, 2025

Show Time: 9:35 PM | Show Length: 15 Minutes

\$19,612.95

MAIN BODY

SHELL SIZE	DEVICE	QUANTITY	TOTAL
2.5"	Aerial Shells	80	80
3"	Aerial Shells	280	280
4"	Aerial Shells	120	120
MAIN BODY DEVICE TOTAL			480

FINALE

SHELL SIZE	DEVICE	QUANTITY	TOTAL
2.5	Aerial Shells	160	160
3"	Aerial Shells	240	240
TOTAL FINALE DEVICES			400

TOTAL DEVICE COUNT - MAIN BODY AND FINALE	880
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TIMES JOURNAL, INC.
P.O. BOX 1633
ROME GA 30162-1633
(770) 795-3050

ORDER CONFIRMATION

Salesperson: KELLY HICKS

Printed at 06/06/25 13:56 by khick-tj

Acct #: 233765

Ad #: 488617

Status: New CHOLD

JULIE HARRIS
297 HARMONY LAKE DR
CANTON GA 30115

Start: 06/12/2025 Stop: 06/12/2025
Times Ord: 1 Times Run: ***
LEG 1.00 X 0.63 Words: 100
Total LEG 0.63

Class: 8000 MISCELLANEOUS LEGALS
Rate: LEGL Cost: 15.00

Ad Descrpt: TCT-9695 ROAD CLOSURE

Descr Cont: TCT-9695 GPN-14 NOTICE OF
Given by: *

P.O. #: HARMONY LAKES

Contact:

Phone:

Fax#:

Email: hotlactivities@gmail.com

Agency:

Created: khick 06/06/25 13:53

Last Changed: khick 06/06/25 13:56

PUB ZONE EDT TP RUN DATES
TCT A 95 S 06/12

AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

Name (print or type)

Name (signature)

TCT-9695
GPN-14
Notice of Road Closure:
Harmony Lake Dr will be closed from
Edgewater to Marabella between the
hours of 9:00pm-10:30pm on July 5,
2025
6:12-2025

Advertising Payment Receipt

Account number:	233765	Credit Card #:	[REDACTED]
Account name:	JULIE HARRIS 297 HARMONY LAKE DR CANTON GA 30115	Approval Code:	558068[650775196]
		Credit Holder Name:	AMY JAMESON
Phone number:	[REDACTED]		
Payment number:	351451		
Payment date:	06/06/25		
Amount:	\$15.00		
Payment description:	CREDIT CARD PAYMENTS JULIE HARRIS		

Ad Number:	488617	Class Code:	8000
Ad Taker:	khick	Salesperson:	M107
First Words:	TCT-9695 ROAD CLOSURE		



Special Event Permit Application Food & Alcohol Attachment

City of Holly Springs
PO Box 990
Holly Springs, GA 30142
770-345-5536

Permits must be available for inspection for the duration of the event.

Will there be contracted concessionaires/mobile food units? ☒ Yes ☐ No

All food vendors are required to be permitted by the Cherokee County Environmental Health Department.

- Food vendors who are permitted in Cherokee County, please attach a copy of food vendor permit.
- Food vendors who are not permitted in Cherokee County, please contact the Cherokee County Environmental Health Department to obtain an annual or temporary food service permit.

Vendors should submit a copy of their business license* and Cherokee County Environmental Health Department permit along with either:

- ☒ City of Holly Springs Annual Mobile Food Permit Application.
- ☒ City of Holly Springs Temporary Mobile Food Permit Application.

Will alcohol be sold, possessed or consumed on public property? ☐ Yes ☒ No

**If yes, City Council approval is required.*

If yes, please check types of alcohol that you intend to offer: ☐ beer ☐ wine ☐ liquor

On-Site Agent Responsible for alcohol: _____

Is event within 300' of a church, City park, or school? ☐ Yes ☐ No

How will attendees of legal drinking age (21) be identified? _____

Please list all alcohol vendors at your event:

Alcohol Permitting Checklist, to be submitted by each vendor:

- ✓ Business License* for any vendor that is selling alcohol.
- ✓ Alcohol License* for any vendor that is selling alcohol.
- ✓ City of Holly Springs Alcoholic Beverage Caterers License* if a resident alcoholic beverage caterer will be selling alcohol at an event NOT held on its premises.
- ✓ Off Premises Permit if a resident or non-resident alcoholic beverage caterer will be selling alcohol at an event NOT held on its premises.
- ✓ State Special Event Permit (www.dor.georgia.gov/special-event)
- ✓ Alcohol Servers Permit* for any person serving/pouring alcohol at the event. (Must be 21+.)

**License and/or permit from another jurisdiction is acceptable. Please provide a copy with this application.*

Special Event Permit Application
Food & Alcohol Attachment

ITEM REPORT

AGENDA ITEM NUMBER: VIII.H.



FROM: Karen Norred, Assistant City Manager/City Clerk

MEETING DATE: June 19, 2025

AGENDA ITEM: Amendment to the job description for Police Lieutenant for the City of Holly Springs, Georgia.

EXECUTIVE SUMMARY:

Job Description amendment for Police Lieutenant. FSLA Classification changes from Exempt to Non-Exempt.

FISCAL IMPACT:

ATTACHMENTS:

1. Police Lieutenant RECOMMENDATION 2025-1

RECOMMENDATION:

The staff recommendation is approval of the job description amendment.

CONCURRENCES:

City Manager

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: Police Lieutenant

2. Department: Police

Division: Administration,
Criminal Investigations &
Uniform Patrol

3. FLSA Classification: **Non-Exempt**

Pay Grade: 22

B. INTRODUCTORY STATEMENT

This position supervises and coordinates the activities of the Uniform Patrol, Criminal Investigations, and Administrative divisions of the Police Department.

C. ESSENTIAL JOB FUNCTIONS

1. Supervises department patrol operations; holds **regular** meetings with Uniform Patrol Sergeants to exchange operational information.
2. **Uniform Patrol Lieutenants schedules and coordinates shift coverage; conducts roll call as needed and assists shift sergeants with inspecting personnel before each shift for personal appearance and equipment readiness.**
3. Plans and directs shift operations (~~day/night shift A-/B- rotation~~ Uniform Patrol Lieutenants); reviews work in progress and supervises day & night shift personnel **on his/her assigned rotation. Uniform Patrol lieutenants are responsible for both day or both night shifts.**
4. **Assures each officer under their command satisfies all payroll requirements and manages overtime hours.**
5. Supervises the investigative operations of the department; investigates and assigns criminal cases; processes crime scenes; approves completed case files and crime statistics analysis.
6. Investigative lieutenant responds to major crime scenes for processing and assists investigative sergeant and detectives with crime scene processing as needed.
7. Supervises the administrative operations of the department; assists and supervises in the recruitment/hiring process, state certification program, GCIC, evidence, code enforcement, and training.

8. Reviews reports completed by subordinate personnel for accuracy, completeness and compliance with department policies and procedures.
9. Maintains records and writes reports related to uniform patrol, criminal investigation and administrative activities.
10. Ensures the maintenance of assigned vehicles and equipment.
11. Investigates complaints and allegations against personnel.
12. Investigates accidents involving subordinates.
13. Responds to and commands major crime scenes; assists with emergency calls for service; provides back-up as needed to shift personnel.
14. Apprehends, arrests and processes offenders and fugitives.
15. Represents the agency on a variety of committees and boards.
16. Evaluates subordinate officers by completing performance appraisals.
17. Trains, assigns, directs, supervises, evaluates and disciplines personnel.
18. Uniform patrol and investigative lieutenants may have to fill in on shifts or on-call status to cover absences and/or vacancies, to include nights, weekends, and holidays.
19. Create operations plans for events and special details that may fall on weekends, nights, and holidays.
20. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge of the application of relevant federal and state laws and local ordinances.
2. Knowledge of the theories, principles, and practices of police administration.
3. Knowledge of general police practices and incident command system practices.

4. Knowledge of interview and interrogation techniques.
5. Knowledge of evidence handling principles.
6. Knowledge of city and department policies and procedures.
7. Knowledge of management and supervisory principles and techniques.
8. Knowledge of the criminal justice system.
9. Skill in planning, organizing, analyzing, decision making, and problem solving.
10. Knowledge of employee development and growth practices.
11. Skill in the supervision of personnel.
12. Skill in the use of firearms and other standard and specialized equipment.
13. Skill in the use of custody and control techniques.
14. Skill in public and interpersonal relations.
15. Skill in oral and written communication.
16. Skill in the use of computers and job-related software programs.

2. Responsibility

- a. This position has direct supervision over assigned personnel.

3. Personal Work Relationships

- a. Contacts are typically with department personnel, representatives of other law enforcement agencies, court personnel, victims, witnesses, suspects, community leaders, citizens, and the general public.
- b. Contacts are typically to give or exchange information, resolve problems, provide services, motivate personnel, and negotiate or settle matters.

4. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- b. The work is typically performed in an office and at emergency or crime scenes. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. The work may be performed outdoors and occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.

5. Guidelines

- a. Guidelines include city and department policies and procedures, federal and state laws, and city ordinances. These guidelines require judgment, selection, and interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of varied supervisory, management, and technical law enforcement duties. The potential for life-threatening situations contributes to the complexity of the work.
- b. The purpose of this position is to supervise the provision of assigned police services. Successful performance helps ensure the safety of life and property and results in the enforcement of local, state and federal laws.

7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- b. Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with 5 or more years of experience or service.
- c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- d. Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.

8. Supervisory Controls

- a. The Captain over the specific division assigns work in terms division goals and objectives. The supervisor reviews work through conferences, reports and observation of division activities.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Police Lieutenant with the City of Holly Springs.

Employee (print)

Employee (signature) Date

Chief of Police (print)

Chief of Police (signature) Date

City Manager (print)

City Manager (signature)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.I.



FROM: Ron Carter, IT and Facilities Manager

MEETING DATE: June 19, 2025

AGENDA ITEM: Quote #24 dated May 11, 2025, from Douglas Outdoors LLC, for performing sidewalk repairs located at 328, 329, 336, 338, and 340 Ellenton Place, Holly Springs, GA 30115, in an amount not to exceed \$2,650.00 and to ratify the City Manager's signature.

EXECUTIVE SUMMARY:

Quote #24 from Douglas Outdoors LLC. in an amount not to exceed \$2,650.00, for performing sidewalk repairs located at 328, 329, 336, 338, and 340 Ellenton Place, Holly Springs, GA 30115 and to ratify the City Manager's signature.

Three proposals were obtained, and Douglas Outdoors LLC was the lowest one.

Douglas Outdoors LLC.	\$2,650.00
MD Residential	\$3,000.00
Advanced Systems	\$4,711.64

FISCAL IMPACT:

\$2,650.00 from General Fund.

ATTACHMENTS:

1. Douglas Outdoors - Sidewalk Repairs - Ellenton Place
2. MD Residential - Sidewalk Repairs - Ellenton Place
3. Advanced Systems - Sidewalk Repairs - Ellenton Place

RECOMMENDATION:

The staff recommendation is approval of the quote.

CONCURRENCES:

Finance and Administration

5-11-25

Quote #24



Ron Carter
3237 Holly Springs Parkway
Holly Springs GA, 30115

RE: 328, 329, 336, 338, 340 Ellenton Place

Dear: Ron Carter

Douglas Outdoors LLC is pleased to present this proposal for your consideration. Estimates provided in this proposal are based upon site conditions at the time of our visit and may change if conditions are altered appreciably. Estimates are good for 30 days. Job cost \$2,650.00.

Scope of Work

1. Demo and install roughly 180 sqft of concrete to repair 328, 329, 336, 338, 340 Ellenton Place.

Terms and Conditions

1. Subsurface Digging

Prior to commencing, Douglas Outdoors LLC will request the local utilities services to mark their respective utility's lines on the property. Douglas Outdoors LLC will not be responsible for damage to unmarked utility lines. Douglas Outdoors LLC will not be responsible for undetected subsurface material such as rock or buried debris, but will provide an additional estimate for blasting or labor to remove if requested.

2. Irrigation

Douglas Outdoors LLC is not responsible for damage to existing irrigation or underground drainage systems. Repairs will be done at customers request for a price agreed upon prior to repairs and outlined in a signed estimate. Any sleeving will be the responsibility of the owner unless prior arrangements have been made.

3. Access

Use of entire property will be allowed to Douglas Outdoors LLC in order to execute this contract. Douglas Outdoors LLC will not be held liable for any accidental damage to existing surfaces due to machine weight or access limitations (ex: sod damage, cracking of driveway, etc.), but will provide an estimate for any repairs if needed. Douglas

Outdoors LLC reserves the right of trespass until final payment has been made, and the acceptance form has been signed. The client must provide electrical, water, gas, or any other service necessary that would be required to execute this contract. Douglas Outdoors LLC reserves the right to obtain photos of our work for advertising purposes.

4. Warranty

(Plant Material) Douglas Outdoors LLC warrants that all plant materials furnished by Douglas Outdoors LLC shall be healthy and true to name. Douglas Outdoors LLC further warrants that all plant materials will be installed according to generally accepted nursery standards. No other warranty will be provided for plant material. (Non Plant Material Including Irrigation and Drainage Material) Douglas Outdoors LLC warrants that all non-plant materials furnished by Douglas Outdoors LLC shall be installed properly, and they will remain free of defects for a period of one (1) year from the installation date. Douglas Outdoors LLC shall not warranty or be liable for any damages to hardscape materials which occur due to an act of God or the negligence of the client. (Sod and Seed) There is absolutely no warranty on sod or seed. Sod or seed will be installed properly, and the client will become solely responsible for the future health and maintenance. Warranty claims must be submitted within the material specific time frame, and will then be assessed by a Douglas Outdoors LLC representative. The client may not remove or destroy the nonconforming or defective materials prior to the assessment.

5. Surface Water and Drainage

Unless specifically made a part of this agreement, Douglas Outdoors LLC shall not be responsible for, nor will Douglas Outdoors LLC perform any corrective work in connection with, surface water or drainage related problems.

6. Entire Agreement, Modifications and Waiver

This agreement contains the entire agreement between Douglas Outdoors LLC and the client. This agreement, and all terms contained therein, may not be modified or waived, in whole or in part, unless modified or waived in writing, and said writing is signed by Douglas Outdoors LLC.

7. Payment

Payment is due 30 days after invoice date. Cash and Check are acceptable forms of payment. Credit cards will incur a fee equal to 3% of the total invoice. Venmo payments will incur a fee equal to 1.9% of the total invoice.

8. Cleanliness

All areas will be left broom swept clean.

9. Vandalism

Douglas Outdoors LLC is not responsible for vandalism to concrete after leaving the job site.

We look forward to working with you on this project. If there are any further questions or comments, please feel free to contact us.

Respectfully submitted,

Douglas Outdoors LLC

A handwritten signature in black ink, appearing to read 'Doug Hocker', with a stylized, cursive script.

Doug Hocker

Ron Carter

From: Scott McLain <scott@mdresidentialllc.com>
Sent: Wednesday, May 21, 2025 2:33 PM
To: Ron Carter
Subject: Re: Quote Request

Follow Up Flag: Follow up
Flag Status: Flagged

Demo and replace 6 sections of sidewalk

Flat rate - 1@\$3000

Respectfully submitted,
Scott McLain, President of Construction
MD Residential, LLC
5885 Matt Hwy.
Cumming, GA 30028



<https://link.edgepilot.com/s/d3e006b5/eHMFdVGxuUGBXkGxMTJpyQ?u=http://www.mdresidentialllc.com/>

On Thu, May 15, 2025 at 12:13 PM Ron Carter <rcarter@hollyspringsga.us> wrote:
Scott,

Can I get a quote to do some sidewalk concrete replacement?

The locations are: 328, 329, 336, 338, [340 Ellenton Place](#)

Thanks,



Ron Carter
Facilities and IT Manager

Email: rcarter@hollyspringsga.us
Phone: (770) 345-5536

City of Holly Springs
[3237 Holly Springs Parkway](#)
[Holly Springs, Georgia 30115](#)

<https://link.edgepilot.com/s/1ef30d96/oTVFObV8Cka1BkO-BtjaDA?u=http://www.hollyspringsga.us/>

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning. CAUTION! - This email originated outside of our organization. Use extreme caution before opening attachments or clicking on any links. Make sure you know the sender and expect to receive email from them.

ITEM REPORT

AGENDA ITEM NUMBER: VIII.J.



FROM: Ron Carter, IT and Facilities Manager

MEETING DATE: June 19, 2025

AGENDA ITEM: Proposal #5761 dated May 28, 2025, from Hutcheson Horticultural Company, for performing landscape maintenance in the Holly Springs Town Center area along Hickory Road, in an amount not to exceed \$7,440.00 per year and to ratify the City Manager's signature.

EXECUTIVE SUMMARY:

Proposal #5761 dated May 28, 2025 from Hutcheson Horticultural Company for performing landscape maintenance in the downtown area along Hickory Road, in an amount not to exceed \$7,440.00 per year, and to ratify the City Manager's signature.

Three proposals were obtained, and Hutcheson Horticultural Company was the lowest one.

Hutcheson Horticultural Company	\$ 7,440.00 per year
Twin Oaks Landscape Group, Inc.	\$ 7,560.00 per year
Ashford Gardeners	\$14,400.00 per year

FISCAL IMPACT:

\$7,440.00 from General Fund.

ATTACHMENTS:

1. Hutcheson - Landscaping Proposal #5761 Corrected
2. Twin Oaks - Landscaping Proposal #25520
3. Ashford Gardeners - Landscaping Proposal revised

RECOMMENDATION:

The staff recommendation is approval of the proposal.

CONCURRENCES:

Finance and Administration



Proposal #5761

Date: 5/28/2025

PO #

Start: 1/1/2025

End: 12/31/2025

Customer:

Ron Carter
City of Holly Springs
DDA Holly Springs
PO Box 990
Holly Springs, GA 30115

Property:

Holly Springs Town Center
271 Hickory Road
Holly Springs, GA 30115

45 Week Landscape Maintenance Program

Thank you for the opportunity to bid on the Holly Springs Town Center Maintenance and add to the services we provide to the City of Holly Springs. We have based this on a Jan 1-Dec 31 2025 to reflect our annual maintenance program dates for the purpose of bidding.

Hutcheson Horticultural is committed to using sustainable and ecologically sound standard operating procedures. Whenever practical, we will use methods and materials that have the lowest possible adverse impacts on the environment. Our many years of experience means that we will professionally maintain your property to present a neat, healthy, and well-manicured appearance at all times.

This proposal includes:

1. A 45-week annual maintenance program (invoiced monthly)
2. Our 6-Step Turf Care Program (included in the fixed monthly invoice)

If you have any questions, please do not hesitate to contact Christy Mengason at: 770-924-1001 or christy@hutchhort.com.

Fixed Payment Services

Description of Services	Frequency	Cost per Occ.	Annual Cost
Weekly Maintenance			
Weekly Maintenance	45	\$150.00	\$6,750.00
Warm Season Turf Chemical Program			
Turf Program	6	\$115.00	\$690.00
Annual Maintenance Price			\$7,440.00

Payment Schedule

Schedule	Price	Sales Tax	Total Price
January	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00
June	\$620.00	\$0.00	\$620.00
July	\$620.00	\$0.00	\$620.00
August	\$620.00	\$0.00	\$620.00
September	\$620.00	\$0.00	\$620.00
October	\$620.00	\$0.00	\$620.00
November	\$620.00	\$0.00	\$620.00
December	\$620.00	\$0.00	\$620.00
	\$4,340.00	\$0.00	\$4,340.00

By MH
Mark Hutcheson

Date 5/28/2025
Hutcheson Horticultural

By _____

Date _____
Holly Springs Town Center

Weekly Maintenance

- 1) All turf areas will be mowed and edged as needed during the growing season (March--November), weather permitting. During the non-growing season, mowing and edging will be done to maintain a neat, well groomed appearance. Bed lines will be edged as needed to provide a manicured appearance.
- 2) All drives, walkways, curbs, and parking areas will be kept free of weeds with manual weeding or with contact herbicides. All paved streets, walks, and non-closed parking areas will be cleaned of leaves, clippings, and other vegetative debris upon each visit to the property, unless otherwise noted.
- 3) Normal trash and litter will be removed from lawn, landscape, and relevant drive areas on a weekly basis.
- 4) All bed areas will be kept weed free by hand weeding or application of pre- or post-emergent herbicides.
- 5) A manicured appearance will be maintained by pruning shrubs and groundcover as needed, consistent with plant health.
- 6) Heavy or regenerative pruning are not included as maintenance items. This will be proposed as needed or by customer request.

Turf Program

- Round 1: Pre-emergent herbicide to control annual grasses. January--March.
- Round 2: Pre- and post-emergent weed control will continue to protect the lawn as it is coming out of dormancy. March--May.
- Round 3: Controlled-release fertilization to aid your turf in spring green-up. May--June.
- Round 4: Controlled-release fertilization to maintain summer color. July--August.
- Round 5: Pre- and post-emergent weed control. This application prepares your lawn for winter sleep. September--October.
- Round 6: Pre- and post-emergent weed control to continue protecting your lawn against weeds. November--December.

Terms & Conditions

1. Scope: The above prices, scope of work, and conditions are satisfactory and hereby accepted. Hutcheson Horticultural Company shall furnish all materials, tools, equipment, and labor necessary to execute the attached proposal in a substantial and workman like manner. Any additional work in excess of the agreed upon scope is subject to separate invoices. Proposals for additional work will be sent to the client for signature prior execution.

2. Revision: This proposal is subject to revision if not accepted within thirty days as availability and cost of materials is not constant. The proposal is based on the condition present in the landscape at the time of presentation. Should the proposal be accepted after changes have been made to the landscape or excessive growth of plants, turf or weeds has occurred, it may be necessary to adjust the price to accommodate excessive start-up costs.

3. Owners Responsibility: Unless otherwise stated in writing it is the owner's responsibility to ensure adequate water for the plant materials, lawn, etc. and to provide reasonable access to areas covered by this contract

4. Exclusions: Unless otherwise specified in writing, this contract does not include any work on trees in excess of twelve feet in height. Edible fruit trees are excluded from any insect or disease spray programs.

5. Unavoidable Interruptions: Hutcheson Horticultural Company shall not be held responsible or liable for any loss, damage, or delay caused by weather, strikes or any other causes beyond our control.

6. Damage: Hutcheson Horticultural Company will not assume responsibility for damage done to any type of underground object, including all utilities unless their location is designated prior to the commencement of work on contract.

7. Dissolution of Contract: This contract can be cancelled by either party and is agreed that **30 days written notice** will be given by registered mail and that the total compensation to Hutcheson Horticultural Company will be based on the sum of the billing schedule amount up to and including that month when the cancellation becomes effective, and work stops.

8. Payment-Initial Disclosure: Payments for services are due and payable within the terms of the invoice. No finance charge will be imposed if the total of such invoice is paid in full within the stated terms. A finance charge will be imposed from the invoice due date on the overdue balance at a periodic rate of 1 ½% per month (18% annual percentage rate) until paid. Payments will be applied first to previously billed finance charges, and thereafter, in order, to the previous and finally to new invoices.

Twin Oaks Landscape Group, Inc.

P.O. Box 1938
Woodstock, GA 30188

Maintenance Proposal

Date	Proposal #
5/21/2025	25520

Customer
City of Holly Springs DDA of Holly Springs PO Box 990 Holly Springs, GA 30115

Phone #	Email
770-591-3300	tlandscape@twinoaksga.com

P.O. No.	Subdivision/Lot
	Ampitheater

Months	Frequency	Description	Monthly	Annual
12	Weekly	Cut Grass, Edge, Trim Bushes, Clean Walks and Curbs, Spray or Pull Weeds in Beds Only, Police Areas - 45 Visits Per Year	575.00	6,900.00
12	Optional: 6 Step	Lawn Fertilization Program If accepted, please initial: _____ If accepted, a contract will follow for your review and approval.	55.00	660.00

Proposal Valid for 30 Days

Total \$7,560.00

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

If accepted, sign below and return a copy.

Approval Signature:



WORK ORDER

Property Address:

NOTES AND SPECIAL INSTRUCTIONS



FINANCIAL HIGHLIGHTS
As of April 30, 2025



Budget Summary
33% of year lapsed

	2024 Year End (audited)	2025 Budget	2025 Year to Date	% Annual Budget
REVENUES BY FUND				
General Fund	17,435,276	16,500,000	2,681,359	16.25%
American Rescue Plan (ARP) Act of 2021	3,750,580	1,920,000	22,218	1.16%
Operating Grant Fund	136,908	70,000	30,454	43.51%
Parks & Recreation Fund	2,363,840	470,250	156,015	33.18%
Tax Allocation District	384,548	654,475	70,317	10.74%
Hotel/Motel Tax Fund	5,460	6,000	1,960	32.67%
SPLOST III Fund	22,150	-	-	0.00%
SPLOST V Fund	6,707,585	-	-	0.00%
SPLOST VI Fund	-	7,500,000	1,863,010	24.84%
Town Center Fund	6,451,025	8,000,000	625,446	7.82%
Urban Redevelopment Agency	20,902,565	7,500,000	105,609	1.41%
Debt Service Fund	3,385,509	3,789,395	1,519,739	40.11%
Stormwater Utility Fund	1,878,911	610,000	49,996	8.20%
TOTAL REVENUES - ALL FUNDS	\$ 63,424,357	\$ 47,020,120	\$ 7,126,123	15.16%

EXPENDITURES/EXPENSES BY FUND				
General Fund	15,216,644	16,500,000	4,298,378	26.05%
American Rescue Plan (ARP) Act of 2021	3,753,051	1,920,000	-	0.00%
Operating Grant Fund	136,672	70,000	33,042	47.20%
Parks & Recreation Fund	2,587,800	470,250	89,949	19.13%
Tax Allocation District	96,130	654,475	321,766	49.16%
Hotel/Motel Tax Fund	8,435	6,000	4,300	71.67%
SPLOST III Fund	41,530	-	-	0.00%
SPLOST V Fund	5,511,290	-	-	0.00%
SPLOST VI Fund	-	7,500,000	1,003,958	13.39%
Town Center Fund	6,754,049	8,000,000	471,907	5.90%
Urban Redevelopment Agency	6,436,309	7,500,000	625,446	8.34%
Debt Service Fund	1,545,007	3,789,395	831,402	21.94%
Stormwater Utility Fund	275,799	610,000	40,402	6.62%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 42,362,717	\$ 47,020,120	\$ 7,720,550	16.42%



Comparison to Prior Year
33% of year lapsed

	04/30/2024 Actual (unaudited)	2024 Budget	% of Annual Amended Budget	04/30/2025 Actual	2025 Budget	% of Annual Budget
REVENUES BY FUND						
General Fund	2,982,456	13,975,000	21.34%	2,681,359	16,500,000	16.25%
American Rescue Plan (ARP) Act of 2021	29,104	2,000,000	1.46%	22,218	1,920,000	1.16%
Operating Grant Fund	40,872	75,000	54.50%	30,454	70,000	43.51%
Parks & Recreation Fund	147,975	875,000	16.91%	156,015	470,250	33.18%
Tax Allocation District	68,100	446,112	15.27%	70,317	654,475	10.74%
Hotel/Motel Tax Fund	1,731	6,000	28.85%	1,960	6,000	32.67%
SPLOST V Fund	1,276,961	7,685,000	16.62%	-	-	0.00%
SPLOST VI Fund	-	2,600,000	0.00%	1,863,010	7,500,000	24.84%
Town Center Fund	3,324,902	15,300,000	21.73%	625,446	8,000,000	7.82%
Urban Redevelopment Agency	225,829	15,000,000	1.51%	105,609	7,500,000	1.41%
Debt Service Fund	330,593	3,850,000	8.59%	1,519,739	3,789,395	40.11%
Stormwater Utility Fund	31,619	610,000	5.18%	49,996	610,000	8.20%
TOTAL REVENUES - ALL FUNDS	\$ 8,460,141	\$ 62,422,112	13.55%	\$ 7,126,123	\$ 47,020,120	15.16%
EXPENDITURES/EXPENSES BY FUND						
General Fund	7,869,818	13,975,000	56.31%	4,298,378	16,500,000	26.05%
American Rescue Plan (ARP) Act of 2021	159,664	2,000,000	7.98%	-	1,920,000	0.00%
Operating Grant Fund	34,617	75,000	46.16%	33,042	70,000	47.20%
Parks & Recreation Fund	563,112	875,000	64.36%	89,949	470,250	19.13%
Tax Allocation District	330,593	446,112	0.00%	321,766	654,475	49.16%
Hotel/Motel Tax Fund	-	6,000	0.00%	4,300	6,000	71.67%
SPLOST V Fund	2,270,587	7,685,000	29.55%	-	-	0.00%
SPLOST VI Fund	-	2,600,000	0.00%	1,003,958	7,500,000	13.39%
Town Center Fund	3,590,231	15,300,000	23.47%	471,907	8,000,000	5.90%
Urban Redevelopment Agency	3,324,902	15,000,000	22.17%	625,446	7,500,000	8.34%
Debt Service Fund	846,117	3,850,000	21.98%	831,402	3,789,395	21.94%
Stormwater Utility Fund	40,409	610,000	6.62%	40,402	610,000	6.62%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 19,030,050	\$ 62,422,112	30.49%	\$ 7,720,550	\$ 47,020,120	16.42%

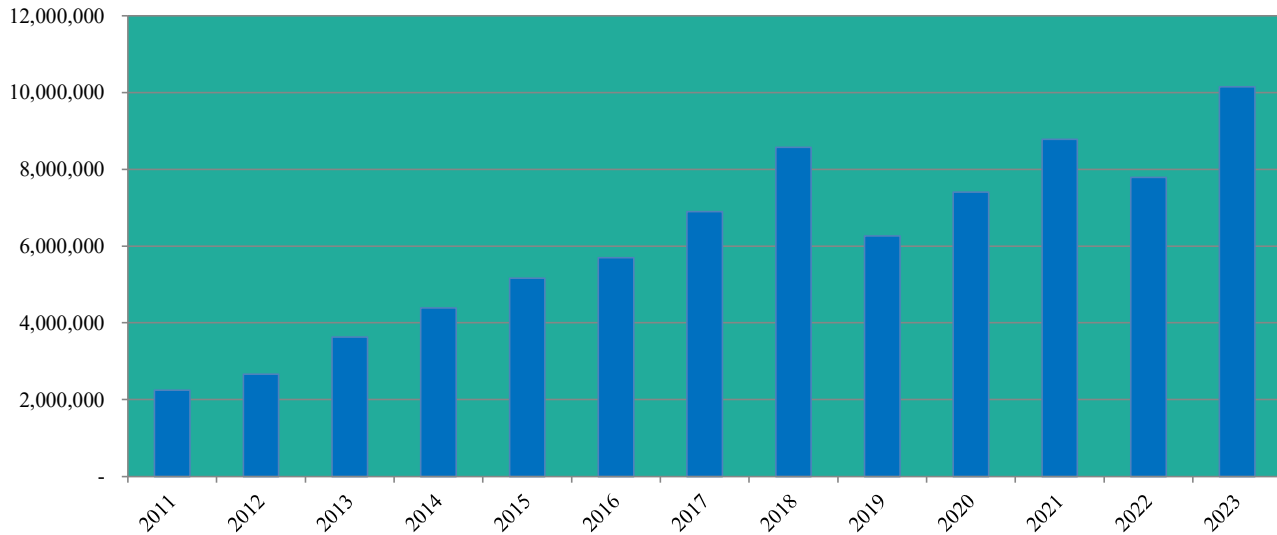


Changes in Fund Balance/Net Position
As of April 30, 2025

Fund				Unaudited	
	Balance as of 1/1/2024 (unaudited)	Revenues	Expenditures/ Expenses	Balance as of 4/30/2025	Net Increase/ (Decrease)
General Fund	10,152,420	2,681,359	4,298,378	8,535,401	(1,617,019)
American Rescue Plan (ARP) Act of 2021	-	22,218	-	22,218	22,218
Operating Grant Fund	37,373	30,454	33,042	34,785	(2,588)
Parks & Recreation Fund	755,682	156,015	89,949	821,748	66,066
Tax Allocation District	567,979	70,317	321,766	316,529	(251,450)
Hotel/ Motel Tax Fund	6,376	1,960	4,300	4,036	(2,340)
SPLOST VI Fund	-	1,863,010	1,003,958	859,051	859,051
Town Center Fund	(662,117)	625,446	471,907	(508,577)	153,540
Urban Redevelopment Agency	14,466,257	105,609	625,446	13,946,420	(519,837)
Debt Service Fund	1,843,815	1,519,739	831,402	2,532,152	688,337
Stormwater Utility Fund	8,291,664	49,996	40,402	8,301,258	9,594
	\$ 35,459,448	\$ 7,126,123	\$ 7,720,550	\$ 34,865,021	\$ (594,427)

General Fund - History of Fund Balance

GENERAL FUND FUND BALANCE

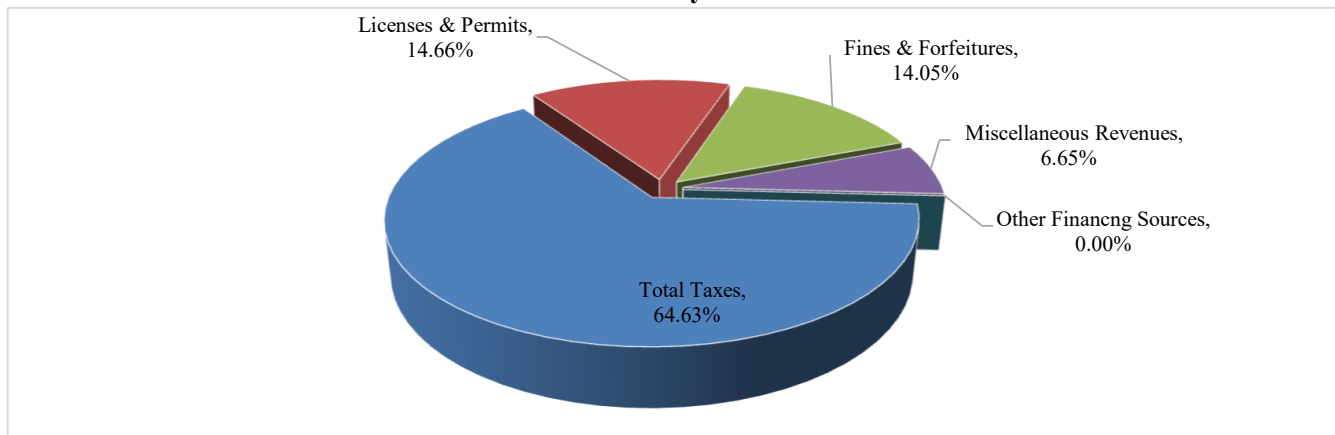




Budget Comparison Report - General Fund
33% of year lapsed

REVENUES	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Property Taxes	17,755	8,290,991	550,024	6.63%
Motor Vehicle Taxes	1,510	25,000	10,847	43.39%
Motor Vehicle Title Ad Valorem Tax	71,901	850,000	284,284	33.45%
Mobile Home Tax	-	75	58	77.11%
Recording Intangible Taxes	4,714	65,000	15,738	24.21%
Penalties & Interest	1,405	10,000	11,556	115.56%
Fifa Fees	540	2,000	1,605	80.25%
Franchise Tax	-	625,000	708,757	113.40%
Railroad Equipment Car Tax	-	650	-	0.00%
Real Estate Transfer Tax	2,686	10,000	8,282	82.82%
Business & Occupation Tax	8,630	150,000	137,700	91.80%
Financial Institutions Tax	-	4,000	4,245	106.13%
Insurance Premium Tax	-	1,500,000	-	0.00%
Total Taxes	123,554	11,992,716	1,733,095	14.45%
Licenses & Permits	133,919	595,525	393,058	66.00%
Fines & Forfeitures	103,888	738,425	376,851	51.03%
Miscellaneous Revenues	3,343	117,284	38,975	33.23%
Interest Income	34,216	150,250	139,370	92.76%
Proceeds from the Sale of Assets	-	50,000	-	0.00%
Inception of Lease Liability	-	400,000	-	0.00%
Donation from Private Sources	-	250	-	0.00%
Fund Balance	-	2,455,550	-	0.00%
TOTAL GENERAL FUND REVENUES	\$ 398,920	\$ 16,500,000	\$ 2,681,359	16.25%

Revenues by Source

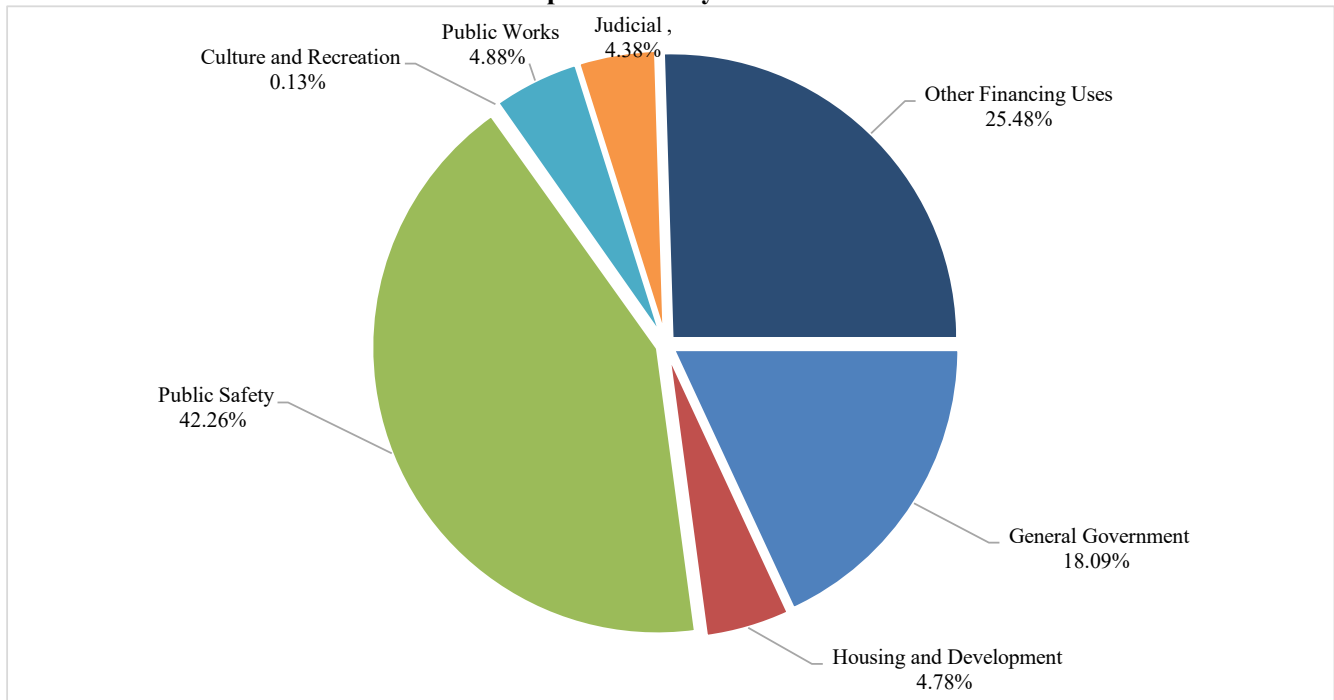




Budget Comparison Report - General Fund
33% of year lapsed

EXPENDITURES	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
General Government	322,578	2,621,631	777,388	29.65%
Housing and Development	49,367	671,081	205,639	30.64%
Public Safety	521,026	8,656,881	1,816,554	20.98%
Culture and Recreation	200	44,000	5,452	12.39%
Public Works	64,243	701,189	209,824	29.92%
Judicial	57,500	594,050	188,448	31.72%
Other Financing Uses	452,733	3,211,167	1,095,073	34.10%
TOTAL GENERAL FUND EXPENDITURES	\$ 1,467,646	\$ 16,500,000	\$ 4,298,378	26.05%

Expenditures by Function





Budget Comparison Report - All Funds
33% of year lapsed

Unaudited

	2024 Year End Actuals	2025 Budget	Year to Date	% 2025 Annual Budget
<u>GENERAL FUND</u>				
Revenues:	17,435,276	16,500,000	2,681,359	16.25%
Expenditures:	15,216,644	16,500,000	4,298,378	26.05%
Excess Revenues over (under) Expenditures	2,218,631	-	(1,617,019)	
<u>AMERICAN RESCUE PLAN (ARP) ACT OF 2021</u>				
Revenues:	3,750,580	1,920,000	22,218	1.16%
Expenditures:	3,753,051	1,920,000	-	0.00%
Excess Revenues over (under) Expenditures	(2,471)	-	22,218	
<u>OPERATING GRANT FUND</u>				
Revenues:	136,908	70,000	30,454	43.51%
Expenditures:	136,672	70,000	33,042	47.20%
Excess Revenues over (under) Expenditures	236	-	(2,588)	
<u>PARKS & RECREATION FUND</u>				
Revenues:	2,363,840	470,250	156,015	33.18%
Expenditures:	2,587,800	470,250	89,949	19.13%
Excess Revenues over (under) Expenditures	(223,960)	-	66,066	
<u>TAX ALLOCATION DISTRICT</u>				
Revenues:	384,548	654,475	70,317	10.74%
Expenditures:	96,130	654,475	321,766	49.16%
Excess Revenues over (under) Expenditures	288,418	-	(251,450)	



Budget Comparison Report - All Funds
33% of year lapsed

Unaudited				
	2024 Year End Actuals	2025 Budget	Year to Date	% 2025 Annual Budget
<u>HOTEL/MOTEL TAX FUND</u>				
Revenues:	5,460	6,000	1,960	32.67%
Expenditures:	8,435	6,000	4,300	71.67%
Excess Revenues over (under) Expenditures	(2,975)	-	(2,340)	
<u>URBAN REDEVELOPMENT AGENCY</u>				
Revenues:	20,902,565	7,500,000	105,609	1.41%
Expenditures:	6,436,309	7,500,000	625,446	8.34%
Excess Revenues over (under) Expenditures	14,466,257	-	(519,837)	
<u>SPLOST VI FUND</u>				
Revenues:	-	7,500,000	1,863,010	24.84%
Expenditures:	-	7,500,000	1,003,958	13.39%
Excess Revenues over (under) Expenditures	-	-	859,051	
<u>TOWN CENTER FUND</u>				
Revenues:	6,451,025	8,000,000	625,446	7.82%
Expenditures:	6,754,049	8,000,000	471,907	5.90%
Excess Revenues over (under) Expenditures	(303,025)	-	153,540	
<u>DEBT SERVICE FUND</u>				
Revenues:	3,385,509	3,789,395	1,519,739	40.11%
Expenditures:	1,545,007	3,789,395	831,402	21.94%
Excess Revenues over (under) Expenditures	1,840,501	-	688,337	
<u>STORMWATER UTILITY FUND</u>				
Revenues:	1,878,911	610,000	49,996	8.20%
Expenses:	275,799	610,000	40,402	6.62%
Excess Revenues over (under) Expenses	1,603,111	-	9,594	



Investments
As of April 30, 2025

South State Bank

Downtown Development Authority - CD 4.75%	100,169
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Subtotal South State Bank	\$ 100,169
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Goldman Sachs Autocallable GS Momentum Builder	230,600
Certificate of Deposit - CD 4.05% Maturity Date - 9/21/2025	331,543
Certificate of Deposit - CD 4.05% Maturity Date - 9/28/2025	275,255
Certificate of Deposit - CD 4.05% Maturity Date - 9/23/2025	552,745
Certificate of Deposit - CD 4.05% Maturity Date - 9/23/2025	555,863
Certificate of Deposit - CD 4.05% Maturity Date - 9/23/2025	271,822
Certificate of Deposit - CD 4.05% Maturity Date - 9/28/2025	274,065
Certificate of Deposit - CD 4.05% Maturity Date - 9/28/2025	82,348
Certificate of Deposit - CD 4.15% Maturity Date - 9/28/2025	1,075,264
Certificate of Deposit - CD 4.15% Maturity Date - 10/6/2025	607,956

Subtotal South State Investment Services	\$ 4,257,461
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Total Investments	\$ 4,357,631
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Cash
As of April 30, 2025

South State Bank

General Fund	792,572
Municipal Court Fund	121,845
Police Forfeiture Account	1,806
Police Seized Asset Account	26
Money Market Account	6,678,340
Main Street Board	58,605
Tree Replacement Fund	44,129
American Rescue Plan (ARP) Act of 2021	1,961,479
Operating Grant Fund	29,014
Parks & Recreation Fund	281,129
Tax Allocation District (TAD)	232,794
Hotel Motel Tax Fund	3,687
SPLOST VI	553,134
Town Center Fund	170,844
Debt Service Fund	731,617
Downtown Development Authority - Checking	5,078
Stormwater Utility Fund	206,878

Subtotal South State Bank	\$ 11,872,978
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South State Investment Services

Budget Stabilization Cash Account	91
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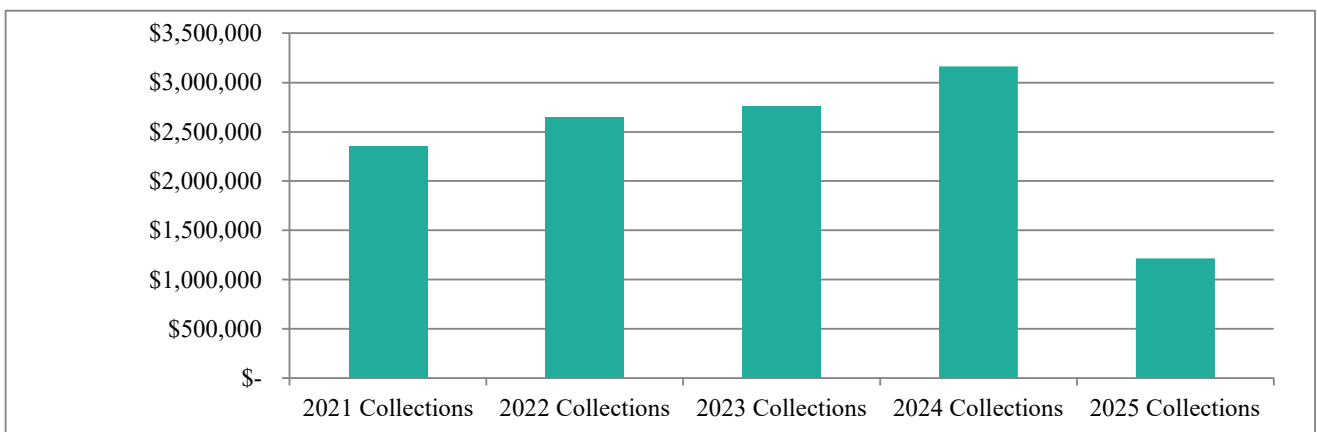
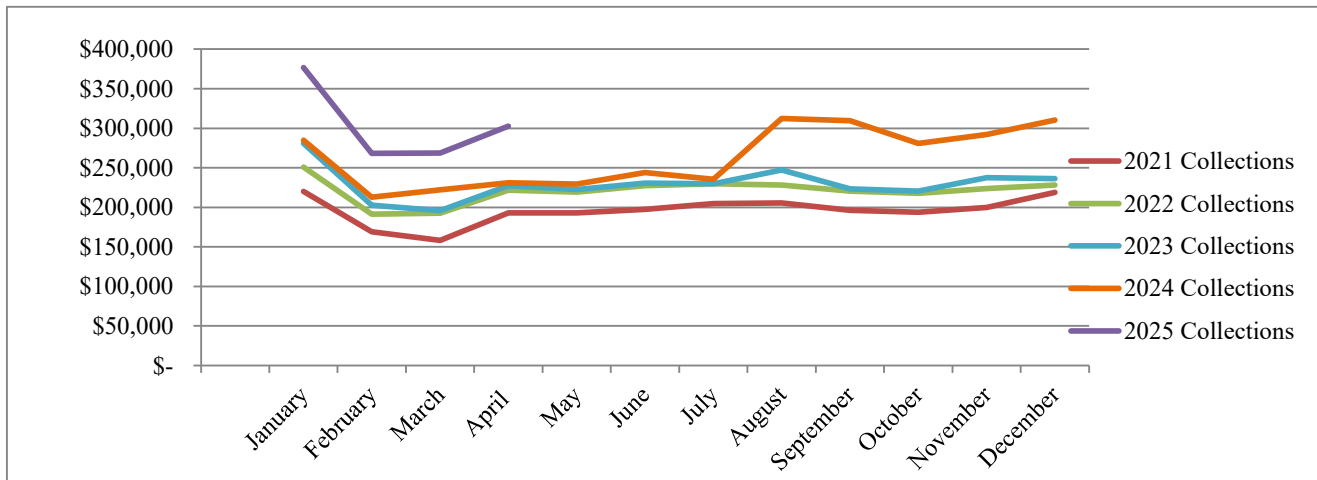
Subtotal South State Investment Services	\$ 91
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Total Cash	\$ 11,873,069
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Special Purpose Local Option Sales Tax Collections
As of April 30, 2025

	2021 Collections	2022 Collections	2023 Collections	2024 Collections	2025 Collections	% Change from Prior Year
January	\$ 219,927	\$ 250,695	\$ 280,583	\$ 284,961	\$ 376,756	32.21%
February	169,237	191,168	202,766	212,973	268,028	25.85%
March	158,258	192,686	195,742	222,279	268,721	20.89%
April	193,138	221,796	227,217	230,875	302,760	31.14%
May	193,137	219,102	222,579	229,480		
June	197,249	227,296	230,478	243,921		
July	204,832	229,938	229,808	235,599		
August	205,351	228,172	247,254	312,409		
September	196,323	220,495	223,389	309,613		
October	193,776	217,820	220,673	280,899		
November	199,817	223,696	237,509	292,072		
December	218,887	228,006	236,436	310,513		
	\$ 2,349,931	\$ 2,650,872	\$ 2,754,435	\$ 3,165,593	\$ 1,216,265	





Downtown Development Authority
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Revenues				
Interest Revenue	0.33	-	1.32	100%
Miscellaneous Revenue	-	6,500	-	0.00%
Proceeds from Sale of Property	-	500,000	282,462	56.49%
TOTAL REVENUES	\$ 0	\$506,500	\$ 282,463	55.77%
Expenditures				
Dues & Fees	-	500	-	0.00%
Training	-	250	-	0.00%
DDA Meetings	-	3,000	-	0.00%
Other Expenditures	-	250	-	0.00%
Sponsorships	-	2,500	-	0.00%
Transfers to Primary Government	-	500,000	282,462	56.49%
TOTAL EXPENDITURES	\$ -	\$ 506,500	\$ 282,462	55.77%



GENERAL FUND REVENUE DETAIL

As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Real Property Tax	17,755	8,290,991	467,457	5.64%
Real Property Tax - Public Utility	-	40,000	29,066	72.66%
Personal Property Tax	10,366	125,000	53,500	42.80%
Motor Vehicle Tax	1,510	25,000	6,802	27.21%
Motor Vehicle Title Ad Valorem Tax	71,901	850,000	284,284	33.45%
Apportioned Vehicles (AAVT)	4,045	4,500	4,045	89.89%
Mobile Home Tax	-	75	58	77.11%
Intangible Tax	4,714	65,000	15,738	24.21%
Railroad Equipment Car Tax	-	650	-	0.00%
Real Estate Transfer Tax	2,686	10,000	8,282	82.82%
Franchise Tax - Electric	-	625,000	645,822	103.33%
Franchise Tax - Gas	-	110,000	31,309	28.46%
Franchise Tax - Cable	-	175,000	30,527	17.44%
Franchise Tax - Telephone	3	5,500	1,100	20.00%
Business & Occupational Tax	8,630	150,000	137,700	91.80%
Insurance Premium Tax	-	1,500,000	-	0.00%
Financial Institutions Tax	-	4,000	4,245	106.13%
Penalties & Interest	1,405	10,000	11,556	115.56%
FiFa Fees	540	2,000	1,605	80.25%
Total Taxes	123,554	11,992,716	1,733,095	14.45%
Alcoholic Beverage Licenses	3,000	75,000	7,000	9.33%
Alcohol Pouring Permit	400	5,000	1,765	35.30%
Zoning and Land Use Permits	1,370	10,000	2,777	27.77%
Planning and Development Fees	2,198	5,000	4,057	81.15%
Sign Permit Fees	100	1,500	637	42.47%
Special Event Permits	-	250	-	0.00%
Vacant Lot Registration	-	25	-	0.00%
Personal Transportation Veh Permit	-	50	-	0.00%
Other Licenses and Permits	-	2,500	75	3.00%
Building Permit Revenue	86,662	350,000	255,078	72.88%
Certificate of Occupancy Fees	28,000	50,000	37,500	75.00%
Building Permit - Reinspection Fees	-	5,000	150	3.00%
Building Permit-Sub Fee	9,290	30,000	15,479	51.60%
Occupational Tax Late Fees	156	1,200	224	18.64%
Plan Review Fees	2,742	60,000	68,316	113.86%
Total Licenses and Permits	133,919	595,525	393,058	66.00%
Municipal Court Fines	103,788	700,000	376,251	53.75%
Cash confiscations-Forfeitures	-	150	-	0.00%
Proceeds From Sale of Confiscations	-	500	-	0.00%
Court Costs	-	2,500	-	0.00%
Drug Testing Fees	-	-	-	100%
Expungements	-	25	-	0.00%
Tree Recompense Revenue	-	5,000	-	0.00%
Other Fines & Forfeitures-Code	100	30,000	600	2.00%
Other Forfeitures	-	250	-	0.00%
Total Fines and Forfeitures	103,888	738,425	376,851	51.03%



GENERAL FUND REVENUE DETAIL

As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Grant Revenue	-	500	881	176.15%
Probation Fees	2,512	30,000	9,536	31.79%
Election and Qualifying Fees	-	-	-	100%
Printing and Duplicating Service Fees	526	250	1,007	402.94%
Advertising Fees	-	750	-	0.00%
Accident/Incident Reports	230	2,000	1,110	55.50%
Wrecker Service Contract	-	20,000	20,000	100.00%
Background Checks	75	1,000	390	39.00%
Bad Check Fees	-	50	100	200.00%
Miscellaneous Revenue	-	47,734	33	0.07%
Rents and Royalties	-	5,000	870	17.40%
Reimbursement for Damaged Property	-	10,000	5,048	50.48%
Total Miscellaneous Income	3,343	117,284	38,975	33.23%
Interest Revenue	33,991	150,000	139,370	92.91%
Unrealized Gain or Loss on Investments	225	250	-	0.00%
Total Investment Income	34,216	150,250	139,370	92.76%
Proceeds from Sale of Assets	-	50,000	-	0.00%
Inception of lease liabilities	-	400,000	-	0.00%
Donations from Private Sources	-	250	10	4.00%
Fund Balance	-	2,455,550	-	0.00%
Total Other Financing Sources	-	2,905,800	10	0.00%
TOTAL GENERAL FUND REVENUES	\$ 398,920	\$ 16,500,000	\$ 2,681,359	16.25%



General Fund Expenditures
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
<i>Governing Body</i>				
Salaries & Wages-Council	3,500	42,000	14,000	33.33%
Employee Benefits-Medical	9,784	134,661	33,005	24.51%
Employee Benefits-Dental	351	5,017	1,210	24.11%
Employee Benefits-ADD Life	65	882	300	34.03%
FICA	162	2,604	623	23.93%
Medicare	38	609	146	23.93%
Employee Benefits-Retirement	255	3,058	1,019	33.33%
Unemployment	6	173	24	13.76%
Workers Comp Insurance	-	133	94	70.38%
<i>Total Salaries and Benefits</i>	<u>14,161</u>	<u>189,137</u>	<u>50,420</u>	<u>26.66%</u>
Communications	-	480	651	135.65%
Travel	-	1,000	416	41.64%
Dues and Fees	-	750	585	78.03%
Education and Training	-	750	475	63.33%
Other Expenditures	-	250	880	352.11%
Small Equipment	-	-	1,076	100%
General Supplies and Materials	-	50	-	0.00%
<i>Total Operations</i>	<u>-</u>	<u>3,280</u>	<u>4,084</u>	<u>124.51%</u>
<i>City Manager</i>				
Salaries & Wages	32,019	277,500	94,760	34.15%
Employee Benefits-Medical	1,588	19,901	6,304	31.68%
Employee Benefits-Dental	114	1,613	455	28.22%
Employee Benefits-ADD Life	18	221	92	41.56%
Employee Benefits-Disability	126	1,588	630	39.67%
FICA	1,969	15,258	5,826	38.18%
Medicare	460	4,024	1,363	33.86%
Employee Benefits-Retirement	1,684	20,202	6,734	33.33%
Unemployment	-	68	24	35.63%
Workers' Comp. Insurance	-	1,305	920	70.50%
<i>Total Salaries and Benefits</i>	<u>37,978</u>	<u>341,680</u>	<u>117,108</u>	<u>34.27%</u>
Communications	-	900	175	19.44%
Travel	-	1,300	751	57.76%
Dues and Fees	-	2,000	616	30.82%
Education and Training	-	1,250	-	0.00%
Other Expenditures	205	1,500	1,650	110.03%
General Supplies and Materials	-	150	-	0.00%
Small Equipment	-	-	153	100%
<i>Total Operations</i>	<u>205</u>	<u>7,100</u>	<u>3,346</u>	<u>47.13%</u>



General Fund Expenditures
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
City Clerk				
Salaries & Wages	22,818	198,060	67,778	34.22%
Employee Benefits-Medical	3,604	48,589	14,300	29.43%
Employee Benefits-Dental	83	1,234	330	26.76%
Employee Benefits-ADD Life	31	368	153	41.62%
Employee Benefits-Disability	126	1,526	630	41.30%
FICA	1,357	12,280	4,026	32.79%
Medicare	317	2,872	942	32.79%
Employee Benefits-Retirement	1,202	14,419	4,806	33.33%
Unemployment	-	114	40	35.41%
Workers' Comp. Insurance	-	626	441	70.51%
Total Salaries and Benefits	29,537	280,088	93,447	33.36%
Professional Services	-	5,000	-	0.00%
Communications	-	900	186	20.62%
Travel	-	1,250	-	0.00%
Dues and Fees	179	6,500	1,420	21.84%
Education and Training	-	1,500	-	0.00%
Other Expenditures	115	500	195	38.99%
General Supplies and Materials	-	250	51	20.59%
General Supplies - Postage	12	300	122	40.58%
Small Equipment	-	500	846	169.22%
Software	-	20,900	3,819	18.27%
Other Supplies - Uniforms	-	50	-	0.00%
Total Operations	306	37,650	6,639	17.63%
Elections				
Advertising	-	-	-	100%
Total Operations	-	-	-	100.00%
Contingency				
Contingency	-	165,000	-	0.00%
Total Operations	-	165,000	-	0.00%
Financial Administration				
Salaries & Wages	30,356	262,608	90,651	34.52%
Salaries & Wages overtime	-	-	14	100%
Employee Benefits-Medical	6,951	97,925	27,570	28.15%
Employee Benefits-Dental	78	1,404	310	22.11%
Employee Benefits-ADD Life	37	441	184	41.67%
Employee Benefits-Disability	184	2,136	919	43.03%
FICA	1,751	16,282	5,226	32.10%
Medicare	410	3,808	1,222	32.10%
Employee Benefits-Retirement	1,593	19,118	6,373	33.33%
Unemployment	-	137	48	35.36%
Workers' Comp. Insurance	-	830	585	70.52%
Total Salaries and Benefits	41,359	404,689	133,103	32.89%



General Fund Expenditures
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Professional Services - Audit	16,000	27,500	16,000	58.18%
Advertising/Promotions	-	2,800	-	0.00%
Printing and Binding	-	1,500	-	0.00%
Travel	-	500	240	47.93%
Dues and Fees	380	10,000	5,010	50.10%
Education and Training	-	1,500	-	0.00%
Other Expenditures	115	500	245	48.91%
General Supplies and Materials	-	1,500	536	35.71%
General Supplies-Postage	274	7,500	1,211	16.15%
Small Equipment	-	250	307	122.63%
Software	-	9,150	-	0.00%
Total Operations	16,769	62,700	23,548	37.56%
Licensing				
Salaries & Wages	3,114	26,986	9,299	34.46%
Employee Benefits-Medical	992	14,800	3,933	26.57%
Employee Benefits-Dental	19	350	78	22.17%
Employee Benefits-ADD Life	6	74	31	41.35%
Employee Benefits-Disability	19	224	94	42.17%
FICA	173	1,673	517	30.93%
Medicare	41	391	121	30.95%
Employee Benefits-Retirement	164	1,965	655	33.33%
Unemployment	-	23	8	35.09%
Workers' Comp. Insurance	-	43	30	69.93%
Total Salaries and Benefits	4,528	46,529	14,765	31.73%
General Supplies and Materials	-	100	-	0.00%
General Supplies - Postage	-	1,500	803	53.53%
Software	-	3,000	-	0.00%
Other Supplies-Uniforms	-	50	-	0.00%
Total Operations	-	4,650	803	17.27%
Legal				
Professional Services - Legal	-	35,000	7,766	22.19%
Total Operations	-	35,000	7,766	22.19%
Information Technology				
Salaries & Wages	10,300	103,795	30,618	29.50%
Employee Benefits-Medical	1,062	13,267	4,215	31.77%
Employee Benefits-Dental	128	1,073	513	47.85%
Employee Benefits-ADD Life	20	221	101	45.72%
Employee Benefits-Disability	104	838	518	61.82%
FICA	615	6,435	1,828	28.41%
Medicare	144	1,505	427	28.40%
Employee Benefits-Retirement	1,042	12,502	4,167	33.33%
Unemployment	-	68	16	23.75%
Workers' Comp. Insurance	-	328	231	70.53%
Total Salaries and Benefits	13,415	140,032	42,636	30.45%



General Fund Expenditures
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Professional Services	-	20,000	-	0.00%
Communications	-	480	213	44.38%
Dues and Fees	-	250	32	12.70%
Other Expenditures	8	250	61	24.26%
General Supplies and Materials	64	500	96	19.25%
Small Equipment	-	5,000	1,508	30.16%
Software	25,082	225,000	47,374	21.06%
Total Operations	25,155	251,480	49,284	19.60%
Human Resources				
Professional Services	-	30,000	-	0.00%
Advertising/Promotions	-	100	-	0.00%
Communications	-	300	11	3.56%
Travel	-	1,000	-	0.00%
Dues and Fees	-	1,200	282	23.53%
Education and Training	-	1,500	-	0.00%
Other Expenditures	-	150	-	0.00%
General Supplies and Materials	-	500	-	0.00%
General Supplies-Postage	-	100	-	0.00%
Gasoline/Diesel	-	-	-	100%
Small Equipment	-	500	-	0.00%
Software	-	5,500	1,167	21.21%
Other Supplies - Uniforms	-	50	-	0.00%
Total Operations	-	40,900	1,460	3.57%
Risk Management				
Professional Services	-	20,000	5,000	25.00%
Liability Insurance	111,508	256,000	118,201	46.17%
Total Operations	111,508	276,000	123,201	44.64%
General Government Building				
Salaries & Wages	7,876	89,638	22,882	25.53%
Employee Benefits-Medical	1,002	14,093	3,973	28.19%
Employee Benefits-Dental	29	355	117	32.86%
Employee Benefits-ADD Life	12	147	61	41.67%
Employee Benefits-Disability	36	427	180	42.11%
FICA	475	5,558	1,378	24.80%
Medicare	111	1,300	322	24.79%
Employee Benefits-Retirement	318	3,813	1,271	33.33%
Unemployment	3	91	24	26.73%
Workers' Comp. Insurance	-	1,880	1,325	70.47%
Total Salaries and Benefits	9,862	117,302	31,533	26.88%



General Fund Expenditures
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Professional Services	-	250	-	0.00%
Disposal - Garbage	105	500	315	62.97%
Lawn Care	-	500	-	0.00%
Pest Control	155	2,200	691	31.42%
Repairs and Maintenance	-	10,000	1,020	10.20%
Repairs and Maintenance - Vehicles	18	7,500	315	4.20%
Rental of Equipment	694	7,500	2,429	32.39%
Communications	1,997	20,000	8,181	40.90%
Dues and Fees	41	1,500	407	27.14%
Other Expenditures	18	1,000	18	1.80%
General Supplies and Materials	15	8,000	2,986	37.33%
Water and Sewer	184	2,000	582	29.08%
Natural Gas	129	3,500	2,016	57.61%
Electricity	557	15,000	4,231	28.21%
Gasoline and Diesel	217	4,000	1,742	43.55%
Small Equipment	298	2,000	1,456	72.79%
Software	-	-	-	100%
Other Supplies-Uniforms	-	150	224	149.63%
Capital Outlay - Site improvement	-	-	3,993	100%
Capital Outlay - Buildings	-	-	-	100%
Total Operations & Capital	4,430	85,600	30,607	35.76%
Communication & Eternal Affairs				
Salaries & Wages	10,138	87,859	30,647	34.88%
Employee Benefits-Medical	1,741	23,285	6,907	29.66%
Employee Benefits-Dental	53	855	213	24.93%
Employee Benefits-ADD Life	11	132	55	41.74%
Employee Benefits-Disability	61	729	307	42.17%
FICA	605	5,447	1,827	33.55%
Medicare	141	1,274	427	33.54%
Employee Benefits-Retirement	533	6,396	2,132	33.33%
Unemployment	-	41	15	36.34%
Workers' Compensation	-	466	328	70.45%
Total Salaries and Benefits	13,283	126,484	42,860	33.89%
Communications	-	480	107	22.22%
Travel	-	700	-	0.00%
Dues and Fees	-	2,000	389	19.45%
Education and Training	-	1,500	-	0.00%
Other Expenditures	57	150	57	38.32%
Small Equipment	-	500	-	0.00%
Software	27	1,000	226	22.59%
Total Operations	84	6,330	779	12.31%
TOTAL GENERAL GOVERNMENT	\$ 322,578	\$ 2,621,631	\$ 777,388	29.65%



General Fund Expenditures
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
<i>Municipal Court</i>				
Salaries & Wages	14,622	126,559	40,399	31.92%
Salaries & Wages - Overtime	-	500	10	1.95%
Employee Benefits-Medical	4,002	53,732	15,881	29.56%
Employee Benefits-Dental	98	1,651	392	23.75%
Employee Benefits-ADD Life	25	294	123	41.67%
Employee Benefits-Disability	89	1,051	443	42.15%
FICA	863	7,878	2,376	30.15%
Medicare	202	1,842	556	30.16%
Employee Benefits-Retirement	771	9,250	3,083	33.33%
Unemployment	1	91	32	35.49%
Workers' Compensation	-	402	283	70.44%
<i>Total Salaries and Benefits</i>	<u>20,672</u>	<u>203,250</u>	<u>63,577</u>	<u>31.28%</u>
Professional Services - Public Defender	628	6,000	2,906	48.43%
Professional Services - Solicitor/Judge	8,000	80,000	28,260	35.33%
Rental of Equipment	81	1,500	350	23.33%
Advertising	-	100	-	0.00%
Printing & Binding	-	100	-	0.00%
Travel	1,867	5,000	2,146	42.92%
Dues and Fees	-	1,000	1,079	107.95%
Education and Training	-	1,500	475	31.67%
Other Expenditures	57	100	98	98.48%
General Supplies and Materials	-	1,500	-	0.00%
General Supplies and Materials Postage	147	750	169	22.56%
Food Supplies	205	3,000	723	24.11%
Small Equipment	-	250	397	158.88%
Software	1,355	20,000	4,410	22.05%
Intergovernmental - Inmate Housing	660	20,000	1,705	8.53%
Payment to Other Agencies	23,828	250,000	82,152	32.86%
<i>Total Operations</i>	<u>36,828</u>	<u>390,800</u>	<u>124,871</u>	<u>31.95%</u>
TOTAL JUDICIAL	<u>\$ 57,500</u>	<u>\$ 594,050</u>	<u>\$ 188,448</u>	<u>31.72%</u>
<i>Police Administration</i>				
Salaries & Wages	83,691	689,726	248,424	36.02%
Salaries & Wages-Overtime	61	3,000	129	4.31%
Employee Benefits-Medical	8,137	162,686	32,161	19.77%
Employee Benefits-Dental	394	6,289	1,574	25.03%
Employee Benefits-ADD Life	78	1,103	389	35.26%
Employee Benefits-Disability	422	5,519	2,111	38.26%
FICA	5,109	43,008	15,156	35.24%
Medicare	1,195	10,058	3,545	35.24%
Employee Benefits-Retirement	3,875	46,500	15,500	33.33%
Unemployment	5	365	145	39.82%
Workers' Compensation	-	27,474	19,365	70.48%
<i>Total Salaries and Benefits</i>	<u>102,967</u>	<u>995,728</u>	<u>338,499</u>	<u>34.00%</u>



General Fund Expenditures
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Professional Services	-	750	-	0.00%
Repairs & Maintenance	-	4,500	-	0.00%
Repair & Maintenance-Vehicle	2,940	5,500	4,188	76.15%
Rental of Equipment	432	6,000	1,484	24.73%
Communications	-	3,500	774	22.12%
Advertising	-	5,000	-	0.00%
Printing and Binding	-	600	-	0.00%
Travel	-	6,000	876	14.60%
Dues and Fees	52	5,000	1,797	35.93%
Education and Training	-	6,000	879	14.65%
Other Expenditures	25	3,000	25	0.83%
General Supplies and Materials	330	2,000	745	37.27%
General Supplies - Postage	50	500	143	28.66%
Gasoline/Diesel	1,109	18,500	4,120	22.27%
Small Equipment	298	2,500	1,366	54.64%
Software	13	8,125	153	1.89%
Other Supplies - Uniforms	-	6,000	709	11.82%
Total Operations and Capital	5,249	83,475	17,261	20.68%
Criminal Investigation Division				
Salaries & Wages	46,562	470,683	126,060	26.78%
Salaries & Wages-Overtime	429	10,000	658	6.58%
Employee Benefits-Medical	8,779	163,721	37,659	23.00%
Employee Benefits-Dental	397	7,148	1,687	23.59%
Employee Benefits-ADD Life	61	882	306	34.72%
Employee Benefits-Disability	271	3,627	1,354	37.33%
FICA	2,793	29,802	7,484	25.11%
Medicare	653	6,970	1,750	25.11%
Employee Benefits-Retirement	2,916	34,994	11,665	33.33%
Unemployment	-	274	73	26.53%
Workers' Compensation	-	22,262	15,692	70.49%
Total Salaries and Benefits	62,860	750,363	204,387	27.24%
Professional Services	-	500	22	4.40%
Repair & Maintenance	-	3,000	-	0.00%
Repair & Maintenance-Vehicle	261	4,000	1,338	33.44%
Communications	-	2,400	581	24.19%
Printing and Binding	-	250	-	0.00%
Travel	-	2,000	533	26.63%
Dues and Fees	-	2,000	424	21.20%
Education and Training	-	2,500	-	0.00%
Other Expenditures	35	800	451	56.44%
General Supplies and Materials	-	750	74	9.83%
General Supplies and Materials-Postage	-	50	-	0.00%
Gasoline and Diesel	855	14,000	3,672	26.23%
Small Equipment	-	3,000	409	13.63%
Software	-	6,000	1,430	23.83%
Other Supplies - Uniforms	-	3,000	315	10.49%
Total Operations and Capital	1,151	44,250	9,248	20.90%



General Fund Expenditures
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
<i>Vice</i>				
Salaries & Wages	9,678	71,684	27,272	38.04%
Salaries & Wages-Overtime	62	2,000	448	22.42%
Employee Benefits-Medical	1,006	14,094	3,990	28.31%
Employee Benefits-Dental	59	950	237	24.93%
Employee Benefits-ADD Life	12	147	61	41.67%
Employee Benefits-Disability	48	574	242	42.13%
FICA	573	4,568	1,623	35.53%
Medicare	134	1,068	380	35.54%
Employee Benefits-Retirement	447	5,364	1,788	33.33%
Unemployment	-	46	16	35.11%
Workers' Compensation	-	3,413	2,405	70.48%
<i>Total Salaries and Benefits</i>	<u>12,019</u>	<u>103,908</u>	<u>38,462</u>	<u>37.02%</u>
Repairs & Maintenance Vehicles	276	2,500	442	17.69%
Dues and Fees	-	150	19	12.69%
Education & Training	-	250	-	0.00%
Gasoline	320	4,000	1,131	28.26%
Other Supplies - Uniforms	-	300	-	0.00%
<i>Total Operations and Capital</i>	<u>596</u>	<u>7,200</u>	<u>1,592</u>	<u>22.11%</u>
<i>Patrol</i>				
Salaries & Wages	194,131	1,901,400	597,190	31.41%
Salaries & Wages-Overtime	12,051	52,000	28,299	54.42%
Employee Benefits-Medical	40,897	648,377	163,107	25.16%
Employee Benefits-Dental	1,441	23,032	5,793	25.15%
Employee Benefits-ADD Life	282	3,969	1,421	35.80%
Employee Benefits-Disability	1,110	15,020	5,597	37.26%
FICA	12,325	121,111	37,385	30.87%
Medicare	2,883	28,324	8,743	30.87%
Employee Benefits-Retirement	11,851	142,210	47,403	33.33%
Unemployment	10	1,231	393	31.94%
Workers' Compensation	2,358	90,470	66,672	73.69%
<i>Total Salaries and Benefits</i>	<u>279,339</u>	<u>3,027,144</u>	<u>962,003</u>	<u>31.78%</u>
Professional Services	300	4,000	1,350	33.75%
Repair & Maintenance	-	20,000	810	4.05%
Repair & Maintenance-Vehicle	12,392	80,000	31,493	39.37%
Communications	-	22,000	3,728	16.95%
Printing and Binding	-	600	-	0.00%
Travel	-	6,000	75	1.25%
Dues and Fees	-	7,500	1,187	15.83%
Education & Training	-	8,000	117	1.46%
Other Expenditures	10	3,000	988	32.94%
General Supplies and Materials	213	5,000	778	15.56%
Gasoline and Diesel	7,909	125,000	32,472	25.98%
Small Equipment	647	25,000	851	3.40%
Software	-	22,000	1,675	7.61%
Other Supplies - Uniforms	840	51,000	7,767	15.23%
Capital Outlay - Vehicles	-	400,000	-	0.00%
<i>Total Operations and Capital</i>	<u>22,311</u>	<u>779,100</u>	<u>83,292</u>	<u>10.69%</u>



General Fund Expenditures
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
<i>Police Training</i>				
Salaries & Wages	12,783	74,182	42,567	57.38%
Salaries & Wages-Overtime	-	2,000	-	0.00%
Employee Benefits-Medical	2,941	40,465	11,669	28.84%
Employee Benefits-Dental	99	1,436	397	27.64%
Employee Benefits-ADD Life	12	147	61	41.67%
Employee Benefits-Disability	51	603	254	42.13%
FICA	732	4,723	2,433	51.51%
Medicare	171	1,105	569	51.49%
Employee Benefits-Retirement	462	5,546	1,849	33.33%
Unemployment	-	46	24	53.13%
Workers' Compensation	-	3,528	2,487	70.49%
<i>Total Salaries and Benefits</i>	17,251	133,781	62,310	46.58%
Repair & Maintenance-Vehicle	6	2,000	40	2.00%
Repairs & Maintenance	-	600	-	0.00%
Communications	-	960	131	13.62%
Travel	111	3,500	111	3.16%
Dues and Fees	-	1,000	127	12.70%
Education and Training	-	4,000	1,300	32.50%
General Supplies and Materials	-	2,000	419	20.96%
Weapons Supplies & Ammunition	-	58,000	21,356	36.82%
Gasoline and Diesel	121	2,500	610	24.39%
Small Equipment	-	8,000	300	3.76%
Software	-	2,750	2,550	92.73%
Other Supplies - Uniforms	-	1,500	415	27.67%
Intergovernmental	-	2,500	2,500	100.00%
<i>Total Operations and Capital</i>	237	89,310	29,859	33.43%
<i>Police Stations and Buildings</i>				
Professional Services	-	250	-	0.00%
Disposal-Garbage/Recycle	93	1,200	279	23.21%
Pest Control	45	1,200	180	15.00%
Repairs and Maintenance	-	65,000	1,487	2.29%
Rental of Land & Building	3,622	45,500	18,109	39.80%
Communications	1,799	20,000	7,349	36.75%
Dues & fees	42	450	177	39.25%
General Supplies and Materials	39	3,000	742	24.75%
Water/Sewer	450	5,500	1,597	29.04%
Electricity	272	15,000	3,156	21.04%
Small Equipment	422	1,500	1,594	106.26%
<i>Total Operations</i>	6,783	158,600	34,670	21.86%



General Fund Expenditures
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
<i>Probation</i>				
Salaries & Wages	6,228	53,972	18,539	34.35%
Salaries & Wages - Overtime	-	500	-	0.00%
Employee Benefits-Medical	2,941	35,960	11,679	32.48%
Employee Benefits-Dental	99	1,436	397	27.64%
Employee Benefits-ADD Life	12	147	61	41.67%
Employee Benefits-Disability	38	406	189	46.53%
FICA	351	3,377	1,043	30.89%
Medicare	82	790	244	30.88%
Employee Benefits-Retirement	330	3,966	1,322	33.33%
Unemployment	-	46	16	35.11%
Workers' Compensation	-	172	121	70.58%
<i>Total Salaries and Benefits</i>	<u>10,081</u>	<u>100,772</u>	<u>33,612</u>	<u>33.35%</u>
Dues and Fees	-	200	25	12.70%
Education and Training	-	250	-	0.00%
General Supplies and Materials	-	100	141	141.42%
Small Equipment	-	-	295	100%
Software	180	2,200	900	40.91%
Other Supplies - Uniforms	-	500	-	0.00%
<i>Total Operations and Capital</i>	<u>180</u>	<u>3,250</u>	<u>1,362</u>	<u>41.90%</u>
<i>Fire Services</i>				
Intergovernmental-Fire Services	-	2,380,000	-	0.00%
Total Fire Services	<u>-</u>	<u>2,380,000</u>	<u>-</u>	<u>0.00%</u>
TOTAL PUBLIC SAFETY	<u>\$ 521,026</u>	<u>\$ 8,656,881</u>	<u>\$ 1,816,554</u>	<u>20.98%</u>
<i>Highways and Streets</i>				
Salaries & Wages	10,205	-	15,307	100%
FICA	632	-	948	100%
Medicare	148	-	222	100%
Unemployment	7	-	16	100%
Professional Services-Engineering	-	500	2,000	400.00%
Disposal-Garbage/Recycling	130	1,500	390	26.00%
Pest Control	-	750	-	0.00%
Repairs & Maintenance	2,982	210,219	26,168	12.45%
Repairs & Maintenance-Vehicles	26	2,500	44	1.76%
Rental of Equipment	-	2,000	-	0.00%
Dues and Fees	-	12,000	1,781	14.84%
Contract Labor	25,305	308,220	101,221	32.84%
Other Expenditures	-	500	-	0.00%
General Supplies and Materials	16	2,000	134	6.70%
Gasoline/Diesel	287	5,000	591	11.83%
Small Equipment	-	3,000	-	0.00%
<i>Total Operations</i>	<u>39,737</u>	<u>548,189</u>	<u>148,821</u>	<u>27.15%</u>
<i>Street Lights</i>				
Repairs & Maintenance	9,500	10,000	10,522	105.22%
Electricity-Street Lights	14,023	130,000	47,109	36.24%
Total Street Lights	<u>23,523</u>	<u>140,000</u>	<u>57,631</u>	<u>41.17%</u>



General Fund Expenditures
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
<i>Traffic Lights</i>				
Repairs & Maintenance	756	10,000	2,520	25.20%
Electricity-Traffic Lights	227	3,000	851	28.38%
Total Traffic Lights	983	13,000	3,371	25.93%
 TOTAL PUBLIC WORKS	 \$ 64,243	 \$ 701,189	 \$ 209,824	 29.92%
 <i>Tree Commission</i>				
Repairs & Maintenance	-	28,500	-	0.00%
Travel	-	750	-	0.00%
Dues and Fees	-	500	63	12.69%
Education and Training	-	1,000	-	0.00%
Tree Commission Meetings	200	3,000	750	25.00%
General Supplies & Materials	-	5,750	638	11.10%
Books and Periodicals	-	500	-	0.00%
Total Operations	200	40,000	1,452	3.63%
 <i>Culture and Recreation</i>				
Intergovernmental-Sequoyah Regional	-	4,000	4,000	100.00%
 TOTAL CULTURE AND RECREATION	 \$ 200	 \$ 44,000	 \$ 5,452	 12.39%
 <i>Building Inspections</i>				
Salaries & Wages	29,221	201,310	65,898	32.73%
Salaries & Wages- Overtime	-		12	100%
Employee Benefits-Medical	(2,104)	26,534	4,168	15.71%
Employee Benefits-Dental	1	2,006	353	17.62%
Employee Benefits-ADD Life	18	368	92	24.97%
Employee Benefits-Disability	82	1,592	410	25.75%
FICA	1,809	12,481	4,070	32.61%
Medicare	423	2,919	952	32.61%
Employee Benefits-Retirement	1,221	14,656	4,885	33.33%
Unemployment	17	137	66	48.50%
Workers' Compensation	-	3,453	2,434	70.49%
Total Salaries and Benefits	30,688	265,456	83,341	31.40%
 Professional Services-Legal	-	1,000	-	0.00%
Repairs & Maintenance - Vehicles	136	2,000	543	27.17%
Communications	-	1,600	428	26.77%
Printing & Binding	-	50	-	0.00%
Travel	-	500	-	0.00%
Dues and Fees	15	250	292	116.70%
Education and Training	849	1,000	849	84.90%
Other Expenditures	57	250	620	248.09%
General Supplies and Materials	-	100	-	0.00%
General Supplies - Postage	-	100	-	0.00%
Gasoline/Diesel	89	2,000	508	25.38%
Books and Periodicals-Code Books	-	50	-	0.00%
Small Equipment	-	500	1,193	238.70%
Software	-	15,000	3,819	25.46%
Other Supplies-Uniforms	-	100	-	0.00%
Total Operations	1,146	24,500	8,253	33.68%



General Fund Expenditures
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Planning and Zoning				
Salaries & Wages	13,181	145,928	42,966	29.44%
Employee Benefits-Medical	(7,002)	28,066	7,207	25.68%
Employee Benefits-Dental	(293)	351	48	13.57%
Employee Benefits-ADD Life	(13)	221	30	13.53%
Employee Benefits-Disability	96	1,154	499	43.22%
FICA	770	9,048	2,524	27.90%
Medicare	180	2,116	591	27.91%
Employee Benefits-Retirement	862	10,624	4,278	40.27%
Unemployment	(2)	68	20	29.75%
Workers' Compensation	(59)	419	177	42.28%
Total Salaries and Benefits	7,720	197,995	58,340	29.47%
Professional Services-Engineering	8,214	85,000	22,733	26.75%
Professional Services-Legal	-	7,000	1,290	18.43%
Communications	-	480	196	40.88%
Advertising	-	2,500	165	6.62%
Printing & Binding	-	28,000	1,801	6.43%
Travel	-	1,000	-	0.00%
Dues and Fees	-	3,000	2,233	74.43%
Education and Training	-	1,000	-	0.00%
Planning & Zoning Meeting Fees	-	12,000	2,000	16.67%
Other Expenditures	57	250	256	102.25%
General Supplies and Materials	-	500	-	0.00%
General Supplies - Postage	65	1,000	399	39.93%
Gasoline & Diesel	-	50	-	0.00%
Small Equipment	-	1,500	397	26.48%
Software	-	12,800	-	0.00%
Total Operations	8,336	156,080	31,470	20.16%
Economic Development				
Salaries & Wages	1,126	9,762	2,988	30.61%
Employee Benefits - Medical	193	2,586	767	29.67%
Employee Benefits - Dental	6	95	24	24.93%
Employee Benefits - Add Live	1	15	6	41.00%
Employee Benefits - Disability	7	77	34	44.42%
FICA	67	605	178	29.45%
Medicare	16	142	42	29.36%
Employee Benefits - Retirement	59	711	237	33.32%
Unemployment	-	5	1	25.00%
Workers Comp Insurance	-	52	36	70.15%
Total Salaries & Benefits	1,476	14,050	4,314	30.70%
Rental of land & building	-	-	2,160	0.00%
Dues and Fees	-	-	15	0.00%
Contract Labor	-	-	-	0.00%
Other Expenditures	-	-	1,571	0.00%
General Supplies & Materials	-	-	3,176	0.00%
Professional Services	-	-	-	0.00%
Total Operations	-	-	6,922	100.00%
Intergovernmental				
Intergovernmental - COED	-	13,000	13,000	100.00%
Total Intergovernmental	-	13,000	13,000	100.00%
TOTAL HOUSING AND DEVELOPMENT	\$ 49,367	\$ 671,081	\$ 205,639	30.64%



General Fund Expenditures
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
<i>Capital Lease</i>				
Capital lease - Interest	7,758	121,495	32,402	26.67%
Capital lease Principal	39,099	531,872	139,348	26.20%
TOTAL CAPITAL LEASE	\$ 46,858	\$ 653,367	\$ 171,750	26.29%
<i>Other Financing Uses</i>				
Transfer to Other Funds	405,875	2,557,800	923,322	36.10%
TOTAL OTHER FINANCING USES	\$ 405,875	\$ 2,557,800	\$ 923,322	36.10%
TOTAL GENERAL FUND EXPENDITURES	\$ 1,467,646	\$ 16,500,000	\$ 4,298,378	26.05%



American Rescue Plan (ARP) Act of 2021
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Interest Revenue	5,578	20,000	22,218	111.09%
Miscellaneous Revenue	-	1,900,000	-	0.00%
TOTAL REVENUES	\$ 5,578	\$ 1,920,000	\$ 22,218	1.16%
EXPENDITURES:				
Intergovernmental Fire Services	-	1,920,000	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 1,920,000	\$ -	0.00%



Operating Grant Fund
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Atlanta Regional Commission Grant	15,492	70,000	30,454	43.51%
TOTAL REVENUES	\$ 15,492	\$ 70,000	\$ 30,454	43.51%
EXPENDITURES:				
Payments to Other Agencies-FOCUS	9,192	70,000	33,042	47.20%
TOTAL EXPENDITURES	\$ 9,192	\$ 70,000	\$ 33,042	47.20%



Parks&RecreationFund
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Alcoholic Bev Excise Tax Beer & Wine	19,126	255,000	78,851	30.92%
Alcoholic Bev Excise Tax Distilled Spirit	9,363	105,000	38,327	36.50%
Local Option Mixed Drink Tax	6,372	75,000	20,509	27.35%
Penalties and Interest	-	250	122	48.90%
Rents and Royalties	4,017	35,000	18,205	52.01%
TOTAL REVENUES	\$ 38,879	\$ 470,250	\$ 156,015	33.18%
EXPENDITURES:				
Disposal-GarbageDepot	-	500	-	0.00%
Pest Control - Depot	45	750	180	24.00%
Repairs & Maintenance - Depot	-	5,000	136	2.71%
Communications	51	1,750	466	26.64%
General Supplies - Depot	-	1,000	-	0.00%
Water/Sewer - Depot	13	250	44	17.68%
Natural Gas - Depot	-	2,200	467	21.21%
Electricity - Depot	225	5,000	651	13.01%
Small Equipment - Depot	480	500	729	145.79%
Disposal - Garbage Parks	146	1,750	438	25.02%
Lawn Care	-	8,000	-	0.00%
Pest Control - Parks	546	1,500	1,525	101.63%
Repairs & Maintenance - Parks	2,700	21,720	6,381	29.38%
Rental - Equipment & Land	-	1,000	128	12.77%
Communications	-	500	371	74.13%
Dues and Fees	-	500	445	89.00%
Contract Labor	15,876	215,960	61,703	28.57%
General Supplies and Materials - Parks	-	2,000	382	19.08%
Water/Sewer - Parks	740	10,000	2,519	25.19%
Natural Gas	107	-	803	100%
Electricity - Parks	757	10,000	2,775	27.75%
Small Equipment - Parks	-	1,000	858	85.80%
Capital Outlay - Site Improvements	(0)	-	8,951	100%
Transfers to Other Funds	-	179,370	-	0.00%
TOTAL EXPENDITURES	\$ 21,685	\$ 470,250	\$ 89,949	19.13%



Tax Allocation District Fund

As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Intergovernmental Cherokee County Govt	860	131,723	15,265	11.59%
Intergovernmental Cherokee County School I	2,744	420,502	47,240	11.23%
Transfers from General Fund	-	102,250	7,811	7.64%
TOTAL REVENUES	\$ 3,604	\$ 654,475	\$ 70,317	10.74%
EXPENDITURES:				
Transfer to Debt Service Fund	0	654,475	321,766	49.16%
TOTAL EXPENDITURES	\$ 0	\$ 654,475	\$ 321,766	49.16%



Hotel/Motel Tax Fund
As of April 30, 2025

	April 2025		YTD		% of Annual
	Transactions	2025 Budget	Transactions		Budget
REVENUES:					
Hotel/Motel Taxes	449	6,000	1,960		32.67%
TOTAL REVENUES	\$ 449	\$ 6,000	\$ 1,960		32.67%
EXPENDITURES:					
Advertising/Promotions	-	5,000	1,800		36.00%
Payment to Other Agencies	2,500	1,000	2,500		250.00%
TOTAL EXPENDITURES	\$ 2,500	\$ 6,000	\$ 4,300		71.67%



Urban Redevelopment Agency
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Interest	25,940	-	105,609	100%
Fund Balance	-	7,500,000		0.00%
TOTAL REVENUES	\$ 25,940	\$ 7,500,000	\$ 105,609	1.41%
EXPENDITURES:				
Transfer to Town Center Fund	210,263	7,500,000	625,446	8.34%
TOTAL EXPENDITURES	\$ 210,263	\$ 7,500,000	\$ 625,446	8.34%



SPLOST VI Fund
As of April 30, 2025

	April 2025		YTD	% of Annual
	Transactions	2025 Budget	Transactions	Budget
REVENUES:				
SPLOST VI Revenue	302,760	3,800,000	1,216,265	32.01%
Grant Revenue - LMIG	-	200,000	202,295	101.15%
Issuance of Long Term Deb	-	3,500,000	444,449	12.70%
TOTAL REVENUES	\$ 302,760	\$ 7,500,000	\$ 1,863,010	24.84%
EXPENDITURES:				
Capital Outlay - Bldgs City Hall	20,074	1,000,000	26,657	2.67%
Capital Outlay - Amphitheater	-	1,000,000	-	0.00%
Capital Outlay - Site Improv Parking lot	2,302	-	3,928	100%
Capital Outlay - LMIG	920	200,000	1,840	0.92%
Capital Outlay - Hickory Springs Parkway	-	660,000	-	0.00%
Capital Outlay - Hickory Springs Ind Dr Realign	-	-	-	100%
Capital Outlay - HS Pkwy Ph II	-	-	875	100%
Capital Outlay - HS Pkwy Ph III	190,486	3,500,000	454,424	12.98%
Capital Outlay - HS Pkwy Wide IV	-	-	15,900	100%
Capital Outlay - Hickory Rd Widening	828	-	828	100%
Capital Outlay - Hickory Rd Widening	859	-	859	100%
Capital Outlay - Sidewalk Projects	4,770	-	7,501	100%
Capital Outlay - Hickory Road Sidewalk	-	500,000	-	0.00%
Capital Outlay - Fox Creek/Turner Village	141,981	250,000	349,298	139.72%
Capital Outlay - Hickory Spring Pkwy Intersec	-	-	-	100%
Capital Outlay-HS Pkwy Phase III	-	-	-	100%
Capital Outlay - Equipment	47,289	-	47,289	100%
Debt Service - Principal GTIB	-	335,000	81,225	24.25%
Debt Service - Interest GTIB	-	55,000	13,334	24.24%
TOTAL EXPENDITURES	\$ 409,510	\$ 7,500,000	\$ 1,003,958	13.39%



Town Center Fund
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Transfer from Other Funds	210,263	8,000,000	625,446	7.82%
TOTAL REVENUES	\$ 210,263	\$ 8,000,000	\$ 625,446	7.82%
EXPENDITURES:				
Professional Services	-	500,000	-	0.00%
Capital Outlay - Site Improvements	30,405	500,000	125,465	25.09%
Capital Outlay - Hardscape/softscape	-	500,000	4,500	0.90%
Capital Outlay - Buildings City Hall	-	6,500,000	-	0.00%
Capital Outlay - Buildings Parking Deck	2,345	500,000	341,942	68.39%
TOTAL EXPENDITURES	\$32,750	\$8,500,000	\$471,907	5.55%



Debt Service Fund
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Transfer from Other Funds	405,875	3,789,395	1,519,739	40.11%
TOTAL REVENUES	\$ 405,875	\$ 3,789,395	\$ 1,519,739	40.11%
EXPENDITURES:				
Debt Service - Bond Principal HSPRA 2016	-	344,764	171,341	49.70%
Debt Service - Bond Interest HSPRA 2016	-	13,972	8,027	57.45%
Debt Service - Bond Principal HSPRA 2023	-	128,000	-	0.00%
Debt Service - Bond Interest HSPRA 2023	-	75,650	-	0.00%
Debt Service - Bond Principal URA 2019	-	555,556	-	0.00%
Debt Service - Bond Principal URA 2020	-	230,770	-	0.00%
Debt Service - Bond Principal URA 2021	-	519,702	259,851	50.00%
Debt Service - Bond Principal URA 2023	-	830,000	-	0.00%
Debt Service - Bond Interest URA 2019	-	82,978	277,778	334.76%
Debt Service - Bond Interest URA 2020	-	56,355	43,988	78.06%
Debt Service - Bond Interest URA 2021	-	139,898	70,417	50.33%
Debt Service - Bond Interest URA 2023	-	811,750	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 3,789,395	\$ 831,402	21.94%



Stormwater Utility Fund
As of April 30, 2025

	April 2025		YTD	% of Annual
	Transactions	2025 Budget	Transactions	Budget
REVENUES:				
Stormwater Utility Fees	2,882	610,000	49,996	8.20%
TOTAL REVENUES	\$ 2,882	\$ 610,000	\$ 49,996	8.20%
EXPENSES:				
Salaries & Wages	3,657	60,916	7,314	12.01%
Employee Benefits - Medical Insurance	544	36,277	1,088	3.00%
Employee Benefits - Dental Insurance	15	1,133	30	2.65%
Employee Benefits - Disability	31	485	62	12.78%
Employee Benefits - ADD Life	6	147	12	8.16%
FICA	227	3,778	454	12.02%
Medicare	53	883	106	12.00%
Employee Benefits - Retirement	416	4,995	832	16.66%
Unemployment	2	46	4	8.70%
Workers Comp Insurance	59	3,410	118	3.46%
Professional Services - Legal	-	1,000	-	0.00%
Professional Services - Engineer	8,214	100,000	22,733	22.73%
Repairs & Maintenance	1,068	216,630	3,880	1.79%
Repairs & Maintenance - Vehicles	6	2,500	2,493	99.73%
Rental of Equipment	-	1,000	-	0.00%
Pest Control	-	500	-	0.00%
Communications	-	1,000	160	16.02%
Dues and Fees	145	5,000	148	2.96%
Training	40	1,500	40	2.67%
Other Expenditures	-	250	93	37.36%
General Supplies & Materials	-	500	-	0.00%
General Supplies - Postage	12	500	23	4.69%
Water/Sewer	-	1,000	-	0.00%
Gasoline & Diesel	62	5,000	207	4.13%
Small Equipment	-	3,200	603	18.86%
Other Supplies-Uniforms	-	250	-	0.00%
Depreciation	-	150,000	-	0.00%
Contingency	-	6,100	-	0.00%
Capital Lease Interest	-	2,000	-	0.00%
TOTAL EXPENSES	\$ 14,557	\$ 610,000	\$ 40,402	6.62%



Holly Springs Tree Commission
Budget to Actual Comparison Report
As of April 30, 2025

	April 2025 Transactions	2025 Budget	YTD Transactions	% Variance
REVENUES:				
Development Fees/Recompense	-	5,000	-	0.00%
Donations from Private Source	-	250	10.00	4.00%
TOTAL REVENUES	\$ -	\$ 5,250.00	\$ 10.00	0.19%
EXPENDITURES:				
Landscaping/Tree Planting & Care	-	28,500	10.98	0.04%
Travel	-	750	-	0.00%
Dues and Fees	-	500	63.47	12.69%
Education and Training	-	1,000	-	0.00%
Tree Commission Meetings	200.00	3,000	750.00	25.00%
Tree Seedlings	-	5,750	638.33	11.10%
Books and Periodicals	-	500	-	0.00%
TOTAL EXPENDITURES	\$ 200.00	\$ 40,000.00	\$ 1,462.78	3.66%

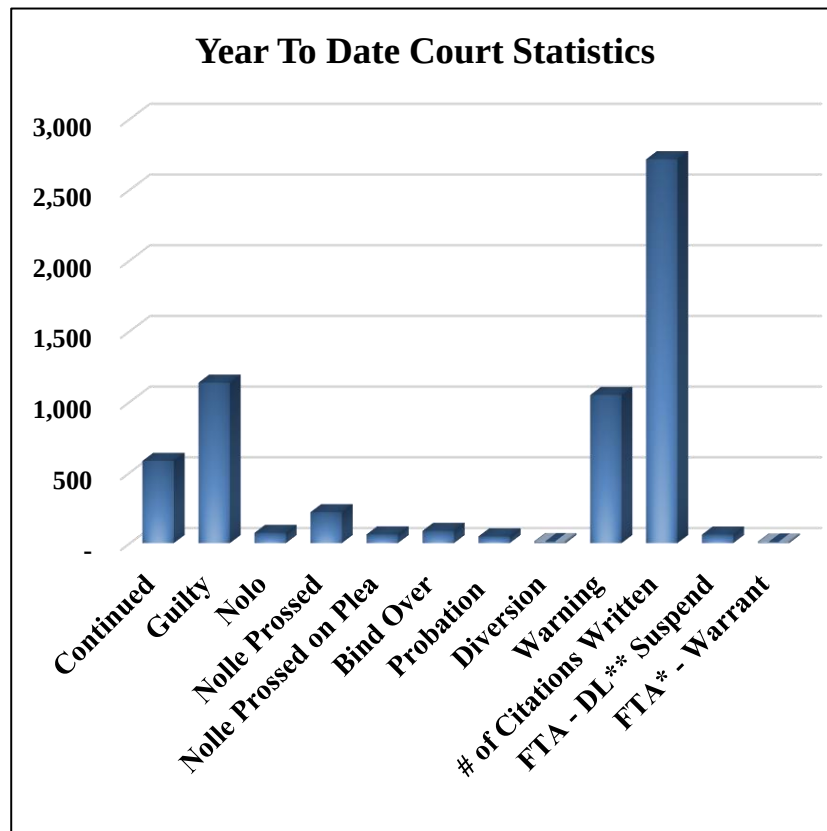


City of Holly Springs Court Statistics 2025 Year to Date

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Continued	117	201	103	160	-	-	-	-	-	-	-	-	581
Guilty	185	404	252	293	-	-	-	-	-	-	-	-	1,134
Nolo	14	18	16	24	-	-	-	-	-	-	-	-	72
Nolle Prossed	70	53	42	53	-	-	-	-	-	-	-	-	218
Nolle Prossed on Plea	0	29	15	17	-	-	-	-	-	-	-	-	61
Bind Over	17	23	18	28	-	-	-	-	-	-	-	-	86
Probation	6	18	8	15	-	-	-	-	-	-	-	-	47
Diversion	3	7	3	1	-	-	-	-	-	-	-	-	14
Warning	336	225	302	184	-	-	-	-	-	-	-	-	1,047
# of Citations Written	749	622	794	549	-	-	-	-	-	-	-	-	2,714
FTA - DL** Suspend	8	16	12	24	-	-	-	-	-	-	-	-	60
FTA* - Warrant	1	3	5	2	-	-	-	-	-	-	-	-	11

* Failure to Appear

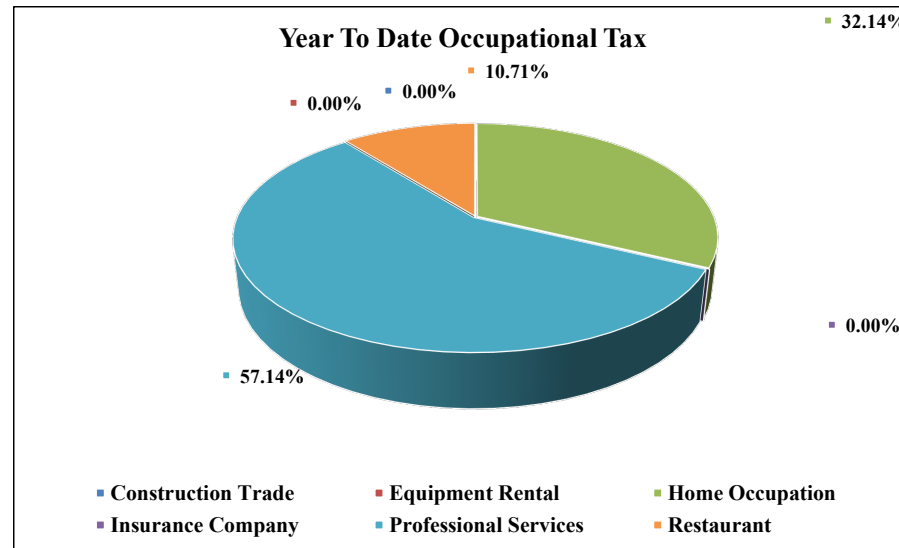
** Driver's License





**City of Holly Springs
Occupational Tax Summary
2025 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	4	1	1	3	-	-	-	-	-	-	-	-	9	32.14%
Insurance Company	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Professional Services	-	5	4	7	-	-	-	-	-	-	-	-	16	57.14%
Restaurant	-	2	-	1	-	-	-	-	-	-	-	-	3	10.71%
	4	8	5	11	-	-	-	-	-	-	-	-	28	100.00%





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

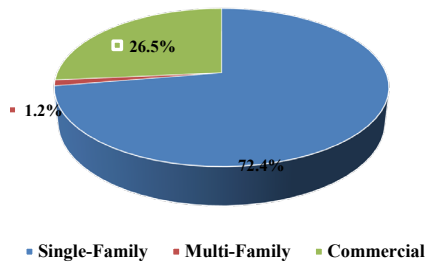
Description	Apr-25
Pot Hole Repair	3
Tree Service Work	2
ROW Mowing	38
Dead Animal Pick Up	0
Street Sweeping	0
Road Salting	0
Sign Maintenance	2
Litter Pickup	4
Stormwater maintenance	3
Traffic Signals	0
Equipment Maintenance	0
Misc. Work Orders	3
PARKS	
J.B. Owens	18
Barrett Park	15
Karen J. Barnett Park	11
J.C. Mullins	20
Monthly Totals	100



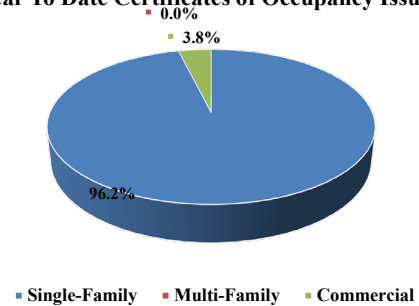
**City of Holly Springs
Building Permits and Certificates of Occupancy
2025 Year to Date**

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Single-Family													
Houses	3	12	4	56									75
Accessory Structures	2	2	2	5									11
Additions		1											1
Basement Buildouts				2									2
Mechanical	2	2	2	1									7
Plumbing	3	2		3									8
Electrical	2	5	2	2									11
Miscellaneous		6		1									7
Residential Fence	1												1
Certificates of Completion	1		1	1									3
Certificates of Occupancy	5	8	4	5									22
Multi-Family													
Townhomes													0
Apartments		2											2
Misc-Multi Family													0
Certificates of Occupancy													0
Commercial													
New Structures	4												4
Addition-C													0
Tenant Build Outs													0
Accessory Structures													0
Mechanical													0
Plumbing		1											1
Electrical			1	1									2
Misc-C		1	2	3									6
Signs	2	2	4	2									10
Utilities	3	10	6	3									22
Commercial Fence													0
Certificates of Completion													0
Certificates of Occupancy		1											1

Year To Date Permits Issued



Year To Date Certificates of Occupancy Issued





**City of Holly Springs
Stormwater Statistics
2025 Year to Date**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Stormwater Inspection Days	20	11	13	11									55
Number of Stormwater Complaints	1	2	4	2									9
Miles of Road Swept	0	0	0	0									0

