



City of Holly Springs

Date: Monday, December 18, 2023

Location: 3235 Holly Springs Pkwy

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

I. CALL TO ORDER

II. UNFINISHED BUSINESS

- A. Discuss a resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Tree Commission

III. NEW BUSINESS

- A. Discuss a change order for RFB #2021-02 Holly Springs Parkway Phase II, from C. W. Matthews Contracting Co., Inc.
Presented By: Robert H. Logan, City Manager
- B. Discuss a quote from Stephen Postell Tree Service
Presented By: Robert H. Logan, City Manager
- C. Discuss the 2024 Georgia Municipal Association Worker's Compensation Self Insurance Fund Renewal
Presented By: Karen Norred, City Clerk/Human Resources Director
- D. Discuss an agreement with Cloudpermit, Inc. for building permit software
Presented By: Nancy Moon, Community Development Director
- E. Discuss the 2023 Annual National Pollutant Discharge Elimination Systems (NPDES) Report
Presented By: Jon Page, Chief Building Official

IV. ADJOURNMENT



City of Holly Springs

Date: Monday, December 18, 2023

Location: 3235 Holly Springs Pkwy

City Council Business Meeting Agenda 7:00 p.m., Council Chambers

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

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

III. INVOCATION

IV. PUBLIC COMMENTS

V. SPECIAL PRESENTATIONS

Employee Recognitions – Five Years of Service
Tracey Chambers
Patrick Davis
Travis Wood

Employee Promotion
Sergeant Scott Ryder

VI. CONSENT AGENDA

A. November 6, 2023 City Council Public Hearing Minutes

B. November 6, 2023 City Council Work Session Minutes

C. November 20, 2023 City Council Work Session and Business Meeting Minutes

- D. A resolution for the City of Holly Springs Mayor and City Council to appoint the Mayor Pro Tem and the Standing Committees of the City Council
- E. A resolution for the City of Holly Springs Mayor and City Council to appoint members to the Downtown Development Authority of Holly Springs
- F. A resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Parks and Recreation Authority
- G. A resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Planning and Zoning Commission
- H. A resolution for the City of Holly Springs Mayor and City Council to appoint members to the Urban Redevelopment Agency of the City of Holly Springs, Georgia
- I. A resolution for the City of Holly Springs Mayor and City Council to appoint the City of Holly Springs Municipal Court Judge and Municipal Court Judge Pro Tem
- J. A resolution for the City of Holly Springs Mayor and City Council to appoint the City of Holly Springs Municipal Prosecuting Attorney and Assistant Prosecuting Attorneys
- K. Quote #7 from Douglas Outdoors for sidewalk repairs, in an amount not to exceed \$1,950
- L. Quote #8 from Douglas Outdoors for sidewalk repairs, in an amount not to exceed \$1,975
- M. Quote #9 from Douglas Outdoors for sidewalk repairs, in an amount not to exceed \$8,987
- N. Quote #10 from Douglas Outdoors for sidewalk repairs, in an amount not to exceed \$10,623
- O. Quote #11 from Douglas Outdoors for sidewalk repairs, in an amount not to exceed \$9,500
- P. A resolution to set qualifying fees for the City of Holly Springs, Georgia Municipal Election to be held on November 5, 2024
- Q. An addendum for the Memorandum of Agreement with the Systematic Alien Verification Entitlements (SAVE) program
- R. A Training Reimbursement Acknowledgment for reimbursement of training expenses by subsequent employer of a Peace Officer

S. The 2024 Meetings Calendar

T. Invoice #94598689 from Environmental Systems Research Institute, Inc. (ESRI) for the annual maintenance of the ArcGIS software, in an amount not to exceed \$5,170

U. The letter of agreement to transition procurement compliance from conditional approval to full approval for Locally Administered Projects (LAP) between the Georgia Department of Transportation and City of Holly Springs, Georgia

V. An ordinance to amend portions of the City Code as amended to Chapter 18 – Building and Building Regulations Article II – Flow Rate Restrictions on Plumbing Fixtures

W. Comcast Business Service Order Agreement #37001054 for the Public Works Building

VII. UNFINISHED BUSINESS

A. Approve/deny a resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Tree Commission

VIII. NEW BUSINESS

A. Approve/deny a change order for RFB #2021-02 Holly Springs Parkway Phase II, from C. W. Matthews Contracting Co., Inc. for the installation of a privacy gate and fences as declared by the plan revisions dated August 17, 2022, in an amount not to exceed \$13,830 and to ratify the signature of the City Manager

B. Approve/deny quote #1066 from Stephen Postell Tree Service to cut all trees and grind stumps along the Barrett Farms subdivision fence on Hickory Road from Park Lane east to the end of the subdivision, in an amount not to exceed \$6,000

C. Approve/deny invoice #342906 for the 2024 Georgia Municipal Association Worker's Compensation Self-Insurance Fund Renewal, in an amount not to exceed \$126,425

D. Approve/deny an agreement between the City of Holly Springs, Georgia and Cloudpermit, Inc. for a software service agreement and order for the following; permits, licensing, code enforcement and planning software & implementation, subject to the review and approval of the City Attorney, in an amount not to exceed \$27,000

IX. REPORTS

X. ADJOURNMENT

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

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

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

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

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

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

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

Member	Board/Commission	Term Length	Term Expiration
Alex Gray	Tree Commission	1	12/24
Tray Herndon	Tree Commission	1	12/24
Mark Hutchins	Tree Commission	1	12/24
Colleen Konwick	Tree Commission	1	12/24
Pamela Shurmantine	Tree Commission	1	12/24

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

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

SO RESOLVED THIS 18th DAY OF DECEMBER, 2023.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

Board & Community Organization Application



The City of Holly Springs believes engaged citizens are the key to a high-functioning, well-informed government. The City aims to tap into the invaluable insight that only citizens can offer through various boards, commissions, and authorities. The members of these governing bodies will make decisions for our community as well as recommend and review City policies. This application will assist elected officials, incumbent board members, and staff in reviewing applicant eligibility and qualifications for board membership.

Please select the Boards or Community Groups on which you would like to serve.

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

Name

Tray	Herndon
First	Last

Address

314 Braswell Ct		
Address Line 1		
Address Line 2		
Holly Springs	Georgia	30188
City	State	Zip Code

Email

--

Please list an email address that you check often; this will be the primary method of communication from City staff.

Phone #

--

This is a
☒ Cell Phone ☐ Home Phone

Please list a phone number at which City staff can easily reach you.

Job Title/Occupation

Executive Recruiter

Who are you employed by?

Odgers Berndtson

Are you a registered voter in Cherokee County?

☒ Yes ☐ No

Are you willing to participate in required trainings?

☒ Yes ☐ No

The City will pay for or reimburse related fees and travel expenses is proper documentation if provided.

Were you recommended or nominated by a sitting City council/commission/board member or Mayor?

☐ Yes ☒ No

A recommendation/nomination is not mandatory for consideration.

Please list any information (experience, education, community activities, organization memberships, etc.) that you think should be considered for your appointment to a board or commission.

Participant on Holly Springs Brand Steering Committee

As a recruiter in the industrial space, I consult with large organizations that are leading the clean energy transition.

I am an HOA board President so beautification is top of mind for me and the community I live in.

You may choose to attach a resume in lieu of listing these items.

Attach a your resume here.

If submitting a resume, please upload in .pdf format.

Are there any reasons that you may have a conflict of interest if you were appointed to one of the City of Holly Springs boards or commissions?

☐ Yes ☒ No

Signature & Applicant Statement: I understand that I am applying for an appointment to a board, commission, and/or authority with the City of Holly Springs. I understand that the body for which I am being considered may require an interview prior to consideration for such appointment. In addition, I will be required to take an Oath of Office obligating that I perform faithfully and impartially the duties of office. My application will remain on file for a period of 12 months after which time, I will be required to submit a new application. I agree to comply at all times with requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in the application are true to the best of my knowledge.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke at the end.

Board & Community Organization Application



The City of Holly Springs believes engaged citizens are the key to a high-functioning, well-informed government. The City aims to tap into the invaluable insight that only citizens can offer through various boards, commissions, and authorities. The members of these governing bodies will make decisions for our community as well as recommend and review City policies. This application will assist elected officials, incumbent board members, and staff in reviewing applicant eligibility and qualifications for board membership.

Please select the Boards or Community Groups on which you would like to serve.

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

Name

Marc	Hutchins
First	Last

Address

[REDACTED]

Address Line 1

--

Address Line 2

Canton	Georgia	30115
City	State	Zip Code

Email

marc@alexanderfilms.com

Please list an email address that you check often; this will be the primary method of communication from City staff.

Phone #

[REDACTED]

This is a

☒ Cell Phone ☐ Home Phone

Please list a phone number at which City staff can easily reach you.

Job Title/Occupation

Deputy Marshal

Who are you employed by?

CherokeeCounty Marshals Office

Are you a registered voter in Cherokee County?

☒ Yes ☐ No

Are you willing to participate in required trainings?

☒ Yes ☐ No

The City will pay for or reimburse related fees and travel expenses if proper documentation is provided.

Were you recommended or nominated by a sitting City council/commission/board member or Mayor?

☒ Yes ☐ No

A recommendation/nomination is not mandatory for consideration.

If yes, please list their name(s) below.

Rob Logan

Please list any information, experience, education, community activities, organization memberships, etc.) that you think should be considered for your appointment to a board or commission.

See attached

You may choose to attach a resume in lieu of listing these items.

Attach a your resume here.

MAH 2023 resume_121323.pdf

If submitting a resume, please upload in .pdf format.

Are there any reasons that you may have a conflict of interest if you were appointed to one of the City of Solly : prings boards or commissions?

☐ Yes ☒ No

I, the undersigned, do hereby certify that I understand that I am applying for an appointment to a board, commission, and/or authority with the City of Solly : prings. I understand that the body (or which I am being considered) may require an interview prior to consideration (or such appointment. In addition, I will be required to take an Oath of Office obligating that I perform faithfully and impartially the duties of office. My application will remain on file for a period of 12 months after which time I will be required to submit a new application. I agree to comply at all times with requirements of the office (or which I am applying and to which I may be appointed. All statements and information provided in the application are true to the best of my knowledge.



Marc A Hutchins

[REDACTED], Canton, GA 30115
[REDACTED] | marc@alexanderfilms.com

SUMMARY OF QUALIFICATIONS

Marc is an award-winning independent filmmaker, dynamic educator, and law enforcement officer with over two decades of experience in media production, project and production management, and teaching.

As a filmmaker, Marc has managed his production company since 2003, producing commercials, industrial videos, and independent feature films. Marc operates as a producer, production manager, and production coordinator, with responsibilities to include scheduling and budgeting, hiring crew and talent, coordinating travel, housing, and meals, and managing and directing large crews and talent over multi-week productions. As an educator, Marc has developed and taught curriculum for collegiate communication and film courses, inspiring his students to create award-winning media. As a law enforcement officer, Marc values the engagement with the public in positive and meaningful ways, seeking opportunities to change negative public opinions.

Marc has been married since 1990 and has eight children.

EDUCATION

Full Sail University	Orlando, FL
<i>MFA, Film Production; valedictorian; course award</i>	June 2017
University of Florida	Gainesville, FL
<i>BS, Exercise and Sport Sciences, physical education; graduated with honors</i>	Dec 1998

EXPERIENCE

Cherokee County Marshals Office	Canton, GA
<i>Deputy Marshal</i>	Dec 2023 – Present
• Patrolling • Code enforcement • Answering dispatched calls • Completing incident reports • Public relations	

Holly Springs Police Department

Uniform police officer

Holly Spring, GA
June 2022 – Nov 2023

- Patrolling
- Traffic
- Answering dispatched calls
- Completing incident and collision reports
- Public relation visits to local businesses

San Diego Christian College

Assistant professor, film and media production

Santee, CA
Aug 2016 – May 2021

- Designed and taught all film production concentration courses
- Redesigned and taught many communication courses
- Managed production gear, studio, and edit suites
- Assisted students with music videos and film projects
- Worked with students and colleagues to develop pitch material

Alexander Films, LLC

Producer/owner

Blue Ridge, VA
2003 – present

- Develop projects – feature film, TV, commercial; including creating lookbooks, series bibles, and decks for pitching
- Write and co-write short and feature films
- Budget and schedule commercial work and feature films
- Hire and manage crew and talent for commercials, short and feature films
- Direct commercial productions, local TV, short films, and indie features
- Manage and assist with post production – editing, VFX (Adobe CC)
- Market feature films through festivals and distribution
- Productions include *Finding Faith* (2013), *Crossing Streets/Truth & Justice* (2016), *Nearly Married* (2016), and *Wedding Screeners* (2020)

Elementary PE Teacher

Bedford Primary School; Lincoln Terrace Elementary

Bedford & Roanoke, VA
2000 – 2004

- Daily managed and instructed elementary students
- Developed lesson plans and curriculum for classroom and gym instruction

SOFTWARE

- | | |
|--------------------|-------------------------------------|
| • Microsoft Office | • Movie Magic Budgeting/Scheduling |
| • Adobe CC | • DaVinci Resolve |
| • Final Draft | • Windows and Mac operating systems |

MILITARY

USMC

Amphibious Assault Crewman

Desert Storm 1991; Sergeant; honorable discharge

Jacksonville, FL
1989 – 1997



C. W. MATTHEWS CONTRACTING CO., INC.

DRAWER 970

MARIETTA, GEORGIA 30061

TELEPHONE (770) 422-7520

FAX (770) 422-1068

November 30, 2023

Jacob Hughes, P.E
BM&K Construction & Engineering
103 Mountain Brook Drive, Suite 112
Holly Springs, GA 30115

Project: RFB #2021-02 HOLLY SPRINGS PARKWAY PHASE II, CHEROKEE CWM# 2815

Subject: Revised Fence and Gate Pricing At Station 125+00 RT

Dear Mr. Hughes,

C.W. Matthews is pleased to provide the below pricing for the installation of 6 FT by 20 FT Double Swing Wood Privacy Gate, 6 FT Pressure Treated Pine Privacy Fence, and 6 FT Galvanized Chain Link Fence Topped with 3 Strand Barbed Wire as declared by the plan revisions dated August 17, 2022. The original contract did not have contractual pay items for the above referenced work.

Please see below for the associated costs for the work listed above.

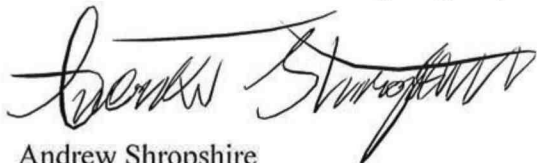
New Contract Items

Item Description	Unit	Quantity	Unit Price	Extended Price
6 FT X 20 FT Double Swing Wood Privacy Gate	EA	1	\$3,111.11	\$3,111.11
6 FT Pressure Treated Pine Privacy Fence	LF	120	\$38.89	\$4,666.80
6 FT Galvanized Chain Link Fence W/3 Strand Barbed Wire	LF	35	\$83.33	\$2,916.55
Survey Fence Layout	LS	1	\$3,134.82	\$3,134.82
Total Additions				\$13,829.28

These prices are only valid for 14 days from the date of submittal.

With kindest regards, we are

C.W. Matthews Contracting Co., Inc,



Andrew Shropshire

Project Engineer

Mobile No: 470-216-0176

Email: Ashropshire@cwmatthews.com

CC:

Andrew Shropshire (CWM)

Brian Johnson (CWM)

Byron Rhodes (CWM)

Kevin Eubanks (CWM)

Frank Crumbley (CWM)

Vane Gunter (CWM)

Mitch Green (BMK)

Project 2815

Approved
12/8/2023
Robert H Logan

Steven W. Miller, Mayor

December 18, 2023
Date

Attest:

Karen Norred, City Clerk
(Seal)

STEPHEN POSTELL TREE SERVICE

CUSTOMER:

City of Holly Springs

DATE:

PHONE:

EMAIL:

☐ CASH ☐ CREDIT CARD ☐ CHECK

440 Stover Road • Canton, GA 30115

1066

Cut All trees along fence on Highway RL
and grade All Steps

THANK YOU FOR YOUR BUSINESS!!

Thank you for allowing us the opportunity to do business with you.
Should you have any questions or concerns please feel free to contact me.

Thank You,
Stephen Postell
770-337-8274

SUB TOTAL

TAX/DISCOUNT

DEPOSIT

BALANCE

TOTAL 6000.00

CUSTOMER Steven W. Miller, Mayor
City of Holly Springs

12-18-2023
DATE



Ms. Karen Norred
City Clerk
City of Holly Springs
PO Box 990
Holly Springs, GA 30142-0990

2024 Workers Compensation Renewal



November 30, 2023

RISK MANAGEMENT AND
EMPLOYEE BENEFITS SERVICES
BOARD OF TRUSTEES

Chair
Marcia Hampton
City Manager, Douglasville

Vice Chair
Shelly Berryhill
Commissioner, Hawkinsville

Secretary-Treasurer
Larry H. Hanson
CEO and Executive Director

Trustees:

Linda Blechinger
Mayor, Auburn

Chris Hobby
City Manager, Bainbridge

Meg Kelsey
City Manager, LaGrange

Jessica O'Connor
City Manager, Griffin

W. D. Palmer, III
Councilmember, Camilla

James F. Palmer
Mayor, Calhoun

John Reid
Mayor, Eatonton

JoAnne Taylor
Mayor, Dahlonega

Albert Thurman
Mayor, Powder Springs

Kenneth L. Usry
Mayor, Thomson

Rebecca L. Tydings
City Attorney, Centerville

Clemontine Washington
Mayor Pro Tem, Midway

Vince Williams
Mayor, Union City

EXECUTIVE STAFF
Randy Logan
Deputy Executive Director

Karen Norred
City Clerk
City of Holly Springs
PO Box 990
Holly Springs, GA 30142-0990

RE: GMA WCSIF 2024 Workers' Compensation Renewal

Dear Karen:

Enclosed is the 2024 estimated annual contribution for your workers' compensation coverage through the GMA Workers' Compensation Self-Insurance Fund (GMA WCSIF). Following a comprehensive review by the program's actuary, manual rates for 2024 will remain the same as 2023. Deductible discounts for 2024 will also remain the same as the expiring year. Changes to contributions for individual members is dependent upon each entity's exposure changes and loss experience.

If you have not provided specific payroll estimates for 2024, we have made an estimate based on your actual audited payroll for the 2022 coverage period. For members that joined in 2023, your 2024 payroll estimate is based on 2023 estimates. **Please review the payroll and class code estimates carefully. If you are not in agreement with the estimates indicated, please contact us and we will make adjustments based on the information you provide.**

The manual rate for volunteer firefighters will remain the same as for paid firefighters. The minimum payroll allocated for each volunteer will remain at \$2,000 for 2024.

The 2024 experience modification factor is based upon your entity's loss experience in the years of 2020, 2021 and 2022. The experience modification factor was produced using the experience rating plan filed by the GMA WCSIF with the Office of the Insurance Commissioner and is not promulgated by NCCI. This experience rating plan is an integral component of the GMA WCSIF rating model and discount process and is unique to coverage with the GMA WCSIF.

Coverage Cancellation after January 1, 2024

Your coverage is being renewed for the period of January 1, 2024 to January 1, 2025. Please be aware that if you cancel your coverage after January 1, 2024, and before January 1, 2025, you may do so only after providing 90-days' notice to GMA WCSIF. This is a requirement defined by statute, GMA WCSIF bylaws and the Intrastate Agreement signed by your organization when you joined the GMA WCSIF.

In addition, if you cancel coverage after inception, but before January 1, 2025, you will be required to pay a cancellation penalty of 10% of the unearned premium. Unearned premium is considered as the premium that would have applied for coverage between the

WS Agenda Item III-C

date coverage is terminated and January 1, 2025. The short term cancellation penalty would be in addition to the premium owed for the period coverage was actually in effect.

Credit for a drug-free workplace

Please be advised that the GMA WCSIF has always supported the maintenance of a drug-free environment by its members. Your estimated contribution assumes members are maintaining a drug-free work environment.

Enclosed invoice

The enclosed invoice represents the total 2024 estimated workers' compensation contribution. You may pay the entire contribution, or you may make installments. **According to statute, you must pay a minimum of 25% of the contribution within 30 days of the invoice date.** Coverage is subject to cancellation if the minimum is not paid. If you choose to pay on an installment plan, you will receive a monthly statement reflecting the outstanding balance. **The entire contribution must be paid prior to July 1, 2024 to avoid possible disruption of coverage.**

Please make your check payable to the GMA Workers' Compensation Self-Insurance Fund and forward to:

**GMA Workers' Compensation Self-Insurance Fund
P.O. Box 105377
Atlanta, GA 30348**

We appreciate your continued support of the GMA Workers' Compensation Self-Insurance Fund and look forward to serving your workers' compensation needs during the upcoming year.

If you have any questions concerning the renewal, please do not hesitate to contact me at (678) 686-6221 or sdeese@gacities.com.

If you need assistance regarding a workers' compensation claim, please contact the workers' compensation Claims Manager, Jan Hoard, at 404-313-7285 or jhoard@gacities.com.

Outside the local Atlanta calling area, we can both be reached toll-free at 888-488-4462.

Sincerely,



Stan Deese
Director, Risk Management Services

Enclosure

C: Larry Hanson, Executive Director
Randy Logan, Deputy Executive Director

**GEORGIA MUNICIPAL ASSOCIATION
WORKERS' COMPENSATION SELF-INSURANCE FUND
PO Box 105377
ATLANTA, GA 30348
(404) 688 - 0472**

CERTIFICATE OF COVERAGE

THIS IS TO CERTIFY THAT THE FOLLOWING COVERAGES ARE BEING PROVIDED TO THE FOLLOWING NAMED MEMBER 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 COVERAGE AFFORDED BY THE GMA WORKERS' COMPENSATION SELF-INSURANCE FUND IS SUBJECT TO ALL THE TERMS, EXCLUSION, AND CONDITIONS OF SUCH COVERAGE.

NAMED MEMBER:	CERTIFICATE HOLDER:
City of Holly Springs PO Box 990 Holly Springs, GA 30142-0990	
Ref#: 24-WC-125	

POLICY PERIOD:	January 1, 2024 - January 1, 2025
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COVERAGE PROVIDED:	COVERAGE LIMITS:
WORKERS' COMPENSATION	STATUTORY LIMITS
EMPLOYERS LIABILITY	OCCURRENCE \$2,000,000

CANCELLATION:
SHOULD THE ABOVE COVERAGE BE CANCELLED BY EITHER PARTY, THE GMA WORKERS' COMPENSATION SELF-INSURANCE FUND WILL ENDEAVOR TO MAIL <u>90</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED ABOVE, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE GMA WORKERS' COMPENSATION FUND, ITS BOARD OF TRUSTEES, OR REPRESENTATIVES.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND OR ALTER THE COVERAGE AFFORDED BY MEMBERSHIP IN THE GEORGIA MUNICIPAL ASSOCIATION WORKERS' COMPENSATION SELF-INSURANCE FUND.

January 1, 2024

DATE ISSUED



STAN DEESE
DIRECTOR, RISK MANAGEMENT SERVICES
AUTHORIZED REPRESENTATIVE

Georgia Municipal Association Workers' Compensation Self-Insurance Fund
--

2024 -Estimated Annual Premium

HOLLY SPRINGS

Code	No	Payroll Classification	Rate	Payroll	Manual
7520	4	Water Utility	6.22	\$172,425	\$10,725
7720	37	Police Officers	4.98	\$2,684,041	\$133,665
8742	2	City Administrator	.57	\$261,881	\$1,493
8810	15	Clerical	.34	\$1,006,104	\$3,421
9402	2	Public Works/Streets	9.74	\$68,871	\$6,708
9410	6	Municipal Employee NOC	2.36	\$141,199	\$3,332
66		Total Estimated Payroll		\$4,334,521	
		Total Manual Premium			\$159,344
		Experience Modification	.98		
		Standard Premium			\$156,157
		Misc. Modification	.88		
		\$2,500 Deductible Modification	.92		
		Premium Adjustment			\$0
		Earned Premium			\$126,425
		Premium Due			\$126,425



Workers Compensation Self-Insurance Fund

INVOICE

City of Holly Springs

Ms. Karen Norred

PO Box 990

Holly Springs, GA 30142-0990

INVOICE DATE: 11/28/2023

DUE DATE: 1/1/2024

CUSTOMER: 125

INVOICE #	BILLING DESCRIPTION	AMOUNT
342906	2024-Estimated Annual Premium	<u>\$126,425.00</u>

Steven W. Miller, Mayor

December 18, 2023
Date

Attest:

Karen Norred, City Clerk
(Seal)



Workers Compensation Self-Insurance Fund

INVOICE

City of Holly Springs

Ms. Karen Norred

PO Box 990

Holly Springs, GA 30142-0990

INVOICE DATE: 11/28/2023

DUE DATE: 1/1/2024

CUSTOMER: 125

REMITTANCE COPY

INVOICE #	BILLING DESCRIPTION	AMOUNT
342906	2024-Estimated Annual Premium	\$126,425.00

Steven W. Miller, Mayor

December 18, 2023
Date

Attest:

Karen Norred, City Clerk
(Seal)

**Georgia Municipal Association
Workers' Compensation Self-Insurance Fund**

2024 -Estimated Annual Premium

HOLLY SPRINGS

Code	No	Payroll Classification	Rate	Payroll	Manual
7520	4	Water Utility	6.22	\$172,425	\$10,725
7720	37	Police Officers	4.98	\$2,684,041	\$133,665
8742	2	City Administrator	.57	\$261,881	\$1,493
8810	15	Clerical	.34	\$1,006,104	\$3,421
9402	2	Public Works/Streets	9.74	\$68,871	\$6,708
9410	6	Municipal Employee NOC	2.36	\$141,199	\$3,332
66		Total Estimated Payroll		\$4,334,521	
		Total Manual Premium			\$159,344
		Experience Modification	.98		
		Standard Premium			\$156,157
		Misc. Modification	.88		
		\$2,500 Deductible Modification	.92		
		Premium Adjustment			\$0
		Earned Premium			\$126,425
		Premium Due			\$126,425



COUNCIL AGENDA REPORT

FROM: Nancy Moon

CC: City Clerk
Public Information

SUBJECT: Discuss Community Development Software to include Building Permits, Business License, Code Enforcement, and Planning

DATE: December 14, 2023

COUNCIL MEETING DATE: December 18, 2023

RECOMMENDATION

In reviewing ways to increase staff productivity and efficiency, staff is recommending upgrading the community development software to a platform that is more user-friendly and allows for more direct access by the public to information. With this platform, users applying for building permits or business licenses would be able to file everything online, including completing information, i.e. forms, that is currently hand entered by staff. They would also be able to see real-time results for inspections and status of projects, thus reducing staff time in responding to emails and phone calls. In addition, the information is linked to the City GIS data and staff/public would be able to view/find data visually by utilizing the map, in addition to addresses, parcel numbers, etc... City staff reviewed two packages and quotes are as follows:

Brightly

Product	Annual Fee
Building/Licensing/Code Enforcement	\$18,395.15*
Connections for Finance/Plans/Laserfiche	\$4,089.04*
Total Annual Fee	22,484.19
Configuration/Implementation	\$34,774.42
Total First Year	\$57,258.61

*Fees increase annually.

Cloudpermit

Product	Annual Fee
Building	\$9,000.00
Licensing and Registration	\$3,000.00
Code Enforcement	\$2,000.00
Planning	\$3,000.00
Total Annual Fee	\$17,000.00
	One Time Fee
Data Import	\$5,000.00
Implementation	\$5,000.00
Total First Year	\$27,000.00

Staff recommends contracting with Cloudpermit, Inc.

WS Agenda Item III-D

CONCURRENCES

City Manager

FISCAL IMPACT

See above.

ALTERNATIVES

Denial

ATTACHMENTS

Quotes/Contract

Cloudpermit Solutions Overview

Smart Software Solutions for
Community Development



Our Solutions

Building Permitting and Licensing
Software Made Simple



Building Permitting

Use government permitting software to provide better citizen service, organize your building permits, and accept complete applications.



Business Licensing

Enjoy business license software that lets your team issue and renew business licenses, access property information, and use interactive maps.



Planning & Zoning

Take advantage of planning and zoning software to issue land use permits and achieve greater land management.



Code Enforcement

Benefit from code enforcement management software that allows code compliance officers to accept complaints online, view case history in chronological order, and communicate with direct and group messages.

Don't take our word for it...

Listen to our partners

“Every part of **my Cloudpermit journey has been easy** and everything that I was promised in the sales process has been delivered.”

Julie Wicker, Clerk for the Town of Wilson, Wisconsin

“We were confident with our decision because **Cloudpermit offered what we needed**, fit our budget, and worked with many other governments.”

John Snelson, Code Enforcement/Zoning Officer for White Oak Borough



Building Permitting

Online building permitting and inspection processes provide local government agencies with a fast and efficient development approval process. Users can log into Cloudpermit 24/7 to issue building permits, schedule building inspections, and communicate with applicants.



Cloudpermit helps building departments **become more efficient.**

Contents

Click on a topic to read more:

[Online Portal in the Cloud](#)

[Building Permits](#)

[Building Inspections](#)

[GIS Integrated Maps](#)

[Configuration](#)

[Reporting](#)

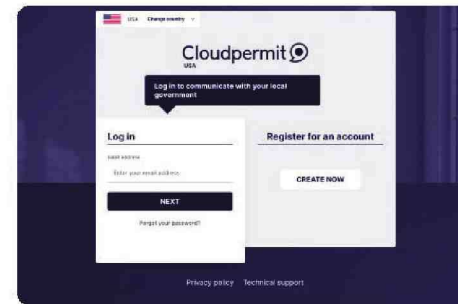
[Payment](#)



Online Portal in the Cloud

Log into Cloudpermit whenever and wherever suits you best.

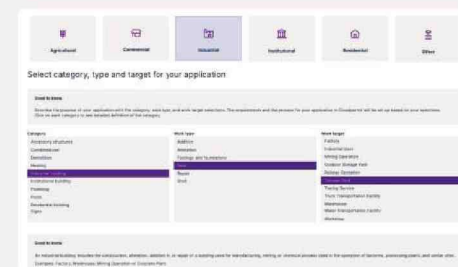
- ✔ Use any mobile device via the Internet
- ✔ Benefit from storing information in the cloud
- ✔ Automatically save and protect information in real-time
- ✔ Send direct or group time-stamped messages



Building Permits

Accept complete building permit applications and issue building permits as soon as payment is processed with a few clicks.

- ✔ Force citizens to complete applications before they can click 'submit' with mandatory input fields
- ✔ Update and send automatic building permit status updates to applicants and all involved parties
- ✔ Filter and organize by property, property owner, property identification number, parcel identifying number, etc.



- ✓ Determine and set exact application requirements
- ✓ Collect secure applications

Building Inspections

Conduct on-site mobile inspections on your phone, laptop, or tablet, and manage simple and re-inspections remotely.

- ✔ Input notes and complete reports in the field
- ✔ Manage deficiencies, orders, and past/upcoming inspections
- ✔ Update and send automatic building inspection status updates to applicants and all involved parties
- ✔ Schedule and require additional inspections
- ✔ Dispatch and manage multiple inspectors/inspections
- ✔ View status of all inspections on a multi-permit site



GIS Integrated Maps

Take advantage of online, interactive maps that are integrated with your GIS.

- ✓ Search locations by address, property identification numbers, or by selecting it on a map
- ✓ Access different layers such as flooding maps, heritage areas, construction areas, etc.
- ✓ Plan optimal routes based on requested times, locations, and already planned inspections

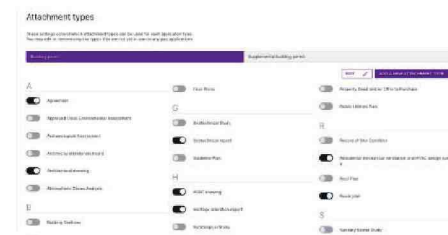


- ✓ Draw and determine the size of a property or other areas

Configuration

Use software that is configured to meet your needs and receive support from trained Cloudpermit experts during implementation.

- ✓ Change and modify workflows
- ✓ Manage requirements, including forms, drawings, reviews, and inspections for each type of application
- ✓ Use templates to create permits, reports, certificates, and other documents in PDF format

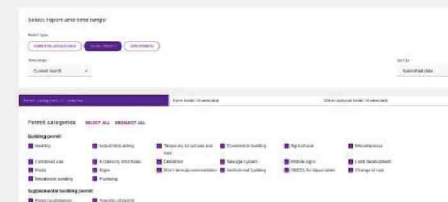


- ✓ Add stakeholders to review and approval processes

Reporting

Benefit from accurate and fast reporting online.

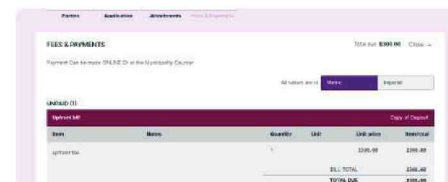
- ✓ Select and filter application categories, form fields, and optional fields
- ✓ Download reports as an Excel or CSV file
- ✓ Create pre-sets to save reports



Payment

Enable online and over-the-counter payments for easy fee collection.

- ✓ Accept secure payments
- ✓ Integrate with third-party PCI Compliant payment gateways
- ✓ Inform citizens when they have a due payment



- ✓ Manage due or overdue payments

Cloudpermit

Building Permitting and Licensing
Software Made Simple



Use Anytime, Anywhere

Work in the field, issue applications from your couch, and cut down on time spent at the front counter. All users can access Cloudpermit from their phone, tablet, and computer without any installations or downloads — just log in online.

Communicate in One Place

Send direct and group time-stamped messages for organized conversations.

Accept Payment

Benefit from community development software that doesn't have any frills or added expenses you don't need. It's intuitive and easy for all users to enjoy, even those who aren't good with tech.

Get Up and Running Quickly

Facilitate community growth with increased revenue by speeding up processes. Make your community a better place to live, build, and grow.



Planning & Zoning

Benefit from online planning & zoning for simple and intuitive community development.

Use Cloudpermit 24/7 to accept planning applications, circulate complete applications, and communicate with applicants.

Cloudpermit helps planning departments **become more efficient.**



Contents

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[Meetings](#)

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Meetings

Keep track of your meetings to approve planning applications faster.

- ✓ Manage pre-consultation requests
- ✓ Review past, upcoming, and proposed meetings
- ✓ Use templates to create agendas for planning commissions, boards, or council meetings
- ✓ Generate downloadable meeting packages that include relevant documents and agendas

The screenshot shows a web interface titled "MEETINGS" with a "DRAFT" status. It includes fields for "Date of the meeting" (2023-01-04), "Start time" (4:00 PM), and "End time" (5:00 PM). There is a "Topic" field with the text "Pre-consultation Discussion" and a "Meeting notes (optional)" section with an agenda: "Site plans and drawings review" and "Project updates round table". At the bottom, there are "UNDO CHANGES" and "SAVE CHANGES" buttons.

Public Notice

Engage with your public online.

- ✓ Record and inform interested parties with status updates on projects
- ✓ Allow citizens to automatically receive decisions on applications by registering through a link/QR code
- ✓ Generate an automated list of property owners within the required public notice radius
- ✓ Measure public opinion
- ✓ Upload documents as part of public notice notes such as opinion, opposition, or support letters

The screenshot shows a web interface titled "PUBLIC NOTICE". It features a "PUBLISH LINK" section with a "Published" toggle switch. Below this, there are buttons for "COPY LINK TO CLIPBOARD" and "DOWNLOAD QR CODE", followed by a QR code and a URL: "https://datagov.ca.chicagomark.com/public-notice/CA-25-99022-P-2401-108".

Circulation

Circulate complete applications in real-time to external and internal departments and agencies.

- ✓ Send multiple circulation requests at once
- ✓ Control commenting visibility
- ✓ Notify users via email when a new circulation request is made
- ✓ Receive all responses in one place
- ✓ Set upcoming due dates such as opinion, opposition, or support letters

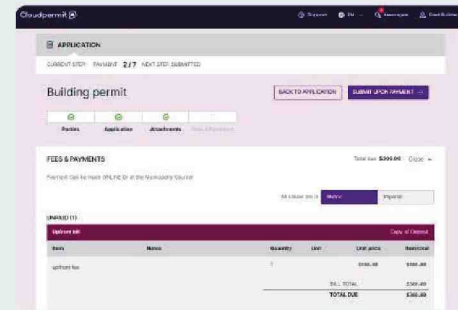
The screenshot shows a web interface titled "NEW CIRCULATION REQUESTS". It includes a "Requester" field, a "Request type" dropdown menu, and a "Request status" dropdown menu. There are also buttons for "Add new circulation request" and "Cancel".



Payment

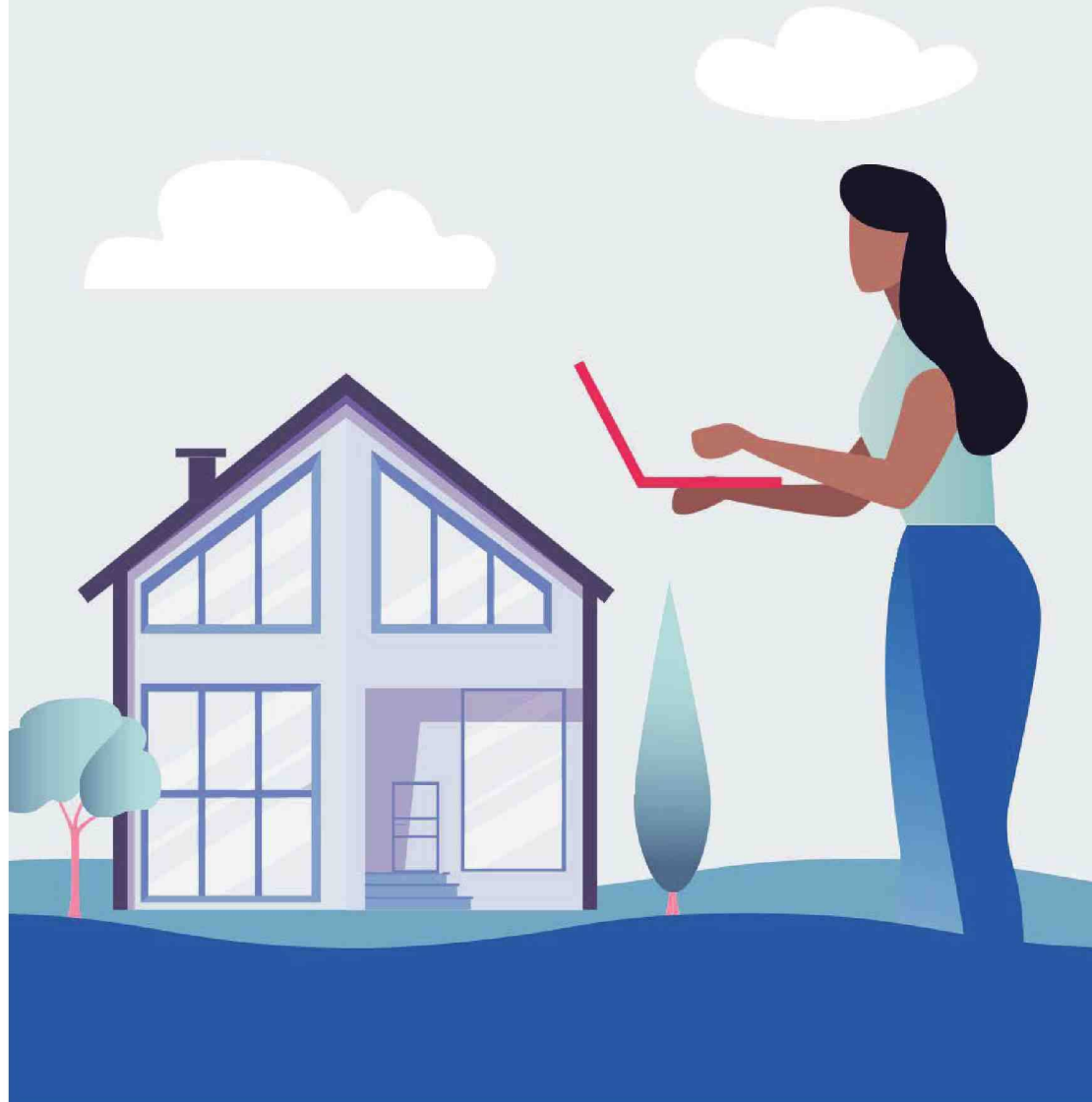
Accept secure payments online.

- ✓ Enable online and over-the-counter payments
- ✓ Integrate with third-party PCI compliant payment gateways
- ✓ Notify citizens when they have a due payment
- ✓ Create upfront application bills and bill drafts automatically



The screenshot shows a web application interface for a building permit. The top navigation bar includes links for 'Home', 'Permit', 'Fees', 'Payments', and 'Contact Us'. The main content area is titled 'APPLICATION' and shows the 'Building permit' section. Below this, there are tabs for 'Permits', 'Applications', 'Attachments', and 'Track & Payments'. The 'FILES & PAYMENTS' section is active, displaying a table of fees and a total due of \$260.00. The table has columns for 'Item', 'Description', 'Amount', 'Unit', 'Unit Price', and 'Total'. The 'TOTAL DUE' is \$260.00.

Item	Description	Amount	Unit	Unit Price	Total
Application fee		1		\$260.00	\$260.00
TOTAL DUE					\$260.00



Code Enforcement

Streamline your code enforcement with online government services and simple community development. Cloudpermit is accessible 24/7 and allows online complaint submission, case creation in the field, and online payments.



Cloudpermit helps code enforcement departments **become more efficient.**

Contents

Click on a topic to read more:

[Online Portal in the Cloud](#)

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[Complaints](#)

[Reporting](#)

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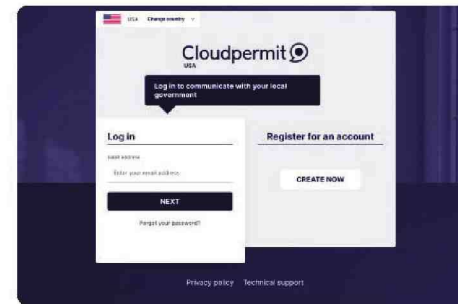
[Payment](#)



Online Portal in the Cloud

Log into Cloudpermit whenever and wherever suits you best.

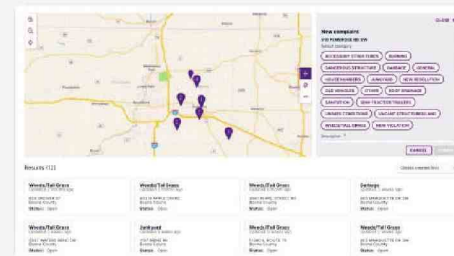
- ✓ Use any mobile device via the Internet
- ✓ Benefit from storing information in the cloud
- ✓ Automatically save and protect information in real-time
- ✓ Send direct or group time-stamped messages



Complaints

Accept complaints and determine what contact information is required before they hit 'submit'.

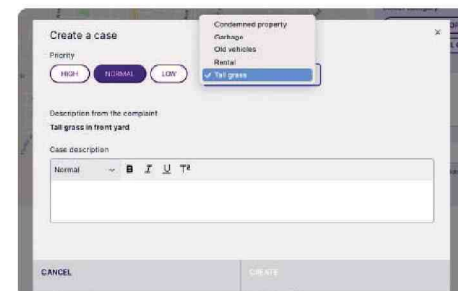
- ✓ Read, filter, and organize complaints
- ✓ View all complaints in one area
- ✓ Document violations with standard wording templates
- ✓ Receive photos from complainants



Cases

Create cases and document violations in the field.

- ✓ Add multiple violations to one case
- ✓ Track resolution of violations
- ✓ Search past building permits, previous complaints, and code enforcement cases, and open the complete history of a property
- ✓ Pull information on property owners, councils, courts, and other stakeholders
- ✓ View case history in chronological order



- ✓ Upload and store photos



Terms and Conditions

Term: 3 years, billable annually
Invoicing: Subscription invoice to be sent after contract is signed and then annually.
First invoice (50%) for implementation fee is due upon implementation start (M1) and the second invoice (50%) for implementation fee to be sent after Go Live Milestone (M2) is approved.
Payment Term: Net 30 days from Invoice Date
Subscription Start Date: Date of contract signature

All stated prices are exclusive of any taxes.

Customer Name: City of Holly Springs, Georgia
Signature: _____
Printed Name of Person Signing: Steven W. Miller
Title: Mayor
Date: December 18, 2023
Accounts Payable Email: dlamazares@hollyspringsga.us

By signing here, the Customer agrees to this Order Form, the Software Service Agreement and any other appendices and documentation expressly referenced in this Order Form, the Software Service Agreement and/or any amendments (together the "Agreement").

The individual signing this Agreement represents and warrants that he or she has the right and authority to bind the Customer.

Cloudpermit

Signature: _____
Printed Name of Person Signing: Jarkko Turtiainen
Title: SVP North America
Date: _____

Cloudpermit Software

Service Agreement

THIS AGREEMENT is made by and between the "**Customer**" as identified in the Order Form and Cloudpermit, Inc. a Delaware corporation with its office at 11911 Freedom Drive, Suite 720, Reston, VA, 20190 ("**Cloudpermit**").

1. DEFINITIONS

- 1.1 Unless the context otherwise requires, the following words and expressions have the following meanings:

"Affiliate" means any entity that directly or indirectly controls, is controlled by, or is under common control with the subject entity. Such control, for purposes of this definition, means direct or indirect ownership or control by agreement or otherwise of more than 50% of the voting interests of the subject entity.

"Agreement" means the Order Form, this Software Service Agreement and all appendices and other documents expressly referenced in the Order Form, this Software Service Agreement and/or any amendments.

"Business Day" means any day other than a Saturday, Sunday or federal holiday in the USA.

"Cloudpermit Software" means the Cloudpermit platform, software applications and any third-party software applications that Cloudpermit will provide access to for the Customer and End Users.

"Confidential Information" means any information made available by one Party to the other, in any form or medium, that is proprietary or confidential to a Party or its affiliates, or their respective customers, suppliers, or other business partners, including, without limitation, all documentation, products, tools, materials, inventions, discoveries, works of authorship, programs, derivative works, information, designs, know-how, trade secrets, configurations, technical information, data, ideas, methods, processes, schematics and business plans, whether or not specifically identified as confidential.

"Customer Data" means information, data and other content that is provided by the Customer to Cloudpermit, but does not include any content that is publicly available, currently or in the future.

"Customer Systems" means the Customer's information technology infrastructure including computers, software, databases, database management systems, other electronic systems and networks, whether operated directly by the Customer or through the use of third-party services that enable the Customer and/or End Users to access the Cloudpermit Software.

"End User" means any individual that Customer has designated or authorized to use the Cloudpermit Software. End Users may include, for example, residents, employees, consultants, contractors of Customer, and representatives of any other third parties with which Customer transacts business.

"End User Data" means the information, data and other content that is provided by an End User to Cloudpermit but does not include any content that is publicly available, currently or in the future.

"Fees" means the annual subscription fees, implementation fees and any other fees stated in the Order Form, any Appendix or otherwise agreed to in writing by the Parties.

"Force Majeure Event" means any event or occurrence which is outside the reasonable control of a Party and which is not attributable to any act or failure to take commercially reasonable preventative action by that Party, including war, act of foreign enemies, hostilities (regardless of whether war is declared), terrorist activities, strikes, lockouts, pandemics, interruption or failure of electricity, and Acts of God (including fire, flood, earthquake, hurricane, or other natural disaster), but not including insolvency or lack of funds.

"General Communications Network" means communication networks owned, and/or leased, and operated by internet service providers which allow individuals to access the internet and access the Cloudpermit Software via the internet.

"Identifier" means a user name and password that associates an End User with the End User's account or user ID in the Cloudpermit Software.

"Implementation" means the initial configuration and implementation of the Cloudpermit Software for the Customer.

"Party" and **"Parties"** mean Cloudpermit and its affiliates and/or the Customer.

2. CLOUDPERMIT'S RESPONSIBILITIES

- 2.1 Cloudpermit will make the Cloudpermit Software available to the Customer pursuant to this Agreement and the additional terms and conditions for use of the Cloudpermit Software by End Users available at www.cloudpermit.com as may be amended from time to time.
- 2.2 Cloudpermit will use all commercially reasonable efforts to keep the Cloudpermit Software available for use except for downtime or degradation for maintenance, installation, change, data security risk, requirements of law, regulation by government authorities, a Force Majeure Event, or any other circumstances beyond Cloudpermit's reasonable control.

3. CUSTOMER'S RESPONSIBILITIES

- 3.1 The Customer and each End User is required to maintain an internet connection at its own cost to access the Cloudpermit Software.
- 3.2 The Cloudpermit Software may be used by the Customer and End Users only in accordance with this Agreement and the additional terms and conditions for use by End Users available at www.cloudpermit.com as may be amended from time to time.

- 3.3 The Customer will at all times maintain and operate in good repair the Customer Systems and take all actions necessary to secure Customer Data, End User Data and access credentials, including Identifiers. Cloudpermit is not liable or responsible for any delay or performance failure caused by the Customer or Customer Systems.
- 3.4 If the Customer becomes aware of any actual or threatened harmful activity with respect to Customer Data, End User Data, Identifiers, unauthorized access to the Cloudpermit Software, unauthorized access to or acquisition of Customer Data or End User Data, or any other breach related to the Cloudpermit Software in any way, the Customer will immediately notify Cloudpermit and the Parties will each mitigate any negative effects of such harmful activity or breach.
- 3.5 The Customer will promptly, upon request by Cloudpermit, provide all necessary information and guidelines to Cloudpermit for providing the Cloudpermit Software to the Customer and its End Users. The Customer ensures that the information and guidelines it provides are correct.
- 3.6 The Customer shall not, and shall not authorize any other person to, access or use the Cloudpermit Software except as expressly permitted by this Agreement and the Customer shall not: (a) copy, modify or create derivative works or improvements to the Cloudpermit Software; (b) rent, lease, lend, sell, sublicense, assign, distribute, publish, transfer or otherwise make available the Cloudpermit Software to any person, including on or in connection with any time-sharing, service bureau, software as a service, cloud or other technology or service; (c) reverse engineer, disassemble, decompile, decode, adapt or otherwise attempt to derive or gain access to the source code of the Cloudpermit Software; (d) access or use the Cloudpermit Software other than by an authorized End User through the use of his or her own then-valid access credentials; (e) input, upload, transmit or otherwise provide to or through the Cloudpermit Software any content, information or materials that are unlawful or injurious, or contain, transmit or activate any harmful code or content; or (f) access or use the Cloudpermit Software for purposes of competitive analysis of the Cloudpermit Software, or for the development, provision or use of a competing software service or product.

4. SERVICE FEES AND PAYMENT TERMS

- 4.1 In consideration of Cloudpermit's performance of its obligations under this Agreement, the Customer will pay all Fees in the manner provided for in the Order Form.
- 4.2 All Fees and other amounts payable by Customer stated in the Order Form and in this Agreement are exclusive of applicable taxes.
- 4.3 All amounts payable to Cloudpermit will be paid by the Customer in full without any set-off, recoupment, counterclaim, deduction, debit or withholding for any reason.
- 4.4 Any sum not paid by the Customer when due will bear interest from the due date until paid at a rate of 1.5% per month, compounded monthly, or the maximum rate permitted by law.
- 4.5 Invoices will be sent to the Customer as provided in the Order Form.

5. CHANGES

- 5.1 Cloudpermit reserves the right to make any changes to the Cloudpermit Software that it deems necessary or useful to: (a) maintain or enhance the quality or delivery of the Cloudpermit Software to its customers, the competitive strength of or market for the Cloudpermit Software, or the cost efficiency or performance of the Cloudpermit Software; or (b) to comply with applicable law.
- 5.2 Cloudpermit will make reasonable efforts to notify the Customer of any changes in advance. If such advance notice is not reasonably possible, then Cloudpermit will notify Customer after the change without delay.

6. DATA, PRIVACY AND PROTECTION

- 6.1 The Parties will each comply with all applicable privacy and data protection laws in force during this Agreement.
- 6.2 Cloudpermit warrants that it will employ security measures in accordance with Cloudpermit's privacy policy available at www.cloudpermit.com as may be amended from time to time. Neither Party is responsible for the data security of the General Communications Network or any disturbance in the General Communications Network.
- 6.3 Customer has and will retain sole responsibility for: (a) all Customer Data and End User Data, including its content and use; (b) all information, instruction and materials provided by or on behalf of the Customer or any End User in connection with the Cloudpermit Software; (c) the Customer Systems; (d) the security and use of Customer's and End Users' access credentials, including Identifiers; and (e) all access to and use of the Cloudpermit Software directly or indirectly by or through the Customer Systems or any End Users' systems.
- 6.4 Customer will employ all physical, administrative, and technical controls, screening, and security procedures and other safeguards necessary to: (a) securely administer the distribution and use of Identifiers or other credentials to access the Cloudpermit Software; and (b) control the content and use of Customer Data and End User Data, including uploading or other use or processing of Customer Data and End User Data, whether or not related to the Cloudpermit Software.
- 6.5 Cloudpermit warrants that it will not cause or permit any Customer Data to be collected, reproduced, stored or otherwise processed in any manner or for any purpose other than performance of Cloudpermit's obligations stated in this Agreement.
- 6.6 As between Customer and Cloudpermit, Customer is and shall remain the sole and exclusive owner of all right, title, and interest in and to Customer Data. Customer hereby grants to Cloudpermit a license to use and process Customer Data as necessary for performance of the Cloudpermit's obligations stated in this Agreement and the Customer's and End User's use of the Cloudpermit Software.
- 6.7 The Cloudpermit Software may provide external links to other sites on the internet, as a convenience for the Customer and End Users. Cloudpermit is not responsible for such linked destinations and such links do not imply Cloudpermit's association, affiliation, sponsorship or endorsement of the content, operation or security of any such linked destination.

- 6.8 Cloudpermit will provide a mechanism for the Customer to download and export Customer Data and End User Data during the Term of the Agreement to the fullest extent commercially reasonable in light of the circumstances that required such data recovery and restoration.
- 6.9 Upon termination of the Order Form for any reason, whether or not Customer has retrieved Customer Data, Cloudpermit reserves the right to permanently and definitively delete the Customer Data held in the Services thirty (30) days following termination of the Order Form.

7. IDENTIFIERS AND THEIR USE

- 7.1 Cloudpermit will deliver to the Customer identifiers necessary for access to and use of the Cloudpermit Software in accordance with this Agreement and any additional terms and conditions for use by End Users.
- 7.2 The Customer will be responsible for the use of the Cloudpermit Software by its employees, agents and End Users, including use of Identifiers. The Customer will notify Cloudpermit without delay if an Identifier has been disclosed to a third party or if the Customer suspects that an Identifier has been disclosed or otherwise misused.
- 7.3 Upon request by Cloudpermit, the Customer will change any Identifier for access to the Cloudpermit Software.
- 7.4 Cloudpermit may change any Customer Identifier and will provide prompt notice to Customer of such change.

8. DATA LOCATION

- 8.1 The servers used by Cloudpermit to provide the Cloudpermit Software and all data regarding the Cloudpermit Software will be hosted in the USA.

9. WARRANTIES

- 9.1 Each Party represents and warrants to the other Party that it has all required powers and capacity to enter into this Agreement, to grant the rights and license granted under this Agreement, and to perform its obligations under this Agreement.
- 9.2 The Customer represents, warrants and covenants to Cloudpermit that the Customer owns or otherwise has, and will have, the necessary rights and consents in and relating to the Customer Data and End User Data so that, as received by Cloudpermit and processed in accordance with this Agreement, neither Party and will infringe, misappropriate or otherwise violate any intellectual property rights, or any privacy or other rights of any third party or violate any applicable law.
- 9.3 EXCEPT FOR THE EXPRESS WARRANTIES STATED IN THIS AGREEMENT, ALL SOFTWARE, SERVICES AND MATERIALS PROVIDED BY ONE PARTY TO THE OTHER HEREUNDER ARE PROVIDED "AS IS". CLOUDPERMIT HEREBY DISCLAIMS ALL CONDITIONS AND WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE UNDER THIS AGREEMENT, AND CLOUDPERMIT SPECIFICALLY DISCLAIMS ALL IMPLIED CONDITIONS AND WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE OR TRADE PRACTICE.

10. OWNERSHIP AND INTELLECTUAL PROPERTY RIGHTS

- 10.1 The Customer acknowledges that, as between the Customer and Cloudpermit, Cloudpermit owns all right, title, and interest, including all intellectual property rights, in and to the Cloudpermit Software. The Customer and End Users are granted only a limited right to use the Cloudpermit Software during the term of this Agreement in accordance with this Agreement and the additional terms and conditions for use by End Users.
- 10.2 If the Customer or any of its employees or contractors sends or transmits any communications or materials to Cloudpermit by mail, email, telephone, or otherwise, suggesting or recommending changes to the Cloudpermit Software, including without limitation, new features or functionality relating thereto, or any comments, questions, suggestions, or the like, Cloudpermit is free to use and incorporate such feedback irrespective of any other obligation or limitation between the Parties governing such feedback for any purpose whatsoever and without any requirement to pay any compensation to the Customer or to any other person or entity.
- 10.3 If any part of the Cloudpermit Software is, or in Cloudpermit's reasonable opinion is likely to be, claimed to infringe, misappropriate or otherwise violate any third party intellectual property right, or if the Customer's or any End User's use of the Services is enjoined or threatened to be enjoined, Cloudpermit may, at its option and sole cost and expense: (a) obtain the right for the Customer to continue to use the Cloudpermit Software materially as contemplated by this Agreement; (b) modify or replace the Cloudpermit Software, in whole or in part, to seek to make the Cloudpermit Software (as so modified or replaced) non-infringing, while providing materially equivalent features and functionality, in which case such modifications or replacements will constitute the Cloudpermit Software as provided under this Agreement; or (c) by written notice provided sixty (60) calendar days in advance to the Customer to terminate this Agreement with respect to all or part of the Cloudpermit Software (providing a pro-rated refund for any prepaid access to the Cloudpermit Software) and require the Customer to immediately cease any use of the Cloudpermit Software or any specified part or feature thereof.

11. INDEMNITY

- 11.1 Each party will indemnify, defend and hold harmless the other Party and its officers, directors, employees, agents, successors, subcontractors, attorneys, affiliates and assigns from and against any and all losses, damages, liabilities, claims, penalties, fines, costs or expenses of whatever kind, including legal fees, disbursements and charges, and the cost of enforcing any right to indemnification and the cost of pursuing any insurance providers incurred by a Party to the extent arising out of or relating to: (a) any claim by a third party that a Party's acts or omissions with respect to the Cloudpermit Software infringes a third party's intellectual property right, provided that the foregoing obligation does not apply to any claim arising out of or relating to any access to or use of the Cloudpermit Software in a manner contrary to this Agreement or the additional terms and conditions for use by End Users available at www.cloudpermit.com as may be amended from time to time, or contrary to any instructions provided by Cloudpermit regarding use of the Cloudpermit Software or use of the Cloudpermit Software in combination with any hardware, system, software, network or other materials or service not provided or authorized by Cloudpermit; (b) the indemnifying Party's breach of this Agreement; or (c) the indemnifying Party's negligence or willful misconduct in connection with this Agreement.

12. LIMITATION OF LIABILITY

- 12.1 IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY IN CONTRACT, TORT OR OTHERWISE, WHATEVER THE CAUSE THEREOF, FOR ANY LOSS OF PROFIT, BUSINESS, REVENUE OR GOODWILL, DAMAGES CAUSED BY DELAYS, OR A FAILURE TO REALIZE EXPECTED SAVINGS, OR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL, EXEMPLARY, AGGRAVATED OR PUNITIVE COST, DAMAGES OR EXPENSE OF ANY KIND, HOWSOEVER ARISING UNDER OR IN CONNECTION WITH THIS AGREEMENT OR THE CLOUDPERMIT SOFTWARE, WHETHER OR NOT SUCH DAMAGES, COSTS, LOSSES OR EXPENSES COULD REASONABLY BE FORESEEN OR WHETHER OR NOT THEIR LIKELIHOOD HAS BEEN DISCLOSED.
- 12.2 NEITHER PARTY SHALL BE LIABLE FOR THE DESTRUCTION, LOSS OR ALTERATION OF THE OTHER PARTY'S DATA OR DATA FILES, NOR FOR ANY DAMAGES AND EXPENSES INCURRED AS A RESULT, INCLUDING EXPENSES INVOLVED IN THE RECONSTRUCTION OF DATA FILES.
- 12.3 IN NO EVENT SHALL EITHER PARTY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, EXCEED THE AGGREGATE AMOUNT PAID OR PAYABLE TO CLOUDPERMIT PURSUANT TO THIS AGREEMENT DURING THE SIX (6) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO THE CLAIM. MAXIMUM LIABILITY SHALL BE SIX (6) MONTHS OF THE ANNUAL SUBSCRIPTION FEE.
- 12.4 NOTWITHSTANDING THIS SECTION 12, NOTHING IN THIS AGREEMENT SHALL LIMIT EITHER PARTY'S LIABILITY FOR DELIBERATE BREACH, DELIBERATE DEFAULT, WILLFUL MISCONDUCT OR GROSS NEGLIGENCE.

13. CONFIDENTIALITY

- 13.1 In connection with this Agreement each Party (as the "Disclosing Party") may disclose or make available Confidential Information to the other Party (as the "Receiving Party"). "Confidential Information" means information in any form or medium (whether oral, written, electronic or other) that the Disclosing Party considers confidential or proprietary, including, information consisting of, or relating to, the Disclosing Party's technology, trade secrets, know-how, business operations, plans, strategies, customers and pricing and information with respect to which the Disclosing Party has contractual or other confidentiality obligations, in each case whether or not marked, designated or otherwise identified as "confidential".
- 13.2 Confidential Information shall not include any data or information: (i) that, at the time of disclosure, is in or, after disclosure, becomes part of the public domain, through no act or failure on the part of the Receiving Party; (ii) that, prior to disclosure by the Disclosing Party, was already in the possession of the Receiving Party, as evidenced by written records kept by the Receiving Party in the ordinary course of its business, or as evidenced by proof of actual prior use by the Receiving Party; (iii) that was independently developed by the Receiving Party, by persons having no direct or indirect access to the Disclosing Party's Confidential Information provided that the Receiving Party provides clear and convincing evidence of such independent development; or (iv) which, subsequent to disclosure, is obtained from a third person: (A) who is lawfully in possession of the such information; (B) who is not in violation of any contractual, legal, or fiduciary obligation to either Party, as applicable, with respect

to such information; and (C) who does not prohibit either Party from disclosing such information to others; (v) is further disclosed with the prior written consent of the Disclosing Party, but only to the extent of such consent; or (vi) is a disclosure required by state or federal open records laws or a disclosure ordered by a court or similar adjudicator or authority.

- 13.3 Each Party will, and will cause its employees, agents and contractors to hold Confidential Information of the other Party in confidence, and will use the same degree of care by instruction, agreement or otherwise, to maintain the confidentiality of the other Party's Confidential Information that it uses to maintain the confidentiality of its own Confidential Information, and with at least a reasonable degree of care commensurate with the nature and importance of such Confidential Information. Each Party agrees not to make use of Confidential Information other than for the exercise of rights or the performance of obligations under this Agreement, and not to release, disclose, communicate or make it available to any third person other than employees, agents and contractors of any Party or third party who reasonably need to know it in connection with the exercise of rights or the performance of obligations under this Agreement.
- 13.4 In the event that a Party receives a request to disclose all or any part of the Confidential Information under the terms of a valid and effective subpoena or order issued by a court of competent jurisdiction or by a governmental authority, such Party will: (i) immediately notify the other Party of the existence, terms and circumstances surrounding such a request; (ii) consult with the other Party on the advisability of taking legally available steps to resist or narrow such request; and (iii) if disclosure of such Confidential Information is required, exercise reasonable efforts to obtain an order or other reliable assurance that confidential treatment will be accorded to such portion of the disclosed Confidential Information which the other Party so designates.
- 13.5 Each Party acknowledges and agrees that any unauthorized use or disclosure by it of any of the other Party's Confidential Information, in whole or part, will cause irreparable damage to the Disclosing Party, that monetary damages would be an inadequate remedy and that the amount of such damages would be extremely difficult to measure. The Receiving Party agrees that the Disclosing Party shall be entitled to seek temporary and permanent injunctive relief to restrain the Receiving Party from any unauthorized disclosure or use. Nothing in this Agreement shall be construed as preventing the Disclosing Party from pursuing any and all remedies available to it for a breach or threatened breach of this Agreement, including the recovery of monetary damages from the Receiving Party.
- 13.6 Cloudpermit is entitled to identify the Customer as a user or former user of the Cloudpermit Software without violating any confidentiality obligation.

14. TERM AND TERMINATION

- 14.1 This Agreement commences on the date of its execution by the Customer and will continue in effect for the term stated in the Order Form unless terminated earlier under any of this Agreement's express provisions.
- 14.2 Either Party may terminate this Agreement by giving written notice to the other Party upon the occurrence of any of the following: (a) the other Party defaults with respect to a material obligation under this Agreement and does not remedy that default within

ten (10) Business Days after receiving written notice of the default; or (b) the other Party: (i) makes a general assignment for the benefit of its creditors; (ii) has issued against it a bankruptcy order or otherwise becomes subject to any involuntary proceeding under any domestic or foreign bankruptcy law; or (iii) commences or institutes any application, proceeding or other action under any law relating to bankruptcy, insolvency, winding-up, reorganization, administration, plan of arrangement, relief or protection of debtors, compromise of debts or similar laws. Termination related to such assignment or bankruptcy will not result in any penalties or liability to either Party.

- 14.3 Upon the expiration or termination of this Agreement, except as expressly otherwise provided in this Agreement: (a) all rights, grants of rights, licenses, consents and authorizations by either Party to the other will immediately terminate; (b) notwithstanding anything to the contrary in this Agreement, with respect to Confidential Information then in its possession or control: (i) the Receiving Party may retain the Disclosing Party's Confidential Information in its then current state and solely to the extent and for so long as required by applicable law, (ii) Cloudpermit may retain Customer Data in its backups, archives and disaster recovery systems until such Customer Data is deleted in the ordinary course of its business, (iii) all information described in this Agreement will remain subject to all confidentiality, security and other applicable requirements of this Agreement; and (c) Cloudpermit may disable all Customer and End User access to the Cloudpermit Software.
- 14.4 Termination or expiration of this Agreement will be without prejudice to any rights, remedies or obligations of the Parties accrued under this Agreement prior to termination or expiration.

15. FORCE MAJEURE

- 15.1 Neither Party will be liable for failure to fulfill, or for delay in fulfilling, its obligations required hereunder due to a Force Majeure Event.
- 15.2 The Party whose performance under this Agreement is prevented or delayed by a Force Majeure Event will advise the other Party by notice in writing of the occurrence of the Force Majeure Event as soon as possible and shall do all things reasonably possible to mitigate any loss being caused to the other Party by reason of the Force Majeure Event, and will notify the other Party of the termination of the Force Majeure Event.

16. NOTICES

- 16.1 Every notice or other communication between the Parties will be deemed to have been given and made if in writing and if served by personal delivery upon the Party for whom it is intended, when sent by registered or certified mail, return receipt requested, or by a national courier service, or if sent by email (receipt of which is confirmed) to the Customer's and Cloudpermit's contact persons as stated in the Order form.
- 16.2 Any such notification will be deemed to have been delivered: (a) upon receipt, if delivered personally; (b) on the next Business Day, if sent by national courier service for next business day delivery or if sent by email and (c) in five Business Days if sent by mail when the actual time of receipt is not otherwise shown by the postal system. Any correctly addressed notice or last known address of the other Party that is reasonably relied upon that is refused, unclaimed, or undeliverable because of an act

or omission of the Party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities by mail, through messenger or commercial express delivery services.

17. ASSIGNMENT

- 17.1 Neither Party may assign or transfer this Agreement or any right under this Agreement without the prior written consent of the other Party, except to an Affiliate or successor in interest by merger, acquisition or reorganization.

18. AMENDMENTS AND WAIVERS

- 18.1 No amendment to this Agreement will be valid or binding unless it is made in writing and executed by all Parties. No waiver of any breach of any provision of this Agreement will be effective or binding unless made in writing and signed by the Party purporting to give any waiver and, unless otherwise provided, any waiver will be limited to the specific breach waived.

19. SEVERABILITY

- 19.1 If a provision of this Agreement is or becomes invalid, ineffective or unenforceable, the validity, effectiveness or enforceability of the remaining provisions will remain unaffected. The Parties will negotiate in good faith to replace the invalid, ineffective or unenforceable provision immediately with a valid, effective or enforceable provision which comes as close as possible to the spirit and purpose of the provision to be replaced.

20. APPLICABLE LAW AND DISPUTES

- 20.1 This Agreement is governed by the laws of the state in which the Customer is located excluding any conflict of law rule or principle of such laws that might refer such interpretation or enforcement to the laws of another jurisdiction. Each Party submits to the jurisdiction of the applicable court(s) in such location with respect to any matter arising under this Agreement.

21. CONTINUING TO PERFORM

- 21.1 Except in the event of termination of this Agreement pursuant to its terms, during a dispute or notice or cure period, Cloudpermit will continue to fulfill all its obligations under this Agreement, and Customer will continue to make all payments required by the Agreement.

22. ENTIRE AGREEMENT

- 22.1 This Agreement is the complete agreement between the Parties concerning the subject matter of this Agreement and replaces any prior oral or written communications between the Parties. There are no conditions, understandings, agreements, representations, or warranties expressed or implied, that are not specified in this Agreement including, without limitation, the Order Form. In the event and to the extent of an inconsistency or conflict between any of the terms of this Agreement, including its appendices, and any other documents incorporated herein by reference,

the conflict or inconsistency shall be resolved by giving those provisions and documents the following order of descending precedence: (1) the Order Form; (2) this Software Service Agreement; (3) any Appendices; (4) any other document referenced by this Agreement or agreed to by the Parties, unless it expressly and specifically replaces or modifies any of the prior documents, in whole or in part.

23. RELATIONSHIP

- 23.1 The Parties are independent contractors and no other relationship is intended. Nothing herein shall be deemed to constitute either Party as an agent, representative or employee of the other Party, or both Parties as joint venturers or partners for any purpose. Neither Party shall act in a manner that expresses or implies a relationship other than that of independent contractor. Each Party shall act solely as an independent contractor and shall not be responsible for the acts or omissions of the other Party. Neither Party will have the authority or right to represent nor obligate the other Party in any way except as expressly authorized by this Agreement.

24. NO THIRD PARTY BENEFICIARIES

- 24.1 This Agreement is for the sole benefit of the Parties and their successors and assigns and nothing herein, express or implied, is intended to or shall confer upon any other person any legal or equitable right, benefit or remedy. End Users may benefit from their use of the Cloudpermit Software, but End Users' relationships to the Parties are not defined by this Agreement because they are defined solely: (a) to Cloudpermit by the terms and conditions for use by End Users available at www.cloudpermit.com as may be amended from time to time; and (b) to the Customer by separate agreement(s), if any, between the Customer and End Users.

25. EXECUTION

- 25.1 ***This Agreement must be executed simultaneously in two separate places:*** (1) on the Order Form; and (2) in the signature block below (both documents must be signed by the Customer before execution of this Agreement is complete). They may be executed in two or more identical counterparts, or by way of facsimile and electronic transmission without any further exchange of documents containing original signatures, each of which when executed by a Party will be deemed an original and such counterparts together will constitute one and the same Agreement.

CUSTOMER NAME: City of Holly Springs, Georgia

Signature: _____

Printed Name of Person Signing: Steven W. Miller

Title: Mayor

Date: December 18, 2023

☐ I confirm that I have received and read all applicable product descriptions.

By signing here, the Customer agrees to the Order Form, this Software Service Agreement and any other appendices and documentation expressly referenced in the Order Form, this Software Service Agreement and/or any amendments (together the "**Agreement**").

The individual signing this Agreement represents and warrants that he or she has the right and authority to bind the Customer.

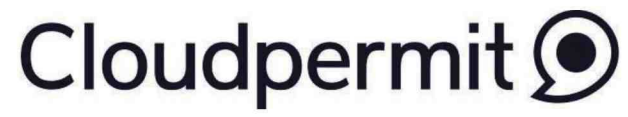
Cloudpermit

Signature: _____

Printed Name of Person Signing: Jarkko Turtiainen

Title: SVP North America

Date: _____



CLOUDPERMIT IMPLEMENTATION MODEL



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CLOUDPERMIT IMPLEMENTATION DESCRIPTION

The implementation model, described herein, details the proven model used to implement the various products offered by Cloudpermit for a new public-facing solution for the Customer. This is accomplished through a five-stage implementation process: Stage 1 – Kickoff, Stage 2 – Workshop, Stage 3 – Configuration, Stage 4 - Training & Testing and Stage 5 - Go Live.

The product(s) to be implemented is identified on the approved order form and is inclusive of the functionality that is identified in the product specific documentation.

Any services not listed on the Order Form are considered out of scope and can only be added through an agreed upon change order.

IMPLEMENTATION TIMELINE

The implementation schedule for Cloudpermit is mutually agreed upon prior to the Kickoff meeting and documented with a project plan. Any modifications or extensions to the project plan will be requested through the customer's authorized representative and evaluated by Cloudpermit Head of Professional Services for review and discussion. If this modification or extension is granted, Cloudpermit will provide a change order to be signed by the Customer. Cloudpermit standard implementation timeline is detailed below.

Cloudpermit Estimated Project Timeline	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19
Building Department	5-6 weeks																		
By-Law or Code Enforcement						4-5 Weeks													
Planning Department										8-10 weeks									



To manage this timeline, Cloudpermit Implementation Specialist will establish a weekly meeting checkpoint to ensure the implementation is on track and weekly action items are achieved.

IMPLEMENTATION MODEL

As part of the Implementation Model, Cloudpermit and the Customer will be responsible for performing tasks throughout the various stages of the implementation process. The following is a description of tasks needed to successfully complete the implementation of the Cloudpermit Product. For a more detailed description please refer to the Cloudpermit Implementation Methodology documentation.

Kickoff

A meeting between Cloudpermit and the Customers staff and key stakeholders to provide an overview of the product, discuss the goals and objectives and the agreed upon project schedule to establish a plan for a successful implementation.

Workshop

Cloudpermit solution is built on standard, out of the box, functionality. The workshop will ensure that the Implementation Specialist has a full understanding of the business processes, the details the municipality needs to collect from the applicant, fee schedules and any templates which needs to be generated. Cloudpermit standard out of the box solution integrates with ESRI ArcGIS through a REST(API) to establish the property location and also integrates with certain Payment Providers to allow for online payments. Cloudpermit encourages the use of 3rd party payment providers which are already integrated with Cloudpermit. The Implementation Specialist can provide a full list of the 3rd party payment providers, however, if the municipality uses another 3rd party vendor, then a custom integration is needed and could impact the schedule. This should be identified as soon as possible to minimize the impact to the schedule.

Note: Any Non-Standard Integrations are subject to additional Scope and costs.

Configuration

Configuration of Cloudpermit with the features and functionalities needed to allow the customer the ability to process applications using the online Cloudpermit solution.

Training & Testing

Cloudpermit Implementation Specialist will provide two (2) standard training sessions to key users of the system to ensure the customer can successfully test the product.

Additional Training: Cloudpermit's training is built to ensure the customer is ready to utilize the software to its full extent. In some cases, additional training is necessary during implementation or Post Go Live. The customer can order additional training according to Cloudpermit's price list.

Go Live

Go Live includes a Go/No Go decision prior to a scheduled Go Live meeting where the training environment configuration will be promoted to the production. At the Go Live meeting the customer will



submit their first Customer permit/application and/or create their first case in Cloudpermit to satisfy the Customers go live.

MILESTONES & ACCEPTANCE CRITERIA

Milestones are used for acceptance of various steps within the Implementation process. At the completion of each milestone the client will receive a Milestone Acceptance Document to be signed accepting that the tasks provided within each milestone have been completed. It is agreed that the Customer will accept each Milestone, unless such Milestone contains a “go live blocker” defect and Customer so notifies Cloudpermit, in writing, within 5 business days of the Milestone Acceptance Request. Milestones that do not receive notification of non-acceptance within 5 business days will be deemed accepted.

Milestone Number	Milestone Description	Billable Amount
M1	Project Plan Acceptance	50%
M2	The kickoff, configuration, and 1 st training sessions has been completed	50%
	Go Live tasks have been completed and the first permit/application is entered in Cloudpermit production Environment.	

Once Cloudpermit has provided corrections, Customer will have Seven (7) business days to verify that the corrections are sufficient and to provide written notice of any failure to correct a Go Live Blocker. If no written notification is provided, the corrections and the Milestone will be deemed accepted.

Cloudpermit will correct all Go Live Blockers as described above and handle Post Go Live issues within a reasonable Post Go Live window. All other Defects will be tracked for potential future releases. Notice of any Go Live Blocker defect must be provided to Cloudpermit in writing.

CHANGE MANAGEMENT

Cloudpermit Implementation Model provides a comprehensive, fully inclusive approach to implement the Cloudpermit solution. During the implementation process, additional needs may be identified for the Customer, that are outside of the project scope. These items once identified will be managed through a Change Request. The Change Order will identify the request, detail the requirements and justification and any scheduling or cost implications resulting from the change Request.

ADDITIONAL SERVICES COST

Additional Services are available from the Professional Services team that may not be included in the previously agreed upon scope. Cloudpermit can provide additional services as per the price list and through a change order

For on-site meetings, travel and per diem expenses will be invoiced to the Customer in accordance with Cloudpermit Travel Policy which will include airfare, mileage, hotel accommodations and daily per diem.



Additional Services Price List

11911 Freedom Drive, Ste 720

Reston, Virginia, 20190

+1 (833) 253-7376

Category	Description of Services	Rate	Billable
Professional Services US	Hourly Rate	\$180.00	per hour
Additional Training (remote)	2 hours - w/recording	<i>\$1,500.00</i>	per session
Additional Training (Onsite)	In Person w/recording training plus travel	<i>\$3,500.00 1st day + \$1,000 per day after. Max 3 business days</i>	Per Project
Integration - Out of Scope	Integrations Implementation	Based on scope of work	Upon Delivery
	Integrations Subscription	<i>\$500.00</i>	annually
Integration - AD (Azure)	AD (Azure) - Implementation	\$700.00	Upon Delivery
	AD (Azure) - Subscription	<i>\$500.00</i>	annually
Integration - Laserfiche	Laserfiche Implementation	\$3,000.00	Upon Delivery
	Laserfiche - Subscription	\$1,500.00	annually

A woman wearing a white hard hat and a high-visibility safety vest is shown in profile, looking at a tablet device. The background is dark with some blurred lights, suggesting an outdoor construction or industrial setting at night. The overall tone is blue and professional.

Cloudpermit Building Permitting Product Description 2023

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General Description

Cloudpermit is online community development software that provides local governments with Software-as-a-Service (SaaS) products available 24/7.

The Cloudpermit product portfolio includes Building Permitting, Planning, Land Use Permitting, and Code Enforcement products.

This product description applies to Building Permitting product.

The information in this document is subject to change without notice aligning with future releases. Releases supply information about new features and non-security updates.

Cloudpermit Core Benefits

Cloudpermit supplies one complete end-to-end product for local governments to manage the entire building, licensing, and planning e-permitting and code enforcement case process. It allows all parties integral to the process, from applicants to authorities to key stakeholders. This ensures that all parties receive real-time information about applications, licenses, and cases.

Below are described the primary benefits Cloudpermit provides to its customer base:

- ⇒ Cloudpermit standardizes local government's building, licensing, planning, and code enforcement processes by supplying the best digital practices.
- ⇒ The 24/7 online service on any browser or operating system allows remote and mobile work on-site.
- ⇒ Monthly releases enable automatic updates to the product providing the latest updates and enhancements while not requiring users to download or install any software files.
- ⇒ A cloud-based SaaS product provides a quick and easy implementation with a municipality-based configuration, lessening the burden on municipal resources.
- ⇒ Through interactive maps, local governments can use high-quality location data and up-to-date property information. This up-to-date property information is derived directly from the local government's Geographic Information System (GIS).
- ⇒ Workspaces enable instant collaboration and communication within applications and code enforcement cases, simultaneously speeding up processes and improving the workflow for all involved parties.

Cloudpermit Building Permitting

The Building Permitting product supplies online applications for public builders and municipal building authorities. The product is accessible on any browser and mobile device with an Internet connection.

The Building Permitting product enables the following features:

- ⇒ It provides end-to-end, online software for local government building department customers, which helps them to manage applications efficiently and effectively.
- ⇒ It allows the public to submit and track their building applications online.
- ⇒ It helps streamline processes associated with the day-to-day responsibilities of building departments.
- ⇒ It offers unique features to assist with pre-consultation, application reviews, inspections, permit issuance, and much more.

The Cloudpermit software is automatically updated periodically with the latest updates and enhancements, not requiring users to download or install any software files.

Cloudpermit Common and Building Permitting Features

Cloudpermit comprises unique features standard throughout the product. These include **Registration and Login, Dashboard, Workspace, Configuration tools, Interactive Maps, and Messaging.**

Cloudpermit Common Features:

Cloudpermit Registration and Login

Cloudpermit Dashboard

Cloudpermit Workspace

Configuration Tools

Interactive Maps

Messaging

The Building Permitting software provides **Pre-Consultation, Review Management, Circulation, Inspections, Fees Management, and Report Management** features to enhance an excellent user experience in the building workflow.

Cloudpermit Building Permitting features:

Pre-Consultation

Review Management

Circulation

Inspections

Fees Management

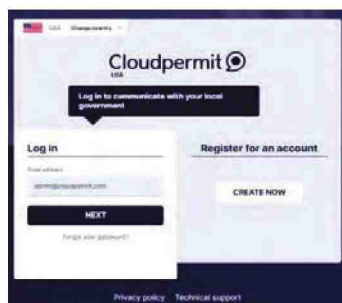
Report Management

Cloudpermit Registration and Login

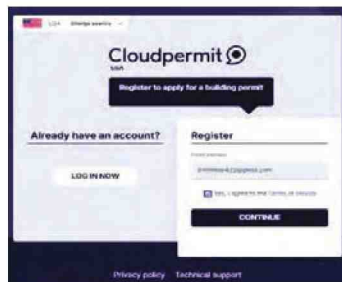
Cloudpermit maintains one centralized login function supplying the same functionality for public users and municipal authorities.

The login can be integrated with the organization's Active Directory (option) or a third-party Multi-Factor Authentication (MFA).

Municipal authorities will receive the Cloudpermit User ID during the product configuration.



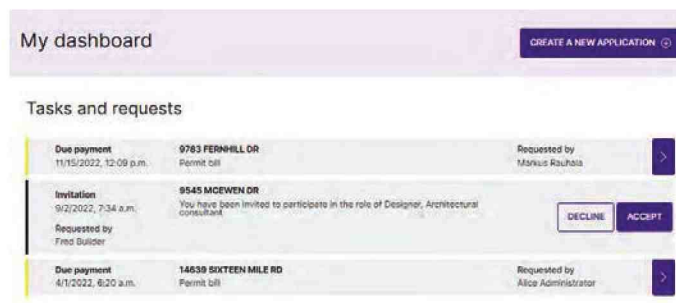
A public user must first register the Cloudpermit account to the service. Through registration, the user is guided through a draft application to ensure an understanding of functionality.



Cloudpermit Dashboard

The Cloudpermit dashboard displays high-level information in a compact view. It enables new application creation, tracking user notifications and action requests, and searching, sorting, and filtering workspaces at each application lifecycle stage.

The dashboard includes the "Tasks and requests" view that notifies users about action requests.

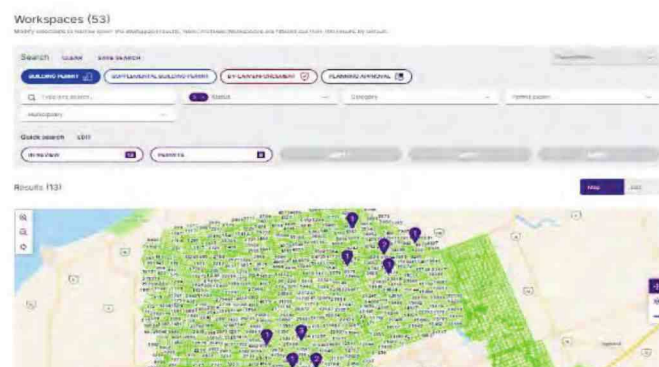


The dashboard allows applicants and municipal authorities to search and filter properties, applications, and code enforcement cases using various preconfigured search criteria.

The "Results" section shows the filtered workspaces in a list mode or a map view according to a user's choice.

- ⇒ In the map view, the users can adjust their map by zooming in/out or choosing different layers to display the property location.
- ⇒ The list view shows the results as cards with the selected essential information of each workspace.

The "Results" section with a map view.



The primary navigational and functional elements are the same for applicants and municipal authorities in their dashboard in Cloudpermit. However, municipal authorities have additional features, like the **Inspections** section with quick access links to **My today**, **Dispatching**, and **Cancelled** inspections workspaces.

The quick access links in the user dashboard.

Inspections

MY TODAY	14	DISPATCHING	23	CANCELLED	0
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Cloudpermit Workspace

The Cloudpermit workspace is the core collaborative space for adding, updating, changing, uploading, and storing application and project information.

Each workspace holds the processes, functionality, and data fields necessary to manage, approve, and issue building and planning applications and code enforcement cases.

The "Building Permit" application workspace.

BACK TO DASHBOARD / Building project / 11066 LAMONT DR MORE ACTIONS

Building Permit
11066 LAMONT DR, Middlesex Centre
 Accessory structures: 201 - Farm with residence - with or without secondary structures

SHOW MAP HIDE FULL DATA

Show messages Email notifications YES

Roll number 3939000010007000000	Permit number MMC-2022-44	Municipal ID 3074901	Property code 201	Legal description LOBO CON 6 S PT LOT 14 RP 33R10230 PART 1
Ward 3	Submitted 2022-11-30, 6:16 a.m.			

APPLICATION > WORK & CONSTRUCTION

CURRENT STEP: READY TO ISSUE **4/5** NEXT STEP: PERMIT ISSUED

Parties	Application	Attachments	Show 2 Inspections
---------	-------------	-------------	--------------------

PARTIES TO THE APPLICATION ADD OR INVITE PARTY Open

APPLICATION DATA Open

ATTACHMENTS Open

Interactive Maps

All Cloudpermit users can benefit from the interactive maps within Cloudpermit.

The interactive maps enable applicants to search for properties by address, roll number, PIN, or PID, enter property details manually, or map properties on the interactive map during the application creation.

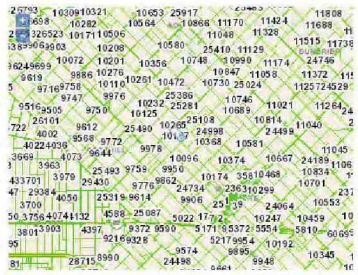
Cloudpermit displays the property on a map with the location details.

Location for the application

Select a property for the application. Search by address or roll number or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.

Middlesex Centre, Ontario

10187 GREYSTEAD DR



Address
10187 GREYSTEAD DR

Property details
Roll number: 3339000030205000000
Municipal ID: 3544736
Property code: 261 - Land owned by a non-farmer improved with a non-farm residence with a portion being farmed

Other information
Ward: 3
Legal description: CON 11 N PT LOT 7

CANCEL BACK NEXT →

On the department side, the GIS integration aids municipal authorities in selecting permit and inspection working areas, planning routes, and navigating optimal driving instructions for inspectors with a Google Maps integration. The map integration allows municipal authorities to read and accurately calculate property size, display information, and assign different sites based on locations and zones.

Messaging

The Messages feature is for all users and stakeholders. Built into each application, users can send, reply, and follow an application's public (messages visible to all users) or direct (messages visible to selected recipients) workspace messages within the application.

This real-time communication can remarkably speed up the application process for all parties associated with the application.

The workspace for public messages.

Workspace messages CLOSE

Public Direct

Participants
Alice Administrator AUTHORITY, Sofia Doc

APPLICATION +

Sofia Doc 2022-02-17, 9:50 a.m.
Hi, do I need to provide more building drawings to my application?
REPLY

You AUTHORITY 2022-02-17, 9:51 a.m.
Hi Sofia, thank you for your message. Your attachments are OK. No other drawings are needed.
REPLY

Write new message here

Pre-Consultation

Pre-consultation is a pre-application step that is usually voluntary for building applicants. However, local governments may configure it as a mandatory step for specific application types.

Suppose pre-consultation is not mandatory in the selected building application type. In that case, applicants may decide during the application creation if they wish to have pre-consultation for their building plans. The pre-consultation option is available after selecting the application type, category, work type, and target for the draft application.

The applicant requests a pre-consultation in the application.

Select category, type and target for your application

Good to know
Describe the purpose of your application with the category, work type, and work target selectors. The requirements and the process for your application in Cloudpermit will be set up based on your selections.
Click on each category to see detailed definition of the category.

Category
Accessory structures
Change of use
Contained use
Demolition
Heating
Plumbing
Pools
Residential building
Sewage system
Short-term accommodation

Work type

Work target

Good to know
An Accessory structure includes the construction, alteration, addition to, or repair of a building accessory to a principal building.
Examples: Deck, Gazebo, Porch, Ramp or Shed.

Do you require pre-consultation before a permit application?
YES **NO**

Note: Answering "yes" will start a pre-consultation process instead of a permit application.

CANCEL BACK NEXT →

The pre-consultation process includes one or more interactive meetings arranged through Cloudpermit. In that way, applicants and their authorized representatives can present and discuss their development proposal with relevant staff and external agencies within the local government well advanced of the project start. Cloudpermit enables municipalities to track and document their pre-consultation process digitally.

The pre-consultation process is as follows:

- ⇒ Applicants request a pre-consultation through a guided step-by-step process in Cloudpermit. The pre-consultation usually includes one or more meetings between the parties, which the municipal building authorities set up via Cloudpermit.
- ⇒ Upon meeting completion, the municipal building authority prepares a pre-consultation report and a draft approval application with requirements for the applicants to submit to the municipality in Cloudpermit.

Review Management

The Review Management is for municipal authorities.

Cloudpermit enables municipal authorities the management of application submission reviews by providing a variety of review types that municipal administrators can configure for relevant application reviewers in Cloudpermit.

Municipal authorities assess each application and its plans after they are submitted. If the application requires extra reviews, municipal authorities request them from the appropriate reviewers. After completing evaluations, reviewers mark the forms and attachments evaluated as complete. If the application requires revisions from the applicant, a change request will be sent to the applicant.

The Reviews section in the building application workspace.

Review	Status	Reviewer	
✓ Zoning review	Unreviewed	Alice Administrator	BEGIN REVIEW >
✓ Zoning review	In review	Unassigned	
✓ Architectural plans review	Changes requested	Alice Administrator	
✓ Architectural plans review	Reviewed	Alice Administrator	

When a change is requested for the application, Cloudpermit creates a task for applicants, which appears in the dashboard's Task and requests section. Applicants will also be notified via email about the change request.

After providing the required changes for the application, municipal authorities verify them. Also, the review result, notes, and time used are recorded in Cloudpermit. After completing all required application reviews, municipal authorities create a permit on configurable templates in Cloudpermit.

Circulation

Circulation is an essential part of processing workspaces within Cloudpermit.

Cloudpermit allows municipalities to decide which internal and external organizations, agencies, and corporations may participate as stakeholders in the Circulation process and add them to the municipality's approver groups in Cloudpermit.

In practice, the responsible municipal authority circulates the building application to the stakeholders, such as fire, water, or sewerage departments requesting comments or approvals in Cloudpermit. This way, comments and approvals can be requested from all stakeholders concurrently, which speeds up the approval processes.

Cloudpermit supplies user management and task assignment functionalities for stakeholder organizations to manage requests and internal circulation. However, the municipal building department's authorities can control who can see the original comments online. Cloudpermit also notifies the assigned circulation authorities or organization's administrators of new circulation requests and approaching due dates.

Additionally, Cloudpermit allows municipal department authorities to complete the circulation request on the stakeholders(s) behalf and record their results in Cloudpermit. That way, Cloudpermit can help municipal authorities ensure all circulations are accurately recorded on Cloudpermit and save time.

The municipal building authority completed the circulation request.

CIRCULATION ADD CIRCULATION REQUEST Close				
Status	Assigned to	Request	Due date	Completed
Complete	Middlesex Centre - Ministry of Municipal Affairs	2022-10-27, 9:49 a.m. by Alice Administrator	2022-10-28	2022-10-27 9:54 a.m.
Request description “Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.” Stakeholder comments “Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.” ADD COMMENT + by Alice Administrator, 2022-10-27, 9:54 a.m.				

After circulation, the requesting municipal authority prepares and publishes a report to applicants, including received comments and approvals for the project.

Cloudpermit notifies the assigned circulation authorities or the organization's administrator of new circulation requests and approaching due dates.

Permit Issuance

The Permit Issuance feature is for municipal authorities.

The feature enables municipal authorities to **define**, **create**, and **issue permits** on pre-configurable templates. It also allows them to decide the project's required inspections and permit fees.

After completing reviews and acknowledging application payments, municipal authorities prepare the permit for issuance.

- ⇒ All issued permit PDFs are downloadable and saved in the application's "Permits" section in Cloudpermit.
- ⇒ Applicants and municipal authorities have access to all permits on the application anytime.

The "Permits" section in the building application workspace.

PERMITS Close				
Permit number	Issued on	Issued by	Status	Permit document
MMC-2022-10	2022-02-25, 10:33 a.m.	Alice Administrator	Issued	DOWNLOAD PERMIT Signed by Fred Builder 2022-02-25, 10:33 a.m.

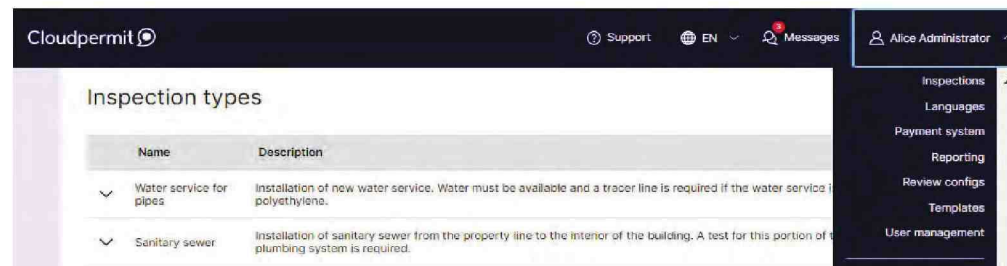
Inspections

A crucial component of Cloudpermit is the Inspections feature for municipal building authorities.

The Cloudpermit configuration enables municipal authorities to configure a set of default inspections for the selected application types.

They can manage inspections by adding new ones, removing unnecessary ones, and publishing a list of required inspections on each application they work on.

The inspections configuration workspace.



Applicants request inspections through the Inspections feature in their application in Cloudpermit and decide the date and time of the inspection.

Once the inspection request is dispatched to the relevant inspector, Cloudpermit allows building and planning inspectors to conduct on-site mobile inspections.

Inspectors only need to write their notes once, ensuring all data is available for all municipal authorities within the department online on any connected mobile device.

Inspectors have all permit information, property contact information, approved drawings, reports, and previous inspection data online in Cloudpermit.

Inspectors can do the following:

- ⇒ Manage deficiencies and orders online.
- ⇒ Upload photos to their inspection notes during the on-site visit.
- ⇒ Benefit from the configured templates while creating reports and certificates on-site.

All conducted inspections with the downloadable inspection report PDFs are recorded in the "All Visits" section in Cloudpermit.

The "All Visits" section in the inspection workspace.

ALL VISITS					Close
2	☒ PASSED (SUBSTANTIALLY COMPLETE)	2022-09-01, 2:45 a.m.	Alice Administrator	Download inspection report	
1	☒ FAILED (NOT SUBSTANTIALLY COMPLETE) DEFICIENCIES	2022-09-01, 1:25 a.m.	Alice Administrator	Download inspection report	

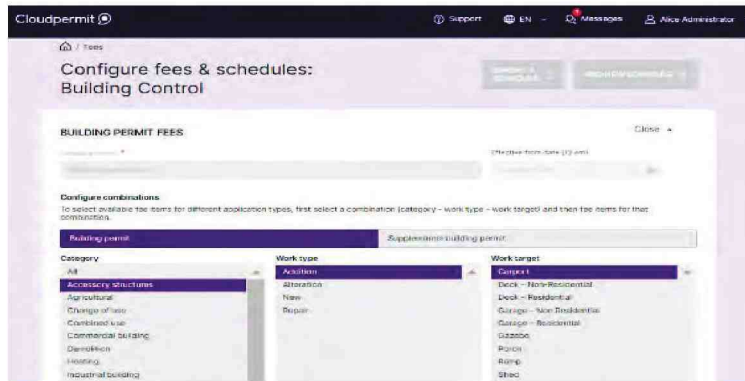
Fees Management

The Fees Management feature is for municipal authorities.

The feature is an all-in-one solution that allows Cloudpermit to manage permit and application fees. It facilitates payments made and received in person or online via native third-party integrations.

Municipality administrators create and process fees using preconfigured fee items. Additionally, Cloudpermit allows automation of fee calculation for deposits and upfront fees. The fee automation inserts the appropriately calculated fee for the bill to be paid online. Additionally, Cloudpermit automatically prepares and sends applicants a downloadable invoice PDF via email.

The fees and schedules configuration workspace.



The integrated online payment solution has the following benefits:

- ⇒ Online payment remarkably reduces on-premises cash payments because applicants can safely make payments online 24/7 and benefit from better transparency in their paid fees.
- ⇒ Online payment enables municipal authorities to automate permit delivery straight after the permit fee is acknowledged.

The selection of integrated online payment providers in Cloudpermit is limited. The third-party integration chapter on page 13 lists available integrated payment checkout systems.

However, Cloudpermit can integrate the payment process into local governments' payment checkout systems upon agreement (priced separately).

Report Management

The Report Management feature is for municipal authorities.



This feature provides customizable data exports for permits, payments, inspections, and review data. It also enables automatic assessment reporting for selected regions.

Processing time, review, and inspection reports reveal the organization's performance, supporting the process's improvement. The reporting data helps municipalities report issued permit numbers and types. It also provides a view of current open permits and in-progress applications.

Configuration Tools

According to the municipality's requirements, local government administrators have complete control of the service, including the Cloudpermit configuration.

Cloudpermit Building Permitting configuration enables the following:

- ⇒ Managing approver and user groups
- ⇒ Working application type configuration with requirements for each type
- ⇒ Configuring and managing inspections

- ⇒ Configuring and managing application fee items for schedules
- ⇒ Managing payment page settings
- ⇒ Supporting managing review configurations
- ⇒ Allowing automating notifications, for example, for permit expiry.
- ⇒ Managing language settings and selection in the user interface
- ⇒ Managing building document templates
- ⇒ Managing role-based permission in user management.

Cloudpermit also develops and sets various application templates and forms for municipal users.

Configuration Description

The tables below display the Building Permitting features configuration.

Configuration:

Section	Component	Description
Building permit categories	Category description	It allows changing the description of a category.
Building permit categories	Project types	It includes work categories, work types, and work targets.
Supplemental building permit	Categories	It allows the selection and editing of types of supplemental building permits.
Attachment types	Add a new attachment type	It includes available attachment types for permits.
Reviews and required forms, attachments, and review configs	Forms	The available forms will be added as required for any application type.
Permit numbering	Permit number	It allows assigning a numbering system to a municipality.

Fees Management:

Section	Component	Description
Fee schedule	Configuration	It includes a list of available fees specific to each client.
Other settings	Online payment	It allows configuring Cloudpermit to accept online payments from various service providers.

Inspections:

Section	Component	Description
Inspections	Time slots	Cloudpermit supports two timeslots for inspection scheduling: 8:00 - 12:00 p.m. and 12:00 p.m. - 4:00 p.m.

Inspection types	Inspection subtypes	Cloudpermit supports two inspection subtypes currently.
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Templates:

Section	Component	Description
Templates	PDF Templates for inspections	It includes permit templates with customizable layouts.
Templates	PDF Templates for inspections	It includes template types.
Location for the application	Extra map layers	Cloudpermit can enable additional map layers for the client.

Application & Review:

Section	Component	Description
Sign off	Compliance language	It enables wording specific to country/province/state. Cloudpermit supports the following languages: en-ca, en-us, and fr-ca.

Cloudpermit Third-Party Integrated Systems

Cloudpermit has standard configurable integrations to over twenty (20) systems categorized under six different integration types described below.

Suppose the need for integration with a standard configurable integration cannot be fulfilled. In that case, Cloudpermit may integrate a new system, make a minor change to an existing one, or develop a custom one. These integrations are priced separately and, if applicable, addressed within your contract.

Standard Configurable Third-Party Integrations

Cloudpermit has integrations to third-party systems that can be configured for the client as part of the standard implementation. These integrations may include monthly or annual fees, which will be stated in a contract.

Geographic Information System (GIS)

Cloudpermit supports a one-way integration with the municipal authority's GIS to search properties by civic address or property identifier, retrieve property information, read map layers to be shown on maps, and retrieve owner information.

Supported GIS integrations include the following:

- ESRI ArcGIS
- CGIS
- CartoVista
- MuniSight

Online Payment

Cloudpermit integrates with most online payment providers through various online checkout systems or payment gateways to process fees and dues. Users can choose an online payment option for their bills when an online payment integration is configured for a municipality.

Payer information and bill contents are sent to the PCI-compliant payment provider and forwarded to the provider's checkout page. The payment provider returns information about the success of the payment. Where necessary (and possible), the convenience fees are configured in the payment system.

Supported Online Payment integrations include the following:

- Allpaid
- Bambora
- CCP/NIC Online Payment
- ePay
- E-xact
- Government Window
- Merchante
- Moneris
- OpenEdge
- Paymentus
- PayNowlink
- Square
- Stripe
- Payeezy

Authentication through Open ID Connect (OIDC)

When a user account is linked to an external system for authentication, Cloudpermit sends the authentication through an Open ID Connectivity (OIDC) API (Application Program Interface) to a third-party login page for the organization.

With this integration, the whole authentication happens in the third-party system, which returns a success of authentication to Cloudpermit. The integration does not include authorization; all groups and permissions are managed in Cloudpermit.

Supported OIDC authentication integrations include the following:

- Azure AD

Additional AD integrations are priced separately and, if applicable, addressed within your contract.

Multi-Factor Authentication (MFA)

When a Multi-Factor Authentication (MFA) is needed for a department, Cloudpermit login will require at least Two-Factor authentication.

After successful Cloudpermit authentication, the users will be sent to a third-party system for second-factor authentication, such as a mobile app or Security Management System (SMS).

The third-party system must supply an OIDC (Open ID Connect) interface, and it returns the success of the second-factor authentication to Cloudpermit.

Supported MFA integration includes the following:

- Duo

Additions and Minor Changes to Third-Party Integrations

Cloudpermit adds integrations with new systems if the integration is for an existing integration type, e.g., Online Payment or GIS. Cloudpermit has confirmed that the third-party system has Application Program Interfaces (APIs) that support the current integration model.

All integrations to new systems and minor changes to existing system integrations must be agreed upon separately, and they are not included in the standard implementation. Delivery may contain a development fee and an annual or monthly fee.

Cloudpermit will give an estimated future release for integration upon agreement.

Custom Integrations

All other integrations not Configurable Standard integrations, minor changes to existing integrations, or new systems with an existing integration type are considered Custom Integrations.

All custom integrations require a feasibility study and specifications before the agreement. Cloudpermit will give an estimated future release for integration upon agreement.

Delivery of a Custom Integration contains a development fee and an annual or monthly fee.

Integrations with Backend Systems

In backend system integrations, Cloudpermit leverages an integration process that enables sending the information to a backend system.

- ⇒ Cloudpermit creates a folder in the backend system for each workspace.
- ⇒ Cloudpermit links the properties and contacts into the folder and make new contacts if necessary.
- ⇒ Cloudpermit updates the folder's status and specified data fields in the folder.

Integration can be configured to include the transfer of fees to the backend system. Completed reviews and inspections can be configured to be transferred too. The integration setup will require changes in the backend system and mapping statuses and codes between the systems.

Integrated backend solutions are priced separately and, if applicable, addressed within your contract.

Integrations with Electronic Archives

This type of integration sends the content of a workspace to an external system for archival. The third-party systems are Enterprise Content Management (ECM) or Electronic Archives. Cloudpermit will create an archival folder in the third party, write the values of the configured data fields in the folder, and transfer configured attachments into the folder for archival.

Integrated electronic archive solutions are priced separately and, if applicable, addressed within your contract.

A woman wearing a white hard hat and a high-visibility safety vest is shown in profile, looking at a tablet device. The background is dark with some blurred lights, suggesting an outdoor night setting. The overall image has a blue tint.

Cloudpermit Code Enforcement Product Description 2023

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Description

Cloudpermit is an online community development software that provides local governments with Software-as-a-Service (SaaS) products available 24/7.

The Cloudpermit product portfolio includes the Building Permitting, Planning, Land Use Permitting, and Code Enforcement products.

This product description applies to the Code Enforcement product.

The information in this document is subject to change without notice aligning with future releases. Releases supply information about new features and non-security updates.

Cloudpermit Core Benefits

Cloudpermit supplies one complete end-to-end product for local governments to manage the entire building, licensing, and planning e-permitting and code enforcement case process. It allows all parties integral to the process, from applicants to authorities to key stakeholders. This ensures that all parties receive real-time information about applications, licenses, and cases.

Below are described the primary benefits Cloudpermit provides to its customer base:

- ⇒ Cloudpermit standardizes local government's building, licensing, planning, and code enforcement processes by supplying the best digital practices.
- ⇒ The 24/7 online service on any browser or operating system allows remote and mobile work on-site.
- ⇒ Monthly releases enable automatic updates to the product providing the latest updates and enhancements while not requiring users to download or install any software files.
- ⇒ A cloud-based SaaS product provides a quick and easy implementation with a municipality-based configuration, lessening the burden on municipal resources.
- ⇒ Through interactive maps, local governments can use high-quality location data and up-to-date property information. This up-to-date property information is derived directly from the local government's Geographic Information System (GIS).
- ⇒ Workspaces enable instant collaboration and communication within applications and code enforcement cases, simultaneously speeding up processes and improving the workflow for all involved parties.

Cloudpermit Code Enforcement

The Cloudpermit Code Enforcement product supplies functionality to enforce violations of statutes or ordinances regulating public health, safety, public works, and building standards within the municipality.

Accessible through any browser or mobile device, municipal code enforcement authorities manage citizens' complaints, inspections, and code enforcement cases to ensure the violations are duly resolved.

Cloudpermit Code Enforcement Features

The Cloudpermit Code Enforcement software provides **Complaint and Case Management** and **Public View** functions to provide an excellent user experience in the municipality's code enforcement workflow.

Cloudpermit Code Enforcement Features:

Complaint and Case Management

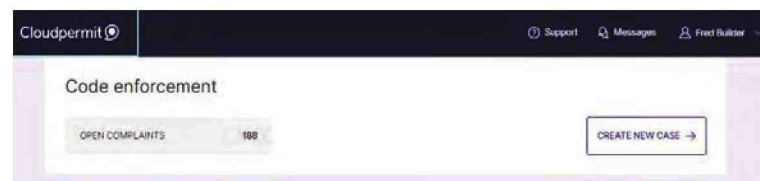
Public View

Complaint and Case Management

The **Complaint and Case Management** functionality, i.e., the "complaints and new cases" workspace, provides comprehensive functionalities for processing code enforcement complaints and creating new cases.

By clicking the "Open Complaints" or "Create New Case" links on the user dashboard, the user will access the "complaints and new cases" workspace.

Access to the "complaints and new cases" workspace.



Using the workspace for complaints and new cases, code enforcement officers can manage all complaints. These complaints may have come from the public via "Public View" or from code enforcement authorities who received them via phone, email, social media, or municipal website and recorded them in Cloudpermit via complaints and new case workspace.

The Complaint and Case Management in Cloudpermit enables the following:

- ⇒ Cloudpermit's interactive maps enable one to search for code violation properties by address, PIN, PID, or spot properties on the map.
- ⇒ Users can filter complaints by selecting the category and status criteria from the drop-down menus. Cloudpermit displays the top-matching cases as case cards in the "Results" section and as pins on the map.
- ⇒ Users can select to display all past complaints (reviewed, closed, abandoned) in the map or list view.
- ⇒ Code enforcement officers triage the complaints. The invalid complaints will be abandoned. However, they remain in the system and can be reopened anytime.
- ⇒ Creating new cases will take all valid complaints to the code enforcement process.
- ⇒ Cloudpermit automatically creates pre-scheduled inspections the code enforcement officers can manage by modifying the suggested date and time and assigning them directly to an available inspector.

Creating a case for the valid complaint in the "complaints and new cases" workspace.

Each municipality's category types for complaints and cases are configurable to match their local ordinances and codes.

Additionally, code enforcement officers can open a new case in the workspace for complaints and new cases without first filing a complaint if they discover a violation without receiving a formal complaint.

Creating a complaint for the specific property location in Cloudpermit.

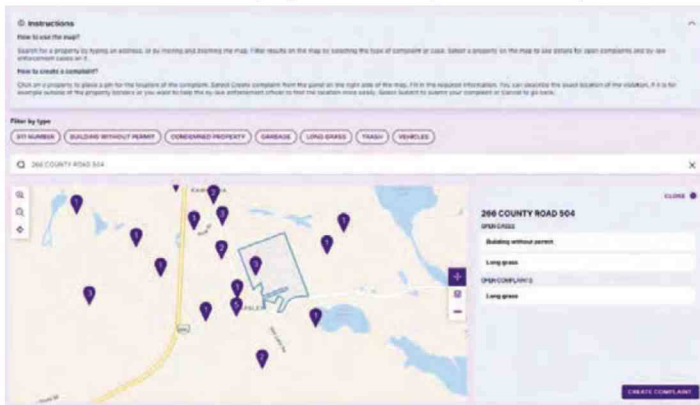
Public View

A municipal code enforcement department can publish a "Public View" in Cloudpermit to display the existing complaints and code enforcement cases on a map. The "Public View" also enables citizens to submit new complaints.

The "Public View" functionality is configurable. Municipal administrative users can select which contact information, for example, name, phone, address, and email, is required by the complainant and provide options for different categories for the complaints.

Municipal administrators can also restrict the ability to show any existing complaints or code enforcement cases on the map.

The "Public View" is displayed at the top of the "complaints and new cases" workspace.



Configuration Tools

Administrative users can adjust the service to the municipality's requirements using Cloudpermit's configuration tools.

Cloudpermit Code Enforcement configuration enables the following:

- ⇒ Adding and managing by-law enforcement categories and visibility of complaints
- ⇒ Managing the content for field inspections
- ⇒ Managing attachment types, party roles, and archiving configuration
- ⇒ Managing case numbering
- ⇒ Managing fees configuration
- ⇒ Working forms and templates configuration
- ⇒ Managing reporting configuration
- ⇒ Managing user groups and role-based permissions.

Additionally, municipalities can manage their system language selection.

Configuration Description

The tables below describe the Cloudpermit Code Enforcement configuration.

Configuration:

Section	Component	Description
Code Enforcement categories	Category description, Archive setting, Complaints	It allows changing the category description, archiving a case workspace, and managing the visibility of complaints in the Public View and other departments.

Fees Management:

Section	Component	Description
Fee schedule	Configuration	It includes a list of available fees specific to each client.
Other settings	Online payment integration	It allows configuring Cloudpermit to accept payment from online providers.

Inspections:

Section	Component	Description
Inspections	Time slots	It includes available time slots for inspection scheduling.
Inspection types	Inspection subtypes	It allows managing inspection types and their descriptions.

Templates:

Section	Component	Description
Templates	PDF templates for inspections	It includes configurable inspection report templates.
Templates	PDF templates for letters	It includes configurable templates for several kinds of letters.
Location for the application	Extra map layers	Additional map layers can be enabled for the client.

Cloudpermit Third-Party Integrated Systems

Cloudpermit has standard configurable integrations to over twenty (20) systems categorized under six different integration types described below.

Suppose the need for integration with a standard configurable integration cannot be fulfilled. In that case, Cloudpermit may provide integration to a new system, make a minor change to an existing one, or develop a custom one. These integrations are priced separately and, if applicable, addressed within your contract.

Standard Configurable Third-Party Integrations

Cloudpermit has integrations to third-party systems that can be configured for the client as part of the standard implementation. These integrations may include monthly or annual fees, which will be stated in a contract.

Geographic Information System (GIS)

Cloudpermit supports a one-way integration with the municipal authority's GIS to search properties by civic address or property identifier, retrieve property information, read map layers to be shown on maps, and retrieve owner information.

Supported GIS integrations include the following:

- ESRI ArcGIS
- CGIS
- CartoVista
- MuniSight

Online Payment

Cloudpermit integrates with most online payment providers through various online checkout systems or payment gateways to process fees and dues. Users can choose an online payment option for their bills when an online payment integration is configured for a municipality.

Payer information and bill contents are sent to the PCI-compliant payment provider and forwarded to the provider's checkout page.

The payment provider returns information about the success of the payment. Where necessary (and possible), the convenience fees are configured in the payment system.

Supported Online Payment integrations include the following:

- Allpaid
- Bambora
- CCP/NIC Online Payment
- ePay
- E-xact
- Government Window
- Merchante
- Moneris
- OpenEdge
- Paymentus
- PayNowlink
- Square
- Stripe
- Payeezy

Authentication through Open ID Connect (OIDC)

When a user account is linked to an external system for authentication, Cloudpermit sends the authentication through an Open ID Connectivity (OIDC) API (Application Program Interface) to a third-party login page for the organization.

With this integration, the whole authentication happens in the third-party system, which returns a success of authentication to Cloudpermit. The integration does not include authorization; all groups and permissions are managed in Cloudpermit.

Supported OIDC authentication integrations include the following:

- Azure AD

Additional AD integrations are priced separately and, if applicable, addressed within your contract.

Multi-Factor Authentication (MFA)

When a Multi-Factor Authentication (MFA) is needed for a department, Cloudpermit login will require at least Two-Factor authentication.

After successful Cloudpermit authentication, the users will be sent to a third-party system for second-factor authentication, such as a mobile app or Security Management System (SMS).

The third-party system must supply an OIDC (Open ID Connect) interface, and it returns the success of the second-factor authentication to Cloudpermit.

Supported MFA integration includes the following:

- Duo

Additions and Minor Changes to Third-Party Integrations

Cloudpermit adds integrations with new systems if the integration is for an existing integration type, e.g., Online Payment or GIS. Cloudpermit has confirmed that the third-party system has Application Program Interfaces (APIs) that support the current integration model.

All integrations to new systems and minor changes to existing system integrations must be agreed upon separately, and they are not included in the standard implementation.

Delivery may contain a development fee and an annual or monthly fee. Cloudpermit will give an estimated future release for integration upon agreement.

Custom Integrations

All other integrations that are not Configurable Standard integrations, minor changes to existing integrations, or new systems with an existing integration type are considered Custom Integrations.

All custom integrations require a feasibility study and specifications before the agreement. Cloudpermit will give an estimated future release for integration upon agreement. Delivery of a Custom Integration contains a development fee and an annual or monthly fee.

Integrations with Backend Systems

In backend system integrations, Cloudpermit leverages an integration process that enables sending the information to a backend system.

- ⇒ Cloudpermit creates a folder in the backend system for each workspace.
- ⇒ Cloudpermit will link the properties and contacts into the folder and make new contacts if necessary.
- ⇒ Cloudpermit updates the folder status and specified data fields in the folder.

Integration can be configured to include the transfer of fees to the backend system. Completed reviews and inspections can be configured to be transferred too. The integration setup will require changes in the backend system and mapping statuses and codes between the systems.

Integrated backend solutions are priced separately and, if applicable, addressed within your contract.

Integrations with Electronic Archives

This type of integration sends the content of a workspace to an external system for archival. The third-party systems are Enterprise Content Management (ECM) or Electronic Archives. Cloudpermit will create an archival folder in the third party, write the values of the configured data fields in the folder, and transfer configured attachments into the folder for archival.

Integrated electronic archive solutions are priced separately and, if applicable, addressed within your contract.

A woman wearing a white hard hat and a high-visibility safety vest is shown in profile, looking at a tablet device. The background is dark with some blurred lights, suggesting an outdoor construction or industrial setting at night. The overall color palette is dominated by dark blues and greys, with the white of the hard hat and vest providing contrast.

Cloudpermit Planning USA Product Description 2023

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General Description

Cloudpermit is an online community development software that provides local governments with Software-as-a-Service (SaaS) products available 24/7.

The Cloudpermit product portfolio includes the Building Permitting, Planning, Land Use Permitting, and Code Enforcement products.

This product description applies to the Planning product.

The information in this document is subject to change without notice aligning with future releases. Releases supply information about new features and non-security updates.

Cloudpermit Core Benefits

Cloudpermit supplies one complete end-to-end product for local governments to manage the entire building, licensing, and planning e-permitting and code enforcement case process. It allows all parties integral to the process, from applicants to authorities to key stakeholders. This ensures that all parties receive real-time information about applications, licenses, and cases.

Below are described the primary benefits Cloudpermit provides to its customer base:

- ⇒ Cloudpermit standardizes local government's building, licensing, planning, and code enforcement processes by supplying the best digital practices.
- ⇒ The 24/7 online service on any browser or operating system allows remote and mobile work on-site.
- ⇒ Monthly releases enable automatic updates to the product providing the latest updates and enhancements while not requiring users to download or install any software files.
- ⇒ A cloud-based SaaS product provides a quick and easy implementation with a municipality-based configuration, lessening the burden on municipal resources.
- ⇒ Through interactive maps, local governments can use high-quality location data and up-to-date property information. This up-to-date property information is derived directly from the local government's Geographic Information System (GIS).
- ⇒ Workspaces enable instant collaboration and communication within applications and code enforcement cases, simultaneously speeding up processes and improving the workflow for all involved parties.

Cloudpermit Planning

The Cloudpermit Planning product helps streamline processes associated with the day-to-day responsibilities of planning departments. It offers unique features to assist with pre-consultation, circulation, public notice, and much more.

Cloudpermit Planning product enables the following:

- ⇒ It provides online software for local government planning department customers, which helps them to manage applications efficiently and effectively.
- ⇒ It allows the public to submit and track their applications online.

The Cloudpermit software is automatically updated periodically with the latest updates and enhancements, not requiring users to download or install any software files.

Cloudpermit Planning Key Core Features

The Cloudpermit Planning software provides **Pre-Consultation, Committee and Council Meetings, Public Notice, Circulation, Conditions and Comments, and Processing Time Calculator** features to enhance an excellent user experience in the planning workflow.

Cloudpermit Planning Key Core Features:
Pre-Consultation
Committee and Council Meetings
Public Notice
Circulation
Conditions and Comments
Processing Time Calculator

Pre-Consultation

The Pre-Consultation feature is for applicants and municipal authorities.

Pre-consultation is an interactive process where applicants and their authorized representatives can present and discuss a development proposal with relevant staff and external agencies in the local government well advanced of the project start.

Cloudpermit enables municipalities to track and document their pre-consultation process digitally.

The pre-consultation process is as follows:

- ⇒ Applicants request a pre-consultation through a guided step-by-step process in Cloudpermit. The pre-consultation usually includes one or more meetings between the parties, which the municipal planning authority sets up via Cloudpermit.
- ⇒ Upon meeting completion, the municipal authority prepares a pre-consultation report and a draft approval application with requirements for the applicants to submit to the municipality in Cloudpermit.

The submitted pre-consultation request in the pre-consultation workspace.

Planning Approval
101 FIRST ST NW, Pulaski
Rezoning / Future Land Use Alignment: Commercial/Industrial

SHOW MAP HIDE FULL DATA

Search messages

PIN	Application number	Municipal ID	Property code	Zoning
072-145-0000-165A	-	4334	Commercial/Industrial	PUL_05

Submitted
2022-09-05, 9:28 a.m.

PRE-CONSULTATION

CURRENT STEP: REQUESTED 2/4 NEXT STEP: IN PROGRESS

Pre-consultation

PARTIES TO THE APPLICATION Open

PROJECT DATA Close

ATTACHMENTS Open

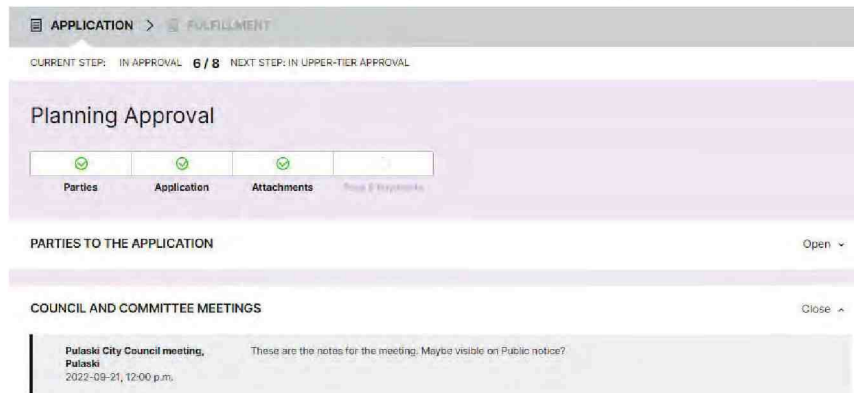
Committee and Council Meetings

The Committee and Council Meetings feature is essential to the planning approval process. Following a strict municipality-based protocol, these meetings are held to decide on planning applications under agreed policies in the local government.

Cloudpermit allows municipal planning authorities to manage better the meeting dates. If municipal authorities participate in meetings across local governments, they provide a shared view of each committee and council associated with the user.

Each approval application can be assigned to an upcoming meeting enabled within Cloudpermit, automatically creating, and sharing agendas and other relevant documents within the Committee and Council Meeting feature.

The "Committee and Council Meetings" section in the application workspace.



Public Notice

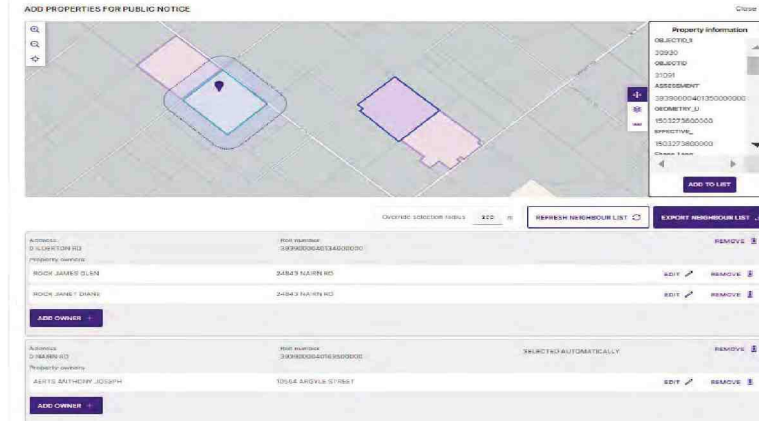
The Public Notice feature allows municipal authorities to manage information and tasks relating to public hearings and notices of specific planning applications in Cloudpermit. It also helps neighbors and citizens supply their opinions on the planning proposal as part of the approval process.

Through Cloudpermit's *Public Notice* feature, municipal authorities can notify the public of specific planning application-related matters online and display an advert in their local newspapers. Cloudpermit also supplies a standard "public notice letter" template that can be shared in traditional media and circulated to nearby property owners.

Cloudpermit supplies buffer zone functionality that finds properties and their owners within a radius decided by the municipal authority.

A listing of mailing addresses of property owners can be enabled with the proper integrations with the municipal authority's GIS property data.

The workspace for adding properties to the public hearing in the Public Notice feature.

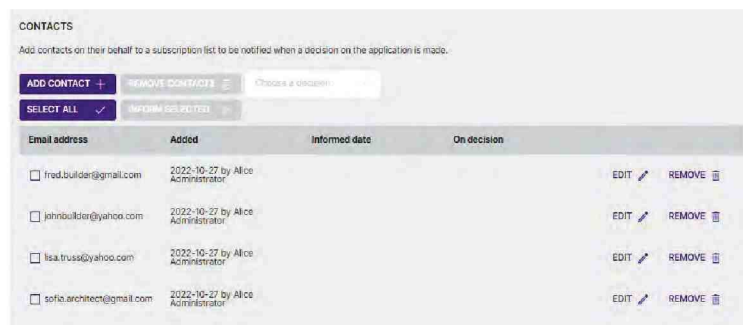


Cloudpermit supplies a maintenance feature to manage the citizen mailing list, providing updates on each application's decisions.

The planning department authorities can add new contacts to the public notice contact list in Cloudpermit. At the same time, citizens can self-register to receive the application decision, either approval or denial, through a link or a QR code.

Users who sign up via the QR code will automatically be notified, while users added manually must be notified manually.

The "Contacts" section of the Public Notice feature.



The self-registering options in the Public Notice feature.



Circulation

Circulation is an essential part of processing workspaces within Cloudpermit.

Cloudpermit allows municipalities to decide which internal and external organizations, agencies, and corporations may participate as stakeholders in the Circulation process and add them to the municipality's approver groups in Cloudpermit.

In practice, the responsible municipal authority circulates the planning approval to the stakeholders, such as fire, water, or sewerage departments requesting comments or approvals in Cloudpermit. This way, comments and approvals can be requested from all stakeholders concurrently in real-time, which speeds up the approval processes.

Cloudpermit supplies user management and task assignment functionalities for stakeholder organizations to manage their requests and internal circulation. However, the planning department's authorities can control who can see the original comments online. Cloudpermit also notifies the assigned circulation authorities or organization's administrators of new circulation requests and approaching due dates.

Additionally, Cloudpermit allows municipal department authorities to complete the circulation request on the stakeholders(s) behalf and record their results on Cloudpermit.

That way, Cloudpermit can help municipal authorities ensure all circulations are accurately recorded on Cloudpermit and save time.

After circulation, the requesting authority prepares and publishes a report to applicants, including received comments and approvals for the project. Cloudpermit notifies the assigned circulation authorities or the organization's administrator of new circulation requests and approaching due dates.

Conditions and Comments

Municipal planning authorities may impose conditions for planning projects in Cloudpermit. Conditions can enhance development quality and enable development where it would have been necessary to refuse planning approval.

The Planning approval workspace includes a section for establishing and commenting on conditions. All conditions must be closed before the final approval.

The "Conditions and Comments" section in the application workspace.

CONDITIONS AND COMMENTS Close

0 Conditions

6 1. Plans Renewal

Id	Title	Round	Status	Assignee
#1	The site plan is not comprehensive enough	1	Responded	Fred Bulder (Agent, Applicant, Property owner, Designer, Payer)
#2	Plan amendment rezoning	1	Open	Fred Bulder (Agent, Applicant, Property owner, Designer, Payer)
#3	Amendment rezoning	1	Cleared	Fred Bulder (Agent, Applicant, Property owner, Designer, Payer)
#4	Site plans for the project	1	Noted	Sofia Doc (Agent, Designer)

Processing Time Calculator

The Processing Time Calculator feature allows local governments to set processing times and deadlines for each approval application type or internal target.

Supplying transparency into processing times and deadlines, this feature automatically calculates application review and decision-making deadlines for each application and displays their urgency on the user's dashboard.

Targets can be paused or adjusted at any time. Additionally, applications can be sorted based on the closest or further due date to help planning departments keep track of the dates.

The Processing Time Calculator feature in the application workspace.



Configuration Tools

Administrative users can adjust the service to the municipality's requirements using Cloudpermit's configuration tools.

Cloudpermit unique configuration enables the following:

- ⇒ Managing planning approver and user groups and application type configuration with requirements for each type.
- ⇒ Automating notifications, for example, for permit expiry.
- ⇒ Managing review configurations, application approval fees, and system language selections.
- ⇒ Managing document templates and role-based permissions in Cloudpermit.

Additionally, Cloudpermit provides planning departments various templates and forms, such as a planning report and a public notice template.

Cloudpermit Configuration

The tables below display the Cloudpermit Planning features configuration.

Configuration:

Section	Component	Description
Application type - categories	Category description	It allows changing the description of a category.
Application type - categories	Project types	It includes Category, Scope, and Proposed Use project types.
Attachment types	Add a new attachment type	It includes available attachment types for permits.
Application number	Application number	It allows assigning a numbering system to a municipality.

Pre-Consultation:

Section	Component	Description
Managing forms	Required forms	It allows adding required forms to applications.
Managing required attachments	Required attachments	It allows adding required attachments to applications.
Managing required party roles	Required party roles	It allows adding required party roles to applications.

Committees and Councils:

Section	Component	Description
Adding new committees and councils	Committee and councils	It allows adding new committees and councils to the municipality.

Application and Review:

Section	Component	Description
Sign off	Compliance language	It allows a wording specific to country/province/state.

Processing Time Calculator:

Section	Component	Description
Processing time calculator	Application configuration	It enables to select of the processing time calculator for municipality groups.
Processing days	Application configuration	It enables setting target times in days and calculation times in business days or calendar days.

Public Notice:

Section	Component	Description
Public Notice Letter	Templates	It enables configuring a Public Notice letter template.
Neighbor default radius	Application configuration	It enables adjusting the default radius neighbors for the Public Notice feature.

Fees Management:

Section	Component	Description
Fee schedule	Configuration	It includes a list of available fees specific to each client.

Other settings	Online payment integration	It allows configuring Cloudpermit to accept payment from online providers.
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Templates:

Section	Component	Description
Templates	PDF Templates	It includes report templates with customizable layout.
Location for the application	Extra map layers	Cloudpermit can enable additional map layers for the client.

Cloudpermit Third-Party Integrated Systems

Cloudpermit has standard configurable integrations to over twenty (20) systems categorized under six different integration types described below.

Suppose the need for integration with a standard configurable integration cannot be fulfilled. In that case, Cloudpermit may provide integration to a new system, make a minor change to an existing one, or develop a custom one. These integrations are priced separately and, if applicable, addressed within your contract.

Standard Configurable Third-Party Integrations

Cloudpermit has integrations to third-party systems that can be configured for the client as part of the standard implementation. These integrations may include monthly or annual fees, which will be stated in a contract.

Geographic Information System (GIS)

Cloudpermit supports a one-way integration with the municipal authority's GIS to search properties by civic address or property identifier, retrieve property information, read map layers to be shown on maps, and retrieve owner information.

Supported GIS integrations include the following:

- ESRI ArcGIS
- CGIS
- CartoVista
- MuniSight

Online Payment

Cloudpermit integrates with most online payment providers through various online checkout systems or payment gateways to process fees and dues. Users can choose an online payment option for their bills when an online payment integration is configured for a municipality.

Payer information and bill contents are sent to the PCI-compliant payment provider and forwarded to the provider's checkout page. The payment provider returns information about the success of the payment. Where necessary (and possible), the convenience fees are configured in the payment system.

Supported Online Payment integrations include the following:

- Allpaid
- Bambora
- CCP/NIC Online Payment
- ePay
- E-xact
- Government Window
- Merchante
- Moneris
- OpenEdge
- Paymentus
- PayNowlink
- Square
- Stripe
- Payeezy

Authentication through Open ID Connect (OIDC)

When a user account is linked to an external system for authentication, Cloudpermit sends the authentication through an Open ID Connectivity (OIDC) API (Application Program Interface) to a third-party login page for the organization.

With this integration, the whole authentication happens in the third-party system, which returns a success of authentication to Cloudpermit. The integration does not include authorization; all groups and permissions are managed in Cloudpermit.

Supported OIDC authentication integrations include the following:

- **Azure AD**

Additional AD integrations are priced separately and, if applicable, addressed within your contract.

Multi-Factor Authentication (MFA)

When a Multi-Factor Authentication (MFA) is needed for a department, Cloudpermit login will require at least Two-Factor authentication.

After successful Cloudpermit authentication, the users will be sent to a third-party system for second-factor authentication, such as a mobile app or Security Management System (SMS).

The third-party system must supply an OIDC (Open ID Connect) interface, and it returns the success of the second-factor authentication to Cloudpermit.

Supported MFA integration includes the following:

- **Duo**

Additions and Minor Changes to Third-Party Integrations

Cloudpermit adds integrations with new systems if the integration is for an existing integration type, e.g., Online Payment or GIS. Cloudpermit has confirmed that the third-party system has Application Program Interfaces (APIs) that support the current integration model.

All integrations to new systems and minor changes to existing system integrations must be agreed upon separately, and they are not included in the standard implementation.

Delivery may contain a development fee and an annual or monthly fee.

Cloudpermit will give an estimated future release for integration upon agreement.

Custom Integrations

All other integrations that are not Configurable Standard integrations, minor changes to existing integrations, or new systems with an existing integration type are considered Custom Integrations.

All custom integrations require a feasibility study and specifications before the agreement. Cloudpermit will give an estimated future release for integration upon agreement.

Delivery of a Custom Integration contains a development fee and an annual or monthly fee.

Integrations with Backend Systems

In backend system integrations, Cloudpermit leverages an integration process that enables sending the information to a backend system.

- ⇒ Cloudpermit creates a folder in the backend system for each workspace.
- ⇒ Cloudpermit will link the properties and contacts into the folder and make new contacts if necessary.
- ⇒ Cloudpermit updates the status of the folder and specified data fields in the folder.

Integration can be configured to include the transfer of fees to the backend system. Completed reviews and inspections can be configured to be transferred too. The integration setup will require changes in the backend system and mapping statuses and codes between the systems.

Integrated backend solutions are priced separately and, if applicable, addressed within your contract.

Integrations with Electronic Archives

This type of integration sends the content of a workspace to an external system for archival. The third-party systems are Enterprise Content Management (ECM) or Electronic Archives. Cloudpermit will create an archival folder in the third party, write the values of the configured data fields in the folder, and transfer configured attachments into the folder for archival.

Integrated electronic archive solutions are priced separately and, if applicable, addressed within your contract.

A woman wearing a white hard hat and a high-visibility safety vest is shown in profile, looking at a tablet device. The background is dark with some blurred lights, suggesting an outdoor or industrial setting at night. The overall tone is professional and technological.

Cloudpermit Licensing Product Description 2023

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General Description

Cloudpermit is online community development software that provides local governments with Software-as-a-Service (SaaS) products available 24/7.

The Cloudpermit product portfolio includes Building Permitting, Planning, Land Use Permitting, Code Enforcement, and Licensing products.

This product description applies to the Licensing product.

The information in this document is subject to change without notice aligning with future releases. Releases supply information about new features and non-security updates.

Cloudpermit Core Benefits

Cloudpermit supplies one complete end-to-end product for local governments to manage the entire building, licensing, and planning e-permitting and code enforcement case process. It allows all parties to be integral to the process, from applicants to authorities to critical stakeholders. It ensures that all parties receive real-time information about applications, licenses, and cases.

Below are described the primary benefits Cloudpermit provides to its customer base:

- ⇒ Cloudpermit standardizes local government's building, planning, code enforcement, and licensing processes by supplying the best digital practices.
- ⇒ The 24/7 online service on any browser or operating system allows remote and mobile work on-site.
- ⇒ Monthly releases enable automatic updates to the product providing the latest updates and enhancements while not requiring users to download or install any software files.
- ⇒ A cloud-based SaaS product provides a quick and easy implementation with a municipality-based configuration, lessening the burden on municipal resources.
- ⇒ Through interactive maps, local governments can use high-quality location data and up-to-date property information. This up-to-date property information is derived directly from the local government's Geographic Information System (GIS).
- ⇒ Workspaces enable instant collaboration and communication within applications and code enforcement cases, simultaneously speeding up processes and improving the workflow for all involved parties.

Cloudpermit Licensing

The Cloudpermit Licensing product is a software solution for local governments to automate and streamline their business licensing processes.

It enables our customers to automate their licensing process to provide their end users - both customers and administration - with a streamlined licensing and reporting system that eliminates the need for time-consuming manual processes.

The Cloudpermit Licensing product enables the following features:

- ⇒ It provides end-to-end, online software for local governments to help them to manage business licenses efficiently and effectively, leading to better service for citizens and businesses.

- ⇒ The product includes license application and issuance features, fee management, compliance monitoring, and reporting tools, which help local governments have better insights and control over their licensing data, making reporting, data analysis, and forecasting easier.
- ⇒ It offers unique features for local governments to efficiently manage their business licensing process, from initial application to renewal and compliance monitoring.
- ⇒ It offers a centralized platform for license management, reducing the time and effort required to obtain and maintain them.

The Cloudpermit software is automatically updated periodically with the latest updates and enhancements, not requiring users to download or install any software files.

This product description provides more detail about the Cloudpermit Licensing product's licensing creation wizard, key features, and integrations.

License Application Creation Wizard

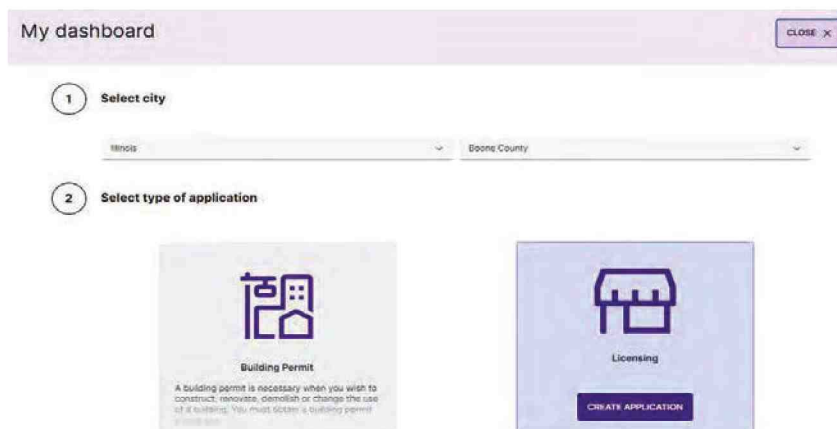
The Cloudpermit Licensing product provides a simple user interface for creating, applying for, reviewing, managing, and issuing business licenses.

Beginning the application creation

Because license applications in Cloudpermit are not associated with projects, and some license applications do not have a specific address or property, the application creation wizard accessible from the user dashboard assists applicants in creating the appropriate workspace for the license application.



Applicants will choose to which state and municipality to submit their application. As a result, applicants can only submit application types permitted in the selected municipality.



Applicants will select the license category and work type that best describes the purpose of their applications in the "Create a New Application" workspace. These choices will determine the application's requirements and process in Cloudpermit.

The screenshot shows the 'Create a New Application' workspace with the 'Category' step selected. The interface includes a progress bar at the top with 'Category', 'Location', and 'Summary' steps. Below the progress bar, the title 'Select category, type and target for your application' is displayed. A 'Good to know' section provides instructions on describing the application's purpose. Two selection panels are visible: 'Category' with options like 'Alcohol License', 'Business License' (selected), 'Gaming License', and 'Vendor License'; and 'Work type' with options 'New' (selected) and 'Renew'. At the bottom, a dropdown menu 'Select who you are applying for' is open, showing options like 'Select person or business', 'Select person or business' (selected), 'Myself (Jim Timmer)', 'April Business Company (Business)', 'Firehouse Org (Business)', 'Moonlight Gaming (Business)', and 'Snowflake Company dba Snowflake Corporation (Business)'. Navigation buttons 'CANCEL', 'BACK', and 'NEXT' are at the bottom right.

In Cloudpermit, the license applicant can be a private individual or a business. Furthermore, authorities can also apply for licenses on behalf of their customers. Municipalities can also make an online copy for those applications sent by paper or email.

Defining the location

Business location information is frequently requested when applying for business licenses and contractor registrations. Cloudpermit applicants can benefit from the municipality's Geographic Information System (GIS) to find exact business addresses for their license applications.

If the location mapping fails, applicants can manually enter the property address, which the municipal authorities will correct while the license application is being reviewed.

The screenshot shows the 'Create a new application' workspace with the 'Location' step selected. The progress bar at the top shows 'Category', 'Location' (selected), and 'Summary'. The title 'Location for the application' is displayed. A note instructs users to select a property for the application, either by address or by pointing to a location on the map. Below this, a map of Boone County, Illinois, is shown. A search bar at the top right of the map contains the text '162 HASTINGS'. To the right of the map, the 'Address' is listed as '162 HASTINGS'. Below the address, 'Property details' are shown: 'PIN: 600' and 'Municipal ID: 12832'. Navigation buttons 'CANCEL', 'BACK', and 'NEXT' are at the bottom right.

Draft license application workspace

Once the license application data is in place, applicants will be redirected to the draft license application workspace. The "Required Tasks" progress bar displays the actions the applicant must take to complete and submit the license application. These actions are related to the selected license category type.

The screenshot shows the 'Draft license application workspace' for a 'Business License' in Boone County. The interface includes a header with 'BACK TO DASHBOARD', a location pin for '162 HASTINGS', and buttons for 'MORE ACTIONS' and 'SIGN OFF APPLICATION'. Below the header, there's a 'Licensing' section with the address '162 HASTINGS, Boone County' and a 'SHOW MAP' button. A 'PIN' field shows '600'. There are links for 'Show messages' and 'Email notifications' (set to YES). The main section is titled 'APPLICATION' and shows the 'CURRENT STEP: DRAFT 1/7' and 'NEXT STEP: PAYMENT'. A 'REQUIRED TASKS' progress bar has four steps: 'Parties' (1), 'Application' (1), 'Attachments' (3), and 'Fees & Payments' (1). The 'Parties' step is highlighted. Below the progress bar, there are three expandable sections: 'PARTIES TO THE APPLICATION' (with an 'ADD OR INVITE PARTY' button), 'APPLICATION DATA', and 'ATTACHMENTS'. Each section has an 'Open' button.

Adding parties to the license application

Applicants can add individuals and businesses to the Cloudpermit database as "parties." It happens in the "Parties to the Application" section of the application workspace.

The screenshot shows the 'PARTIES TO THE APPLICATION' section. It has a header with 'PARTIES TO THE APPLICATION' and buttons for 'ADD OR INVITE PARTY' and 'Close'. Below the header, there are three party cards. The first card is for 'Maya User' (Workspace creator, Applicant, Business Owner) with email 'mayauser027@gmail.com' and phone '+1 (234) 234-3456'. The second card is for 'Financial Org' (Invite accepted, Agent) with a 'View business details' link. The third card is for '(Pending)' (Invite pending, Architectural consultant) with email 'sofiaarchitect63@gmail.com'.

The party invitations will be sent to individual recipients via email. Following acceptance of the invitation, the new party can access and participate in the license application within the limitations set by the application owner. However, all parties in the application will automatically have permission to access and read the application details.

- ⇒ If you add a person with the email address to your license application, the invitation to collaborate on the application will be automatically sent. The invitee accepts or declines the invite.
- ⇒ If you enter the party details manually in case the party doesn't have an email account, the party will be considered active immediately, regardless of whether the invite is ignored, accepted, or declined.

- ⇒ If a business partner already appears in your account database, this business partner will immediately become active on the license application after adding the business partner's data to the "Parties " to the "Application" feature.
- ⇒ If you invite a new business to your license application, you will set up a new business account and choose at least one role for the company. All members of the business can access and read the application data.

Business data can be managed in the "Business Information" view accessible from the user dashboard.

Add party CANCEL X ADD SELECTED BUSINESS

☐ Add Person ☒ Add Business

You can add your existing business as a party or create a new business account. Adding a business allows all its member users to access and read this application. Select at least one role for the business.

☐ Add a new business (a business not yet in Cloudpermit database)

Select existing business account

April Business Company, Boston, New York
Financial Org, Los Angeles, California
New Business Partner, Los Angeles, California

Business will act in role(s) of

BUSINESS MANAGER X **OTHER CONSULTANT** X

Select role(s) *

- Select -

Application data and submission

The application data may necessitate actions depending on the license category and work type selected during the license application creation. The municipal administrator determined this information during the Cloudpermit setup. That way, the correct form for applicants will be automatically added to the license application.

APPLICATION DATA Close

Work type

New

All information is saved automatically.

All required fields are marked with *

Business Information

Trade name/DBA *

PRINT FORM

After completing the required application information, applicants will digitally sign off on the license applications before submitting them to the municipal department via Cloudpermit.

DECLARATION Close

APPLICANT

In consideration of the issuance of this permit, the Applicant shall receive approval of the highway authority for the type and size of roadway entrance. In consideration of the issuance of said permit, I agree that, in the erection and use of the structure covered by said permit, I will conform to the regulations set forth in the local Zoning Ordinance and in the local Health Ordinance and in the local Building Ordinance, and I also agree that all work performed under said permit will be in accordance with the plans and plot diagram which accompanies this application, except for such changes as may be authorized by the Building Officer, and that I will use the structure covered by said permit only for the purpose it was applied for.

Signed by **Maya User** 2023-04-19, 8:56:31m Remove

DOWNLOAD SIGNED FORM

Licensing Workflow Phases

The workflow for "Licensing" is divided into two phases: "Application" and "Archival."

- ⇒ The "Application" phase begins once the applicant has completed and submitted the license application to the municipality.
- ⇒ The "Archival" phase begins after the license has been issued.

Municipal administrators can use Cloudpermit to set up an automated archiving system for all issued applications. These applications, as well as all associated data, are stored in the Cloudpermit database and are available at any time.

License Application Issuance Process

The municipal authorities will begin reviewing applicants' license applications once submitted. The application issuance process includes the below-described action steps.

License Application Review

The application review begins when a license application is submitted to the municipal department.

Cloudpermit helps municipal departments manage license application submission reviews by offering a variety of review types that municipal administrators can customize in Cloudpermit. Application forms and attachment types are examples of this.

Furthermore, if the license type necessitates it, municipal authorities can request additional reviews for the application by selecting the review type and assigning it to a suitable reviewer in the "Reviews" section of the license application.

After completing license application evaluations, the reviewer marks the forms and attachments as complete and records the results in Cloudpermit.

The screenshot displays the 'REVIEWS' section of the Cloudpermit interface. At the top, there is a header with '2 REVIEWS' and buttons for 'ADD NEW REVIEW +' and 'Close'. Below this is a table with columns for 'Review', 'Status', and 'Reviewer'. The first entry shows a 'General Review' with a status of 'Reviewed' and reviewer 'Fred Builder'. It includes a comment from 'Fred builder' dated '2023-04-24, 6:50 a.m.' stating 'There are no objections to proceeding.' The second entry shows a 'General Review' with a status of 'Changes requested' and reviewer 'Fred Builder'. It includes a comment from 'Fred Builder' dated '2023-04-24, 6:51 a.m.' stating 'Please complete the additional form for the business license application added to your application. The form is in your license application's "Application Data" section.'

Review	Status	Reviewer
General Review	Reviewed	Fred Builder
Comments ✓ 2023-04-24, 6:50 a.m. Reviewed Fred builder There are no objections to proceeding.		
General Review	Changes requested	Fred Builder
Comments ✗ 2023-04-24, 6:51 a.m. Changes requested Fred Builder Please complete the additional form for the business license application added to your application. The form is in your license application's "Application Data" section.		

A change request will be submitted if the applicant needs to change the application forms or attachments. Cloudpermit creates a task for applicants, which appears in their dashboard's "Task and Requests"

section. In addition, an email will be sent to applicants and business members informing them of the change request in the license application workspace. The assigned reviewer verifies the changes provided in the workspace.

Circulation

For certain license types, such as alcohol licenses, authorities can distribute the license application to third-party organizations for evaluation. The municipality determines the circulation practice and license types and configures them accordingly in Cloudpermit.

The third-party examines the license application in the context of its own rules and issues an opinion in Cloudpermit in favor of or against the license. The circulation result will be saved in the "Circulation" section of the license application workspace.

License Inspections

Inspections are a necessary step in the licensing process. Inspections can be conducted before and after the license issuance. The municipality issuing the license determines this practice.

For more information, see the chapter "Inspections."

License issuance

Following a review of the license application and the absence of any objections to license issuance, the municipal authority prepares a licensing bill that can be paid online or in person as instructed by a municipality.

FEES & PAYMENTS Total due \$75.00 Close

[ADD LICENSE BILL +](#) [ADD ADDITIONAL BILL +](#)

UNPAID (1)

License bill		Copy of Fee Schedule 2			
Item	Notes	Quantity	Unit	Unit price	Item total
License Fee		1.0		75	\$75.00
BILL TOTAL					\$75.00
TOTAL DUE					\$75.00

Invoice # Payer: Financial Org (Applicant, Business Owner)

[DOWNLOAD INVOICE](#) [CANCEL BILL ↶](#) [SET AS PAID ✓](#)

Furthermore, the municipal authority prepares a license permit using the preconfigured license template. Municipal administrators configure the following default date input configuration settings based on municipal license issuance practices to the license template:

- ⇒ Issue Date
- ⇒ Valid From
- ⇒ Expiration Date

These data input settings can be defined at the main licensing level so that each category level inherits them. They can also be determined separately for each category.

BACK TO WORKSPACE / Financial Org / 211 HASTINGS / Licenses

Licensing

Draft

211 HASTINGS
FIN
400

Issuer *

Fred Builder

Issued to *

Financial Org (Applicant, Business Owner)

Date issued

4/25/2023 CLEAR

Valid from

4/25/2024 CLEAR

Expiration date

4/30/2025 CLEAR

Applicant, Business Owner
Financial Org

License description

This granting license legalizes business by international laws and guarantees honesty, decency, and transparency in financial matters.

DELETE DRAFT ISSUE LICENSE

Once the license has been created, the license application workspace includes a "Licenses" section that houses the draft and issued license permits with PDFs for the license application. The permit is automatically issued once the municipal authority acknowledges receipt of the license fee in Cloudpermit.

Furthermore, Cloudpermit emails automatically the workspace parties informing them that the license permit has been issued.

LICENSES Close

License number	Issued on	Issued by	Status	License document
LIC-2023-0031	2023-04-19, 10:35 a.m.	City 1 Yser	Issued	DOWNLOAD LICENSE

Licensing Features

The Cloudpermit Licensing product provides several key features that enhance the user experience in the licensing workflow. These features include the following:

Cloudpermit Licensing features:

- License Register, License View, and "My Businesses" View
- Renewal and Revoke Management
- Notifications & Alerts
- Inspections
- Document Management
- Data Import
- Late Fees Management
- Report Management

License Register View

The "License Register" view allows applicants and municipal authorities to find and keep track of issued licenses.

The view is accessible via a widget from the user dashboard. The number displayed in the license registry widget represents the number of valid licenses the user can access in the "License Register" view.

Licensing



Especially municipalities may have hundreds of active licenses in their registry. Cloudpermit makes searching for, filtering, and sorting licenses in the "License Register" workspace easier by providing a "Search" feature with various search and filter criteria. These include the following:

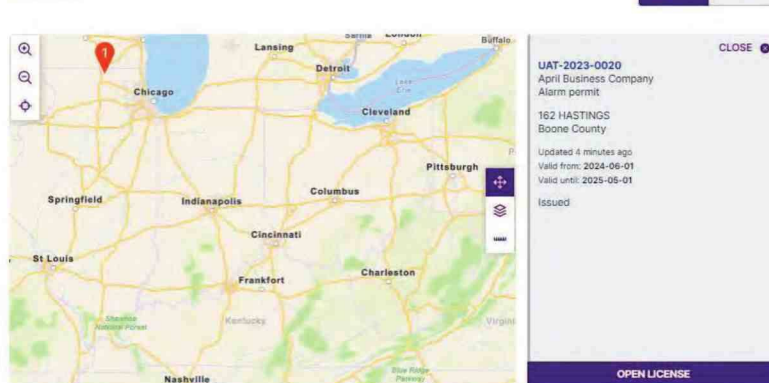
- ⇒ Free text search.
- ⇒ License status filters (expired, issued, or revoked).
- ⇒ Filter for selecting municipal departments.
- ⇒ Filter for selecting different action items, like open bills or inspections in applications.
- ⇒ Filter for searching for expiring licenses.
- ⇒ Filter for selecting category types.

Cloudpermit displays the search and filter results in the "Map" view by default. Clicking the pin on the map opens the selected license card with access to the "License" view.

Licenses (65)

Modify selections to narrow down the License results.

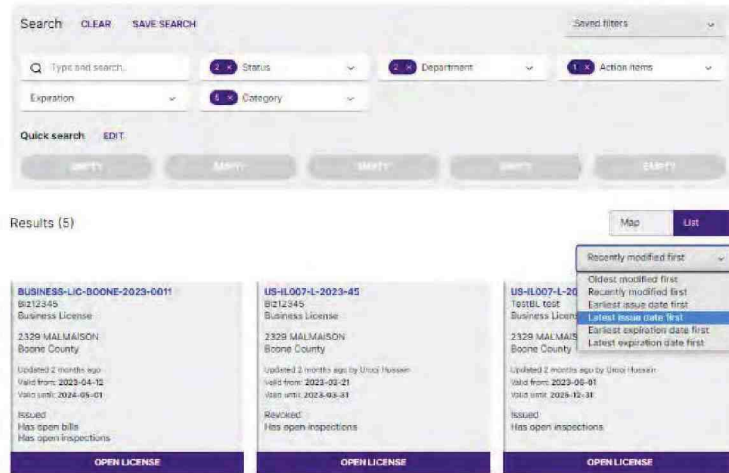
Results (1)



Selecting a sorting value from the drop-down list on the right under "Results" allows users to sort filtered licenses as cards. This feature applies only to the "List" view mode.

Licenses (65)

Modify selections to narrow down the License results.



By selecting the license and clicking the "Open License" button, applicants and municipal authorities can access the "License" view through the "License Register" view.

License View

The "License" view displays the issued license applications for applicants and municipal authorities in one place.

The "License" view for applicants

The "License" view allows users to view their issued license data, like inspections, and request a renewal for the expiring permits.

Applicants will enter the "License Register" view from their dashboard through the "Licensing" widget.

Licensing



They must select the license and click the "Open License" button on the license card to be redirected to the "License" view.



The "License" view includes the "Inspections" section and the license application workspace entry. Applicants can request a license renewal by clicking the "Renew License" button on the top right of the workspace.

BACK TO DASHBOARD / April Business Company / UAT-2023-0020 RENEW LICENSE

Alarm permit
162 HASTINGS, Boone County
April Business Company
DOWNLOAD LICENSE

License status Issued	License number UAT-2023-0020	PIN 800	Category Alarm permit	Date issued 2023-05-31 by Olivia Administration
Issued to April Business Company	Valid from 2024-06-01	Expiration Date 2025-05-31		

INSPECTIONS

Inspection	Status	Visits	Last visit / Confirmed time
General Inspection	PASSED	1	2023-05-31

APPLICATIONS

Application number	License expiration	Status
UAT-2023-0020	2025-05-31	ISSUED

The "License" view for municipal authorities

Authority users will be redirected to the selected license application workspace through the "License Register" view.

The "License" view allows municipal authorities to follow up on inspections in license applications or renew or revoke a license. These options are selectable in each application workspace's "More Actions" drop-down menu.

BACK TO DASHBOARD / April Business Company / UAT-2023-0020 MORE ACTIONS

Alarm permit
162 HASTINGS, Boone County
April Business Company
DOWNLOAD LICENSE

License status Issued	License number UAT-2023-0020	PIN 800	Category Alarm permit	Date issued 2023-05-31 by Olivia Administration
Issued to April Business Company	Valid from 2024-06-01	Expiration Date 2025-05-31		

INSPECTIONS

CREATE FOLLOW-UP WORKSPACE Open

APPLICATIONS

Open

MORE ACTIONS

- Create follow-up workspace
- Renew license
- Revoke license

- ⇒ By creating a follow-up workspace for licenses, municipalities can efficiently track inspections for an issued license which can be annual scheduled inspections, random inspections, or inspections made based on a complaint. Authorities can create one follow-up workspace at a time.
- ⇒ Licenses are only valid for a certain period. When the license expires or is about to expire, the holder will request a renewal through the issued license application. Municipalities can easily renew expired licenses by viewing current and historical license data in one place in the application.
- ⇒ Municipal authorities sometimes must cancel a valid license for a specific reason. The "Revoke" feature is available in all issued applications in the "License Register" view.

Business Information View

The "Business Information" view of the business is created when a user adds an existing business as a party or invites a new business as a party to the application workspace. The view displays business contact information, the applications associated with the business, all licenses, and a user management section where administrators can manage business users.

After creating the business party in the "Parties to the Application" section, the business data in the "Business Information" view can be used across license applications in Cloudpermit.

The "My businesses" section appears at the top of the applicant's dashboard once business parties have been created. All current business parties associated with the applicant's account are included. Each business account in the section is linked to the "Business Information" view, accessible by clicking the business name link.



The "Business Information" view includes contact information, a list of business licenses the business owns, and expiring and revoked licenses. Furthermore, administrators of the business account have full access to all information in the "Business Information" view. They can add new members (view-only access) and other administrators (full access to the business data) in the "Users in Business" section. Administrators can also remove other administrators and members from the business account. However, a business account must have at least one administrator.

B_Visible

Boone, Illinois

CONTACT INFORMATION

Business name B_Visible	Business type Partnership	FEIN 999-999-9999
Trade name / DBA B.V	Mailing address	City Boone
State Illinois	ZIP code 12345	Business phone +11234567890
Created by		2023-03-29, 11:20 p.m.

BUSINESS LICENSES

Card view List view Close

Licenses

BUSINESS LICENSE Expires on 12/31/2025	BUSINESS LICENSE Expires on 12/31/2023	BUSINESS LICENSE Expires on 12/31/2025
---	---	---

Show expired/revoked licenses

USERS IN BUSINESS

Close

Status	Name	Email	Groups
Active			Administrators

Renewal and Revoke Management

Renewal and Revoke Management are integral to the license application workspaces.

The license renewal process applies to applicants and authorities who can apply for a license renewal on behalf of their customers. The Cloudpermit system sends an email notification to all parties and business representatives in the most recent application workspace well before the license expires, followed by another on the day the permit expires.

The renewal process includes the following:

- ⇒ Renewal of expired licenses
- ⇒ Renewal and late penalty fees

The license holder can create a renewal license application for the expired license in the license application workspace. The business license renewal fee is determined by the type of business and the municipality's fee schedule.

Municipal authorities will manage license renewals in license applications by selecting the "Renew license" option from the "More Actions" drop-down menu.

Municipal authorities may revoke valid licenses for specific reasons. The reason for the revocation must always be specified. The license holders and the parties in the most recent license application workspace are notified by email that their license has been revoked.

Notifications and Alerts

Cloudpermit automatically sends license expiration notifications to all parties involved in the most recent application workspace.

License renewal notification is triggered based on the municipality's configuration setting. The expiration notification will show on the user interface. Furthermore, the system will send two email notifications: one some days before the license expiry and another one on the expiration day. Municipal administrators can customize email notifications' frequency, notification type, and content.

Furthermore, license renewal notifications submitted will appear in the audit log for the "License" view.

Inspections

Inspections are an integral part of the license application review. They can be conducted before or after the license issuance. Municipalities can decide which type of inspections they require for certain license application types and configure them to Cloudpermit during the system setup.

The assigned inspector will conduct an on-site inspection of the business and either pass the inspection or decline it for a reason. The visit result will be recorded in the "All Visits" section of the inspection workspace in Cloudpermit.

Certain types of inspections are performed on issued licenses. They can be scheduled annually, randomly, or in response to a complaint. Municipal authorities can manage inspections from the "License" view.

Document Management

Cloudpermit generates all documents in downloadable and archivable PDF format by default. License documents, such as uploaded attachments, permits, inspection visit results, license fee invoices, and receipts, are automatically saved to the workspace sections to which they belong as PDF templates.

The latest license permit also appears in the application's workspace header, which can be accessed anytime.



Data Import

Authority users can import previously issued business licenses, inspections, and attachments into the Cloudpermit database.

After uploading the Excel sheet columns into license data, such as license number, license holder, address, property ID, and municipality, users can map the Excel file to define a form that will appear in the workspace. Users can preview the draft license and workspace before importing data.

Similarly, license attachments and inspections for existing licenses can be imported.

When a license is imported, Cloudpermit creates and links to a license with a business (if one is required). The application workspace is built using form data from the license import, inspections, and attachments from the "Attachments" and "Inspections" Excel sheets.

Late Fee Management

In licensing, the businesses may need to pay penalties, i.e., late fees, for delays in their payment. The penalty calculation in Cloudpermit is automated, enabling possible high volumes in late fee management. The late fee calculation is determined by the type of business and the municipality's fee schedule.

Cloudpermit supports the following types of late fees:

- ⇒ One-time fees
- ⇒ Recurring monthly fees

The administrator can define the fee as any other item for one-time and recurring monthly fees (flat or calculated). Furthermore, the administrator must specify the maximum number of months for recurring monthly fees (2 - 12).

- ⇒ If the license renewal is late, the administrator can set the late fee as "one-time" and add it as a new fee item in the license bill.
- ⇒ If the late fee is "recurring monthly," the administrator adds a new fee item to the bill and calculates how many months it has been late.

The late fees must be calculated automatically when a bill is created. The license's expiration date must be checked if a late fee is specified for the license bill. Furthermore, bank holidays and weekends are to be considered.

When Cloudpermit calculates lateness and penalty fees, a bill can be assigned a due date, usually the next weekday. Municipalities can also use Cloudpermit to connect licensing fees to their fee schedule.

Report Management

Licensing enables municipal authorities to create basic reports for licensing organizations in Cloudpermit.



Creating reports can help a municipality with compliance, revenue regeneration, planning, and resource allocation and promote transparency and accountability.

Municipal authorities can generate licenses, payments, inspections, and review reports.

Users can choose one report at a time and customize its time range, license type (submitted/issued), and permit categories. Cloudpermit supports CSV and Excel spreadsheet report formats.

License Reports

License reports include submitted applications and issued licenses.

- ⇒ For the submitted applications, the report includes a list of license applications with a submitted date within the selected time range and matches any other filter (e.g., category).
- ⇒ For the issued licenses, the report displays a list of all applications with a given date within the time range and matches any other filter (e.g., category).

Payment Reports

Payment reports include "Online Payments" (the default option) and "Fees and Payments."

Inspections Reports

Inspection reports help to ensure regulatory compliance and promote public health and safety in the municipality. The inspection report includes "Inspections," "Site Visits," "Open Inspections," and "Order."

- ⇒ "Inspections" display a list of applications with a "submitted date" within the chosen time range and match any other filter (e.g., category).
- ⇒ "Site Visits" displays a list of all applications with an "issued date" within the time range that matches any other filter (e.g., category).
- ⇒ "Open inspections" displays a list of all inspections that are not completed and match any other filter.
- ⇒ "Orders" displays a list of all issued orders where the order's time of issuance is within the time range.

Review Reports

Report-type options for review reporting include reviews and review events.

Reporting: Boone County, Licensing

LICENSES PAYMENTS INSPECTIONS REVIEWS

Select from saved presets

CLEAR ALL SELECTIONS SAVE CURRENT AS PRESET

Select report and time range

Type of report

REVIEWS REVIEW EVENTS

Time range

Current month

Reviews display a list of applications with a "Review start date" within the time range and match any other filter (e.g., category or a review name).

Review events display a list of applications with an "Event date" within the time range and match any other filter (e.g., category or a review name).

Configuration Description

The tables below display the Cloudpermit Licensing features configuration.

Approver Groups		
Section	Component	Description
Circulation groups	Circulation groups	It enables to add and edit circulation groups in the municipality.

Configuration		
Section	Component	Description
License categories	License categories	It allows changing the license category description.

License categories	Disable location services for new workspaces	It allows not displaying location services for new workspaces.
License categories	Renewal limit	It defines how many days before the expiration of a license can be renewed (earliest renewal point). If left empty, there will be no limit for the renewal.
License categories	License notifications for the first and second renewal	Users can set how many license notifications will be for the first and second renewals.
License categories	License defaults	Users can set license defaults for the date issued, date of issuance, valid from, and expiration dates.
Attachment types	Add a new attachment type	It includes available attachment types for licenses.
Party roles	Add a new party role	It includes new party roles not used in previous license applications.
Required forms, attachments, and configs	Forms	These settings define which forms are included and which attachments and review configs are required in different license applications.
License numbering	License number	A license number is assigned to a license when it is issued. These settings allow administrators to customize how the license number is generated. Custom license numbers will always include the current year and a sequential number.
License numbering	Reset the counter to the change of the year.	Users can reset the counter on the year change by enabling the option.
License numbering	Assign a new number on renewal	Users can assign a number on renewal by enabling the option

Data Import		
Section	Component	Description
Data Import	Import a spreadsheet	It enables importing licenses, inspections, and attachments.

Fees		
Section	Component	Description
Fee schedule	Configuration	It includes a list of available fees specific to each customer.
Other settings	Online payment	It enables Cloudpermit to be configured to accept online payments from various service providers.

Inspections:		
Section	Component	Description
Settings	Settings	Cloudpermit enables configuring the following settings: inspection phases and visibility, time tracking, orders, quick pass, internal notes, and managing available qualification types, Phares, and freeze time. Furthermore, Cloudpermit supports two timeslots for inspection scheduling: 8.00 a.m. – 12.00 a.m. and 12.00 p.m. – 4.00 p.m.
Inspection types	Create a new inspection type	It enables the creation of new inspection types.
Visit results	Add a new visit result.	It enables additional inspection visit results that are selectable when a prominent result is selected in the "Visit result" section of the inspection template.
Inspector working areas	Upload shapefile	

Payment System		
Section	Component	Description
Payment System settings	Configure payment page settings	It enables configuring payment page settings.

Reporting		
Section	Component	Description
Reporting	Report types	It includes the following reporting types and their settings: licenses, payments, inspections, and reviews.

Review configs		
Section	Component	Description
Manage available reviews	Time tracking	It enables time tracking for reviews and selecting available reviews for the organization.
Manage available reviews	Available reviews	It enables adding new reviews to applications.

Templates		
Section	Component	Description
Permit templates	Templates	It includes various license templates with customizable layouts.

User management		
Section	Component	Description
User management	Add a new user	It enables adding a new user, editing user permissions and groups, and removing a user.

Working Day Calendar		
Section	Component	Description
Working Day Calendar	Select a day when inspections are conducted.	It enables the selection of working days when inspectors are available.
Working Day Calendar	Add a new working day.	It enables public holidays that affect processing time calculation, late fee calculation, and when inspections are not conducted.

Licensing Personas in Business Accounts

A business is created when a user adds a business as a party to an application. This action makes the user an administrator in the business account. A business account must always have at least one administrator. The administrator can invite and remove administrators and members from the business account.

Cloudpermit Licensing has two personas: administrators and members. Each persona is responsible for tasks or has privileges for specific workflows within Licensing.

Persona	Tasks /Workflow
Administrator Cloudpermit administrators have complete editing access to the business.	○ An Administrator can access the business accounts to which the person has been nominated as an Administrator. ○ An Administrator can add administrators and members to business accounts to which the person has been nominated as an Administrator. ○ An Administrator can edit contact information from the "Business Information" view. ○ An Administrator can add new administrators and members and remove them from the business account.
Member	○ A member has read-only privilege in business accounts. ○ A member can access the application workspace but not change it.

Here's a quick rundown of the user permissions in business accounts:

- ⇒ The municipality that created the business account retains editing permissions on the business information, including user invites, until the first admin invite for the account is accepted.
- ⇒ The business account is treated the same as any other, with only the business admin having edit access.
- ⇒ The first person to be invited becomes the administrator. Only after an administrator party is included can the municipality's control be retracted.
- ⇒ Administrators cannot remove themselves from a business if they are the last administrators to prevent a business entity from becoming orphaned.

Cloudpermit Third-Party Integrated Systems

Cloudpermit has standard configurable integrations to over twenty (20) systems categorized under six different integration types described below.

Suppose the need for integration with a standard configurable integration cannot be fulfilled. In that case, Cloudpermit may integrate a new system, make a minor change to an existing one, or develop a custom one. These integrations are priced separately and, if applicable, addressed within your contract.

Standard Configurable Third-Party Integrations

Cloudpermit has integrations to third-party systems that can be configured for the client as part of the standard implementation. These integrations may include monthly or annual fees, which will be stated in a contract.

Geographic Information System (GIS)

Cloudpermit supports a one-way integration with the municipal authority's GIS to search properties by civic address or property identifier, retrieve property information, read map layers to be shown on maps, and retrieve owner information.

Supported GIS integrations include the following:

- ESRI ArcGIS
- CGIS
- CartoVista
- MuniSight

Online Payment

Cloudpermit integrates with most online payment providers through various checkout systems or payment gateways to process fees and dues. Users can choose an online payment option for their bills when an online payment integration is configured for a municipality.

Payer information and bill contents are sent to the PCI-compliant payment provider and forwarded to the provider's checkout page. The payment provider returns information about the success of the payment. Where necessary (and possible), the convenience fees are configured in the payment system.

Supported Online Payment integrations include the following:

- Allpaid
- Bambora
- CCP/NIC Online Payment
- ePay
- E-xact
- Government Window
- Merchante
- Moneris
- OpenEdge
- Paymentus
- PayNowlink
- Square
- Stripe
- Payeezy
- Municipal Services Bureau (MSB)
- Point & Pay

Authentication through Open ID Connect (OIDC)

When a user account is linked to an external system for authentication, Cloudpermit sends the authentication through an Open ID Connectivity (OIDC) API (Application Program Interface) to a third-party login page for the organization.

With this integration, the whole authentication happens in the third-party system, which returns a success of authentication to Cloudpermit. The integration does not include authorization; all groups and permissions are managed in Cloudpermit.

Supported OIDC authentication integrations include the following:

- **Azure AD**

Additional AD integrations are priced separately and, if applicable, addressed within your contract.

Multi-Factor Authentication (MFA)

When a Multi-Factor Authentication (MFA) is needed for a department, Cloudpermit login will require at least Two-Factor authentication.

After successful Cloudpermit authentication, the users will be sent to a third-party system for second-factor authentication, such as a mobile app or Security Management System (SMS).

The third-party system must supply an OIDC (Open ID Connect) interface, and it returns the success of the second-factor authentication to Cloudpermit.

Supported MFA integration includes the following:

- **Duo**

Additions and Minor Changes to Third-Party Integrations

Cloudpermit adds integrations with new systems if the integration is for an existing integration type, e.g., Online Payment or GIS. Cloudpermit has confirmed that the third-party system has Application Program Interfaces (APIs) that support the current integration model.

All integrations to new systems and minor changes to existing system integrations must be agreed upon separately, and they are not included in the standard implementation.

Delivery may contain a development fee and an annual or monthly fee.

Cloudpermit will give an estimated future release for integration upon agreement.

Custom Integrations

All other integrations, not Configurable Standard integrations, minor changes to existing integrations, or new systems with an existing integration type are considered Custom Integrations.

All custom integrations require a feasibility study and specifications before the agreement. Cloudpermit will give an estimated future release for integration upon agreement.

Delivery of a Custom Integration contains a development fee and an annual or monthly fee.

Integrations with Backend Systems

In backend system integrations, Cloudpermit leverages an integration process that enables sending the information to a backend system.

- ⇒ Cloudpermit creates a folder in the backend system for each workspace.
- ⇒ Cloudpermit will link the properties and contacts into the folder and make new contacts if necessary.
- ⇒ Cloudpermit updates the folder status and specified data fields in the folder.

Integration can be configured to include the transfer of fees to the backend system. Completed reviews and inspections can be configured to be transferred too. The integration setup will require changes in the back-end system and mapping statuses and codes between the systems.

Integrated backend solutions are priced separately and, if applicable, addressed within your contract.

Integrations with Electronic Archives

This type of integration sends the content of a workspace to an external system for archival. The third-party systems are Enterprise Content Management (ECM) or Electronic Archives. Cloudpermit will create an archival folder in the third party, write the values of the configured data fields in the folder, and transfer configured attachments into the folder for archival.

Integrated electronic archive solutions are priced separately and, if applicable, addressed within your contract.

Cloudpermit 



Contractor Registry

Software
Description
Guide 2023

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Cloudpermit Contractor Registration Product Guide

This document provides an overview of our Contractor Registration product, a component of the Cloudpermit product suite.

General Description

Cloudpermit provides an online community development software solution tailored for local governments, ensuring 24/7 accessibility. Our Software-as-a-Service (SaaS) products are crafted to streamline and optimize community development processes. The suite encompasses various domains within local government operations including:

- **Building Permitting:** Facilitate building permits issuance, inspections, and compliance management.
- **Planning:** Efficiently handle land-use planning and development applications.
- **Land Use Permitting:** Streamline land use permits approval and ensure zoning compliance.
- **Code Enforcement:** Manage code enforcement activities effectively.
- **Licensing:** Streamline the issuance and management of business licenses within your jurisdiction.
- **Contractor Registration:** This guide focuses on the Contractor Registration product, a tool for managing and verifying contractor credentials.

Cloudpermit Core Benefits

Cloudpermit unifies the entire process of building, licensing, planning e-permitting, and code enforcement case management under one digital roof. It brings all stakeholders - from applicants to authorities - onto a common platform, ensuring real-time updates on applications, licenses, and cases. Below are the primary benefits delivered by Cloudpermit:

- **Digital Standardization:** Cloudpermit embodies best digital practices, standardizing local government's operations in building, planning, code enforcement, and licensing.
- **24/7 Online Accessibility:** Accessible on any browser or operating system, facilitating remote and on-site mobile work.
- **Seamless Updates:** Monthly releases bring automatic updates, delivering the latest enhancements without the need for manual downloads or installations.
- **Swift Deployment:** A cloud-based SaaS product for quick and easy implementation, configured to match municipal requirements, hence easing the resource strain.
- **Interactive Maps:** Utilize high-quality location data and updated property information sourced directly from the local government's Geographic Information System (GIS).
- **Collaborative Workspaces:** Fosters instant collaboration and communication within applications and code enforcement cases, thus accelerating processes and improving workflows for all parties involved.

As you navigate through this guide, you'll find in-depth insights on how to make the most of the Contractor Registration product to manage and verify contractor credentials efficiently.

Cloudpermit Contractor Registration

Contractor Registration ('Registry') is a specialized module seamlessly integrated into Cloudpermit to facilitate efficient management of contractor information. Whether you're a local government official overseeing registrations or a contractor keen on establishing your presence, this module provides an intuitive platform for effortless interaction. Utilize the

Contractor Registration to maintain an updated database of contractors within your jurisdiction and allocate them to specific building permits with ease.

Important Note: *Information in this document may change without prior notice due to our continuous efforts to enhance our products in line with industry standards and valuable user feedback. Our regular releases, detailed within, will keep you informed about new features, enhancements, and non-security updates.*

We trust this Product guide will be an invaluable resource as you explore the Contractor Registration module. For any inquiries, challenges, or aid, feel free to contact our dedicated support team. We are here to aid you in maximizing the benefits of Cloudpermit's offerings for your community development needs.

Contractor Registration Application Creation Wizard

The Cloudpermit Contractor Registration ('Registry') product provides a simple user interface for creating, applying for, reviewing, managing, and issuing business registrations.

Beginning the application creation

Since registry applications in Cloudpermit are not associated with projects, and some registry applications do not have a specific address or property, the application creation wizard accessible from the user dashboard assists applicants in creating the appropriate workspace for the registry application.

The screenshot shows the 'My dashboard' page in the Cloudpermit application. At the top, there is a dark blue header with the Cloudpermit logo, a 'Support' link, a 'Messages' link, and a user profile for 'Jim Timber'. Below the header, the page title 'My dashboard' is displayed. To the right of the title are two buttons: 'GO TO WORKSPACE' and 'CLOSE'. The main content area is divided into two steps. Step 1, 'Select city', features two dropdown menus: the first is set to 'Illinois' and the second is set to 'Boone County'. Step 2, 'Select type of application', presents three selectable options, each with a purple icon and a title: 'Building Permit' (with a house icon), 'Contractor Registration' (with a person and checklist icon), and 'Licensing' (with a document and magnifying glass icon). The 'Building Permit' option includes a brief explanatory text: 'A building permit is necessary when you wish to construct, renovate, demolish or change the use of a building. You must obtain a building permit before you can proceed.'

Applicants will choose the state and municipality to which they will submit their application. As a result, applicants can only submit application types permitted in the selected municipality.

Applicants will select the registry category and trade(s) that best describes the purpose of their applications in the "Create a New Application" workspace. These choices will determine the application's requirements and process in Cloudpermit. **NOTE:** Create a new application

Good to know
Describe the purpose of your application with the type of registration and trades. The requirements and the process for your application in Cloudpermit will be set up based on your selections. Click on each registration type to see detailed definition of the type.

Type of registration

- ☒ New registration
- ☐ Renew registration

Trade

- ☐ Air Conditioning Contractor
- ☒ Building Contractor
- ☒ General Contractor
- ☒ Mechanical Contractor
- ☒ Plumbing Contractor
- ☐ Pollutant Storage Contractor
- ☐ Pool/Spa Contractor
- ☐ Precision Tank Tester
- ☐ Residential Contractor
- ☐ Roofing Contractor

An applicant can select multiple trades in one application.

Within Cloudpermit, the contractor can be a private individual or a business. Furthermore, authorities can also apply for registrations on behalf of their customers. Municipalities can also create an online copy for those applications sent by paper or email.

Draft Contractor Registration application workspace

Once a contractor's application data is in place, applicants will be redirected to the draft contractor registration ('registry') application workspace. The "Required Tasks" progress bar displays the actions the applicant must take to complete and submit the registry application. These actions are related to the selected registry category type.

Contractor Registration
New registration

BACK TO DASHBOARD / New registration

SHOW MESSAGES / Email notifications: YES

Building Contractor / General Contractor / Plumbing Contractor

ADD TRADE

APPLICATION

CURRENT STEP: DRAFT 1/5 NEXT STEP: SUBMITTED

REQUIRED TASKS

Parties Application Attachments

1 PARTIES TO THE APPLICATION

APPLICATION DATA

ATTACHMENTS

Adding parties

Applicants can add individuals and businesses to the Cloudpermit database as "parties" within the "Parties to the Application" section of the application workspace.

1 PARTIES TO THE APPLICATION Close ^

Mandatory roles for this application

To assign a role, click on the dropdown arrow and choose the action you wish to perform. This will walk you through the process of assigning an existing party to an application role or adding a new party.

ASSIGN ROLES

APPLICANT Jim Brown

PROPERTY OWNER Jim Brown

Additional parties

To invite additional parties to be involved in or have access to the application, click the "+" button to add someone with their email address and specifying their role.

ADD OR INVITE PARTY

Brown Corp (Jim Brown)

Workspace creator

Property owner

Applicant

jim.brown.test19@gmail.com

+1 519-999-3805

Party invitations are sent to individual recipients via email. Upon acceptance, the new party can access and participate in the registry application, subject to limitations set by the application owner. However, all parties in the application will automatically have permission to access and read the application details.

- When you add a person with an email address to your registry application, an invitation to collaborate will be automatically sent. The invitee may accept or decline the invite.
- If you enter the party details manually because the party doesn't have an email account, the party will become active immediately, regardless of whether the invite is ignored, accepted, or declined.
- If a business partner already appears in your account database, they will become active on the registry application once their data is added to the "Parties to the Application" feature.
- If you invite a new business to your registry application, you will create a new business account and choose at least one role for the company. All members of the business can access and read the application data.

Business data can be managed in the "Business Information" view, accessible from the user dashboard.

Application Data and Submission

The application data may require specific actions based on the registry category and trade(s) selected during the registry application creation. The municipal administrator determines this information during the Cloudpermit setup, ensuring the correct form for applicants is automatically added to the registry application.

After completing the required application information, applicants will digitally sign off on the registry applications before submitting them to the municipal department via Cloudpermit.

Contractor Registration Workflow Phases

The workflow for Contractor Registration ('Registry') is divided into two phases: **Application** and **Archival**.

- **Application Phase:** begins once the applicant has completed and submitted the registry application to the municipality.
- **Archival Phase:** begins after the registration has been approved.

Municipal administrators can use Cloudpermit to set up an automated archiving system for all approved applications. These applications, as well as all associated data, are stored in the Cloudpermit database and are available at any time.

Contractor Registration Application Issuance Process

The municipal authorities will begin reviewing applicants' registry applications once submitted. The application issuance process includes the below-described action steps.

Registration Application Review

The application review begins when a registry application is submitted to the municipal department.

Cloudpermit aids municipal departments in managing registry application submission reviews by offering a variety of review types that municipal administrators can customize within Cloudpermit. Examples include variations in application forms and attachment types.

Moreover, if the registry type necessitates it, municipal authorities can request additional reviews for the application by selecting the review type and assigning it to a suitable reviewer in the "Reviews" section of the registry application.

Upon completing registry application evaluations, the reviewer marks the forms and attachments as complete and records the results in Cloudpermit.

If there's a need for the applicant to alter the application forms or attachments, a change request will be submitted. Cloudpermit creates a task for applicants, which appears in their dashboard's "Task and Requests" section. Additionally, an email will be sent to applicants and business members informing them of the change request in the registry application workspace. The assigned reviewer verifies the changes provided in the workspace.

Registration issuance

Following a review of the registry application and the absence of any objections to registry issuance, the municipal authority prepares a registry bill that can be paid online or in person as instructed by a municipality.

FEES & PAYMENTS Total due: **\$75.00** [Close](#)

[ADD LICENSE BILL](#) [ADD ADDITIONAL BILL](#)

UNPAID (1)

License bill		Copy of Fee Schedule 2			
Item	Notes	Quantity	Unit	Unit price	Item total
License Fee		1.0		75	\$75.00
BILL TOTAL					\$75.00
TOTAL DUE					\$75.00

Invoice # Payer: Financial Org (Applicant, Business Owner) [DOWNLOAD INVOICE](#) [CANCEL BILL](#) [SET AS PAID](#)

Additionally, the municipal authority prepares a registry permit using the preconfigured registry template. Municipal administrators configure the following default date input configuration settings based on municipal registry issuance practices to the registry template:

- **Issue Date**
- **Valid From**
- **Expiration Date**

Contractor Registration

Draft

Registered number
900-CR-2023-011

Trade
Building Contractor, General Contractor, Plumbing Contractor
Assigned by *

Jerker Sarnsten

Date of issuance
9/27/2023 [CLEAR](#)

Valid from *
9/30/2023 [CLEAR](#)

Expiration date *
9/30/2024 [CLEAR](#)

Applicant
Leslie Wright
Assigned to *

Leslie Wright (Applicant)

Registration description
Description

These data input settings can be defined at the main registry level so that each category level inherits them. They can also be determined separately for each category.

Once the registry has been created, the registry application workspace includes a "Registry" section that houses the draft and issued registry permits with PDFs for the registry application. The permit is automatically issued once the municipal authority acknowledges receipt of the registry fee in Cloudpermit.

Additionally, Cloudpermit sends automated emails to the workspace parties informing them that the registry permit has been issued.



Registration number	Issued on	Issued by	Status	Registration certificate
BOO-CR-2023-011	2023-09-27, 12:00 p.m.	Jarkko Turtiainen	Issued	DOWNLOAD CERTIFICATE 

Contractor Registration Features

The Cloudpermit Registration ('Registry') product encapsulates a range of features designed to streamline the registry workflow, enhance user interactions, and ensure efficient management of contractor data. These features include:

- **Application, Registry View, and "My Businesses" View:** Manage registry applications, review registered entities, and oversee business details.
- **Renewal and Revoke Management:** Handle renewals and revocations efficiently.
- **Notifications & Alerts:** Receive real-time updates on application status, renewals, and other critical activities.
- **Document Management:** Organize, store, and retrieve essential contractor registration documents.
- **Data Import:** Import necessary data effortlessly, ensuring a smooth transition and data integrity.
- **Late Fees Management:** Administer late fees for overdue renewals or other instances as per municipal policies.
- **Report Management:** Generate and manage comprehensive reports on contractor registrations.

Contractor Registration View

The Contractor Registration ('Registry') view allows applicants and municipal authorities to find and keep track of issued registrations. The view is accessible via a widget from the user dashboard.



Municipalities may have hundreds of active registrations in their registry. Cloudpermit simplifies the process of searching for, filtering, and sorting registrations in the registry workspace by providing a "Search" feature with various search and filter criteria. These include the following:

Free text search.

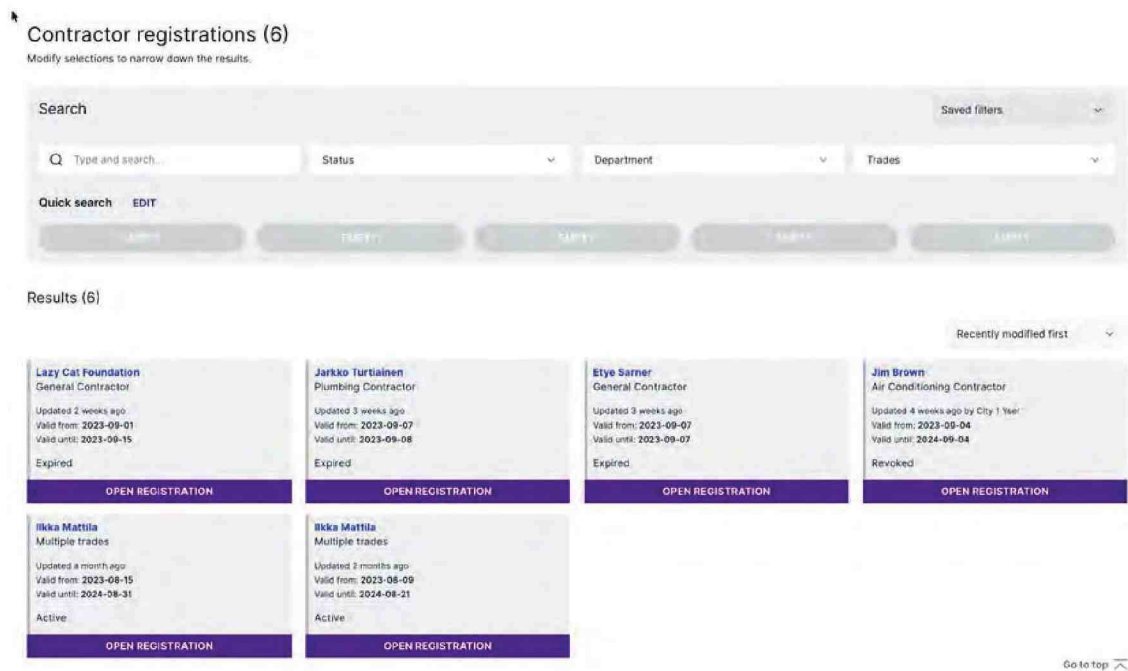
Registry status filters (expired, issued, or revoked).

Filter for selecting municipal departments.

Filter for selecting different action items, like open bills or inspections in applications.

Filter for searching for expiring registrations.

Filter for selecting trades



The number displayed in the registry widget represents the number of valid registrations the user can access in the "Registry" view.

Selecting a sorting value from the drop-down list on the right under "Results" allows users to sort filtered registrations as cards. This feature applies only to the "List" view mode.

Registration View

The Registration view displays the issued registry applications for both applicants and municipal authorities in one centralized location.

Registration view for applicants

The Registration view enables users to view their issued registration data, like inspections, and request renewals for expiring permits. Applicants access the Registration view from their dashboard via the Licensing widget.

To proceed, they must select the registration and click the Open Registration button on the registration card, redirecting them to the Registration view.

The Registration view comprises the Inspections section and the registration application workspace entry. Applicants can request a registration renewal by clicking the Renew Registration button situated at the top right of the workspace.

BACK TO DASHBOARD / New registration MORE ACTIONS

Contractor Registration
New registration

[DOWNLOAD CERTIFICATE](#) Assigned to: Iikka Mattila-Auth

Show messages

[General Contractor](#) [Plumbing Contractor](#)

Registration number: B00-CR-2023-003 Submitted: 2023-08-08, 7:29 a.m.

APPLICATION

CURRENT STEP: ISSUED 5 / 5

Parties Application Attachments Fees & Payments

1 PARTIES TO THE APPLICATION Open

APPLICATION DATA Open

Registration View for Municipal Authorities

Authority users are redirected to the selected registration application workspace through the Registration view. The Registration view facilitates municipal authorities in following up on registration applications or renewing or revoking a registration. These options are accessible in each application workspace's More Actions drop-down menu.

BACK TO DASHBOARD / New registration MORE ACTIONS

Contractor Registration
New registration

[DOWNLOAD CERTIFICATE](#) Assigned to: Iikka Mattila-Auth

Show messages

[General Contractor](#) [Plumbing Contractor](#)

Registration number: B00-CR-2023-003 Submitted: 2023-08-08, 7:29 a.m.

APPLICATION

CURRENT STEP: ISSUED 5 / 5

Parties Application Attachments Fees & Payments

1 PARTIES TO THE APPLICATION Open

APPLICATION DATA Open

Create follow-up workspace
Renew license
Revoke license

Registrations hold validity for a defined period. Upon expiry or near expiry, the holder may request a renewal through the issued registration application. Municipalities can smoothly renew expired registrations by viewing current and historical registration data in one place in the application.

Occasionally, municipal authorities may need to cancel a valid registration for specific reasons. The Revoke feature is available in all issued applications in the Registration view.

Business Information View

The "Business Information" view is generated when a user adds an existing business as a party or invites a new business to the application workspace. Within this view, users can access business contact details, view associated applications, registrations, and manage business users through a user management section.

Once a business party is established in the "Parties to the Application" section, the business data within the "Business Information" view becomes readily available for use across registration applications in Cloudpermit.

For convenient access, the "My Businesses" section is prominently displayed at the top of the applicant's dashboard after the creation of business parties. This section lists all current business parties linked to the applicant's account, with each business account directly linked to its respective "Business Information" view, accessible by clicking the business name link.

The "Business Information" view includes contact information, a list of business contractor registration the business has, and expiring and revoked registrations. Furthermore, administrators of the business account have full access to all information in the "Business Information" view. They can add new members (view-only access) and other administrators (full access to the business data) in the "Users in Business" section. Administrators can also remove other administrators and members from the business account. However, a business account must have at least one administrator.

B_Visible

Boone, Illinois

CONTACT INFORMATION

Business name B_Visible	Business type Partnership	FEIN 999-999-9999
Trade name / DBA B_V	Mailing address	City Boone
State Illinois	ZIP code 12345	Business phone +1 1234567890
Created by		2023-03-29, 11:20 p.m.

BUSINESS LICENSES

Card view List view Close

Licenses

BUSINESS LICENSE Expires on 12/31/2025	BUSINESS LICENSE Expires on 12/31/2023	BUSINESS LICENSE Expires on 12/31/2025
---	---	---

Show expired/revoked licenses

USERS IN BUSINESS

Close

Status	Name	Email	Groups
Active			Administrators

Renewal and Revoke Management

Renewal and Revoke Management are integral to the contractor registration application workspaces.

The contractor registration renewal process applies to applicants and authorities who can apply for a registration renewal on behalf of their customers. The Cloudpermit system sends an email notification to all parties and business representatives in the most recent application workspace well before the registration expires, followed by another on the day the registration expires. The renewal process includes the following:

- **Renewal of expired contractor registrations**
- **Renewal and late penalty fees**

The contractor registration holder can create a renewal application for the expired registration in the contractor registration application workspace. The registration renewal fee is determined by the type of business and the municipality's fee schedule. Municipal authorities will manage contractor registration renewals in contractor registration applications by selecting the "Renew registration" option from the "More Actions" drop-down menu.

Municipal authorities may revoke valid registrations for specific reasons. The reason for the revocation must always be specified. The contractors and the parties in the most recent registration application workspace are notified by email that their registration has been revoked.

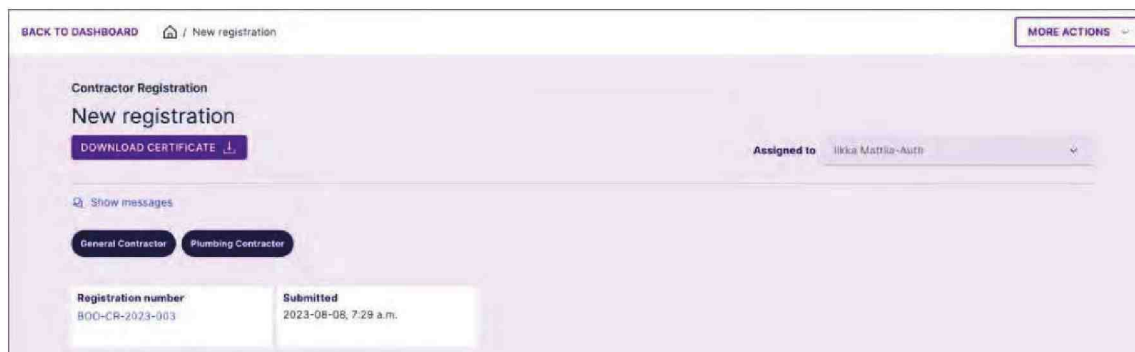
Notifications and Alerts

Contractor registration renewal notification is triggered based on the municipality's configuration setting. The expiration notification will display on the user interface. Additionally, the system will send two email notifications: one a few days before the registration expiry and another on the expiration day. Municipal administrators can customize email notifications' frequency, notification type, and content.

Cloudpermit automatically sends contractor registration expiration notifications to all parties involved in the most recent application workspace. Renewal notifications submitted will also appear in the audit log for the "Registration" view.

Document Management

Cloudpermit generates all documents in downloadable and archivable PDF format by default. Contractor registration documents, such as uploaded attachments, permits, inspection visit results, contractor registration fee invoices, and receipts, are automatically saved to the respective workspace sections as PDF templates.



The latest registration also appears in the application's workspace header, which is accessible at any time.

Data Import

Authority users can import previously issued business registrations and attachments into the Cloudpermit database.

This process involves uploading Excel sheet columns containing registration data, including registration number, registration holder, address, property ID, and municipality. Users can then map the Excel file to define a form that will appear in the workspace. A preview of the draft registration and workspace is available for users to review before importing data. Similarly, attachments for existing registrations can be imported seamlessly.

Upon importing a registration, Cloudpermit creates and links it to a permit (if required). The application workspace is constructed using form data from the registry import and attachments from their respective Excel sheets.

Late Fee Management

In the context of the contractor registration, businesses may sometimes incur penalties, specifically late fees, for delayed payments. Cloudpermit streamlines this process with automated late fee calculations, capable of managing potentially high volumes of late fee scenarios. The calculation of late fees is contingent on the type of business and the fee schedule established by the municipality. Cloudpermit accommodates the following types of late fees:

- **One-time fees**
- **Recurring monthly fees**

Administrators have the flexibility to define these fees as flat or calculated, as well as set a maximum number of months for recurring monthly fees (ranging from 2 to 12). If a registration renewal is overdue, administrators can designate the late fee as "one-time" and add it as a new fee item to the registration bill. In cases of "recurring monthly" late fees, administrators can include a new fee item in the bill and calculate the number of months for which it has been overdue.

Late fees can be automatically calculated when a bill is generated, taking into account the registration's expiration date and considering bank holidays and weekends. Cloudpermit also allows municipalities to align registration fees with their established fee schedule.

Report Management

The contractor registration module enables municipal authorities to create basic reports for registered organizations in Cloudpermit.



Generating reports can assist a municipality in ensuring compliance, regenerating revenue, planning, allocating resources, and enhancing transparency and accountability.

Municipal authorities have the capability to generate reports related to registrations, payments, inspections, and reviews. Users can select one report at a time and customize its time range, registration type (submitted/issued), and registration categories. Cloudpermit supports CSV and Excel spreadsheet report formats.

Registration Reports

Contractor registration reports encompass both submitted applications and issued registrations.

- **Submitted Applications Report:** This report provides a list of registration applications submitted within the selected time range, along with any other applied filters, such as registration category.
- **Issued Registrations Report:** Here, you'll find a list of all applications with a given date within the time range and matching any other filters, such as registration category.

Payment Reports

Payment reports include "Online Payments" (the default option) and "Fees and Payments."

Review Reports

Report-type options for review reporting include reviews and review events.

Reviews Report: This report compiles a list of applications with a "Review start date" falling within the specified time range and aligning with any other applied filters, such as category or review name.

Review Events Report: Here, you'll find a list of applications with an "Event date" within the designated time range and matching any other filters, such as category or review name.

Configuration Description

Below are the tables illustrating the configuration of Cloudpermit Contractor registration features.

Configuration		
Section	Component	Description
Registration categories	Registration categories	It allows changing the registration category description.
Registration categories	Disable location services for new workspaces	It allows not displaying location services for new workspaces.
Registration categories	Renewal limit	It defines how many days before the expiration of a registration can be renewed (earliest renewal point). If left empty, there will be no limit for the renewal.
Registration categories	Registration notifications for the first and second renewal	Users can set how many registration notifications will be for the first and second renewals.
Registration categories	Registration defaults	Users can set registration defaults for the date issued, date of issuance, valid from, and expiration dates.
Attachment types	Add a new attachment type	It includes available attachment types for registrations.
Party roles	Add a new party role	It includes new party roles not used in previous registration applications.
Required forms, attachments, and configs	Forms	These settings define which forms are included and which attachments and review configs are required in different registration applications.
Registration numbering	Registration number	A registration number is assigned to a registration when it is issued. These settings allow administrators to customize how the registration number is generated. Custom registration numbers will always include the current year and a sequential number.
Registration numbering	Reset the counter to the change of the year.	Users can reset the counter on the year change by enabling the option.
Registration numbering	Assign a new number on renewal	Users can assign a number on renewal by enabling the option

Data Import		
Section	Component	Description

Data Import	Import a spreadsheet	It enables importing registrations, inspections, and attachments.
-------------	----------------------	---

Fees		
Section	Component	Description
Fee schedule	Configuration	It includes a list of available fees specific to each customer.
Other settings	Online payment	It enables Cloudpermit to be configured to accept online payments from various service providers.

Payment System		
Section	Component	Description
Payment System settings	Configure payment page settings	It enables configuring payment page settings.

Reporting		
Section	Component	Description
Reporting	Report types	It includes the following reporting types and their settings: registrations, payments, inspections, and reviews.

Review configs		
Section	Component	Description
Manage available reviews	Time tracking	It enables time tracking for reviews and selecting available reviews for the organization.
Manage available reviews	Available reviews	It enables adding new reviews to applications.

Templates		
Section	Component	Description
Permit templates	Templates	It includes various registration templates with customizable layouts.

User management		
Section	Component	Description
User management	Add a new user	It enables adding a new user, editing user permissions and groups, and removing a user.

Registration Personas in Business Accounts

A business is established when a user adds it as a party to an application. This action designates the user as an administrator within the business account. It's essential to note that a business account must always be maintained by at least one administrator. The administrator holds the authority to extend invitations to new administrators and members or remove them from the business account.

In Cloudpermit Contractor registration, there are two distinct personas: administrators and members. Each persona is assigned specific responsibilities or privileges tailored to workflows within the Contractor registration.

Persona	Tasks /Workflow
Administrator Cloudpermit administrators have complete editing access to the business.	○ An Administrator can access the business accounts to which the person has been nominated as an Administrator. ○ An Administrator can add administrators and members to business accounts to which the person has been nominated as an Administrator. ○ An Administrator can edit contact information from the "Business Information" view. ○ An Administrator can add new administrators and members and remove them from the business account.
Member	○ A member has read-only privilege in business accounts. ○ A member can access the application workspace but not change it.

Overview of User Permissions in Business Accounts:

- Initially, the municipality that created the business account maintains editing permissions for business information, including user invitations, until the first admin invitation for the account is accepted.
- Subsequently, the business account functions like any other, with only the designated business administrator having edit access.
- The first individual to receive an invitation becomes the administrator. It's only after an administrator party is included that the municipality's control can be revoked.
- Administrators cannot self-remove from a business if they are the last administrators, preventing the business entity from being orphaned.

Cloudpermit Third-Party Integrated Systems

Cloudpermit offers a set of standard configurable integrations with over twenty (20) systems, grouped into distinct integration types as detailed below.

In situations where the specific integration requirement cannot be met through the standard configurable options, Cloudpermit may explore alternatives such as integrating a new system, making minor adjustments to existing integrations, or developing a custom solution. These specialized integrations are subject to separate pricing and, if relevant, will be discussed within your contract.

Standard Configurable Third-Party Integrations

Cloudpermit offers integrations with third-party systems that can be tailored to suit the client's needs as a standard part of the implementation process. It's important to note that these integrations may come with associated monthly or annual fees, which will be explicitly outlined in the contract.

Geographic Information System (GIS)

Cloudpermit provides support for a one-way integration with the municipal authority's Geographic Information System (GIS). The supported GIS integrations encompass the following platforms:

- **ESRI ArcGIS**
- **CGIS**
- **CartoVista**
- **MuniSight**

Online Payment

Cloudpermit integrates with various online payment providers through checkout systems or gateways, enabling users to pay bills online when configured by a municipality. Payer info and bill details are securely sent to the payment provider, with payment success information returned. Supported integrations include:

- **ACI**
- **Allpaid**
- **Bambora**
- **CCP/NIC Online Payment**
- **ePay**
- **E-xact**
- **Elavon**
- **Government Window**
- **Merchante**
- **Moneris**
- **MSB (Municipal Services Bureau)**
- **OpenEdge**
- **Payeezy**
- **Paymentus**
- **PayNowlink**
- **Point & Pay**

- **Square**
- **Stripe**

Authentication through Open ID Connect (OIDC)

When a user's account is linked to an external system for authentication, Cloudpermit sends the authentication via an Open ID Connectivity (OIDC) API to a third-party login page. The entire authentication process occurs in the third-party system, which then signals successful authentication back to Cloudpermit. Please note that this integration does not cover authorization; all groups and permissions are still managed within Cloudpermit. Supported OIDC authentication integrations include:

- **Azure AD**

Additional AD integrations are priced separately and, if applicable, addressed within your contract.

Multi-Factor Authentication (MFA)

When Multi-Factor Authentication (MFA) is required for a department, Cloudpermit login mandates at least Two-Factor authentication. Following a successful Cloudpermit authentication, users are directed to a third-party system for the second-factor authentication, which can be a mobile app or Security Management System (SMS). This third-party system must provide an OIDC (Open ID Connect) interface and subsequently relay the success of the second-factor authentication back to Cloudpermit. Supported MFA integration options include:

- **Duo**

Additions and Minor Changes to Third-Party Integrations

Cloudpermit can incorporate integrations with new systems, provided they align with an existing integration type (e.g., Online Payment or GIS) and the third-party system offers Application Program Interfaces (APIs) compatible with our current integration model.

Any integrations with new systems or minor alterations to existing system integrations will be subject to separate agreements and are not part of the standard implementation package. These integrations may involve a development fee as well as annual or monthly charges.

Cloudpermit will provide an estimated release timeline for the integration upon reaching an agreement.

Custom Integrations

Integrations falling outside the scope of Configurable Standard integrations, minor modifications to existing integrations, or new systems within an existing integration type are categorized as Custom Integrations.

All custom integrations necessitate a feasibility study and the creation of specifications before an agreement can be reached. Cloudpermit will provide an estimated release timeline for the integration upon agreement.

The implementation of a Custom Integration involves a development fee as well as annual or monthly charges.

Integrations with Backend Systems

In backend system integrations, Cloudpermit employs a streamlined process for transmitting information to a backend system. This process involves the following key steps:

- **Record Creation:** Cloudpermit establishes a dedicated record within the backend system for each workspace.

- **Property and Contact Linking:** Cloudpermit links properties and contacts to their respective records, creating new contacts if needed.
- **Status and Data Updates:** Cloudpermit ensures that record status and specified data fields are updated as required.

Additionally, the integration can be configured to encompass the transfer of fees to the backend system. It can also include the transfer of completed reviews and inspections. Implementing this integration may necessitate adjustments in the backend system and mapping statuses and codes between the two systems.

Please note that integrated backend solutions are subject to separate pricing, which will be detailed in your contract.

Integrations with Electronic Archives

This integration method involves transmitting the contents of a workspace to an external system for archival purposes. These external systems typically fall under the categories of Enterprise Content Management (ECM) or Electronic Archives. The integration process is as follows:

- **Archival Folder Creation:** Cloudpermit establishes an archival folder within the third-party ECM or Electronic Archives system.
- **Data Field Values:** Cloudpermit writes the values of the configured data fields into the archival folder.
- **Attachment Transfer:** Configured attachments are transferred into the folder for archival purposes.

Please be aware that integrated electronic archive solutions are subject to separate pricing, which will be outlined in your contract.

Conclusion: Empowering Efficient Contractor Registration with Cloudpermit

In this comprehensive user guide for Cloudpermit's Contractor Registration product, we've explored the various functionalities and features that empower municipalities and contractors in managing and verifying contractor credentials seamlessly.

From the initial application creation to renewal management and integration possibilities, Cloudpermit streamlines the entire process. Users can effortlessly add parties, access essential business information, and generate reports for compliance and planning. With the flexibility of custom and standard integrations, Cloudpermit offers a versatile solution to meet diverse needs. Whether it's online payment processing, GIS integration, or electronic archival, Cloudpermit provides the tools for efficient contractor registration management.



PREPARED FOR

City Of Holly Springs ("Subscriber")

Nancy Moon
Community Development Director
P.O. Box 990
Holly Springs, GA 30142

PREPARED BY

Brightly Software Inc ("Company")
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Cary, NC 27518

Dude Solutions is now Brightly. Same world-class software, new look and feel.

Meet Brightly at [brightlysoftware.com](https://www.brightlysoftware.com)

PUBLISHED ON

Sourcewell/NJPA purchasing contract

- <https://www.sourcewell-mn.gov/cooperative-purchasing/090320-sdi#tab-contract-documents> (<https://www.sourcewell-mn.gov/cooperative-purchasing/090320-sdi#tab-contract-documents>).
- Contract #090320-SDI
- Expiration date: 11/2/2024



Q-336871

This SOW has been defined to leverage Brightly's experience, while optimizing the use of resources, thereby maximizing cost efficiencies on behalf of Client.

Based on our current understanding of the complexity and scope of this effort and the expected involvement of the Brightly team resources, the current estimated Fixed Price for this engagement is shown in the Investment table. This estimated cost breakdown is as follows:

Term: 60 months (07/01/2023 - 06/30/2028)

Services				
Item	Start Date	End Date	Pricing Based On	Investment
SmartGov - Enterprise	7/1/2023	6/30/2024	9,189.00 Population	18,395.15 USD
- SmartGov Permitting	7/1/2023	6/30/2024		Included
- SmartGov Code Enforcement	7/1/2023	6/30/2024		Included
- SmartGov Business License	7/1/2023	6/30/2024		Included
SmartGov Connector Merchant	7/1/2023	6/30/2024		1,022.26 USD
SmartGov Connector Financial	7/1/2023	6/30/2024		1,022.26 USD
SmartGov Connector BlueBeam	7/1/2023	6/30/2024		1,022.26 USD
SmartGov Connector ECM-Laserfiche	7/1/2023	6/30/2024		1,022.26 USD
				Subtotal: 22,484.19 USD



Professional Services		
Item	Pricing Based On	Investment
General Config	9,000.00 Population	2,375.00 USD
Fees Configuration (Pages)	7.00	3,531.15 USD
SmartGov Custom Implementation	One-Time	0.00 USD
Project Management	One-Time	4,176.82 USD
Workflow template customization	9,000.00 Population	8,401.80 USD
SmartGov Training - Basic	One-Time	2,752.15 USD
Existing Merchant Connector Configuration	9,000.00 Population	1,425.00 USD
Portal Configuration	9,000.00 Population	1,187.50 USD
Parcel Connector Configuration	9,000.00 Population	2,968.75 USD
Map Connector Configuration	9,000.00 Population	1,187.50 USD
Financial Export Connector Configuration	9,000.00 Population	2,375.00 USD
Blue Beam Connector Configuration	9,000.00 Population	1,425.00 USD
Laserfische Connector Configuration	9,000.00 Population	2,968.75 USD
		Subtotal: 34,774.42 USD
Total Initial Investment		57,258.61 USD



The above level of effort and associated pricing is based on the SMARTGOV package selected by City Of Holly Springs and is subject to change based on defined client requirements that may be discovered during project delivery. Any identified project scope or requirements changes will be addressed via the Company's Change Control Authorization ("CCA") process.



Subscription				
Item	Investment Year 2 Start Date: 07/01/ 2024	Investment Year 3 Start Date: 07/01/ 2025	Investment Year 4 Start Date: 07/01/ 2026	Investment Year 5 Start Date: 07/01/ 2027
SmartGov - Enterprise	18,947.00 USD	19,515.41 USD	20,100.88 USD	20,703.90 USD
- SmartGov Permitting	Included	Included	Included	Included
- SmartGov Code Enforcement	Included	Included	Included	Included
- SmartGov Business License	Included	Included	Included	Included
SmartGov Connector Merchant	1,052.93 USD	1,084.52 USD	1,117.05 USD	1,150.56 USD
SmartGov Connector Financial	1,052.93 USD	1,084.52 USD	1,117.05 USD	1,150.56 USD
SmartGov Connector BlueBeam	1,052.93 USD	1,084.52 USD	1,117.05 USD	1,150.56 USD
SmartGov Connector ECM-Laserfiche	1,052.93 USD	1,084.52 USD	1,117.05 USD	1,150.56 USD
Total:	23,158.72 USD	23,853.49 USD	24,569.08 USD	25,306.14 USD



Introduction

Brightly Software, Inc. ("Company") is pleased to submit this Statement of Work ("SOW") to City Of Holly Springs for SmartGov Professional Services. SmartGov streamlines permitting, planning/zoning, Inspections, code enforcement, and business licensing, providing efficiency for your jurisdiction and enhanced customer service for your citizens. The package City Of Holly Springs has chosen for implementation of SmartGov will be implemented using proven processes and methodologies managed by an experienced project manager dedicated to delivering a successful project.

Company looks forward to the opportunity to deliver these services and the ever-lasting development of a strong business partnership.

Custom Implementation and Features

The Custom Implementation leverages best practices but includes wide flexibility in Company assisted customization. It is based on our pre-configured settings to streamline your setup but allows full access to modify your final configuration.

With Custom, you get access to the Full Software and your features include:

Feature	Custom
All Modules (Permitting, Licensing, Code Enforcement, Recurring Inspections)	Included
Public Portal	Included
Custom Fee Codes (across all modules)	Included
Custom Fields (across all modules)	Unlimited
Departments associated with Templates and Inspection Types (e.g., Building Safety and Construction, Planning and Zoning, etc.)	Unlimited
156 Standard Reports and Output Documents	Included
Custom Reports and Output Documents	Unlimited (Additional Fee Required)
Pre-configured Inspection Types (109 across all modules)	Included
Pre-configured Submittal Types (140 across all modules)	Included
Pre-configured Workflow Steps (152 across all modules)	Included
Additional Inspection Types	Unlimited (Additional Fee Required)



Feature	Custom
Additional Submittal Types	Unlimited (Additional Fee Required)
Additional Workflow Steps	Unlimited (Additional Fee Required)
Mobile App (Android and iOS)	Included
Pre-configured Templates and Workflow (77 templates across all modules)	Included
Additional Templates and Workflow	Unlimited Unlimited (Additional Fee Required)
Case number formatting	Customized
Users	Unlimited

With Custom you will get access to the following Services:

Service	Custom
Project Management	Per Agreement
Public Portal Configuration	Self-service or Per Agreement
Custom Code References	Included
Custom Condition Setup	Unlimited
Custom Field Configuration	Unlimited
Department Customization	Included
Fee/ Financial Setup	Per Agreement
Jurisdiction Specific Settings (Time zone, Holidays, etc.)	Included
Inspection Types Additions	Per Agreement
Template and Workflow Customization	Per Agreement
Template and Workflow Additions	Per Agreement
User Setup and Security	Included



Please talk with your account representative to determine timing for your Custom Implementation.

Planning, Initial Set Up & System Level Configuration

As part of the General Configuration Brightly will:

- Create your database with our defaults
- Load your users with Company standard permissions (provided in Company input sheet)
- Load your Code References/Violation types (provided in Company input sheet)
- Load up to 20 additional custom attributes/details (not associated with fees)
- Load your logo
- Provide access to 156 reports/output documents (see list)
- Provide ongoing access to our Virtual Classroom Training classes

Workflow Template Customization

Company will add custom process templates across all modules (Permits/Licensing/Code Enforcement/Recurring Inspections) until your product readiness date or 12 months after purchase whichever comes first.

Financial Setup and Fees Pages

Based on your fee schedule Company will:

- Setup your fee code calculations
- Load your FMS/GL Codes (provided in Company input sheet)
- Load your Valuation table (provided in Company input sheet or ICC table)
- Setup your fixture costs (if needed)
- Load your custom attributes / details as required for your fee calculations

Public Portal Configuration Setup

The Company will customize your Portal by:

- Linking your logo
- Exposing all permits/business licenses that you want your citizens to have access to
- Will advise on best practices and load your custom verbiage into the available fields
- Provide the access URL to add link to any needed jurisdiction web pages



Parcel Connector Setup

Company will configure EITHER a Delimited Parcel Job OR ARCGIS Parcel Job on behalf of the customer

- Delimited File – A delimited file may be uploaded to the job at runtime or may be made available to the job via FTP using anonymous access or a username and password. The delimited file option supports a single address for each individual parcel.
- Parcel Layer – A parcel layer must be accessible by URL through an ESRI REST service. A secondary address-only layer may also be provided for parcels that have more than one address. The layer(s) must be publicly accessible and may be secured with a username and password.

The configured parcel job will be available for the customer to run on-demand. If using the ARCGIS option or a delimited file that is accessible via FTP, the job may also be scheduled to run on a consistent basis (e.g., daily, weekly, monthly, etc.).

Map (GIS) Connector Setup

The Company will connect to your supported ESRI Map Service secured by a publicly trusted certificate issued by a Certificate Authority.

The clients Map Service must be publicly accessible and require no user authentication of any kind. The Map Service must include a parcel layer with a designated field having parcel numbers that exactly match those provided in the Parcel Connector source data (this layer may be the same as that provided for the Parcel Connector if no authentication is required for access). Support for Feature, Tiled, and Web Map Services is not included.

Custom base maps are not supported. Base maps from the ESRI base map library will be available for use.

Financial Connector Setup

The Company will customize the configuration of the export to match your financial system input needs. These customizations could include:

- Additional data fields
- Altered order of column information
- Alternate delimiter or fixed width formatting

Merchant Service Connector Setup

The Company will setup our connector to your merchant vendor (from our authorized list of vendors).



The client will need to provide the relevant linking information for the Company to complete the setup. These will often include connection URLs, Login IDs, and Transaction Keys.

The Company cannot get this information on the client's behalf due to security and privacy concerns.

Digital Markup Tool Setup

The Company will setup our connector to Bluebeam.

Company will provide training on how to check documents in and out but will not provide training on other Bluebeam software components.

This does NOT include a subscription to Bluebeam or training on how to use the Bluebeam software and this must be purchased separately from that vendor.

- ***Bluebeam Studio Prime is the only edition of Studio that is compatible with the SmartGov integration.***
- ***The SmartGov integration is compatible with all 3 Revu editions***

Laserfiche Setup

The Company will setup our connector to Laserfiche.

This connector allows file attachments in SmartGov to be stored within an Enterprise Content Management (ECM) system. The Laserfiche integration was built in compliance with Content Management Interoperability Services (CMIS) standards.

Customer must have the Laserfiche CMIS Gateway installed and configured for the desired repository and be able to provide a browser binding URL that SmartGov can reach from the cloud.

There are three Secured Functions that control access to the Laserfiche configuration options:

1. Admin.JurisdictionBlobProvider – Allow user to all Enterprise Content Management (ECM) settings and mappings
2. Admin.JurisdictionBlobProvider.ConfigureCMISConnection – Allow user to configure CMIS connection settings
3. Admin.JurisdictionBlobProvider.ConfigureECMTemplates – Allow user to configure metadata template mappings

Change Control Authorization Process



Any changes to the defined scope will require a signed Change Order by the client. This Change Order will outline the additional work required and costs associated with the change. It will also include estimated changes to your launch schedule that must also be approved.



Appendix

Parcel Configuration Setup

Parcel source data (delimited file or parcel layer) must include the following fields, at a minimum:

- Parcel Number
- Primary Situs Address
- Primary Situs City
- Primary Situs State
- Primary Situs Zip Code
- Owner Name
- Owner Street Address
- Owner City populated for USA addresses only
- Owner State populated for USA addresses only
- Owner Zip Code populated for USA addresses only
- International Indicator with a value of "Y" for any owner address outside of the USA
- International line including the full regional equivalent of the city, state and zip code for any owner address outside of the USA

Inclusion of the following additional fields is recommended:

- Parcel center point latitude in decimal degrees
- Parcel center point longitude in decimal degrees

If using a secondary address layer with the ARCGIS Parcel job, the address layer must contain the following fields:

- Parcel Number
- Secondary Situs Address
- Secondary Situs City
- Secondary Situs Zip Code

Inclusion of the following additional fields is recommended for the secondary address layer:

- Address point latitude in decimal degrees
- Address point longitude in decimal degrees

Map (GIS) Connector Setup

The following base maps are currently included (subject to change):

- Imagery
- Imagery Hybrid
- Streets
- Topographic
- Navigation
- Streets (Night)
- Terrain with Labels
- Light Gray Canvas



- Dark Gray Canvas
- Oceans
- National Geographic Style Map
- Open Street Map
- Charted Territory Map
- Community Map
- Navigation (Dark Mode)
- Newspaper Map
- Human Geography Map
- Human Geography Dark Map
- Modern Antique Map
- Mid-Century Map
- Nova Map
- Colored Pencil Map
- Firefly Imagery Hybrid
- USA Topo Maps

Financial Connector Setup

By default, financial extract jobs are pre-configured and the included configuration of the Receipt Extract job will produce a comma-delimited file with the following data points:

- Receipt Number
- Receipt Date
- FMS/GL Code
- Fund
- GL Account
- Fee Amount Paid
- Fee Code Name
- Permit/License/Case Number
- Payer Name

The included configuration of the Receipt Extract – FMS/GL Summary job will produce a comma-delimited file with the following data points:

- FMS/GL Code
- Fund
- GL Account
- Fee Amount Paid

The file output of the financial extract may be written to the customer's FTP site, if desired, to facilitate automated external processing of the file. The customer may request the use of an alternate delimiter if a comma is not acceptable.

The financial extract job may be run on demand or scheduled to run on a consistent basis (e.g., daily, weekly, monthly, etc.). Companion reports designed for reconciliation and extract verification are also available.



Blue Beam Connector Configuration

Bluebeam Software is comprised of a document management component, known as Studio, and a client-side application, Revu. Each component has three (3) editions with various features.

Bluebeam Studio is the repository for Bluebeam Projects and Sessions. Only one license/subscription is required for each jurisdiction. It is available in the following editions:

- Bluebeam Studio Prime (**Compatible with SmartGov**) – Cloud-based (allows third party integrations with the Bluebeam Studio API), additional Bluebeam cost
- Bluebeam Studio (**Not Compatible with SmartGov**) – Cloud-based, included with the Bluebeam Revu user license at no additional Bluebeam cost
- Bluebeam Studio Enterprise (**Not Compatible with SmartGov**) – On-Premises

Bluebeam Revu is the client-side software that provides the tools necessary to review and mark up documents. This software must be installed on each client computer that will be used to perform review and mark up tasks. Revu is available in the following editions:

- Revu Standard (**Compatible with SmartGov**) – Standard tool set
- Revu CAD (**Compatible with SmartGov**) – Includes all of the standard tools, along with plugins for 2D and 3D PDF creation
- Revu eXtreme (**Compatible with SmartGov**) – Includes all of the standard tools and CAD plugins, with additional features like Optical Character Recognition (OCR) and batch processes.

The Revu user license includes access to Bluebeam Studio, but Bluebeam Studio is not sufficient for integration with SmartGov. Each SmartGov user that will be checking projects in and out of Bluebeam or performing review and mark up tasks must also be a member of the Bluebeam Studio Prime account.

**Order Form terms**

- By accepting this Order Form, and notwithstanding anything to the contrary in any other purchasing agreement, Subscriber agrees to pay all relevant Fees for the full Services Term defined above.
- Payment terms: Net 30
- The "Effective Date" of the Agreement between Subscriber and Company is the date Subscriber accepts this Order Form.
- This Order Form and its Services are governed by the terms of the Brightly Software, Inc. Master Subscription Agreement found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) ("Terms"), unless Subscriber has a separate written agreement executed by Brightly Software, Inc. ("Company") for the Services, in which case the separate written agreement will govern. Acceptance is expressly limited to these Terms. Any additional or different terms proposed by Subscriber (including, without limitation, any terms contained in any Subscriber purchase order) are objected to and rejected and will be deemed a material alteration hereof.
- To the extent professional services are included in the Professional Services section of this Order Form, the Professional Services Addendum found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) is expressly incorporated into the Terms by reference.
- During the Term, Company shall, as part of Subscriber's Subscription Fees, provide telephone and email support ("Support Services") during the hours of 8:00 AM and 6:00 PM EST, (8:00 am – 8:00 pm EST for Community Development Services) Monday through Friday ("Business Hours"), excluding Company Holidays.
- Company maintains the right to increase Subscription Fees within the Services Term by an amount not to exceed the greater of prices shown in the investment table or the applicable CPI and other applicable fees and charges every 12 months. Any additional or renewal Service Terms will be charged at the then-current rate.
- Acceptance of this Order Form on behalf of a company or legal entity represents that you have authority to bind such entity and its affiliates to the order, terms and conditions herein. If you do not have such authority, or you do not agree with the Terms set forth herein, you must not accept this Order Form and may not use the Service.
- Proposal expires in sixty (60) days.
- Subscriber shall use reasonable efforts to obtain appropriation in the full amount required under this Order Form annually. If the Subscriber fails to appropriate funds sufficient to maintain the Service(s) described in this Order Form, then the Subscriber may terminate the Service(s) at no additional cost or penalty by giving prior written notice documenting such non-appropriation. Subscriber shall use reasonable efforts to provide at least thirty (30) days prior written notice of non-appropriation. Subscriber agrees non-appropriation is not a substitute for termination for convenience, and further agrees Service(s) terminated for non-appropriation may not be replaced with functionally similar products or services prior to the expiration of the Services Term set forth in this Order Form. Subscriber will not be entitled to a refund or offset of previously paid, but unused Fees.

Additional information

- Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Subscriber. This is not an invoice. For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To"



location provided by Subscriber. Tax exemption certifications can be sent to accountsreceivable@brightlysoftware.com (<mailto:accountsreceivable@brightlysoftware.com>).

- Billing frequency other than annual is subject to additional processing fees.
- Please reference Q-336871 on any applicable purchase order and email to accountsreceivable@brightlysoftware.com (<mailto:accountsreceivable@brightlysoftware.com>)
- Brightly Software, Inc. maintains the necessary insurance coverage for its products and professional services, including but not limited to liability and errors & omissions coverage. Proof of insurance can be provided upon request.



Signature

Presented to:

Q-336871

April 06, 2023, 7:49:25 AM

Accepted by:

Steven W. Miller

Printed Name

Signed Name

Mayor

Title

December 18, 2023

Date

Cloudpermit

11911 Freedom Drive, Ste. 720
 Reston, Virginia 20190
 United States

Order Form

Order #: Q-01512-4
Customer #: CUST-0008805
Date: 11/13/2023
Sales Person: Matt Canney
Sales Person Email: matt.canney@cloudpermit.com
Delivery Method: E-Mail

Ship To

Nancy Moon
 Holly Springs
 3237 Holly Springs Parkway
 Holly Springs, Georgia 30115
 United States
 770-345-5533
 nmoon@hollyspringsga.us

Bill To

Holly Springs
 3237 Holly Springs Parkway
 Holly Springs, Georgia 30115
 United States

Subscription

Product		Year 1	Year 2	Year 3
Building	Annual Total	USD 9,000	USD 9,000	USD 9,000
Licensing and Registration	Annual Total	USD 3,000	USD 3,000	USD 3,000
Code Enforcement	Annual Total	USD 2,000	USD 2,000	USD 2,000
Planning	Annual Total	USD 3,000	USD 3,000	USD 3,000
Subscription Total:		USD 17,000	USD 17,000	USD 17,000

Subscription start date will be the contract signature date unless otherwise stated in the Terms & Condition section.

Service

Description	Annual Total
Data Import	USD 5,000
Implementation Fee	USD 5,000
Service Total:	USD 10,000

Customer Total First Year: **USD 27,000**



COUNCIL AGENDA REPORT

FROM: Jon Page
Chief Building Official

CC: City Clerk
Public Information

SUBJECT: Discussion of Annual NPDES Report to Council

DATE: 12/13/2023

COUNCIL MEETING DATE: 12/18/2023

RECOMMENDATION

N/A

REPORT-IN-BRIEF

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

DISCUSSION

See attached report.

CONCURRENCES

N/A

FISCAL IMPACT

N/A

ALTERNATIVES

N/A

ATTACHMENTS

Annual Report

CITY OF HOLLY SPRINGS

2023 REPORT TO MAYOR AND CITY COUNCIL ON NPDES PERMIT

A. Public Education & Outreach

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

The city participated in an education event with Holly Springs Elementary School at Rose Creek on March 13th and 14th. Children were educated about the importance of street sweepers to ensure public safety and water quality.

On April 19th, the city participated in an educational event at Creekland Middle School. The Children were educated about the importance of street sweepers to ensure public safety and water quality.

On November 9th, the city participated in an educational event at Boling Park. City Staff educated Cherokee High School students on the procedures for conducting water quality tests including pH testing, temperature testing, Nephelometric Turbidity testing, as well as the importance of Erosion and Sedimentation Control Best Management Practices.

A-2: Display Educational Materials in Municipal Buildings

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

A-3: City Council MS4 Update

Update Provided on 12/18/2023.

B. Public Involvement/Participation

B-1: Organize Clean Streams Program

The City of Holly Springs participated with the Upper Etowah River Alliance, Cherokee County Water and Sewerage Authority, and the City of Woodstock in a joint Rivers Alive Cleanup held on October 21, 2023, at Little River in Olde Rope Mill Park. The event had 80 volunteers and removed 70 bags of trash and debris including tires, plastic bottles, cans, bottles, and scrap metal.

B-2: Organize Storm Drain Marking Events

The city partnered with Cherokee County Water and Sewerage Authority to organize 2 storm drain marking events. The first one on April 4th was held in Harmony on the Lakes subdivision. 25 storm drains were marked on Avery Cove, Lakeview Terrace, and Harmony Lake Drive. 14 volunteers helped assist with preparation and painting of the drain lids.

The second storm drain marking event was held on November 20th. This marking event was held in the Edgewater Subdivision. A total of 10 volunteers including staff from Optech assisted in marking a total of 80 storm drains.

B-3: Organize Litter Cleanup

The city hosted the Great American Cleanup on October 28, 2023. 9 volunteers including city staff participated. The city picked up trash on Ash Street and removed multiple bags of trash from the right-of-way of the road.

C. Illicit Discharge Detection & Elimination

C-1: Illicit Discharge Detection & Elimination Ordinance

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

C-2: Water Quality Issues Map

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

C-3: Detect/Eliminate Illicit Discharges

On November 13, 2023, the city was notified that an individual was pumping his septic system into a storm drain. The individual was experiencing issues with his septic and thought the storm drain was part of the sewer system. City police initially responded and required the individual to remove the pump from the tank. The city stormwater staff responded during business hours and educated the individual on the differences between storm sewer systems and waste sewer systems. The city also educated the individual on the dangers of discharging effluent into storm drains. City staff issued fines and referred the septic matter to Cherokee Environmental Health.

C-4: Distribute Newsletters to Citizens

Articles regarding stormwater were included in the winter, spring, and summer editions of the Whistlestop Newsletter. The winter article included a stormwater themed word search, and included a stormwater themed maze, and informative article regarding stream buffers. The spring article provided tips on preventing stormwater runoff pollution. The summer article advertised the Little River Cleanup event as well as the Great American Cleanup event.

C-5: Complaint Response

Responses to all complaints were made within 24 business hours.

D. Construction Site Stormwater Runoff

D-1: Erosion Sedimentation and Pollution Control Ordinance

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

D-2: Site Plan Review Procedures

Reviews included 3 lots off Holly Street, a light industrial complex, Owens Preserve subdivision, The Heights at Holly Springs, and a Mixed-Use project at the corner of Hickory Road and East Cherokee.

D-3: Construction Site Inspections and Enforcement Procedures

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

D-4: Enforcement Procedures

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

D-5: Procedures for Managing Public Input/Complaints

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

D-6: Certification

All staff certifications are up to date.

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

E-1: Legal Authority

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

E-2: Inventory

New structures were added to the inventory for completed subdivisions such as Riverside, Parc Terrace, The Linz apartment complex, Turner Village, Avery Creek, and Magnolia Trace.

E-3: Inspection Program

Inspections have been ongoing throughout the year, with a list being created for maintenance or repair.

E-4: Maintenance Program

Maintenance is occurring on an as-needed basis.

E-5: GI/LID

No new green infrastructure was added in 2023.

F. Pollution Prevention/Good Housekeeping for Municipal Operations

F-1: MS4 Control Structure Inventory and Map

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

F-2: MS4 Inspection Program

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

F-3: MS4 Maintenance Program

Maintenance is occurring on an as-needed basis.

F-4: Debris Removal from City Owned Property

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

F-5: City Staff Training

A training session took place on December 13, 2023. Topics included proper BMP installation and management for a construction site and NPDES training refresher. All Stormwater, Building Department and Public Works staff were in attendance.

F-6: Waste Disposal

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

F-7: New Flood Management Projects

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

F-8: Existing Flood Management Projects

The city did not add any new detention ponds in 2023. Two will be added to the inventory when the Town Center Project is complete.

F-9: Municipal Facilities

Once the new public works facility is completed, we will resume inspections. The facility is expected to be completed in January 2023.

**City of Holly Springs
City Council Public Hearing Minutes
November 6, 2023**

Elected Officials Present: Mayor Steven W. Miller, Councilman Kevin Moore, Councilman Jeff Wilbur, Councilwoman Dee Phillips and Councilman Kyle Whitaker.

Elected Officials Not Present: Mayor Pro Tem Michael Roy Zenchuk II

Staff Present: City Attorney Bobby Dyer, City Manager Robert H. Logan, City Clerk/Human Resources Director Karen Norred, Assistant City Clerk/Records Manager Lou Stewart, Finance Director Denise Lamazares, Community Development Director Nancy Moon, Chief Tommy Keheley, Deputy Chief Greg Clyburn and Information Technology Manager/Facilities Manager Ron Carter.

I. Call to Order

Mayor Miller called the public hearing to order.

II. Public Hearing

- A. Finance Director Denise Lamazares gave an overview of the 2024 Budget Appropriation for the Year Ending December 31, 2024.

III. Public Comments

No public comments were made.

IV. Adjournment

Councilwoman Phillips made a motion to adjourn. Councilman Wilbur seconded the motion. Motion carried 4-0.

Meeting adjourned.

Respectfully Submitted.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

**City of Holly Springs
City Council Work Session Minutes
November 6, 2023**

Elected Officials Present: Mayor Steven W. Miller, Councilman Kevin Moore, Councilman Jeff Wilbur, Councilwoman Dee Phillips and Councilman Kyle Whitaker.

Elected Officials Not Present: Mayor Pro Tem Michael Roy Zenchuk II

Staff Present: City Attorney Bobby Dyer, City Manager Robert H. Logan, City Clerk/Human Resources Director Karen Norred, Assistant City Clerk/Records Manager Lou Stewart, Finance Director Denise Lamazares, Community Development Director Nancy Moon, Chief Tommy Keheley, Deputy Chief Greg Clyburn and Information Technology Manager/Facilities Manager Ron Carter.

I. Call to Order

Mayor Miller called the meeting to order.

II. Pledge of Allegiance

Mayor Miller led the Pledge of Allegiance.

III. Invocation

Mayor Miller gave the invocation.

IV. Public Comments

No public comments were made.

V. New Business

- A. Discussed lease agreement for Suite A in the Train Depot among the City of Holly Springs, the Downtown Development Authority and Stonecrest Homes, GA, LLC
- B. Discussed Statement of Credit Availability Application and quote for Cochran's Creek Mitigation Bank concerning the Holly Springs Industrial Connector between the City of Holly Springs, Georgia and Dawsonville Bluffs, LLC
- C. Discussed Statement of Credit Availability Application and quote for Conasauga Bend Mitigation Bank concerning the Holly Springs Industrial Connector between the City of Holly Springs, Georgia and Conasauga Bend Mitigation, LLC
- D. Discussed the 2024 Budget Appropriation for the Year Ending December 31, 2024
- E. Discussed the 2024-2028 Capital Improvement Plan
- F. Discussed an update to the Employee Compensation Plan
- G. Discussed an ordinance to amend portions of Chapter 50 – Peddlers and Solicitors Article II – Solicitors, Peddlers and Itinerant Merchants

- H. Discussed the Andrews Technology Master Customer Agreement and UKG Time & Attendance Project Statement of Work
- I. Discussed the release of bonds and agreements for Edgewater Phase 4A, Spring Meadows Phase 2A and Turner Village subdivisions
- J. Discussed to accept and authorize streets to become publicly maintained streets in Edgewater Phase 4A, Spring Meadows Phase 2A and Turner Village subdivisions
- K. Discussed the HVAC quotes for the Public Works building
- L. Discussed quote from Interdev for data protection services provided by Barracuda Networks, Inc.

VI. Adjournment

Councilman Wilbur made a motion to adjourn. Councilman Moore seconded the motion. Motion carried 4-0.

Meeting adjourned.

Respectfully submitted.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

**City of Holly Springs
City Council Work Session Minutes
November 20, 2023**

Elected Officials Present: Mayor Steven W. Miller, Mayor Pro Tem Michael Roy Zenchuk II, Councilman Jeff Wilbur, Councilwoman Dee Phillips, and Councilman Kyle Whitaker.

Elected Officials Absent: Councilman Kevin Moore

Staff Present: City Attorney Bobby Dyer, City Manager Robert H. Logan, City Clerk/Human Resources Director Karen Norred, Finance Director Denise Lamazares, Community Development Director Nancy Moon, Chief Tommy Keheley, Deputy Chief Greg Clyburn and Information Technology Manager/Facilities Manager Ron Carter.

I. Call to Order

Mayor Miller called the Work Session to order.

II. Public Comments

No public comments were made.

III. Unfinished Business

- A. Discussed a resolution authorizing the renewal of the Medical Flexible Spending Account with Medcom

IV. New Business

- A. Discussed a request for No Parking signs to be installed in the right-of-way on Ash Street
- B. Discussed a rental agreement between the City of Holly Springs, Georgia and Prime Storage Holly Springs, LLC
- C. Discussed granting a utility easement from the City of Holly Springs, Georgia to Idletown Development, Inc.
- D. Discussed change order #001 from Magnum Contracting, LLC for Barrett Memorial & Taylors Farm/Barrett Springs Parks Improvement Project
- E. Discussed a resolution authorizing the submittal of the Georgia Department of Transportation Local Maintenance & Improvement Grant (LMIG) application for the Fiscal Year 2024

- F. Discussed a job description for the position of Training Assistant in the Police Department
- G. Discussed a quote for the annual subscription for Guardian Tracking provided by TargetSolutions Learning, LLC, d/b/a Vector Solutions
- H. Discussed a proposal from Place Maker Design for professional services related to the Holly Springs Town Center District
- I. Discussed the release of Performance Bonds for Charlotte's Ridge

V. Adjournment

Mayor Pro Tem Zenchuk made a motion to adjourn. Councilwoman Phillips seconded the motion. Motion carried 4-0.

Respectfully submitted.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

**City of Holly Springs
City Council Business Meeting Minutes
November 20, 2023**

Elected Officials Present: Mayor Steven W. Miller, Mayor Pro Tem Michael Roy Zenchuk II, Councilman Jeff Wilbur, Councilwoman Dee Phillips, and Councilman Kyle Whitaker.

Elected Officials Absent: Councilman Kevin Moore

Staff Present: City Attorney Bobby Dyer, City Manager Robert H. Logan, City Clerk/Human Resources Director Karen Norred, Finance Director Denise Lamazares, Community Development Director Nancy Moon, Chief Tommy Keheley, Deputy Chief Greg Clyburn and Information Technology Manager/Facilities Manager Ron Carter.

I. Call To Order

Mayor Miller called the Business Meeting to order.

II. Pledge Of Allegiance

Mayor Miller led the Pledge of Allegiance.

III. Invocation

Mayor Pro Tem Zenchuk gave the invocation.

Mayor Pro Tem Zenchuk made a motion to amend the agenda to move Unfinished Business items A through P to the Consent Agenda. Councilman Wilbur seconded the motion. Motion carried 4-0.

IV. Consent Agenda

- A. October 2, 2023 City Council Work Session and Special Called Meeting Minutes
- B. October 16, 2023 City Council Work Session and Business Meeting Minutes

Unfinished Business Items

- A. Lease agreement for Suite A in the Train Depot among the City of Holly Springs, the Downtown Development Authority and Stonecrest Homes, GA, LLC
- B. Statement of Credit Availability Application and quote for Cochrans Creek Mitigation Bank concerning the Holly Springs Industrial Connector between the City of Holly Springs, Georgia and Dawsonville Bluffs, LLC, in an amount not to exceed \$698,517

- C. Statement of Credit Availability Application and quote for Conasauga Bend Mitigation Bank concerning the Holly Springs Industrial Connector between the City of Holly Springs, Georgia and Conasauga Bend Mitigation, LLC, in an amount not to exceed \$384,000
- D. An ordinance for the 2024 Budget Appropriation for the Year Ending December 31, 2024
- E. An ordinance for the 2024-2028 Capital Improvement Plan
- F. A 2% increase to the Employee Compensation Plan
- G. An ordinance to amend portions of Chapter 50 – Peddlers and Solicitors Article II – Solicitors, Peddlers and Itenerant Merchants
- H. The Andrews Technology Master Customer Agreement and UKG Time & Attendance Project Statement of Work, in an amount not to exceed \$3,890
- I. The release of a bond for Edgewater Phase 4A, Maintenance Bond #1001019805
- J. The release of a bond for Spring Meadows Phase 2A Maintenance Bond #SU1168536
- K. The release of agreements for Turner Village; Performance and Maintenance Escrow Agreements, and Stormwater Maintenance Cash Guarantee Agreement
- L. A resolution to accept and authorize streets to become publicly maintained streets, to include Fieldbrook Crossing and Stoneview Drive in Edgewater Phase 4A
- M. A resolution to accept and authorize streets to become publicly maintained streets, to include Ellenton Place and Treeline Trail in Spring Meadows Phase 2A
- N. A resolution to accept and authorize streets to become publicly maintained streets, to include Ruths Drive, Ruths Boulevard and Turner Lane in Turner Village
- O. Comfort Zone Heating & Cooling HVAC quote for the Public Works building, in an amount not to exceed \$12,456
- P. Quote #006627 from Interdev for data protection services provided by Barracuda Networks, Inc., in an amount not to exceed \$3,357

Mayor Pro Tem Zenchuk made a motion to approve the Consent Agenda. Councilwoman Phillips seconded the motion. Motion carried 4-0.

V. Unfinished Business

Items A through P were moved to the Consent Agenda.

VI. New Business

- A. Councilman Whitaker made a motion to approve a request for No Parking signs to be installed in the right-of-way on Ash Street. Councilman Wilbur seconded the motion. Motion carried 4-0.
- B. Councilman Whitaker made a motion to approve a rental agreement between the City of Holly Springs, Georgia and Prime Storage Holly Springs, LLC. Councilman Wilbur seconded the motion. Motion carried 4-0.
- C. Councilman Whitaker made a motion to approve granting a utility easement and perpetual right-of-way from the City of Holly Springs, Georgia to Idletown Development, Inc., and assigned to Cherokee County Water & Sewerage Authority for public use; for property located in Land Lot 592 of 15th District, 2nd Section, and being a strip of land described and shown on Exhibit A. Councilman Wilbur seconded the motion. Motion carried 4-0.
- D. Councilman Whitaker made a motion to approve change order #001 from Magnum Contracting, LLC for Barrett Memorial & Taylors Farm/Barrett Springs Parks Improvement Project, in an amount not to exceed \$27,745. Councilwoman Phillips seconded the motion. Motion carried 4-0.
- E. Mayor Pro Tem Zenchuk made a motion to approve a resolution authorizing the submittal of the Georgia Department of Transportation Local Maintenance & Improvement Grant (LMIG) application for the Fiscal Year 2024. Councilwoman Phillips seconded the motion. Motion carried 4-0.
- F. Councilwoman Phillips made a motion to approve a job description for the position of Training Assistant in the Police Department. Councilman Wilbur seconded the motion. Motion carried 4-0.
- G. Mayor Pro Tem Zenchuk made a motion to approve quote #Q-298178 for the annual subscription for the Employee Performance Management Software Guardian Tracking, provided by TargetSolutions Learning, LLC, d/b/a Vector Solutions, in an amount not to exceed \$3,419. Councilwoman Phillips seconded the motion. Motion carried 4-0.
- H. Councilwoman Phillips made a motion to approve a proposal from Place Maker Design for professional services related to the Holly Springs Town Center District. Mayor Pro Tem Zenchuk seconded the motion. Motion carried 4-0.
- I. Councilwoman Phillips made a motion to approve the release of bonds for Charlotte's Ridge to include Performance Bonds #PB02129600033 and #PB01129600030. Mayor Pro Tem Zenchuk seconded the motion. Motion carried 4-0.

- J. Councilwoman Phillips made a motion to approve a resolution authorizing the renewal of the Medical Flexible Spending Account with Medcom for Plan Year January 1, 2024 through December 31, 2024. Councilman Wilbur seconded the motion. Motion carried 4-0.

V. Reports

Finance Director Denise Lamazares informed Mayor and Council that the October monthly financial report was included in the packet.

VI. Adjournment

Mayor Pro Tem Zenchuk made a motion to adjourn. Councilwoman Phillips seconded the motion. Motion carried 4-0.

Respectfully submitted.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

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

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

WHEREAS, section 2-41 of Chapter 2 – Administration provides the following shall be Standing Committees of the City Council:

1. Parks and Recreation
2. Planning and Zoning
3. Finance and Administration
4. Police
5. Public Works; and

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

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

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

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

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

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

SO RESOLVED THIS 18th DAY OF DECEMBER 2023.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

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

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

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

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

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

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

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

Member	Term Beginning	Term Expiration
Ollie Evans	January 1, 2024	December 31, 2027
Abbey Gray	January 1, 2024	December 31, 2027
Andrea Johnston	January 1, 2024	December 31, 2027
Kyle Whitaker	January 1, 2024	December 31, 2024

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

SO RESOLVED THIS 18th DAY OF DECEMBER, 2023.

CITY OF HOLLY SPRINGS

Attest:

Steven W. Miller, Mayor

Karen Norred, City Clerk
(Seal)

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

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

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

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

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

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

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

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

Member	Appointed by	Board/Commission	Term Expiration
Kevin Moore	Kevin Moore	Holly Springs Parks & Recreation Auth	12/24
Dee Phillips	Dee Phillips	Holly Springs Parks & Recreation Auth	12/24
Kyle Whitaker	Kyle Whitaker	Holly Springs Parks & Recreation Auth	12/24
Jeff Wilbur	Jeff Wilbur	Holly Springs Parks & Recreation Auth	12/24
Michael R. Zenchuk II	Michael R. Zenchuk II	Holly Springs Parks & Recreation Auth	12/24

WHEREAS, the term of each Board Member shall be designated as twelve months from January 1, 2024 until December 31, 2024; and

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

SO RESOLVED THIS 18th DAY OF DECEMBER, 2023.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

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

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

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

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

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

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

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

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

Member	Board/Commission	Term Length	Term Expiration
Chris Adams	Planning and Zoning Commission	1	12/24
Adrian Dekker	Planning and Zoning Commission	1	12/24
Mike Grayeski	Planning and Zoning Commission	1	12/24
Eric Huminski	Planning and Zoning Commission	1	12/24
Harvey Norris	Planning and Zoning Commission	1	12/24

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

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

SO RESOLVED THIS 18th DAY OF DECEMBER, 2023.

CITY OF HOLLY SPRINGS

Attest:

Steven W. Miller, Mayor

Karen Norred, City Clerk
(Seal)



BOARD AND COMMUNITY ORGANIZATION APPLICATION

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

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

Name HARVEY A. NOLAN

Home Address 317 BRAGG CT

City HOLLY SPRINGS State GA Zip Code 30188

Home Phone [REDACTED] Unlisted? ☐ Yes ☐ No

Cell Phone [REDACTED] Email

Employer AMERITON Occupation REEMITTER III

Employer's Address

City FAIRBURN State GA Zip Code 30151

Business Phone Website AMERITON.COM

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

Signature [Signature] Date 12-1-23

Lieutenant Andy Norris(retired) Law Enforcement Biography

- **Budget Management**
- **Strategic Communications**
 - **Human Resources**
- **Training & Education**
- **Community Relationship Building**
 - **Multi-Agency Collaboration**

I began my service career in 1983 as a United States Marine until the end of his commitment in 1987 leaving with the rank of Corporal and numerous citations, including a letter of commendation from then Commandant of the Marine Corps, General P.X. Kelley. He was meritoriously promoted to Private First Class, Lance Corporal and Corporal. He served as NCO in charge of the base honor guard for MCAS El Toro and served as aide and personal bodyguard/driver for the MCAQS El Toro base General, W.A. Bloomer. I also served as a Military Policeman and Accident Investigator at MCAS El Toro and was a member of the SWAT Team, after attending the Military Law Enforcement Academy at Lackland AFB, in 1983.

From 1987 until 1996, I served as a Police Officer with the DeKalb County Police Department in Atlanta, Ga., where he received nine department commendations, including a letter from then DeKalb County CEO Liane Levitan, for his assistance in solving a rash of murders and carjacking's within South Precinct. I was the Top Shooter and awarded the Spirit of the Class Award for my academy class. I was the Treasurer and later Chaplain for my local Fraternal Order of Police Lodge, Lodge 10. I then moved back home to Tuscaloosa to become a Police Officer with the City of Tuscaloosa where I was elected class President of my academy class, Top shooter and received one department commendation. In November 1997, I was hired by the Tuscaloosa County Sheriff's Office.

During employment with the Tuscaloosa County Sheriff's Office, I have served in Patrol, Training, CID, Tactical Team (SWAT) and K-9 Units. I was promoted to the rank of Sergeant in 2005, where I was assigned to The Tuscaloosa County Jail and oversaw Jail Accreditation through the American Correctional Association. The Tuscaloosa County Jail is the only Jail in Alabama Accredited. I was promoted to Lieutenant in 2013. I served as the Public Information Officer for the Tuscaloosa Co. Sheriff's Office from 2005-2015. I was also responsible for website content and all developed the Tuscaloosa County Sheriff's Office Social Media accounts, that consisted of Facebook, Twitter, Instagram and he developed the departments YouTube and Vimeo channels. I also developed and implemented the Social Media accounts, authored Press Releases, Coordinated Press Conferences, Provided Media Interviews, Conducted Crisis Communications via Twitter and Facebook, before during and after the six Tornadoes that struck Tuscaloosa in 4-27-2011, and other significant events. I actively utilize social media for Police/Law Enforcement Purposes for

the Tuscaloosa Co. Sheriff's Office and personally. I also engaged the Community through the Tuscaloosa Co. Sheriff's iOS and Android App, that I designed through collaboration with the University of Alabama Center for Advanced Public Safety. The Community can send anonymous tips via the app and website, including a photo and video, search most wanted, sex offenders and view Crime Prevention Tips. I continually monitored social media for Public Safety concerns and interact to let them know WE, Law Enforcement are listening.

After the April 27, 2011, EF-4 Tornado that struck Tuscaloosa, I worked with Public Works and FEMA to obtain four storm shelters placed throughout the county for Deputies and other county employees. I served as the Assistant Jail Administrator at the Tuscaloosa County Jail from January 2015 until October 2015, where he oversaw the day-to-day operations of the jail and supervised four Sergeants and 78 Detention Officers and supervised the reaccreditation process through the American Correctional Association as well as 10 support staff. One of my responsibilities was the background investigation, physical fitness test and interview in the hiring of new detention officers as well as timekeeping and budget management.

I was also responsible for discipline, initiating internal affairs investigations, letters of reprimand including and leading up to termination. On October 1st, 2015, I became the Patrol/Support Services Commander. I oversaw the Patrol, Communications, Civil, Courthouse Security and Support Services Divisions. I supervised four lieutenants and sergeants as well as 80+ deputies and civilian employees. I purchased all the vehicles and equipment for the vehicles. I was also responsible for discipline, initiating internal affairs investigations, letters of reprimand including and leading up to termination. In June 2017, I returned to the position of Assistant Jail Commander. I received four commendations from the sheriff's office and was the Tuscaloosa Exchange Club Officer of the year 2007. I was also the Team Leader for the Region C Alabama Homeland Security LE Response Team, comprised of over 500 officers and 10 counties. I also serve alongside leaders in law enforcement on the Law Enforcement Immigration Task Force through the National Immigration Forum. I served on the Executive Board of the Alabama Mutual Aid Committee and was Co-Chair of the Alabama RND (Radiological, Nuclear Detection) committee. I am also a member of the Officer Health and Wellness Committee through the Department of Justice and Bureau of Justice Assistance COPS Office.

I was the 2016 Chairman of the Tuscaloosa Mental Health Alliance and the Chairman of the TMHA Steering Committee. He is also the President of the Association of Deputy Sheriffs of Tuscaloosa County.

Since 2000 when I first began his involvement with the Homeland Security unit of the Tuscaloosa Co. Sheriff's Office, I was involved in acquiring over \$5 million in Homeland Security All Hazards equipment for first responders throughout Tuscaloosa County. This includes a Command Center (with portable radio tower), Crime Scene vehicle and Ground Penetrating Radar to name a

few, that has been used in response to Five Hurricanes and the Tornadoes of April 27th, 2011, in Tuscaloosa.

In recent audits completed by the Alabama Department of Homeland Security of all equipment and records from 2005-2014), which I maintained received a superior rating.

Since 1998, I have also acquired over \$5 million dollars in military surplus equipment including acquisitions of 16 HUMMVEE's, 4 of which are ambulances, over 125 M-16 rifles, M-14 rifles and .45 caliber 1911 pistols.

I was responsible for the bidding and implementation of the Tuscaloosa County Sheriff's Office Motorola Simulcast/Multicast VHF radio system along with infrastructure including towers, site buildings and support equipment bidding and installation. He was responsible for monitoring and maintaining the Tuscaloosa Sheriff's Office radio system. I also served on the committee regarding the building, logistics, communications, and technology for the new Tuscaloosa County Joint 911 Center.

I worked closely with the University of Alabama Center for Advanced Public Safety where he collaborated with them in 2014 to develop the Tuscaloosa County Sheriff's Office iOS and Google Apps and in 2018 a major update to the apps. He also worked with The Nine to update the Tuscaloosa County Sheriff's Office website to a responsive site built with the latest web technology.

I have also worked closely with Motorola and the 911 board, as well as the architecture firm and contractor on the new Tuscaloosa County 911/Emergency Operations Center.

I have organized augmentation of field forces in large-scale settings such as Alabama Football games (capacity of 101,000) in a Homeland Security setting. As well as NASCAR races at Talladega Superspeedway. I have also organized and managed large-scale other Homeland Security exercises, such as Dragon Slayer (joint DOD, Federal, and Army National Guard) exercise. Some of the equipment he was responsible for purchasing and maintaining has been used in response to Five Hurricanes and the Tornadoes of April 27th, 2011, in Tuscaloosa. He has provided executive protection for Coach Gene Stallings, Joe Namath, Bobby Bowden, Alabama Football Coach Nick Saban, New England Patriots owner Robert Kraft, Former Seattle Seahawk and NFL MVP Shaun Alexander, Country Artists Wynona Judd, Laurie Morgan and the late Actor from The Beverly Hillbillies, Buddy Ebsen.

I retired from the Tuscaloosa County Sheriff's Office on May 1st, 2018, after a 35-year career in Law Enforcement.

In May of 2018 I was awarded the Law Enforcement Commendation Medal from the Sons of the Revolutionary War.

In June of 2018 I was presented resolutions from Alabama State Senator Gerald Allen and Alabama Secretary of State John Merrill recognizing my 35

years of service as a Law Enforcement Officer, that included four years of service in the United States Marine Corps.

I worked for SAIC, Formerly Engility, as a Senior Law Enforcement Advisor| Civilian Markets| International Division in support of the US DOJ ICITAP/OPDAT Programs in the Outreach Division where I interviewed hundreds of candidates for international deployment in support of DOJ ICITAP.

In October 2019 I deployed as a Senior Law Enforcement Advisor (GS-15), in support of the US Department of State Counterterrorism Division Countering Violent Extremism through Strategic Communications with the Bangladesh Police in Dhaka. I returned to the US in November 2019.

In April 2020, I went to work for PAE as a Operations Support Specialist, working on the transition of the Department of Justice ICITAP/OPDAT contract to PAE from SAIC. PAE is now Amentum, and I am currently a Recruiter III on the Department of Justice ICITAP/OPDAT Program. My duties are to actively recruit candidates to fill CONUS/OCONUS positions.

I completed the Managing Public Information for All Hazards Incidents and the All-Hazards Instructor Certification Course at the U.S. DHS Center for Domestic Preparedness and POST Instructor Development Course from the University of Tennessee Law Enforcement Innovation Center.

I also completed the DHS social media in Emergency Management, IS-00042 and DHS Public Information Officer Awareness, IS-00029.

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

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

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

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

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

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

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

Member	Term Beginning	Term Expiration
Ollie Evans	January 1, 2024	December 31, 2027
Abbey Gray	January 1, 2024	December 31, 2027
Andrea Johnston	January 1, 2024	December 31, 2027
Kyle Whitaker	January 1, 2024	December 31, 2024

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

SO RESOLVED THIS 18th DAY OF DECEMBER, 2023.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

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

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

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

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

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

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

Name	Position	Term Length	Term Expiration
Darrell Caudill	Municipal Court Judge	1	12/24
Thomas Roach Jr.	Municipal Court Judge Pro Tem	1	12/24

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

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

SO RESOLVED THIS 18th DAY OF DECEMBER, 2023.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

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

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

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

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

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

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

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

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

WHEREAS, the following have agreed to be appointed:

Name	Position	Term Expires
Laura Rollins	Municipal Prosecuting Attorney	12/31/2024
Julianna Oleksy	Assistant Municipal Prosecuting Attorney	12/31/2024
Audrey Conley	Assistant Municipal Prosecuting Attorney	12/31/2024
Jeff Rusbridge	Assistant Municipal Prosecuting Attorney	12/31/2024
Seth Stroud	Assistant Municipal Prosecuting Attorney	12/31/2024

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

SO RESOLVED THIS 18th DAY OF DECEMBER 2023.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

To c/o Holly Springs City Council
3237 Holly Springs PKWY
Holly Springs GA, 30115

Salesperson	Job	Payment Terms	Due Date
	HOTL Sidewalk Repair	30 days	

Subtotal	\$1,950.00
Sales Tax	0.00
Total	\$1,950.00

677 Lorimore Pass Canton, GA 30115 404-915-0699 douglasoutdoorsllc@gmail.com

Quote #8

Date: November 20, 2023

To c/o Holly Springs City Council
3237 Holly Springs PKWY
Holly Springs GA, 30115

Customer ID 992

Salesperson	Job	Payment Terms	Due Date
	HOTL Sidewalk Repair	30 days	

Qty	Description	Unit Price	Line Total
1	Sidewalk repair including demo and installation of roughly 40 sf of concrete, one tree removal, one stump grind, replace sod.	\$1,975.00	\$1,975.00
	688 Lorimore Pass- one tree removal, one section of concrete, one stump grind, sod		
	<u>December 18, 2023</u>		
	Steven W. Miller, Mayor	Date	
	Attest:		
	<u>Karen Norred, City Clerk</u>		
	(Seal)		
	All areas will be left broom swept clean, concrete will be broomed textured, Douglas Outdoors LLC isn't responsible for vandalism to concrete after leaving the site. Sod is not guaranteed.		

Subtotal	\$1,975.00
Sales Tax	0.00
Total	\$1,975.00

Make all checks payable to Douglas Outdoors LLC.

677 Lorimore Pass Canton, GA 30115 404-915-0699 douglasoutdoorsllc@gmail.com

To c/o Holly Springs City Council
3237 Holly Springs PKWY
Holly Springs GA, 30115

Salesperson	Job	Payment Terms	Due Date
	HOTL Sidewalk Repair	30 days	

677 Lorimore Pass Canton, GA 30115 404-915-0699 douglasoutdoorsllc@gmail.com

To c/o Holly Springs City Council
3237 Holly Springs PKWY
Holly Springs GA, 30115

Salesperson	Job	Payment Terms	Due Date
	HOTL Sidewalk Repair	30 days	

677 Lorimore Pass Canton, GA 30115 404-915-0699 douglasoutdoorsllc@gmail.com

To c/o Holly Springs City Council
3237 Holly Springs PKWY
Holly Springs GA, 30115

Salesperson	Job	Payment Terms	Due Date
	Manous Manor/HOTL Sidewalk Repair	30 days	

All areas will be left broom swept clean, concrete will be broomed textured, Douglas Outdoors LLC isn't responsible for vandalism to concrete after leaving the site. Sod is not guaranteed.

677 Lorimore Pass Canton, GA 30115 404-915-0699 douglasoutdoorsllc@gmail.com

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLLY SPRINGS, GEORGIA TO SET QUALIFYING FEES FOR MUNICIPAL ELECTIONS

WHEREAS, effective January 1, 1999, the Georgia Municipal and Georgia Election Codes were combined into one known as the Georgia Election Code; and

WHEREAS, such Code provides at § 21-2-131 (a)(1)(A) that qualifying fees shall be fixed and published not later than February 1st of any year in which a general election is to be held; and

WHEREAS, such Code provides at § 21-2-131 (a)(1)(A) fees shall be three percent (3%) of the total gross salary of the office paid in the preceding year, if a salaried office; and

WHEREAS, the City of Holly Springs will be holding elections for the Mayor's Seat and Council Seats from Ward 3, and Ward 5 in 2024; and

WHEREAS, the Mayor and Council of the City of Holly Springs, Georgia, pursuant to their authority do hereby adopt by Resolution the following qualifying fees which shall apply to candidates seeking municipal office in the election to be held November 5, 2024

Mayor	\$360
Councilmember	\$180

WHEREAS, the qualifying fees shall be published in the legal organ no later than February 1, 2024; and

RESOLVED, this 18th day of December 2023.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)



Anticipated Collections Addendum from Non-Federal Sources

Please provide the information requested in the table below. This information will be used to complete your Memorandum of Agreement. See Page 2 for additional instructions and an explanation of terms.

1. Agency Information	
Agency Name:	City of Holly Springs, Georgia
Tax Identification Number (TIN):	58-1051551
2. Billing (Accounts Payable) Point of Contact (POC) Information	
Name:	City of Holly Springs
Phone Number (xxx-xxx-xxxx):	770-721-7502
Fax Number (xxx-xxx-xxxx):	770-345-0209
E-mail Address:	knorred@hollyspringsga.us
Address:	P.O. Box 990
Address (2nd line):	
City, State, Zip Code:	Holly Springs, GA 30142
3. Customer Payment and Budgeting Information	
Purchase Commitment Number:	N/A
Amount Obligated (Budgeted):	\$300
Funds Expiration Date:	December 31, 2024
4. Program POC	
Name:	Karen Norred
Phone Number (xxx-xxx-xxxx):	770-721-7502
E-mail Address:	knorred@hollyspringsga.us

Both Trading Partners agree to contact the POC to try to resolve any discrepancies before reversing transactions in IPAC.

In accordance with the SAVE Paperless Initiative, my agency agrees to only submit electronic verification requests and to not submit non-electronic verification requests, including non-electronic requests made on Form G-845 and/or the Form G-845 Supplement.

Furthermore, my agency certifies that all agency users accessing or using SAVE to perform verification procedures have completed the SAVE Tutorial and agrees that new SAVE users will be required to complete the SAVE Tutorial before accessing or using SAVE to perform verification procedures.

This agreement will commence as soon as all signatures are obtained in accordance with the Memorandum of Agreement. Both Trading Partners must agree to any amendments prior to their implementation in accordance with the Memorandum of Agreement.

Steven W. Miller
Mayor
City of Holly Springs, Georgia

December 18, 2023

Date

Date

Internal SAVE Use ONLY
Agency High Level Identifier:

INSTRUCTIONS FOR COMPLETING THIS ADDENDUM

1. Type or legibly print the information requested. See below for an **Explanation of Terms**.
2. Have your agency's authorized signatory sign and date the Addendum.
3. Return the Addendum to the SAVE Program via e-mail
4. Submit the signed Addendum to: SAVERegistration@uscis.dhs.gov

EXPLANATION OF TERMS

- ¹ **Purchase Commitment Number:** This field may be left blank if your agency does not use this number or a similar identifier.
- ² **Amount Obligated (Budgeted):** This amount may be an estimate, though SAVE recommends a minimum of \$300 per year (calendar or fiscal). This amount equals \$25 per month, which is the minimum amount your agency can be invoiced in a single month (unless you do not submit a single query).
- ³ **Funds Expiration Date:** This date is the time when your agency's obligated funding amount runs out. This may be the end of the SAVE Program fiscal year (for example, September 2011), the end of your fiscal year, or the end of the calendar year.
- ⁴ **Form G-845:** Verification Document, Form G-845, file electronically. Use this form to verify the immigration status of applications for federal public benefits or licenses when additional verification is required.

Training Reimbursement Acknowledgment

O.C.G.A. 35-8-22, titled "Reimbursement of training expenses by subsequent employer of peace officer; collection procedure," provides that if another agency hires a peace officer within 15 months after completing mandated or formalized training requirements, then the total expenses of training, including salary paid during training, shall be reimbursed by the hiring agency to the agency who initially paid for the training.

The code section also provides that if another agency hires a peace officer during a period of 15-24 months after completing mandated or formalized training requirements, then one-half (1/2) of the total expenses of training, including salary paid during training, shall be reimbursed by the hiring agency to the agency who initially paid for the training.

Definitions:

- Mandated Training - Training which is required by state law. The basic training course identified in O.C.G.A. 35-8-9 is the only course "mandated" by state law.
- Formalized Training - Training identified in an agency's standard operating procedure (S.O.P.) manual dictates training that all new basic recruits must complete as part of their employment with the hiring agency.

Whereas, the undersigned may be required to participate in mandated or formalized training at the expense of the City of Holly Springs, Georgia.

Therefore, in consideration for the payment of the expenses of said training and formalized training by the City of Holly Springs, Georgia, the undersigned acknowledges their obligations as outlined in O.C.G.A. 35-8-22. The undersigned further acknowledges that the collection of such obligations may be enforced through civil remedies and procedures.

Acknowledged this _____ day of _____.

Applicant's Signature: _____

Notary: _____
Seal

Date: _____

City Council Work Session Meetings 7:00 p.m.	
January	4
February	5
March	4
April	8
May	6
June	3
July	1
August	5
September	5
October	7
November	7
December	5

City Council Business Meetings 7:00 p.m. *	
January	18
February	22
March	18
April	15
May	23
June	20
July	15
August	19
September	23
October	21
November	18
December	16

Planning & Zoning Commission Work Session 7:00 p.m.	
January	25
February	29
March	28
April	25
May	30
June	27
July	25
August	29
September	26
October	24
November	21
December	19

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

Downtown Development Authority Meetings 6:00 p.m.	
January	17
February	21
March	20
April	17
May	15
June	26
July	17
August	21
September	25
October	16
November	20
December	18

Tree Commission Meetings 6:00 p.m.	
January	9
February	13
March	19
April	9
May	14
June	11
July	9
August	13
September	10
October	8
November	12
December	10

Municipal Court 9:00 a.m. & 1:00 p.m.	
January	9
February	13
March	19, 26
April	23
May	14
June	11, 25
July	23
August	20
September	10, 24
October	8
November	12
December	10, 17

Court dates in **red** are trial dates

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

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

All dates are subject to change.

Election date conflict

Holiday conflicts

School break conflicts

Council meeting conflicts due to holiday conflicts



380 New York Street
Redlands, CA-92373
Phone: (909) 793-2853

Invoice : 94598689
Order : 4530272
Customer : 298874
Customer PO : QUOTE MOON
P.O. Date : 11/07/2023
End User : 298874
Project :

Document date : 11/07/2023
Delivery :
Contract :

City of Holly Springs

'Invoice'

Page : 1

Bill to:
City of Holly Springs
Community Development Dept
PO Box 990
Holly Springs GA 30142-0990

Ship to:
Nancy Moon
City of Holly Springs
Community Development Dept
3237 Holly Springs Pkwy
Holly Springs GA 30115-7418

For questions regarding this document, please contact Customer Service at 888-377-4575

Terms of payment: Net Due 30 days, no discount

The line items included in this transaction are governed exclusively by the terms of the above-referenced contract, if any, or, where applicable, Esri's standard terms and conditions at www.esri.com/legal/software-license.

Item	Qty	Material Number	Price
10	1	52384 ArcGIS Desktop Advanced Concurrent Use Primary Maintenance Start Date: 01/01/2024 End Date: 12/31/2024	3,300.00
20	1	87194 ArcGIS Desktop Basic Concurrent Use Primary Maintenance Start Date: 01/01/2024 End Date: 12/31/2024	770.00
30	1	87232 ArcGIS Spatial Analyst for Desktop Concurrent Use Primary Maintenance Start Date: 01/01/2024 End Date: 12/31/2024	550.00
40	1	87198 ArcGIS 3D Analyst for Desktop Concurrent Use Primary Maintenance Start Date: 01/01/2024 End Date: 12/31/2024	550.00
Item Subtotal			5,170.00
Total:			USD 5,170.00



380 New York Street
Redlands, CA-92373
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Contract :

City of Holly Springs

'Invoice'

Page : 2

Steven W. Miller, Mayor

December 18, 2023
Date

Attest:

Karen Norred, City Clerk
(Seal)

FEIN: 95-2775732

DUNS/CEC: 06-313-4175 CAGE: 0AMS3

Please detach lower portion and return with remittance



Remit Payment to:
Environmental Systems Research Institute, Inc.

By Check :
P.O. Box 741076
Los Angeles
CA 90074-1076

Electronic Instructions:
Bank: Bank of America
Wire ABA: 026009593
ACH ABA : 121000358

Acct#: 1496150335

City of Holly Springs
Community Development Dept
PO Box 990
Holly Springs GA 30142-0990

Invoice: 94598689
Order: 4530272
Payer: 298874

Document Date: 11/07/2023
Total: USD 5,170.00

Mayor BM Agenda Item VI-U
Steven W. Miller

Council Members

Kevin Moore
Dee Phillips
Kyle Whitaker
Jeff Wilbur
Michael Roy Zenchuk II



City of Holly Springs

Post Office Box 990
Holly Springs, GA 30142
www.hollyspringsga.us
Office: 770-345-5536 – Fax: 770-345-0209

City Attorney
Robert M. Dyer

City Manager
Robert H. Logan

City Clerk
Karen Norred

December 18, 2023

Department of Transportation
600 West Peachtree Street, NW, 7th Floor
Atlanta, GA 30308

Attn: Maria L. Roux
Asst. Chief Procurement Officer-QA Compliance
Georgia Department of Transportation
Office of Procurement

RE: The City of Holly Springs is requesting to be moved from CONDITIONAL approval to FULL approval

The City of Holly Springs affirms that all staff listed in the submitted Letter of Agreement have attended, passed training, and understands that any future staff who will participate in soliciting, facilitating evaluations, conducting negotiations and contract administration must attend and pass procurement training prior to participating in any of the processes associated with procuring, managing, and administering engineering and design consultant services when Federal Aid Highway Program (FAHP) funds are utilized.

(The below confirmation of understanding must be signed by the person(s) responsible for the authorization of funds should repayment become necessary)

Confirmation Of Understanding:

Please **initial** the below confirming understanding and agreeing to follow all policies and procedures related to the procurement of engineering and design as per 23 CFR 172.

The City of Holly Springs agrees with and confirms:

- _____ They have read and understand all rules, regulations and policies and procedures associated with engineering and design procurement:
- 23 CFR Part 172 Procurement, Management and Administration of Engineering and Design Related Services; Final Rule
 - 2 CFR Chapter I, and Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule
 - 40 U.S.C. 1101-1104 Selection of Architects and Engineers **“The Brooks Act”**

- 48 CFR Part 31 – Contract Cost Principles and Procedures
- Repayment of Preliminary Engineering Cost (Order 2020.1)
- FHWA Policy for Contractor Certification of Costs in Accordance with Federal Acquisition Regulations (FAR) to Establish Indirect Cost Rates on Engineering and Design-related Services Contracts Order No. 4470.1A
- O.C.G.A. 50-22-1 through 50- 22-9
- GDOTs DBE program

- _____ The understanding of Qualification Based Selection 23 CFR 172.7(a)(1) and that price may **NEVER** be used as a selection factor or consideration in the selection process
- _____ That **if** it has adopted GDOTs policies and procedures as outlined in the manual and discussed in class that it will follow all policies and procedures unless exceptions have been requested and approved. The City of Holly Springs agrees with and confirms that while exceptions may be requested for best practices, exceptions to regulatory requirements will not be considered.
- _____ That it will comply with all provisions of 23 CFR 172.5(b) including developing and sustaining organizational capacity and provide the resources necessary for the procurement, management and administration of engineering and design related consultant services.
- _____ That it will comply with all provisions of 23 CFR 172.9(d)(1) by assigning a full-time, public employee as the Responsible Charge who will fulfill inherently governmental activities which include, at a minimum, contract negotiation; contract payment; evaluation of contract compliance, performance, and quality; familiarity with contract requirements and scope; scheduling and attending progress and project review meetings; ensuring costs billed are allowable in accordance with federal cost principles; ensuring costs are consistent with contract terms; evaluating and participating in decisions for contract modifications; documenting contract monitoring activities; and maintaining supporting contract records in accordance with 2 CFR 200.333.
- _____ That only individuals who have attended GDOT's training and passed the test on Procurement, Management, Administration of Engineering & Design Related Services will serve in a role which is decision making and/or which is involved in fulfilling any of the roles necessary in order to complete the full procurement cycle.

Prequalification

The City of Holly Springs agrees with and confirms:

- _____ The understanding of GDOT's prequalification process and its purpose as related to federally funded engineering and design related services.
- _____ That all solicitations will specify the unique required area classes for the Prime Consultant as well as the Team (which includes the Prime and all Sub-Consultants) to ensure appropriate responses on all federally funded projects utilizing federal funds.

- _____ The prequalification certificates will be required in the solicitation to be submitted for the Prime and all Team to verify awarded consultant meets all required area classes and has current prequalification.

Development

The City of Holly Springs agrees with and confirms:

- _____ Scope(s) of services will be drafted with as much detail (which makes it clear, complete and logical) as possible and organized in the order in which services will be completed.
- _____ Understanding that the level of detail required in the scope will be determined by the contract type. On-Call and Multi-Phase Project Specific contracts can have more generic and all-inclusive scopes however, project specific contracts must include all services necessary to complete the entire project.
- _____ It will not require the Prime Consultant to be pre-qualified in excessive area classes which could be covered by the team and recognizes that doing so would limit competition and risk not meeting the requirement in 23 CFR 172.7(a)(1)(iv)(D) of the minimum of three responses.
- _____ Solicitations will ensure that area classes and scope are related and that there is associated scope for every area class required.
- _____ Area Classes and/or Scope which is not included in the Solicitation prior to its closing are not eligible to be added later.
- _____ Solicitations will identify the Project Manager and Key Team Roles for which resumes must be submitted to allow the Selection Committee to evaluate qualifications in order to determine the most qualified team in accordance with the allowable Qualification Based Selection (QBS) Selection Criteria.
- _____ The understanding of the three procurement methods used in procuring engineering and design services. 23 CFR 172.7(a) – Qualification Based Selection, Small Purchases, and Noncompetitive.
- _____ The understanding of the three contract types used in procuring engineering and design services. 23 CFR 172.9(a) – Project Specific; Multi-Phase Project Specific; Indefinite-Delivery Indefinite Quantity (On-Call)
- _____ The understanding of the payment method(s) associated with engineering and design procurements. 23 CFR 172.9(b) – Cost Plus Fixed Fee; Lump Sum; Cost Per Unit of Work; Specific Rates of Compensation
- _____ Each Solicitation will indicate contract and payment types.
- _____ Each Solicitation will include the selection criteria and associated weights in solicitation.
- _____ Each Solicitation will include only qualification based selection criteria which are allowable in accordance with 23 CFR 172.7(1)(1)(iii) – Technical Approach; Work

Experience; Specialized Expertise; Professional Licensure; Staff Capabilities; Workload Capacity; Past Performance.

- _____ Each Solicitation will include only non-qualification based selection criteria which are allowable in accordance with 23 CFR 172.7(1)(1)(iii)(D) – Local Presence and Participation of Disadvantaged Business Enterprises.
- _____ Non-Qualification Based Criteria cannot exceed ten (10) percent of the overall evaluation as outlined in 23 CFR Part 172.7.(a)(1)(iii)(D).
- _____ DBE goals must be consistent with GDOT’s current DBE goal or must be approved in advance by GDOT’s Office of Equal Employment Opportunity (EEO) for the utilization of Federal-Aid Highway Program Funds.

Advertisement 23 CFR 172.7(a)(1)(i)

The City of Holly Springs agrees with and confirms:

- _____ It has published the solicitation as required by state law to the Georgia Procurement Registry.
- _____ Understanding of the State of Georgia requirement to post solicitation in two (2) phases and understands posting time frames of a minimum of 15 days for Phase 1 (in accordance with O.C.G.A. 50-22-3) and a minimum of 14 days for Phase 2 (for the Technical Approach in accordance with 23 CFR 172.7(a)(1)(ii)(G))
- _____ If adopting GDOT policies and procedures, it understands posting requirements of GDOT.
- _____ That all posting requirements will be met.
- _____ It can provide link to the Georgia Procurement Registry for all federally funded procurements for engineering and design services for the last three (3) years.
- _____ Solicitation Posting will identify the appropriate NIGP codes to obtain adequate competition – minimum of 31842-Engineering Consulting; 91843-Environmental Consulting; 91896-Transportation Consulting; 92513-Bridge Engineering; 92517-Civil Engineering; 92533-Professional Engineer Services; 92535-Environmental Engineering; 92536-Engineering Services.

Evaluation 23 CFR 172.7(a)(1)(iii) - 23 CFR 172.7(a)(1)(iv)

The City of Holly Springs agrees with and confirms:

- _____ It understands the role and responsibilities of the Selection Committee.

- _____ All members of the selection committee are qualified as per FAR 36.602-2
- _____ All selection committee members have been provided with training and instructions on how to provide scores and comments.
- _____ Evaluations will be conducted in two (2) phases.
- _____ Phase 1 evaluations will result in the shortlist to begin Phase 2.
- _____ Individual scores **and** comments will be documented for Phase 1, unless the Selection Committee discusses all firms and Selection Committee comments and Scores are provided for all Respondents.
- _____ Phase 1 **and** Phase 2 selection committee meetings will be held and will be documented with Phase 1 and Phase 2 committee scores and comments.
- _____ Upon request, individual and selection committee Phase 1 **and** Phase 2 scores and comments can be provided.

Negotiations 23 CFR 172.7(a)(1)(v)

The City of Holly Springs agrees with and confirms:

- _____ Professional services contracts and Consultant Services Contracts are to be procured as specified in the Federal Brooks Act, 40 U.S.C 1104(a).
- _____ It can provide the scope of the contract and a supporting task list to start negotiations.
- _____ An Independent Estimate, which will include an appropriate breakdown of the work or labor hours, types or classifications of labor required, other direct costs, and consultant's fixed fee, will be completed by a qualified individual as per 23 CFR 172.7(a)(1)(v)(B) and obtained prior to receiving consultants cost proposal and beginning negotiations.
- _____ That Consultant Cost Proposals will be requested only after completion of the Independent Estimate and that both the Independent Estimate and consultant cost proposal will be available for review upon request.
- _____ Understanding of the different elements of contract costs which must be considered during negotiations and include the Independent Estimate, Indirect Cost Rates (Overhead), Direct Salary or Wage Rates, Fixed Fee, Other Direct Costs, and Sub-Consultant/Vendor Costs.
- _____ Understanding of the Process of Negotiations to include scoping meeting between PM and Consultant team, identification of required tasks/preparation of task list, providing task list to consultant team, agency team preparing hours for task list, agency team identifying appropriate labor classes, consultant team preparing hours for task list, consultant team identifying appropriate labor classes, agency and consultant teams sending required documents to negotiator, negotiator reviewing hours and labor classes

and determining where differences are greater than 10% variance in hours, holding negotiations meetings to resolve differences, determining the payment method (of those listed in the solicitation as options), applying consultant direct salary/wage rates and indirect costs to determine preliminary costs, negotiating and applying other direct costs, agreeing upon final costs.

- _____ Understanding of the different elements which may require negotiations.
- _____ Understanding of the tools which GDOT uses for negotiating and either uses the same or similar tools which provide the same level of information in order to document negotiation activities in accordance with 23 CFR 172.7(a)(1)(v)(E).

Award

The City of Holly Springs agrees with and confirms:

- _____ Understanding of the award process including the preparation and approval of the selection package.
- _____ Understanding and inclusion of all required contract provisions as required by 23 CFR 172.9(c).
- _____ Understanding and compliance with all of the requirements for preparing and maintaining all award documentation
- _____ Understanding and compliance with notifications being posted to the Georgia Procurement Registry.

Contract Administration 23 CFR 172.9

The City of Holly Springs agrees with and confirms:

- _____ All contract provisions have been included in the contract in accordance with 23 CFR 172.9(c).
- _____ The understanding and compliance with assigning a **Responsible Charge** who is a fulltime, government employee - 23 CFR 172.9(d).
- _____ The understanding and compliance with the requirement for Performance Evaluations in 23 CFR 172.9(d)(2), and that these performance evaluations will be used in making future selection decisions.
- _____ All modifications 23 CFR 172.9(e) made to agreements after execution of contracts will be documented and be provided upon request. All modifications will be in accordance with the solicitation in regards to scope, area classes, contract types, payment methods, etc.
- _____ Any modifications will be negotiated in the same manner and formality as the original agreements.

- _____ Notices to Proceed (NTP) will be issued which will serve to document the first day when work is authorized to begin and when charges are eligible for billing to the project.
- _____ Stop Work Notices will be issued which will serve to document the last day when work is authorized to occur and when charges must cease to the project.

Additional Confirmation

The City of Holly Springs agrees with and confirms:

- _____ The understanding of:
 - Disadvantaged Business Enterprise (DBE) 23 CFR 172.7(b)(2)
 - Suspension and Debarment 23 CFR 172.7(b)(3)
 - Conflict of interest requirements 23 CFR 172.7(b)(4)
 - Consultant Services in Management Support Roles 23 CFR 172.7(b)(5)

Please keep in mind this is only for the remainder of the current certification. The city is still required to complete the procurement portion of the application when recertifying at which time they will either be APPROVED or DENIED based on the application.

Steven W. Miller
Mayor

(Seal)



COUNCIL AGENDA REPORT

FROM: Jon Page
Chief Building Official

CC: City Clerk
Public Information

SUBJECT: Amendment to Holly Springs Code of Ordinance Chapter 18, Article II

DATE: 11/28/2023

COUNCIL MEETING DATE:

12/18/2023

RECOMMENDATION

Amend Chapter 18, Article II, Section 18-31 through 18-37

REPORT-IN-BRIEF

To amend the water efficiency code requirements set forth in Sections 18-31 through 18-37.

The amendment includes stricter requirements of the minimum flow ratings of plumbing fixtures as set forth in the Georgia Minimum Standard Plumbing Code, as well as water efficiency requirements in regard to landscape sprinkler systems.

This amendment is required to maintain compliance with the Metropolitan North Georgia Water Planning District and the Georgia Environmental Protection Division.

CONCURRENCES

Community Development Director

FISCAL IMPACT

\$0

ALTERNATIVES

Noncompliance with Metropolitan North Georgia Water Planning District

ATTACHMENTS

New ordinance language

**AN ORDINANCE TO AMEND PORTIONS OF THE CODE OF THE
CITY OF HOLLY SPRINGS, GEORGIA, AS AMENDED; TO CHAPTER
18 – BUILDING AND BUILDING REGULATIONS ARTICLE II – FLOW
RATE RESTRICTIONS ON PLUMBING FIXTURES**

WHEREAS, the City Council desires to amend Article II of Chapter 18 of the Code of the City of Holly Springs, Georgia in several respects, with deletions shown by striking through the portions to be deleted;

NOW THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Mayor and Council of the City of Holly Springs, Georgia as follows:

SECTION 1. Chapter 18, Article II is hereby amended to make the following changes:

(a) The following definitions are added to Section 18-31.

Section 18-31 General Definitions.

KITCHEN FAUCET OR KITCHEN FAUCET REPLACEMENT AERATOR. A kitchen faucet or kitchen faucet replacement aerator that allows a flow of no more than 1.8 gallons of water per minute at a pressure of 60 pounds per square inch and conforms to the applicable requirements in ASME A112.18.1/CSA B125.1.

LAVATORY FAUCET OR LAVATORY FAUCET REPLACEMENT AERATOR. A lavatory faucet or lavatory faucet replacement aerator that allows a flow of no more than 1.2 gallons per minute at a pressure of 60 pounds per square inch and is listed to the WaterSense High Efficiency Lavatory Faucet Specification.

LANDSCAPE IRRIGATION.

Flow sensor. An inline device in a landscape irrigation system that produces a repeatable signal proportional to flow rate.

Lawn or Landscape Irrigation system. An assembly of component parts that is permanently installed for the controlled distribution of water to irrigate landscapes such as ground cover, trees, shrubs, and other plants. Lawn and Landscape Irrigation System refer to the same system.

Master shut-off valve. An automatic valve such as a gate valve, ball valve, or butterfly valve installed as part of the landscape irrigation system capable of being automatically closed by the WaterSense controller. When this valve is closed water will not be supplied to the landscape irrigation system.

Pressure regulating device. A device designed to maintain pressure within the landscape irrigation system at the manufacturer's recommended operating pressure and that protects against sudden spikes or drops from the water source.

Rain sensor shut-off. An electric device that detects and measures rainfall amounts and overrides the cycle of a landscape irrigation system so as to turn off such system when a predetermined amount of rain has fallen.

WaterSense irrigation controller. *Is a weather-based or soil moisture-based irrigation controller labeled under the U.S. Environmental Protection Agency's WaterSense program, which includes standalone controllers, add-on devices, and plug-in devices that use current weather data as a basis for scheduling irrigation.*

WaterSense spray sprinkler bodies. *A sprinkler body with integral pressure regulation, generating optimal water spray and coverage labeled under the U.S. Environmental Protection Agency's WaterSense program.*

SHOWER HEAD. *A shower head that allows a flow of no more than the average of 2.0 gallons of water per minute at 80 pounds per square inch of pressure, is listed in the WaterSense Specification for Showerheads, and meets the US Department Definition of Energy definition of showerhead.*

(b) Section 18-32 is deleted in its entirety, and the following is substituted in its place:

Section 18-32 Maximum Flow and Water Consumption.

Consistent with the general approach taken in Georgia, these Maximum Flow and Water Consumption requirements and related definitions in Section 18-31 of the plumbing code shall apply to all plumbing systems, including those in one- and two-family dwellings. The maximum water consumption flow rates and quantities for all plumbing fixtures and fixture fittings shall be in accordance with Table 18-32.

Exceptions:

- 1. Blowout design water closets having a water consumption not greater than 3¹/₂ gallons (13 L) per flushing cycle.*
- 2. Vegetable sprays.*
- 3. Clinical sinks having a water consumption not greater than 4¹/₂ gallons (17 L) per flushing cycle.*
- 4. Laundry tray sinks and service sinks.*
- 5. Emergency showers and eye wash stations.*

*TABLE 18-32 MAXIMUM FLOW RATES AND CONSUMPTION FOR PLUMBING FIXTURES AND
FIXTURE FITTINGS*

PLUMBING FIXTURE OR FIXTURE FITTING	MAXIMUM FLOW RATE OR QUANTITY^b
<i>Lavatory faucet and replacement aerators, private</i>	<i>WaterSense Labeled & 1.2 gpm at 60 psi^f</i>
<i>Lavatory faucet, public (metering)</i>	<i>0.25 gallon per metering cycle</i>
<i>Lavatory, public (other than metering)</i>	<i>0.5 gpm at 60 psi</i>
<i>Showerhead^a</i>	<i>WaterSense Labeled & 2.0 gpm at 80 psi^f</i>
<i>Kitchen faucet and replacement aerators</i>	<i>1.8 gpm at 60 psi^{f, g}</i>
<i>Urinal</i>	<i>0.5 gallon per flushing cycle^f</i>
<i>Water closet</i>	<i>1.28 gallons per flushing cycle^{c, d, e, f}</i>

*For SI: 1 gallon = 3.785 L, 1 gallon per
minute = 3.785 L/m, 1 pound per square
inch = 6.895 kPa.*

- a. A hand-held shower spray is a shower head. As point of clarification, multiple shower heads may be installed in a single shower enclosure so long as each shower head individually meets the maximum flow rate, the WaterSense requirements, and the US Department of Energy definition of showerhead. However, multiple shower heads are not recommended for water efficiency purposes.*
- b. Consumption tolerances shall be determined from referenced standards.*
- c. For flushometer valves and flushometer tanks, the average flush volume shall not exceed 1.28 gallons.*
- d. For single flush water closets, including gravity, pressure assisted and electro-hydraulic tank types, the average flush volume shall not exceed 1.28 gallons.*
- e. For dual flush water closets, the average flush volume of two reduced flushes and one full flush shall not exceed 1.28 gallons.*

f. See 2014 GA Amendment to Section 301.1.2 'Waiver from requirements of high efficiency plumbing fixtures'.

g. Kitchen faucets are permitted to temporarily increase the flow above the maximum rate, but not to exceed 2.2 gpm (8.3 L/m) at 60 psi (414 kPa) and must revert to a maximum flow rate of 1.8 gpm (6.8 L/m) at 60 psi (414 kPa) upon valve closure.

(c) Section 18-33 is deleted in its entirety, and the following is substituted in its place:

Section 18-33 Clothes Washers. Residential clothes washers shall be in accordance with the Energy Star program requirements.

(d) Section 18-34 is deleted, and the following is substituted in its place:

Section 18-34 Cooling Tower Water Efficiency.

(a) **Once-Through Cooling.** Once-through cooling using potable water is prohibited.

(b) **Cooling Towers and Evaporative Coolers.** Cooling towers and evaporative coolers shall be equipped with makeup water and blow down meters, conductivity controllers and overflow alarms. Cooling towers shall be equipped with efficiency drift eliminators that achieve drift reduction to 0.002 percent of the circulated water volume for counterflow towers and 0.005 percent for crossflow towers.

(c) **Cooling Tower Makeup Water.** Water used for air conditioning, cooling towers shall not be discharged where the hardness of the basin water is less than 1500 mg/L. **Exception:** Where any of the following conditions of the basin water are present: total suspended solids exceed 25 ppm, CaCO₃ exceeds 600 ppm, chlorides exceed 250 ppm, sulfates exceed 250 ppm, or silica exceeds 150 ppm.

(e) Section 18-35 is deleted in its entirety, and the following is substituted in its place:

Section 18-35 Landscape Irrigation System Efficiency Requirements. The requirements in Section 18-35 apply to all new landscape irrigation systems connected to the public water system except those (a) used for agricultural operations as defined in the Official Code of Georgia Section 1-3-3, (b) used for golf courses, and (c) dependent upon a nonpublic water source. Nothing in this Code or Section 18-35 is intended to require that landscape irrigation systems must be installed at all premises. The landscape irrigation efficiency requirements in this Section 18-35 apply only when someone voluntarily chooses, or is otherwise required by some requirement beyond this Code, to install a landscape irrigation system on premises.

(a) **Avoiding Water Waste Through Design.** All new landscape irrigation systems shall adhere to the following design standards:

- 1.) Pop-up type sprinkler heads shall pop-up to a height above vegetation level of not less than four (4) inches above the soil level when emitting water.
- 2.) Pop-up spray heads or rotary sprinkler heads must direct flow away from any adjacent surfaces and must not be installed closer than four inches from impervious surfaces.
- 3.) Areas less than ten (10) feet in width in any direction shall be irrigated with subsurface irrigation or by other means that produces no overspray or runoff.

- 4.) *Narrow or irregular shaped landscaped areas, less than four (4) feet in any direction across opposing boundaries shall not be irrigated by any irrigation emission device except sub-surface or low flow emitters with flow rates not to exceed 6.3 gallons per hour.*

(b) Landscape Irrigation System Required Components. *All new landscape irrigation systems shall include the following components:*

1. *A rain sensor shut-off installed in an area that is unobstructed by trees, roof over hangs, or anything else that might block rain from triggering the rain sensor shutoff.*
2. *A master shut-off valve for each controller installed as close as possible to the point of connection of the water but downstream of the backflow prevention assembly.*
3. *Pressure-regulating devices such as valve pressure regulators, sprinkler head pressure regulators, inline pressure regulators, WaterSense spray sprinkler bodies, or other devices shall be installed as needed to achieve the manufacturer's recommended pressure range at the emission devices for optimal performance.*
4. *Except for landscape irrigation systems serving a single-family home, all other systems must also include:*
 - (a) *a WaterSense irrigation controller; and*
 - (b) *at least one flow sensor; which must be installed at or near the supply point of the landscape irrigation system and shall interface with the control system, that when connected to the WaterSense controller will detect and report high flow conditions to such controller and automatically shut master valves. The flow sensor serves to aid in detecting leaks or abnormal flow conditions by suspending irrigation. High flow conditions should be consistent with manufacturers' recommendations and specifications.*

(f) Section 18-36 is deleted in its entirety, and the following is substituted in its place:

Section 18-36 Reclaimed Water Systems.

- (a) Connections to water supply.** *Reclaimed water provided from a reclaimed wastewater treatment system permitted by the Environmental Protection Division may be used to supply water closets, urinals, trap primers for floor drains and floor sinks, water features and other uses approved by the City of Holly Springs, in motels, hotels, apartment and condominium buildings, and commercial, industrial, and institutional buildings, where the individual guest or occupant does not have access to plumbing. Also, other systems that may use a lesser quality of water than potable water such as water chillers, carwashes or an industrial process may be supplied with reclaimed water provided from a reclaimed wastewater treatment facility permitted by the Environmental Protection Division. The use of reclaimed water sourced from any new private reclaimed wastewater treatment system for outdoor irrigation shall be limited to golf courses and agriculture operations as defined in the Official Code of Georgia Section 1-3-3, and such reclaimed water shall not be approved for use for irrigating any other outdoor landscape such as ground cover, tree, shrubs, or other plants. These limitations do not apply to reclaimed water sourced from existing private reclaimed water systems or from existing or new, governmentally-owned reclaimed wastewater treatment systems.*

(g) Section 18-37 is deleted in its entirety, and the following is substituted in its place:

Section 18-37. Water Supply Pipe Sizing Design Methods

Because of the variable conditions encountered in hydraulic design, it is impractical to specify definite and detailed rules for sizing of the water piping system. Accordingly, other sizing or design methods conforming to good engineering practice standards are acceptable alternatives to those presented herein. Without limiting the foregoing, such acceptable design methods may include for multi-family buildings the Peak Water Demand Calculator from the IAPMO/ANSI 2020 Water Efficiency and Sanitation Standard for the Built Environment, which accounts for the demands of water-conserving plumbing fixtures, fixture fittings, and appliances. If future versions of the Peak Water Demand Calculator including other building types, such as commercial, such updated version shall be an acceptable design method.

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

SECTION 3. This Ordinance shall become effective December 18 2023, upon approval by Mayor and City Council

SO ORDAINED this 18th day of December, 2023.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)



COMCAST BUSINESS SERVICE ORDER AGREEMENT

Company Name: City of Holly Springs Order # 37001054

Service Location: Billing Location:

Address 1 956 UNIVETER RD Address 1 P.O. BOX 990

Address 2 Address 2

City CANTON City HOLLY SPRINGS

State GA State GA

Zip 30115 Zip 30142

Primary Contact Name Ron Carter Billing Contact Name Ron Carter

Primary Contact Phone (770) 345-5536 Billing Contact Phone (770) 345-5536

Primary Contact Email rcarter@hollyspringsga.us Billing Contact Email rcarter@hollyspringsga.us

Service Term 24 Months Tax Exempt Yes

Package Code: \$150Data_SE_Advancedpkg_2yr Promo Code:

Package & Promotion Details

Data, SecurityEdge Package for discounted rate of \$150 for months 1-24, increasing to then regular rate in month 25. Package includes Business Internet Advanced (download speed up to 500 Mbps) and SecurityEdge. 2 year term agreement required. Additional \$10 MRC discount with enrollment in EcoBill paperless billing and automatic payments through Comcast's self-service online tool via <https://business.comcast.com/myaccount> within 30 days of service installation. If either EcoBill paperless billing or automatic payment service is cancelled during the promo, the monthly service charge automatically increases by \$10.00. Mobile discount for new Comcast Business Internet Standard service or higher customers who activate new Comcast Business Mobile service with Unlimited lines: \$45 discount with 1 Mobile Unlimited line, \$30 discount with 2 to 4 Mobile Unlimited lines, \$20 discount with 5 or more Mobile Unlimited lines. Mobile discount applied to Comcast Business Internet bill for 12 months. Limit one discount per account. All new Mobile Unlimited lines must be activated within 90 days of Internet installation to qualify for the mobile discount. After 12 months, or if any of the required services are cancelled or downgraded, or if Unlimited service is switched to By the Gig, the mobile discount will be removed. Comcast Business Internet must be installed by 12/12/2023 to qualify for the mobile discount. Equipment, installation, taxes and fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other applicable charges extra and subject to change.

Customer Initials

Package	Services Included	Qty	Package Monthly Service Charge ¹	Package Non-Recurring Charge ²
Data, SecurityEdge Package	Business Internet Advanced (download speeds up to 500 Mbps)	1	\$ 150.00	\$ 0.00
	SecurityEdge	1		

Equipment and Additional Service(s)	Qty	Additional Monthly Service Charge ¹	Additional Non-Recurring Charge ²
Business Internet			
Static IP -1	1	\$ 24.95	
Equipment Fee			
Package Equipment Fee	1	\$ 22.95	
Additional Fees			
Standard Installation Fee / Change of Service Fee	1		\$ 129.95
Total Additional Charge		\$ 47.90	\$ 129.95

	Monthly Service Charge ¹	Non-Recurring Charge ²
Total Charge for Service Order	\$ 197.90	\$ 129.95



COMCAST BUSINESS SERVICE ORDER AGREEMENT

Company Name: City of Holly Springs Order # 37001054

¹ Charges identified in the Service Order Agreement are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, fees, surcharges and recoupments (however designated).

² Non-Recurring Charges in the Service Order Agreement reflect activation and installation fees for this order. This excludes any custom installation fees.

General Special Instructions

AGREEMENT

1. This Comcast Business Service Order Agreement ("Agreement") sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to the above-named customer ("Customer"). This Agreement consists of this document (this "SOA"), the Business Services Customer Terms and Conditions (the "Terms and Conditions"), and any jointly executed amendments ("Amendments") entered under the Agreement. In the event of inconsistency among these documents, the order of precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the SOA. The Agreement shall terminate as set forth in the Terms and Conditions. The Terms and Conditions are located at <https://business.comcast.com/terms-conditions-smb>. Capitalized terms not otherwise defined in this SOA shall have the meaning ascribed to them in the Terms and Conditions. Use of the Services is also subject to the then-current Acceptable Use Policy for High-Speed Internet Services (the "AUP") located at <https://business.comcast.com/customer-notifications/acceptable-use-policy> (or any successor URL), and the then-current Privacy Statement (the "Privacy Policy") located at <https://business.comcast.com/privacy-statement> (or any successor URL), both of which Comcast may update from time to time.

2. Each Comcast Business Service ("Service") carries a thirty (30) day money back guarantee. If within the first thirty (30) days following installation of a new Service, Customer is not completely satisfied, Customer may cancel the Service and Comcast will issue a refund for the monthly recurring charge paid for the first thirty (30) days of Service, excluding any custom installation fees, voice usage charges, fees, taxes, surcharges and optional service fees. Customer will be charged for any non-refundable fees and other charges. In order to be eligible for the refund, Customer must cancel the new Service within thirty (30) days of installation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00. If Customer uses the Service in the first thirty (30) days, Customer will be refunded its subscription fees, but charged the applicable one-time fee. For the avoidance of doubt, this money back guarantee does not apply to renewals of an existing Service.

3. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.

CUSTOMER SIGNATURE	FOR COMCAST USE ONLY
By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at http://business.comcast.com/terms-conditions/index.aspx	Sales Representative <u>Enterprise BigSouthOE</u>
Signature	Sales Representative Code
Name <u>Steven W. Miller</u>	Sales Manager Name <u>Enterprise Sales Manager</u>
Title <u>Mayor</u>	Sales Manager Approval
Date <u>December 18, 2023</u>	Division <u>Central</u>



COMCAST BUSINESS SERVICE ORDER AGREEMENT

Company Name: City of Holly Springs Order # 37001054

BUSINESS INTERNET CONFIGURATION DETAILS

Transfer Existing Comcast.net Email	No	Equipment Selection	Comcast Owned
Number of Static Ips	1	Business Web Hosting	No



FINANCIAL HIGHLIGHTS
As of November 30, 2023



Budget Summary
92% of year lapsed

	2022 Year End (audited)	2023 Budget	2023 Year to Date	% Annual Budget
REVENUES BY FUND				
General Fund	11,334,756	12,050,000	14,151,037	117.44%
Operating Grant Fund	75,353	75,000	102,030	136.04%
American Rescue Plan (ARP) Act of 2021	2,003	5,769,200	79,623	1.38%
Parks & Recreation Fund	484,836	500,000	2,330,452	466.09%
Tax Allocation District	279,561	300,135	227,245	75.71%
Hotel/Motel Tax Fund	4,765	6,000	5,178	86.31%
Urban Redevelopment Agency	3,785,668	3,454,000	20,876,655	604.42%
SPLOST III Fund	2,982	290,000	22,150	7.64%
SPLOST V Fund	4,272,346	11,835,000	5,717,002	48.31%
Town Center Fund	4,185,668	3,754,000	6,132,615	163.36%
Debt Service Fund	649,368	2,300,135	3,258,430	141.66%
Stormwater Utility Fund	471,014	470,000	163,714	34.83%
TOTAL REVENUES - ALL FUNDS	\$ 25,548,319	\$ 40,803,470	\$ 53,066,131	130.05%

EXPENDITURES/EXPENSES BY FUND				
General Fund	12,323,943	12,050,000	14,294,548	118.63%
Operating Grant Fund	75,353	75,000	129,161	172.21%
American Rescue Plan (ARP) Act of 2021	-	5,769,200	3,423,481	59.34%
Parks & Recreation Fund	291,689	500,000	2,510,148	502.03%
Tax Allocation District	-	300,135	39,619	13.20%
Hotel/Motel Tax Fund	3,945	6,000	7,435	123.92%
Urban Redevelopment Agency	3,785,668	3,454,000	6,155,164	178.20%
SPLOST III Fund	269,746	290,000	41,530	14.32%
SPLOST V Fund	4,058,237	11,835,000	5,210,662	44.03%
Town Center Fund	4,151,922	3,754,000	5,889,327	156.88%
Debt Service Fund	1,081,371	2,300,135	1,545,007	67.17%
Stormwater Utility Fund	793,309	470,000	122,327	26.03%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 26,835,183	\$ 40,803,470	\$ 39,368,410	96.48%



**Comparison to Prior Year
92% of year lapsed**

	11/30/2022 Actual (audited)	2022 Annual Amended Budget	% of Annual Budget	11/30/2023 Actual	2023 Budget	% of Annual Budget
REVENUES BY FUND						
General Fund	6,991,497	12,450,000	56.16%	14,151,037	12,050,000	117.44%
Operating Grant Fund	65,488	90,000	72.76%	102,030	75,000	136.04%
American Rescue Plan (ARP) Act of 2021	2,885,057	5,767,700	50.02%	79,623	5,769,200	1.38%
Parks & Recreation Fund	443,545	407,150	108.94%	2,330,452	500,000	466.09%
Tax Allocation District	194,622	275,000	70.77%	227,245	300,135	75.71%
Hotel/Motel Tax Fund	3,963	6,000	66.05%	5,178	6,000	86.31%
Urban Redevelopment Agency	3,173,452	9,375,000	33.85%	20,876,655	3,454,000	604.42%
SPLOST III Fund	2,982	286,000	1.04%	22,150	290,000	7.64%
SPLOST V Fund	2,744,915	7,950,000	34.53%	5,717,002	11,835,000	48.31%
Town Center Fund	3,173,452	9,428,400	33.66%	6,132,615	3,754,000	163.36%
Debt Service Fund	649,368	1,084,000	59.90%	3,258,430	2,300,135	141.66%
Stormwater Utility Fund	167,787	460,000	36.48%	163,714	470,000	34.83%
TOTAL REVENUES - ALL FUNDS	\$ 20,496,128	\$ 47,579,250	43.08%	\$ 53,066,131	\$ 40,803,470	130.05%
EXPENDITURES/EXPENSES BY FUND						
General Fund	10,003,228	10,375,000	96.42%	14,294,548	12,050,000	118.63%
Operating Grant Fund	66,231	90,000	73.59%	129,161	75,000	172.21%
American Rescue Plan (ARP) Act of 2021	-	5,767,700	0.00%	3,423,481	5,769,200	59.34%
Parks & Recreation Fund	280,091	407,150	68.79%	2,510,148	500,000	502.03%
Tax Allocation District	-	-	0.00%	39,619	300,135	13.20%
Hotel/Motel Tax Fund	3,945	6,000	65.75%	7,435	6,000	123.92%
Urban Redevelopment Agency	3,173,452	9,375,000	33.85%	6,155,164	3,454,000	178.20%
SPLOST III Fund	3,617	286,000	1.26%	41,530	290,000	14.32%
SPLOST V Fund	3,337,535	7,950,000	41.98%	5,210,662	11,835,000	44.03%
Town Center Fund	3,236,393	9,428,400	34.33%	5,889,327	3,754,000	156.88%
Debt Service Fund	1,081,371	2,000,000	54.07%	1,545,007	2,300,135	67.17%
Stormwater Utility Fund	455,479	460,000	99.02%	122,327	470,000	26.03%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 21,641,341	\$ 46,145,250	46.90%	\$ 39,368,410	\$ 40,803,470	96.48%



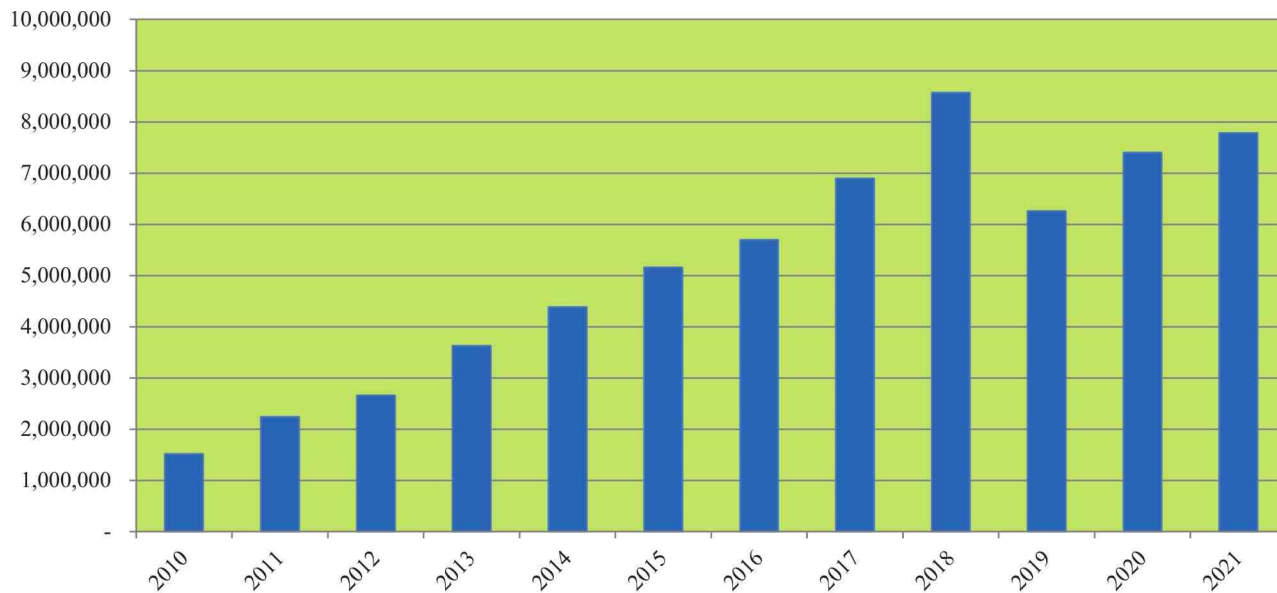
Changes in Fund Balance/Net Position
As of November 30, 2023

Unaudited

Fund	Balance as of 1/1/2023 (audited)	Revenues	Expenditures/ Expenses	Balance as of 11/30/2023	Net Increase/ (Decrease)
General Fund	7,789,731	14,151,037	14,294,548	7,646,219	(143,512)
Operating Grant Fund	37,137	102,030	129,161	10,006	(27,131)
American Rescue Plan (ARP) Act of 2021	2,471	79,623	3,423,481	(3,341,387)	(3,343,858)
Parks & Recreation Fund	979,642	2,330,452	2,510,148	799,946	(179,697)
Tax Allocation District	279,561	227,245	39,619	467,187	187,626
Hotel/ Motel Tax Fund	9,350	5,178	7,435	7,094	(2,257)
Urban Redevelopment Agency	-	20,876,655	6,155,164	14,721,492	14,721,492
SPLOST III Fund	19,381	22,150	41,530	-	(19,381)
SPLOST V Fund	(318,356)	5,717,002	5,210,662	187,985	506,341
Town Center Fund	(359,093)	6,132,615	5,889,327	(115,806)	243,287
Debt Service Fund	3,314	3,258,430	1,545,007	1,716,736	1,713,422
Stormwater Utility Fund	6,688,553	163,714	122,327	6,729,940	41,387
	<u>\$ 15,131,691</u>	<u>\$ 53,066,131</u>	<u>\$ 39,368,410</u>	<u>\$ 28,829,412</u>	<u>\$ 13,697,720</u>

General Fund - History of Fund Balance

GENERAL FUND FUND BALANCE



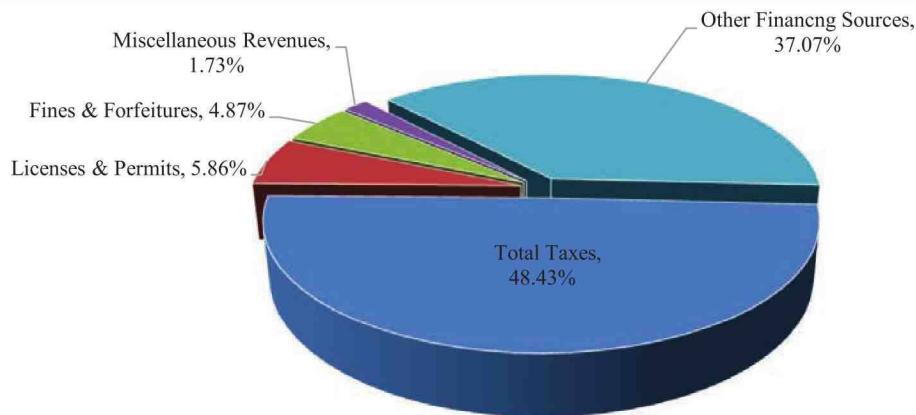


Budget Comparison Report - General Fund

92% of year lapsed

REVENUES	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Property Taxes	2,917,776	6,105,000	3,544,134	58.05%
Motor Vehicle Taxes	1,813	40,000	25,527	63.82%
Motor Vehicle Title Ad Valorem Tax	62,721	700,000	780,534	111.50%
Mobile Home Tax	-	150	91	60.46%
Recording Intangible Taxes	4,200	100,000	53,065	53.06%
Penalties & Interest	2,482	10,000	11,262	112.62%
Fifa Fees	135	2,000	2,205	110.25%
Franchise Tax	-	525,000	856,996	163.24%
Railroad Equipment Car Tax	-	1,000	644	64.42%
Real Estate Transfer Tax	751	20,000	8,498	42.49%
Business & Occupation Tax	32,741	80,000	128,688	160.86%
Financial Institutions Tax	-	2,500	2,449	97.96%
Insurance Premium Tax	-	1,500,000	1,439,368	95.96%
Total Taxes	3,080,431	9,658,150	6,853,460	70.96%
Licenses & Permits	101,978	1,501,310	829,005	55.22%
Fines & Forfeitures	83,449	548,450	689,040	125.63%
Miscellaneous Revenues	11,159	64,978	81,312	125.14%
Interest Income	23,442	15,000	163,738	1091.59%
Transfer from Other Funds	-	-	4,641,858	100%
Proceeds from the Sale of Assets	91,865	25,000	161,700	646.80%
Inception of Capital Leases	-	232,112	441,534	190.22%
Issuance of Long-term Debt	-	-	289,390	100%
Donation from Private Sources	-	5,000	-	0.00%
TOTAL GENERAL FUND REVENUES	\$ 3,392,324	\$ 12,050,000	\$ 14,151,037	117.44%

Revenues by Source



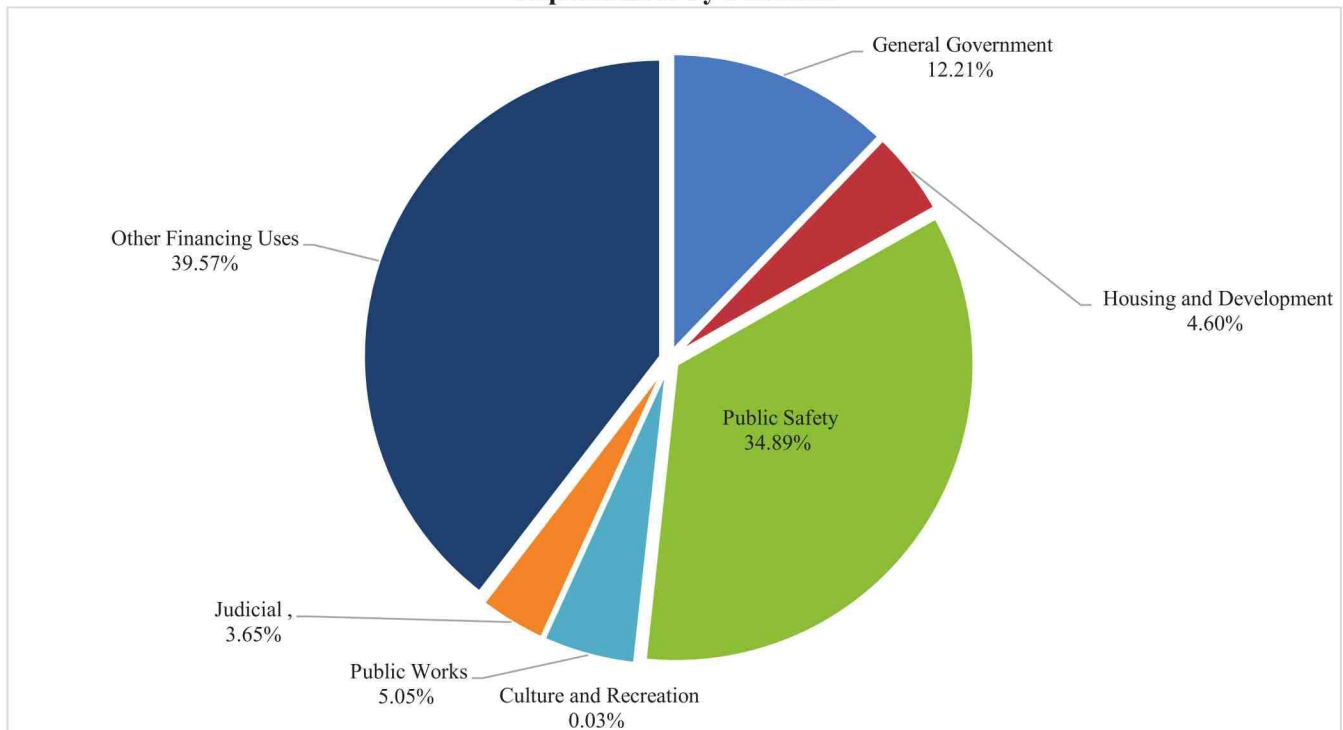


Budget Comparison Report - General Fund

92% of year lapsed

EXPENDITURES	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
General Government	156,390	2,062,948	1,745,035	84.59%
Housing and Development	64,319	793,905	657,608	82.83%
Public Safety	752,651	4,799,724	4,987,025	103.90%
Culture and Recreation	-	39,000	4,589	11.77%
Public Works	100,155	3,760,280	721,766	19.19%
Judicial	49,729	434,771	521,702	119.99%
Other Financing Uses	-	159,372	5,656,823	3549.45%
TOTAL GENERAL FUND EXPENDITURES	\$ 1,123,244	\$ 12,050,000	\$ 14,294,548	118.63%

Expenditures by Function





Budget Comparison Report - All Funds
92% of year lapsed

Unaudited

	2022 Year End Actuals	2023 Budget	Year to Date	% 2023 Annual Budget
<u>GENERAL FUND</u>				
Revenues:	11,334,756	12,050,000	14,151,037	117.44%
Expenditures:	12,323,943	12,050,000	14,294,548	118.63%
Excess Revenues over (under) Expenditures	(989,187)	-	(143,512)	
<u>AMERICAN RESCUE PLAN (ARP) ACT OF 2021</u>				
Revenues:	2,003	5,769,200	79,623	1.38%
Expenditures:	-	5,769,200	3,423,481	59.34%
Excess Revenues over (under) Expenditures	2,003	-	(3,343,858)	
<u>OPERATING GRANT FUND</u>				
Revenues:	75,353	75,000	102,030	136.04%
Expenditures:	75,353	75,000	129,161	172.21%
Excess Revenues over (under) Expenditures	-	-	(27,131)	
<u>PARKS & RECREATION FUND</u>				
Revenues:	484,836	500,000	2,330,452	466.09%
Expenditures:	291,689	500,000	2,510,148	502.03%
Excess Revenues over (under) Expenditures	193,147	-	(179,697)	
<u>TAX ALLOCATION DISTRICT</u>				
Revenues:	279,561	300,135	227,245	75.71%
Expenditures:	-	300,135	39,619	13.20%
Excess Revenues over (under) Expenditures	279,561	-	187,626	
<u>HOTEL/MOTEL TAX FUND</u>				
Revenues:	4,765	6,000	5,178	86.31%
Expenditures:	3,945	6,000	7,435	123.92%
Excess Revenues over (under) Expenditures	820	-	(2,257)	



Budget Comparison Report - All Funds
92% of year lapsed

Unaudited

	2022 Year End Actuals	2023 Budget	Year to Date	% 2023 Annual Budget
<u>URBAN REDEVELOPMENT AGENCY</u>				
Revenues:	3,785,668	3,454,000	20,876,655	604.42%
Expenditures:	3,785,668	3,454,000	6,155,164	178.20%
Excess Revenues over (under) Expenditures	-	-	14,721,492	
<u>SPLOST III FUND</u>				
Revenues:	2,982	290,000	22,150	7.64%
Expenditures:	269,746	290,000	41,530	14.32%
Excess Revenues over (under) Expenditures	(266,764)	-	(19,381)	
<u>SPLOST V FUND</u>				
Revenues:	4,272,346	11,835,000	5,717,002	48.31%
Expenditures:	4,058,237	11,835,000	5,210,662	44.03%
Excess Revenues over (under) Expenditures	214,109	-	506,341	
<u>TOWN CENTER FUND</u>				
Revenues:	4,185,668	3,754,000	6,132,615	163.36%
Expenditures:	4,151,922	3,754,000	5,889,327	156.88%
Excess Revenues over (under) Expenditures	33,745	-	243,287	
<u>DEBT SERVICE FUND</u>				
Revenues:	649,368	2,300,135	3,258,430	141.66%
Expenditures:	1,081,371	2,300,135	1,545,007	67.17%
Excess Revenues over (under) Expenditures	(432,003)	-	1,713,422	
<u>STORMWATER UTILITY FUND</u>				
Revenues:	471,014	470,000	163,714	34.83%
Expenses:	793,309	470,000	122,327	26.03%
Excess Revenues over (under) Expenses	(322,295)	-	41,387	



Investments
As of November 30, 2023

South State Bank		
Downtown Development Authority - CD .75%		100,000
Subtotal South State Bank	\$	100,000
Goldman Sachs Autocallable GS Momentum Builder		209,086
Certificate of Deposit - CD 4.00% Maturity Date - 4/21/2024		309,849
Certificate of Deposit - CD 4.00% Maturity Date - 4/21/2024		257,248
Certificate of Deposit - CD 4.00% Maturity Date - 4/21/2024		516,817
Certificate of Deposit - CD 4.00% Maturity Date - 4/21/2024		519,733
Certificate of Deposit - CD 4.00% Maturity Date - 4/21/2024		254,154
Certificate of Deposit - CD 4.00% Maturity Date - 4/21/2024		256,146
Certificate of Deposit - CD 4.00% Maturity Date - 4/21/2024		76,964
Certificate of Deposit - CD 4.50% Maturity Date - 9/21/2024		1,000,000
Subtotal South State Investment Services	\$	3,399,996
Total Investments	\$	3,499,996



Cash
As of November 30, 2023

South State Bank

General Fund	1,587,816
Main Street Board	79,225
American Rescue Plan (ARP) Act of 2021	2,425,217
Parks & Recreation Fund	764,152
Tax Allocation District (TAD)	349,711
Hotel Motel Tax Fund	6,557
Money Market Account	8,217,836
Municipal Court Fund	66,390
Operating Grant Fund	8,811
Police Forfeiture Account	1,806
Police Seized Asset Account	26
SPLOST V	262,501
Town Center Fund	176,498
Debt Service Fund	1,716,736
Downtown Development Authority - Checking	6,437
Stormwater Utility Fund	89,873
Tree Replacement Fund	50,261

Subtotal South State Bank	\$ 15,809,854
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South State Investment Services

Budget Stabilization Cash Account	91
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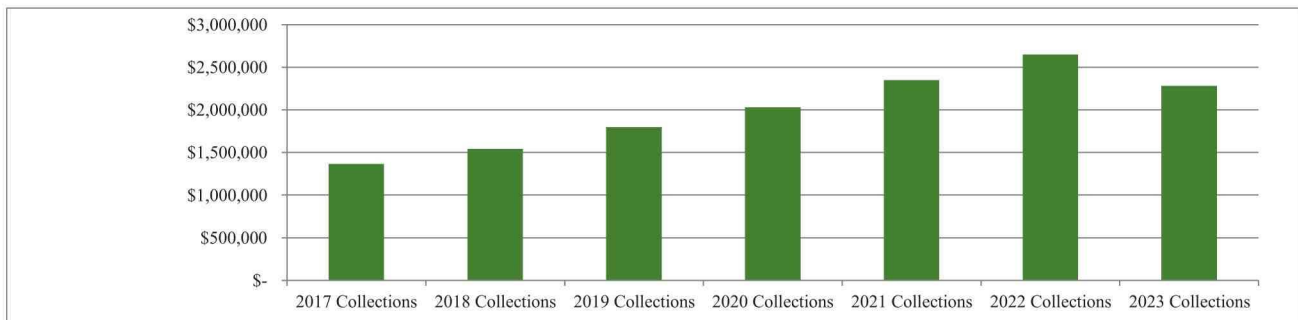
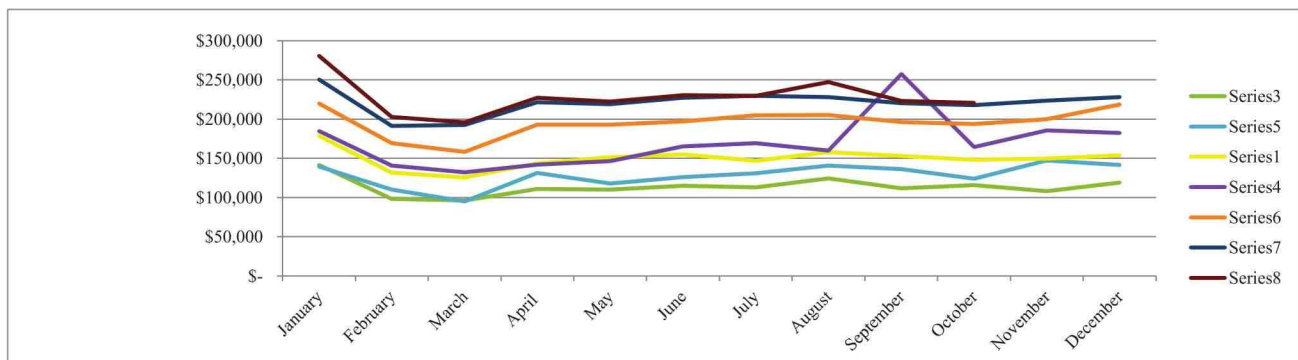
Subtotal South State Investment Services	\$ 91
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Total Cash	\$ 15,809,944
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Special Purpose Local Option Sales Tax Collections
As of November 30, 2023

	2017 Collections	2018 Collections	2019 Collections	2020 Collections	2021 Collections	2022 Collections	2023 Collections	% Change from Prior Year
January	\$ 141,344	\$ 139,474	\$ 178,754	\$ 184,956	\$ 219,927	\$ 250,695	\$ 280,583	11.92%
February	98,189	109,987	131,700	140,587	169,237	191,168	202,766	6.07%
March	96,130	94,765	125,375	131,947	158,258	192,686	195,742	1.59%
April	111,048	131,392	143,535	141,914	193,138	221,796	227,217	2.44%
May	110,063	117,981	151,269	146,483	193,137	219,102	222,579	1.59%
June	114,965	126,193	154,922	165,255	197,249	227,296	230,478	1.40%
July	113,172	131,005	146,946	169,488	204,832	229,938	229,808	-0.06%
August	124,429	140,651	158,066	160,110	205,351	228,172	247,254	8.36%
September	111,901	136,184	153,139	257,264	196,323	220,495	223,389	1.31%
October	115,857	124,067	148,285	164,463	193,776	217,820	220,673	1.31%
November	108,048	147,256	149,921	185,812	199,817	223,696		
December	119,270	141,583	153,903	182,579	218,887	228,006		
	\$ 1,364,416	\$ 1,540,538	\$ 1,795,816	\$ 2,030,858	\$ 2,349,931	\$ 2,650,872	\$ 2,280,490	





Downtown Development Authority
As of November 30, 2023

Revenues	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Interest Revenue	1	\$0	26	100%
Miscellaneous Revenue	-	5,000	-	0.00%
Proceeds from Sale of Property	-	2,300,000	2,700,000	117.39%
TOTAL REVENUES	\$ 1	\$2,305,000	\$ 2,700,026	117.14%

Expenditures				
Dues & Fees	-	500	305	61.00%
Training	50	250	150	60.00%
Water & Sewer	454	250	454	181.68%
Other Expenditures	-	2,500	-	0.00%
Sponsorships	-	1,500	-	0.00%
Transfers to Primary Government	-	2,300,000	2,700,000	117.39%
TOTAL EXPENDITURES	\$ 504	\$ 2,305,000	\$ 2,700,909	117.18%



GENERAL FUND REVENUE DETAIL
As of November 30, 2023

	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Real Property Tax	2,917,776	6,105,000	3,439,467	56.34%
Real Property Tax - Public Utility	15,488	58,000	23,417	40.37%
Personal Property Tax	39,897	180,000	81,250	45.14%
Motor Vehicle Tax	1,813	40,000	21,397	53.49%
Motor Vehicle Title Ad Valorem Tax	62,721	700,000	780,534	111.50%
Apportioned Vehicles (AAVT)	-	4,000	4,129	103.23%
Mobile Home Tax	-	150	91	60.46%
Intangible Tax	4,200	100,000	53,065	53.06%
Railroad Equipment Car Tax	-	1,000	644	64.42%
Real Estate Transfer Tax	751	20,000	8,498	42.49%
Franchise Tax - Electric	-	525,000	568,449	108.28%
Franchise Tax - Gas	-	100,000	110,077	110.08%
Franchise Tax - Cable	2,427	225,000	172,852	76.82%
Franchise Tax - Telephone	-	5,500	5,618	102.15%
Business & Occupational Tax	32,741	80,000	128,688	160.86%
Insurance Premium Tax	-	1,500,000	1,439,368	95.96%
Financial Institutions Tax	-	2,500	2,449	97.96%
Penalties & Interest	2,482	10,000	11,262	112.62%
FiFa Fees	135	2,000	2,205	110.25%
Total Taxes	3,080,431	9,658,150	6,853,460	70.96%
Alcoholic Beverage Licenses	46,134	75,000	62,734	83.65%
Alcohol Pouring Permit	570	5,000	5,480	109.60%
Zoning and Land Use Permits	30	12,500	11,027	88.22%
Planning and Development Fees	-	25,000	-	0.00%
Sign Permit Fees	250	2,500	1,450	58.00%
Special Event Permits	-	250	150	60.00%
Vacant Lot Registration	-	30	25	83.33%
Personal Transportation Veh Permit	-	30	180	600.00%
Other Licenses and Permits	25	5,000	2,020	40.40%
Building Permit Revenue	32,346	1,000,000	548,283	54.83%
Certificate of Occupancy Fees	5,500	150,000	83,500	55.67%
Building Permit - Reinspection Fees	-	25,000	1,400	5.60%
Building Permit-Sub Fee	12,228	75,000	52,165	69.55%
Occupational Tax Late Fees	19	1,000	940	94.00%
Plan Review Fees	4,876	125,000	59,650	47.72%
Total Licenses and Permits	101,978	1,501,310	829,005	55.22%
Municipal Court Fines	63,049	500,000	620,749	124.15%
Cash confiscations-Forfeitures	-	250	126	50.56%
Proceeds From Sale of Confiscations	-	750	665	88.67%
Court Costs	400	12,000	1,100	9.17%
Drug Testing Fees	-	150	-	0.00%
Expungements	-	50	-	0.00%
Tree Recompense Revenue	20,000	5,000	46,400	928.00%
Other Fines & Forfeitures-Code	-	30,000	20,000	66.67%
Other Forfeitures	-	250	-	0.00%
Total Fines and Forfeitures	83,449	548,450	689,040	125.63%



GENERAL FUND REVENUE DETAIL
As of November 30, 2023

	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Grant Revenue	5,176	5,000	20,083	401.66%
Probation Fees	1,357	20,000	14,208	71.04%
Printing and Duplicating Service Fees	59	200	206	103.19%
Advertising Fees	-	500	-	0.00%
Accident/Incident Reports	340	2,000	2,300	115.00%
Wrecker Service Contract	-	18,500	18,500	100.00%
Background Checks	90	750	1,010	134.67%
Bad Check Fees	25	100	25	25.00%
Miscellaneous Revenue	4,112	10,428	7,358	70.56%
Rents and Royalties	-	5,000	780	15.60%
Reimbursement for Damaged Property	-	2,500	16,841	673.65%
Total Miscellaneous Income	11,159	64,978	81,312	125.14%
Interest Revenue	22,978	10,000	163,738	1637.38%
Unrealized Gain or Loss on Investments	464	5,000	-	0.00%
Total Investment Income	23,442	15,000	163,738	1091.59%
Inception of Capitla Leases	-	232,112	441,534	190.22%
Transfers from other funds	2,721,858	-	4,641,858	100%
Proceeds from Sale of Assets	91,865	25,000	161,700	646.80%
Issuance of Long Term Debt	289,390		289,390	
Donations from Private Sources	-	5,000	-	0.00%
Total Other Financing Sources	3,103,112	262,112	5,534,481	2111.49%
TOTAL GENERAL FUND REVENUES	\$ 6,403,572	\$ 12,050,000	\$ 14,151,037	117.44%



**General Fund Expenditures
As of November 30, 2023**

	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Governing Body				
Salaries & Wages-Council	3,500	42,000	38,500	91.67%
Employee Benefits-Medical	7,575	90,863	83,377	91.76%
Employee Benefits-Dental	325	3,854	3,574	92.73%
Employee Benefits-ADD Life	69	882	831	94.16%
FICA	131	2,604	1,442	55.38%
Medicare	31	609	337	55.39%
Employee Benefits-Retirement	291	3,488	3,197	91.67%
Unemployment	12	144	178	123.33%
Workers Comp Insurance	-	107	109	102.09%
Total Salaries and Benefits	11,933	144,551	131,545	91.00%
Communications	45	600	648	108.07%
Travel	-	2,000	595	29.76%
Dues and Fees	-	750	760	101.29%
Education and Training	-	3,500	630	18.00%
Other Expenditures	-	500	186	37.25%
General Supplies and Materials	-	250	-	0.00%
Small Equipment	-	250	-	0.00%
Other Supplies - Uniforms	-	350	-	0.00%
Total Operations	45	8,200	2,819	34.38%
City Manager				
Salaries & Wages	19,610	169,950	156,877	92.31%
Employee Benefits-Medical	839	10,162	9,331	91.82%
Employee Benefits-Dental	92	1,086	1,008	92.85%
Employee Benefits-ADD Life	12	147	147	100.00%
Employee Benefits-Disability	84	1,008	1,008	100.00%
FICA	1,213	9,114	9,701	106.44%
Medicare	284	2,464	2,269	92.07%
Employee Benefits-Retirement	1,176	14,115	12,939	91.67%
Unemployment	-	38	46	120.00%
Workers' Comp. Insurance	-	727	742	102.09%
Total Salaries and Benefits	23,309	208,811	194,068	92.94%
Communications	40	600	593	98.90%
Travel	-	50	-	0.00%
Dues and Fees	-	2,000	2,188	109.41%
Education and Training	-	1,500	797	53.13%
Other Expenditures	31	1,000	866	86.56%
General Supplies and Materials	-	250	50	19.92%
Small Equipment	-	-	440	100%
Total Operations	72	5,400	4,934	91.37%
City Clerk				
Salaries & Wages	19,141	165,576	147,348	88.99%
Employee Benefits-Medical	2,826	51,786	27,038	52.21%
Employee Benefits-Dental	76	1,658	700	42.25%
Employee Benefits-ADD Life	31	368	306	83.24%
Employee Benefits-Disability	116	1,078	1,176	109.10%
FICA	1,124	10,266	8,658	84.34%
Medicare	263	2,401	2,025	84.34%
Employee Benefits-Retirement	1,146	13,752	12,606	91.67%
Unemployment	-	95	131	138.06%
Workers' Comp. Insurance	-	422	431	102.09%
Total Salaries and Benefits	24,722	247,402	200,420	81.01%



**General Fund Expenditures
As of November 30, 2023**

	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Professional Services	-	5,000	413	8.26%
Communications	63	300	720	240.13%
Advertising	-	250	-	0.00%
Travel	-	2,500	269	10.77%
Dues and Fees	4,485	6,500	11,164	171.75%
Education and Training	-	1,500	600	40.00%
Other Expenditures	-	500	289	57.78%
General Supplies and Materials	-	250	441	176.48%
General Supplies - Postage	8	200	120	60.21%
Small Equipment	-	3,500	2,626	75.02%
Software	-	21,000	3,432	16.34%
Other Supplies - Uniforms	-	150	-	0.00%
Total Operations	4,556	41,650	20,074	48.20%
Elections				
Advertising	-	1,500	-	0.00%
Intergovernmental - Elections	-	-	-	100%
Total Operations	-	1,500	-	100.00%
Contingency				
Contingency	-	120,500	-	0.00%
Total Operations	-	120,500	-	0.00%
Financial Administration				
Salaries & Wages	26,756	220,027	208,874	94.93%
Salaries & Wages OVERTIME	-	-	12	100%
Employee Benefits-Medical	5,630	81,993	56,448	68.85%
Employee Benefits-Dental	44	2,173	481	22.13%
Employee Benefits-ADD Life	37	441	417	94.44%
Employee Benefits-Disability	162	1,417	1,840	129.84%
FICA	1,537	13,642	12,045	88.30%
Medicare	359	3,190	2,817	88.31%
Employee Benefits-Retirement	1,523	18,275	16,752	91.67%
Unemployment	-	114	137	120.00%
Workers' Comp. Insurance	-	561	573	102.09%
Total Salaries and Benefits	36,048	341,833	300,395	87.88%
Professional Services - Audit	-	27,750	17,150	61.80%
Advertising/Promotions	-	1,500	2,721	181.39%
Printing and Binding	523	2,000	1,506	75.31%
Travel	-	150	385	256.86%
Dues and Fees	72	12,500	8,433	67.46%
Education and Training	-	1,500	919	61.27%
Other Expenditures	-	150	237	157.75%
General Supplies and Materials	59	1,000	1,259	125.88%
General Supplies-Postage	158	6,000	6,220	103.67%
Small Equipment	-	250	1,527	610.72%
Software	-	5,200	4,950	95.19%
Total Operations	811	58,000	45,306	78.11%
Licensing				
Salaries & Wages	2,805	24,307	22,512	92.62%
Employee Benefits-Medical	751	4,674	8,296	177.50%
Employee Benefits-Dental	27	204	279	136.83%
Employee Benefits-ADD Life	6	74	73	99.27%
Employee Benefits-Disability	15	171	187	109.24%
FICA	154	1,507	1,238	82.17%
Medicare	36	352	290	82.27%
Employee Benefits-Retirement	168	2,019	1,851	91.67%



**General Fund Expenditures
As of November 30, 2023**

	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Unemployment	-	19	23	120.00%
Workers' Comp. Insurance	-	31	32	102.06%
Total Salaries and Benefits	3,963	33,358	34,781	104.27%
General Supplies and Materials	-	100	-	0.00%
General Supplies - Postage	396	1,500	1,510	100.66%
Other Supplies-Uniforms	-	75	-	0.00%
Total Operations	396	1,675	1,510	90.14%
Legal				
Professional Services - Legal	234	15,000	29,963	199.75%
Total Operations	234	15,000	29,963	199.75%
Information Technology				
Salaries & Wages	9,192	79,660	74,331	93.31%
Employee Benefits-Medical	795	18,119	8,746	48.27%
Employee Benefits-Dental	92	1,086	1,008	92.85%
Employee Benefits-ADD Life	8	147	96	64.98%
Employee Benefits-Disability	56	480	657	136.95%
FICA	535	4,939	4,328	87.63%
Medicare	125	1,155	1,012	87.63%
Employee Benefits-Retirement	551	6,616	6,065	91.67%
Unemployment	-	38	46	120.00%
Workers' Comp. Insurance	-	203	207	102.09%
Total Salaries and Benefits	11,353	112,443	96,496	85.82%
Professional Services	-	25,000	-	0.00%
Communications	76	600	1,164	194.07%
Dues and Fees	-	500	479	95.78%
Other Expenditures	-	250	130	52.07%
General Supplies and Materials	-	500	2	0.40%
Small Equipment	-	3,500	7,300	208.57%
Software	5,457	135,000	182,986	135.55%
Total Operations	5,533	165,350	192,062	116.15%
Human Resources				
Salaries & Wages	6,656	57,686	51,571	89.40%
Employee Benefits-Medical	421	5,081	4,635	91.22%
Employee Benefits-Dental	14	164	150	91.62%
Employee Benefits-ADD Life	6	74	73	99.26%
Employee Benefits-Disability	40	389	482	123.92%
FICA	404	3,577	3,131	87.52%
Medicare	94	836	732	87.57%
Employee Benefits-Retirement	399	4,791	4,392	91.67%
Unemployment	-	19	12	65.68%
Workers' Comp. Insurance	-	147	150	102.09%
Total Salaries and Benefits	8,035	72,764	65,328	89.78%
Professional Services	-	30,000	-	0.00%
Advertising/Promotions	-	100	-	0.00%
Communications	23	300	249	83.07%
Travel	-	1,000	597	59.70%
Dues and Fees	41	1,500	902	60.14%
Education and Training	-	1,000	285	28.50%
Other Expenditures	-	500	414	82.88%
General Supplies and Materials	-	250	297	118.91%
General Supplies-Postage	-	200	-	0.00%



**General Fund Expenditures
As of November 30, 2023**

	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Small Equipment	-	3,500	247	7.07%
Software	-	6,000	1,167	19.44%
Other Supplies - Uniforms	-	150	-	0.00%
Total Operations	63	44,500	4,159	9.35%
Risk Management				
Professional Services	-	15,000	15,000	100.00%
Liability Insurance	-	256,800	185,318	72.16%
Total Operations	-	271,800	200,318	73.70%
General Government Building				
Salaries & Wages	6,840	67,365	56,126	83.32%
Employee Benefits-Medical	790	10,162	8,695	85.56%
Employee Benefits-Dental	27	326	300	92.15%
Employee Benefits-ADD Life	12	147	147	100.00%
Employee Benefits-Disability	32	334	387	115.83%
FICA	411	4,177	3,376	80.81%
Medicare	96	977	790	80.81%
Employee Benefits-Retirement	327	3,926	3,599	91.67%
Unemployment	7	76	110	144.88%
Workers' Comp. Insurance	-	4,921	5,024	102.09%
Total Salaries and Benefits	8,543	92,411	78,553	85.00%
Issuance Cost	-	-	45,000	100%
Professional Services	-	250	600	240.00%
Disposal - Garbage	31	500	306	61.13%
Lawn Care	-	350	241	68.76%
Pest Control	95	1,600	1,427	89.19%
Repairs and Maintenance	-	16,000	5,212	32.57%
Repairs and Maintenance - Vehicles	706	2,500	14,257	570.29%
Rental of Equipment	857	6,500	6,877	105.80%
Communications	1,434	12,000	16,985	141.54%
Printing and Binding	33	-	37	100%
Dues and Fees	36	750	1,201	160.14%
Other Expenditures	-	2,000	521	26.06%
General Supplies and Materials	101	8,000	7,160	89.51%
General Supplies - postage	-	-	9	100%
Water and Sewer	2,182	2,000	8,401	420.05%
Natural Gas	155	2,000	2,146	107.28%
Electricity	1,033	15,000	11,089	73.93%
Gasoline and Diesel	305	3,500	3,316	94.73%
Small Equipment	-	2,000	1,179	58.96%
Software	-	750	-	0.00%
Other Supplies-Uniforms	-	100	-	0.00%
Capital Outlay - Sites	-	-	-	100%
Capital Outlay - Buildings	-	-	-	100%
Total Operations & Capital	6,968	75,800	125,963	166.18%
Communication & Eternal Affairs				
Salaries & Wages	9,131	-	15,219	100%
FICA	546	-	909	100%
Medicare	128	-	213	100%
Total Salaries and Benefits	9,804	-	16,341	#DIV/0!
TOTAL GENERAL GOVERNMENT	\$ 156,390	\$ 2,062,948	\$ 1,745,035	84.59%
Municipal Court				
Salaries & Wages	13,153	177,070	145,806	82.34%



**General Fund Expenditures
As of November 30, 2023**

	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Salaries & Wages - Overtime	-	1,000	-	0.00%
Employee Benefits-Medical	3,955	55,613	45,600	82.00%
Employee Benefits-Dental	124	2,131	1,539	72.21%
Employee Benefits-ADD Life	12	441	417	94.44%
Employee Benefits-Disability	44	1,170	1,307	111.69%
FICA	773	11,040	8,529	77.25%
Medicare	181	2,582	1,995	77.25%
Employee Benefits-Retirement	1,149	13,793	12,644	91.67%
Unemployment	-	152	137	90.00%
Workers' Compensation	-	454	463	102.09%
Total Salaries and Benefits	<u>19,391</u>	<u>265,446</u>	<u>218,436</u>	<u>82.29%</u>
Professional Services - Public Defender	141	10,000	4,393	43.93%
Professional Services - Solicitor/Judge	6,500	120,000	83,041	69.20%
Rental of Equipment	126	1,750	1,319	75.37%
Communications	38	500	418	83.62%
Advertising	-	50	-	0.00%
Printing & Binding	-	100	-	0.00%
Travel	642	1,000	1,179	117.90%
Dues and Fees	-	750	1,032	137.57%
Education and Training	-	675	1,150	170.37%
Other Expenditures	-	150	162	108.33%
General Supplies and Materials	-	1,500	579	38.60%
General Supplies and Materials Postage	33	750	513	68.45%
Food Supplies	239	4,100	1,835	44.76%
Small Equipment	-	500	110	22.00%
Software	1,276	20,000	10,855	54.28%
Intergovernmental - Inmate Housing	110	7,500	23,485	313.13%
Payment to Other Agencies	21,232	-	173,195	100%
Total Operations	<u>30,337</u>	<u>169,325</u>	<u>303,266</u>	<u>179.10%</u>
TOTAL JUDICIAL	<u>\$ 49,729</u>	<u>\$ 434,771</u>	<u>\$ 521,702</u>	<u>119.99%</u>
Police Administration				
Salaries & Wages	61,858	566,854	491,392	86.69%
Salaries & Wages-Overtime	-	4,000	1,057	26.44%
Employee Benefits-Medical	8,208	95,310	82,014	86.05%
Employee Benefits-Dental	373	3,892	3,765	96.74%
Employee Benefits-ADD Life	72	956	823	86.11%
Employee Benefits-Disability	347	3,478	4,056	116.63%
FICA	3,727	35,641	29,768	83.52%
Medicare	872	8,335	6,962	83.53%
Employee Benefits-Retirement	3,769	45,231	41,462	91.67%
Unemployment	-	304	377	124.03%
Workers' Compensation	-	17,862	18,235	102.09%
Total Salaries and Benefits	<u>79,226</u>	<u>781,863</u>	<u>679,912</u>	<u>86.96%</u>
Professional Services	-	1,000	700	70.00%
Repairs & Maintenance	-	-	5,383	100%
Repair & Maintenance-Vehicle	104	5,500	6,933	126.05%
Rental of Equipment	497	5,000	5,338	106.76%
Communications	215	2,500	2,559	102.35%
Advertising	333	5,000	3,091	61.82%
Printing and Binding	-	600	-	0.00%
Travel	-	6,000	2,919	48.65%
Dues and Fees	-	5,000	4,163	83.27%
Education and Training	-	6,000	3,117	51.95%
Other Expenditures	-	2,000	898	44.91%
General Supplies and Materials	-	2,000	1,089	54.44%
General Supplies - Postage	49	1,000	571	57.10%
Gasoline/Diesel	1,094	18,000	10,773	59.85%
Small Equipment	-	4,000	1,979	49.49%



**General Fund Expenditures
As of November 30, 2023**

	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Software	491	1,000	620	62.02%
Other Supplies - Uniforms	-	4,500	2,058	45.73%
Capitaloutlay - Vehicles	-	-	151,901	100%
Total Operations and Capital	<u>2,782</u>	<u>69,100</u>	<u>204,093</u>	<u>295.36%</u>
Criminal Investigation Division				
Salaries & Wages	37,317	290,027	319,360	110.11%
Salaries & Wages-Overtime	-	6,000	3,241	54.01%
Employee Benefits-Medical	7,747	82,116	82,710	100.72%
Employee Benefits-Dental	394	4,345	4,143	95.34%
Employee Benefits-ADD Life	61	588	711	120.83%
Employee Benefits-Disability	235	1,823	2,725	149.48%
FICA	2,219	18,354	19,096	104.04%
Medicare	519	4,292	4,466	104.05%
Employee Benefits-Retirement	2,049	24,587	22,538	91.67%
Unemployment	-	152	182	120.00%
Workers' Compensation	-	11,057	11,288	102.09%
Total Salaries and Benefits	<u>50,541</u>	<u>443,341</u>	<u>470,459</u>	<u>106.12%</u>
Professional Services	-	750	-	0.00%
Repair & Maintenane	-	-	2,991	100%
Repair & Maintenance-Vehicle	1,100	3,000	6,555	218.51%
Communications	217	1,500	2,510	167.33%
Printing and Binding	-	250	216	86.40%
Travel	-	2,000	719	35.97%
Dues and Fees	-	750	433	57.79%
Education and Training	-	2,500	1,095	43.80%
Other Expenditures	-	600	667	111.16%
General Supplies and Materials	-	1,000	269	26.89%
General Supplies and Materials-Postage	-	50	-	0.00%
Gasoline and Diesel	752	10,000	9,319	93.19%
Small Equipment	-	3,000	2,990	99.67%
Software	200	5,500	4,620	84.00%
Other Supplies - Uniforms	-	1,750	1,900	108.57%
Total Operations and Capital	<u>2,269</u>	<u>32,650</u>	<u>34,285</u>	<u>105.01%</u>
Vice				
Salaries & Wages	8,056	64,598	63,966	99.02%
Salaries & Wages-Overtime	135	2,000	4,955	247.77%
Employee Benefits-Medical	795	10,162	8,742	86.02%
Employee Benefits-Dental	27	328	300	91.59%
Employee Benefits-ADD Life	12	147	147	100.00%
Employee Benefits-Disability	44	397	519	130.61%
FICA	485	4,129	4,095	99.18%
Medicare	113	966	958	99.14%
Employee Benefits-Retirement	461	5,531	5,070	91.67%



**General Fund Expenditures
As of November 30, 2023**

	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Unemployment	-	38	46	120.00%
Workers' Compensation	-	2,487	2,539	102.09%
Capital Outlay - Vehicles	-	-	42,574	100%
Total Salaries and Benefits	<u>10,127</u>	<u>90,783</u>	<u>133,910</u>	<u>147.51%</u>
Repairs & Maintenance Vehicles	6	2,500	289	11.55%
Repairs & Maintenance	-	-	598	100%
Dues and Fees	-	100	(2,711)	-2711.22%
Gasoline	294	5,000	3,023	60.46%
Other Supplies - Uniforms	-	-	39	100%
Small Equipment	-	-	2,026	100%
Total Operations and Capital	<u>300</u>	<u>7,600</u>	<u>3,264</u>	<u>42.95%</u>
Patrol				
Salaries & Wages	190,622	1,767,665	1,516,765	85.81%
Salaries & Wages-Overtime	5,874	52,000	36,524	70.24%
Employee Benefits-Medical	34,785	440,306	371,680	84.41%
Employee Benefits-Dental	1,398	19,737	14,579	73.87%
Employee Benefits-ADD Life	294	4,116	3,491	84.82%
Employee Benefits-Disability	1,012	11,314	12,490	110.39%
FICA	11,656	113,191	92,122	81.39%
Medicare	2,726	26,472	21,545	81.39%
Employee Benefits-Retirement	12,636	151,632	138,998	91.67%
Unemployment	17	1,064	1,314	123.54%
Workers' Compensation	15	68,189	69,666	102.17%
Total Salaries and Benefits	<u>261,035</u>	<u>2,655,686</u>	<u>2,279,174</u>	<u>85.82%</u>
Professional Services	150	5,000	1,600	32.00%
Repair & Maintenance	790	5,000	23,147	462.94%
Repair & Maintenance-Vehicle	6,027	70,000	92,606	132.29%
Communications	1,896	15,000	20,897	139.31%
Printing and Binding	25	500	204	40.80%
Travel	78	7,000	3,606	51.52%
Dues and Fees	5	4,000	5,257	131.43%
Education & Training	-	12,000	7,100	59.17%
Other Expenditures	20	1,900	1,515	79.75%
General Supplies and Materials	566	4,000	3,811	95.26%
Gasoline and Diesel	10,096	130,000	91,402	70.31%
Small Equipment	335	20,000	23,904	119.52%
Software	-	20,000	20,513	102.57%
Other Supplies - Uniforms	959	50,150	22,961	45.78%
Capital Outlay - Vehicles	-	-	201,620	100%
Capital Outlay - Machinery & Equipment	289,390	-	295,547	100%
Payment to Other Agencies	1,415	7,500	14,676	195.68%
Total Operations and Capital	<u>311,753</u>	<u>352,050</u>	<u>830,367</u>	<u>235.87%</u>
Police Training				
Salaries & Wages	5,330	68,488	57,722	84.28%
Salaries & Wages-Overtime	-	2,000	580	29.00%
Employee Benefits-Medical	3	10,163	5,888	57.94%
Employee Benefits-Dental	-	328	191	58.28%
Employee Benefits-ADD Life	-	147	86	58.33%
Employee Benefits-Disability	-	441	327	74.05%
FICA	300	4,370	3,507	80.26%
Medicare	70	1,022	820	80.26%
Employee Benefits-Retirement	488	5,854	5,366	91.67%
Unemployment	-	38	46	120.00%
Workers' Compensation	-	2,633	2,688	102.09%
Total Salaries and Benefits	<u>6,191</u>	<u>95,484</u>	<u>77,221</u>	<u>80.87%</u>



**General Fund Expenditures
As of November 30, 2023**

	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Repair & Maintenance-Vehicle	-	2,000	1,711	85.57%
Repairs & Maintenance	-	-	598	100%
Travel	-	4,000	1,113	27.83%
Dues and Fees	-	750	567	75.66%
Education and Training	-	6,000	-	0.00%
General Supplies and Materials	-	2,000	515	25.75%
Weapons Supplies & Ammunition	1,550	40,000	8,707	21.77%
Gasoline and Diesel	-	2,000	1,231	61.57%
Small Equipment	-	10,000	5,343	53.43%
Other Supplies - Uniforms	-	600	717	119.42%
Capital Outlay - Vehicles	-	-	45,439	100%
Intergovernmental	-	2,500	2,500	100.00%
Total Operations and Capital	<u>1,550</u>	<u>69,850</u>	<u>68,442</u>	<u>97.98%</u>
Police Stations and Buildings				
Professional Services	-	250	-	0.00%
Disposal-Garbage/Recycle	92	1,500	917	61.13%
Pest Control	-	1,000	739	73.88%
Repairs and Maintenance	-	12,000	14,238	118.65%
Rental of Land & Building	3,521	45,000	42,256	93.90%
Communications	1,394	12,000	16,541	137.84%
Dues & fees	37	-	345	100%
General Supplies and Materials	-	3,000	3,964	132.12%
Water/Sewer	450	5,000	4,692	93.84%
Electricity	989	12,000	10,400	86.67%
Small Equipment	-	9,200	360	3.91%
Software	-	1,300	-	0.00%
Capital Outlay - Buildings	5,213	-	5,213	
Total Operations	<u>11,695</u>	<u>102,250</u>	<u>99,664</u>	<u>97.47%</u>
Probation				
Salaries & Wages	11,421	68,691	75,159	109.42%
Employee Benefits-Medical	1,978	10,161	12,612	124.12%
Employee Benefits-Dental	73	328	438	133.51%
Employee Benefits-ADD Life	18	147	172	116.67%
Employee Benefits-Disability	67	426	665	156.07%
FICA	687	4,259	4,599	107.99%
Medicare	161	996	1,076	108.00%
Employee Benefits-Retirement	475	5,705	5,230	91.67%
Unemployment	-	38	56	147.26%
Workers' Compensation	-	2,566	2,620	102.09%
Total Salaries and Benefits	<u>14,881</u>	<u>93,317</u>	<u>102,626</u>	<u>109.98%</u>
Communications	40	500	443	88.68%
Travel	-	500	-	100%
Dues and Fees	-	250	192	76.63%
Education and Training	-	250	-	0.00%
General Supplies and Materials	-	250	66	26.46%
Software	250	3,000	2,750	91.67%
Other Supplies - Uniforms	10	1,000	157	15.70%
Total Operations and Capital	<u>300</u>	<u>5,750</u>	<u>3,608</u>	<u>62.75%</u>
Fire Services				
Intergovernmental-Fire Services	-	-	-	0.00%
Total Fire Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
TOTAL PUBLIC SAFETY	<u>\$ 752,651</u>	<u>\$ 4,799,724</u>	<u>\$ 4,987,025</u>	<u>103.90%</u>



**General Fund Expenditures
As of November 30, 2023**

	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Highways and Streets				
Professional Services-Engineering	-	100	1,950	1950.00%
Disposal-Garbage/Recycling	-	1,200	-	0.00%
Pest Control	-	250	699	279.60%
Repairs & Maintenance	49,260	75,000	110,047	146.73%
Repairs & Maintenance-Vehicles	6	5,000	559	11.19%
Rental of Equipment	340	2,000	4,007	200.35%
Dues and Fees	-	-	989	100%
Contract Labor	38,931	475,000	445,791	93.85%
Other Expenditures	-	250	-	0.00%
General Supplies and Materials	93	500	274	54.85%
Water and Sewer	60	-	589	100%
Electricity	61	1,500	598	39.87%
Gasoline/Diesel	370	5,000	3,210	64.21%
Small Equipment	92	1,000	4,543	454.34%
Capital Outlay Infrastructure	-	3,035,480	-	0.00%
Total Operations	<u>89,212</u>	<u>3,602,280</u>	<u>573,258</u>	<u>15.91%</u>
Street Lights				
Repairs & Maintenance	-	5,000	23,284	465.68%
Electricity-Street Lights	10,720	130,000	114,496	88.07%
Total Street Lights	<u>10,720</u>	<u>135,000</u>	<u>137,780</u>	<u>102.06%</u>
Traffic Lights				
Repairs & Maintenance	-	20,000	8,537	42.69%
Electricity-Traffic Lights	222	3,000	2,191	73.04%
Total Traffic Lights	<u>222</u>	<u>23,000</u>	<u>10,728</u>	<u>46.64%</u>
TOTAL PUBLIC WORKS	<u>\$ 100,155</u>	<u>\$ 3,760,280</u>	<u>\$ 721,766</u>	<u>19.19%</u>
Tree Commission				
Repairs & Maintenance	-	31,500	-	0.00%
Travel	-	750	-	0.00%
Dues and Fees	-	500	175	35.00%
Education and Training	-	1,000	-	0.00%
General Supplies & Materials	-	750	414	55.20%
Books and Periodicals	-	500	-	0.00%
Total Operations	<u>-</u>	<u>35,000</u>	<u>589</u>	<u>1.68%</u>
Culture and Recreation				
Intergovernmental-Sequoyah Regional	-	4,000	4,000	100.00%
TOTAL CULTURE AND RECREATION	<u>\$ -</u>	<u>\$ 39,000</u>	<u>\$ 4,589</u>	<u>11.77%</u>
Building Inspections				
Salaries & Wages	25,396	224,867	191,153	85.01%
Employee Benefits-Medical	2,436	38,441	28,122	73.16%
Employee Benefits-Dental	54	1,623	1,263	77.83%
Employee Benefits-ADD Life	37	515	453	88.03%
Employee Benefits-Disability	142	1,521	1,731	113.83%
FICA	1,548	13,973	11,642	83.31%
Medicare	362	3,268	2,723	83.32%
Employee Benefits-Retirement	1,963	18,718	21,596	115.37%
Unemployment	-	152	182	120.00%
Workers' Compensation	-	2,621	2,676	102.09%
Total Salaries and Benefits	<u>31,939</u>	<u>305,699</u>	<u>261,541</u>	<u>85.55%</u>



**General Fund Expenditures
As of November 30, 2023**

	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Professional Services-Legal	-	1,000	315	31.50%
Repairs & Maintenance - Vehicles	146	3,000	1,522	50.74%
Communications	157	2,500	1,773	70.92%
Advertising -Promotions	-	10,000	-	0.00%
Printing & Binding	-	200	-	0.00%
Travel	-	1,000	-	0.00%
Dues and Fees	44	1,000	877	87.71%
Education and Training	-	1,000	1,623	162.25%
Other Expenditures	-	250	188	75.05%
General Supplies and Materials	-	250	-	0.00%
General Supplies - Postage	-	-	68	100%
Gasoline/Diesel	231	4,000	2,016	50.39%
Books and Periodicals-Code Books	-	100	-	0.00%
Small Equipment	-	1,500	997	66.49%
Software	-	4,000	3,366	84.15%
Other Supplies - Uniforms	-	250	-	0.00%
Total Operations	577	30,050	12,744	42.41%
Urban Redevelopment and Housing				
Intergovernmental	-	-	-	0.00%
Total Operations	-	-	-	100%
Planning and Zoning				
Salaries & Wages	16,977	131,441	120,927	92.00%
Employee Benefits-Medical	3,761	28,501	39,828	139.74%
Employee Benefits-Dental	100	390	1,063	272.48%
Employee Benefits-ADD Life	25	294	297	100.94%
Employee Benefits-Disability	118	1,057	1,399	132.39%
FICA	976	8,149	6,896	84.63%
Medicare	229	1,906	1,617	84.85%
Employee Benefits-Retirement	507	10,917	5,574	51.06%
Unemployment	(3)	76	81	106.58%
Workers' Compensation	(229)	6,262	3,874	61.86%
Total Salaries and Benefits	22,460	188,993	181,557	96.07%
Professional Services-Engineering	3,882	75,000	57,337	76.45%
Professional Services-Legal	-	7,000	5,705	81.50%
Technical Services - Planning	-	2,500	-	0.00%
Communications	45	600	459	76.54%
Advertising	165	20,000	1,473	7.37%
Printing & Binding	1,801	500	17,448	3489.62%
Travel	-	1,000	329	32.85%
Dues and Fees	-	2,500	1,975	79.00%
Education and Training	-	750	48	6.33%
Planning & Zoning Meeting Fees	-	3,000	3,185	106.17%
Other Expenditures	-	250	404	161.58%
General Supplies and Materials	-	250	1,572	628.71%
General Supplies - Postage	10	1,000	540	53.97%
Gasoline & Diesel	-	50	-	0.00%
Small Equipment	-	250	5,339	2135.72%
Software	-	30,500	-	0.00%
Total Operations	5,903	145,150	95,813	66.01%
Economic Development				
Salaries & Wages	1,015	13,190	11,316	85.79%
FICA	61	819	676	82.54%
Medicare	14	191	158	82.78%
Employee Benefits - Retirement	91	1,095	1,004	91.67%
Workers Comp Insurance	-	56	57	102.07%
Total Salaries & Benefits	1,181	15,351	13,211	86.06%



**General Fund Expenditures
As of November 30, 2023**

	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Professional Services	-	-	1,000	0.00%
Total Operations	-	-	1,000	100.00%
 Main Street Program				
Salaries and Wages	-	60,551	44,915	74.18%
Employee Benefits - Medical	1,508	18,122	16,592	91.56%
Employee Benefits - Dental	92	1,086	1,008	92.85%
Employee Benefits - Add Life	12	147	147	100.00%
Employee Benefits - Disability	62	635	735	115.79%
FICA	-	3,816	2,683	70.31%
Medicare	-	892	627	70.33%
Employee Benefits - Retirement	426	5,112	4,686	91.67%
Unemployment	-	38	39	102.00%
Workers Comp Insurance	-	263	269	102.09%
Total Salaries and Benefits	2,100	90,662	71,701	79.09%
 Communications	40	600	608	101.40%
Travel	-	700	388	55.43%
Dues and Fees	-	1,400	1,531	109.38%
Education and Training	-	1,300	1,450	111.54%
Other Expenditures	-	-	143	100%
Supplies - Special Events	-	-	2,200	100%
Software	120	1,000	720	71.99%
Total Operations	160	5,000	7,041	140.82%
 Intergovernmental				
Intergovernmental - COED	-	13,000	13,000	100.00%
Total Intergovernmental	-	13,000	13,000	100.00%
 TOTAL HOUSING AND DEVELOPMENT	\$ 64,319	\$ 793,905	\$ 657,608	82.83%
 Capital Lease				
Capital lease - Interest	3,102	-	35,859	100%
Capital lease - Other debt	-	-	78,722	100%
Capital lease Principal	9,741	113,781	210,669	185.15%
TOTAL CAPITAL LEASE	\$ 12,843	\$ 113,781	\$ 325,250	285.86%
 Other Financing Uses				
Transfer to Other Funds	2,724,980	45,591	5,331,573	11694.35%
TOTAL OTHER FINANCING USES	\$ 2,724,980	\$ 45,591	\$ 5,331,573	11694.35%
 TOTAL GENERAL FUND EXPENDITURES	\$ 3,870,872	\$ 12,050,000	\$ 14,294,548	118.63%



**American Rescue Plan (ARP) Act of 2021
As of November 30, 2023**

REVENUES:	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Interest Revenue	8,355	1,500	79,623	5308.19%
Miscellaneous Revenue	-	5,767,700	-	0.00%
TOTAL REVENUES	\$ 8,355	\$ 5,769,200	\$ 79,623	1.38%
EXPENDITURES:				
Intergovernmental Fire Services	-	3,150,975	3,239,490	102.81%
Repairs & Maintenance	-	-	10,575	100%
Capital Outlay - Infrastructure	138,171	2,618,225	173,416	6.62%
TOTAL EXPENDITURES	\$ 138,171	\$ 5,769,200	\$ 3,423,481	59.34%



Operating Grant Fund
As of November 30, 2023

	November 2023		YTD	% of Annual
REVENUES:	Transactions	2023 Budget	Transactions	Budget
Atlanta Regional Commission Grant	-	75,000	102,030	136.04%
TOTAL REVENUES	\$ -	\$ 75,000	\$ 102,030	136.04%
EXPENDITURES:				
Payments to Other Agencies-FOCUS	7,927	75,000	129,161	172.21%
TOTAL EXPENDITURES	\$ 7,927	\$ 75,000	\$ 129,161	172.21%



Parks&RecreationFund
As of November 30, 2023

	November 2023		YTD	% of Annual
REVENUES:	Transactions	2023 Budget	Transactions	Budget
Alcoholic Bev Excise Tax Beer & Wine	19,725	300,000	233,583	77.86%
Alcoholic Bev Excise Tax Distilled Spirit	7,744	120,000	92,719	77.27%
Local Option Mixed Drink Tax	4,073	60,000	63,979	106.63%
Penalties and Interest	64	-	777	100%
Miscellaneous Revenue	-	-	2	100%
Transfers from General Fund	-	-	1,920,000	100%
Rents and Royalties	60	20,000	19,391	96.96%
TOTAL REVENUES	\$ 31,667	\$ 500,000	\$ 2,330,452	466.09%
EXPENDITURES:				
Disposal-GarbageDepot	-	500	-	0.00%
Pest Control - Depot	-	750	634	84.50%
Repairs & Maintenance - Depot	65	5,000	1,963	39.25%
Communications	138	1,750	1,522	86.95%
General Supplies - Depot	-	1,500	12	0.80%
Water/Sewer - Depot	13	250	129	51.79%
Natural Gas - Depot	173	2,300	1,285	55.88%
Electricity - Depot	112	5,000	2,973	59.45%
Small Equipment - Depot	-	500	-	0.00%
Professional Services	-	-	12,140	100%
Capital Outlay - Buildings	-	250,000	66,908	26.76%
Disposal - Garbage Parks	146	1,000	1,459	145.93%
Lawn Care	-	8,000	7,498	93.72%
Pest Control - Parks	-	750	608	81.03%
Repairs & Maintenance - Parks	444	48,825	45,085	92.34%
Rental - Equipment & Land	-	1,000	-	0.00%
Communications	40	375	443	118.24%
Advertising	-	-	306	100%
Dues and Fees	-	500	1,602	320.44%
Contract Labor	3,300	60,000	37,350	62.25%
General Supplies and Materials - Parks	-	2,000	1,405	70.27%
Water/Sewer - Parks	2,538	6,000	9,021	150.35%
Electricity - Parks	421	3,500	3,644	104.12%
Small Equipment - Parks	110	500	110	22.01%
Capital Outlay - Sites	-	-	1,134,430	100%
Capital Outlay - Site Improvements	-	100,000	39,782	39.78%
Capital Outlay - Improv JC Mullins	-	-	49,788	100%
Capital Outlay - Improv Barrett Park	114,313	-	124,322	100%
Capital Outlay - Improv Barrett Spring	42,052	-	48,580	100%
Capital Outlay - Buildings	-	-	737,781	100%
Transfers to Other Funds	-	-	179,368	100%
			-	
TOTAL EXPENDITURES	\$ 163,866	\$ 500,000	\$ 2,510,148	502.03%



Tax Allocation District Fund
As of November 30, 2023

REVENUES:	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Intergovernmental Cherokee County Governme	14,817	59,289	27,539	46.45%
Intergovernmental Cherokee County School Di	49,426	195,255	196,583	100.68%
Transfers from General Fund	3,123	45,591	3,123	6.85%
TOTAL REVENUES	\$ 67,366	\$ 300,135	\$ 227,245	75.71%
EXPENDITURES:				
Transfer to Debt Service Fund	-	300,135	39,619	13.20%
TOTAL EXPENDITURES	\$ -	\$ 300,135	\$ 39,619	13.20%



Hotel/Motel Tax Fund
As of November 30, 2023

	November 2023		YTD		% of Annual
REVENUES:	Transactions	2023 Budget	Transactions		Budget
Hotel/Motel Taxes	432	6,000	5,178		86.31%
TOTAL REVENUES	\$ 432	\$ 6,000	\$ 5,178		86.31%
EXPENDITURES:					
Advertising/Promotions	-	5,000	7,435		148.70%
Payment to Other Agencies	-	1,000	-		0.00%
TOTAL EXPENDITURES	\$ -	\$ 6,000	\$ 7,435		123.92%



**Urban Redevelopment Agency
As of November 30, 2023**

	November 2023		YTD	% of Annual
REVENUES:	Transactions	2023 Budget	Transactions	Budget
Proceeds from General Long-term Deb	-	3,454,000	2,523,759	73.07%
General Obligation Bonds Issued	17,025,000		17,025,000	
Premium on Bonds Issued	1,327,896		1,327,896	
			-	
TOTAL REVENUES	\$ 18,352,896	\$ 3,454,000	\$ 20,876,655	604.42%
EXPENDITURES:				
Issuance Costs	347,549	-	347,549	100%
Transfer to Town Center Fund	3,283,856	3,454,000	5,807,615	168.14%
TOTAL EXPENDITURES	\$ 3,631,405	\$ 3,454,000	\$ 6,155,164	178.20%



SPLOST III Fund
As of November 30, 2023

	November 2023		YTD		% of Annual
REVENUES:	Transactions	2023 Budget	Transactions		Budget
Transfer from Other Funds	-	-	22,150		100%
Special Assessments - Crestmont	-	5,964	-		0.00%
Prior Year Fund Balance	-	284,036	-		0.00%
TOTAL REVENUES	\$ -	\$ 290,000	\$ 22,150		7.64%
EXPENDITURES:					
Capital Outlay-Infrastructure	-	-	(3,067)		100%
Capital Outlay-Infrastructure	-	290,000	44,597		15.38%
TOTAL EXPENDITURES	\$ -	\$ 290,000	\$ 41,530		14.32%



SPLOST V Fund
As of November 30, 2023

REVENUES:	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
SPLOST V Revenue	1,378,818	2,825,000	2,280,490	80.73%
Grant Revenue-LMIG	-	160,000	158,523	99.08%
Grant Revenue-SRTA	-	850,000	637,834	75.04%
Assessments - Roads & sidewalks	-	-	107,682	100%
Proceeds from GTIB Loan	-	8,000,000	2,532,474	31.66%
TOTAL REVENUES	\$ 1,378,818	\$ 11,835,000	\$ 5,717,002	48.31%
EXPENDITURES:				
Capital Outlay-Buildings	-	250,000.00	480,381	192.15%
Capital Outlay-Public Safety Equipment	-	10,000	12,537	125.37%
Capital Outlay-Sites	-	1,500,000	4,200	0.28%
Capital Outlay-LMIG	-	600,000	782,754	130.46%
Capital Outlay-HOTL Vehicle Bridge	-	-	89,035	100%
Capital Outlay-Industrial Connector	15,500	250,000	215,213	86.09%
Capital Outlay-HS Pkwy Phase II	213,430	4,750,000	3,304,345	69.57%
Capital Outlay-HS Pkwy Phase III	32,184	3,000,000	268,575	8.95%
Capital Outlay-Holly Street	-	100,000	-	0.00%
Capital Outlay-Equipment	-	25,000	33,364	133.46%
Capital Outlay - HS Pkwy Sidewalk	-	100,000	-	0.00%
Capital Outlay - Hickory Sidewalk	-	1,000,000	-	0.00%
Capital Outlay - Fox Creek/Turner Village	3,487	250,000	20,258	8.10%
TOTAL EXPENDITURES	\$ 264,602	\$ 11,835,000	\$ 5,210,662	44.03%



Town Center Fund
As of November 30, 2023

Revenues	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Transfer from Other Funds	3,283,856	3,754,000	6,132,615	163.36%
TOTAL REVENUES	\$ 3,283,856	\$ 3,754,000	\$ 6,132,615	163.36%

Expenditures				
Professional Services	\$4,500		\$4,500	
Capital Outlay - Site Improvements	487,534	3,754,000	5,681,747	151.35%
Capital Outlay - Buildings	-	-	97,963	100%
Capital Outlay - Buildings Parking Deck	786	-	105,118	100%
TOTAL EXPENDITURES	\$492,820	\$3,754,000	\$5,889,327	156.88%



Debt Service Fund
As of November 30, 2023

Revenues	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Transfer from Other Funds	-	2,300,135	3,258,430	141.66%
TOTAL REVENUES	\$ -	\$ 2,300,135	\$ 3,258,430	141.66%
Expenditures				
Contingency	-	814,869	-	0.00%
Debt Service - Bond Principal HSPRA	107,179	329,475	436,620	132.52%
Debt Service - Bond Interest HSPRA	-	29,300	29,295	99.98%
Debt Service - Bond Principal URA 2019	-	555,556	555,556	100.00%
Debt Service - Bond Principal URA 2020	-	230,770	115,385	50.00%
Debt Service - Bond Interest URA 2019	-	118,000	117,948	99.96%
Debt Service - Bond Interest URA 2020	148,458	67,355	182,721	271.28%
Debt Service - Bond Interest URA 2021	-	154,810	107,484	69.43%
TOTAL EXPENDITURES	\$ 255,636	\$ 2,300,135	\$ 1,545,007	67.17%



**Stormwater Utility Fund
As of November 30, 2023**

REVENUES:	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Stormwater Utility Fees	72,409	470,000	163,714	34.83%
TOTAL REVENUES	\$ 72,409	\$ 470,000	\$ 163,714	34.83%
EXPENSES:				
Salaries & Wages	4,857	58,287	53,427	91.66%
Employee Benefits - Medical Insurance	847	10,161	9,317	91.69%
Employee Benefits - Dental Insurance	27	328	297	90.55%
Employee Benefits - Disability	12	147	132	89.80%
Employee Benefits - ADD Life	31	377	341	90.45%
FICA	301	3,614	3,311	91.62%
Medicare	70	845	770	91.12%
Employee Benefits - Retirement	403	4,841	4,433	91.57%
Unemployment	3	38	33	86.84%
Workers Comp Insurance	229	2,748	2,519	91.67%
Professional Services	-	1,000	175	17.50%
Professional Services - Engineer	-	100,000	29,113	29.11%
Repairs & Maintenance	613	152,314	6,947	4.56%
Repairs & Maintenance - Vehicles	6	2,500	788	31.54%
Rental of Equipment	155	5,000	1,675	33.50%
Pest Control	-	-	875	100%
Communications	78	2,000	988	49.38%
Printing and Binding	-	100	54	54.00%
Dues and Fees	1	6,500	397	6.11%
Training	-	2,500	869	34.76%
Contract Labor	-	5,000	-	0.00%
Other Expenditures	85	250	378	151.05%
General Supplies & Materials	-	500	158	31.59%
General Supplies - Postage	33	1,500	276	18.39%
Water/Sewer	60	1,000	644	64.41%
Gasoline & Diesel	87	4,000	972	24.31%
Small Equipment	-	1,000	154	15.40%
Other Supplies-Uniforms	-	250	170	67.84%
Depreciation	-	95,000	-	0.00%
Contingency	-	4,700	-	0.00%
Capital Lease Interest	-	3,500	3,115	89.01%
TOTAL EXPENSES	\$ 7,898	\$ 470,000	\$ 122,327	26.03%



**Main Street Board
Budget To Actual Comparison Report
As of November 30, 2023**

Revenues	November 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Business & Occupation Licenses	-	60,662	65,662	108%
Alcohol Beverage Licenses	-	25,000	-	0.00%
Alcohol Pouring Permits	-	-	4,250	100%
Donations From Private Sources	-	5,000	-	0.00%
Rents and Royalties	-	5,000	-	0.00%
TOTAL REVENUES	\$ -	\$ 95,662	\$ 69,912	73.08%

Expenditures				
Salaries & Wages	-	60,551	44,915	74.18%
Employee Benefits - Medical	1,508	18,122	16,592	91.56%
Employee Benefits- Dental	92	1,086	1,009	92.91%
Employee Benefits-Add Life	12	147	147	100.00%
Employee Benefits-Disability	62	635	736	115.86%
FICA	-	3,816	2,683	70.31%
Medicare	-	892	627	70.33%
Employee Benefits-Retirement	426	5,112	4,686	91.67%
Unemployment	-	38	39	102.00%
Workers Comp Insurance	-	263	269	102.09%
Communications	40	600	608	101.33%
Travel	-	700	388	55.43%
Dues and Fees	-	1,400	1,531	109.38%
Education and Training	-	1,300	1,450	111.54%
Other Expenditures	-	-	143	100%
Software	120	1,000	720	71.99%
Small Equipment	-	-	2,200	100%
TOTAL EXPENDITURES	\$ 2,261	\$ 95,662	\$ 78,743	82.31%



**Holly Springs Tree Commission
Budget to Actual Comparison Report
As of November 30, 2023**

	November 2023		YTD	
Revenues	Transactions	2023 Budget	Transactions	% Variance
Development Fees/Recompense	20,000.00	34,980	46,400.00	132.65%
Donations from Private Source	-	20	-	0.00%
TOTAL REVENUES	\$ 20,000.00	\$ 35,000.00	\$ 46,400.00	132.57%
Expenditures				
Landscaping/Tree Planting & Care	-	31,500	-	0.00%
Travel	-	750	-	0.00%
Dues and Fees	-	500	175.00	35.00%
Education and Training	-	1,000	-	0.00%
Tree Seedlings	-	750	414.00	55.20%
Books and Periodicals	-	500	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 35,000.00	\$ 589.00	1.68%

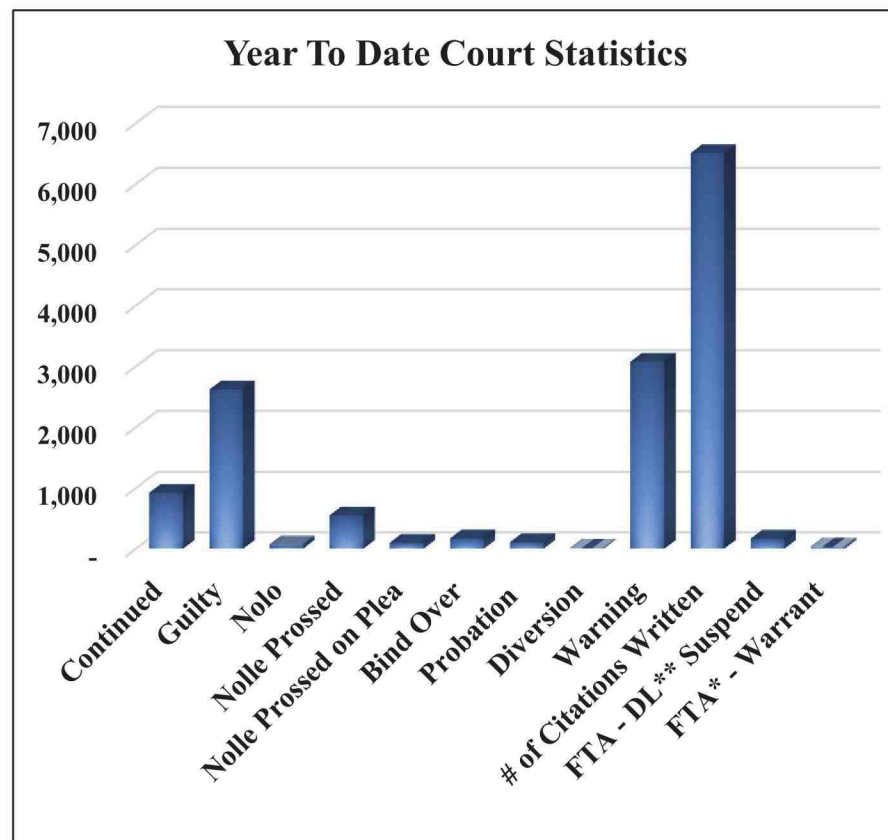


City of Holly Springs Court Statistics 2023 Year to Date

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Continued	123	72	80	43	60	81	85	93	38	128	120		923
Guilty	317	226	280	155	188	219	293	258	143	256	284		2,619
Nolo	7	5	7	2	4	6	6	7	4	10	11		69
Nolle Prossed	54	60	53	51	64	93	37	38	41	34	27		552
Nolle Prossed on Plea	8	2	7	5	3	18	10	7	12	14	11		97
Bind Over	24	27	5	6	19	11	16	10	9	16	24		167
Probation	14	6	13	6	5	7	5	8	12	14	15		105
Diversion	0	3	0	0	1	0	0	0	2	6	3		15
Warning	381	289	341	323	355	250	199	247	263	214	214		3,076
# of Citations Written	654	615	649	676	629	608	455	503	662	482	574		6,507
FTA - DL** Suspend	4	23	5	6	13	22	16	17	15	26	18		165
FTA* - Warrant	8	3	4	4	1	2	1	4	3	6	1		37
	1,594	1,331	1,444	1,277	1,342	1,317	1,123	1,192	1,204	1,206	1,302	-	14,332

* Failure to Appear

** Driver's License





OPTECH

family of companies

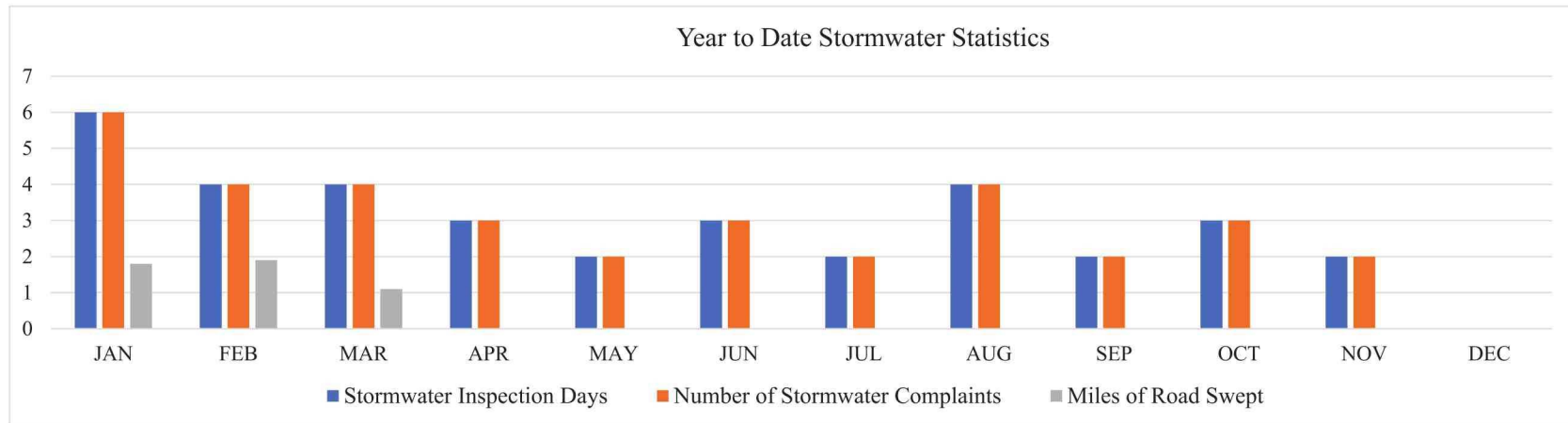
**City of Holly Springs
Monthly Operation Report
Executive Summary**

Description	Nov-23
Pot Hole Repair	0
Tree Service Work	5
ROW Mowing	16
Dead Animal Pick Up	1
Street Sweeping	1
Road Salting	0
Sign Maintenance	2
Traffic Signals	0
Equipment Maintenance	1
Misc. Work Orders	28
PARKS	
J.B. Owens	15
Barrett Park	13
J.C. Mullins	22
Monthly Totals	104



City of Holly Springs Stormwater Statistics 2023 Year to Date

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Stormwater Inspection Days	6	4	4	3	2	3	2	4	2	3	2		35
Number of Stormwater Complaints	6	4	4	3	2	3	2	4	2	3	2		35
Miles of Road Swept	1.8	1.9	1.1	0	0	0	0	0	0	0	0		4.8

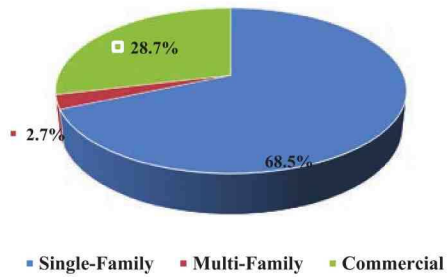




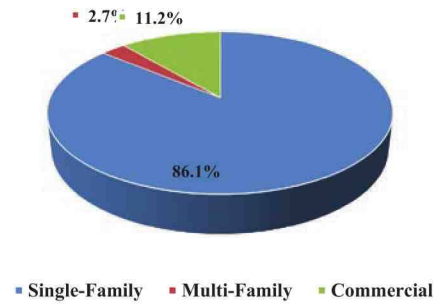
City of Holly Springs
Building Permits and Certificates of Occupancy
2023 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Single-Family													
Houses	3	6	12	36	4	24	10	17	21	9	11		153
Accessory Structures	2	5	5	4	5	1	1	5			1		29
Additions						1		1		2			4
Basement Buildouts	3	1	2		4	1	3	3	1	3	1		22
Mechanical	2	3	4	2	8	7	3	10		5	2		46
Plumbing	4	3	1	5	4	1	3	2		2			25
Electrical	1	1		1	3		1	4	2	3			16
Miscellaneous	6		10	3	9	6	6	2	8	5	3		58
Residential Fence	3	4	6	2	9	3	22	12	1	4	3		69
Certificates of Completion	1			1	5	3	7	8		7	6		38
Certificates of Occupancy	22	23	32	18	20	17	9	19	15	16	24		215
Multi-Family													
Townhomes						14							14
Apartments													0
Misc-Multi Family													0
Certificates of Occupancy	3	2	2			1							8
Commercial													
New Structures	2				2		1						5
Addition-C													0
Tenant Build Outs	1				1		2	1	1		4		10
Accessory Structures	2	8		1		3	6				4		24
Mechanical		1											1
Plumbing			1	1									2
Electrical	1	2		2	1		1			4	1		12
Misc-C	19	3	2	1	7		2	3	3	4	1		45
Signs	2	1	2	2	2	2	2	1	3		5		22
Utilities	2	2		4	1	1	4	2	6	4	1		27
Commercial Fence													0
Certificates of Completion	5			1		1	5	1					13
Certificates of Occupancy	6	3	4		1	1	4			1			20

Year To Date Permits Issued



Year To Date Certificates of Occupancy Issued





**City of Holly Springs
Occupational Tax Summary
2023 Year to Date**

Construction Trade
Equipment Rental
Home Occupation
Insurance Company
Professional Services
Restaurant

Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	
-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
6	5	6	4	2	2	4	3	3	1	5	-	41	57.75%
-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
7	3	7	-	2	1	2	3	2	1	2	-	30	42.25%
-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
13	8	13	4	4	3	6	6	5	2	7	-	71	100.00%

