



City of Holly Springs

Date: Monday, October 16, 2023

Location: 3235 Holly Springs Pkwy

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

- I. CALL TO ORDER
- II. PUBLIC COMMENTS
- III. UNFINISHED BUSINESS
 - A. Discuss awarding the City of Holly Springs Depot Renovation Project to The Yanover Company DBA Yanover Construction
Presented By: Karen Norred, City Clerk/Human Resources Director
- IV. NEW BUSINESS
 - A. Discuss quote from Douglas Outdoors, LLC for the sidewalk repair and tree removal services
Presented By: Robert H. Logan, City Manager
 - B. Discuss designation of City of Holly Springs staff members for a Review Team concerning the Intergovernmental Agreement for the I-575 and Sixes Road Area Transportation Plan
Presented By: Robert H. Logan, City Manager
 - C. Discuss a resolution of the City of Holly Springs, Georgia to amend the Municipal Services Master Fee Schedule
Presented By: Robert H. Logan, City Manager
 - D. Discuss a resolution of the City of Holly Springs, Georgia declaring certain property as surplus
Presented By: Robert H. Logan, City Manager

- E. Discuss renewal of the medical, dental and vision insurance plans with Cigna Healthcare
Presented By: Karen Norred, City Clerk and Human Resources Director
- F. Discuss renewal of the Basic Life and AD&D Insurance, the voluntary life, the short-term and long-term disability, voluntary accident and critical illness insurance plans
Presented By: Karen Norred, City Clerk and Human Resources Director
- G. Discuss renewal of the Health Reimbursement Arrangement (HRA), the Medical Flexible Spending Account (FSA), and contracting the COBRA administration with Medcom
Presented By: Karen Norred, City Clerk and Human Resources Director
- H. Discuss quote from CivicPlus for an Agenda and Meeting Management Software
Presented By: Karen Norred, City Clerk and Human Resources Director
- I. Discuss quote from CivicPlus for a new website design, hosting and security implementation
Presented By: Karen Norred, City Clerk and Human Resources Director
- J. Discuss quote from Fire Systems, Inc. for the sprinkler system repairs at the Public Safety Building
Presented By: Ron Carter, Information Technology Manager/Facilities Manager
- K. Discuss quote from ServiceWise Electric for electrical labor and materials at the Public Works Building
Presented By: Ron Carter, Information Technology Manager/Facilities Manager

V. ADJOURNMENT

**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. SPECIAL PRESENTATIONS

Yard of the Month – James W. Jones, III

Employee Recognitions

Estan Holloway – One Year of Service

Innovation in Planning Award

V. CONSENT AGENDA

- A. September 7, 2023 City Council Work Session and Special Called Meeting Minutes
- B. September 7, 2023 – 11:00 a.m. City Council Public Hearing Minutes
- C. September 7, 2023 – 6:30 p.m. City Council Public Hearing Minutes
- D. September 25, 2023 City Council Work Session and Business Meeting Minutes

VI. UNFINISHED BUSINESS

- A. Approve/deny awarding the City of Holly Springs Depot Renovation Project – RFB #2023-03 to The Yanover Company DBA Yanover Construction with the qualifying low bid, in an amount not to exceed \$156,555

VII. NEW BUSINESS

- A. Approve/deny quote #6 from Douglas Outdoors, LLC for the sidewalk repair and tree removal services, in an amount not to exceed \$8,375
- B. Approve/deny designation of City of Holly Springs staff members for a Review Team concerning the Intergovernmental Agreement for the I-575 and Sixes Road Area Transportation Plan, and to ratify the City Manager's signature
- C. Approve/deny a resolution of the City of Holly Springs, Georgia to amend the Municipal Services Master Fee Schedule for Public Right-of-Way Use Applications
- D. Approve/deny a resolution of the City of Holly Springs, Georgia declaring certain property as surplus and authorizing its sale or disposal

- E. Approve/deny a resolution of the City of Holly Springs, Georgia authorizing the renewal of Health Insurance effective January 1, 2024 with Cigna Healthcare for the medical, dental and vision lines of coverage and to renew the Open Access Plus Plan OAP base as the medical base plan, and to renew the Open Access Plus Plan OAP buy-up as the buy-up option; to renew the Q5 DPPO \$1000/Ortho dental plan; to renew the C1-Standard PPO Comprehensive vision plan; and to authorize the City Clerk/HR Director to execute all documents pertaining to these matters
- F. Approve/deny a resolution of the City of Holly Springs, Georgia authorizing the renewal of the Basic Life and AD&D Insurance, the voluntary life insurance, the short-term disability, the renewal of the long-term disability, the voluntary accident insurance, the voluntary critical illness insurance with the Standard Insurance Company; and to authorize the City Clerk/HR Director to execute all documents pertaining to these matters for plan year January 1, 2024 through December 31, 2024
- G. Approve/deny a resolution of the City of Holly Springs, Georgia authorizing the renewal of the Health Reimbursement Arrangement (HRA) with Medcom to reimburse the last \$250 of the eligible participant's deductible; authorizing the renewal of the Medical Flexible Spending Account (FSA) with Medcom and to allow eligible participants to set aside up to the annual maximum of \$3,050 and to carry over up to \$610; the renewal of contracting the COBRA administration; and to authorize the City Clerk/HR Director to execute all documents pertaining to the these matters for plan year January 1, 2024 through December 31, 2024
- H. Approve/deny quote #Q-44382-1 from CivicPlus for the Agenda and Meeting Management Select Premium Software, in an amount not to exceed \$9,353
- I. Approve/deny quote #Q-46067-1 from CivicPlus for the CivicEngage Central website design, hosting and security implementation, in an amount not to exceed \$26,912
- J. Approve/deny quote #Q00013766 from Fire Systems, Inc. for the sprinkler system repairs at the Public Safety Building, in an amount not to exceed \$3,770
- K. Approve/deny quote #7714 from ServiceWise Electric for electrical labor and materials at the Public Works Building, in an amount not to exceed \$26,541

VIII. REPORTS

IX. ADJOURNMENT

EXECUTIVE SESSION

- Real Estate



COUNCIL AGENDA REPORT

FROM: Karen Norred

CC: City Clerk
Public Information

SUBJECT: Depot Renovation Project – RFB # 2023-03

DATE: September 21, 2023

COUNCIL MEETING DATE: October 16, 2023

RECOMMENDATION

An evaluation of the bids submitted for the City of Holly Springs Depot Renovation Project has been completed. A thorough review has confirmed that each proposal met all the prescribed requirements. The table below summarizes the bidders and their prospective bids.

Rank	Bidder	Amount
1	The Yanover Company DBA Yanover Construction	\$ 156,555
2	HEC Construction Solutions LLC	\$ 160,138
3	Graphite Construction, LLC	\$ 237,771
4	Stonecrest Homes GA, LLC	\$ 250,000

REPORT-IN-BRIEF

The Yanover Company DBA Yanover Construction submitted the qualifying low bid of \$156,555. The staff recommendation is to award the City of Holly Springs Depot Renovation Project to The Yanover Company DBA Yanover Construction as they have met all the prescribed requirements of the bid documents.

FISCAL IMPACT

Parks and Recreation Fund
\$156,555

Quote #6

Date: September 23, 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 124 s.f. of concrete, 5 tree removals, 5 stump grinds, 1 concrete grinding, sod replacement for stump ground areas.	\$8,375.00	\$8,375.00
	116 Park East - one tree removal, one section of concrete, one stump grind, sod		
	236 South Village Square - one tree removal, one section of concrete, one stump grind, sod		
	155 Edgewater Trail - one tree removal, one stump grind, sod		
	237 Manous Drive - one tree removal, one section of concrete, one stump grind, sod		
	624 Lorimore Pass - one tree removal, one stump grind, one section of concrete, sod		
	901 Duncan Terrace - one concrete grind		
		October 16, 2023	
	Steven W. Miller, Mayor	Date	
	Attest:		
	Karen Norred, City Clerk (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.		
Subtotal			\$8,375.00
Sales Tax			0.00
Total			\$8,375.00

Make all checks payable to Douglas Outdoors LLC.

677 Lorimore Pass Canton, GA 30115 404-915-0699 douglasoutdoorsllc@gmail.com

Mayor WS Agenda Item IV-B
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

October 6, 2023

Brantley Day
Cherokee County
1130 Bluffs Parkway
Canton, GA 30114

Dear Brantley,

The following staff members will comprise the Review Team representing the City of Holly Springs in accordance with Paragraph 2 of the Intergovernmental Agreement for the I-575 and Sixes Road Area Transportation Plan, Dated October 17, 2023:

1. Robert H. Logan, City Manager
2. Nancy Moon, Community Development Director

Designated and authorized this 6th day of October 2023.

Sincerely,

Robert H. Logan, CPA, CGMA
City Manager

Cc: Steven W. Miller, Mayor

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

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

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

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

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

This Resolution is adopted this 16th day of October 2023.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

Amend the following:

Exhibit “A”

Public Right-of-Way Use Permit

Type of Application and Permit	Fee
Moving a Structure	\$100
Wireless Facilities and Antennas (O.C.G.A. 36-66C-5)	
Application	
Collocation of a small wireless facility	\$107.69
Replacement Pole	\$269.22
New Pole	\$1,076.89
Annual Right of Way Occupancy Rate (O.C.G.A. 36-66C-5)	
Collocated existing or replacement pole	\$107.69
New Pole	\$215.38
Attachment Rate	\$43.08 each

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

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

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

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

WHEREAS, the City Manager or his designee will oversee the sale or disposal of these items; and,

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

This Resolution is adopted this 16th day of October 2023.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

Exhibit A

Year	Make	Model	VIN
2014	Dodge	Charger	2C3CDXAT8EH205995
2016	Dodge	Charger	2C3CDXAGOGH155827
2018	Ram	1500	1C6RR7XT0JS290288
2019	Dodge	Journey	3C4PDCBB7KT865802
2018	Dodge	Charger	2C3CDXAT9JH299007

Year	Description	VIN
2003	New Holland Bobcat LS180	LMU010364
2013	John Deere 5115M Utility Tractor	1LV5115MEDL541061
2013	John Deere 390 HD Flail Mower Center Pull	1P0039OXEDC009346
2013	Diamond DBR-060 with Flail Head	7709-12143

In Car Model	In Car Serial	DVR Serial Number	Body Camera Model	Body Serial Number
4RE In Car Camera	CAM5-024828	DVR2-086943	VISTA WiFi Body Camera	WFC1-039444
4RE In Car Camera	CAM5-023945	DVR2-040900	VISTA WiFi Body Camera	WFC1-061208
4RE In Car Camera	CAM5-021820	DVR2-040857	VISTA WiFi Body Camera	WFC1-058930
4RE In Car Camera	CAM5-022802	DVR2-072697	VISTA WiFi Body Camera	WFC1-067814
4RE In Car Camera	CAM5-017510	DVR2-063448	VISTA WiFi Body Camera	WFC1-056543
4RE In Car Camera	CAM5-019453	DVR2-040628	VISTA WiFi Body Camera	WFC1-104970
4RE In Car Camera	CAM5-015709	DVR2-079636	VISTA WiFi Body Camera	WFC1-067834
4RE In Car Camera	CAM5-017520	DVR2-040896	VISTA WiFi Body Camera	WFC1-011912
4RE In Car Camera	CAM5-017517	DVR2-040832	VISTA WiFi Body Camera	WFC1-067290
4RE In Car Camera	CAM5-019299	DVR2-040914	VISTA WiFi Body Camera	WFC1-048867
4RE In Car Camera	CAM5-008623	DVR2-038595	VISTA WiFi Body Camera	WFC1-026146
4RE In Car Camera	CAM5-017521	DVR2-048546	VISTA WiFi Body Camera	WFC1-014238
4RE In Car Camera	CAM5-017508	DVR2-040702	VISTA WiFi Body Camera	WFC1-120863
4RE In Car Camera	CAM5-022147	DVR2-048553	VISTA WiFi Body Camera	WFC1-108302
4RE In Car Camera	CAM5-024824	DVR2-040863	VISTA WiFi Body Camera	WFC1-012897
4RE In Car Camera	CAM5-014745	DVR2-079654	VISTA WiFi Body Camera	WFC1-048858
4RE In Car Camera	CAM5-014993	DVR2-040859	VISTA WiFi Body Camera	WFC1-067832
4RE In Car Camera	CAM5-017500	DVR2-063537	VISTA WiFi Body Camera	WFC1-061210
4RE In Car Camera	CAM5-014763	DVR2-086918		
4RE In Car Camera	CAM5-023762	DVR2-038518		
4RE In Car Camera	CAM5-010444	DVR2-072520		
		DVR2-040887		
		DVR2-048594		
		DVR2-040727		

A RESOLUTION OF THE CITY OF HOLLY SPRINGS, GEORGIA AUTHORIZING THE RENEWAL OF HEALTH INSURANCE EFFECTIVE JANUARY 1, 2024 WITH CIGNA HEALTHCARE FOR THE MEDICAL, DENTAL AND VISION LINES OF COVERAGE AND; TO RENEW THE OPEN ACCESS PLUS PLAN OAP BASE AS THE MEDICAL BASE PLAN, AND TO RENEW THE OPEN ACCESS PLUS PLAN OAP BUY-UP AS THE BUY-UP OPTION; TO RENEW THE Q5 DPPO \$1000/ORTHO PLAN AS THE DENTAL PLAN; TO RENEW THE C1-STANDARD PPO COMPREHENSIVE PLAN AS THE VISION PLAN, AND TO AUTHORIZE THE CITY CLERK/HUMAN RESOURCES DIRECTOR TO EXECUTE ALL DOCUMENTS PERTAINING TO THESE MATTERS

WHEREAS, it is the desire of the City Council of the City of Holly Springs to renew with Cigna Healthcare for the medical, dental, and vision lines of coverage for Plan Year January 1, 2024 through December 31, 2024; and

WHEREAS, it is the desire of the City Council of the City of Holly Springs to renew the Cigna Open Access Plus Plan OAP Base plan as the base plan; and

WHEREAS, it is the desire of the City Council of the City of Holly Springs to renew the Cigna Open Access Plus Plan OAP Buy-Up plan as the buy-up option plan; and

WHEREAS, it is the desire of the City Council of the City of Holly Springs to renew the Cigna Q5 DPPO \$1000/Ortho plan as the dental plan; and

WHEREAS, it is the desire of the City Council of the City of Holly Springs to renew the Cigna C1-Standard PPO Comprehensive Plan as the vision plan; and

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

1. To renew with Cigna Healthcare for the medical, dental, and vision coverage for Plan Year January 1, 2024 through December 31, 2024
2. To renew the Cigna Open Access Plus Plan OAP Base plan as the base plan
3. To renew the Cigna Open Access Plus Plan OAP Buy-Up plan as the buy-up option plan
4. To renew the Cigna Q5 DPPO \$1000/Ortho plan as the dental plan
5. To renew the Cigna C1-Standard PPO Comprehensive Plan as the vision plan
6. To authorize the City Clerk/Human Resources Director to execute all documents pertaining to these matters

This Resolution is adopted on this 16th day of October 2023.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

A RESOLUTION OF THE CITY OF HOLLY SPRINGS, GEORGIA AUTHORIZING THE RENEWAL OF THE BASIC LIFE AND AD&D INSURANCE, THE VOLUNTARY LIFE INSURANCE, THE SHORT-TERM DISABILITY, THE LONG-TERM DISABILITY, THE VOLUNTARY ACCIDENT INSURANCE; AND THE VOLUNTARY CRITICAL ILLNESS INSURANCE WITH THE STANDARD INSURANCE COMPANY; AND TO AUTHORIZE THE CITY CLERK/HUMAN RESOURCES DIRECTOR TO EXECUTE ALL DOCUMENTS PERTAINING TO THESE MATTERS FOR PLAN YEAR JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

WHEREAS, the City of Holly Springs is currently insured through The Standard Insurance Company for the Basic Life and AD&D, Voluntary Life, Short-Term Disability, Long-Term Disability, Voluntary Accident Insurance, and Voluntary Critical Illness Insurance; and

WHEREAS, it is the desire of the City Council of the City of Holly Springs to renew the Basic Life and AD&D Insurance for Plan Year January 1, 2024 through December 31, 2024; and

WHEREAS, it is the desire of the City Council of the City of Holly Springs to renew the Voluntary Life Insurance for Plan Year January 1, 2024 through December 31, 2024; and

WHEREAS, it is the desire of the City Council of the City of Holly Springs to renew the Short-Term Disability coverage for Plan Year January 1, 2024 through December 31, 2024; and

WHEREAS, it is the desire of the City Council of the City of Holly Springs to renew the Long-Term Disability coverage for Plan Year January 1, 2024 through December 31, 2024; and

WHEREAS, it is the desire of the City Council of the City of Holly Springs to renew the Voluntary Accident Insurance for Plan Year January 1, 2024 through December 31, 2024; and

WHEREAS, it is the desire of the City Council of the City of Holly Springs to renew the Voluntary Critical Illness Insurance for Plan Year January 1, 2024 through December 31, 2024; and

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

1. To renew the Basic Life and AD&D Insurance
2. To renew the Voluntary Life Insurance
3. To renew the Short-Term Disability coverage
4. To renew the Long-Term Disability coverage
5. To renew Voluntary Accident Insurance
6. To renew Voluntary Critical Illness Insurance
7. To authorize the City Clerk/Human Resources Director to execute all documents pertaining to The Standard Insurance Company matters for Plan Year January 1, 2024 through December 31, 2024

This Resolution is adopted on this 16th day of October 2023.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

A RESOLUTION OF THE CITY OF HOLLY SPRINGS, GEORGIA AUTHORIZING THE RENEWAL OF THE HEALTH REIMBURSEMENT ARRANGEMENT (HRA) WITH MEDCOM TO REIMBURSE THE LAST \$250 OF THE ELIGIBLE PARTICIPANT'S DEDUCTIBLE; AUTHORIZING THE RENEWAL OF THE MEDICAL FLEXIBLE SPENDING ACCOUNT WITH MEDCOM AND TO ALLOW ELIGIBLE PARTICIPANTS TO SET ASIDE UP TO THE ANNUAL MAXIMUM OF \$3,050 AND TO CARRY OVER UP TO \$610; THE RENEWAL OF CONTRACTING THE COBRA ADMINISTRATION WITH MEDCOM; AND TO AUTHORIZE THE CITY CLERK/HUMAN RESOURCES DIRECTOR TO EXECUTE ALL DOCUMENTS PERTAINING TO THESE MATTERS FOR PLAN YEAR JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

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

WHEREAS, it is the desire of the City Council of the City of Holly Springs to renew the Health Reimbursement Arrangement (HRA) to reimburse the last \$250 of the eligible participant's deductible for Plan Year January 1, 2024 through December 31, 2024; and

WHEREAS, it is the desire of the City Council of the City of Holly Springs to renew the Medical Flexible Spending Account (FSA) and to allow eligible participants to set aside up to the annual maximum of \$3,050 and to carry over up to \$610 for Plan Year January 1, 2024 through December 31, 2024; and

WHEREAS, it is the desire of the City Council of the City of Holly Springs to renew the contract with Medcom for the COBRA administration for Plan Year January 1, 2024 through December 31, 2024; and

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

1. To renew the Health Reimbursement Arrangement (HRA) to reimburse the last \$250 of the eligible participant's deductible
2. To renew the Medical Flexible Spending Account (FSA) and to allow participants to set aside up to the annual maximum of \$3,050 and to carry over up to \$610
3. To renew the contract with Medcom for the COBRA administration
4. To authorize the City Clerk/HR Director to execute all documents pertaining to these matters for Plan Year January 1, 2024 through December 31, 2024

This Resolution is adopted on this 16th day of October 2023.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)



COUNCIL AGENDA REPORT

FROM: Karen Norred

CC: City Clerk
Public Information

SUBJECT: Agenda and Meeting Management Software

DATE: October 11, 2023

COUNCIL MEETING DATE: October 16, 2023

RECOMMENDATION

After review of other Agenda and Meeting Management Software solutions, staff recommendation is to move forward with CivicPlus. CivicPlus is the only agenda and meeting management solutions that integrate with Municode's online Code Hosting Platform. Also, they are the only provider capable of integrating the search function between CivicPlus Websites and CivicPlus Agenda and Meeting Management solutions.

REPORT-IN-BRIEF

The CivicPlus Agenda and Meeting Management Select Premium Package will include implementation, templates, historical file import and training.

FISCAL IMPACT

General Fund
\$9,353

ATTACHMENTS

Quote #Q-44382-1
Official Sole Source Letter

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-44382-1

6/6/2023 10:29 AM

10/31/2023

Client:

HOLLY SPRINGS, GEORGIA

Bill To:

HOLLY SPRINGS, GEORGIA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Darren Cornejo		darren.cornejo@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	CivicClerk Annual Fee	CivicClerk Annual Fee - Agenda and Minutes Management	Renewable	USD 3,850.00
1.00	CivicClerk Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable	USD -962.50
1.00	Agenda & Meeting Management Select Premium Implementation Package	Premium Implementation Package – Up to # of Boards		USD 0.00
1.00	CivicClerk Premium Configuration	CivicClerk Premium Configuration	One-time	USD 2,220.00
1.00	CivicClerk Custom Template Design	CivicClerk Custom Template Set - includes 2 Agenda templates, 1 Item Report template, 1 Minutes template, 1 Agenda Script template	One-time	USD 420.00
2.00	CivicClerk Consulting (1h, virtual)	1 hour Virtual Consulting	One-time	USD 480.00
1.00	CivicClerk Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time	USD 720.00
1.00	CivicClerk Historical File Import (up to 7,500 files – PDF / MP3 / MP4)	CivicClerk Historical File Import (up to 7,500 files – PDF / MP3 / MP4)	One-time	USD 2,625.00

Total Investment - Initial Term	USD 9,352.50
Annual Recurring Services - Year 2	USD 4,042.50

Initial Term & Renewal Date	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Renewal Invoice Schedule	Annually on date of signing
Annual Uplift	5% starting in Year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

Authorized Client Signature

CivicPlus

By:

By:

Name:

Name:

Steven W. Miller

Title:

Title:

Mayor

Date:

Date:

October 16, 2023

Organization Legal Name:

City of Holly Springs, Georgia

Billing Contact:

Denise Lamazares

Title:

Finance Director

Billing Phone Number:

770-345-5536 Ext. 103

Billing Email:

dlamazares@hollyspringsga.us

Billing Address:

P. O. Box 990

Holly Springs, Georgia 30142

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



agenda and meeting management

SELECT

Premium Implementation



Powering and Empowering
Government

CivicPlus Company Overview

CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and citizen relationship management, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

EXPERIENCE

20+ Years
12,000+ Customers
900+ Employees

RECOGNITION

Inc. 5000 11-time Honoree
GovTech 2022 Top 100 Company
Stevie® Awards Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 12,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

Primary Office

302 S. 4th Street Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com



Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Local government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering local governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



Features & Functionality

Agenda & Meeting Management Select System

CivicPlus' Agenda & Meeting Management Select software is the fastest, most intuitive way to streamline the entire agenda management process — from creating agenda items to managing live meetings. It provides time-saving automation while allowing clerks to balance these conveniences with manual controls and overrides. Internal collaboration with Select is easy with customized workflows, version tracking, and built-in communication tools.

Our innovators designed it to offer configuration flexibility so that the system can be scaled from the most simple agenda process to the most complex. Built-in integrations and a suite of APIs make working with other internal applications easy. Agenda & Meeting Management Select's user-defined roadmap ensures that the product will continue to grow and adapt as transparency requirements and compliance expectations change.

Fully Integrated, Cloud-Based Software Suite

- User-friendly, modern interface
- Unlimited users
- Unlimited storage
- Highly configurable to your agenda and meeting management processes
- Adaptable permission settings
- Confidential attachments
- Field-level versioning
- Integrated code of ordinances
- Built-in integrations with Dropbox, Microsoft's One Drive, Google Drive, Laserfiche, Zoom, and API availability (additional fees may apply)
- Single sign-on through the CivicPlus Platform
- Secure Cloud-Based Hosting
- Automatic Updates
- Customer-Defined Roadmap
- Enhanced Analytics for Data Visibility

Part of the Integrated CivicPlus Platform

Our powerful CivicPlus Platform is the foundation on which all our CivicPlus solutions are built, allowing them to work seamlessly and securely, leveraging existing data, and reducing information silos so your administrative staff can collaborate efficiently. Administrators can take advantage of authentication using our identity provider integrations to provide a single sign-on experience for internal users. The entire system is cloud-based, eliminating the need for internal application management. Agenda & Meeting Management Select is hosted in Microsoft's Azure cloud service, providing a stable multi-user environment while ensuring high availability and uptime. CivicPlus is also the only technology provider that offers an integration between our agenda & meetings software and an online code of ordinances—with Municode Codification.



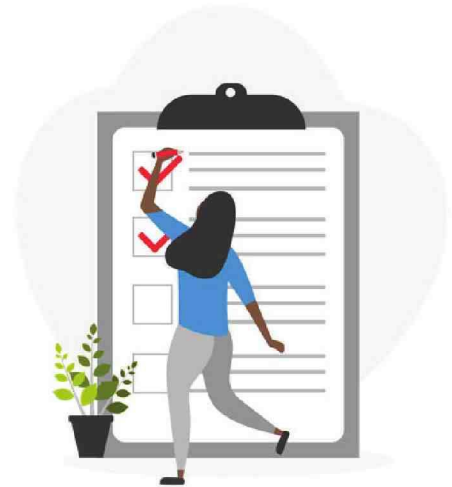
Agenda Management

FLEXIBLE, CUSTOMIZED TEMPLATES

Standardized templates throughout the system provide consistency and clarity to agendas, packets, staff reports, and minutes.

EFFICIENTLY MANAGE AGENDA PACKETS OF ANY SIZE

The software compiles your items and all the legislation, memorandums, or supporting documentation into a bookmarked PDF packet quickly and easily, no matter the size of the packet. Create multiple packet versions instantly to include or exclude specific attachments for your different internal and external users. Last-minute changes to the agenda or packet can be made and published with minimal effort.



Administrators choose what they publish to the public, internal users, and elected or appointed officials and when the information goes out. Automated email notifications can be enabled so all users, both internal and external, know when the meeting documents are published.

CONVENIENT, ANYTIME AGENDA MODIFICATIONS

Changes to the agenda can be made at any time by administrators without affecting global configurations or settings. Drag-and-drop reordering allows you to move items and automatically rennumbers everything on the agenda. One-touch copy and move functions enable you to duplicate or move agenda items from meeting to meeting, eliminating the need for duplicate data entry.

CREATE AGENDA ITEMS IN SECONDS

An easy-to-use item entry allows staff members to enter agenda items, upload attachments, and send through the workflow with a few clicks. Configurable field types and our embedded text editor ensure that you are capturing all the information needed for Select to generate staff reports. Automated PDF file conversion and built-in integrations with Microsoft's OneDrive and Google Drive simplify the inclusion of supporting documentation and attachments.

AUTOMATE YOUR APPROVALS PROCESS

The workflow engine streamlines the routing of your agenda items, automates notifications, and gives full transparency to collaborators as it passes through the approval process. As contributors change items, the system tracks revisions, keeping them visible within the item fields and on the item timeline. In-app messaging and task assignments keep everyone in the loop and agenda prep moving forward.

CUSTOM TAGS TO GROUP LIKE AGENDA ITEMS

Administrators can set up tags that can be used by staff when creating their agenda items for improved searching and reporting. Associate like content with pre-defined tags relevant to your community.



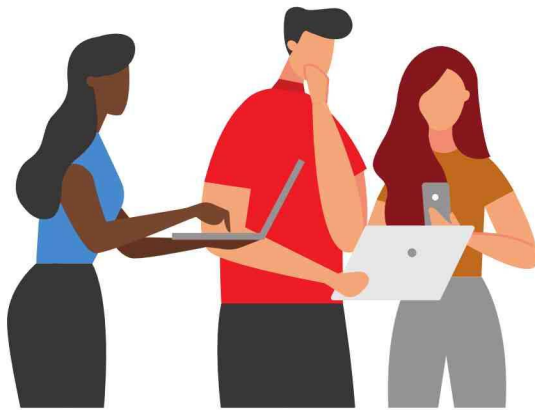
Meeting Management

AUTOMATED MINUTES SETUP

A fully-integrated minutes module will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. Move from the meeting agenda to the minutes module with a single click.

KEEP UP WITH THE MEETING ACTION

Meetings move fast. Agenda & Meeting Management Select's cloud-based platform allows you to move quickly through your agenda items, recording official actions and discussion, without having to wait for the system to catch up. The clean, intuitive interface gives single-screen access to all your meeting controls. (additional fees apply)



SPEAKER MANAGER

Speakers can be added to the discussion at any time during the live meeting, while the built-in speaker timer helps keep meetings running efficiently.

EASY, INTUITIVE MINUTES-TAKING

While in your live meeting, use the Minutes module to capture critical meeting actions from a single screen with a clean and intuitive user interface. Take roll and manage attendance, record motions and votes, enter speaker information, and record comments or discussion to be brought into your minutes document.

If using CivicPlus Media's integrated video streaming and video-on-demand service, you can also create bookmarks for the accompanying video during the live meeting. Additional fees apply

Additional fees apply.



Board Portal

FLEXIBLE ACCESS

Your officials can choose how to access meeting content—helping them work better, faster. Efficiently deliver packets of any size by paper, email, Dropbox, OneDrive, Google Drive, or post to the Board Portal. It is optimized for all devices, including desktops, laptops, and tablets. No separate application required.

A PERSONAL MEETING REPOSITORY

Give officials a personal, secure location to review and take notes on all meeting content, including agendas, supporting documents, minutes, and media.

FIND WHAT YOU NEED- FASTER

Agenda & Meeting Management Select automatically indexes published meeting content with Board Portal search functionality, so it is easy for officials to find information quickly. Our full-text search tool empowers officials to locate past items, attachments, minutes, and agendas by searching a keyword, date range, and more. An item summary view allows officials to see the motions, votes, and any comment or discussion on the item that was recorded in the meeting minutes in an intuitive display, preventing a manual search through full minutes documents.



Public Resident Portal

CONTENT ACCESSIBILITY

It's not enough to be transparent by publishing your agendas and other meeting documents online. Your meeting content must be accessible to all members of the public.

Closed captioning is also available with our CivicPlus Media service for live streaming and on-demand video. Additional fees apply for CivicPlus Media and closed captioning.

CONTENT TRANSPARENCY

Build public trust with access to fully searchable meeting content, including legislative decisions and public meeting videos. Meet municipal transparency requirements while keeping residents engaged and informed.

Public Resident Portal

- Resident portal to embed on any webpage gives access to all meeting content on a single page
- PDF downloads of Agenda, Packet, Minutes, Notices, and Other pertinent meeting documents
- HTML agenda view hyperlinks attachments within the meeting agenda for direct access to specific documents
- Full-text search and filtering options
- Email notifications
- Social sharing
- Side-by-side agenda and video display with optional CivicPlus Media live streaming and on-demand video service (additional fees apply)
- Optional Motions and Vote minutes display updates the HTML agenda view to allow residents to quickly see the final disposition of agenda items without having to read full minutes documents
- Mobile-responsive
- Custom branding
- Integrated live or on-demand video with bookmarks to easily jump to desired content (additional fees apply)
- Optional public commenting forum
- Easily jump to past, current, upcoming events with an embedded calendar and continuous scrolls



The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Local governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

CIVICPLUS PORTAL

CivicPlus Portal empowers residents to be more engaged and informed about progress in your community. Portal streamlines the resident user experience as they interact with the CivicPlus products leveraged by you – driving revenue, trust, and satisfaction.

With a single username and password, they can watch a public meeting recording, submit a public works request, pay a utility bill, or register for an upcoming event. The result is more engaged and informed voters and fewer phone calls, walk-ins, or emails to your department asking how to find documents or submit records requests.

INTEGRATION HUB

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and setup complex automations—without the need for a developer. With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) saving your staff's valuable time. The possibilities are endless with Integration Hub, but here are a few examples of integrations you can create with Select today:

- Automatically add agenda or minute files to the Document Center to be displayed on a CivicEngage® Central website after they are published in Select
- Set-up a workflow to post in the CivicEngage Central News Flash once you've published your Select meeting documents

Shorten your pre-meeting to-do list and send your meeting information instantly with a custom integration using the Integration Hub.



Integrated Code of Ordinances & Web

As the only local government software provider with an integrated codification, agenda and meeting management, and municipal website solution offering, our suite allows for digital transformation of the entire legislative process - from the start of the agenda process to the final online publishing of the newly adopted legislation.

If you are a customer of CivicPlus' codification services, the cutting-edge integration between your meetings & agenda management and code of ordinances reduces the manual steps associated between your agenda management and codification processes. As an example, you can send ordinances directly to the CivicPlus for codification by our team of legal editors. When pushed from Agenda & Meeting Management Select, this uncoded legislation will be visible on the landing page of our Online Code Hosting platform nearly instantaneously. You can also take this to the next level by integrating our Municipal Website solutions with our Online Code Hosting system, allowing for one-stop search, capabilities. With this integration, the public can instantly access your code, meetings, packets, and agendas in one simple search straight from your municipal website.



EXAMPLES OF MEANINGFUL CIVIC EXPERIENCE INTEGRATIONS

The following are examples of integrations between the CivicPlus Agenda & Meeting Management Select with other CivicPlus solutions and tools. If you have yet to experience all that CivicPlus can provide, please reach out for additional information and a quote.

CivicEngage Municipal Websites	• Set-up a workflow to post in CivicEngage's News Flash once you've published your meeting documents. • Automatically add agenda or minute files to CivicEngage's Document Center to be displayed on your website after they are published in Select. • Meeting information and dates are automatically integrated to the CivicEngage Calendar. • Meeting files are automatically included in the website's search results.
Codification	• Send adopted ordinances to the Codification Legal Team in one click. • Send ordinances straight to your online code portal as "Adopted and Not Yet Codified". • Instantly link your online code to the meeting content produced within Select.
CivicPlus Media	• Share high-definition, on-demand video or live video feeds of your meetings directly from Select and CivicPlus Media, seamlessly integrated with your meeting agendas and equipped with clear bookmarking and navigation.
Integration Hub	• Third-party integrations examples include integrations with Zoom, Webex, and GoToMeetings, and with Laserfische, Google Drive, Dropbox, and other APIs.



Implementation

Project Timeline

Twelve to Fourteen Weeks

While every implementation is unique, the following timeline can provide you with information about the different implementation stages and what you can expect at each stage.

PHASE 1: INITIATE	Project Kickoff communication including timeline, deliverables, and an implementation questionnaire to capture details for your configuration
PHASE 2: ANALYZE	- Template Review meeting to review and discuss needs for Proposed Agenda Template - Obtain internal approvals on Proposed Agenda Template and send in final approval
PHASE 3: OPTIMIZE	- Virtual consulting session(s) to review current processes and documents and discuss desired goals, best practices, and configuration options - Premium system configuration is completed and handed off for review, testing, and feedback - Configuration adjustments made per submitted feedback
PHASE 5: EDUCATE	Live, virtual training sessions are conducted within configured site
PHASE 6: LAUNCH	System Launch



Premium Implementation Plan

Implementation & Support Experience Designed for You

Agenda & Meeting Management Select has the experience and expertise to help administrations of any size transform the entire meeting management process. We know implementation can't be a one size fits all solution and offer flexible packages designed to meet your desired outcomes.

Our Premium Implementation Package is the perfect fit for automating manual or inefficient agenda and meeting processes. It is designed for organizations with less than 50 internal users and a desire for a guided implementation experience. A dedicated and knowledgeable Implementation consultant will manage your project from end-to-end—consulting and collaborating with your team, configuring the system to automate your process, and delivering live virtual training to your user groups. Key project staff will have online access to the timeline and all expected checkpoints and deliverables for a fully transparent implementation.

Beyond implementation, your users will feel empowered by our in-application support tools, a full online help center, as well as phone, email, and live chat support with members of the dedicated, award-winning Technical Support team.

CONSULTING

Up to 2 Hours of Virtual Consultation

During this consulting session, your implementation consultant will be reviewing your submitted project questionnaire with your key project staff. The implementation consultant will review your custom template designs and discuss the configurations that will be made to ensure your workflows match your current agenda and meeting processes.

DESIGN

We will design up to 5 custom templates to ensure consistency in system-generated meeting documents: Agendas, Item/Staff Report, Minutes, Agenda Script.

CONFIGURATION

Our team will configure your system with Premium customization options to map existing processes to our Agenda & Meeting Management Select system. Additional custom configurations can be made by administrative users at any time using Help Center resources.

TRAINING

Up to 4 hours of Virtual Training

Your implementation consultant will guide user groups through live, virtual training sessions using your custom configured Agenda & Meeting Management Select solution. We recommend no more than 20 users per session. Individual sessions are either 30 or 60 minutes in duration.



Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence.

AWARD-WINNING

CivicPlus has been honored with one Gold Stevie® Award, two Silver Stevie® Awards, and four Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1000 Employees, and Most Valuable Response by a Customer Service Team (COVID-19). The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.



CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

Support at a Glance

- Technical support engineers available 8 a.m. – 6 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

Maintenance

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Operating system patches
- Testing and development

2021 Support Metrics

- Total Tickets – 103,759
- Average Chat Response – 3:48 Minutes
- Average Phone Response – 7:57 Minutes
- Customer Satisfaction Score – 95.7%
- Solved in One Touch – 71.2%



Hosting & Security

Redundant power sources and internet access ensures consistent and stable connections. We invest over 1.0M annually to ensure we adapt to the ever-changing security landscape while providing maximum availability. CivicPlus' extensive, industry-leading process and procedures for protecting and hosting your site is unparalleled.

CLOUD-HOSTING WITH AZURE

The infrastructure is fully hosted within the Azure Cloud environment using their Infrastructure as a Service (IaaS) model. Using a mix of Azure Virtual Machines and Storage Accounts, all processing and data storage is done within this environment. All users need is a web browser to access and utilize the application. Your system is monitored 24/7/365 with a 99.9% guaranteed up-time (excluding maintenance). Additional details regarding our hosting and security services can be provided upon request.

DISASTER RECOVERY

Agenda & Meeting Management Select utilizes Azure's Site Recovery Services and Geographically Redundant Storage Accounts (GRS) to provide disaster recovery between Azure regions. All data is written to a GRS account which creates copies of that data in data centers across multiple Azure regions, so access to the data is always available. Site Recovery Services allows us to quickly spin up and failover to clones of our Azure Virtual Machines.



Disclaimer

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.



Enhancement Options

CivicPlus Media: Live Streaming & On-Demand Video

Increase resident engagement and participation by sharing high-definition live video feeds of your meetings directly from Agenda & Meeting Management Select and CivicPlus Media. Stream up to 3 concurrent live proceedings and seamlessly integrate all video content directly into your meeting agendas. Videos feature clear bookmarking and navigation so viewers can quickly find discussions of interest. Viewers can watch videos from any device with no software or application downloads necessary. Integrated closed captioning services are available at an additional cost.

Live Meeting Manager

CivicClerk's fully integrated Live Meeting Manager will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. One-click control allows you to update your in-chamber display screens, set your video bookmarks, and queue items in the Board Portal for your elected and appointed officials.

- Automatic Video Bookmarking – Automatically timestamp agenda items to their corresponding discussion in the meeting video so those watching the recording can quickly access topics of interest.
- Display Pages – Keep meeting participants informed and engaged by displaying the current item, speaker, or vote results automatically to the constituents attending the meeting.
- Flexible Voting – Minutes takers can record motions and votes instantly in Live Meeting Manager or initiate electronic voting when desired. Apply motions and votes to individual agenda items or multiple agenda items as a group.

Boards & Committees Module

The Boards and Committees module tracks vacancies, applications, and appointments. Interactive dashboards give you quick access to actionable information. Easily manage rosters and generate communications using customized templates. Store system-generated communications and other necessary documentation at the board or individual member level. Track training and other internal requirements. Additional fees apply.

Historical File Import

As part of your implementation project, we will import up to 7,500 PDF, MP4, or MP3 documents to your new system. The process includes indexing your imported agendas for keyword searching and retrieval. You and your citizens will still have access to this historical information with increased functionality. Historic meeting documents imported into CivicPlus Agenda & Meeting Management Select by your implementation consultant will be optimized for character recognition to improve complete text search, and accessibility for screen reading assistive devices.





To Whom It May Concern,

CivicPlus's Agenda and Meeting Management solutions, Select and Essential (formerly CivicClerk and Municode Meetings, respectively), are the only agenda and meeting management solutions that integrate with Municode's Online Code Hosting Platform. The integration between Select/Essential and Municode's Online Code Hosting Platform allows users to push newly adopted legislation directly to the Municode Online Code Hosting Platform's landing page. Municode Online Code Hosting Platform's subscription feature, eNotify, proactively notifies staff and residents via email when Select/Essential has pushed new or updated legislation to the Municode Online Code Hosting Platform landing page.

When coupled with OrdBank (a feature of Municode's Online Code Hosting Platform), the integration between Select/Essential and the Municode Online Code Hosting Platform also enables the creation of Enhanced History Notes. Upon supplementation of legislation pushed from Select/Essential to Municode Codification, the Enhanced History Notes for amended sections are hyperlinked directly to the Select/Essential instance for the specific meeting in which that piece of legislation was adopted. This link gives staff and residents instant access to the agenda, minutes, audio, video and vote tallies (if applicable) related to the legislation that amended the specific section of the municipal code. The only platforms capable of creating Enhanced History Notes inside the Municode Online Code Hosting Platform are Select/Essential. Both of which are CivicPlus solutions.

In addition, only Civicplus Websites (Engage Open, Engage Central) integrate with Municode's Online Code Hosting Platform, providing for a two way search between CivicPlus Websites and Municode's Online Code Hosting Platform. This search feature is unique to CivicPlus.

Finally, CivicPlus is the only provider capable of integrating the search function between CivicPlus Websites and Civicplus' agenda and meeting management solutions, Essential and Select. (Engage Open integrates with Essential. Engage Central integrates with Select.) This search integration enables staff and residents who are performing a search on their CivicPlus websites to simultaneously search Essential or Select as appropriate.

No other companies or individuals in the United States have the right to sell these integrated products. Please let me know if you have any questions or would like any further documentation.

Regards,

A handwritten signature in black ink that reads 'Eric Grant'.

Eric Grant

VP/GM, CivicPlus



COUNCIL AGENDA REPORT

FROM: Communications & External Affairs
Prepared by: Erin Honea

CC: City Clerk
Public Information

SUBJECT: Website Hosting Services

DATE: October 11, 2023

COUNCIL MEETING DATE: October 16, 2023

RECOMMENDATION

Transition web hosting services to CivicPlus.

REPORT-IN-BRIEF

Due to various performance issues with the current provider and in an effort to streamline online services for users, the Communications & External Affairs Department recommends entering into contract with CivicPlus for CivicEngage Central, which includes website design, hosting and security.

DISCUSSION

The search for a new website provider was prompted by various performance issues that both staff and users have been experiencing with the current website provider. CivicPlus offers scalability (see Premium Implementation document attached), the bundling of services (ex: CivicClerk), enhanced security, improved control and customization, intranet, and more. This contract includes a site redesign at 48 months to remain up to date with current trends and best practices, which ultimately improves user engagement. Implementation is expected to take 16-28 weeks once work begins.

CONCURRENCES

City Manager
City Clerk
IT/Facilities Manager

FISCAL IMPACT

Year 1 investment, which includes implementation, is \$26,911.50. Year 2 is \$13,218.45. Annual renewal will incur a 5% uplift.

ALTERNATIVES

Continue website hosting services from Revize.

ATTACHMENTS

Website hosting quote – CivicPlus
Website hosting quote – Granicus
Website hosting quote – Revize

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-46067-1

7/17/2023 7:22 AM

11/30/2023

Client:

HOLLY SPRINGS, GEORGIA

Bill To:

HOLLY SPRINGS, GEORGIA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
SteviAnn Matijevic	x	steviann.matijevic@civicplus.com		Net 30

Core Premium Site

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	Annual - CivicEngage Central	Annual - CivicEngage Central	Renewable	USD 3,853.00
1.00	Hosting & Security Annual Fee - CivicEngage Central	Hosting & Security Annual Fee - CivicEngage Central	Renewable	USD 1,188.00
1.00	SSL Management – CP Provided Only	SSL Management – CP Provided Only 1 per domain (Annually Renews)	Renewable	USD 89.00
1.00	DNS and Domain Hosting Setup (http://URL)	DNS and Domain Hosting Setup (https://www.hollyspringsga.us/)	One-time	USD 118.50
1.00	DNS and Domain Hosting Annual Fee (http://URL)	DNS and Domain Hosting Annual Fee (https://www.hollyspringsga.us/)	Renewable	USD 189.00
1.00	CivicEngage Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable	USD -47.25
1.00	Premium Implementation - CivicEngage	Premium Implementation	One-time	USD 9,476.25
150.00	Content Development - 1 Page - CivicEngage	Content Development - 1 Page - CivicEngage	One-time	USD 4,500.00
6.00	New Customer System Training (3h, virtual) - Web Central	CivicEngage System Training - Virtual, Up to 3 Hours, up to 12 Attendees	One-time	USD 3,375.00
1.00	CivicEngage Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable	USD -22.25
1.00	CivicEngage Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable	USD -297.00

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	CivicEngage Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable	USD -963.25

Optional Enhancements

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	48 Month Redesign Standard Annual - CivicEngage Central	48 Month Redesign Standard Annual - CivicEngage Central	Renewable	USD 1,647.00
1.00	CivicEngage Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable	USD -411.75
1.00	Platinum Hosting & Security - CivicEngage	Platinum Hosting & Security per domain (must be purchased for each)	Renewable	USD 5,623.00
1.00	CivicEngage Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable	USD -1,405.75

List Price - Year 1 Total	USD 35,882.00
Total Investment - Initial Term	USD 26,911.50
Annual Recurring Services - Year 2	USD 13,218.45

Initial Term & Renewal Date	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Renewal Invoice Schedule	Annually on date of signing
Annual Uplift	5% starting in Year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

Authorized Client Signature

CivicPlus

By: Steven W. Miller

By:

Name:

Name:

Steven W. Miller

Title:

Title:

Mayor

Date:

Date:

October 16, 2023

Organization Legal Name:

City of Holly Springs, Georgia

Billing Contact:

Denise Lamazares

Title:

Finance Director

Billing Phone Number:

770-345-5536 Ext 103

Billing Email:

P. O. Box 990

Billing Address:

Holly Springs, Georgia 30142

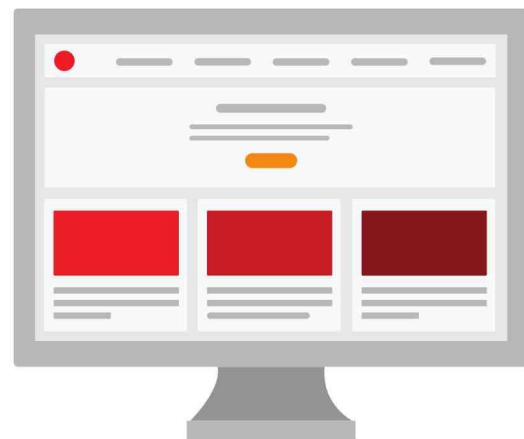
Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

CIVICENGAGE[®]
municipal websites
CENTRAL

Premium Implementation

Proposal Valid Through March 31, 2023



CivicPlus Company Overview

CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

EXPERIENCE

20+ Years
12,000+ Customers
900+ Employees

RECOGNITION

Inc. 5000 11-time Honoree
GovTech 2022 Top 100 Company
Stevie® Awards Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 12,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

Primary Office

302 S. 4th Street Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com



Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



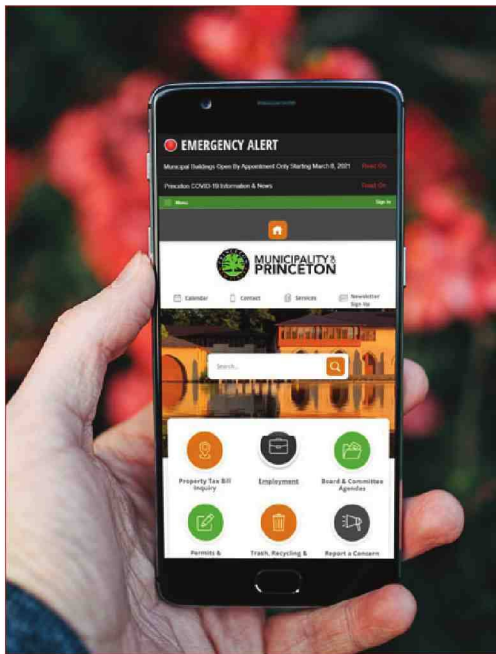
CMS Features & Functionality



The CivicEngage Central (CivicEngage) content management system (CMS) is robust and flexible with all the features and functionality you need today and in the future. Developed for municipalities that need to update their website frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to efficiently update any portion of your website.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

Modules & Widgets



RESIDENT ENGAGEMENT

CivicEngage offers many effective and easy-to-use resident engagement features. These tools easily integrate with the other key features.

Notices and Alerts – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

Blog – Post opinions/information about various community topics and allow resident comments and subscriptions.

Calendar – Create multiple calendars and events to inform residents of upcoming activities that are viewable by list, week, or month.

Submit Requests and Report Issues – Allow residents to report a problem and provide follow-up communication with the point of contact (includes five user licenses & 10 request types) via Citizen Request Tracker (CRT).

Form Center – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

Get Community Input – Post initiatives and project ideas to receive feedback and interact with your residents via Community Voice.

News – Post news items and keep your residents up to date on important information via News Flash.



Opinion Poll – Poll your residents on important topics by showing the Opinion Poll widget on relevant pages, to grab resident attention and quickly capture their responses to your polls. Polling helps with gathering and evaluating resident feedback, increasing resident engagement, and understanding your community.

Notifications – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me® (includes up to 500 SMS users).

Pop-up Modal – Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

ASSET MANAGEMENT

CivicEngage comes fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

Agenda Center – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

Archive Center – Manage and retain serial and older documents.

Document Center – Organize and manage documents in one central repository.

Image Repository – Store all your images in one central location, to utilize individually or create slideshows on your site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.

INFORMATION & NAVIGATION

Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

Easy for Residents to Navigate – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

Frequently Asked Questions (FAQs) – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

Graphic Links – Create visually appealing buttons to direct users to important information.

Info Advanced – Use Info Advanced to create engaging displays of information for reuse throughout the website.

Quick Links – Provide links to highly requested services and information. These are commonly displayed in website footers and right-hand navigation.

Resource Directory – Use the Resource Directory to showcase information on local businesses and/or community resources.

Staff Directory – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.



DEPARTMENT-SPECIFIC

There are several function-specific features and modules for government departments. These tools are integrated into the CivicEngage CMS and offer the ability to complete multiple steps in one action.

Activities – Create and post activities, events, and classes so residents can register for them and even pay online. Your administrators can view and create rosters. The Activities module integrates with the Facilities module so residents can view the location of the activity.

Facilities & Reservations – Display facilities on your site for residents to browse. Allow them to filter by amenities, view facility details, and even make reservations online.

Job Postings – Post available jobs online and accept online applications.

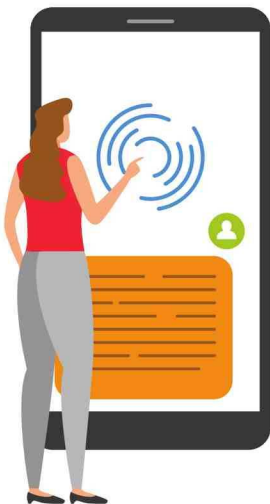
Bids – Post open bid opportunities for contractors to view available work, download supporting documentation, receive notifications on posted opportunities and submit bid applications online.



COMMONLY USED WIDGETS

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.

Community Voice Widget – Encourage civic participation and engagement by adding specific discussion areas to relevant pages.



Custom HTML Widget – Embed videos or other HTML features in your page.

Editor Widget – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

Form Center Widget – Embed simple forms on a page.

Image Widget – Add images to a page.

Notify Me Widget – Place specific Notify Me subscriptions lists on pages to allow users to sign up for the exact lists you recommend.

Related Documents Widget – Create a dynamic list of documents referenced in the Document Center.

Slideshow Widget – Add a slideshow of images.

Tabbed Widget – Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.

Administrative Features

The administration of your CivicEngage website is browser based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.



Administrative Dashboard – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

Content Scheduling & Versioning – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

Dynamic Page Components – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

History Log – Track changes made to your website.

Intranet – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.

Levels of Permissions – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

Pending Approval Items – Administrators have access to a queue of pending items to be published or reviewed.

Website Statistics – Provided website analytics for analysis.

USER-FRIENDLY FEATURES

Not only is CivicEngage easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

Automatic Alt Tags – Built-in features assist with ongoing ADA compliance of your website.

Credit Card Processing – With the add-on feature CivicPlus Pay (Pay), you can integrate with an approved payment gateway to accept payments on your website (separate agreement must be made directly between you and the chosen approved gateway provider). Additional fees apply.

Preset Styling Standards and Ongoing Styling Flexibility – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

Link Redirects – Instead of sending your users to <http://civicplus.com/248/Awards-and-Recognition>, you can send them to <http://civicplus.com/awards>.



Live Edit – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.

Maps – Easily embed maps from Google, ESRI, and more using the HTML widget.

Mega Menu – A main navigation menu makes it easy to get to any page on your website quickly.

Predictive Site Search – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

Site Search Log – All search words are kept in a log.

Real Simple Syndication (RSS) Feeds – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

Responsive Design – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

Social Media – Set various modules to automatically post to your Facebook and/or Twitter feeds and incorporate compatible social media feeds and widgets into your website.

Supported Browsers – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

Third-Party Access – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

Translation – Integration with Google Translate translates web pages into over 100 languages.

ACCESSIBILITY COMPLIANCE

With over 20% of adults in the United States having a disability, you need a website that conforms to all residents. We provide highly compliant sites based on WCAG 2.0 A and AA guidelines, which encompass and surpass ADA accessibility requirements. This maximizes accessibility for all users while providing freedom to create a visually rich and appealing website. Our approach for each website includes the following steps to provide you a compliant and accessible website:

- We will deliver you a website that meets ADA (Section 508) and WCAG 2.0 A and AA levels.
- Your staff can use the Accessibility Checker within the CMS to scan content created in the editor for any accessibility issues so you can correct them before publishing.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up-to-date with the latest ADA/WCAG standards.
- Any new regulations that require code changes are done automatically, at least quarterly, with no additional effort required from you.
- In addition to updating the code, our product team also updates our best practices and provides regular updates to customers via our CivicPlus website, blog articles, webinars, and other publications.

AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our customers. Additional details and a quote can be provided upon request.



MONSIDO POWERED BY CIVICPLUS

Additional Website Optimization & Compliance Tools – Monsido is an easy-to-use web governance platform available to purchase and add to your project. Monsido's tools help you identify, prioritize and address content quality assurance and accessibility issues on your website so that you can achieve and maintain compliance according to WCAG 2.1 standards. Further, we can help you meet the latest data privacy and government policy standards. Additional details and a quote can be provided upon request.

The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

CIVICPLUS PORTAL

The CivicPlus Portal is the ideal addition to your website to create personalized, one-stop access for your residents to obtain information, resources, and interact with your municipality. By allowing residents to build a customizable dashboard with quick links to the pages and services on your website that they use most frequently, they'll be more likely to conduct regular revenue-generating business with your municipality, and your staff will benefit from reduced phone calls, walk-ins, and emails.

INTEGRATION HUB

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and setup complex automations—without the need for a developer. With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) saving your staff's valuable time. The possibilities are endless with Integration Hub, but here are a few examples of integrations you can create with CivicEngage today:

- An integration that will take a News Flash update in a specific category and immediately post it to the Alert Center
- An integration that will push a new Calendar Event to post directly in the News Flash module



Implementation

Premium Project Timeline

Design creation, content development, professional consulting, configuration for usability and accessibility, dedicated training—CivicPlus delivers all of this and more during the development of your new website.

A typical premium project ranges from 16 – 28 weeks. Your exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors. Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

PHASE 1: INITIATE	2-4 Weeks	• Project Kickoff Meeting • Planning & Scheduling
PHASE 2: ANALYZE	4-6 Weeks	• Customer Deliverable Submission • Consulting Engagement (if purchased) • Design Discovery Meeting • Content Process Meeting
PHASE 3: DESIGN & CONFIGURE	6-10 Weeks	• Design Concept Development • Design Concept Meeting • Content Development • Agendas & Minutes Migration • Website Completion
PHASE 4: OPTIMIZE	1-2 Weeks	• Website Finalization
PHASE 5: EDUCATE	1-2 Weeks	• Training Engagement
PHASE 6: LAUNCH	2-4 Weeks	• Launch Confirmation Meeting • Website Launch



Premium Package Designs

You will meet with your art director to discuss your website vision based on the goals and needs of your users. This process involves conversing with your art director on the order, placement, and format of your homepage content and design elements, aimed at achieving your usability goals. Your preferences will be solidified into a homepage layout wireframe, which will provide the structural blueprint for the visual design application.

We will then collaborate with you to customize your design to represent your community using your logo, chosen colors, and imagery. We will focus on including the functionality to meet your website needs, including an option for up to one advanced design, if desired, component—a layout or design element that requires significant time to style and implement. Working with your art director, you'll identify the appropriate component, if desired, to achieve or enhance the usability goals for your website.

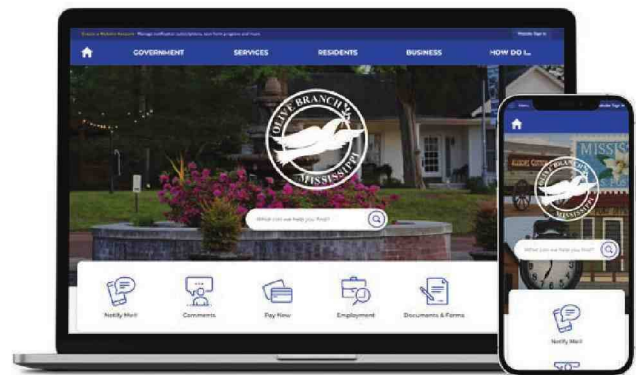
DESIGN EXAMPLES

The included design portfolio will provide you with an idea of the different directions we can take your creative design with the premium implementation package.



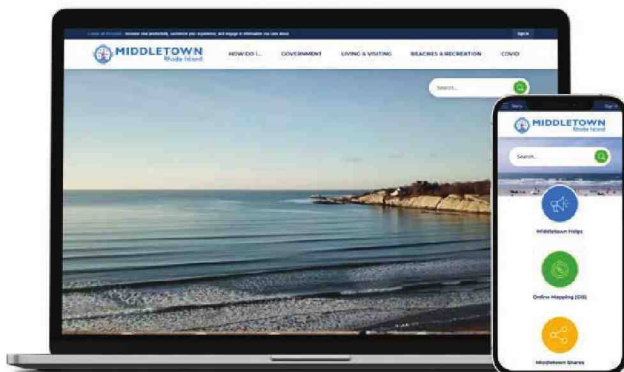
Bucks County, PA

pa-buckscounty.civicplus.com



Olive Branch, MS

obms.us



Middletown, RI

middletownri.com



Botetourt County, VA

botetourtva.gov



civicplus.com

Approaching Your Project Implementation

Communication between you and your CivicEngage team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.

- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work



The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

Phased Approach

PHASE 1: INITIATE

Project Kickoff – During this initial meeting, your project manager will perform introductions, detail deliverables needed, provide a high-level overview of the development process, and introduce tools and resources used to manage your project.

Planning & Scheduling – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.

PHASE 2: ANALYZE

Customer Deliverables – You will be responsible for submitting deliverables as outlined.

Consulting Engagement (if purchased) – During your consulting sessions, your consultant will meet with you to evaluate needs and make recommendations for implementation solutions. This consulting will help your organization facilitate the tough conversations that happen when you put a microscope to your current processes, solutions, and website presence. Further, we will also guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.

Design Discovery Meeting – Your project manager and art director will meet with you to discuss design preferences and establish design structure from flexible layout options.

Content Process Meeting – Meet with your project manager and web content specialist to detail our content development process.



PHASE 3: DESIGN & CONFIGURE

Design Concept Development – You'll have the chance to review a responsive, functioning design concept prototype in an actual production environment. You will have the opportunity to evaluate the presented design concept and collaborate with your project team on any feedback and then final approval.

Content Development – Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, CivicEngage website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

Agendas & Minutes Migration – The Content Development Team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

Website Completion – You will receive a completed production website featuring your approved design combined with the finished content.

PHASE 4: OPTIMIZE

Website Finalization – Both the CivicEngage project team and you will prepare your website for launch. During this time, you will be able to make final adjustments to the content on your production website, as well as ensure overall satisfaction with your website.

PHASE 5: EDUCATE

Training Engagement – Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver virtual and/or on-site training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will utilize your production website, so users are familiar with your specific configuration and you get real, hands-on learning opportunities.

PHASE 6: LAUNCH

Website Launch Confirmation Meeting – Your CivicEngage project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

Website Launch – After final confirmation, your website will be made live and available to the public.



Recurring Redesign (if purchased)

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. A recurring redesign can occur every three, four, or five years - depending on the timeframe purchased. Unlike other vendors, our redesigns aren't just changes in the colors or some of the buttons as your staff can do that independently. With a CivicPlus recurring redesign, you can receive a completely brand-new website design and layout after a set number years (as purchased) of continuous service during our partnership. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.

Your Role During Implementation

To help create the strongest possible website, we will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)
- Complete the Design Form to communicate design preferences
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)



Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding technical functionality and usage of your CivicEngage website.

CivicPlus Technical Support will provide a toll-free number, online chat support, as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.



AWARD-WINNING

CivicPlus has been honored with one Gold Stevie® Award, two Silver Stevie® Awards, and four Bronze

Steevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1000 Employees, and Most Valuable Response by a Customer Service Team (COVID-19). The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone, email, and chat
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

2021 Support Metrics

- Total Tickets – 103,759
- Average Chat Response – 3:48 Minutes
- Average Phone Response – 7:57 Minutes
- Customer Satisfaction Score – 95.7%
- Solved in One Touch – 71.2%





ENGAGEXCHANGE

The ENGAGEXCHANGE is an online community and the central hub of ideas, guidance, tips, advice, and more for our CivicEngage customers. It reflects our commitment to:

Connection – Customers can connect with their peers to ask questions, discover solutions, share ideas, and join focus groups and beta opportunities.

Direction – Customers will have the opportunity to provide targeted input on the future direction of the CivicEngage roadmap and will be able to submit ideas for improvements and enhancements.

CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

MAINTENANCE

CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches



Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. We offer secure data center facilities, constant and vigilant monitoring, and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

If you experience a DDoS attack or threat, CivicPlus has mitigation and DDoS Advanced Security options available to you at the time of an event. Whatever your needs are we have an option that will be a fit for your community.

Data Center	• Highly reliable data center & secure facility • Managed network infrastructure • On-site power backup & generators • Multiple telecom/network providers • Fully redundant network • System monitoring – 24/7/365
Bandwidth	• Multiple network providers in place • Burst bandwidth – 22 Gb/s • Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack)
Hosting	• Engage software updates • Server management & monitoring • Multi-tiered software architecture • Server software updates & security patches • Database server updates & security patches • Antivirus management & updates • Server-class hardware from nationally recognized provider • Redundant firewall solutions • High performance SAN with N+2 reliability
Disaster Recovery	• Emergency after-hours support, live agent (24/7) • On-line status monitor by Data Center • 8-hour guaranteed recovery TIME objective (RTO) • 24-hour guaranteed recovery POINT objective (RPO) • Pre-emptive monitoring for disaster situations • Multiple, geographically diverse data centers
DDoS Mitigation	• Defined DDoS Attack Process • Identify attack source and type • Monitor attack for threshold* engagement
DDoS Advanced Security Coverage	• Not Included - additional coverage available at time of event (fees will apply) • Additional fees will apply

*Thresholds: Traffic exceeds 25 Mb/s sustained for 2+ hours. Traffic over 1 Gb/s at any point during attack



Optional Enhancements

AUDIOEYE MANAGED

AudioEye offers a range of products and services from self-service to turnkey managed solutions. At the core of AudioEye, is the Digital Accessibility Platform (DAP), this powerful tool empowers auditors, designers, and developers to understand issues of accessibility and improve website infrastructure thorough the use of an innovative and easy-to-use interface. The AudioEye Toolbar offers web personalization tools. Conforming to Web Content Accessibility Guidelines (WCAG) 2.1 has never been easier.

CIVICPLUS CHATBOT POWERED BY FRASE

CivicPlus Chatbot is designed to convincingly simulate the way a human would behave during a customer service interaction. Our advanced technology combines the power of site search and artificial intelligence (AI) to deliver exceptional customer experiences to citizens using your website. Our Chatbot crawls your website and other linked databases to create a continually, automatically updated, AI-powered knowledgebase that you don't have to maintain separately.

CIVICSEND

CivicSend is a visually rich communication module for government, used to efficiently distribute general (non-emergency) communication to citizens. CivicSend is more than a simple email newsletter tool—it provides CivicPlus customers with a single point of access, via integration with CivicEngage, to multiple communication channels, including email, SMS/text, Facebook, and Twitter. CivicSend centralizes communication, saves administrative users time, and improves overall productivity.

DEPARTMENT HEADER PACKAGES

A department or division within your organization may need a personalized digital presence. A Department Header Package is a cost-effective way for these groups to differentiate themselves informatively and graphically from the look of the main website while still benefiting from the functionality, service, and support of your CivicEngage system.

Unique Customizations Available (varies depending on package chosen):

- Department-specific URL
- Separate SSL Certificate / DNS & Hosting
- Department Logo
- Homepage to fit your department style
- Utilize features on your page for your specific department needs
- Unique navigation and menus
- Custom background image and/or slideshow images
- Unique buttons and links
- Department-specific search
- Department specific access to control your page content
- Customized colors

INTERIOR BANNERS

A cost-effective way to bring a different look to specific pages or departments is by placing a unique banner image on those pages. Each banner can rotate through as a slide show. The option for a video banner is also available.



IDENTITY PROVIDER (IDP) INTEGRATION

CivicPlus offers IdP integration capabilities, which means you'll benefit from easier integration between your CivicEngage website your favorite third-party solutions. Provide single sign-on (SSO) functionality to streamline managing and supporting user credentials and identify management solutions. CivicPlus IdP partners include Microsoft's Azure Active Directory (AD), Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

PLATINUM SECURITY

CivicPlus' Platinum Hosting and Security package comes with enterprise-level Cloudflare software and:

- Fully customized Web Application Firewall (WAF), customized for our application
- OWASP ModSecurity Core Rule Set protects you against the Top 10 vulnerabilities identified by the Open Web Application Security Project (OWASP), such as SQL injection (SQLi) and cross-site scripting (XSS) attacks
- User agent blocking
- Block or challenge visitors by IP address, autonomous system number (ASN) or country code
- Reputation-based threat protection and collective intelligence (CI) to identify new threats

CONTENT CONSULTING

Great content transforms your website into a useful tool to effectively communicate with your community. During your Content Consulting engagement, one of our expert web consultants will help you perfect your website content to meet current usability and accessibility standards. We can do the heavy lifting—protecting your valuable time and reducing the effort needed from your team to prepare your website for launch.

ALIGN CONSULTING

Our consultants start with the philosophy that no project can be successful unless all stakeholders have a common definition of success. In this consult, stakeholders discuss and establish goals for implementing an enterprise software solution. They leave with an understanding of the scope and resources required for implementation and alignment on the strategic goals of the project.

Disclaimer

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.





408 Saint Peter Street, Suite 600
Saint Paul, MN 55102
United States

THIS IS NOT AN INVOICE

Order Form
Prepared for
Holly Springs, GA

Granicus Proposal for Holly Springs, GA

ORDER DETAILS

Prepared By: Earl McDowell
Phone:
Email: earl.mcdowell@granicus.com
Order #: Q-221626
Prepared On: 07/29/2022
Expires On: 09/27/2022

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 60 months.

The subscription includes the following domain(s) and subdomain(s):
<https://www.hollyspringsga.us/>

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
govAccess – Website Design and Implementation – Innovator	Milestones - 40/20/20/20	1 Each	\$15,300.00
SUBTOTAL:			\$15,300.00

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
govAccess - Maintenance, Hosting, & Licensing Fee - Core (Subject to Discount)	Annual	1 Each	\$0.00
SUBTOTAL:			\$0.00

FUTURE YEAR PRICING

Solution(s)	Period of Performance			
	Year 2	Year 3	Year 4	Year 5
govAccess - Maintenance, Hosting, & Licensing Fee - Core	\$4,815.00	\$5,152.05	\$5,512.69	\$5,898.58
SUBTOTAL:	\$4,815.00	\$5,152.05	\$5,512.69	\$5,898.58

PRODUCT DESCRIPTIONS

Solution	Description
govAccess – Website Design and Implementation – Innovator	govAccess Website Design and Implementation - Innovator provides a citizen focused website and includes: • UX consultation, which may include one (1) or more of the following: • One (1) site analytics report • One (1) heatmap analysis • One (1) internal stakeholder survey • Modular homepage wireframe based on predefined building blocks • Fully responsive design • Custom mobile homepage or standard mobile responsive homepage • Video background or standard rotating image carousel (switchable at any time) • One (1) customer experience feature - Choose from Granicus' library that includes service finder or data visualization banner • Programming/CMS implementation • Migrate up to 200 webpages • Up to five (5) forms converted into the new CMS • One (1) day of web-based training
govAccess - Maintenance, Hosting, & Licensing Fee - Core	The govAccess Maintenance, Hosting, and Licensing plan is designed to equip the client with the technology, expertise and training to keep the client's website relevant and effective over time. Services include the following: • Ongoing software updates • Unlimited technical support (6:00 AM - 6:00 PM PT, Monday - Friday) • Access to training webinars and on-demand video library • Access to best practice webinars and resources • Annual health check with research-based recommendations for website optimization • DDoS mitigation • Disaster recovery with 90-minute failover (RTO) and 15-minute data replication (RPO)

TERMS & CONDITIONS

- Link to Terms: <https://granicus.com/legal/licensing>
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Holly Springs, GA to provide applicable exemption certificate(s).
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-221626 dated 07-29-2022 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Notwithstanding anything to the contrary, Granicus reserves the right to adjust pricing at any renewal in which the volume has changed from the prior term without regard to the prior term's per-unit pricing.
- The initial subscription term includes all the subscription years noted in quote Q-221626 dated 07-29-2022 and must be awarded to receive the first year free promotion. The Agreement and subscription term begins upon date of document signature or award.
- Client will be eligible to request a basic redesign credit for one (1) govAccess main website after completing year four (4) of this uninterrupted five (5) year Agreement. Client must request the basic redesign credit prior to the end of the initial term. The redesign will be available after payment of the annual invoice for year four (4) of the Agreement. The basic redesign credit will only be available if there are no outstanding govAccess invoices at the time the request is made. Any termination of the Agreement prior to the end of the initial term renders the basic redesign credit offer null and void. Granicus will not develop a sitemap or new content as an included part of any free redesign work, but will assist the Client in transferring existing content into the new design. The basic redesign credit will be equivalent to either: A template selected from the then-current Granicus best practices library, or; A dollar credit not to exceed \$8,000.00 applied towards a custom redesign of one (1) existing main website
- The first year's Annual Fee(s) listed as "Subject to Discount" is listed at no cost to the Client to allow time for design and implementation. In order to receive the first year pricing, Client's award must include all of the One-Time Fees, Annual Fees for New Subscriptions, and Remaining Period(s) outlined in this quote. The Agreement, Order Term, and Annual Fees begin upon the date of document signature or award. Subsequent Annual Fees for Remaining Period(s) will be due on each annual anniversary of the Agreement. Upon the Agreement's first anniversary, Client will be responsible for paying the Annual Fees listed for Year 2.
- Billing Frequency Notes (Milestones - 40/20/20/20): An initial payment equal to 40% of the total; A payment equal to 20% of the total upon Granicus' delivery of the draft homepage design concepts to the client; A payment equal to 20% of the total upon implementation of the main website into the VCMS on a Granicus-hosted development server; and A payment equal to 20% of the total upon completion; provided, however that the client has completed training. If the client has not completed training, then Granicus shall invoice the client at the earlier of: completion of training or 21 days after completion.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[] - No [] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-221626 dated 07/29/2022 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Holly Springs, GA	
Signature:	
Name:	
Title:	
Date:	

From: thomas.jean@revize.com
To: [Erin Honea](#)
Subject: RE: Holly Springs, GA
Date: Monday, July 24, 2023 10:12:09 PM

Hi Erin,

Absolutely. The new annual fee will be \$4,470. And, if you wanted the new sitemap and manual migration, it would be a one-time additional cost of \$2,200. You have approximately 500 pages and documents on the current website. This is completely optional of course.

Thomas Jean – Proposal/Project Manager

ReviZe – The Government Website Experts | 150 Kirts Blvd Suite B, Troy, MI 48084

☎ 248.269.9263 ext.

8035 | ✉ thomas.jean@revize.com | <https://link.edgepilot.com/s/b8a49c05/KUJG1YRCv0ewj48k-lyl9w?u=http://www.revize.com/>

Call or Text me on my cell: (810) 813-0629

From: Erin Honea <ehonea@hollyspringsga.us>

Sent: Monday, July 24, 2023 4:34 PM

To: thomas.jean@revize.com

Subject: RE: Holly Springs, GA

Great. I am needed some information for budgetary purposes. I have answered below in blue. If it is possible, I need an estimate for budgetary purposes by Wednesday. Thank you!

1. Would you like three revisions to the new design (free)? Or unlimited revisions (\$950 one-time cost)? *Three revisions will be sufficient.*
2. Would you like an automated migration (free)? Or a manual migration with a brand new sitemap and page-by-page best practices migration (\$700 + \$3/page&file)? *Is this feature itemized so that we can view what the cost would be without out? If yes, please add it in.*
3. Are there any other additional features you would like us to add in that you currently do not have? *No.*
 - a. Standalone site or subsite for a specific department (Cost depends on need)?
 - b. "My Services" Locator – Allows residents to type in their address and see their garbage pickup date, voting location, commissioner, etc.
 - c. Any other custom feature?

Erin Honea, EDFP

Communications & External Affairs Director

City of Holly Springs

P.O. Box 990 | Holly Springs, GA 30142



Alarm...Extinguisher...Special hazard...Vehicle...Exit lights...Sprinkler

www.firesystems.net

Phone: (770)333-7979

CUSTOMER'S RESPONSIBILITIES:

CUSTOMER agrees to provide FSI with access to the equipment subject to this Agreement. If access is in any way denied, or in the event CUSTOMER causes any unreasonable delay in providing us access, then FSI has the right to charge additional fees. CUSTOMER is solely responsible for testing, inspecting, and maintaining the equipment subject to this Agreement, and complying with all applicable codes, in the intervals between any inspections or Service Calls by FSI. FSI has no responsibility or liability for any damage or loss of any kind or nature whatsoever which may occur in the intervals between inspections or Service Calls. If at any time CUSTOMER becomes aware of a material defect or other problem with the equipment subject to this Agreement, CUSTOMER agrees to promptly notify FSI in writing of the defect. CUSTOMER understands that it is its responsibility to notify the local authority having jurisdiction should you become aware of any defects that could impair the operation of the equipment. CUSTOMER shall be responsible for safeguarding equipment delivered to CUSTOMER's premises. CUSTOMER will immediately make FSI personnel aware of any hazardous locations, hazardous conditions, or any special safety requirements. CUSTOMER will abate any hazardous conditions and provide necessary site-specific safety training. FSI is not an agent or an employee of the Customer.

WATER SUPPLY: Testing and treatment of the water supply, and any costs associated therewith, are not covered by this Agreement and are the sole responsibility of the CUSTOMER. Equipment is available that is designed to monitor for conditions that can contribute to internal corrosion inside the water based fire protection system installed in your facility. Such testing and treatment can be provided pursuant to a separate written agreement.

WATER DISCHARGE: COMPANY will make every reasonable effort to prevent the discharge of water into or onto areas of landscaping, decorative pavement, etc. CUSTOMER must provide sufficient and readily accessible means to accept the full flow of water that may be required by tests as determined by the type of inspection and accepts all liability for water discharge.

ATTICS: Attics are excluded from this Agreement unless after the COMPANY's investigation, and in its sole discretion, the attic and its entry are deemed safe and accessible. Only those attics having a floor-level entry door with stairs pull down stairs, and/or a permanently mounted access ladder, will be considered for inclusion in the Agreement. Further, only those attics having appropriate, permanently attached flooring and appropriate lighting will be considered for inclusion in the Agreement. Assessment of the suitability of access, flooring and lighting is solely within the discretion of the COMPANY. Any attic deemed safe and accessible must be specifically listed on the front of the Agreement to qualify for inclusion in the Agreement. To the extent that any attic is included in the Agreement, only such equipment as is safely visible and accessible from the floored area of the attic will be subject to the agreement.

DRY PIPE SYSTEM: CUSTOMER is responsible for locating and/or identifying, in writing to COMPANY, all devices that are not marked, such as dry pipe system low point auxiliary drains and other devices. CUSTOMER is aware that dry pipe sprinkler systems must be drained after each operation of the dry valve to remove water from the system. CUSTOMER is also aware that other sources of water can exist in dry pipe systems in the absence of the operation of the dry valve, e.g., condensation from the air compressor maintaining air pressure in the dry system and temperature changes in the space(s) surrounding the piping. CUSTOMER is aware that residual water left in a dry pipe system may freeze, causing damage to the pipes or other components, and cause water damage to the premises and property therein. During inspection and testing of dry pipe systems, CUSTOMER must provide COMPANY full access to all low point auxiliary drains (drum drips) so that residual water from testing can be drained. CUSTOMER acknowledges their duty to perform regular, proper draining of low point auxiliary drains in accordance with the intervals described in NFPA 25 and otherwise required. If any dry pipe or pre-action systems are included in this Agreement, inspection or testing of proper pitch or slope of the pipe is excluded and is outside the scope of this Agreement.

TEMPERATURE: CUSTOMER shall ensure that all areas of the building containing water-filled sprinkler pipe or components shall be maintained at a minimum temperature of 40°F. COMPANY is not responsible for assessing or maintaining building conditions including, but not limited to, the heating, cooling, insulation and conditioning of spaces in which water-filled piping is located. Conditions of temperature are outside the scope of this inspection.

PRICING: Unless specifically stated otherwise, CUSTOMER is to pay applicable sales tax, all other taxes, false alarm fees, building permit fees, and other charges imposed by any government authority, or fire department. FSI also charges for travel time to and from your location. If CUSTOMER fails to keep an appointment or denies access to the work site, FSI reserves the right to bill for lost time. Unless otherwise specified, all prices are F.O.B. Smyrna, GA, or if dropped shipped, F.O.B. manufacturer's warehouse.

CUSTOMER understands that the scope of work can change. If the scope of work changes, unanticipated problems develop, or delays are caused by others, an equitable adjustment to the price shall be made. Specific causes of adjustments include, but are not limited to, additional repairs and testing required by failures caused by your use of a fire systems contractor other than FSI, other trades such as failure of room integrity tests, additional equipment required by government officials such as seismic bracing or double backflow preventers, schedule changes due to CUSTOMER's convenience, additions, or changes due to lack of water pressure. By authorizing this work, CUSTOMER agrees to these potential price adjustments.

PAYMENT TERMS: FSI will bill CUSTOMER for the services or materials that FSI provides. CUSTOMER agrees to pay all bills within thirty (30) days after receipt. CUSTOMER agrees to pay FSI regardless of whether CUSTOMER has been paid by third parties not subject to this Agreement. If CUSTOMER requires FSI to execute any of CUSTOMER's documents, and there is a conflict between the language of this Agreement and the language of CUSTOMER's document, the terms and conditions of this Agreement shall prevail. In the event that FSI commences legal action for payment, CUSTOMER agrees to pay all of our reasonable legal fees and costs. In case of late payments, CUSTOMER agrees to pay interest at the rate of two (2%) percent plus the prime rate of interest per month. Until the total purchase price of the equipment sold hereunder is paid by the CUSTOMER, FSI shall have a purchase money security interest in the equipment. CUSTOMER authorizes FSI to file any and all financing statements or liens with respect to such security interest without the additional signature of the CUSTOMER wherever such filing is permitted by law. CUSTOMER acknowledges that payment for system or equipment installation is not contingent upon the performance of the final system test. Final turnover test will be itemized and billed under a separate invoice upon completion of same.

LIMITATION OF LIABILITY/WARRANTIES: THE TOTAL LIABILITY OF FSI TO THE CUSTOMER FOR ALL CLAIMS OR SUITS OF ANY KIND, WHETHER BASED UPON CONTRACT, TORT (INCLUDING NEGLIGENCE), WARRANTY, STRICT LIABILITY, OR OTHERWISE, FOR ANY LOSSES, DAMAGES, COSTS, OR EXPENSES OF ANY KIND WHATSOEVER ARISING OUT OF, RESULTING FROM, OR RELATED TO THE PERFORMANCE OR BREACH OF THIS AGREEMENT SHALL, UNDER NO CIRCUMSTANCES, EXCEED THE ANNUAL VALUE OF THE INSPECTION AGREEMENT PRICE. NEITHER FSI, NOR ITS SUCCESSORS OR ASSIGNS, OR ITS SHAREHOLDERS, PARTNERS, DIRECTORS, OFFICERS, AGENTS, EMPLOYEES, OR REPRESENTATIVES, SHALL BE LIABLE TO THE CUSTOMER FOR CONSEQUENTIAL, SPECIAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR PUNITIVE DAMAGES OR LOSSES, INCLUDING REVENUES FROM LOSS OF USE, COST OF CAPITAL, LOSS OF GOODWILL, LOSS OF REVENUES, RENT OR PROFIT, AND THE CUSTOMER HEREBY SPECIFICALLY RELEASES FSI AND EACH OF SUCH PERSONS FROM ANY SUCH LIABILITY.

THE GUARANTEES AND WARRANTIES SET FORTH IN THIS AGREEMENT ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR OTHERWISE. THERE ARE NO OTHER WARRANTIES, AGREEMENTS, OR UNDERSTANDINGS, WRITTEN OR ORAL, WITH RESPECT TO THE WORK PERFORMED BY FSI THAT EXTENDS BEYOND THOSE SET FORTH IN THIS AGREEMENT.

FSI CANNOT GUARANTEE THAT WORK WILL BE COMPLETED WITHIN A PARTICULAR TIME PERIOD OR BY A PARTICULAR DATE, AND FSI, THEREFORE, CANNOT BE HELD RESPONSIBLE FOR THE FAILURE OR INABILITY OF FSI OR ANYONE ELSE TO COMPLETE WORK WITHIN A PARTICULAR TIME PERIOD OR BY A PARTICULAR DATE.



ALLSERVICES ONECOMPANY

Alarm...Extinguisher...Special hazard...Vehicle...Exit lights...Sprinkler

www.firesystems.net

Phone: (770)333-7979

INSURANCE/WAIVER OF SUBROGATION: FSI IS NOT AN INSURER. CUSTOMER is responsible for obtaining all insurance that CUSTOMER, in its sole discretion, deems necessary, including coverage for personal injury and property damage. The Pricing under this Agreement is not related in any way to the value of any of the property where the services under this Agreement are being rendered. CUSTOMER hereby waives any and all rights of recovery against FSI, its officers, members, agents, and employees, occurring on, arising out of, or related to, this Agreement, and any performance, or failure of performance, including but not limited to, breach of contract, intentional or negligent acts or omissions, to the extent such loss or damage is covered by proceeds received from the insurance of CUSTOMER or CUSTOMER's other contractors or agents, required to be carried by CUSTOMER under this Agreement. This waiver of subrogation provision shall be limited to (i) loss or damage to property, and (ii) injury or death to any person. CUSTOMER shall indemnify and hold FSI harmless against any loss or expense, including reasonable attorneys' fees, resulting from CUSTOMER's failure to provide an effective waiver.

FORCE MAJEURE:

Except with respect to CUSTOMER's obligation to make timely payments when due, FSI shall not be held responsible for any delay or failure in performance of any part of this Agreement to the extent such delay or failure is caused by fire, flood, explosion, war, strike, embargo, government requirement, civil, or military authority, act of God, nature or the public enemy, inability to secure material or transportation facilities, act or omission of carriers or any other causes beyond its reasonable control.

PROTECTION OF FSI:

This Agreement is intended only for CUSTOMER's benefit. Therefore, CUSTOMER agrees to protect, indemnify, defend, release, and hold FSI harmless and FSI's related parties from liability against all third parties claims or losses (including reasonable attorneys' fees) brought against FSI which relate in any way to any services or materials provided by FSI, or any other services or materials which CUSTOMER claims FSI should have provided. FSI's related parties include FSI's affiliated corporate entities, officers, directors, members, agents, employees and subcontractors.

This protection/indemnity covers claims brought against FSI by CUSTOMER's insurance company. It also includes claims against FSI arising under contract, warranty, FSI's own intentional and negligent acts or omissions, negligent misrepresentation, strict product liability, cross-claims or other claims for indemnification or contribution, or any other theory of liability whatsoever.

DISPUTES/CHOICE OF LAW:

At FSI's sole and exclusive option, any dispute shall be decided by Arbitration under the Commercial Rules of JAMS Arbitration, Mediation and ADR Services, or by litigation in the Superior Court of Georgia. This Agreement shall in all respects be interpreted, construed in accordance with, and governed by, the internal laws of the State of Georgia, without regard to its rules on conflict of laws. Each of the parties hereby irrevocably submits to the exclusive jurisdiction of the local, state, and federal courts located in Georgia in any action, suit, or proceeding relating to, or in connection with, this Agreement. The venue of any dispute shall be Cobb County, Georgia. Nothing in this section shall affect or limit any right to serve process in any manner permitted by law, to bring proceedings in the courts of any jurisdiction, or to enforce in any lawful manner a judgment obtained in one jurisdiction in any other jurisdiction.

CUSTOMER must bring any lawsuit against FSI within one (1) year after the act, omission, or event giving rise to the lawsuit. If CUSTOMER does not, then CUSTOMER shall have no right to sue FSI, and FSI shall have no liability to CUSTOMER for that claim. It is critical that CUSTOMER brings any claim in a timely manner. Time is of the essence. Both parties waive our respective right to a jury trial.

TERM OF AGREEMENT:

The term of this Agreement shall be one (1) year. This Agreement shall automatically renew for an additional term on the anniversary of the effective date of the Agreement, unless written notice of termination is given by the non-renewing party to the other party no later than sixty (60) days prior to the anniversary renewal date. This Agreement shall apply to all services and work provided by FSI during the term of this Agreement.

SCOPE OF AGREEMENT:

This Agreement constitutes the entire agreement between the parties. All previous agreements, communications, representations, warranties, and negotiations between the parties have been merged with, integrated into, and superseded by this Agreement. CUSTOMER agrees that the terms and conditions of this Agreement shall govern notwithstanding any inconsistent or additional terms and conditions of any purchase order or other document submitted by CUSTOMER, even if signed by FSI. This Agreement is not binding on FSI until FSI signs it, or services are commenced under this Agreement, which commencement constitutes FSI's acceptance. If FSI do not approve this Agreement, FSI's only obligation is to refund any advance payments CUSTOMER has made for services not yet rendered.

This Agreement sets forth the terms and conditions of any work performed, or materials provided. It is understood that CUSTOMER have the authority to authorize FSI to perform services for both buildings that CUSTOMER owns and/or buildings that CUSTOMER does not own but manages or has an agreement to provide services. "FSI" and "COMPANY" refers to Fire Systems, Inc. and "CUSTOMER" refers to you, our customer. By permitting us to work on CUSTOMER's premises, accepting equipment, or by signing this work order or quote, CUSTOMER accepts all of these terms and conditions as explicitly stated.

Submitted by:

Customer
Authorized representativeFire Systems, Inc.
Authorized representative

By: _____

By: _____

Print name: Steven W. Miller

Print name: _____

Title: Mayor

Title: _____

Date: October 16, 2023

Date: _____



COUNCIL AGENDA REPORT

FROM: Ron Carter

CC: City Clerk
Public Information

SUBJECT: New Public Works Facility Electrical Quotes

DATE: 10/11/2023

COUNCIL MEETING DATE: 10/16/2023

RECOMMENDATION

Award job to lowest quote from ServiceWise Electric for \$26,540.01

REPORT-IN-BRIEF

Three quotes were obtained from T. Allen Electric Inc., ServiceWise Electric, and NeSmith Electric, Inc.

The amount of each quote was:

T. Allen Electric Inc. - \$30,960.00

ServiceWise Electric - \$26, 540.01

NeSmith Electric, Inc. - \$32, 211.00

DISCUSSION

None

CONCURRENCES

Finance and Administration

FISCAL IMPACT

\$26,540.01

ALTERNATIVES

Status quo

ATTACHMENTS

Quotes

T. Allen Electric, Inc.
 1466 Upper Bethany Road
 Ball Ground, GA 30107
 770-479-6271
 tallenelectric1@gmail.com

Estimate

ADDRESS
 City of Holly Springs

ESTIMATE #	DATE	
2113	10/04/2023	

TRACKING NO.
 Maintenance Building

DESCRIPTION	QTY	RATE	AMOUNT
Warehouse.			0.00
200 Watt LED high bay lights.	10	527.00	5,270.00
200 Watt LED high bay lights with emergency backup..	2	862.00	1,724.00
Remote switch and contactor for warehouse lights.	1	420.00	420.00
Quad receptacles.	12	367.00	4,404.00
Car lift. 20a 240v.	1	556.00	556.00
Compressor. 30a 240v	1	646.00	646.00
115 Watt outside wall pack.	10	496.00	4,960.00
Emergency/exit lights.	3	417.00	1,251.00
HVAC mini split unit.	1	877.00	877.00
Gas furnace 120v, 20a circuit and switch.	2	656.00	1,312.00
Wall fans 120v, 20a circuit and switch.	2	763.00	1,526.00
Office			0.00
Lights	4	234.00	936.00
Receptacles	6	145.00	870.00
Emergency Light	1	167.00	167.00
Circuit	1	380.00	380.00
Switch	1	145.00	145.00
Bathroom			0.00
Light	1	215.00	215.00
Exhaust fan	1	195.00	195.00
GFI receptacle	1	175.00	175.00
Emergency light	1	167.00	167.00
Circuit	1	380.00	380.00

WS Agenda Item IV-K

DESCRIPTION	QTY	RATE	AMOUNT
Switch	1	145.00	145.00
Closet			0.00
Light	1	215.00	215.00
Receptacle	1	145.00	145.00
Switch	1	145.00	145.00
Circuit	1	380.00	380.00
200 amp, 240 volt, single phase, underground service. Price includes bonding to building steel, delta grounding system and 3/4" pressure treated plywood backer board..	1	3,354.00	3,354.00

Maintenance Building	SUBTOTAL	30,960.00
	TAX	0.00
	TOTAL	\$30,960.00

Accepted By

Accepted Date



ServiceWise Electric

City of Holly Springs
3237 Holly Springs Pkwy
Holly Springs, GA 30115

☎ (770) 828-6647
✉ rcarter@hollyspringsga.us

ESTIMATE	#7714
ESTIMATE DATE	Oct 9, 2023
SERVICE DATE	Oct 6, 2023
TOTAL	\$26,540.01

SERVICE ADDRESS

956 Univeter Rd
Canton, GA 30115

CONTACT US

2883 Holly Springs Pkwy
Canton, GA 30115

☎ (404) 704-4903
✉ service@servicewiseelectrical.com

ESTIMATE

Services	qty	unit price	amount
PANEL AND SERVICE EQUIPMENT - 150-200 AMP main electrical service - Add'l Work 150-200 AMP main electrical service, underground service. 200 amp 120/240 volt meter disconnect on the exterior, Plywood backer w/ 40 circuit main lug panel on the interior, grounding system with three point bonding.	1.0	\$4,631.30	\$4,631.30
3/4" Conduit - EMT Run EMT conduit to add circuit at proposed location. All conduit will have screw type connectors and couplings and strapped per the NEC. Conduit will run for all dedicated and race ways for lighting (indoor and out), emergency/exit, Outlets, switches, lift, compressor, mini split, Gas furnace, point of use water heater and wall fan. Price does not include wire, this is for conduit only. This includes labor to run conduit surface mounted.	2500.0	\$2.31	\$5,775.00
1/2"-1" Conduit - WIRE (THHN COPPER) Run up to 100' #12-#10 THHN copper conductor in conduit from main panel to location to be terminated. Circuit includes single phase circuit (2) Hot conductors 120-240 volts with neutral conductor (if needed) and ground wire. lighting (indoor and out), emergency/exit, Outlets, switches, lift, compressor, mini split, Gas furnace, wall fan, dedicated circuit for bathroom outlet, (3) indoor lighting circuits, outside lighting circuit, outlet circuit for office outlets and circuit for office lighting, bath fan circuit and point of use water heater.	6000.0	\$1.59	\$9,540.00
High bay lights 200 watt LED UFO fixtures. (10) lights and (2) emergency lights.	12.0	\$93.10	\$1,117.20

WALL PACKS	10.0	\$155.29	\$1,552.90
115 watt LED wall packs			
LIGHTS AND FANS - LED LAY-IN	11.0	\$157.21	\$1,729.31
Provide and install LED lay-in fixture. 2x2 lay-in LED light fixture, install new LED flat panel fixture and wire to the whip from lighting to 1900 box for lighting branch circuit.			
LIGHTS AND FANS - Exit/emergency Sign	5.0	\$39.84	\$199.20
Provide and install new LED exit sign with Battery backup.			
REMODEL/ADDITION - BATHFAN - NEW	1.0	\$197.10	\$197.10
Provide and install a 100 cfm Panasonic bath fan.			

Services subtotal: \$24,742.01

Materials	qty	unit price	amount
LIFT - Scissor lift 24'	2.0	\$899.00	\$1,798.00
Provide scissor lift 24' for one day. Weekly price			

Materials subtotal: \$1,798.00

 Steven W. Miller, Mayor

 Date

Attest:

Subtotal

\$26,540.01

Total**\$26,540.01**

 Karen Norred, City Clerk
 (Seal)

ServiceWise Electric thanks you for the opportunity to earn your business. Our work will be completed in accordance with all local/state code and authorities. All labor and material is included in the scope of work except for light fixtures that are provided by the home owner. Any questions/concerns - please contact our office. Please visit our website to pay your invoice online. www.servicewiseelectrical.com *estimate is valid for 30 days for service work and 15 days for projects. please call office if over time frame to confirm pricing* ** A 2.9% convenience fee will be added to all credit card transactions**

NeSmith Electric, Inc.

211 Miller Heights
Canton, GA 30115

Estimate

Date	Estimate #
10/11/2023	5962

Name / Address
City of Holly Springs Ron Carter

Project

956 Univeter Rd.

Description	Cost	Total
985 Univeter Rd Holly Springs, GA		
Electrical permit	600.00	600.00
Lift rental fees	1,000.00	1,000.00
Furnish and install (10) 200 watt LED high bay light fixtures	4,679.00	4,679.00
Furnish and install (2) 200 watt LED EM High bay light fixtures	1,316.00	1,316.00
Furnish and install remote switch and contractor for light fixtures	281.00	281.00
Furnish and install 12 quad outlets (3 circuits)	6,350.00	6,350.00
Wire 20 amp 240 volt car lift	900.00	900.00
Wire 30 amp 240 volt compressor	1,000.00	1,000.00
Furnish and install (10) 115 watt wall packs	4,510.00	4,510.00
Furnish and install 3 emergency/exit lights	1,350.00	1,350.00
Wire 1 mini split unit	1,000.00	1,000.00
Wire 2 gas furnaces	900.00	900.00
Wire 2 wall fans	900.00	900.00
Furnish and install (4) 2X4 LED light fixtures in office	1,052.00	1,052.00
Furnish and install 6 receptacles in the office	800.00	800.00
Furnish and install 1 emergency light in the office	150.00	150.00
Furnish and install 1 switch in the office	150.00	150.00
Furnish and install (1) 2X4 LED light in the bathroom	263.00	263.00
Wire 1 exhaust fan in the bathroom	85.00	85.00
Wire 1 GFI receptacle in the bathroom	200.00	200.00
Furnish and install 1 emergency light in the bathroom	150.00	150.00
Furnish and install 1 switch in the bathroom	150.00	150.00
Furnish and install 1 light fixture in the closet	225.00	225.00
Furnish and install 1 receptacle in the closet	150.00	150.00
Furnish and install 1 switch in the closet	150.00	150.00
Furnish and install 1 circuit for the closet and the bathroom	200.00	200.00
Furnish and install (1) 200 amp panel single phase	1,200.00	1,200.00
Furnish and install (1) 200 amp meter disconnect single phase	1,200.00	1,200.00
		Total

**City of Holly Springs
City Council Work Session Meeting Minutes
September 7, 2023**

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

Elected Officials Absent: Councilwoman Dee Phillips.

Staff Present: 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, 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 Pro Tem Zenchuk gave the invocation.

IV. Public Comments

No public comments were made.

V. Presentations

Mayor Miller recognized the All-American Citizen Team Plan Proclamation

VI. New Business

- A. Discussed MA-11-2023, Ben Lively with Sunward Properties requests rezoning of 1.99 +/- acres located off of Edmondson Lane, Holly Springs, GA, tax parcel 106D of tax plat 15N16, from GC, General Commercial, to TND, Traditional Neighborhood Development
- B. Discussed awarding the bid for the Barrett Memorial and Taylor's Farm/Barrett Springs Parks improvement project to Magnum Contracting, LLC
- C. Discussed the Proposed 2023 Millage Rate of 3.841 mills

VII. Adjournment

Mayor Pro Tem Zenchuk made a motion to adjourn. Councilman Moore seconded the motion. Motion carried 4-0.

**City of Holly Springs
Special Called Meeting Minutes
September 7, 2023**

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

Elected Officials Absent: Councilwoman Dee Phillips.

Staff Present: 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, and Information Technology Manager/Facilities Manager Ron Carter.

I. Call to Order

Mayor Miller called the meeting to order.

II. New Business

- A. Mayor Pro Tem Zenchuk made a motion to approve an ordinance to set the 2023 Millage Rate of 3.841 mills. Councilman Wilbur seconded the motion. Motion carried 4-0.

III. Adjournment

Mayor Pro Tem Zenchuk 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 Public Hearing Minutes
September 7, 2023
11:00 a.m.**

Elected Officials Present: Mayor Steven W. Miller, Councilman Kevin Moore and Councilman Jeff Wilbur.

Elected Officials Not Present: Mayor Pro Tem Michael Roy Zenchuk II, Councilman Kyle Whitaker and Councilwoman Dee Phillips.

Staff Present: City Manager Robert H. Logan, City Clerk/Human Resources Director Karen Norred, Assistant City Clerk/Records Manager Lou Stewart, Finance Director Denise Lamazares, Communications & External Affairs Director Erin Honea, Accounting Specialist Becky Bruce and Accountant Dana McKenzie.

I. Call to Order

Mayor Miller called the public hearing to order.

II. Business/Public Hearing

- A. Finance Director Denise Lamazares gave an overview of the proposed 2023 Millage Rate.

III. Public Comments

No public comments were made.

IV. Adjournment

Councilman Wilbur made a motion to adjourn. Councilman Moore seconded the motion. Motion carried 3-0.

Meeting adjourned.

Respectfully Submitted.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

**City of Holly Springs
City Council Public Hearing Minutes
September 7, 2023
6:30 p.m.**

Elected Officials Present: Mayor Steven W. Miller, Councilman Kevin Moore and Councilman Kyle Whitaker.

Elected Officials Not Present: Mayor Pro Tem Michael Roy Zenchuk II, Councilman Jeff Wilbur and Councilwoman Dee Phillips.

Staff Present: City Manager Robert H. Logan, City Clerk/Human Resources Director Karen Norred, Assistant City Clerk/Records Manager Lou Stewart, Finance Director Denise Lamazares, Chief Tommy Keheley and Information Technology Manager/Facilities Manager Ron Carter.

I. Call to Order

Mayor Miller called the public hearing to order.

II. Business/Public Hearing

- A. Finance Director Denise Lamazares gave an overview of the proposed 2023 Millage Rate.

III. Public Comments

Ms. Rhonda Mims asked for information concerning the proposed millage rate.

IV. Adjournment

Councilman Whitaker made a motion to adjourn. Councilman Moore seconded the motion. Motion carried 3-0.

Meeting adjourned.

Respectfully Submitted.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

**City of Holly Springs
City Council Work Session Minutes
September 25, 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 Not Present: Councilman Kevin Moore

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, 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 Work Session to order.

II. Public Comments

None.

III. New Business

- A. Discussed the Intergovernmental Agreement for the I-575 and Sixes Road Area Transportation Plan
- B. Discussed the declaration of covenants, conditions, restrictions and easements for the City of Holly Springs Town Center City Homes
- C. Discussed the professional interior design and Architect/Engineering support services for a new City Hall
- D. Discussed change order number one (1) from Stonecrest Homes for the Train Depot
- E. Discussed Rule 15c2-12 Certificate of the City of Holly Springs, Georgia under the Securities Exchange Act
- F. Discussed an estimate from Commercial Building & Doors, Inc. for the public works build out
- G. Discussed amendment three to the contract for professional services between the City of Holly Springs and Optech Monette, LLC
- H. Discussed the fourth amendment to the Workforce Innovation and Opportunity Act contract
- I. Discussed the Cherokee County E911 Memorandum of Understanding

- J. Discussed the release of maintenance bonds for Carson Creek, Phases 3, 4, and 5 of The Gardens at Harmony, and The Retreat of Holly Springs subdivisions
- K. Discussed a resolution to accept and authorize streets to become publicly maintained streets in The Retreat at Holly Springs subdivision
- L. Discussed a resolution to accept and authorize streets to become publicly maintained streets in The Gardens of Harmony subdivision, Phases 3, 4 and 5
- M. Discussed the policy revisions for the Holly Springs Police Department Operations Manual Section 11.1 – Use of Force

IV. ADJOURNMENT

Councilwoman Phillips made a motion to adjourn. Councilman Wilbur seconded the motion. Motion carried 4-0.

**City of Holly Springs
City Council Business Meeting Minutes
September 25, 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 Not Present: Councilman Kevin Moore

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, 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 Steven W. Miller called the Business Meeting to order.

II. Pledge of Allegiance

Mayor Steven W. Miller led the Pledge of Allegiance.

III. Invocation

Mayor Pro Tem Zenchuk gave the invocation.

IV. Presentations

Tree Commission member Mandy Lynn recognized Patrick and Marion Locke for the Yard of the Month.

Councilman Whitaker made a motion to move New Business items A through O to the consent agenda. Councilman Wilbur seconded the motion. Motion carried 5-0.

V. Consent Agenda

A. August 7, 2023 Council Work Session and Special Called Meeting Minutes

B. August 21, 2023 City Council Public Hearing Minutes

C. August 21, 2023 Council Work Session and Council Business Meeting Minutes

D. Approve/deny awarding the bid for Barrett Memorial and Taylor's Farm/Barrett Springs Parks improvement project to Magnum Contracting, LLC, to include contract approval in an amount not to exceed \$1,210,107

New Business Items

A. The Intergovernmental Agreement for the I-575 and Sixes Road Area Transportation Plan among Cherokee County, Georgia, City of Holly Springs, Georgia, City of Woodstock, Georgia and the Cherokee Office of Economic Development

- B. The declaration of covenants, conditions, restrictions and easements for the City of Holly Springs Town Center City Homes
- C. The professional interior design and Architect/Engineering support services for a new City Hall at Holly Springs Town Center proposal from CPL Architects, Engineers, Landscape Architect and Surveyor D.P.C (P.C) dba CPL
- D. Change order number one (1) from Stonecrest Homes for the Train Depot in an amount not to exceed \$25,094
- E. Rule 15c2-12 Certificate of the City of Holly Springs Georgia under the Securities Exchange Act of 1934 in connection with the offering and sale of the Urban Redevelopment Agency of the City of Holly Springs, Georgia Revenue Bonds Series 2023, and to ratify the Mayor's signature
- F. Estimate # 1654 from Commercial Building & Doors, Inc. for the public works build out in an amount not to exceed \$21,450
- G. Amendment three to the contract for professional services between the City of Holly Springs, Georgia and Optech Monette, LLC
- H. The fourth amendment of Workforce Innovation and Opportunity Act contract number WD2210.4
- I. The Cherokee County E911 Memorandum of Understanding between Cherokee County, Georgia and the City of Holly Springs, Georgia and to ratify the City Manager's signature
- J. Release of Carson Creek Subdivision Tree Maintenance Bond #609203770
- K. Release of The Gardens of Harmony Phase 3, Maintenance Bond #SU1141683, Phase 4, Maintenance Bond #CMS0326332, and Phase 5, Maintenance Bond #K13508963
- L. Release of The Retreat at Holly Springs for Maintenance Bond # US00106121SU21A, Maintenance Paving Bond #US001127472SU21A-M, Curb/Sidewalks Maintenance Bond #US00112743SU21A-M and Landscaping Maintenance Bond #US00112744SU21A-M
- M. A resolution to accept and authorize streets to become publicly maintained streets in The Gardens of Harmony subdivision, Phases 3, 4 and 5, to include Gardens of Harmony Drive, Rosemont Avenue, Rockwood Court and Greenbow Lane
- N. A resolution to accept and authorize streets to become publicly maintained streets in The Retreat at Holly Springs subdivision, to include Chapelcrest Lane and Knowles Place

- O. The policy revisions for the Holly Springs Police Department Operations Manual, Section 11.1- Use of Force

Councilwoman Phillips made a motion to approve the consent agenda. Mayor Pro Tem Zenchuk seconded the motion. Motion carried 4-0.

VI. Unfinished Business Items

- A. Mayor Pro Tem Zenchuk made a motion to approve ordinance MA-11-2023, Ben Lively with Sunward Properties requests rezoning of 1.99 +/- acres located off of Edmondson Lane, Holly Springs, GA, tax parcel 106D of tax plat 15N16, Land Lot 775 of the 15th District of Cherokee County and identified in Exhibits A, Location Map and B, Conceptual Site Plan, from GC, General Commercial, to TND, Traditional Neighborhood Development with staff stipulations as outlined in Rezoning Ordinance MA-11-2023. Councilman Whitaker seconded the motion. Motion carried 4-0.

VII. New Business

Items A through O were moved to the consent agenda.

VIII. Reports

Finance Director Denise Lamazares informed Mayor and Council that the August monthly financial report was included in the packet.

IX. Adjournment

Mayor Pro Tem Zenchuk made a motion to adjourn. Councilwoman Phillips seconded the motion. Motion carried 4-0.

Meeting adjourned.

Respectfully Submitted.

Attest:

Steven W. Miller, Mayor

Karen Norred, City Clerk
(Seal)



FINANCIAL HIGHLIGHTS
As of September 30, 2023



Budget Summary
75% 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	5,627,136	46.70%
Operating Grant Fund	75,353	75,000	102,030	136.04%
American Rescue Plan (ARP) Act of 2021	2,003	5,769,200	62,326	1.08%
Parks & Recreation Fund	484,836	500,000	2,257,548	451.51%
Tax Allocation District	279,561	300,135	122,498	40.81%
Hotel/Motel Tax Fund	4,765	6,000	4,225	70.42%
Urban Redevelopment Agency	3,785,668	3,454,000	2,523,759	73.07%
SPLOST III Fund	2,982	290,000	22,150	7.64%
SPLOST V Fund	4,272,346	11,835,000	5,193,337	43.88%
Town Center Fund	4,185,668	3,754,000	2,848,759	75.89%
Debt Service Fund	649,368	2,300,135	3,258,430	141.66%
Stormwater Utility Fund	471,014	470,000	14,772	3.14%
TOTAL REVENUES - ALL FUNDS	\$ 25,548,319	\$ 40,803,470	\$ 22,036,969	54.01%

EXPENDITURES/EXPENSES BY FUND				
General Fund	12,323,943	12,050,000	9,617,125	79.81%
Operating Grant Fund	75,353	75,000	113,047	150.73%
American Rescue Plan (ARP) Act of 2021	-	5,769,200	3,280,065	56.85%
Parks & Recreation Fund	291,689	500,000	2,324,686	464.94%
Tax Allocation District	-	300,135	39,619	13.20%
Hotel/Motel Tax Fund	3,945	6,000	6,640	110.67%
Urban Redevelopment Agency	3,785,668	3,454,000	2,523,759	73.07%
SPLOST III Fund	269,746	290,000	41,530	14.32%
SPLOST V Fund	4,058,237	11,835,000	4,520,866	38.20%
Town Center Fund	4,151,922	3,754,000	4,432,194	118.07%
Debt Service Fund	1,081,371	2,300,135	1,289,371	56.06%
Stormwater Utility Fund	793,309	470,000	99,075	21.08%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 26,835,183	\$ 40,803,470	\$ 28,287,977	69.33%



**Comparison to Prior Year
75% of year lapsed**

	09/30/2022 Actual (audited)	2022 Annual Amended Budget	% of Annual Budget	09/30/2023 Actual	2023 Budget	% of Annual Budget
REVENUES BY FUND						
General Fund	3,245,913	12,450,000	26.07%	5,627,136	12,050,000	46.70%
Operating Grant Fund	56,905	90,000	63.23%	102,030	75,000	136.04%
American Rescue Plan (ARP) Act of 2021	2,884,555	5,767,700	50.01%	62,326	5,769,200	1.08%
Parks & Recreation Fund	362,745	407,150	89.09%	2,257,548	500,000	451.51%
Tax Allocation District	-	275,000	0.00%	122,498	300,135	40.81%
Hotel/Motel Tax Fund	3,110	6,000	51.83%	4,225	6,000	70.42%
Urban Redevelopment Agency	2,105,137	9,375,000	22.45%	2,523,759	3,454,000	73.07%
SPLOST III Fund	2,982	286,000	1.04%	22,150	290,000	7.64%
SPLOST V Fund	2,306,600	7,950,000	29.01%	5,193,337	11,835,000	43.88%
Town Center Fund	2,105,137	9,428,400	22.33%	2,848,759	3,754,000	75.89%
Debt Service Fund	179,368	1,084,000	16.55%	3,258,430	2,300,135	141.66%
Stormwater Utility Fund	19,812	460,000	4.31%	14,772	470,000	3.14%
TOTAL REVENUES - ALL FUNDS	\$ 13,272,264	\$ 47,579,250	27.90%	\$ 22,036,969	\$ 40,803,470	54.01%
EXPENDITURES/EXPENSES BY FUND						
General Fund	8,161,328	10,375,000	78.66%	9,617,125	12,050,000	79.81%
Operating Grant Fund	58,215	90,000	64.68%	113,047	75,000	150.73%
American Rescue Plan (ARP) Act of 2021	-	5,767,700	0.00%	3,280,065	5,769,200	56.85%
Parks & Recreation Fund	260,056	407,150	63.87%	2,324,686	500,000	464.94%
Tax Allocation District	-	-	0.00%	39,619	300,135	13.20%
Hotel/Motel Tax Fund	3,945	6,000	65.75%	6,640	6,000	110.67%
Urban Redevelopment Agency	2,105,137	9,375,000	22.45%	2,523,759	3,454,000	73.07%
SPLOST III Fund	-	286,000	0.00%	41,530	290,000	14.32%
SPLOST V Fund	3,012,195	7,950,000	37.89%	4,520,866	11,835,000	38.20%
Town Center Fund	2,082,291	9,428,400	22.09%	4,432,194	3,754,000	118.07%
Debt Service Fund	930,149	2,000,000	46.51%	1,289,371	2,300,135	56.06%
Stormwater Utility Fund	172,532	460,000	37.51%	99,075	470,000	21.08%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 16,785,848	\$ 46,145,250	36.38%	\$ 28,287,977	\$ 40,803,470	69.33%



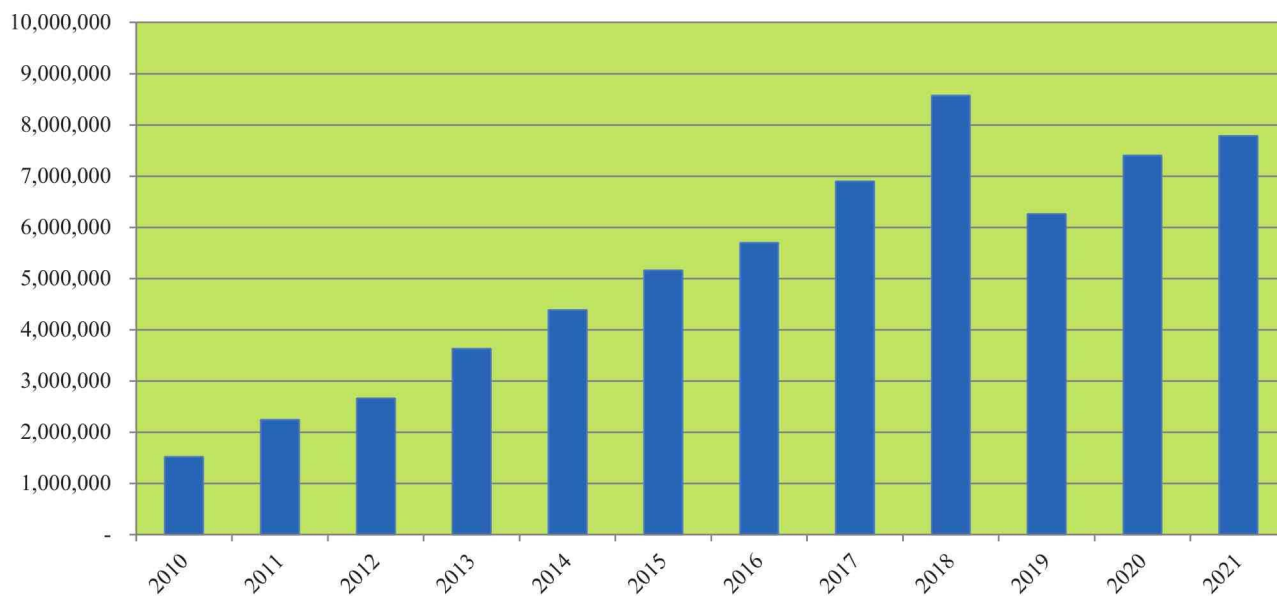
Changes in Fund Balance/Net Position
As of September 30, 2023

Unaudited

Fund	Balance as of 1/1/2023 (audited)	Revenues	Expenditures/ Expenses	Balance as of 9/30/2023	Net Increase/ (Decrease)
General Fund	7,789,731	5,627,136	9,617,125	3,799,742	(3,989,989)
Operating Grant Fund	37,137	102,030	113,047	26,120	(11,017)
American Rescue Plan (ARP) Act of 2021	2,471	62,326	3,280,065	(3,215,268)	(3,217,739)
Parks & Recreation Fund	979,642	2,257,548	2,324,686	912,504	(67,138)
Tax Allocation District	279,561	122,498	39,619	362,440	82,879
Hotel/ Motel Tax Fund	9,350	4,225	6,640	6,935	(2,415)
Urban Redevelopment Agency	-	2,523,759	2,523,759	-	-
SPLOST III Fund	19,381	22,150	41,530	-	(19,381)
SPLOST V Fund	(318,356)	5,193,337	4,520,866	354,115	672,471
Town Center Fund	(359,093)	2,848,759	4,432,194	(1,942,528)	(1,583,435)
Debt Service Fund	3,314	3,258,430	1,289,371	1,972,373	1,969,059
Stormwater Utility Fund	6,688,553	14,772	99,075	6,604,251	(84,302)
	\$ 15,131,691	\$ 22,036,969	\$ 28,287,977	\$ 8,880,684	\$ (6,251,007)

General Fund - History of Fund Balance

GENERAL FUND FUND BALANCE



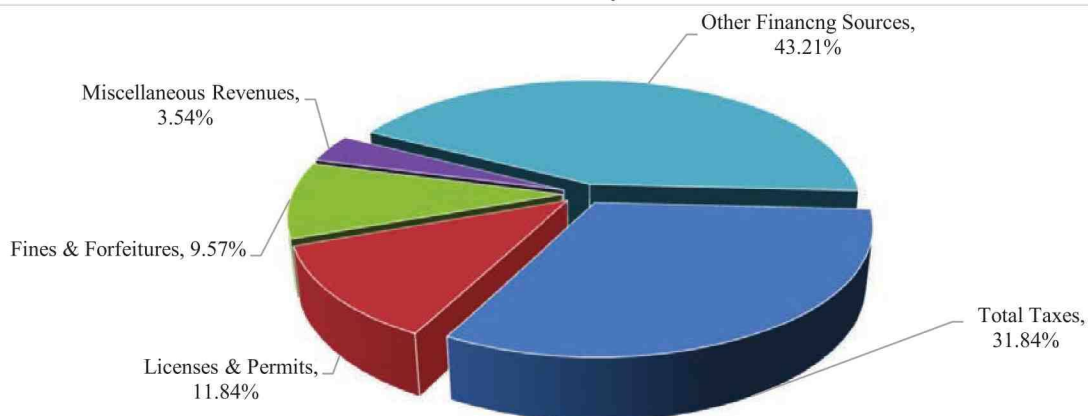


Budget Comparison Report - General Fund

75% of year lapsed

REVENUES	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Property Taxes	3,818	6,105,000	178,542	2.92%
Motor Vehicle Taxes	2,305	40,000	17,855	44.64%
Motor Vehicle Title Ad Valorem Tax	65,301	700,000	640,598	91.51%
Mobile Home Tax	-	150	91	60.46%
Recording Intangible Taxes	4,862	100,000	45,548	45.55%
Penalties & Interest	724	10,000	8,452	84.52%
Fifa Fees	105	2,000	1,995	99.75%
Franchise Tax	-	525,000	568,449	108.28%
Railroad Equipment Car Tax	-	1,000	-	0.00%
Real Estate Transfer Tax	645	20,000	7,275	36.38%
Business & Occupation Tax	1,218	80,000	74,367	92.96%
Financial Institutions Tax	-	2,500	2,449	97.96%
Insurance Premium Tax	-	1,500,000	-	0.00%
Total Taxes	78,978	9,658,150	1,791,577	18.55%
Licenses & Permits	60,438	1,501,310	666,498	44.39%
Fines & Forfeitures	38,203	548,450	538,477	98.18%
Miscellaneous Revenues	3,985	64,978	68,616	105.60%
Interest Income	13,295	15,000	130,599	870.66%
Transfer from Other Funds	-	-	1,920,000	100%
Proceeds from the Sale of Assets	-	25,000	69,835	279.34%
Inception of Capital Leases	-	232,112	441,534	190.22%
Donation from Private Sources	-	5,000	-	0.00%
TOTAL GENERAL FUND REVENUES	\$ 194,899	\$ 12,050,000	\$ 5,627,136	46.70%

Revenues by Source



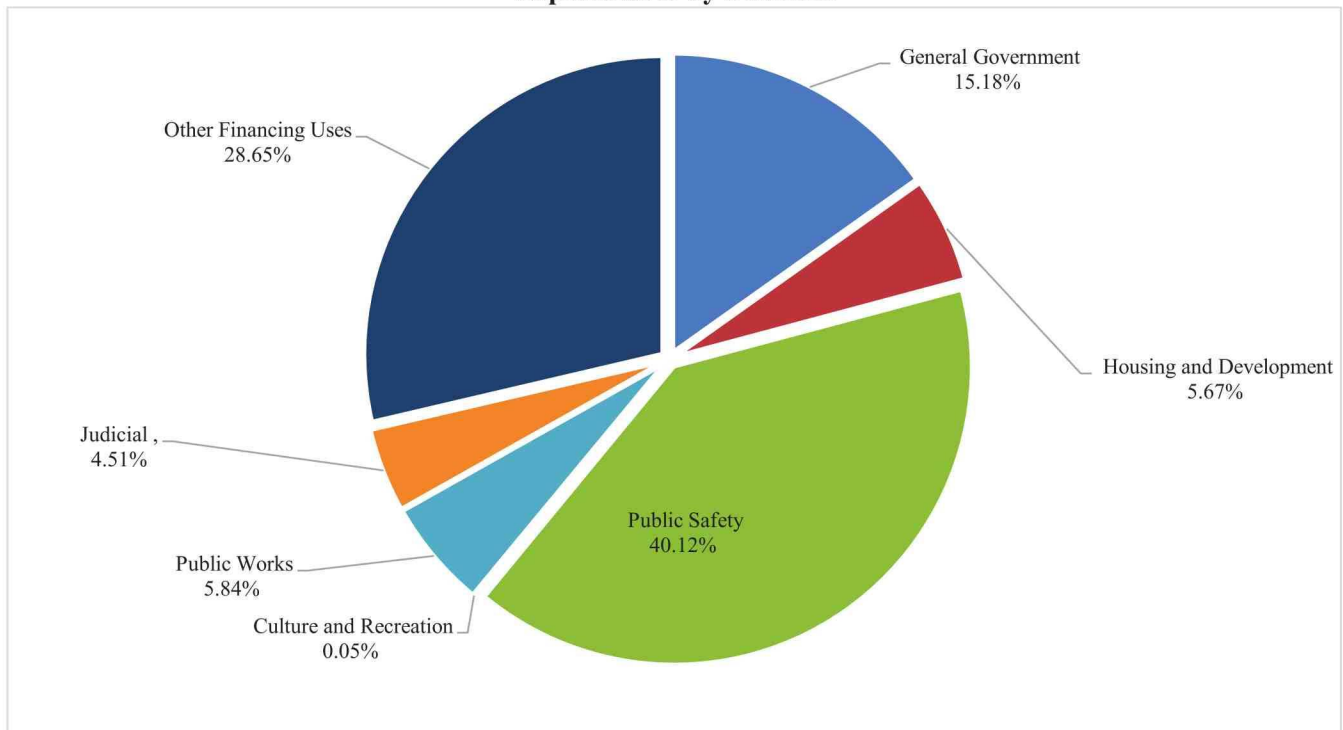


Budget Comparison Report - General Fund

75% of year lapsed

EXPENDITURES	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
General Government	111,006	2,062,948	1,459,441	70.75%
Housing and Development	60,156	793,905	544,992	68.65%
Public Safety	327,890	4,799,724	3,858,088	80.38%
Culture and Recreation	-	39,000	4,414	11.32%
Public Works	55,191	3,760,280	561,720	14.94%
Judicial	44,845	434,771	433,420	99.69%
Other Financing Uses	-	-	2,755,050	100%
TOTAL GENERAL FUND EXPENDITURES	\$ 599,088	\$ 11,890,628	\$ 9,617,125	80.88%

Expenditures by Function





Budget Comparison Report - All Funds
75% 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	5,627,136	46.70%
Expenditures:	12,323,943	12,050,000	9,617,125	79.81%
Excess Revenues over (under) Expenditures	(989,187)	-	(3,989,989)	
<u>AMERICAN RESCUE PLAN (ARP) ACT OF 2021</u>				
Revenues:	2,003	5,769,200	62,326	1.08%
Expenditures:	-	5,769,200	3,280,065	56.85%
Excess Revenues over (under) Expenditures	2,003	-	(3,217,739)	
<u>OPERATING GRANT FUND</u>				
Revenues:	75,353	75,000	102,030	136.04%
Expenditures:	75,353	75,000	113,047	150.73%
Excess Revenues over (under) Expenditures	-	-	(11,017)	
<u>PARKS & RECREATION FUND</u>				
Revenues:	484,836	500,000	2,257,548	451.51%
Expenditures:	291,689	500,000	2,324,686	464.94%
Excess Revenues over (under) Expenditures	193,147	-	(67,138)	
<u>TAX ALLOCATION DISTRICT</u>				
Revenues:	279,561	300,135	122,498	40.81%
Expenditures:	-	300,135	39,619	13.20%
Excess Revenues over (under) Expenditures	279,561	-	82,879	
<u>HOTEL/MOTEL TAX FUND</u>				
Revenues:	4,765	6,000	4,225	70.42%
Expenditures:	3,945	6,000	6,640	110.67%
Excess Revenues over (under) Expenditures	820	-	(2,415)	



Budget Comparison Report - All Funds
75% 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	2,523,759	73.07%
Expenditures:	3,785,668	3,454,000	2,523,759	73.07%
Excess Revenues over (under) Expenditures	-	-	-	
<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	5,193,337	43.88%
Expenditures:	4,058,237	11,835,000	4,520,866	38.20%
Excess Revenues over (under) Expenditures	214,109	-	672,471	
<u>TOWN CENTER FUND</u>				
Revenues:	4,185,668	3,754,000	2,848,759	75.89%
Expenditures:	4,151,922	3,754,000	4,432,194	118.07%
Excess Revenues over (under) Expenditures	33,745	-	(1,583,435)	
<u>DEBT SERVICE FUND</u>				
Revenues:	649,368	2,300,135	3,258,430	141.66%
Expenditures:	1,081,371	2,300,135	1,289,371	56.06%
Excess Revenues over (under) Expenditures	(432,003)	-	1,969,059	
<u>STORMWATER UTILITY FUND</u>				
Revenues:	471,014	470,000	14,772	3.14%
Expenses:	793,309	470,000	99,075	21.08%
Excess Revenues over (under) Expenses	(322,295)	-	(84,302)	



Investments
As of September 30, 2023

South State Bank

Downtown Development Authority - CD .75%	100,000
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Subtotal Ameris Bank	\$ 100,000
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Goldman Sachs Autocallable GS Momentum Builder	208,623
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	156,146
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	\$ 3,299,533
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Total Investments	\$ 3,399,533
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Cash
As of September 30, 2023

Ameris Bank

Downtown Development Authority - Checking	6,486
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Subtotal Ameris Bank	\$ 6,486
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South State Bank

General Fund	687,048
Main Street Board	79,426
American Rescue Plan (ARP) Act of 2021	2,551,337
Parks & Recreation Fund	946,584
Tax Allocation District (TAD)	244,964
Hotel Motel Tax Fund	6,398
Money Market Account	2,769,054
Municipal Court Fund	54,080
Operating Grant Fund	16,998
Police Forfeiture Account	7,963
Police Seized Asset Account	26
SPLOST V	154,760
Town Center Fund	499,775
Debt Service Fund	1,972,372
Stormwater Utility Fund	66,654
Tree Replacement Fund	30,436

Subtotal South State Bank	\$ 10,087,876
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South State Investment Services

Budget Stabilization Cash Account	91
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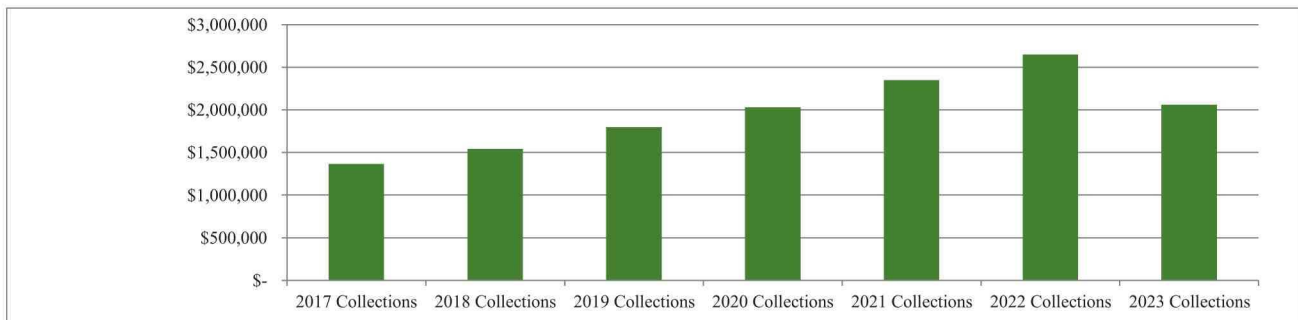
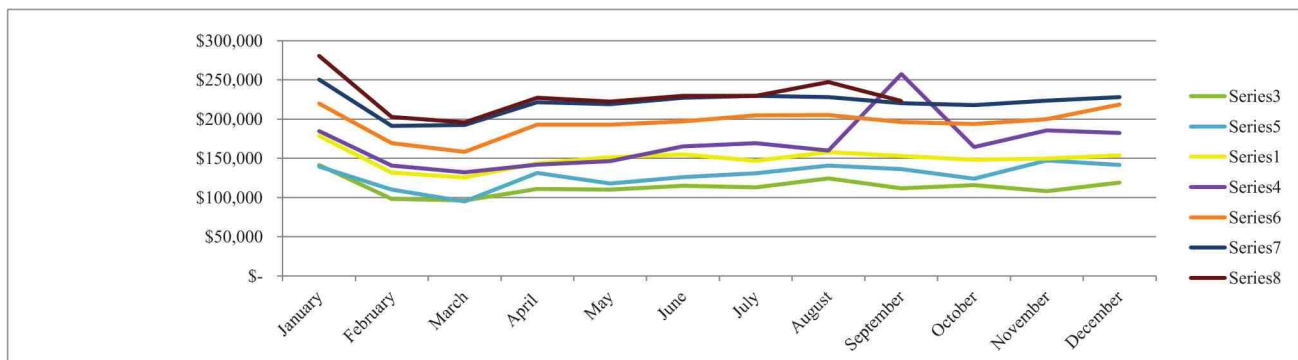
Subtotal South State Investment Services	\$ 91
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Total Cash	\$ 10,094,453
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Special Purpose Local Option Sales Tax Collections
As of September 30, 2023

	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	229,934	1.16%
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		
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	\$ 2,059,273	





**Downtown Development Authority
As of September 30, 2023**

Revenues	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Interest Revenue	25	\$0	25	100%
Miscellaneous Revenue	-	5,000	-	0.00%
Proceeds from Sale of Property	-	2,300,000	2,700,000	117.39%
TOTAL REVENUES	\$ 25	\$2,305,000	\$ 2,700,025	117.14%

Expenditures				
Dues & Fees	-	500	305	61.00%
Training	-	250	100	40.00%
Water & Sewer	-	250	-	0.00%
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	\$ -	\$ 2,305,000	\$ 2,700,405	117.15%



GENERAL FUND REVENUE DETAIL
As of September 30, 2023

	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Real Property Tax	3,818	6,105,000	178,542	2.92%
Real Property Tax - Public Utility	-	58,000	-	0.00%
Personal Property Tax	-	180,000	20,655	11.47%
Motor Vehicle Tax	2,305	40,000	17,855	44.64%
Motor Vehicle Title Ad Valorem Tax	65,301	700,000	640,598	91.51%
Apportioned Vehicles (AAVT)	-	4,000	4,129	103.23%
Mobile Home Tax	-	150	91	60.46%
Intangible Tax	4,862	100,000	45,548	45.55%
Railroad Equipment Car Tax	-	1,000	-	0.00%
Real Estate Transfer Tax	645	20,000	7,275	36.38%
Franchise Tax - Electric	-	525,000	568,449	108.28%
Franchise Tax - Gas	-	100,000	82,558	82.56%
Franchise Tax - Cable	-	225,000	134,383	59.73%
Franchise Tax - Telephone	-	5,500	4,232	76.94%
Business & Occupational Tax	1,218	80,000	74,367	92.96%
Insurance Premium Tax	-	1,500,000	-	0.00%
Financial Institutions Tax	-	2,500	2,449	97.96%
Penalties & Interest	724	10,000	8,452	84.52%
FiFa Fees	105	2,000	1,995	99.75%
Total Taxes	78,978	9,658,150	1,791,577	18.55%
Alcoholic Beverage Licenses	-	75,000	2,600	3.47%
Alcohol Pouring Permit	285	5,000	4,535	90.70%
Zoning and Land Use Permits	500	12,500	9,027	72.22%
Planning and Development Fees	-	25,000	-	0.00%
Sign Permit Fees	450	2,500	1,150	46.00%
Special Event Permits	-	250	150	60.00%
Vacant Lot Registration	-	30	25	83.33%
Personal Transportation Veh Permit	10	30	170	566.67%
Other Licenses and Permits	95	5,000	1,670	33.40%
Building Permit Revenue	46,906	1,000,000	483,788	48.38%
Certificate of Occupancy Fees	8,500	150,000	71,500	47.67%
Building Permit - Reinspection Fees	-	25,000	1,400	5.60%
Building Permit-Sub Fee	3,422	75,000	36,183	48.24%
Occupational Tax Late Fees	29	1,000	898	89.83%
Plan Review Fees	241	125,000	53,402	42.72%
Total Licenses and Permits	60,438	1,501,310	666,498	44.39%
Municipal Court Fines	38,203	500,000	490,986	98.20%
Cash confiscations-Forfeitures	-	250	126	50.56%
Proceeds From Sale of Confiscations	-	750	665	88.67%
Court Costs	-	12,000	300	2.50%
Drug Testing Fees	-	150	-	0.00%
Expungements	-	50	-	0.00%
Tree Recompense Revenue	-	5,000	26,400	528.00%
Other Fines & Forfeitures-Code	-	30,000	20,000	66.67%
Other Forfeitures	-	250	-	0.00%
Total Fines and Forfeitures	38,203	548,450	538,477	98.18%



GENERAL FUND REVENUE DETAIL
As of September 30, 2023

	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Grant Revenue	1,854	5,000	14,907	298.13%
Probation Fees	979	20,000	11,644	58.22%
Printing and Duplicating Service Fees	-	200	148	73.81%
Advertising Fees	-	500	-	0.00%
Accident/Incident Reports	175	2,000	1,780	89.00%
Wrecker Service Contract	-	18,500	18,500	100.00%
Background Checks	75	750	770	102.67%
Bad Check Fees	-	100	-	0.00%
Miscellaneous Revenue	123	10,428	3,246	31.13%
Rents and Royalties	780	5,000	780	15.60%
Reimbursement for Damaged Property	-	2,500	16,841	673.65%
Total Miscellaneous Income	3,985	64,978	68,616	105.60%
Interest Revenue	13,295	10,000	130,599	1305.99%
Unrealized Gain or Loss on Investments	-	5,000	-	0.00%
Total Investment Income	13,295	15,000	130,599	870.66%
Inception of Capitla Leases	-	232,112	441,534	190.22%
Transfers from other funds	-	-	1,920,000	100%
Proceeds from Sale of Assets	-	25,000	69,835	279.34%
Donations from Private Sources	-	5,000	-	0.00%
Total Other Financing Sources	-	262,112	2,431,369	927.61%
TOTAL GENERAL FUND REVENUES	\$ 194,899	\$ 12,050,000	\$ 5,627,136	46.70%



**General Fund Expenditures
As of September 30, 2023**

	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
<i>Governing Body</i>				
Salaries & Wages-Council	3,500	42,000	31,500	75.00%
Employee Benefits-Medical	7,575	90,863	68,227	75.09%
Employee Benefits-Dental	325	3,854	2,924	75.87%
Employee Benefits-ADD Life	69	882	692	78.47%
FICA	131	2,604	1,180	45.32%
Medicare	31	609	276	45.33%
Employee Benefits-Retirement	-	3,488	2,325	66.67%
Unemployment	17	144	151	105.00%
Workers Comp Insurance	(8)	107	109	102.09%
<i>Total Salaries and Benefits</i>	11,639	144,551	107,385	74.29%
Communications	45	600	558	92.94%
Travel	-	2,000	595	29.76%
Dues and Fees	73	750	1,304	173.81%
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%
<i>Total Operations</i>	118	8,200	3,273	39.91%
<i>City Manager</i>				
Salaries & Wages	13,073	169,950	124,194	73.08%
Employee Benefits-Medical	939	10,162	7,653	75.31%
Employee Benefits-Dental	92	1,086	825	75.97%
Employee Benefits-ADD Life	12	147	123	83.33%
Employee Benefits-Disability	84	1,008	840	83.33%
FICA	808	9,114	7,680	84.27%
Medicare	189	2,464	1,796	72.89%
Employee Benefits-Retirement	-	14,115	9,410	66.67%
Unemployment	-	38	46	120.00%
Workers' Comp. Insurance	(58)	727	742	102.09%
<i>Total Salaries and Benefits</i>	15,140	208,811	153,308	73.42%
Communications	40	600	513	85.44%
Travel	-	50	-	0.00%
Dues and Fees	555	2,000	2,188	109.41%
Education and Training	-	1,500	797	53.13%
Other Expenditures	-	1,000	834	83.43%
General Supplies and Materials	-	250	50	19.92%
Small Equipment	-	-	440	100%
<i>Total Operations</i>	595	5,400	4,822	89.29%
<i>City Clerk</i>				
Salaries & Wages	13,806	165,576	115,451	69.73%
Employee Benefits-Medical	2,726	51,786	21,386	41.30%
Employee Benefits-Dental	76	1,658	548	33.07%
Employee Benefits-ADD Life	31	368	245	66.59%
Employee Benefits-Disability	116	1,078	944	87.57%
FICA	812	10,266	6,786	66.10%
Medicare	190	2,401	1,587	66.10%
Employee Benefits-Retirement	-	13,752	9,168	66.67%
Unemployment	-	95	131	138.06%
Workers' Comp. Insurance	(33)	422	431	102.09%
<i>Total Salaries and Benefits</i>	17,723	247,402	156,677	63.33%



**General Fund Expenditures
As of September 30, 2023**

	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Professional Services	-	5,000	-	0.00%
Communications	63	300	594	198.07%
Advertising	-	250	-	0.00%
Travel	39	2,500	39	1.57%
Dues and Fees	149	6,500	4,505	69.31%
Education and Training	-	1,500	600	40.00%
Other Expenditures	115	500	289	57.78%
General Supplies and Materials	-	250	426	170.40%
General Supplies - Postage	9	200	103	51.69%
Small Equipment	-	3,500	2,626	75.02%
Software	-	21,000	3,432	16.34%
Other Supplies - Uniforms	-	150	-	0.00%
Total Operations	375	41,650	12,614	30.29%
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	17,827	220,027	164,234	74.64%
Salaries & Wages OVERTIME	-	-	12	100%
Employee Benefits-Medical	5,380	81,993	45,438	55.42%
Employee Benefits-Dental	44	2,173	394	18.12%
Employee Benefits-ADD Life	37	441	343	77.78%
Employee Benefits-Disability	162	1,417	1,515	106.94%
FICA	1,024	13,642	9,481	69.50%
Medicare	240	3,190	2,217	69.50%
Employee Benefits-Retirement	-	18,275	12,183	66.67%
Unemployment	-	114	137	120.00%
Workers' Comp. Insurance	(44)	561	573	102.09%
Total Salaries and Benefits	24,668	341,833	236,527	69.19%
Professional Services - Audit	-	27,750	17,150	61.80%
Advertising/Promotions	-	1,500	2,555	170.36%
Printing and Binding	-	2,000	983	49.17%
Travel	336	150	385	256.86%
Dues and Fees	706	12,500	8,318	66.54%
Education and Training	-	1,500	919	61.27%
Other Expenditures	-	150	204	135.76%
General Supplies and Materials	-	1,000	1,136	113.56%
General Supplies-Postage	87	6,000	5,957	99.29%
Small Equipment	1,125	250	1,337	534.72%
Software	-	5,200	4,950	95.19%
Total Operations	2,254	58,000	43,894	75.68%
Licensing				
Salaries & Wages	1,870	24,307	17,838	73.38%
Employee Benefits-Medical	751	4,674	6,795	145.38%
Employee Benefits-Dental	27	204	225	110.25%
Employee Benefits-ADD Life	6	74	61	82.73%
Employee Benefits-Disability	15	171	156	91.22%
FICA	103	1,507	981	65.11%
Medicare	24	352	229	65.19%
Employee Benefits-Retirement	-	2,019	1,346	66.67%
Unemployment	-	19	23	120.00%
Workers' Comp. Insurance	(2)	31	32	102.06%
Total Salaries and Benefits	2,794	33,358	27,686	83.00%



General Fund Expenditures
As of September 30, 2023

	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
General Supplies and Materials	-	100	-	0.00%
General Supplies - Postage	-	1,500	1,114	74.26%
Other Supplies-Uniforms	-	75	-	0.00%
Total Operations	-	1,675	1,114	66.50%
Legal				
Professional Services - Legal	1,129	15,000	27,804	185.36%
Total Operations	1,129	15,000	27,804	185.36%
Information Technology				
Salaries & Wages	6,128	79,660	59,011	74.08%
Employee Benefits-Medical	795	18,119	7,156	39.50%
Employee Benefits-Dental	92	1,086	825	75.97%
Employee Benefits-ADD Life	8	147	80	54.15%
Employee Benefits-Disability	56	480	546	113.72%
FICA	357	4,939	3,436	69.58%
Medicare	83	1,155	804	69.58%
Employee Benefits-Retirement	-	6,616	4,411	66.67%
Unemployment	-	38	46	120.00%
Workers' Comp. Insurance	(16)	203	207	102.09%
Total Salaries and Benefits	7,502	112,443	76,521	68.05%
Professional Services		25,000	-	0.00%
Communications	122	600	916	152.61%
Dues and Fees	-	500	479	95.78%
Other Expenditures	25	250	130	52.07%
General Supplies and Materials	-	500	2	0.40%
Small Equipment	-	3,500	7,300	208.57%
Software	9,967	135,000	170,896	126.59%
Total Operations	10,115	165,350	179,723	108.69%
Human Resources				
Salaries & Wages	4,437	57,686	40,478	70.17%
Employee Benefits-Medical	421	5,081	3,792	74.63%
Employee Benefits-Dental	14	164	123	74.96%
Employee Benefits-ADD Life	6	74	61	82.72%
Employee Benefits-Disability	40	389	401	103.16%
FICA	269	3,577	2,457	68.70%
Medicare	63	836	575	68.74%
Employee Benefits-Retirement	-	4,791	3,194	66.67%
Unemployment	-	19	12	65.68%
Workers' Comp. Insurance	(12)	147	150	102.09%
Total Salaries and Benefits	5,239	72,764	51,244	70.42%



**General Fund Expenditures
As of September 30, 2023**

	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Professional Services	-	30,000	-	0.00%
Advertising/Promotions	-	100	-	0.00%
Communications	23	300	204	67.94%
Travel	-	1,000	597	59.70%
Dues and Fees	-	1,500	861	57.42%
Education and Training	-	1,000	285	28.50%
Other Expenditures	26	500	91	18.18%
General Supplies and Materials	-	250	297	118.91%
General Supplies-Postage	-	200	-	0.00%
Small Equipment	-	3,500	247	7.07%
Software	-	6,000	1,167	19.44%
Other Supplies - Uniforms	-	150	-	0.00%
Total Operations	49	44,500	3,750	8.43%
Risk Management				
Professional Services	-	15,000	15,000	100.00%
Liability Insurance	-	256,800	183,619	71.50%
Total Operations	-	271,800	198,619	73.08%
General Government Building				
Salaries & Wages	4,938	67,365	44,741	66.42%
Employee Benefits-Medical	790	10,162	7,114	70.01%
Employee Benefits-Dental	27	326	246	75.40%
Employee Benefits-ADD Life	12	147	123	83.33%
Employee Benefits-Disability	32	334	322	96.43%
FICA	297	4,177	2,692	64.45%
Medicare	70	977	630	64.45%
Employee Benefits-Retirement	-	3,926	2,617	66.67%
Unemployment	7	76	98	129.33%
Workers' Comp. Insurance	(390)	4,921	5,024	102.09%
Total Salaries and Benefits	5,783	92,411	63,607	68.83%
General Government Building (Continued)				
Issuance Cost	-	-	45,000	100%
Professional Services	600	250	600	240.00%
Disposal - Garbage	30	500	245	48.91%
Lawn Care	-	350	241	68.76%
Pest Control	166	1,600	1,237	77.31%
Repairs and Maintenance	521	16,000	4,331	27.07%
Repairs and Maintenance - Vehicles	425	2,500	11,762	470.49%
Rental of Equipment	661	6,500	5,292	81.41%
Communications	1,257	12,000	14,340	119.50%
Printing and Binding	-	-	4	100%
Dues and Fees	-	750	856	114.15%
Other Expenditures	-	2,000	521	26.06%
General Supplies and Materials	87	8,000	5,962	74.53%
General Supplies - postage	-	-	9	100%
Water and Sewer	364	2,000	5,945	297.23%
Natural Gas	96	2,000	1,788	89.41%
Electricity	1,318	15,000	8,977	59.85%
Gasoline and Diesel	357	3,500	2,584	73.84%
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	5,882	75,800	110,873	146.27%
TOTAL GENERAL GOVERNMENT	\$ 111,006	\$ 2,062,948	\$ 1,459,441	70.75%



**General Fund Expenditures
As of September 30, 2023**

	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
<i>Municipal Court</i>				
Salaries & Wages	12,704	177,070	120,722	68.18%
Salaries & Wages - Overtime	-	1,000	-	0.00%
Employee Benefits-Medical	3,955	55,613	37,691	67.77%
Employee Benefits-Dental	124	2,131	1,290	60.53%
Employee Benefits-ADD Life	37	441	368	83.33%
Employee Benefits-Disability	116	1,170	1,147	98.05%
FICA	747	11,040	7,057	63.92%
Medicare	175	2,582	1,650	63.92%
Employee Benefits-Retirement	-	13,793	9,195	66.67%
Unemployment	-	152	137	90.00%
Workers' Compensation	(36)	454	463	102.09%
<i>Total Salaries and Benefits</i>	<u>17,821</u>	<u>265,446</u>	<u>179,721</u>	<u>67.71%</u>
Professional Services - Public Defender	130	10,000	3,992	39.92%
Professional Services - Solicitor/Judge	8,541	120,000	68,541	57.12%
Rental of Equipment	113	1,750	1,056	60.33%
Communications	38	500	342	68.42%
Advertising	-	50	-	0.00%
Printing & Binding	-	100	-	0.00%
Travel	-	1,000	537	53.70%
Dues and Fees	-	750	1,032	137.57%
Education and Training	-	675	1,150	170.37%
Other Expenditures	-	150	139	92.53%
General Supplies and Materials	17	1,500	579	38.60%
General Supplies and Materials Postage	60	750	402	53.65%
Food Supplies	238	4,100	1,596	38.92%
Small Equipment	-	500	110	22.00%
Software	1,145	20,000	8,869	44.35%
Intergovernmental - Inmate Housing	220	7,500	23,320	310.93%
Payment to Other Agencies	16,522	-	142,035	100%
<i>Total Operations</i>	<u>27,024</u>	<u>169,325</u>	<u>253,700</u>	<u>149.83%</u>
TOTAL JUDICIAL	<u>\$ 44,845</u>	<u>\$ 434,771</u>	<u>\$ 433,420</u>	<u>99.69%</u>
<i>Police Administration</i>				
Salaries & Wages	42,280	566,854	388,405	68.52%
Salaries & Wages-Overtime	219	4,000	744	18.61%
Employee Benefits-Medical	8,208	95,310	65,598	68.83%
Employee Benefits-Dental	373	3,892	3,019	77.57%
Employee Benefits-ADD Life	78	956	680	71.12%
Employee Benefits-Disability	363	3,478	3,363	96.69%
FICA	2,569	35,641	23,543	66.06%
Medicare	601	8,335	5,506	66.06%
Employee Benefits-Retirement	-	45,231	30,154	66.67%
Unemployment	13	304	371	122.03%
Workers' Compensation	(1,416)	17,862	18,235	102.09%
<i>Total Salaries and Benefits</i>	<u>53,288</u>	<u>781,863</u>	<u>539,618</u>	<u>69.02%</u>
Professional Services	-	1,000	350	35.00%
Repairs & Maintenance	-	-	5,383	100%
Repair & Maintenance-Vehicle	186	5,500	6,447	117.22%
Rental of Equipment	482	5,000	4,305	86.09%
Communications	364	2,500	2,130	85.19%
Advertising	-	5,000	2,758	55.17%
Printing and Binding	-	600	-	0.00%
Travel	1,878	6,000	2,919	48.65%
Dues and Fees	53	5,000	4,163	83.27%
Education and Training	-	6,000	3,117	51.95%
Other Expenditures	30	2,000	898	44.91%
General Supplies and Materials	-	2,000	1,086	54.32%
General Supplies - Postage	71	1,000	424	42.35%
Gasoline/Diesel	1,561	18,000	8,578	47.66%
Small Equipment	-	4,000	1,979	49.49%
Software	11	1,000	118	11.80%



General Fund Expenditures
As of September 30, 2023

	September 2023			% of Annual
	Transactions	2023 Budget	YTD Transactions	Budget
Other Supplies - Uniforms	-	4,500	2,030	45.11%
Capitaloutlay - Vehicles	-	-	151,901	100%
Total Operations and Capital	<u>4,636</u>	<u>69,100</u>	<u>198,587</u>	<u>287.39%</u>
Criminal Investigation Division				
Salaries & Wages	24,888	290,027	256,912	88.58%
Salaries & Wages-Overtime	-	6,000	2,722	45.36%
Employee Benefits-Medical	7,703	82,116	67,261	81.91%
Employee Benefits-Dental	394	4,345	3,355	77.21%
Employee Benefits-ADD Life	61	588	588	100.00%
Employee Benefits-Disability	235	1,823	2,255	123.72%
FICA	1,480	18,354	15,349	83.63%
Medicare	346	4,292	3,590	83.64%
Employee Benefits-Retirement	-	24,587	16,391	66.67%
Unemployment	-	152	182	120.00%
Workers' Compensation	(876)	11,057	11,288	102.09%
Total Salaries and Benefits	<u>34,231</u>	<u>443,341</u>	<u>379,892</u>	<u>85.69%</u>
Professional Services	-	750	-	0.00%
Repair & Maintenanane	-	-	2,991	100%
Repair & Maintenance-Vehicle	36	3,000	5,357	178.57%
Communications	217	1,500	2,076	138.40%
Printing and Binding	-	250	216	86.40%
Travel	-	2,000	719	35.97%
Dues and Fees	-	750	430	57.39%
Education and Training	-	2,500	1,095	43.80%
Other Expenditures	-	500	667	133.39%
General Supplies and Materials	-	1,000	269	26.89%
General Supplies and Materials-Postage	-	50	-	0.00%
Gasoline and Diesel	1,238	10,000	7,569	75.69%
Small Equipment	-	3,000	2,990	99.67%
Software	-	5,500	4,220	76.74%
Other Supplies - Uniforms	-	1,000	1,074	107.40%
Total Operations and Capital	<u>1,491</u>	<u>31,800</u>	<u>29,674</u>	<u>93.31%</u>
Vice				
Salaries & Wages	5,206	64,598	50,764	78.59%
Salaries & Wages-Overtime	180	2,000	4,585	229.26%
Employee Benefits-Medical	795	10,162	7,152	70.38%
Employee Benefits-Dental	27	328	246	74.94%
Employee Benefits-ADD Life	12	147	123	83.33%
Employee Benefits-Disability	44	397	431	108.67%
FICA	319	4,129	3,292	79.72%
Medicare	75	966	770	79.69%
Employee Benefits-Retirement	-	5,531	3,687	66.67%
Unemployment	-	38	46	120.00%
Workers' Compensation	(197)	2,487	2,539	102.09%
Capital Outlay - Vehicles	-	-	42,574	100%
Total Salaries and Benefits	<u>6,459</u>	<u>90,783</u>	<u>116,209</u>	<u>128.01%</u>



**General Fund Expenditures
As of September 30, 2023**

	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Repairs & Maintenance Vehicles	6	2,500	209	8.35%
Repairs & Maintenance	-	-	598	100%
Dues and Fees	(2,752)	100	(2,711)	-2711.22%
Gasoline	354	5,000	2,352	47.04%
Small Equipment	-	-	2,026	100%
Total Operations and Capital	(2,392)	7,600	2,474	32.56%
Patrol				
Salaries & Wages	125,195	1,767,665	1,196,637	67.70%
Salaries & Wages-Overtime	2,903	52,000	26,851	51.64%
Employee Benefits-Medical	33,199	440,306	302,060	68.60%
Employee Benefits-Dental	1,333	19,737	11,784	59.71%
Employee Benefits-ADD Life	282	4,116	2,915	70.83%
Employee Benefits-Disability	1,008	11,314	10,469	92.53%
FICA	7,602	113,191	72,555	64.10%
Medicare	1,778	26,472	16,968	64.10%
Employee Benefits-Retirement	-	151,632	101,089	66.67%
Unemployment	40	1,064	1,285	120.79%
Workers' Compensation	(5,404)	68,189	69,651	102.14%
Total Salaries and Benefits	167,937	2,655,686	1,812,265	68.24%
Professional Services	-	5,000	1,450	29.00%
Repair & Maintenance	-	5,000	22,136	442.72%
Repair & Maintenance-Vehicle	13,486	70,000	81,775	116.82%
Communications	1,896	15,000	17,104	114.03%
Printing and Binding	-	500	179	35.80%
Travel	347	7,000	2,966	42.37%
Dues and Fees	3	4,000	4,942	123.54%
Education & Training	-	12,000	5,556	46.30%
Other Expenditures	-	2,000	1,305	65.26%
General Supplies and Materials	89	4,000	2,529	63.22%
Gasoline and Diesel	10,658	130,000	71,728	55.18%
Small Equipment	-	20,000	20,139	100.69%
Software	-	20,000	20,513	102.57%
Other Supplies - Uniforms	3,845	51,000	20,365	39.93%
Capital Outlay - Vehicles	-	-	201,620	100%
Capital Outlay - Machinery & Equipment	6,157	-	6,157	100%
Payment to Other Agencies	1,410	7,500	12,781	170.41%
Total Operations and Capital	37,891	353,000	493,244	139.73%
Police Training				
Salaries & Wages	3,553	68,488	48,839	71.31%
Salaries & Wages-Overtime	-	2,000	580	29.00%
Employee Benefits-Medical	(832)	10,163	5,881	57.87%
Employee Benefits-Dental	(27)	328	191	58.28%
Employee Benefits-ADD Life	-	147	86	58.33%
Employee Benefits-Disability	-	441	327	74.05%
FICA	200	4,370	3,008	68.84%
Medicare	47	1,022	703	68.83%
Employee Benefits-Retirement	-	5,854	3,903	66.67%
Unemployment	-	38	46	120.00%
Workers' Compensation	(209)	2,633	2,688	102.09%
Total Salaries and Benefits	2,731	95,484	66,252	69.39%
Repair & Maintenance-Vehicle	6	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	68	2,000	515	25.75%
Weapons Supplies & Ammunition	-	40,000	5,551	13.88%
Gasoline and Diesel	-	2,000	1,231	61.57%
Small Equipment	4,013	10,000	5,343	53.43%
Other Supplies - Uniforms	-	500	717	143.30%



**General Fund Expenditures
As of September 30, 2023**

	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Capital Outlay - Vehicles	-	-	45,439	100%
Intergovernmental	-	2,500	2,500	100.00%
Total Operations and Capital	4,087	69,750	65,286	93.60%
Police Stations and Buildings				
Professional Services	-	250	-	0.00%
Disposal-Garbage/Recycle	91	1,500	734	48.91%
Pest Control	45	1,000	649	64.88%
Repairs and Maintenance	967	12,000	8,910	74.25%
Rental of Land & Building	3,521	45,000	35,213	78.25%
Communications	1,217	12,000	13,978	116.48%
General Supplies and Materials	427	3,000	3,212	107.06%
Water/Sewer	450	5,000	3,792	75.85%
Electricity	1,152	12,000	8,395	69.96%
Small Equipment	-	9,200	310	3.37%
Software	-	1,300	-	0.00%
Total Operations	7,870	102,250	75,193	73.54%
Probation				
Salaries & Wages	6,849	68,691	56,069	81.62%
Employee Benefits-Medical	1,978	10,161	8,656	85.19%
Employee Benefits-Dental	73	328	292	88.91%
Employee Benefits-ADD Life	25	147	135	91.67%
Employee Benefits-Disability	83	426	531	124.75%
FICA	417	4,259	3,450	81.02%
Medicare	97	996	807	81.02%
Employee Benefits-Retirement	-	5,705	3,803	66.67%
Unemployment	4	38	50	131.24%
Workers' Compensation	(203)	2,566	2,620	102.09%
Total Salaries and Benefits	9,323	93,317	76,413	81.88%
Communications	40	500	363	72.53%
Travel	-	500	-	100%
Dues and Fees	48	250	156	62.27%
Education and Training	-	250	-	0.00%
General Supplies and Materials	-	250	66	26.46%
Software	250	3,000	2,250	75.00%
Other Supplies - Uniforms	-	1,000	147	14.70%
Total Operations and Capital	338	5,750	2,981	51.85%
Fire Services				
Intergovernmental-Fire Services	-	-	-	0.00%
Total Fire Services	-	-	-	0.00%
TOTAL PUBLIC SAFETY	\$ 327,890	\$ 4,799,724	\$ 3,858,088	80.38%
Highways and Streets				
Professional Services-Engineering	-	100	1,200	1200.00%
Disposal-Garbage/Recycling	-	1,200	-	0.00%
Pest Control	-	250	699	279.60%
Repairs & Maintenance	3,155	75,000	59,431	79.24%
Repairs & Maintenance-Vehicles	6	5,000	54	1.08%
Rental of Equipment	340	2,000	3,327	166.35%
Dues and Fees	3	-	989	100%
Contract Labor	38,931	475,000	367,929	77.46%
Other Expenditures	-	250	-	0.00%
General Supplies and Materials	-	500	60	11.99%
Water and Sewer	60	-	469	100%
Electricity	61	1,500	477	31.79%
Gasoline/Diesel	625	5,000	2,222	44.44%
Small Equipment	-	1,000	3,366	336.64%
Capital Outlay Infrastructure	-	3,035,480	-	0.00%
Total Operations	43,181	3,602,280	440,224	12.22%



General Fund Expenditures
As of September 30, 2023

	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Street Lights				
Repairs & Maintenance	-	5,000	17,376	347.52%
Electricity-Street Lights	11,779	130,000	94,383	72.60%
Total Street Lights	<u>11,779</u>	<u>135,000</u>	<u>111,759</u>	<u>82.78%</u>
Traffic Lights				
Repairs & Maintenance	-	20,000	7,991	39.96%
Electricity-Traffic Lights	231	3,000	1,747	58.22%
Total Traffic Lights	<u>231</u>	<u>23,000</u>	<u>9,738</u>	<u>42.34%</u>
TOTAL PUBLIC WORKS	\$ 55,191	\$ 3,760,280	\$ 561,720	14.94%
Tree Commission				
Repairs & Maintenance	-	31,500	-	0.00%
Travel	-	750	-	0.00%
Dues and Fees	-	500	-	0.00%
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>414</u>	<u>1.18%</u>
Culture and Recreation				
Intergovernmental-Sequoyah Regional	-	4,000	4,000	100.00%
TOTAL CULTURE AND RECREATION	\$ -	\$ 39,000	\$ 4,414	11.32%
Building Inspections				
Salaries & Wages	17,148	224,867	149,077	66.30%
Employee Benefits-Medical	2,436	38,441	23,250	60.48%
Employee Benefits-Dental	136	1,623	1,072	66.08%
Employee Benefits-ADD Life	37	515	380	73.76%
Employee Benefits-Disability	142	1,521	1,447	95.11%
FICA	1,046	13,973	9,077	64.96%
Medicare	245	3,268	2,123	64.96%
Employee Benefits-Retirement	-	18,718	15,706	83.91%
Unemployment	-	152	182	120.00%
Workers' Compensation	(208)	2,621	2,676	102.09%
Total Salaries and Benefits	<u>20,981</u>	<u>305,699</u>	<u>204,989</u>	<u>67.06%</u>



**General Fund Expenditures
As of September 30, 2023**

	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Professional Services-Legal	-	1,000	-	0.00%
Repairs & Maintenance - Vehicles	136	3,000	1,203	40.10%
Communications	157	2,500	1,409	56.38%
Advertising -Promotions	-	10,000	-	0.00%
Printing & Binding	-	200	-	0.00%
Travel	-	1,000	-	0.00%
Dues and Fees	66	1,000	818	81.84%
Education and Training	1,050	1,000	1,623	162.25%
Other Expenditures	25	250	188	75.05%
General Supplies and Materials	-	250	-	0.00%
General Supplies - Postage	34	-	57	100%
Gasoline/Diesel	301	4,000	1,537	38.43%
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	1,769	30,050	11,199	37.27%
Urban Redevelopment and Housing				
Intergovernmental	-	-	-	0.00%
Total Operations	-	-	-	100%
Planning and Zoning				
Salaries & Wages	14,556	131,441	99,108	75.40%
Employee Benefits-Medical	4,608	28,501	33,154	116.33%
Employee Benefits-Dental	127	390	890	228.22%
Employee Benefits-ADD Life	37	294	259	88.18%
Employee Benefits-Disability	149	1,057	1,193	112.90%
FICA	851	8,149	5,671	69.60%
Medicare	199	1,906	1,329	69.75%
Employee Benefits-Retirement	-	10,917	4,054	37.13%
Unemployment	-	76	90	118.42%
Workers' Compensation	(496)	6,262	4,561	72.83%
Total Salaries and Benefits	20,031	188,993	150,311	79.53%
Professional Services-Engineering	8,155	75,000	48,211	64.28%
Professional Services-Legal	193	7,000	5,460	78.00%
Technical Services - Planning	-	2,500	-	0.00%
Communications	46	600	368	61.41%
Advertising	-	20,000	1,308	6.54%
Printing & Binding	-	500	11,753	2350.65%
Travel	80	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	196	3,000	3,185	106.17%
Other Expenditures	14	250	404	161.58%
General Supplies and Materials	-	250	1,563	625.07%
General Supplies - Postage	29	1,000	514	51.44%
Gasoline & Diesel	-	50	-	0.00%
Small Equipment	-	250	5,339	2135.72%
Software	-	30,500	-	0.00%
Total Operations	8,714	145,150	80,456	55.43%



General Fund Expenditures
As of September 30, 2023

	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
<i>Economic Development</i>				
Salaries & Wages	1,015	13,190	9,625	72.97%
FICA	61	819	575	70.21%
Medicare	14	191	134	70.40%
Employee Benefits - Retirement	-	1,095	730	66.67%
Workers Comp Insurance	(4)	56	57	102.07%
<i>Total Salaries & Benefits</i>	<u>1,085</u>	<u>15,351</u>	<u>11,121</u>	<u>72.45%</u>
Professional Services	-	-	-	0.00%
<i>Total Operations</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>100.00%</u>
<i>Main Street Program</i>				
Salaries and Wages	4,735	60,551	44,915	74.18%
Employee Benefits - Medical	1,508	18,122	13,576	74.91%
Employee Benefits - Dental	92	1,086	825	75.97%
Employee Benefits - Add Life	12	147	123	83.33%
Employee Benefits - Disability	62	635	612	96.40%
FICA	283	3,816	2,683	70.31%
Medicare	66	892	627	70.33%
Employee Benefits - Retirement	-	5,112	3,408	66.67%
Unemployment	-	38	39	102.00%
Workers Comp Insurance	(21)	263	269	102.09%
<i>Total Salaries and Benefits</i>	<u>6,737</u>	<u>90,662</u>	<u>67,076</u>	<u>73.98%</u>
Communications	40	600	528	87.94%
Travel	-	700	388	55.43%
Dues and Fees	-	1,400	1,531	109.38%
Education and Training	800	1,300	1,450	111.54%
Other Expenditures	-	-	143	100%
Supplies - Special Events	-	-	2,200	100%
Software	-	1,000	600	59.99%
<i>Total Operations</i>	<u>840</u>	<u>5,000</u>	<u>6,840</u>	<u>136.80%</u>
<i>Intergovernmental</i>				
Intergovernmental - COED	-	13,000	13,000	100.00%
Total Intergovernmental	<u>-</u>	<u>13,000</u>	<u>13,000</u>	<u>100.00%</u>
TOTAL HOUSING AND DEVELOPMENT	<u>\$ 60,156</u>	<u>\$ 793,905</u>	<u>\$ 544,992</u>	<u>68.65%</u>
<i>Capital Lease</i>				
Capital lease - Interest	3,223	-	18,466	100%
Capital lease - Other debt	-	-	78,722	100%
Capital lease Principal	9,620	113,781	51,269	45.06%
TOTAL CAPITAL LEASE	<u>\$ 12,843</u>	<u>\$ 113,781</u>	<u>\$ 148,457</u>	<u>130.48%</u>
<i>Other Financing Uses</i>				
Transfer to Other Funds	-	45,591	2,606,593	5717.34%
TOTAL OTHER FINANCING USES	<u>\$ -</u>	<u>\$ 45,591</u>	<u>\$ 2,606,593</u>	<u>5717.34%</u>
TOTAL GENERAL FUND EXPENDITURES	<u>\$ 611,932</u>	<u>\$ 12,050,000</u>	<u>\$ 9,617,125</u>	<u>79.81%</u>



**American Rescue Plan (ARP) Act of 2021
As of September 30, 2023**

REVENUES:	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Interest Revenue	8,107	1,500	62,326	4155.08%
Miscellaneous Revenue	-	5,767,700	-	0.00%
TOTAL REVENUES	\$ 8,107	\$ 5,769,200	\$ 62,326	1.08%
EXPENDITURES:				
Intergovernmental Fire Services	-	3,150,975	3,239,490	102.81%
Repairs & Maintenance	-	-	10,575	100%
Capital Outlay - Infrastructure	8,862	2,618,225	30,000	1.15%
TOTAL EXPENDITURES	\$ 8,862	\$ 5,769,200	\$ 3,280,065	56.85%



**Operating Grant Fund
As of September 30, 2023**

REVENUES:	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual 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	9,125	75,000	113,047	150.73%
TOTAL EXPENDITURES	\$ 9,125	\$ 75,000	\$ 113,047	150.73%



Parks&RecreationFund
As of September 30, 2023

REVENUES:	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Alcoholic Bev Excise Tax Beer & Wine	21,653	300,000	194,410	64.80%
Alcoholic Bev Excise Tax Distilled Spirit	8,817	120,000	78,342	65.29%
Local Option Mixed Drink Tax	5,992	60,000	54,308	90.51%
Penalties and Interest	121	-	646	100%
Miscellaneous Revenue	-	-	2	100%
Transfers from General Fund	-	-	1,920,000	100%
Rents and Royalties	791	20,000	9,839	49.20%
TOTAL REVENUES	\$ 37,375	\$ 500,000	\$ 2,257,548	451.51%
EXPENDITURES:				
Disposal-GarbageDepot	-	500	-	0.00%
Pest Control - Depot	45	750	544	72.50%
Repairs & Maintenance - Depot	225	5,000	1,762	35.24%
Communications	138	1,750	1,245	71.13%
General Supplies - Depot	-	1,500	12	0.80%
Water/Sewer - Depot	13	250	104	41.69%
Natural Gas - Depot	-	2,300	1,016	44.16%
Electricity - Depot	614	5,000	2,615	52.29%
Small Equipment - Depot	-	500	-	0.00%
Professional Services	-	-	12,140	100%
Capital Outlay - Buildings	66,908	250,000	66,908	26.76%
Disposal - Garbage Parks	146	1,000	1,167	116.74%
Lawn Care	1,254	8,000	7,149	89.36%
Pest Control - Parks	45	750	518	69.03%
Repairs & Maintenance - Parks	1,622	48,825	32,124	65.79%
Rental - Equipment & Land	-	1,000	-	0.00%
Communications	40	375	363	96.70%
Advertising	-	-	306	100%
Dues and Fees	1,182	500	1,602	320.44%
Contract Labor	-	60,000	27,600	46.00%
General Supplies and Materials - Parks	-	2,000	1,291	64.53%
Water/Sewer - Parks	790	6,000	5,674	94.57%
Electricity - Parks	330	3,500	2,861	81.74%
Small Equipment - Parks	-	500	-	0.00%
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	-	-	10,009	100%
Capital Outlay - Improv Barrett Spring	-	-	6,528	100%
Capital Outlay - Buildings	-	-	737,781	100%
Transfers to Other Funds	-	-	179,368	100%
TOTAL EXPENDITURES	\$ 73,353	\$ 500,000	\$ 2,324,686	464.94%



**Tax Allocation District Fund
As of September 30, 2023**

	September 2023		YTD	% of Annual
REVENUES:	Transactions	2023 Budget	Transactions	Budget
Intergovernmental Cherokee County Governme	-	59,289	4,070	6.86%
Intergovernmental Cherokee County School Di	-	195,255	118,428	60.65%
Transfers from General Fund	-	45,591	-	0.00%
TOTAL REVENUES	\$ -	\$ 300,135	\$ 122,498	40.81%
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 September 30, 2023

REVENUES:	September 2023		YTD		% of Annual
	Transactions	2023 Budget	Transactions		Budget
Hotel/Motel Taxes	567	6,000	4,225		70.42%
TOTAL REVENUES	\$ 567	\$ 6,000	\$ 4,225		70.42%
EXPENDITURES:					
Advertising/Promotions	-	5,000	6,640		132.80%
Payment to Other Agencies	-	1,000	-		0.00%
TOTAL EXPENDITURES	\$ -	\$ 6,000	\$ 6,640		110.67%



Urban Redevelopment Agency
As of September 30, 2023

	September 2023		YTD		% of Annual
REVENUES:	Transactions	2023 Budget	Transactions		Budget
Proceeds from General Long-term Deb	-	3,454,000	2,523,759		73.07%
TOTAL REVENUES	\$ -	\$ 3,454,000	\$ 2,523,759		73.07%
EXPENDITURES:					
Transfer to Town Center Fund	-	3,454,000	2,523,759		73.07%
TOTAL EXPENDITURES	\$ -	\$ 3,454,000	\$ 2,523,759		73.07%



SPLOST III Fund
As of September 30, 2023

	September 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 September 30, 2023

REVENUES:	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
SPLOST V Revenue	1,157,601	2,825,000	2,059,273	72.89%
Grant Revenue-LMIG	-	160,000	158,523	99.08%
Grant Revenue-SRTA	-	850,000	637,834	75.04%
Assessments - Roads & sidewalks	-	-	100,620	100%
Proceeds from GTIB Loan	-	8,000,000	2,237,087	27.96%
TOTAL REVENUES	\$ 1,157,601	\$ 11,835,000	\$ 5,193,337	43.88%
EXPENDITURES:				
Capital Outlay-Buildings	47,215	250,000.00	433,641	173.46%
Capital Outlay-Public Safety Equipment	-	10,000	15,021	150.21%
Capital Outlay-Sites	-	1,500,000	4,200	0.28%
Capital Outlay-LMIG	39,815	600,000	781,508	130.25%
Capital Outlay-HOTL Vehicle Bridge	-	-	89,035	100%
Capital Outlay-Industrial Connector	17,000	250,000	177,595	71.04%
Capital Outlay-HS Pkwy Phase II	25,498	4,750,000	2,780,962	58.55%
Capital Outlay-HS Pkwy Phase III	55,508	3,000,000	189,324	6.31%
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	4,578	250,000	16,216	6.49%
TOTAL EXPENDITURES	\$ 189,613	\$ 11,835,000	\$ 4,520,866	38.20%



Town Center Fund
As of September 30, 2023

Revenues	September 2023 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
Transfer from Other Funds	-	3,754,000	2,848,759	75.89%
TOTAL REVENUES	\$ -	\$ 3,754,000	\$ 2,848,759	75.89%

Expenditures				
Capital Outlay - Site Improvements	1,066,831	3,754,000	4,333,797	115.44%
Capital Outlay - Buildings	-	-	97,963	100%
Capital Outlay - Buildings Parking Deck	-	-	434	100%
TOTAL EXPENDITURES	\$ 1,066,831	\$ 3,754,000	\$ 4,432,194	118.07%



Debt Service Fund
As of September 30, 2023

Revenues	September 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	-	329,475	329,441	99.99%
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	-	67,355	34,263	50.87%
Debt Service - Bond Interest URA 2021	67,865	154,810	107,484	69.43%
TOTAL EXPENDITURES	\$ 67,865	\$ 2,300,135	\$ 1,289,371	56.06%



Stormwater Utility Fund
As of September 30, 2023

REVENUES:	September 2023	2023 Budget	YTD	% of Annual
	Transactions		Transactions	Budget
Stormwater Utility Fees	171	470,000	14,772	3.14%
TOTAL REVENUES	\$ 171	\$ 470,000	\$ 14,772	3.14%
EXPENSES:				
Salaries & Wages	-	58,287	38,856	66.66%
Employee Benefits - Medical Insurance	-	10,161	6,776	66.69%
Employee Benefits - Dental Insurance	-	328	216	65.85%
Employee Benefits - Disability	-	147	96	65.31%
Employee Benefits - ADD Life	-	377	248	65.78%
FICA	-	3,614	2,408	66.63%
Medicare	-	845	560	66.27%
Employee Benefits - Retirement	-	4,841	3,224	66.60%
Unemployment	-	38	24	63.16%
Workers Comp Insurance	-	2,748	1,832	66.67%
Professional Services	-	1,000	175	17.50%
Professional Services - Engineer	-	100,000	29,113	29.11%
Repairs & Maintenance	-	152,314	5,284	3.47%
Repairs & Maintenance - Vehicles	6	2,500	766	30.66%
Rental of Equipment	155	5,000	1,370	27.40%
Pest Control	125	-	625	100%
Communications	78	2,000	831	41.54%
Printing and Binding	54	100	54	54.00%
Dues and Fees	1	6,500	343	5.28%
Training	-	2,500	869	34.76%
Contract Labor	-	5,000	-	0.00%
Other Expenditures	-	250	292	116.93%
General Supplies & Materials	-	500	144	28.80%
General Supplies - Postage	-	1,500	220	14.67%
Water/Sewer	60	1,000	525	52.47%
Gasoline & Diesel	136	4,000	785	19.61%
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	\$ 615	\$ 470,000	\$ 99,075	21.08%



**Main Street Board
Budget To Actual Comparison Report
As of September 30, 2023**

Revenues	September 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	4,112	60,551	44,915	74.18%
Employee Benefits - Medical	1,504	18,122	13,576	74.91%
Employee Benefits- Dental	94	1,086	825	75.97%
Employee Benefits-Add Life	13	147	123	83.33%
Employee Benefits-Disability	78	635	612	96.40%
FICA	213	3,816	2,683	70.31%
Medicare	50	892	627	70.33%
Employee Benefits-Retirement	-	5,112	3,408	66.67%
Unemployment	(6)	38	39	102.00%
Workers Comp Insurance	(65)	263	269	102.09%
Communications	121	600	528	87.94%
Travel	-	700	388	55.43%
Dues and Fees	-	1,400	1,531	109.38%
Education and Training	800	1,300	1,450	111.54%
Other Expenditures	-	-	143	100%
Software	-	1,000	-	0.00%
Small Equipment	-	-	2,200	100%
TOTAL EXPENDITURES	\$ 6,914	\$ 95,662	\$ 73,316	76.64%



**Holly Springs Tree Commission
Budget to Actual Comparison Report
As of September 30, 2023**

	September 2023		YTD		
Revenues	Transactions	2023 Budget	Transactions		% Variance
Development Fees/Recompense	-	34,980	26,400.00		75.47%
Donations from Private Source	-	20	-		0.00%
TOTAL REVENUES	\$ -	\$ 35,000.00	\$ 26,400.00		75.43%
Expenditures					
Landscaping/Tree Planting & Care	-	31,500	-		0.00%
Travel	-	750	-		0.00%
Dues and Fees	-	500	-		0.00%
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	\$ 414.00		1.18%

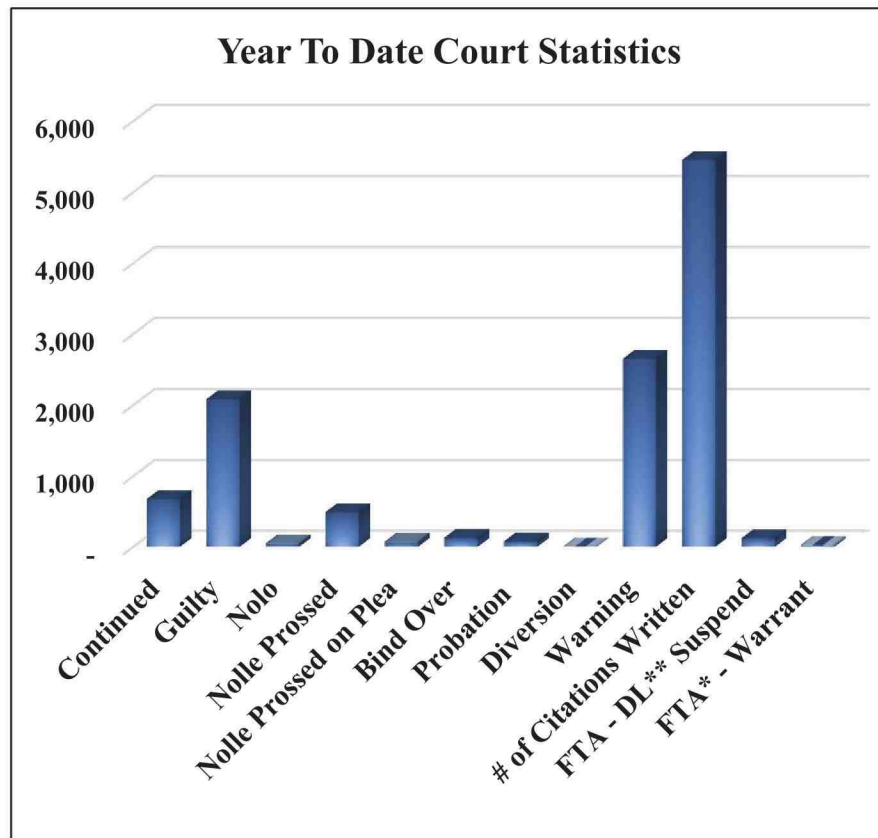


City of Holly Springs Court Statistics 2023 Year to Date

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Continued	123	72	80	43	60	81	85	93	38				675
Guilty	317	226	280	155	188	219	293	258	143				2,079
Nolo	7	5	7	2	4	6	6	7	4				48
Nolle Prossed	54	60	53	51	64	93	37	38	41				491
Nolle Prossed on Plea	8	2	7	5	3	18	10	7	12				72
Bind Over	24	27	5	6	19	11	16	10	9				127
Probation	14	6	13	6	5	7	5	8	12				76
Diversion	0	3	0	0	1	0	0	0	2				6
Warning	381	289	341	323	355	250	199	247	263				2,648
# of Citations Written	654	615	649	676	629	608	455	503	662				5,451
FTA - DL** Suspend	4	23	5	6	13	22	16	17	15				121
FTA* - Warrant	8	3	4	4	1	2	1	4	3				30
	1,594	1,331	1,444	1,277	1,342	1,317	1,123	1,192	1,204	-	-	-	11,824

* Failure to Appear

** Driver's License





OPTECH

family of companies

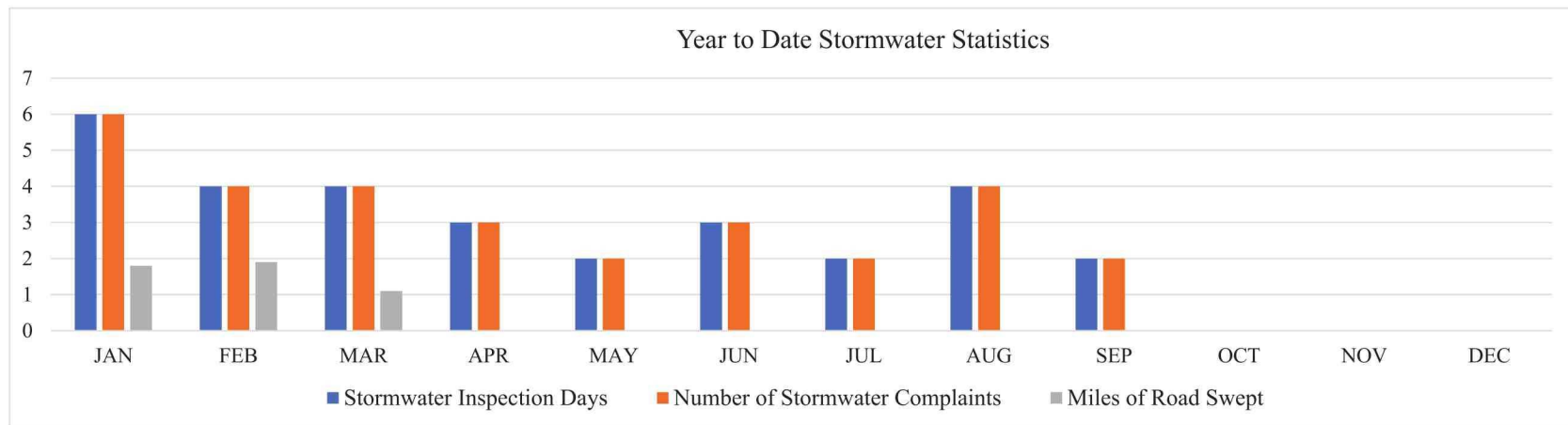
**City of Holly Springs
Monthly Operation Report
Executive Summary**

Description	Sep-23
Pot Hole Repair	3
Tree Service Work	2
ROW Mowing	57
Dead Animal Pick Up	2
Street Sweeping	0
Road Salting	0
Sign Maintenance	0
Traffic Signals	1
Equipment Maintenance	3
Misc. Work Orders	3
PARKS	
J.B. Owens	20
Barrett Park	18
J.C. Mullins	31
Monthly Totals	140



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				30
Number of Stormwater Complaints	6	4	4	3	2	3	2	4	2				30
Miles of Road Swept	1.8	1.9	1.1	0	0	0	0	0	0				4.8

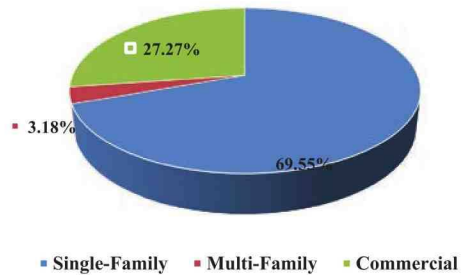




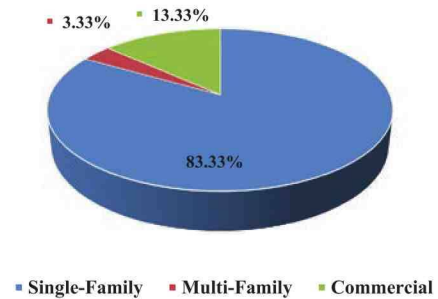
City of Holly Springs
Building Permits and Certificates of Occupancy
2023 Year to Date

	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				133
Accessory Structures	2	5	5	4	5	1	1	5					28
Additions						1		1					2
Basement Buildouts	3	1	2		4	1	3	3	1				18
Mechanical	2	3	4	2	8	7	3	10					39
Plumbing	4	3	1	5	4	1	3	2					23
Electrical	1	1		1	3		1	4	2				13
Miscellaneous	6		10	3	9	6	6	2	8				50
Residential Fence	3	4	6	2	9	3	22	12	1				62
Certificates of Completion	1			1	5	3	7	8					25
Certificates of Occupancy	22	23	32	18	20	17	9	19	15				175
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				6
Accessory Structures	2	8		1		3	6						20
Mechanical		1											1
Plumbing			1	1									2
Electrical	1	2		2	1		1						7
Misc-C	19	3	2	1	7		2	3	3				40
Signs	2	1	2	2	2	2	2	1	3				17
Utilities	2	2		4	1	1	4	2	6				22
Commercial Fence													0
Certificates of Completion	5			1		1	5	1					13
Certificates of Occupancy	6	3	4		1	1	4						19

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	-	-	-	35	56.45%
-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
7	3	7	-	2	1	2	3	2	-	-	-	27	43.55%
-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
13	8	13	4	4	3	6	6	5	-	-	-	62	100.00%

