



City of Holly Springs

Date: Monday, August 19, 2019
Location: 3235 Holly Springs Pkwy.

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

I. CALL TO ORDER

II. PUBLIC COMMENTS

III. NEW BUSINESS

- A. Discuss ORD-14-2019, amendment to Holly Springs Development Regulations, Section 3, Residential and Non-Residential Subdivision Application and Approval Process, and Section 4.22 Mailbox Kiosk and Address Identification

Presented By: Nancy Moon, Community Development Director

- B. Discuss a request from A1 Contracting, LLC for an extension of time to complete the Holly Springs Parkway Pedestrian Facilities from Childers Academic Circle to Pinecrest Road, P.I. No. 0012600

Presented By: Robert H. Logan, City Manager

- C. Discuss a Request for Change Order for the Pedestrian Bridge on Harmony Lake Drive Project from Woodward Construction Company, Inc.

Presented By: Robert H. Logan, City Manager

- D. Discuss Holly Springs Time Lapse Technology Proposal and Statement of Work from Aculign

Presented By: Robert H. Logan, City Manager

IV. ADJOURNMENT

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

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

III. INVOCATION

IV. SPECIAL PRESENTATION

- August Yard of the Month – David & Tiffany Thurman

V. CONSENT AGENDA

1. July 1, 2019 Council Meeting Minutes
2. July 15, 2019 Council Meeting Minutes
3. RES-28-2019, authorizing the submittal of the Georgia Department of Transportation Local Maintenance & Improvement Grant application for fiscal year 2020 and the City Manager to act in all matters pertaining to the City of Holly Springs' participation in the Georgia Department of Transportation Local Maintenance & Improvement Grant
4. List of Roads, Number 06-19-19, for speed limits proposed by the Georgia Department of Transportation for on system and off system roadways within the City of Holly Springs

VI. NEW BUSINESS

5. Approve/deny ORD-14-2019, amendment to Holly Springs Development Regulations, Section 3, Residential and Non-Residential Subdivision Application and Approval Process, and Section 4.22 Mailbox Kiosk and Address Identification
6. Approve/deny a request from A1 Contracting, LLC for an extension of time to complete Holly Springs Parkway Pedestrian Facilities from Childers Academic Circle to Pinecrest Road, P.I. No. 0012600 until September 15, 2019
7. Approve/deny a Request for Change Order for the Pedestrian Bridge on Harmony Lake Drive Project from Woodwind Construction Company, Inc. in an amount not to exceed \$5,000
8. Approve/deny Holly Springs Time Lapse Technology Proposal and Statement of Work from Aculign

VII. EXECUTIVE SESSION

- Litigation

VIII. REPORTS

IX. ADJOURNMENT



COUNCIL AGENDA REPORT

FROM: Nancy Moon

CC: City Clerk
Public Information

SUBJECT: **ORD-14-2019**, amendment to Holly Springs Development Regulations, Section 3, Residential and Non-Residential Subdivision Application and Approval Process, and Section 4.22 Mailbox Kiosk and Address Identification

DATE: August 13, 2019

MEETING DATE: August 19, 2019

As many of you are aware, the U.S. Postal Service requirements for mailboxes changed requiring new subdivision and new phases of existing subdivisions to install a kiosk for centralized mail service rather than mailboxes being located at individual residences. In addition to compliance with the USPS regulations regarding these kiosks, staff proposes the following regulations to the Holly Springs Development Regulations for the permitting and construction of these kiosks to provide a safe and convenient way, including compliance with the Americans with Disabilities Act requirements, to access the mailbox kiosk:

Section 3.0: RESIDENTIAL AND NON-RESIDENTIAL SUBDIVISION APPLICATION AND APPROVAL PROCESS

3.02. Construction Plans

H. Specifications for Construction Documents to be Submitted, Residential

1. General

- ii) Where required by the United States Postal Service (USPS), the location of the mailbox kiosk.

I. Specifications for Construction Documents to be Submitted, Non-Residential

1. General

- vv) Where required by the United States Postal Service (USPS), the location of the mailbox kiosk.

Section 4.0: RESIDENTIAL AND NON-RESIDENTIAL DEVELOPMENT STANDARDS

4.22. Mailbox Kiosk and Address Identification

A. Applicable Districts:

1. All residential districts or districts with residential components when developed with residential units unless exempted by the United States Postal Service (USPS).
2. Non-residential districts and interior building cluster mailboxes are exempt from the design and location standards of this section unless required by the USPS.
3. Procedural standards are applicable to all mailbox kiosk installations.

B. Procedural Standards

1. Prior to the submission of the preliminary plat, approval of the United States Postal Service (USPS) must be obtained and attached with the plat (see Appendix I for a copy of the U.S. Postal Service National Delivery Planning Standards A Guide for Builders and Developers).
2. Mailbox kiosks shall be installed prior to the issuance of a Certificate of Occupancy for any residential structure that will be served by a mailbox kiosk.
3. The cost of installation, including but not limited to box units, architectural elements, landscaping, concrete pad and concrete/masonry or stone sidewalk access, shall be the responsibility of the developer.
4. Maintenance of the mailbox kiosk, landscaping, trash can and surrounding areas shall be the responsibility of the homeowners association (HOA) of the neighborhood/development. Where no HOA exists, maintenance and associated costs shall be the responsibility of the homeowners served by the mailbox kiosk.
5. Mailbox kiosks shall be exempt from the setback requirements of the zoning district; however, all structures shall require a separate building permit and must meet or exceed all applicable building codes.

C. Design Standards

1. Mailbox kiosks shall be compatible with other streetscape elements and be architecturally enhanced with building materials and details typical of the architectural style of the neighborhood/development.

2. Mailbox kiosks shall be located away from any location where, by reason of the position, shape or color, it may interfere with, or obstruct the view of or be confused with any authorized traffic control device.
3. A 5-foot wide impervious surface parallel to and surrounding the kiosk and a roof overhang of 4 feet on all sides for a weather free standing location shall be provided wherever the individual mailboxes are to be accessed.
4. Mailbox kiosks shall have a minimum 5-foot wide concrete/masonry or stone access from the street and/or sidewalk and be compliant with the Americans with Disability Act (ADA).
5. Landscaping consistent with the landscaping style of the neighborhood/development shall be provided.
6. A trash receptacle with a fixed base shall be provided at each mailbox kiosk location.
7. Lighting shall be provided at each mailbox kiosk location sufficient to ensure visibility and safety for the residents.
8. Mailbox kiosks shall provide a paved area with ingress/egress to allow vehicles to pull off, park, and re-enter the roadway safely while retrieving mail.
9. Mailbox kiosks shall be located in areas that will best allow for vehicle parking. Parking layout is to be designed in a manner so as to not create pedestrian safety or vehicle safety issues as determined by the City Engineer.
10. Minimum required parking shall be required as follows:

Mailbox Kiosk Off-street Parking Requirements	
Number of Spaces Required	
Number of Mailboxes	Parking Spaces Required
0-50	2
51-75	3
76-100	4
101 or more	4 plus 1 per each additional 50 mailboxes or portion thereof above 100

11. Access drives and parking areas shall be constructed to City road standards or as approved by the City Engineer.

D. Location Standards

1. The location of the mailbox kiosk is to be approved by the City and by the USPS.
2. Mailbox kiosks shall be prohibited from being located within the public right-of-way.
3. Mailbox kiosks shall be placed so as to not adversely affect the privacy of residents.
4. Mailbox kiosks shall not be installed within a cul-de-sac.
5. Mailbox kiosks shall be located away from the intersection of any street and in no case closer than 75 feet measured from the street centerline or as approved by the City Engineer in order to prevent obstruction of free and clear vision.
6. Mailbox kiosks shall be centrally located, offering easy pedestrian access to all residents. Mailbox kiosks shall be located no more than 1/4 mile from the property line of those residents served by the mailbox kiosk, or as approved by the USPS. Distance shall be measure as a radius drawn from the cluster-style mailbox kiosk.
7. No driveway or street access shall be constructed within 5 feet of a mailbox kiosk and vice versa.

E. Address Identification

1. Non-Single-Family Residential Uses
 - a) New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible at all times from the street or road fronting the property.
 - b) Address numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch and shall contrast in color with the background on which they are affixed.
 - c) New and existing properties utilizing a mailbox or signage for address identification shall post numbers on both sides, meeting the requirements of paragraphs a) and b) above, that can be viewed from either direction of vehicular travel.
 - d) Buildings or lots with multiple buildings utilizing one street address and containing multiple commercial occupancies with separate entry doors

shall post suite numbers or letters above the main entry door to each occupancy or building meeting the requirements of paragraphs a) and b) above.

- e) For multiple properties that share a common single private drive, each owner shall display address numbers at the vehicular access point to the private drive and at the vehicular access point to each individual building meeting the requirements of paragraphs a), b), and c) above.

2. Single-Family Residential Uses

- a) New and existing residential properties shall have approved address numbers placed in a position that is plainly legible and visible at all times from the street or road fronting the property.
 - b) Address numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch and shall contrast in color with the background on which they are affixed.
 - c) New and existing residential properties utilizing a mailbox or signage for address identification shall post numbers on both sides, meeting the requirements of paragraphs a) and b) above, that can be viewed from either direction of vehicular travel.
 - d) Neighborhoods, subdivisions, or residential properties utilizing a mailbox kiosk or utilizing a post office box and not having individual mailboxes to use as address identification shall post individual address identification signage meeting the requirements of paragraphs a), b), and c) above.
 - i. Address signage shall be no more than 10 feet from the driveway and no more than 25 feet from the road.
 - ii. For multiple residential properties that share a common single private drive, each owner shall display address numbers at the vehicular access point to the private drive and at the vehicular access point to each individual structure meeting the requirements of paragraphs a), b), and c) above.
3. All new residential, office, institutional, commercial and industrial lots shall be numbered with the approved street address number and suite numbers or letters, if applicable, at the time the Certificate of Occupancy or Certificate of Completion is issued.
4. It shall be the responsibility of the property owners to post and maintain the address identification at all times.



U. S. Postal Service National Delivery Planning Standards A Guide for Builders and Developers



PRIORITY:YOU

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1 Introduction

The United States Postal Service® is proud to provide every new home and business with excellent, efficient mail delivery service. This guide will assist you in preparing your new development for mail service by planning locations and space for mail equipment early in the development process.

The U.S. Postal Service™ is responsible for establishing the method or “mode” of delivery for all new developments—both residential and commercial. The mode of delivery includes the following:

- Type of mailbox you will use.
- Location of the mailbox for each delivery address.

Centralized delivery is our preferred method of mail delivery. Centralized delivery equipment improves delivery efficiency and provides space for large mail items, including packages, which is a great benefit for customer. Freestanding, pedestal-style outdoor centralized mailboxes are called cluster box units or CBUs. CBUs are “package friendly” because they are designed to accommodate the majority of packages delivered through the U.S. Mail®. CBUs also include parcel lockers, which provide separate, locked storage for many packages.

Other types of centralized mailbox equipment are also available. Builders and developers or property owners are responsible for the purchase, installation, maintenance, repair, and replacement of mailbox equipment.

This guide provides information about the types of USPS-approved mailbox equipment options available commercially and information about other aspects of mail delivery planning that may apply to your specific development.

With more than 150 million households and businesses served daily—and another 1 million new delivery points added on average every year—it is imperative that the U.S. Postal Service make its mail delivery network more efficient while still delivering the service our customers expect. We appreciate your assistance in furthering that objective, while at the same time helping provide new customers with convenient mail delivery for their new homes and businesses.

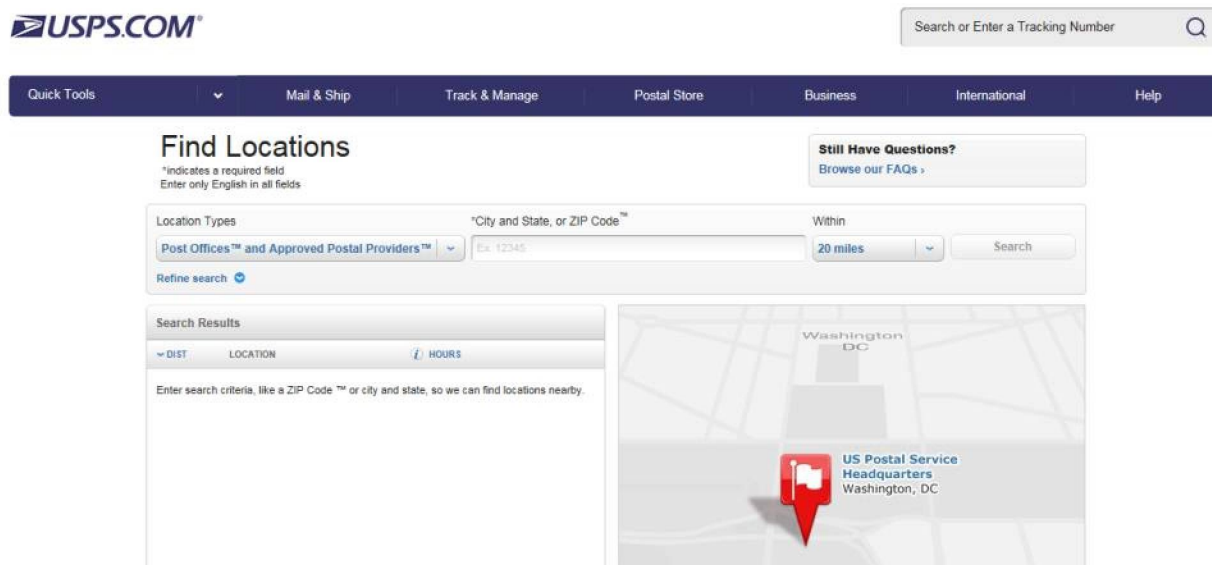
We also want to connect you with local USPS® delivery planning individuals in your area—referred to as Growth Managers. Postal Service Growth Managers are available to assist you. Prior to submitting your master plan and plat to the local municipality and/or county for approval, you must arrange for a local USPS Growth Manager to review your development plans prior to commencing construction.

Thank you for reviewing the Postal Service’s mail delivery-planning standards—we look forward to working with you!

2 Finding Your Growth Manager and USPS Online Resources

2.1 Find a Post Office

The Postal Service lists all local Post Offices™ on its website at: www.usps.com. To find the Post Office closest to your new development, search using the appropriate ZIP Code™.



USPS.COM

Search or Enter a Tracking Number

Quick Tools | Mail & Ship | Track & Manage | Postal Store | Business | International | Help

Find Locations

*indicates a required field
Enter only English in all fields

Location Types: Post Offices™ and Approved Postal Providers™ | City and State, or ZIP Code™: Ex. 12345 | Within: 20 miles | Search

Refine search

Search Results

Enter search criteria, like a ZIP Code™ or city and state, so we can find locations nearby.

Washington DC

US Postal Service Headquarters
Washington, DC

2.2 Find Your Local USPS Growth Manager

Every area where the U.S. Postal Service provides mail delivery has a Postal Service employee assigned to help developers and builders with planning mail service for new development. These “new delivery planning” employees are referred to as Growth Managers.

To find the Growth Manager that covers your specific development’s geographic location, send an email to: Delivery.Growth@USPS.GOV, or contact your Post Office and ask to speak to either the Postmaster or the person assigned to assist developers with planning new mail service.

2.3 USPS-Approved Mailbox Equipment

Mailboxes used in new construction projects can be one of the following two types of centralized mailbox equipment:

1. Pedestal-mounted USPS-approved CBU.
2. Wall-mounted USPS-approved STD-4C mailboxes (4C).



The Postal Service annually publishes a list of USPS-approved mailbox equipment and approved manufacturers in its *Postal Bulletin*.

<http://about.usps.com/postal-bulletin/2017/pb22467/html/welcome.htm>

You can also find the latest list of USPS-approved equipment and approved manufacturers at:
<http://about.usps.com/what-we-are-doing/current-initiatives/delivery-growth-management/welcome.htm>

2.4 Delivery Planning Resources for Builders and Developers

The most current version of this guide will always be available on the webpage at:
<http://about.usps.com/what-we-are-doing/current-initiatives/delivery-growth-management/welcome.htm>

The following links provide additional resources for builders and developers:

- Find a Post Office: <https://tools.usps.com/go/POLocatorAction!input.action>.
- Centralized Delivery/Residential Applications: <http://about.usps.com/publications/pub265a.pdf>.
- Centralized Delivery/Garden Apt Applications: <http://about.usps.com/publications/pub265c.pdf>.
- Centralized Delivery/Commercial Applications: <http://about.usps.com/publications/pub265b.pdf>.

3 General Planning Guidelines for Mailboxes in New Developments

3.1 Letter Carrier Access to Deliver U.S. Mail

Centralized delivery is the Postal Service's preference for new addresses, whether residential or commercial. The customer is responsible for keeping the approach to his or her mailbox and adjacent area clear to facilitate delivery. You may provide curbside delivery only with prior approval from the Postal Service. Place curbside mail receptacles approved by the Postal Service where they protect the mail, can be safely and conveniently serviced by carriers without leaving their vehicles, and can be reasonably and safely accessed by customers. These receptacles must be on the right-hand side of the road in the direction of travel when required by traffic conditions, or when driving on the left-hand side of the road to reach the mail receptacle would violate traffic laws.

3.2 Mailbox Locks and Keys

The Postal Service prohibits carriers from accepting keys for locks on private mail receptacles, buildings, or offices, except where an electromechanical door lock system or key keeper box is used.

CBUs have secure, locking mailbox and parcel locker compartments. Whether your new development is commercial or residential, the builder or property owner is responsible for providing lock and key service for cluster box units. The locks/keys for each of the compartments will be provided with the CBU. The Postal Service will furnish the "master access lock" that allows mail to be delivered. See 3.3 for more information.

Your local USPS Growth Manager will discuss specific requirements and processes appropriate for your new development as part of the overall coordination process related to establishing the mode of delivery for your new development.

3.3 USPS Master Access Lock

The Postal Service will furnish its own “master access lock” so that carriers have access to deliver the mail. This lock is not available to developers and builders to pre-install.

Your local USPS Growth Manager will coordinate installation of the “master lock” as part of the overall coordination process when starting new mail delivery for customers.

3.4 Safety Considerations

If curb delivery is approved by the Postal Service, posts and other supports for curbside mailboxes are owned and controlled by the customer. The owner of the property is responsible for ensuring that posts are neat and adequate in strength and size.

When installing centralized delivery equipment, such as CBUs or STD-4C (4C) equipment, the mailboxes must be safely located so that customers are not required to travel an unreasonable distance to obtain their mail. Typically, mailbox receptacles are located within 1 block of the residence.

When new developments, either residential or commercial, are in the design phase, developers or architects must meet with the USPS Growth Manager to ensure that safe and durable receptacles are properly specified and located in conformance with regulations. The Growth Manager will also meet with the builder at the appropriate time during the construction phase to review the physical mailroom installation and discuss coordination and timing of initiating mail delivery.

3.5 Customer and Carrier Accessibility Considerations

Curb delivery may only be provided with prior approval from the Postal Service if the carrier can efficiently, safely, and conveniently service the mailbox from the carrier’s vehicle and if the customer can safely and easily access the mailbox.

Apartment house delivery requires that mailboxes be located reasonably close to the entrance in vestibules, halls, or lobbies. The carrier must also be able to service the boxes without interference from swinging or open doors. Consult with your local USPS Growth Manager early in the design process to ensure you select an appropriate location for the apartment building mailroom.

3.5.1 Placement of Outdoor Cluster Boxes

The local USPS Growth Manager or designee must approve the CBU mailbox sites and type of equipment. Cluster boxes must be safely located so that customers are not required to travel an unreasonable distance to obtain their mail and so there is sufficient access to mailbox locations with adequate space for carriers to deliver and customers to retrieve the mail. Typically, a mailbox receptacle will be located within 1 block of the residence.

3.5.2 Construction Accessibility Guidelines

Accessibility requirements and regulations, including those required to accommodate customers with disabilities, may vary by type of facility and governing jurisdiction. Always consult local building officials and codes for applicable accessibility requirements that apply to your specific development and mailbox project.

4 Single-point Residential Deliveries

New mail delivery planning for single-family residential developments typically falls into the following two primary categories:

- Site-constructed single family homes.
- Mobile or trailer homes.

4.1 Residential Single Family Site Constructed Development

During the design and planning phase (i.e., before plans and site plats are finalized with the appropriate planning/zoning authorities), developers and builders must notify the U.S. Postal Service of the planned development so that the Postal Service can determine the appropriate mode of delivery while considering input from the parties involved with the development.

Developers and builders must plan to install centralized mail delivery receptacles in new residential communities, which include secure parcel lockers.

New homes built or established within a block of existing homes can only receive the same type of mail delivery service as the older, existing homes after the Postal Service has completed an operational efficiency analysis. When new delivery replaces more than 1 block, delivery methods must comply with mode of delivery options for establishment and extension of delivery service, which is typically centralized mail service.

Your local USPS Growth Manager will work closely with you to determine the best approach to providing mail delivery service to customers in your new residential development. It is important that you contact the Growth Manager in your area as early as possible in your planning process.

4.2 Residential Mobile or Trailer Home Development

The delivery options for mobile or trailer home developments depend on whether the development is *permanent* or *transient* as determined by the Postal Service.

Permanent Developments—Permanent developments consist of managed mobile home parks or residential mobile home subdivisions with the following characteristics:

- The lots are permanently assigned.
- The streets are maintained for public use.
- The conditions resemble those of a residential subdivision.

For permanent developments, the delivery options are either central, curbside, or sidewalk delivery. The Postal Service will determine and specify the type of mail delivery for any permanent mobile/trailer home development. The general practice of the Postal Service is to specify centralized delivery.

Transient Developments—Transient developments are mobile home, trailer, and recreational vehicle parks where the lots are temporarily occupied or rented and considered transient, short-term, or seasonal. For transient developments, the only option is delivery to a single point or receptacle designated by park management and approved by local Postal Service management. The single delivery point defined will be for the receipt of all mail from USPS; employees of the park will complete the subsequent distribution of mail and forwarding.

Whether your new mobile home development is permanent or transient, contact your local Growth Manager early in the process so that we can work with you in laying out the space plan for mail delivery for the residents of your new community.

5 Multi-point Residential Deliveries

5.1 Apartment Communities

The following are important U.S. Postal Service guidelines for determining the location and composition of mail receptacles for apartment communities:

- a. All new or remodeled apartment houses must install USPS-approved 4C centralized mailbox equipment. There must be at least 1 parcel locker for every 10 mailbox compartments. The Postal Service requires no maximum number of parcel lockers to be installed—only the 1:10 parcel locker/mailbox minimum.
- b. Lock mail receptacles and parcel lockers in apartment buildings reasonably close to the entrance in vestibules, hall, or lobbies. The carrier must also be able to serve the boxes without interference from swinging or open doors.
- c. Exterior centralized mailboxes may also be an option. The Postal Service may authorize the installation of standard, approved apartment receptacles (4C or CBU) in exterior walls of buildings provided they are not installed directly on the street or a public sidewalk. Provide a canopy for outdoor mailbox installations. The canopy design and location must provide maximum protection from the weather, including driving rain, and provide adequate nighttime lighting.

5.2 Student Housing and Off-Campus Student Apartment Communities

Mail delivery protocols to student housing vary depending on the characteristics of the student housing community being served. Below are general guidelines for establishing new mail service.

Mail is delivered to dormitory buildings and residence halls when addressed to a specific building. Mail is delivered in bulk to a designated representative of the school or property in the building. The representative is responsible for further distribution to students/residents. The Postal Service will determine the proper mode of delivery to be established and may require that designees from the student housing property be identified to accept mail for each location prior to initiating delivery.

The Postal Service defines a dormitory building or residence hall as a building that consists of single or multi-room units that may share or have access to centrally located kitchens, bathrooms, showers, or social or common areas. Whether located on or off campus, and regardless of private ownership, such buildings are nevertheless dormitories and either the school or building owner is responsible for the final delivery of student mail. Post Office personnel do not distribute mail into apartment-type mailboxes for dormitories or residence halls.

As always, it is important to contact your local USPS Growth Manager early in the planning process to ensure understanding and requirements related to providing mail delivery for your new student housing development.

6 Non-Residential Deliveries

6.1 Business and Industrial Parks

The following paragraphs provide important U.S. Postal Service guidelines for determining the location, type of mailbox receptacles and other requirements related to initiating new mail delivery for business and industrial parks:

The type and design of buildings included in the business and industrial park will govern the mode of delivery that is implemented. As with all new mail delivery planning, the location of the USPS-approved delivery equipment is subject to Postal Service approval. Delivery mode options for business parks are door, centralized, curbside, or sidewalk delivery. Door delivery will generally not be available for new delivery points. The primary options are as follows:

- a. **Centralized Delivery.** Centralized delivery service applies to all business office buildings, office complexes, and industrial and professional parks. If the U.S. Postal Service is delivering directly to the mailboxes, the type of equipment allowed for newly constructed buildings must either be USPS-approved CBUs or STD-4C (4C) wall-mounted receptacles.
- b. **Single-Point Delivery.** Single-point delivery is generally not available to new business park developments unless it is in the form of a bulk mail drop.

7 General Delivery Planning Information

7.1 Establishment of City Delivery Service

To establish city delivery service, consider a combination of mail delivery methods to provide regular and effective service to all residential and business sections of a community. Consider the establishment of city delivery service when the following requirements are met:

- a. Within the area to be served, there is a population of 2,500 or more or 750 possible deliveries.
- b. At least 10 percent of the building lots in the area to be served are improved with houses or places of business. Where a house or building and its yard or ground cover more than one lot, all lots so covered are considered improved. The streets are paved or otherwise improved to permit the travel of Postal Service vehicles at all times, without damage or delay.
- c. Streets are named and house numbers are assigned by the municipal authorities in accordance with Management Instruction DM-940-89-3, *Addressing Conventions*.
- d. Street signs are in place and house numbers are displayed.
- e. Rights-of-way, turnouts, and areas next to the roads and streets are sufficiently improved so that the installation, servicing, and accessing of mailboxes are not hazardous to the public or Postal Service employees.
- f. Satisfactory walkways exist for the carrier where required.

Note: During a new residential or commercial development's design and planning phase (i.e., before the developers and builders finalize plans and site plats with the appropriate planning/zoning authorities), developers and builders must notify the Postal Service so that the Postal Service can determine the appropriate mode of delivery while considering input from these parties.

Developers and builders should plan for centralized mail delivery installations for residential communities or business developments.

It is important to contact your local USPS Growth Manager while you are still in the design process so that we can collaborate with you to prepare the most efficient, effective plan to provide mail delivery for the customers who will live or work in your new development.

8 Inspection and Commencement of Mail Delivery Services

8.1 Mail Receptacles and Customer Obligations

Appropriate mail receptacles must be provided for the receipt of mail. The type of mail receptacle depends on the mode of delivery in place. Purchase, installation, maintenance, repair, and replacement of mail receptacles are the responsibility of the customer. Verify with the local Postmaster or Growth Manager, the appropriate locations for installation. The following apply:

- a. In locations where the Postal Service has determined that centralized delivery is appropriate, customers must install mail receptacles that comply with the USPS STD- 4C wall-mounted mail receptacles or USPSB1118, Postal Service specification, CBUs, to include secured parcel lockers.
- b. If curbside delivery is authorized, customers must erect curb-mounted receptacles that comply with USPS-STD-7C.
- c. If sidewalk delivery is authorized, customers must erect sidewalk-mounted receptacles that comply with USPS-STD-7C.

The Postal Service annually publishes a list of USPS-approved mailbox equipment and approved manufacturers in its *Postal Bulletin*.

<http://about.usps.com/postal-bulletin/2017/pb22467/html/welcome.htm>

You can find the latest list of USPS-approved equipment and approved manufacturers at:

<http://about.usps.com/what-we-are-doing/current-initiatives/delivery-growth-management/welcome.htm>

8.2 Centralized Mail Receptacle Installation

You must consider many variables when installing centralized mailbox equipment. In addition to providing accessible locations, you must conduct proper foundation preparation and follow specific mounting procedures, to name a few requirements.

Appendices A through D of this guide provide sample diagrams of various CBU installations to help you understand space requirements, placement, etc.

Note: It is critical that you refer to the installation manuals furnished by each of the manufacturers for the specific USPS-approved centralized mailbox equipment purchased commercially.

For assistance with siting your outdoor centralized mail equipment, contact your local USPS Growth Manager so that the Postal Service can advise about the proper locations as you finalize plans for your new development.

9 Closing

Thank you for taking time to review this guide for planning mail delivery for new development.

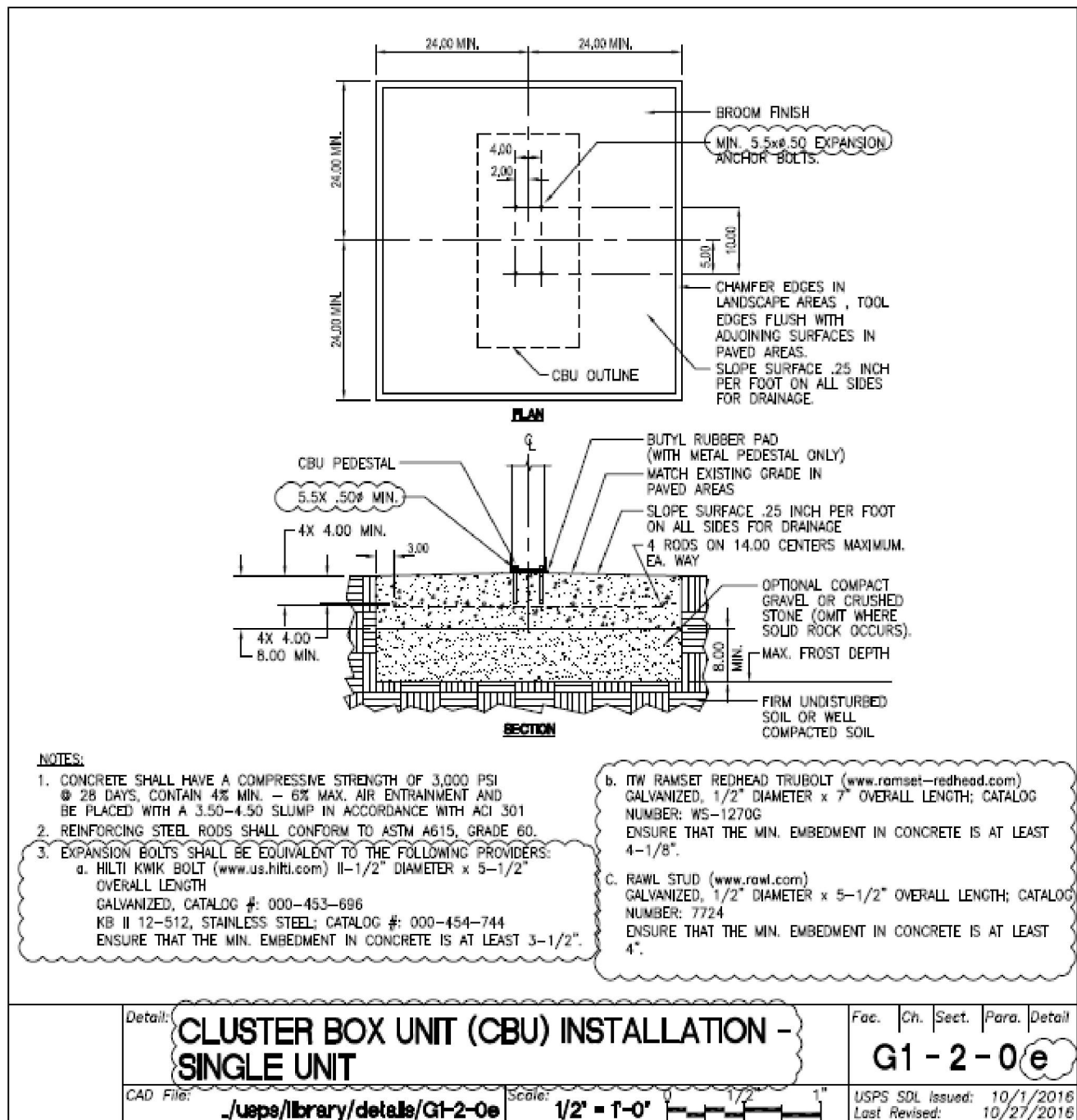
We periodically update this guide—so be sure to check online for the latest version on the ABOUT.USPS.COM website at:

<http://about.usps.com/what-we-are-doing/current-initiatives/delivery-growth-management/welcome.htm>

Reminder: You can find the Growth Manager who covers your specific development geography by sending an email to: Delivery.Growth@USPS.GOV.

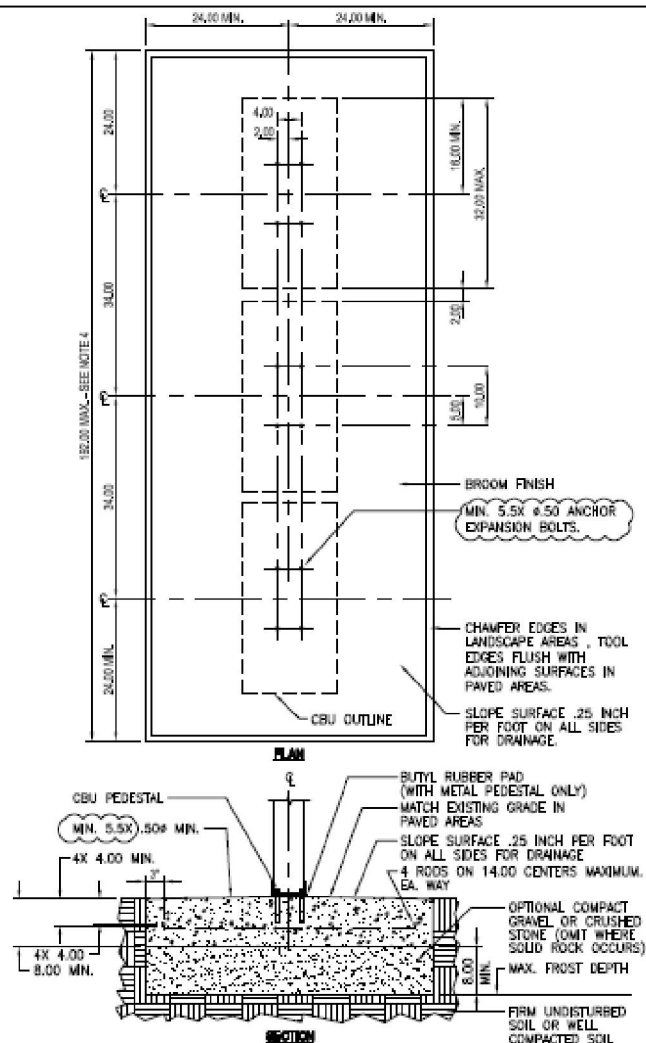
Or, you can contact your Post Office and ask to speak to the Postmaster or person assigned to assist developers with planning new mail service.

APPENDIX A – Cluster Box Unit Installation Single Unit



APPENDIX B – Cluster Box Unit Installation Multiple Unit

NOTES TO A/E:



NOTES:

1. CONCRETE SHALL HAVE A COMPRESSIVE STRENGTH OF 3,000 PSI @ 28 DAYS, CONTAIN 4% MIN. - 6% MAX. AIR ENTRAINMENT AND BE PLACED WITH A 3.50 - 4.50 SLUMP IN ACCORDANCE WITH ACI 301.
2. REINFORCING STEEL RODS SHALL CONFORM TO ASTM A615, GRADE 60.
3. EXPANSION BOLTS SHALL BE EQUIVALENT TO THE FOLLOWING PROVIDERS:
 - a. HULTI KWIK BOLT (www.hultikwik.com) 1/2" DIAMETER x 5-1/2" OVERALL LENGTH; GALVANIZED, CATALOG # 000-453-896; KB 12-512, STAINLESS STEEL, CATALOG # 000-454-744. ENSURE THAT THE MIN. EMBEDMENT IN CONCRETE IS AT LEAST 3-1/2".
 - b. ITW RAMSET REDHEAD TRUBOLT (www.ramset-redhead.com) GALVANIZED, 1/2" DIAMETER x 7" OVERALL LENGTH; CATALOG NUMBER: WS-1270G. ENSURE THAT THE MIN. EMBEDMENT IN CONCRETE IS AT LEAST 4-1/8".
 - c. RAWL STUD (www.rawl.com) GALVANIZED, 1/2" DIAMETER x 5-1/2" OVERALL LENGTH; CATALOG NUMBER: 7724. ENSURE THAT THE MIN. EMBEDMENT IN CONCRETE IS AT LEAST 4".
4. A 3 CBU CONFIGURATION IS DEPICTED. A 2 OR 4 CBU CONFIGURATION MAY BE USED AS LONG AS THEY ARE ARRANGED IN GROUPS SUCH THAT THE OVERALL DIMENSION OF THE CONCRETE BASE DOES NOT EXCEED 16 FEET.

Detail:

CLUSTER BOX UNIT (CBU) INSTALLATION - MULTIPLE UNIT

CAD File:

[./usps/library/details/G1-2-0e1](#)

Scale:

1/2" = 1'-0"



Fac.

Ch.

Sect.

Para.

Detail

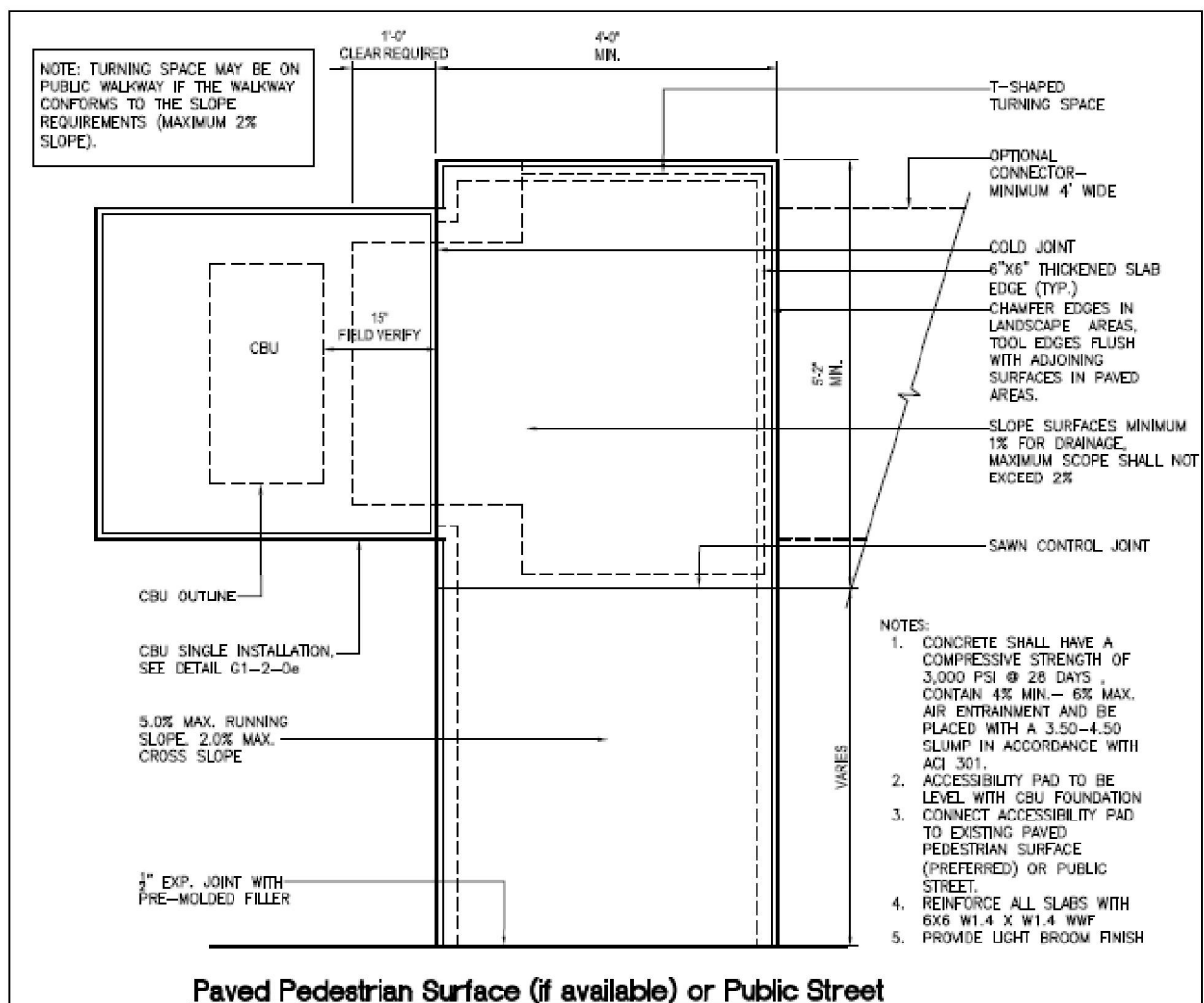
G1-2-0 e1

USPS SDL Issued: 10/1/2016
Last Revised: 10/27/2016

APPENDIX C – Cluster Box Unit Access Maneuvering Space – Single Unit

NOTES TO A/E:

- IF THE ACCESSIBLE ROUTE FROM THE CBU(S) CONNECTS WITH A STREET OR OTHER PAVED SURFACE AT A VERTICAL CURB, A CURB RAMP SHOULD BE INSTALLED IN ACCORDANCE WITH RE-4 REQUIREMENTS.



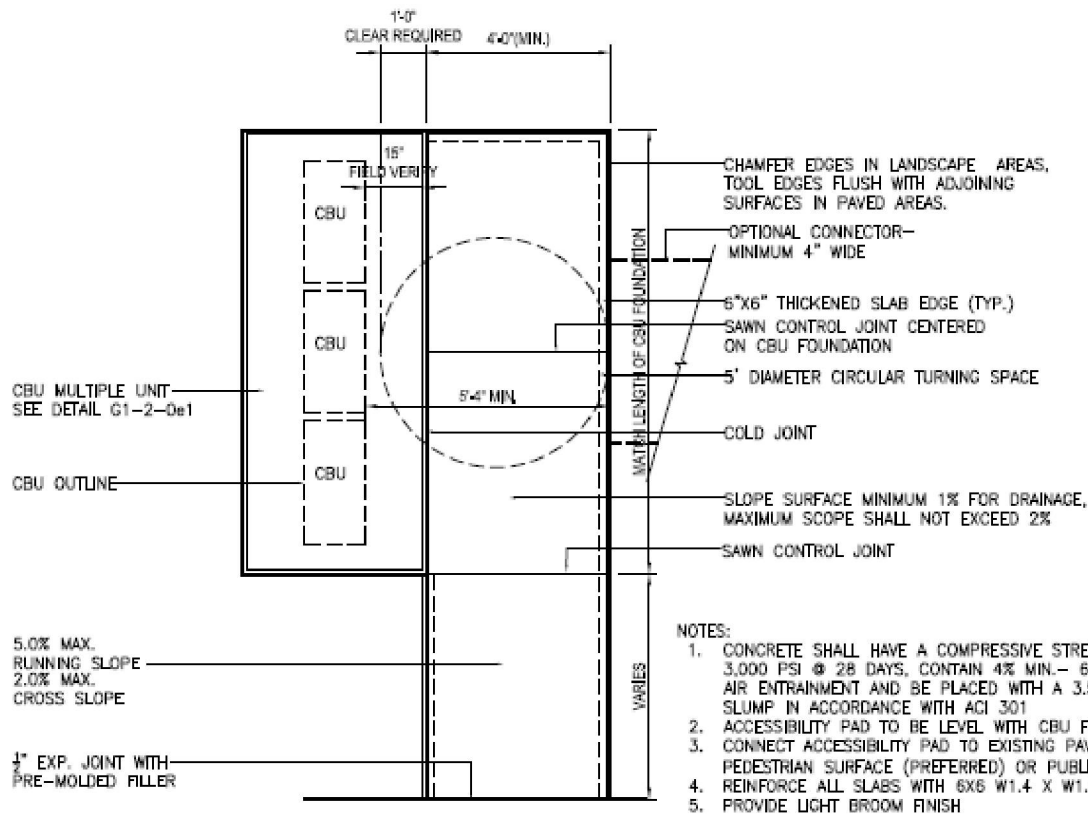
Detail:	CLUSTER BOX UNIT (CBU) ACCESS MANEUVERING SPACE - SINGLE UNIT	Fac.	Ch.	Sect.	Para.	Detail
						G1-2-0e2
CAD File:	..\\usps\\library\\details\\G1-2-0e2.dwg	Scale:	1/2" = 1'-0"			USPS SDL Issued: 10/1/2016 Last Revised: 7/14/2016

APPENDIX D – Cluster Box Unit Access Maneuvering Space – Single Unit

NOTES TO A/E:

- IF THE ACCESSIBLE ROUTE FROM THE CBU(S) CONNECTS WITH A STREET OR OTHER PAVED SURFACE AT A VERTICAL CURB, A CURB RAMP SHOULD BE INSTALLED IN ACCORDANCE WITH RE-4 REQUIREMENTS.

NOTE: TURNING SPACE MAY BE ON PUBLIC WALKWAY IF THE WALKWAY CONFORMS TO THE SLOPE REQUIREMENTS (MAXIMUM 2% SLOPE).



Paved Pedestrian Surface (if available) or Public Street

Detail: **CLUSTER BOX UNIT (CBU) ACCESS
MANEUVERING SPACE - MULTIPLE UNIT**

CAD File: **..\\usps\\library\\details\\G1-2-0e3.dwg**

Scale: **1/4"=1'-0"**

0 1/2" 1"

Fac. Ch. Sect. Para. Detail

G1-2-0e3

USPS SDL Issued: 10/1/2016
Last Revised: 7/14/2016

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF HOLLY SPRINGS, GEORGIA, AS AMENDED, RESIDENTIAL AND NON-RESIDENTIAL SUBDIVISION APPLICATION AND APPROVAL PROCESS, SECTION 3.0 AND RESIDENTIAL AND NON-RESIDENTIAL DEVELOPMENT STANDARDS, SECTION 4.0 OF THE HOLLY SPRINGS DEVELOPMENT REGULATIONS; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

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

Section 1. That Section 3.0, Residential and Non-Residential Subdivision Application and Approval Process of the Holly Springs Development Regulations, be amended to add the following:

3.02. Construction Plans

H. Specifications for Construction Documents to be Submitted, Residential

1. General

- ii) Where required by the United States Postal Service (USPS), the location of the mailbox kiosk.

I. Specifications for Construction Documents to be Submitted, Non-Residential

1. General

- vv) Where required by the United States Postal Service (USPS), the location of the mailbox kiosk.

Section 2. That Section 4.0, Residential and Non-Residential Development Standards, of the Holly Springs Development Regulations, be amended to add the following:

4.22. Mailbox Kiosk and Address Identification

A. Applicable Districts:

- 1. All residential districts or districts with residential components when developed with residential units unless exempted by the United States Postal Service (USPS).
- 2. Non-residential districts and interior building cluster mailboxes are exempt from the design and location standards of this section unless required by the USPS.

3. Procedural standards are applicable to all mailbox kiosk installations.

B. Procedural Standards

1. Prior to the submission of the preliminary plat, approval of the United States Postal Service (USPS) must be obtained and attached with the plat (see Appendix I for a copy of the U.S. Postal Service National Delivery Planning Standards A Guide for Builders and Developers).
2. Mailbox kiosks shall be installed prior to the issuance of a Certificate of Occupancy for any residential structure that will be served by a mailbox kiosk.
3. The cost of installation, including but not limited to box units, architectural elements, landscaping, concrete pad and concrete/masonry or stone sidewalk access, shall be the responsibility of the developer.
4. Maintenance of the mailbox kiosk, landscaping, trash can and surrounding areas shall be the responsibility of the homeowners association (HOA) of the neighborhood/development. Where no HOA exists, maintenance and associated costs shall be the responsibility of the homeowners served by the mailbox kiosk.
5. Mailbox kiosks shall be exempt from the setback requirements of the zoning district; however, all structures shall require a separate building permit and must meet or exceed all applicable building codes.

C. Design Standards

1. Mailbox kiosks shall be compatible with other streetscape elements and be architecturally enhanced with building materials and details typical of the architectural style of the neighborhood/development.
2. Mailbox kiosks shall be located away from any location where, by reason of the position, shape or color, it may interfere with, or obstruct the view of or be confused with any authorized traffic control device.
3. A 5-foot wide impervious surface parallel to and surrounding the kiosk and a roof overhang of 4 feet on all sides for a weather free standing location shall be provided wherever the individual mailboxes are to be accessed.
4. Mailbox kiosks shall have a minimum 5-foot wide concrete/masonry or stone access from the street and/or sidewalk and be compliant with the Americans with Disability Act (ADA).
5. Landscaping consistent with the landscaping style of the neighborhood/development shall be provided.

6. A trash receptacle with a fixed base shall be provided at each mailbox kiosk location.
7. Lighting shall be provided at each mailbox kiosk location sufficient to ensure visibility and safety for the residents.
8. Mailbox kiosks shall provide a paved area with ingress/egress to allow vehicles to pull off, park, and re-enter the roadway safely while retrieving mail.
9. Mailbox kiosks shall be located in areas that will best allow for vehicle parking. Parking layout is to be designed in a manner so as to not create pedestrian safety or vehicle safety issues as determined by the City Engineer.
10. Minimum required parking shall be required as follows:

Mailbox Kiosk Off-street Parking Requirements	
Number of Spaces Required	
Number of Mailboxes	Parking Spaces Required
0-50	2
51-75	3
76-100	4
101 or more	4 plus 1 per each additional 50 mailboxes or portion thereof above 100

11. Access drives and parking areas shall be constructed to City road standards or as approved by the City Engineer.

D. Location Standards

1. The location of the mailbox kiosk is to be approved by the City and by the USPS.
2. Mailbox kiosks shall be prohibited from being located within the public right-of-way.
3. Mailbox kiosks shall be placed so as to not adversely affect the privacy of residents.
4. Mailbox kiosks shall not be installed within a cul-de-sac.
5. Mailbox kiosks shall be located away from the intersection of any street and in no case closer than 75 feet measured from the street centerline or as approved by the City Engineer in order to prevent obstruction of free and clear vision.

6. Mailbox kiosks shall be centrally located, offering easy pedestrian access to all residents. Mailbox kiosks shall be located no more than 1/4 mile from the property line of those residents served by the mailbox kiosk, or as approved by the USPS. Distance shall be measure as a radius drawn from the cluster-style mailbox kiosk.
7. No driveway or street access shall be constructed within 5 feet of a mailbox kiosk and vice versa.

E. Address Identification

1. Non-Single-Family Residential Uses

- a) New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible at all times from the street or road fronting the property.
- b) Address numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch and shall contrast in color with the background on which they are affixed.
- c) New and existing properties utilizing a mailbox or signage for address identification shall post numbers on both sides, meeting the requirements of paragraphs a) and b) above, that can be viewed from either direction of vehicular travel.
- d) Buildings or lots with multiple buildings utilizing one street address and containing multiple commercial occupancies with separate entry doors shall post suite numbers or letters above the main entry door to each occupancy or building meeting the requirements of paragraphs a) and b) above.
- e) For multiple properties that share a common single private drive, each owner shall display address numbers at the vehicular access point to the private drive and at the vehicular access point to each individual building meeting the requirements of paragraphs a), b), and c) above.

2. Single-Family Residential Uses

- a) New and existing residential properties shall have approved address numbers placed in a position that is plainly legible and visible at all times from the street or road fronting the property.

- b) Address numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch and shall contrast in color with the background on which they are affixed.
 - c) New and existing residential properties utilizing a mailbox or signage for address identification shall post numbers on both sides, meeting the requirements of paragraphs a) and b) above, that can be viewed from either direction of vehicular travel.
 - d) Neighborhoods, subdivisions, or residential properties utilizing a mailbox kiosk or utilizing a post office box and not having individual mailboxes to use as address identification shall post individual address identification signage meeting the requirements of paragraphs a), b), and c) above.
 - i. Address signage shall be no more than 10 feet from the driveway and no more than 25 feet from the road.
 - ii. For multiple residential properties that share a common single private drive, each owner shall display address numbers at the vehicular access point to the private drive and at the vehicular access point to each individual structure meeting the requirements of paragraphs a), b), and c) above.
3. All new residential, office, institutional, commercial and industrial lots shall be numbered with the approved street address number and suite numbers or letters, if applicable, at the time the Certificate of Occupancy or Certificate of Completion is issued.
4. It shall be the responsibility of the property owners to post and maintain the address identification at all times.

Section 3. If any Section, sub-section, sentence, clause, phrase or any portion of this Ordinance be declared invalid or unconstitutional by any court or competent jurisdiction or if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid. It is hereby declared to be the intent of the City Council to provide for separable and divisible parts and he does hereby adopt any and all parts hereof as may not be held invalid for any reason.

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

SO ORDAINED, this 19th day of August, 2019.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)



138 Moose Loop Road Canton, GA 30114

Office – (770) 345-9464

Fax – (678) 880-2872

08/15/2019

Attn: Jacob Hughes (BMK Construction)

RE: Holly Springs Pkwy Pedestrian Facilities (Holly Springs, GA)
Time Extension Request – Material Delay – Other Delays

Dear Addressed Parties,

The above referenced project was let to A1 Contracting by the City of Holly Springs, GA, with NTP being issued on January 15, 2019, to be completed in 210 days. We are requesting a total of 30 days due to the delay in supply of materials.

We anticipate that the work on Holly Springs Pkwy Pedestrian Facilities the City of Holly Springs, Georgia, will be completed by late September 2019, weather permitting.

A1 Contracting
Jason Moody, Owner/President

A handwritten signature in blue ink, appearing to be "J. Moody", is located below the typed name of Jason Moody.



Olympica Transportation Products LLC

August 15, 2019

Mike Krise
Wilburn Engineering
55 Millard Farmer Industrial Blvd
Newnan, GA 30263

Re: PI# 0012600 – Holly Springs Pkwy - Cherokee County

Mr. Krise,

The ship date of the mast arm poles on this project was originally August 11th. However due to delays in production, galvanizing and paint for all orders at Valmont's Texas manufacturing plant, the estimated ship date has been delayed to early September. As of this writing we are trying to get an accurate ship date.

If you have any questions, please call me at 404-784-5702.

Sincerely,

Tad Brandle
Engineer/Inside Sales
Olympica Transportation Products

Woodwind Construction Company, Inc.

August 14, 2019

BM&K Construction & Engineering
103 Mountain Brook Drive Ste 112
Holly Springs, GA 30115

Attn: Mr. Jacob Hughes

RE: Pedestrian Bridge Over Harmony Lakes Drive – Request for Change Order due to Sawnee EMC Electrical Facilities

Jacob,

Due to the proximity of major electrical facilities belonging to Sawnee EMC to the proposed pedestrian bridge, we are not able to perform the installation of the timber piles using ordinary means and methods. Our subcontractor's proposal, as well as that of York Bridge Concepts, anticipated the installation of the piles by driving them into the ground to required depth. Upon clearing the site and having the utilities marked, we were made aware that major electrical services were running underground where the bridge is to be installed. One line, which they refer to as a "Million" line, carries 14kV and was at a depth of 7 feet to 11 feet below the ground. It is virtually impossible to "pothole" this line at that depth on the slope we are working on. And even if we located it at every "close point" to a proposed pile location, we'd have to stay a minimum of 18" away from it horizontally if driving the piles. There is no configuration of a pile layout that would work under those constraints and have the bridge even close to parallel to the vehicular bridge.

Therefore, per Sawnee EMC's suggestion and in coordination with Bridge Builders and their engineer, we had Southern Hydrovac come out to the site yesterday and hydrovac holes for all the piles. We found the Sawnee EMC services in one hole exactly where the locator's marks indicated and at the exact depth they estimated. We will set the piles in a 2' diameter concrete encasement, per the bridge engineer's recommendations, which will be submitted to you in the next day or so.

I have been communicating these developments and our solution to Mitch Green on nearly a daily basis. I hope you will be amenable to a change order request for the additional costs which I will submit when they are totally known, as I think this clearly falls under "unforeseen conditions". I would give a rough estimate of \$4,000 to \$5,000 at this time.

Thank you.

Sincerely,

Lief K. Berthen

Lief Berthen
Project Manager



Holly Springs Time Lapse Technology Proposal and Statement of Work

Prepared For: Mayor Steve Miller and the City Council
Initial Date: 6-13-19
Revised Date: 8-14-19
Exhibit A

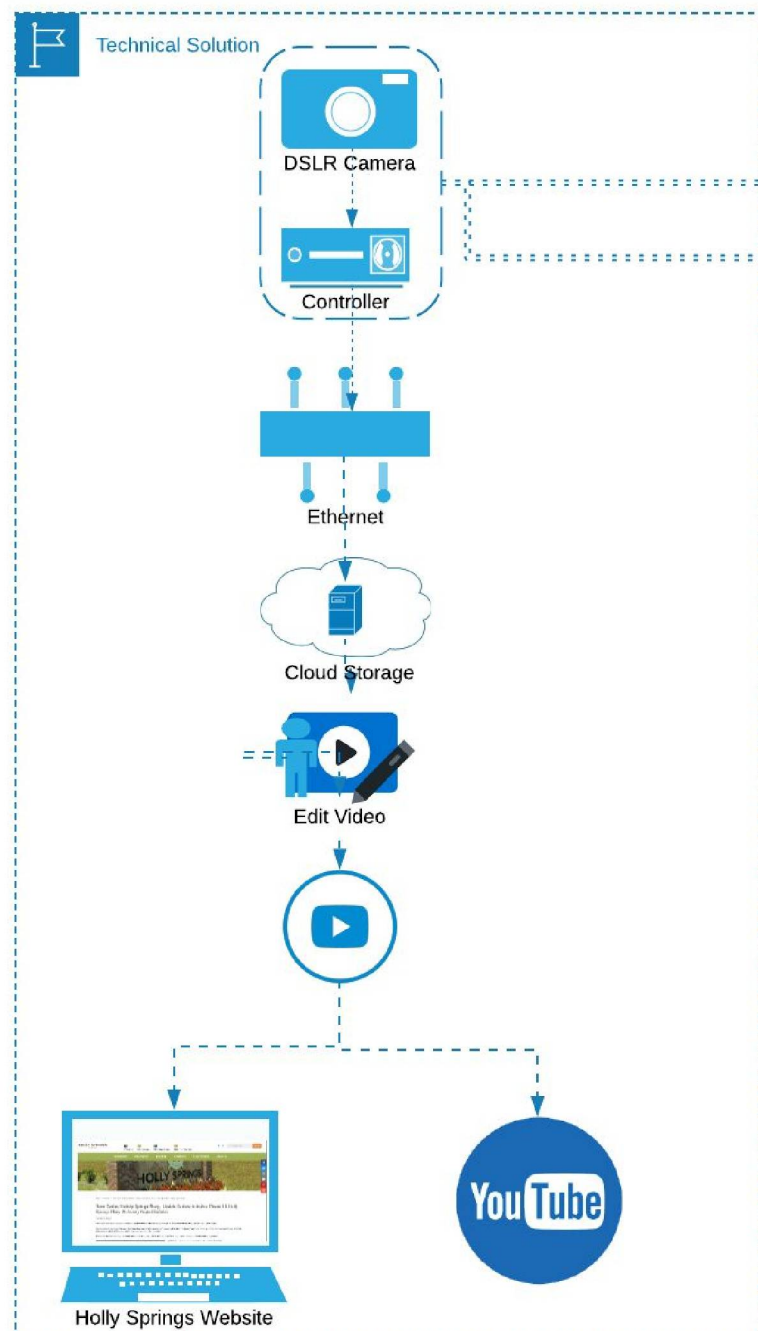


The Situation

The City of Holly Springs is building a new city center and would like to capture the birth of the city with a time lapse. The time lapse images should be put together at least monthly to show the progress the city is making. The videos should be able to be shared on the City's website: <https://hollyspringsga.us> and and social media channels. All of the images should be stored on a server which will accessible for other uses.

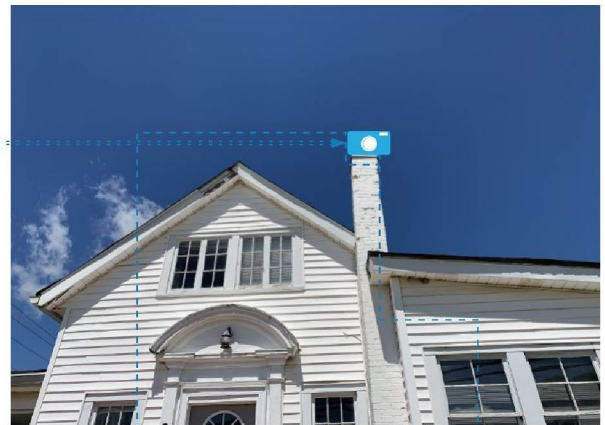
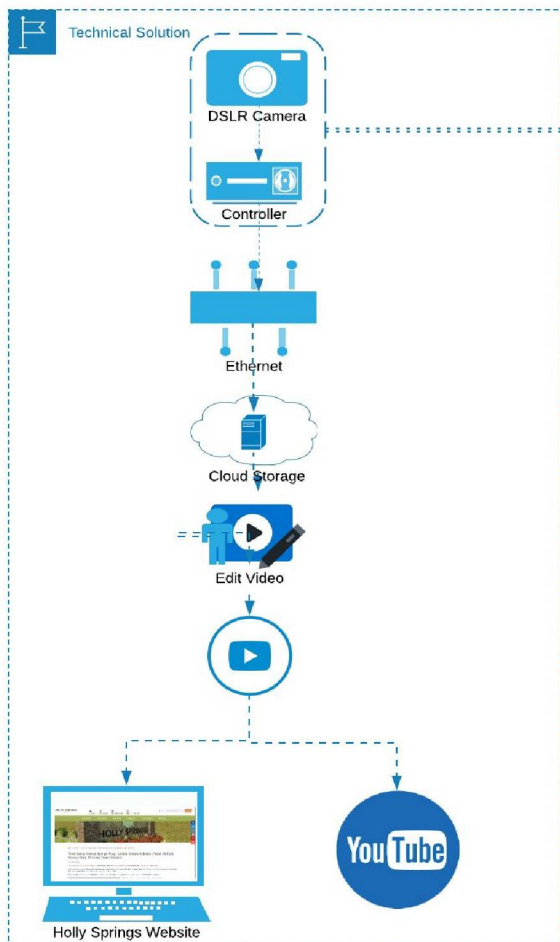
The Solution

We will utilize the current office space at 2720 Holly Springs Parkway. To minimize costs, we will use a DSLR camera connected to a controller which will manage the time-lapse and transmit the files to the server. The server will be in a cloud storage solution. Aculign will take those files and provide an up-to-date time lapse video ready for syndication on the website and social media. If desired, Aculign can syndicate the video at an extra cost.



Camera Position

The camera will be positioned on top of the chimney. We have two angles which look good. We need the city to decide which position to set the camera. Position 1 gets all of the Barrett store but will leave out some of the work to be completed at Palm and Hickory. Position 2 covers more of Palm and Hickory.



Position 1 vs. 2

Position 1 gets all of the Barrett store but will leave out some of the work to be completed at Palm and Hickory. Position 2 covers more of Palm and Hickory.

Position 1



Position 2



Video Creation

Aculign will create a video similar to the link below on a frequency to be determined by your leadership. An example of a video is below. We developed a quick logo sting to provide a little animation at the beginning. We can do much more with the logo sting once we have the real logo file.



Costs

Set-up Costs (one time)		Monthly Costs			
Item	Cost	Number of Videos (per year)	Video Creation	Service & Storage per month	Total per month
Camera	\$1000				
Controller & Housing	\$300	12	\$200	\$200	\$400
Cabling	\$100	6	\$100	\$200	\$300
Installation	\$300	4	\$80	\$200	\$280
Storage	\$200	2	\$50	\$200	\$250
Total	\$1,900	1	\$30	\$200	\$230
		1 video for the project	\$15	\$200	\$215

Total Cost over 2 years					
Number of Videos (per year)	Set-up costs	Service & Storage per month	Total Cost (year 1)	Total Cost (year 2)	Total Cost for 2 years
12	\$1,900	\$400	\$6,700	\$4,800	\$11,500
6	\$1,900	\$300	\$5,500	\$3,600	\$9,100
4	\$1,900	\$280	\$5,260	\$3,360	\$8,620
2	\$1,900	\$250	\$4,900	\$3,000	\$7,900
1	\$1,900	\$230	\$4,660	\$2,760	\$7,420
1 video for the project	\$1,900	\$215	\$4,480	\$2,580	\$7,060

Decisions Needed

1) What camera position do you prefer?



Position 1



Position 2

☐

Check one box

☐

2) How many videos do you want compiled per year and posted to your website?

Check one box

Monthly Costs					
	Number of Videos (per year)	One-time Set-up costs	Video Creation	Service & Storage per month	Total per month
☐	12	\$1,900	\$200	\$200	\$400
☐	6	\$1,900	\$100	\$200	\$300
☐	4	\$1,900	\$80	\$200	\$280
☐	2	\$1,900	\$50	\$200	\$250
☐	1	\$1,900	\$30	\$200	\$230
☐	1 video for the project	\$1,900	\$15	\$200	\$215

Services Agreement specific to this SOW:

This SOW is underpinned by the Master Service Agreement. This agreement is between Aculign LLC (Company) and The City of Holly Springs (Client), (collectively, the “Parties”).

General Terms:

This is a service agreement between Aculign LLC and the Clientn stated in this agreement. Aculign will provide the services defined by this SOW in exchange for the amount defined in this agreement. Beginning on the Effective Date, this Agreement will be in effect for a minimum of one (1) year. The Agreement will thereafter automatically renews on a month-by-month basis unless one of the Parties provides the other with at least a thirty (30) day written notice before the expiration of the then current monthly period. In addition, all equipment purchased and managed are the property of Company unless defined otherwise.

Payment Schedule & Terms:

By signing this agreement, the Client agrees to pay a one-time payment of **\$1,900** (billed upon signing this agreement) and a monthly payment of _____ (per the selection in the proposal). Monthly Payments must be received before the month where the charges are incurred. If payment terms are changed it must be approved by Aculign management. Payment must be received by check, credit card or online check/bank transfer.

Additional Charges:

The Client is held responsible for any additional expenses that may arise during the production of the project. Aculign requires Client approval before making any decisions or changes that will result in additional expenses.

Entire Agreement and Modifications:

This Agreement, including all pages and attachments, represents the entire agreement between the Client and Company with respect to services provided by Aculign LLC. The Parties agree that all other agreements, proposals, purchase orders, representations and other understandings concerning the services provided by Company, whether oral or written between the parties are superseded in their entirety by this agreement. No alterations or modifications of this Agreement will be valid unless made in written and signed by the parties. No attachment, supplement, or exhibit to this Agreement shall be valid unless initialed by an authorized signatory of Company.

Agreed and Accepted:

By signing this SOW/Proposal, The City of Holly Springs agrees to move forward with this proposal and agrees to the proposed service and pricing outlined in this document. This proposal will act as the Statement of Work “Exhibit A” as defined in the Master Services Agreement.

	CITY OF HOLLY SPRINGS		ACULIGN, LLC.	
SIGNED				
PRINTED	STEVE MILLER		KEITH MINICK	
TITLE	MAYOR		CEO	
DATE				



MASTER SERVICES AGREEMENT (MSA)

THIS SERVICES AGREEMENT (Agreement) is made effective, by and between **Aculign, LLC** located at 2720 Holly Springs Parkway, Canton, GA 30115 and **The City of Holly Springs** (CLIENT) located at 3237 Holly Springs Parkway, Holly Springs, GA, 30115.

THE PARTIES AGREE AS FOLLOWS:

1.Scope of Services

1.1 Aculign, LLC. will provide CLIENT, with consulting services as mutually agreed upon and described in the attached Statement of Work attached hereto as Exhibit "A". All consulting and marketing services to be provided hereunder will be referred to as Services. The parties may use this Agreement for multiple Statements of Work. Each Statement of Work must reference this Agreement.

1.2 Statements of Work will be written documents setting forth at a minimum:

- a. A complete, sufficiently-detailed description of the types of Services to be rendered;
- b. The applicable charges for the Services to be rendered (Services Fees); and
- c. Any additional terms and conditions to which the parties may agree.

1.3 The parties contemplate that it may be desirable to make changes to the Statement(s) of Work. Any such changes must be memorialized in a written Change Order signed by both parties.

1.4 CLIENT and Aculign, LLC will review the status of the Services, Statement(s) of Work, any Change Orders, invoices and estimates as may be required. Upon request, Aculign, LLC will produce and provide to CLIENT a written status report regarding such review.

2. Services and Fees and Expenses.

2.1 CLIENT shall be responsible for all Service Fees as identified in the applicable Statement(s) of Work (and Change Orders, as applicable).

3. Term and Termination.

3.1 This Agreement shall commence on the Agreement Date and shall expire upon completion of the Services described in the Statement of Work and any Change Orders, unless earlier terminated by either party via written notice. Upon termination of this Agreement, Aculign, LLC must return all documentation, equipment or other materials provided by CLIENT during the term of this Agreement and CLIENT must pay Aculign, LLC for the Services rendered up until the termination.



MASTER SERVICES AGREEMENT (MSA)

4. Proprietary Rights: Confidential Information.

4.1 Aculign, LLC agrees that any and all work product generated as a result of the Services provided to CLIENT hereunder shall be owned by CLIENT. Notwithstanding the foregoing, nothing contained in this Section 5.1 shall be construed as prohibiting Aculign, LLC from utilizing any, knowledge and experience of a general nature acquired in the performance of Services for CLIENT.

5. Warranties

5.1 Aculign, LLC makes no warranty, either express or implied, with respect to its services.

6. Client's Responsibilities

6.1 CLIENT will provide Aculign, LLC with all documentation and information required to enable Aculign, LLC to provide the services. CLIENT also will cause its employees and any third parties who are otherwise assisting, advising or representing CLIENT to cooperate on a timely basis with Aculign, LLC in the provision of its services. Aculign, LLC may rely upon information provided by CLIENT and its employees and agents as accurate and complete. Aculign, LLC may rely upon any directions provided by CLIENT and its employees and agents concerning the provision of the services, including without limitation, directions with respect to the interpretation of CLIENT's operations, policies, procedures or matters reflecting the exercise of discretion by CLIENT or the administrator of such activity on behalf of CLIENT. If CLIENT or its employees and agents are unable to participate in the project as required, or if the information provided by CLIENT or its employees and agents is inaccurate, incomplete or delayed, the scope of the services may be negatively impacted, the schedule may be delayed, and/or Aculign LLC's fees may be higher than listed on the Statement of Work.

7. General Provisions

7.1 The relationship of CLIENT and Aculign, LLC is that of independent contractors. Personnel of both parties are neither agents nor employees of the other party for federal tax purposes or any other purpose whatsoever, and are not entitled to any employee benefits of the other party.

7.2 Any modification or amendment of any provision of this Agreement must be in writing and must be signed by duly authorized representatives of both parties. The failure of any party to enforce any right it is granted herein, or to require the performance by the other party hereto of any provision of this Agreement, or the waiver by any party of any breach of this Agreement, shall not prevent a subsequent exercise or enforcement of such provisions or be deemed a waiver of any subsequent breach of this Agreement. All provisions of this Agreement which by their own terms take effect upon the termination of this Agreement or by their nature survive termination shall survive such termination.



MASTER SERVICES AGREEMENT (MSA)

7.3 This Agreement, all attached schedules and all other agreements referred to herein or to be delivered by the parties pursuant hereto, represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and merges all prior discussions between them and supersedes and replaces any and every other agreement or understanding which may have existed between the parties to the extent that any such agreement or understanding relates to providing Services to CLIENT. CLIENT hereby acknowledges that it has not reasonably relied on any other representation or statement that is not contained in this Agreement or made by a person or entity other than Aculign, LLC. To the extent, if any, that the terms and conditions of CLIENT orders or other correspondence are inconsistent with this Agreement, this Agreement shall control.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the Agreement Date first above written.

CITY OF HOLLY SPRINGS (CLIENT)

Signed:

Printed: Steve Miller

Title: Mayor

Date:

ACULIGN, LLC.

Signed:

Printed: Keith Minick

Title: CEO

Date:

City of Holly Springs
City Council Work Session Meeting Minutes
July 1, 2019

Elected Officials Present: Mayor Steven W. Miller, Councilwoman Karen Barnett, Councilwoman Dee Phillips, Councilman Jeremy Smith, Councilman Kyle Whitaker, and Councilman Michael Roy Zenchuk II.

Staff Present: City Manager Robert H. Logan, City Clerk Karen Norred, Chief Michael Carswell, Community Development Director Nancy Moon, Deputy Chief Tommy Keheley, Lieutenant Steve Cohen, Laura Rollins from the City Attorney's Office, City Engineer Jacob Hughes from BM&K, Inc, and Assistant City Clerk Erin Honea.

Mayor Miller called the Work Session to order.

Mayor Miller led the Pledge of Allegiance. Councilman Smith gave the invocation.

Public Comments:

Holly Springs resident Roger McIver thanked Council for considering the Harmony on the Lakes pedestrian bridge contract; asked that in the stipulations for MA-05-2019 that materials be required to be "fire resistant;" that utility boxes be installed on the front of the structures with covers over them; that HVAC units be installed in the rear or on the roofs.

Holly Springs resident Debby Ciccone expressed concerns over procedural issues and no specific school mitigation fees being listed for cases A-07-2019 and MA-07-2019.

Holly Springs resident Patrick Wyss expressed concerns with the traffic study, schools, and the waived drainage study for cases A-07-2019 and MA-07-2019.

Holly Springs resident Griffin Harrison stated he was concerned with the safety of children walking throughout the neighborhood, encouraged stipulations for crosswalks, and traffic/speed calming measures for cases A-07-2019 and MA-07-2019.

Holly Springs residents Adam and Lindsay Dean expressed concerns regarding the safety of neighborhood children, the changes to the atmosphere of the neighborhood, roadway safety, asked for an expanded traffic study along Highway 5 and interior roads of Riverside subdivision, stated residents do not want to be under a builder's homeowners' association, and presented a list of items that Riverside subdivision residents would like for Council to stipulate if development is approved for cases A-07-2019 and MA-07-2019.

Holly Springs resident Lindsay Dean expressed concern over the timeline for public meetings and asked that proof of delivery of zoning letters be required in regard to ORD-10-2019.

Cherokee County resident presented pictures of Misty Hollow Way to Council.

No action taken.

Councilwoman Phillips made a motion to enter into Executive Session for the purposes of personnel and real estate. Councilman Zenchuk seconded the motion. Motion carried 5-0.

Councilwoman Barnett made a motion to return from Executive Session. Councilman Zenchuk seconded the motion. Motion carried 5-0.

Attorney Laura Rollins announced that her office received notice that the lawsuit against the City brought by Alliance Reality Partners and Cherokee County had been dismissed.

Councilman Zenchuk made a motion to adjourn. Councilwoman Barnett seconded the motion. Motion carried 5-0.

Meeting adjourned.

DRAFT

City of Holly Springs
Special Called City Council Meeting Minutes
July 1, 2019

Elected Officials Present: Mayor Steven W. Miller, Councilwoman Karen Barnett, Councilwoman Dee Phillips, Councilman Jeremy Smith, Councilman Kyle Whitaker, and Councilman Michael Roy Zenchuk II.

Staff Present: City Manager Robert H. Logan, City Clerk Karen Norred, Chief Michael Carswell, Community Development Director Nancy Moon, Deputy Chief Tommy Keheley, Lieutenant Steve Cohen, Laura Rollins from the City Attorney's Office, City Engineer Jacob Hughes for BM&K, Inc, and Assistant City Clerk Erin Honea.

Mayor Miller called the City Council meeting to order.

Councilman Zenchuk made a motion to approve RES-18-2019, a Resolution of Necessity Prerequisite to Exercise Powers Under Urban Redevelopment Law. Councilwoman Barnett seconded the motion. Motion carried 5-0.

Councilman Zenchuk made a motion to award the Pedestrian Bridge on Harmony Lake Drive Project to Woodwind Construction Company, Inc., Project Number: RFB #2019-03, in an amount not to exceed \$234,100, and to authorize the Mayor to execute the construction contract documents. Councilwoman Barnett seconded the motion. Motion carried 5-0.

Councilman Zenchuk made a motion to approve awarding the Traffic Signal Loop Replacement for the 2019 LMIG Resurfacing Project to GTG Traffic Signals, in an amount not to exceed \$16,000, and to authorize the Mayor to execute the construction contract documents. Councilwoman Phillips seconded the motion. Motion carried 5-0.

Councilwoman Phillips made a motion to adjourn. Councilwoman Barnett seconded the motion. Motion carried 5-0.

Meeting adjourned.

Respectfully Submitted.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

City of Holly Springs
City Council Public Hearing Meeting Minutes
July 15, 2019

Elected Officials Present: Mayor Steven W. Miller, Councilwoman Karen Barnett, Councilwoman Dee Phillips, Councilman Jeremy Smith, Councilman Kyle Whitaker, and Mayor Pro Tem Michael Roy Zenchuk II.

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk Karen Norred, Chief Michael Carswell, Community Development Director Nancy Moon, and Information Technology Manager Ron Carter.

Mayor Miller called the Public Hearing to order.

City Manager Robert H. Logan presented the Urban Redevelopment Plan of the City of Holly Springs.

No public comments.

Public hearing closed.

Mayor Pro Tem Zenchuk made a motion to adjourn the public hearing. Councilman Whitaker seconded the motion. Motion carried 5-0.

City of Holly Springs
City Council Work Session Meeting Minutes
July 15, 2019

Elected Officials Present: Mayor Steven W. Miller, Councilwoman Karen Barnett, Councilwoman Dee Phillips, Councilman Jeremy Smith, Councilman Kyle Whitaker, and Mayor Pro Tem Michael Roy Zenchuk II.

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk Karen Norred, Chief Michael Carswell, Community Development Director Nancy Moon, and Information Technology Manager Ron Carter.

Mayor Miller called the Work Session to order.

Public Comments:

Holly Springs resident Roger McIver asked that Council add the stipulations he discussed during the July 1, 2019 Work Session regarding MA-05-2019. He asked that Council include prohibiting the installation of utilities or mechanical equipment in the three feet between the buildings for safety reasons on their list of stipulations.

No action taken.

Councilwoman Phillips made a motion to adjourn. Mayor Pro Tem Zenchuk seconded the motion. Motion carried 5-0.

City of Holly Springs
Council Meeting Minutes
July 15, 2019

Elected Officials Present: Mayor Steven W. Miller, Councilwoman Karen Barnett, Councilwoman Dee Phillips, Councilman Jeremy Smith, Councilman Kyle Whitaker, and Mayor Pro Tem Michael Roy Zenchuk II.

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk Karen Norred, Chief Michael Carswell, Community Development Director Nancy Moon, and Information Technology Manager Ron Carter.

Mayor Miller called the meeting to order.

Mayor Miller led the Pledge of Allegiance. Councilman Smith gave the invocation.

Mayor Miller presented Holly Springs residents Bill & Deanna Morrell with the July Yard of the Month award.

Consent Agenda:

1. June 3, 2019 Council Meeting Minutes.
2. June 17, 2019 Council Meeting Minutes.
3. Resolution in support of the Cherokee Charter Birthday Celebration.
4. Georgia Department of Transportation Regulations for Driveway and Encroachment Control Manual.

Mayor Pro Tem Zenchuk made a motion to approve the Consent Agenda. Councilwoman Phillips seconded the motion. Motion carried 5-0.

Unfinished Business:

Mayor Pro Tem Zenchuk made a motion to approve A-05-2019, annexation of 13.4 +/- acres located off of Holly Springs Parkway, Cherokee County, GA, tax parcel 083 of 15N15. Councilman Smith seconded the motion. Motion carried 5-0.

Councilman Smith made a motion to approve MA-05-2019, rezoning of 13.4 +/- acres located off of Holly Springs Parkway, Holly Springs, GA, tax parcel 083 of tax plat 15N15, from R-20, Single Family Residential (County) to GC, General Commercial and MXD, Mixed Use Overlay (City) with staff stipulations, plus the additional stipulation that placement of utility connections or mechanical equipment shall be prohibited in the three-foot space between buildings. Mayor Pro Tem Zenchuk seconded the motion. Motion carried 4-1. Councilman Whitaker opposed.

Councilman Smith made a motion to approve MA-08-2019, rezoning of 3.58 +/- acres located off of Holly Springs Parkway, tax parcels 008, 009A, and 011 of tax plat 93N02, from GC, General Commercial (City) to GC/MXD-1, General Commercial with Mixed Use Overlay (City) with staff stipulations. Mayor Pro Tem Zenchuk seconded the motion. Motion carried 5-0.

Mayor Pro Tem Zenchuk made a motion to approve ORD-10-2019, amendment to Holly Springs Zoning Ordinance, Article 14, Amendments and Zoning Procedures, to amend procedures and requirements. Councilman Whitaker seconded the motion. Motion carried 5-0.

New Business:

Mayor Pro Tem Zenchuk made a motion to approve a resolution to amend the adopted Municipal Services Master Fee Schedule. Councilwoman Phillips seconded the motion. Motion carried. 5-0.

Councilman Smith made a motion to approve sending a letter to the Cherokee County Board of Commissioners in regard to Rezoning Case #19-05-011. Councilwoman Barnett seconded the motion. Motion carried 5-0.

Councilwoman Barnett made a motion to approve a Lighting Services Agreement for service address 4300 Holly Springs Parkway between Georgia Power and the City of Holly Springs. Councilwoman Phillips seconded the motion. Motion carried 5-0.

Councilman Whitaker made a motion to approve a resolution authorizing the Urban Redevelopment Agency of the City of Holly Springs, Georgia to transact business and exercise powers under the provisions of the Urban Redevelopment Law. Councilwoman Phillips seconded the motion. Motion carried 5-0.

Councilwoman Barnett made a motion to approve a resolution designating the Urban Redevelopment Area and approving the Urban Redevelopment Plan. Mayor Pro Tem Zenchuk seconded the motion. Motion carried 5-0.

Mayor Pro Tem Zenchuk made a motion to approve a resolution authorizing the execution of an intergovernmental contract relating to the issuance of the Urban Redevelopment Agency of the City of Holly Springs, Georgia Revenue Bond, Series 2019. Councilwoman Phillips seconded the motion. Motion carried 5-0.

Councilwoman Barnett made a motion to approve the Commitment Letter among South State Bank, the Urban Redevelopment Agency of the City of Holly Springs, and the City of Holly Springs, GA for financing the Town Center Project infrastructure, and to authorize the City Manager to execute the documents. Councilwoman Phillips seconded the motion. Motion carried 5-0.

Mayor Pro Tem Zenchuk made a motion to approve Invoice #10663 from Earthscapes Products, Inc. for brick demolition, cleaning, and palletization from the structure located at 95 Palm Street, Holly Springs, Georgia, in an amount not to exceed \$10,000. Councilwoman Phillips seconded the motion. Motion carried 5-0.

Mayor Pro Tem Zenchuk made a motion to approve a resolution to appoint Bonny Spears to the Cherokee County Library Board of Trustees. Councilwoman Barnett seconded the motion. Motion carried 5-0.

Councilman Whitaker made a motion to enter into Executive Session for the purpose of real estate. Mayor Pro Tem Zenchuk seconded the motion. Motion carried 5-0.

Councilwoman Phillips made a motion to return from Executive Session. Councilwoman Barnett seconded the motion. Motion carried 5-0.

Reports:

City Manager Robert H. Logan announced that the June financial reports were in the agenda packet.

Mayor Miller asked Council to make an effort to attend the mediation regarding the Service Delivery Strategy on August 6, 2019, at 8:30 a.m. at the Cherokee County Administrative Building.

Councilwoman Phillips made a motion to adjourn. Councilman Whitaker seconded the motion. Motion carried 5-0.

Meeting adjourned.

Respectfully Submitted.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF HOLLY SPRINGS AUTHORIZING THE SUBMITTAL OF THE GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL MAINTENANCE & IMPROVEMENT GRANT (LMIG) APPLICATION FOR FISCAL YEAR 2020; AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO ACT IN ALL MATTERS PERTAINING TO THE CITY OF HOLLY SPRINGS' PARTICIPATION IN THE GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL MAINTENANCE & IMPROVEMENT GRANT (LMIG)

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

WHEREAS, the annual LMIG allocation is based on the total centerline road miles for each local road system and the total population of each city as compared with the total statewide centerline road miles and total statewide population; and

WHEREAS, the Georgia Department of Transportation uses current mileage numbers that are reported to the Office of Data Transportation by the City of Holly Springs; and

WHEREAS, a 30% match is required to obtain LMIG funds as stated in the Transportation Investment Act (TIA); and

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

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

This Resolution is adopted this 19th day of August 2019.

Attest:

Steven W. Miller, Mayor

Karen Norred, City Clerk
(Seal)



Russell R. McMurry, P.E., Commissioner
One Georgia Center
600 West Peachtree Street, NW
Atlanta, GA 30308
(404) 631-1000 Main Office

June 19, 2019

City of Holly Springs
Robert H. Logan, City Manager
PO Box 990
Holly Springs, GA 30142

Dear Mr. Logan:

The Georgia Department of Transportation has prepared a revised List of Roads for the City of Holly Springs. This revision reflects the raising of the speed limit on State Route 417 (I-575) from 65 MPH to 70MPH

Upon your review and approval of the attached List of Roads, **please forward the signed original as provided with no additions or changes to the List of Roads to this office at 30 Great Valley Pkwy, White, GA 30184.** We will then forward the information to the Department of Public Safety with a recommendation that an updated Speed Detection Device Permit be issued to the City of Holly Springs Number 06-19-19, being the controlling document.

The City of Holly Springs will be responsible for installation and maintenance of signs on the off systems route. The signs shall be in accordance with the Manual on Uniform Traffic Control Devices. The Department of Transportation will be responsible for all on-system signing.

If this office may be of additional assistance, or if you would like to discuss this matter further, please contact Michael Long at 678-721-5294.

Sincerely,


Christina Barry, P.E.
District Traffic Engineer

For: W. Grant Waldrop, P.E.
District Engineer

CB/ml

**LIST OF ROADS
CITY OF HOLLY SPRINGS
NUMBER 06-19-19**

ON SYSTEM

STATE ROUTE	WITHIN THE CITY/ TOWN LIMITS OF <u>and/or</u> SCHOOL NAME	FROM	MILE POINT	TO	MILE POINT	LENGTH IN MILES	SPEED LIMIT
417 I-575	HOLLY SPRINGS	CR 779 Sixes Road (South Holly Springs City Limit)	11.22	0.30 mile south of CR 1061 Joeseeph E. Brown Memorial Highway Bridge (North Holly Springs/South Canton City Limit)	14.10	2.88	70

SIGNS TO BE ERECTED BY THE GEORGIA DEPARTMENT OF TRANSPORTATION

SCHOOL ZONE HOURS EFFECTIVE

SCHOOL DAYS ONLY

WHEN SCHOOL FLASHERS ARE IN OPERATION AND/OR AS INDICATED ON SCHOOL TIME
OF DAY SIGN

SCHOOL DAYS ONLY

**LIST OF ROADS
CITY OF HOLLY SPRINGS
NUMBER 06-19-19**

OFF-SYSTEM

ROAD NAME	WITHIN THE CITY / TOWN LIMITS OF <i>and/or</i> <i>School Name</i>	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Hickory Street (CR 778)	HOLLY SPRINGS	CR 351 Palm Street	CR 680 Sequoyah Circle	0.93	35
Hickory Street (CR 778)	HOLLY SPRINGS	CR 680 Sequoyah Circle	0.18 mile east of CR 2289 Bradshaw Estates Drive (East Holly Springs City Limit)	2.30	40
Holly Lane (CS 568)	HOLLY SPRINGS	CS 566 Morgan Road	CR 680 Sequoyah Circle	0.76	30
Holly Springs Parkway (CR 1061)	HOLLY SPRINGS	0.15 mile north of CS 618 Bell Parkway (South Holly Springs City Limit)	0.20 mile south of CR 778 Hickory Street	4.01	45
Holly Springs Parkway (CR 1061)	HOLLY SPRINGS	0.20 mile south of CR 778 Hickory Street	CS 590 Pinecrest Road	0.71	35
Holly Springs Parkway (CR 1061)	HOLLY SPRINGS	CS 590 Pinecrest Road	0.01 mile south CR 402 Lakeside Drive (North Holly Springs City Limit)	0.51	45
Marble Quarry Road (CS 593)	HOLLY SPRINGS	CS 593 Holly Street	CR 779 Sixes Road	1.70	35
Morgan Road (CS 566)	HOLLY SPRINGS	CR 778 Hickory Street	CR 352 Toonigh Road	1.02	35
Palm Street (CR 351)	HOLLY SPRINGS	CR 778 Hickory Street	0.01 mile south of CS 607 Palm Lake Drive (South Holly Springs City Limit)	1.96	35
Pinecrest Road (CS 590)	HOLLY SPRINGS	CR 1061 Holly Springs Parkway	CR 309 Univeter Road	1.18	35
Rabbit Hill Road (CS 565)	HOLLY SPRINGS	CR 1061 Holly Springs Parkway	CS 593 Marble Quarry Road	1.04	35
Sixes Road (CR 779)	HOLLY SPRINGS	CR 1061 Holly Springs Parkway	0.13 mile west of CS 593 Marble Quarry Road	1.35	40

SCHOOL ZONE HOURS EFFECTIVE

SCHOOL DAYS ONLY

WHEN SCHOOL FLASHERS ARE IN OPERATION AND/OR AS INDICATED ON SCHOOL TIME
OF DAY SIGN

SCHOOL DAYS ONLY

***LIST OF ROADS
CITY OF HOLLY SPRINGS
NUMBER 06-19-19***

ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE ARE HEREIN REPEALED.

APPROVED:

MAYOR

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTESTED:

CLERK

DATE



FINANCIAL HIGHLIGHTS
July 31, 2019



Budget Summary
58% of year lapsed

	Audited		Unaudited	
	2018 Year End Actual	2019 Annual Amended Budget	2019 Year to Date	% Annual Budget
REVENUES BY FUND				
General Fund	8,731,338	8,250,000	2,501,267	30.32%
Operating Grant Fund	172,926	228,500	106,249	46.50%
Parks & Recreation Fund	372,029	683,500	220,368	32.24%
Hotel/Motel Tax Fund	5,663	6,000	2,768	46.14%
SPLOST III Fund	27,270	200,000	9,245	4.62%
SPLOST IV Fund	1,294,404	125,000	12,454	9.96%
SPLOST V Fund	1,338,207	7,405,000	1,359,813	18.36%
Town Center Fund	521	625,000	5,073	0.81%
Debt Service Fund	-	358,736	179,368	50.00%
Stormwater Utility Fund	791,715	335,000	25,275	7.54%
TOTAL REVENUES - ALL FUNDS	\$ 12,734,073	\$ 18,216,736	\$ 4,421,879	24.27%
EXPENDITURES/EXPENSES BY FUND				
General Fund	6,805,265	8,250,000	5,291,438	64.14%
Operating Grant Fund	172,892	228,500	116,756	51.10%
Parks & Recreation Fund	112,298	683,500	433,587	63.44%
Hotel/Motel Tax Fund	4,693	6,000	7,030	117.17%
SPLOST III Fund	-	200,000	-	0.00%
SPLOST IV Fund	1,038,969	125,000	-	0.00%
SPLOST V Fund	2,286,241	7,405,000	2,364,023	31.92%
Town Center Fund	497,917	625,000	410,971	100.00%
Debt Service Fund	358,736	358,736	179,368	50.00%
Stormwater Utility Fund	282,311	335,000	193,376	57.72%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 11,559,322	\$ 18,216,736	\$ 8,996,549	49.39%



**Comparison to Prior Year
58% of year lapsed**

	7/31/18 Actual	2018 Annual Budget	% of Annual Budget	7/31/19 Actual	2019 Annual Budget	% of Annual Budget
REVENUES BY FUND						
General Fund	3,201,802	6,800,000	47.09%	2,501,267	8,250,000	30.32%
Operating Grant Fund	80,133	225,000	35.61%	106,249	228,500	46.50%
Parks & Recreation Fund	217,122	476,000	45.61%	220,368	683,500	32.24%
Hotel/Motel Tax Fund	3,469	6,500	53.37%	2,768	6,000	46.14%
SPLOST III Fund	27,053	200,000	13.53%	9,245	200,000	4.62%
SPLOST IV Fund	994,023	1,945,000	51.11%	12,454	125,000	9.96%
SPLOST V Fund	332,058	1,000,000	0.00%	1,359,813	7,405,000	18.36%
Town Center Fund	365	514,989	0.07%	5,073	625,000	0.81%
Debt Service Fund	179,368	358,736	50.00%	179,368	358,736	50.00%
Stormwater Utility Fund	20,050	325,000	6.17%	25,275	335,000	7.54%
TOTAL REVENUES - ALL FUNDS	\$ 5,055,443	\$ 11,851,225	37.31%	\$ 4,421,879	\$ 18,216,736	24.27%

EXPENDITURES/EXPENSES BY FUND

General Fund	4,763,408	6,800,000	70.05%	5,291,438	8,250,000	64.14%
Operating Grant Fund	111,400	225,000	49.51%	116,756	228,500	51.10%
Parks & Recreation Fund	257,516	476,000	54.10%	433,587	683,500	63.44%
Hotel/Motel Tax Fund	3,564	6,500	54.83%	7,030	6,000	117.17%
SPLOST III Fund	-	200,000	0.00%	-	200,000	0.00%
SPLOST IV Fund	911,632	1,945,000	46.87%	-	125,000	0.00%
SPLOST V Fund	613,015	1,000,000	0.00%	2,364,023	7,405,000	31.92%
Town Center Fund	155,235	514,989	30.14%	410,971	625,000	65.76%
Debt Service Fund	179,368	358,736	50.00%	179,368	358,736	50.00%
Stormwater Utility Fund	98,723	325,000	30.38%	193,376	335,000	57.72%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 7,093,860	\$ 11,851,225	75.91%	\$ 8,996,549	\$ 18,216,736	49.39%

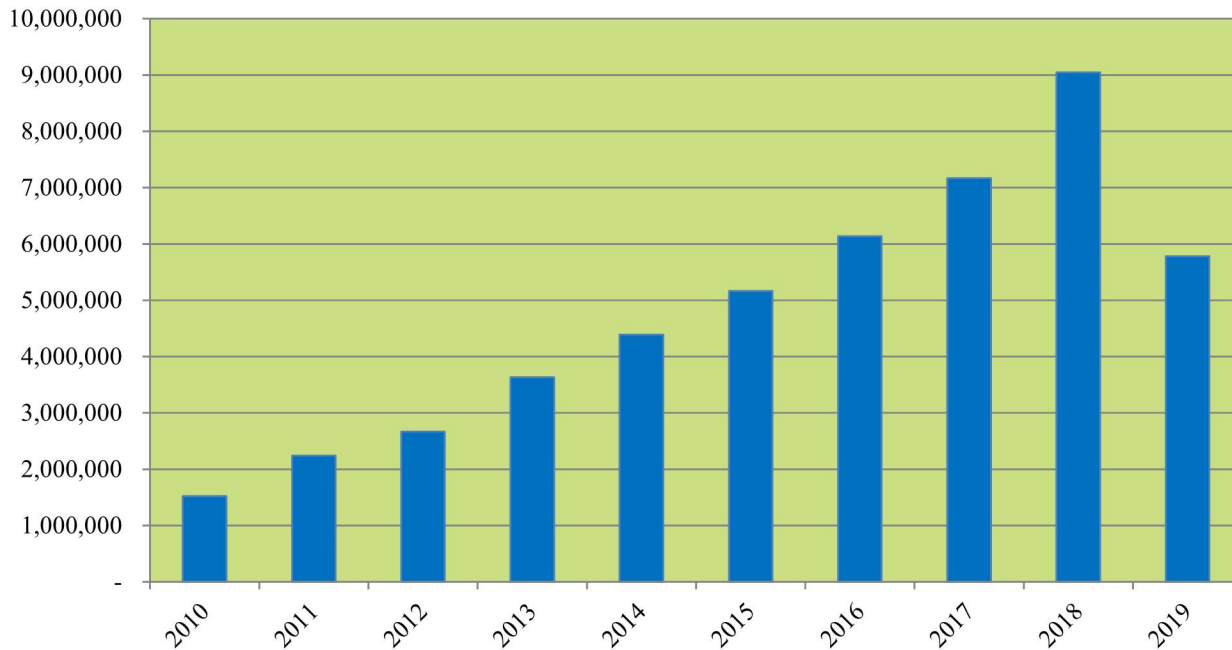


**Changes in Fund Balance/Net Position
As of July 31, 2019**

	Audited			Unaudited	
Fund	Balance as of 1/1/19	Revenues	Expenditures/ Expenses	Balance as of 7/31/19	Net Increase/ (Decrease)
General Fund	8,574,335	2,501,267	5,291,438	5,784,164	(2,790,171)
Operating Grant Fund	37,083	106,249	116,756	26,576	(10,507)
Parks & Recreation Fund	246,679	220,368	433,587	33,460	(213,219)
Hotel/ Motel Tax Fund	10,173	2,768	7,030	5,911	(4,262)
SPLOST III Fund	258,683	9,245	-	267,928	9,245
SPLOST IV Fund	59,481	12,454	-	71,935	12,454
SPLOST V Fund	(948,034)	1,359,813	2,364,023	(1,952,245)	(1,004,211)
Town Center Fund	17,593	5,073	410,971	(388,304)	(405,897)
Debt Service Fund	-	179,368	179,368	-	-
Stormwater Utility Fund	4,011,855	25,275	193,376	3,843,754	(168,101)
	\$ 12,267,848	\$ 4,421,879	\$ 8,996,549	\$ 7,693,179	\$ (4,574,669)

General Fund - History of Fund Balance

GENERAL FUND FUND BALANCE



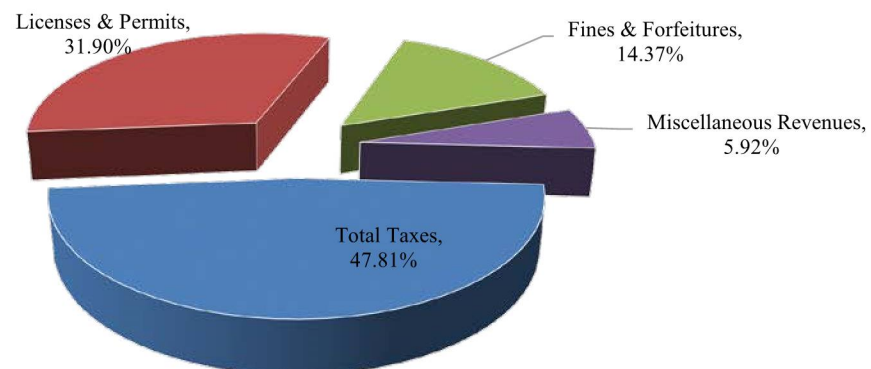


Budget Comparison Report - General Fund

58% of year lapsed

REVENUES	July 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Property Taxes	2,835	3,650,000	166,986	4.57%
Motor Vehicle Taxes	8,710	15,000	26,183	174.55%
Motor Vehicle Title Ad Valorem Tax	37,574	300,000	239,659	79.89%
Mobile Home Tax	26	750	134	17.93%
Recording Intangible Taxes	7,040	55,000	48,884	88.88%
Penalties & Interest	428	7,500	5,879	78.39%
Fifa Fees	45	2,500	885	35.40%
Franchise Tax	-	385,000	410,498	106.62%
Railroad Equipment Car Tax	-	600	704	117.26%
Real Estate Transfer Tax	1,225	12,500	10,940	87.52%
Business & Occupation Tax	1,140	120,000	52,364	43.64%
Financial Institutions Tax	-	14,000	3,569	25.49%
Insurance Premium Tax	-	665,000	-	0.00%
Total Taxes	115,924	5,727,850	1,195,925	20.88%
Licenses & Permits	104,219	1,383,325	797,930	57.68%
Fines & Forfeitures	5,025	409,150	359,369	87.83%
Miscellaneous Revenues	3,026	678,925	80,201	11.81%
Interest Income	2,646	20,000	39,281	196.40%
Proceeds from the Sale of Conf Assets	-	750	-	0.00%
Proceeds from the Sale of Assets	-	10,000	4,562	45.62%
Donation from Private Sources	250	20,000	24,000	120.00%
TOTAL GENERAL FUND REVENUES	\$ 231,090	\$ 8,250,000	\$ 2,501,267	30.32%

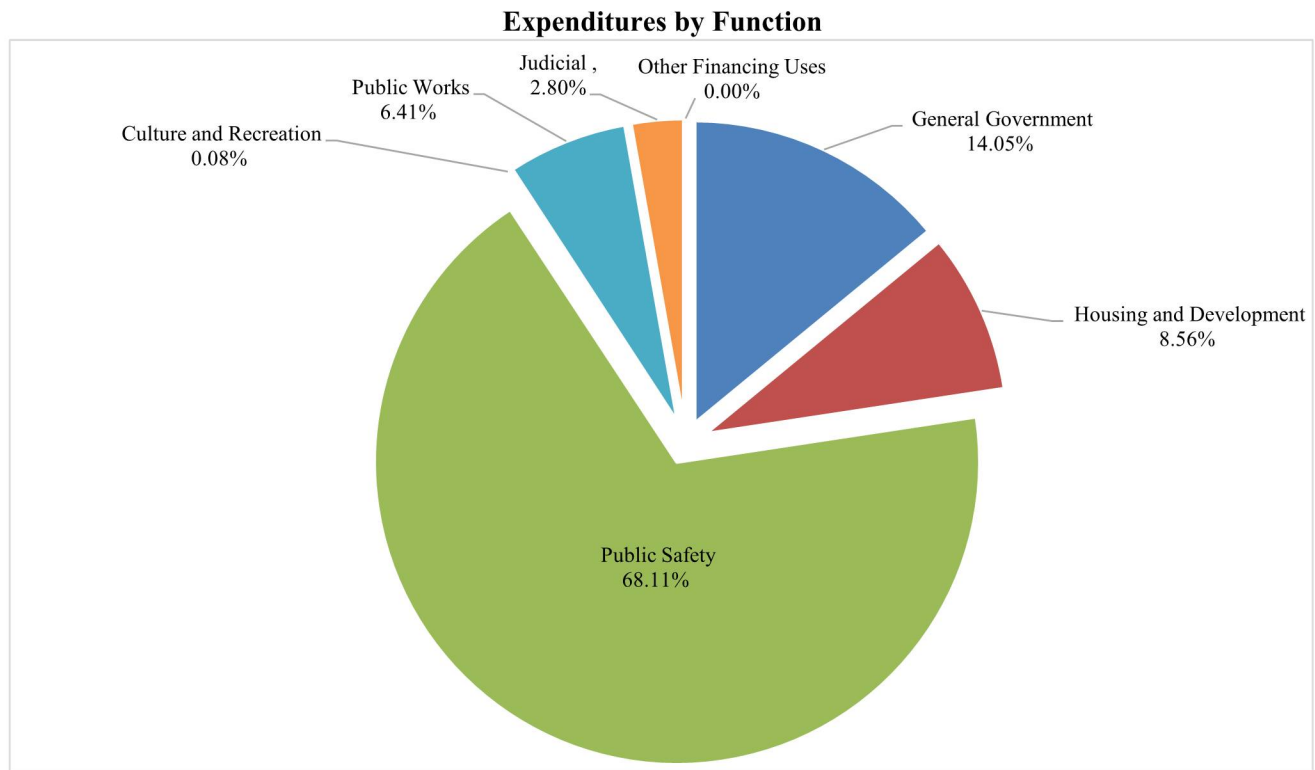
Revenues by Source





Budget Comparison Report - General Fund
58% of year lapsed

EXPENDITURES	July 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
General Government	86,837	1,170,697	743,469	63.51%
Housing and Development	65,884	826,884	452,868	54.77%
Public Safety	313,218	4,902,887	3,603,996	73.51%
Culture and Recreation	-	4,000	4,000	100.00%
Public Works	48,163	595,476	339,021	56.93%
Judicial	26,440	250,056	148,084	59.22%
Other Financing Uses	-	500,000	-	0.00%
TOTAL GENERAL FUND EXPENDITURES	\$ 540,541	\$ 8,250,000	\$ 5,291,438	64.14%





Budget Comparison Report - All Funds
58% of year lapsed

	Audited		Unaudited	
	2018 Year End Actuals	2019 Annual Budget	Year to Date	% 2019 Annual Budget
<u>GENERAL FUND</u>				
Revenues:	8,731,338	8,250,000	2,501,267	30.32%
Expenditures:	6,805,265	8,250,000	5,291,438	64.14%
Excess Revenues over (under) Expenditures	1,926,073	-	(2,790,171)	
<u>OPERATING GRANT FUND</u>				
Revenues:	172,926	228,500	106,249	46.50%
Expenditures:	172,892	228,500	116,756	51.10%
Excess Revenues over (under) Expenditures	34	-	(10,507)	
<u>PARKS & RECREATION FUND</u>				
Revenues:	372,029	683,500	220,368	32.24%
Expenditures:	112,298	683,500	433,587	63.44%
Excess Revenues over (under) Expenditures	259,731	-	(213,219)	
<u>HOTEL/MOTEL TAX FUND</u>				
Revenues:	5,663	6,000	2,768	46.14%
Expenditures:	4,693	6,000	7,030	117.17%
Excess Revenues over (under) Expenditures	970	-	(4,262)	
<u>SPLOST III FUND</u>				
Revenues:	27,270	200,000	9,245	4.62%
Expenditures:	-	200,000	-	0.00%
Excess Revenues over (under) Expenditures	27,270	-	9,245	
<u>SPLOST IV FUND</u>				
Revenues:	1,294,404	125,000	12,454	9.96%
Expenditures:	1,038,969	125,000	-	0.00%
Excess Revenues over (under) Expenditures	255,435	-	12,454	
<u>SPLOST V FUND</u>				
Revenues:	-	7,405,000	1,359,813	18.36%
Expenditures:	-	7,405,000	2,364,023	31.92%
Excess Revenues over (under) Expenditures	-	-	(1,004,211)	



Budget Comparison Report - All Funds
58% of year lapsed

	Audited		Unaudited	
	2018 Year End Actuals	2019 Annual Budget	Year to Date	% 2019 Annual Budget
<u>TOWN CENTER FUND</u>				
Revenues:	521	625,000	5,073	0.81%
Expenditures:	497,917	625,000	410,971	65.76%
Excess Revenues over (under) Expenditures	(497,396)	-	(405,897)	
<u>DEBT SERVICE FUND</u>				
Revenues:	-	358,736	179,368	50.00%
Expenditures:	358,736	358,736	179,368	50.00%
Excess Revenues over (under) Expenditures	(358,736)	-	-	
<u>STORMWATER UTILITY FUND</u>				
Revenues:	791,715	335,000	25,275	7.54%
Expenses:	282,311	335,000	193,376	57.72%
Excess Revenues over (under) Expenses	509,404	-	(168,101)	



Investments
As of July 31, 2019

Ameris Bank

Downtown Development Authority - CD .75% 35,864

Subtotal Ameris Bank \$ 35,864

Bank United	250,000
First Choice Bank	250,690
First Foundation Bank	250,000
First National Bank	29,075
Goldman Sachs Bank	250,000
Old National Bank	250,644
State Bank of Lizton	250,690
TBK Bank SSB	12,000

Subtotal South State Investment Services \$ 1,543,099

Total Investments \$ 1,578,963



Cash
As of July 31, 2019

Ameris Bank

Downtown Development Authority - Checking	87,790
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Subtotal Ameris Bank	\$ 87,790
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South State Bank

General Fund	501,267
Main Street Board	53,108
Parks & Recreation Fund	11,989
Hotel Motel Tax Fund	5,569
Money Market Account	2,241,332
Municipal Court Fund	195,602
Operating Grant Fund	701
Police Forfeiture Account	6,268
Police Seized Asset Account	9,629
SPLOST III	267,927
SPLOST IV	61,481
SPLOST IV/Grant Revenue	2,060
SPLOST V	66,969
Town Center Fund	12,226
Stormwater Utility Fund	591,632
Tree Replacement Fund	8,764

Subtotal South State Bank	\$ 4,036,524
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BB&T

Savings Account	2,506,417
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Subtotal BB&T	\$ 2,506,417
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South State Investment Services

Budget Stabilization Cash Account	1,697
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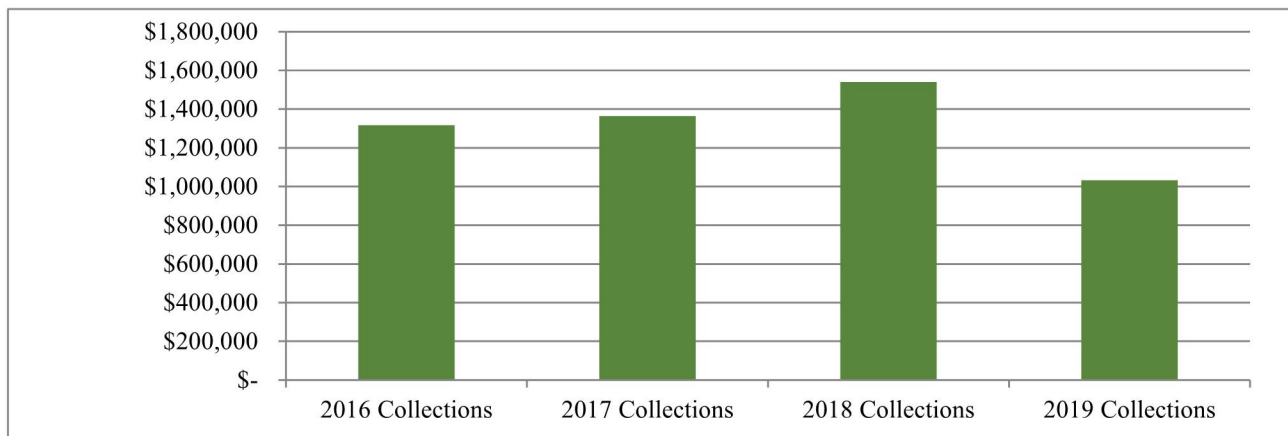
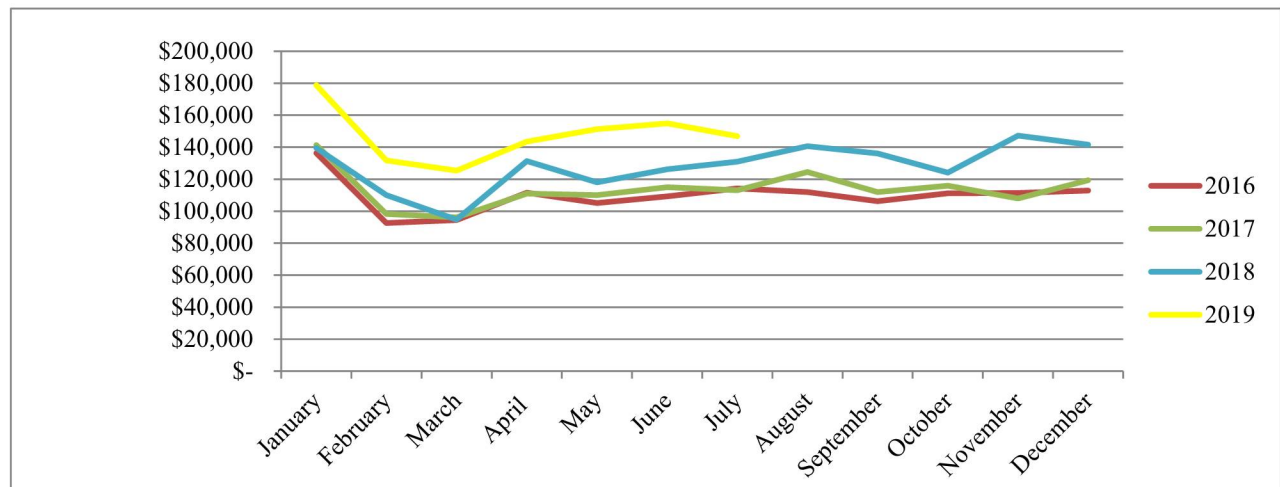
Subtotal South State Investment Services	\$ 1,697
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Total Cash	\$ 6,632,426
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Special Purpose Local Option Sales Tax Collections As of July 31, 2019

	2016 Collections	2017 Collections	2018 Collections	2019 Collections	% Change from Prior Year
January	\$ 136,321	\$ 141,344	\$ 139,474	\$ 178,754	28.16%
February	92,605	98,189	109,987	131,700	19.74%
March	94,455	96,130	94,765	125,375	32.30%
April	111,527	111,048	131,392	143,535	9.24%
May	105,169	110,063	117,981	151,269	28.21%
June	109,300	114,965	126,193	154,922	22.77%
July	114,305	113,172	131,005	146,946	12.17%
August	112,004	124,429	140,651	-	0.00%
September	106,169	111,901	136,184	-	0.00%
October	111,138	115,857	124,067	-	0.00%
November	111,396	108,048	147,256	-	0.00%
December	112,996	119,270	141,583	-	0.00%
	\$ 1,317,384	\$ 1,364,416	\$ 1,540,538	\$ 1,032,501	





**Downtown Development Authority
As of July 31, 2019**

Revenues	July 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Prior Year Fund Balance	-	4,900	-	0.00%
Interest Revenue	-	100	-	0.00%
TOTAL REVENUES	\$ -	\$ 5,000	\$ -	0.00%

Expenditures				
Dues & Fees	-	500	290	58.00%
Training	-	250	-	0.00%
Other Expenditures	-	250	19	7.50%
Stormwater Fees	-	2,500	-	0.00%
Sponsorships	-	1,500	1,500	100.00%
TOTAL EXPENDITURES	\$ -	\$ 5,000	\$ 1,809	36.17%



GENERAL FUND REVENUE DETAIL
As of July 31, 2019

	July 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Real Property Tax	2,835	3,650,000	166,986	4.57%
Real Property Tax - Public Utility	-	65,000	-	0.00%
Personal Property Tax	-	175,000	-	0.00%
Motor Vehicle Tax	8,710	15,000	26,183	174.55%
Motor Vehicle Title Ad Valorem Tax	37,574	300,000	239,659	79.89%
Apportioned Vehicles (AAVT)	-	5,000	2,346	46.92%
Mobile Home Tax	26	750	134	17.93%
Intangible Tax	7,040	55,000	48,884	88.88%
Railroad Equipment Car Tax	704	600	704	117.26%
Real Estate Transfer Tax	1,225	12,500	10,940	87.52%
Franchise Tax - Electric	-	385,000	410,498	106.62%
Franchise Tax - Gas	-	50,000	35,722	71.44%
Franchise Tax - Cable	56,168	195,000	187,529	96.17%
Franchise Tax - Telephone	29	10,000	3,645	36.45%
Business & Occupational Tax	1,140	120,000	52,364	43.64%
Insurance Premium Tax	-	665,000	-	0.00%
Financial Institutions Tax	-	14,000	3,569	25.49%
Penalties & Interest	428	7,500	5,879	78.39%
FiFa Fees	45	2,500	885	35.40%
Total Taxes	115,924	5,727,850	1,195,925	20.88%
Alcoholic Beverage Licenses	-	25,000	3,500	14.00%
Alcohol Pouring Permit	150	5,000	1,725	34.50%
Zoning and Land Use Permits	2,102	15,000	9,724	64.82%
Planning and Development Fees	-	75,000	5,118	6.82%
Sign Permit Fees	150	3,000	3,190	106.33%
Special Event Permits	-	250	150	60.00%
Vacant Lot Registration	-	25	-	0.00%
Personal Transportation Veh Permit	-	50	30	60.00%
Other Licenses and Permits	100	1,250	940	75.20%
Building Permit Revenue	76,983	975,000	599,943	61.53%
Certificate of Occupancy Fees	14,500	150,000	109,550	73.03%
Building Permit - Reinspection Fees	3,675	8,000	17,425	217.81%
Building Permit-Sub Fee	5,964	-	24,763	100.00%
Occupational Tax Late Fees	21	750	818	109.02%
Plan Review Fees	574	125,000	21,054	16.84%
Total Licenses and Permits	104,219	1,383,325	797,930	57.68%
Municipal Court Fines	-	400,000	341,723	85.43%
Forfeitures	-	500	-	0.00%
Court Costs	-	7,500	6,324	100.00%
Drug Testing Fees	-	350	35	10.00%
Expungements	-	50	-	0.00%
Tree Recompense Revenue	5,025	-	5,025	100.00%
Other Fines & Forfeitures	-	750	6,262	834.96%
Total Fines and Forfeitures	5,025	409,150	359,369	87.83%
Grant Revenue	-	2,000	-	0.00%
Probation Fees	1,981	10,000	14,168	141.68%
Printing and Duplicating Service Fees	-	500	731	146.22%
Election and Qualifying Fees	-	-	-	0.00%
Advertising Fees	-	5,000	7,128	142.56%
Accident/Incident Reports	170	2,500	1,305	52.20%
Wrecker Service Contract	-	16,500	16,500	100.00%
Background Checks	120	1,000	620	62.00%
Bad Check Fees	-	100	25	25.00%
Miscellaneous Revenue	755	633,825	3,774	0.60%
Rents and Royalties	-	2,500	5,010	200.40%
Reimbursement for Damaged Property	-	5,000	30,940	618.79%
Total Miscellaneous Income	3,026	678,925	80,201	11.81%



GENERAL FUND REVENUE DETAIL
As of July 31, 2019

	July 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Interest Revenue	2,646	20,000	39,281	196.40%
Total Investment Income	2,646	20,000	39,281	196.40%
Proceeds from Sale of Conf Assets	-	750	-	0.00%
Proceeds from Sale of Assets	-	10,000	4,562	45.62%
Donations from Private Sources	250	20,000	24,000	120.00%
Total Other Financing Sources	250	30,750	28,562	92.88%
TOTAL GENERAL FUND REVENUES	\$ 231,090	\$ 8,250,000	\$ 2,501,267	30.32%



**General Fund Expenditures
As of July 31, 2019**

	July 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Governing Body				
Salaries & Wages-Council	3,500	42,000	24,500	58.33%
Employee Benefits-Medical	5,770	48,995	46,751	95.42%
Employee Benefits-Dental	182	1,278	1,473	115.27%
Employee Benefits-ADD Life	74	882	588	66.67%
FICA	153	2,604	1,072	41.18%
Medicare	36	609	251	41.17%
Employee Benefits-Retirement	252	2,361	1,762	74.64%
Unemployment	8	144	63	43.44%
Workers Comp Insurance	-	1,075	973	90.49%
Total Salaries and Benefits	<u>9,974</u>	<u>99,948</u>	<u>77,433</u>	<u>77.47%</u>
Communications	42	250	314	125.53%
Travel	132	1,000	248	24.78%
Dues and Fees	-	500	525	105.04%
Education and Training	-	2,250	2,075	92.22%
Other Expenditures	84	-	84	100.00%
General Supplies and Materials	<u>498</u>	<u>250</u>	<u>667</u>	<u>266.68%</u>
Total Operations	<u>756</u>	<u>4,250</u>	<u>3,913</u>	<u>92.07%</u>
City Manager				
Salaries & Wages	14,306	113,985	71,213	62.48%
Employee Benefits-Medical	736	9,291	5,908	63.58%
Employee Benefits-Dental	77	377	297	78.71%
Employee Benefits-ADD Life	12	147	98	66.67%
Employee Benefits-Disability	78	920	626	68.03%
FICA	885	7,067	4,407	62.36%
Medicare	207	1,653	1,031	62.35%
Employee Benefits-Retirement	683	6,407	4,783	74.65%
Unemployment	-	38	27	70.00%
Workers' Comp. Insurance	-	492	445	90.49%
Total Salaries and Benefits	<u>16,985</u>	<u>140,377</u>	<u>88,833</u>	<u>63.28%</u>
Communications	47	500	367	73.46%
Dues and Fees	475	1,500	1,942	129.48%
Education and Training	-	2,500	-	0.00%
Other Expenditures	-	500	392	78.42%
General Supplies and Materials	<u>-</u>	<u>1,000</u>	<u>121</u>	<u>12.15%</u>
Total Operations	<u>522</u>	<u>6,000</u>	<u>2,823</u>	<u>47.05%</u>
City Clerk				
Salaries & Wages	12,730	120,958	72,365	59.83%
Employee Benefits-Medical	2,099	32,473	18,516	57.02%
Employee Benefits-Dental	108	1,297	788	60.76%
Employee Benefits-ADD Life	25	294	184	62.50%
Employee Benefits-Disability	78	977	632	64.73%
FICA	772	7,499	4,329	57.72%
Medicare	181	1,754	1,012	57.72%
Employee Benefits-Retirement	725	6,799	5,075	74.65%



**General Fund Expenditures
As of July 31, 2019**

	July 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Unemployment	-	76	53	70.12%
Workers' Comp. Insurance	-	310	281	90.49%
Total Salaries and Benefits	<u>16,717</u>	<u>172,437</u>	<u>103,236</u>	<u>59.87%</u>
Professional Services	-	20,000	-	0.00%
Communications	8	1,000	559	55.91%
Advertising	-	500	340	68.04%
Travel	659	2,500	2,137	85.50%
Dues and Fees	693	3,000	4,343	144.76%
Education and Training	-	2,500	435	17.40%
Other Expenditures	-	1,000	616	61.58%
General Supplies and Materials	-	5,000	2,031	40.61%
Total Operations	<u>1,360</u>	<u>35,500</u>	<u>10,461</u>	<u>29.47%</u>
Elections				
Advertising	-	1,500	-	0.00%
Intergovernmental - Elections	-	-	-	0.00%
Total Operations	<u>-</u>	<u>1,500</u>	<u>-</u>	<u>0.00%</u>
Contingency				
Contingency	-	82,500	-	0.00%
Total Operations	<u>-</u>	<u>82,500</u>	<u>-</u>	<u>0.00%</u>
Financial Administration				
Salaries & Wages	9,781	84,483	52,056	61.62%
Employee Benefits-Medical	3,686	46,364	29,679	64.01%
Employee Benefits-Dental	153	1,840	1,226	66.65%
Employee Benefits-ADD Life	25	294	196	66.67%
Employee Benefits-Disability	58	627	461	73.53%
FICA	542	5,238	2,881	54.99%
Medicare	127	1,225	674	54.99%
Employee Benefits-Retirement	506	4,749	3,545	74.65%
Unemployment	-	76	54	70.51%
Workers' Comp. Insurance	-	216	195	90.49%
Total Salaries and Benefits	<u>14,878</u>	<u>145,112</u>	<u>90,967</u>	<u>62.69%</u>
Professional Services	-	15,000	2,350	15.67%
Professional Services - Audit	1,000	35,000	18,500	52.86%
Advertising/Promotions	-	2,500	-	0.00%
Printing and Binding	-	1,000	240	24.00%
Dues and Fees-Bank Service Fees	373	3,500	3,953	112.95%
Education and Training	-	1,000	-	0.00%
Other Expenditures	36	-	36	100.00%
General Supplies and Materials	-	2,543	663	26.08%
General Supplies-Postage	348	5,000	2,482	49.63%
Gasoline/Diesel	-	100	50	100.00%
Small Equipment	800	500	800	160.00%
Total Operations	<u>2,556</u>	<u>66,143</u>	<u>29,074</u>	<u>43.96%</u>



**General Fund Expenditures
As of July 31, 2019**

	July 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Legal				
Professional Services - Legal	3,440	45,000	9,182	20.40%
Total Operations	<u>3,440</u>	<u>45,000</u>	<u>9,182</u>	<u>20.40%</u>
Salaries & Wages	6,042	52,319	32,216	61.58%
Employee Benefits-Medical	1,257	23,182	9,903	42.72%
Employee Benefits-Dental	77	920	613	66.65%
Employee Benefits-ADD Life	12	147	98	66.67%
Employee Benefits-Disability	36	423	287	67.90%
FICA	344	3,244	1,831	56.45%
Medicare	81	759	428	56.42%
Employee Benefits-Retirement	314	2,941	2,195	74.65%
Unemployment	-	38	27	70.05%
Workers' Comp. Insurance	-	134	121	90.49%
Total Salaries and Benefits	<u>8,163</u>	<u>84,107</u>	<u>47,720</u>	<u>56.74%</u>
Communications	47	1,000	432	43.23%
Dues and Fees	210	1,750	839	47.93%
Other Expenditures	34	-	34	100.00%
General Supplies and Materials	763	5,000	1,628	32.55%
Small Equipment	402	12,000	3,865	32.21%
Software	-	25,000	93,348	373.39%
Total Operations	<u>1,455</u>	<u>44,750</u>	<u>100,145</u>	<u>223.79%</u>
Risk Management				
Professional Services	-	10,000	5,000	50.00%
Liability Insurance	-	95,000	103,168	108.60%
Total Operations	<u>-</u>	<u>105,000</u>	<u>108,168</u>	<u>103.02%</u>
General Government Building				
Salaries & Wages	4,221	37,384	22,505	60.20%
Employee Benefits-Medical	736	9,291	5,908	63.58%
Employee Benefits-Dental	31	377	252	66.72%
Employee Benefits-ADD Life	12	147	98	66.67%
Employee Benefits-Disability	25	294	200	67.92%
FICA	260	2,318	1,387	59.85%
Medicare	61	542	324	59.86%
Employee Benefits-Retirement	224	2,101	1,569	74.66%
Unemployment	-	38	27	70.00%
Workers' Comp. Insurance	-	3,831	3,467	90.49%
Total Salaries and Benefits	<u>5,571</u>	<u>56,323</u>	<u>35,735</u>	<u>63.45%</u>
Disposal - Garbage	30	2,500	202	8.08%
Pest Control	-	2,000	675	33.75%
Repairs and Maintenance	258	15,000	4,744	31.63%
Repairs and Maintenance - Vehicles	-	750	4,239	565.15%



**General Fund Expenditures
As of July 31, 2019**

	July 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Rental of Equipment	558	5,000	2,503	50.06%
Communications	902	10,000	6,326	63.26%
Dues and Fees	-	500	473	94.61%
Other Expenditures	78	500	78	15.64%
General Supplies and Materials	1,253	15,000	3,677	24.51%
Water and Sewer	65	12,500	465	3.72%
Natural Gas	35	5,000	281	5.62%
Electricity	1,032	10,000	7,044	70.44%
Gasoline and Diesel	163	1,500	794	52.92%
Small Equipment	-	1,000	1,092	109.20%
Software	85	500	3,187	637.32%
Total Operations	4,459	81,750	35,778	43.77%
TOTAL GENERAL GOVERNMENT	\$ 86,837	\$ 1,170,697	\$ 743,469	63.51%
Municipal Court				
Salaries & Wages	11,635	99,132	56,938	57.44%
Salaries & Wages - Overtime	123	1,030	1,983	192.53%
Employee Benefits-Medical	2,601	32,473	11,528	35.50%
Employee Benefits-Dental	153	1,840	906	49.24%
Employee Benefits-ADD Life	25	294	172	58.33%
Employee Benefits-Disability	51	696	358	51.46%
FICA	616	6,210	3,093	49.80%
Medicare	144	1,452	723	49.82%
Employee Benefits-Retirement	577	5,466	4,039	73.88%
Unemployment	-	114	75	65.58%
Workers' Compensation	-	249	225	90.49%
Total Salaries and Benefits	15,925	148,956	80,040	53.73%
Professional Services - Public Defender	823	7,500	3,563	47.50%
Professional Services - Solicitor/Judge	6,500	65,000	38,250	58.85%
Repairs & Maintenance	-	2,500	511	20.45%
Rental of Equipment	161	1,750	932	53.25%
Communications	-	3,500	41	1.18%
Advertising	-	100	-	0.00%
Printing & Binding	-	-	651	100.00%
Travel	1,367	1,500	1,385	92.31%
Dues and Fees	42	750	299	39.81%
Education and Training	126	750	1,259	167.87%
Other Expenditures	1,036	250	1,437	574.83%
General Supplies and Materials	85	2,500	3,370	134.82%
General Supplies and Materials Postage	-	-	99	100.00%
Food Supplies	237	2,000	1,469	73.43%
Books and Periodicals-Code Books	-	250	-	0.00%
Small Equipment	138	2,500	3,983	159.34%
Software	-	10,000	10,550	105.50%
Other Supplies - Uniforms	-	250	245	98.15%
Total Operations	10,515	101,100	68,044	67.30%
TOTAL JUDICIAL	\$ 26,440	\$ 250,056	\$ 148,084	59.22%



**General Fund Expenditures
As of July 31, 2019**

	July 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
<i>Police Administration</i>				
Salaries & Wages	43,749	379,935	230,235	60.60%
Salaries & Wages-Overtime	128	4,120	145	3.52%
Employee Benefits-Medical	6,644	73,373	48,997	66.78%
Employee Benefits-Dental	401	4,434	3,050	68.79%
Employee Benefits-ADD Life	80	882	564	63.89%
Employee Benefits-Disability	280	2,942	2,069	70.32%
FICA	2,612	23,812	13,698	57.53%
Medicare	611	5,570	3,204	57.52%
Employee Benefits-Retirement	2,211	20,959	15,478	73.85%
Unemployment	-	228	160	69.99%
Workers' Compensation	-	15,196	13,751	90.49%
<i>Total Salaries and Benefits</i>	56,716	531,451	331,349	62.35%
Professional Services	250	1,000	3,686	368.60%
Repair & Maintenance-Vehicle	642	6,000	1,680	28.00%
Rental of Equipment	374	5,000	2,486	49.71%
Communications	298	3,000	2,061	68.70%
Advertising	318	500	560	111.99%
Printing and Binding	-	700	56	8.00%
Travel	2,307	2,500	3,838	153.52%
Dues and Fees	-	5,000	4,813	96.25%
Education and Training	375	2,000	2,030	101.50%
Other Expenditures	261	2,500	2,041	81.66%
General Supplies and Materials	3,602	3,000	4,302	143.40%
General Supplies - Postage	-	500	18	3.62%
Gasoline/Diesel	1,124	7,000	5,355	76.50%
Small Equipment	853	2,500	5,138	205.52%
Software	216	2,500	2,410	96.41%
Other Supplies - Uniforms	176	3,200	1,204	37.62%
<i>Total Operations and Capital</i>	10,797	46,900	41,678	88.87%
<i>Criminal Investigation Division</i>				
Salaries & Wages	28,894	221,771	135,168	60.95%
Salaries & Wages-Overtime	1,445	6,180	3,602	58.28%
Employee Benefits-Medical	5,198	51,056	33,024	64.68%
Employee Benefits-Dental	261	3,137	1,693	53.96%
Employee Benefits-ADD Life	49	588	380	64.58%
Employee Benefits-Disability	130	1,489	1,013	68.00%
FICA	1,781	14,132	8,350	59.08%
Medicare	417	3,306	1,953	59.07%
Employee Benefits-Retirement	1,291	12,440	9,035	72.63%
Unemployment	-	152	106	70.01%
Workers' Compensation	-	10,021	9,068	90.49%
<i>Total Salaries and Benefits</i>	39,465	324,272	203,389	62.72%



**General Fund Expenditures
As of July 31, 2019**

	July 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Repair & Maintenance-Vehicle	343	6,000	4,773	79.55%
Communications	252	2,000	1,287	64.35%
Printing and Binding	56	250	56	22.40%
Travel	-	2,000	520	26.01%
Dues and Fees	-	1,000	502	50.21%
Education and Training	-	2,000	477	23.85%
General Supplies and Materials	-	2,000	300	14.99%
General Supplies and Materials-Postage	-	50	15	100.00%
Gasoline and Diesel	551	7,000	4,200	60.00%
Small Equipment	-	1,000	1,017	101.67%
Software	-	2,000	-	0.00%
Other Supplies - Uniforms	10	1,000	10	1.00%
Total Operations and Capital	<u>1,212</u>	<u>26,300</u>	<u>13,157</u>	<u>50.03%</u>
Vice				
Salaries & Wages	5,779	51,634	31,292	60.60%
Salaries & Wages-Overtime	59	2,060	852	41.34%
Employee Benefits-Medical	1,316	16,848	10,838	64.33%
Employee Benefits-Dental	77	920	613	66.65%
Employee Benefits-ADD Life	12	147	98	66.67%
Employee Benefits-Disability	31	369	250	67.84%
FICA	334	3,329	1,846	55.46%
Medicare	78	779	432	55.43%
Employee Benefits-Retirement	301	2,930	2,104	71.79%
Unemployment	-	38	27	70.03%
Workers' Compensation	-	2,360	2,136	90.49%
Total Salaries and Benefits	<u>7,987</u>	<u>81,414</u>	<u>50,487</u>	<u>62.01%</u>
Dues and Fees	-	150	51	34.21%
Total Operations and Capital	<u>-</u>	<u>150</u>	<u>51</u>	<u>34.21%</u>
Patrol				
Salaries & Wages	113,661	1,130,810	598,676	52.94%
Salaries & Wages-Overtime	6,204	43,260	34,690	80.19%
Employee Benefits-Medical	23,170	300,956	194,501	64.63%
Employee Benefits-Dental	1,112	13,395	8,842	66.01%
Employee Benefits-ADD Life	257	3,528	2,119	60.06%
Employee Benefits-Disability	627	8,351	5,064	60.64%
FICA	7,235	72,792	38,068	52.30%
Medicare	1,692	17,025	8,903	52.29%
Employee Benefits-Retirement	6,581	63,485	46,067	72.56%
Unemployment	(15)	950	583	61.36%
Workers' Compensation	-	51,614	49,243	95.41%
Total Salaries and Benefits	<u>160,525</u>	<u>1,706,166</u>	<u>986,756</u>	<u>57.83%</u>



**General Fund Expenditures
As of July 31, 2019**

	July 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Professional Services	-	750	-	0.00%
Repair & Maintenance	90	3,000	215	7.17%
Repair & Maintenance-Vehicle	3,220	38,000	31,021	81.64%
Communications	1,135	19,000	7,381	38.85%
Printing and Binding	-	500	120	24.00%
Travel	21	250	174	100.00%
Dues and Fees	-	3,000	1,251	41.70%
Education & Training	-	500	515	102.90%
Contract Labor	-	500	500	100.00%
Other Expenditures	112	7,000	2,516	35.95%
General Supplies and Materials	(3,151)	11,000	1,157	10.52%
Weapons Supplies & Ammunition	-	35,000	18,776	53.64%
Gasoline and Diesel	7,059	55,000	40,440	73.53%
Small Equipment	1,293	4,600	6,975	151.63%
Software	3,599	6,000	12,211	203.52%
Other Supplies - Uniforms	2,635	30,000	8,521	28.40%
Total Operations and Capital	16,013	214,100	131,774	61.55%
Police Training				
Salaries & Wages	5,880	53,938	32,133	59.57%
Salaries & Wages-Overtime	617	2,060	1,110	53.86%
Employee Benefits-Medical	-	8,352	-	0.00%
Employee Benefits-Dental	-	379	-	0.00%
Employee Benefits-ADD Life	-	147	61	41.67%
Employee Benefits-Disability	31	368	250	68.02%
FICA	403	3,472	2,061	59.36%
Medicare	94	812	482	59.36%
Employee Benefits-Retirement	314	3,056	2,197	71.90%
Unemployment	-	38	27	70.03%
Workers' Compensation	-	2,462	2,228	90.49%
Total Salaries and Benefits	7,339	75,084	40,549	54.00%
Repair & Maintenance	-	3,000	199	6.64%
Repair & Maintenance-Vehicle	-	2,000	182	9.09%
Communications	107	500	379	75.76%
Travel	-	2,000	1,886	94.30%
Dues and Fees	-	500	171	34.21%
Education and Training	400	25,000	4,370	17.48%
General Supplies and Materials	-	4,000	414	10.34%
Weapons Supplies & Ammunition	-	50,000	20,034	40.07%
Gasoline and Diesel	159	1,750	1,024	58.52%
Small Equipment	-	1,000	-	0.00%
Other Supplies - Uniforms	64	300	64	21.28%
Intergovernmental	-	5,000	5,000	100.00%
Total Operations and Capital	729	95,050	33,722	35.48%
Police Stations and Buildings				
Disposal-Garbage/Recycle	90	1,500	606	40.41%



**General Fund Expenditures
As of July 31, 2019**

	July 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Pest Control	-	1,000	360	36.00%
Repairs and Maintenance	908	7,500	8,315	110.87%
Communications	860	8,500	6,012	70.73%
General Supplies and Materials	757	2,500	2,639	105.55%
Water/Sewer	427	5,000	2,986	59.71%
Electricity	1,032	15,000	7,044	46.96%
Small Equipment	-	2,500	125	5.00%
Software	46	500	2,888	577.64%
Total Operations	<u>4,120</u>	<u>44,000</u>	<u>30,975</u>	<u>70.40%</u>
Probation				
Salaries & Wages	5,684	47,005	29,497	62.75%
Employee Benefits-Medical	1,279	8,352	10,663	127.67%
Employee Benefits-Dental	77	920	613	66.65%
Employee Benefits-ADD Life	25	147	135	91.67%
Employee Benefits-Disability	31	369	251	67.90%
FICA	304	2,914	1,586	54.44%
Medicare	71	682	371	54.40%
Employee Benefits-Retirement	274	2,565	1,915	74.66%
Unemployment	-	38	27	70.03%
Workers' Compensation	-	2,066	1,870	90.49%
Total Salaries and Benefits	<u>7,744</u>	<u>65,058</u>	<u>46,927</u>	<u>72.13%</u>
Communications	42	500	314	62.76%
Travel	-	500	418	83.52%
Dues and Fees	103	300	206	68.64%
General Supplies and Materials	-	500	76	15.20%
Small Equipment	175	250	1,075	429.88%
Software	250	-	500	100.00%
Other Supplies - Uniforms	-	300	-	0.00%
Total Operations and Capital	<u>570</u>	<u>2,350</u>	<u>2,588</u>	<u>110.13%</u>
Fire Services				
Intergovernmental-Fire Services	-	1,690,592	1,690,592	100.00%
Total Fire Services	<u>-</u>	<u>1,690,592</u>	<u>1,690,592</u>	<u>100.00%</u>
TOTAL PUBLIC SAFETY	<u>\$ 313,218</u>	<u>\$ 4,902,887</u>	<u>\$ 3,603,996</u>	<u>73.51%</u>
Highways and Streets				
Professional Services-Engineering	1,000	7,500	4,000	53.33%
Disposal-Garbage/Recycling	93	1,250	652	52.16%
Lawn Care	41	1,000	246	24.60%
Pest Control	-	250	-	0.00%
Repairs & Maintenance	532	28,500	23,785	83.46%
Repairs & Maintenance-Vehicles	213	5,000	2,671	53.42%
Rental of Equipment	-	2,500	1,874	74.95%
Communications	-	250	-	0.00%
Contract Labor	34,165	409,976	238,483	58.17%



General Fund Expenditures
As of July 31, 2019

	July 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Other Expenditures	-	250	-	0.00%
General Supplies and Materials	2,143	1,750	2,347	134.09%
Electricity	260	5,000	1,755	35.11%
Gasoline/Diesel	381	10,000	2,855	28.55%
Small Equipment	-	4,750	-	0.00%
Total Operations	<u>38,827</u>	<u>477,976</u>	<u>278,668</u>	<u>58.30%</u>
Street Lights				
Electricity-Street Lights	<u>8,891</u>	<u>90,000</u>	<u>58,964</u>	<u>65.52%</u>
Total Street Lights	<u>8,891</u>	<u>90,000</u>	<u>58,964</u>	<u>65.52%</u>
Traffic Lights				
Electricity-Traffic Lights	<u>114</u>	<u>2,500</u>	<u>797</u>	<u>31.86%</u>
Total Traffic Lights	<u>114</u>	<u>2,500</u>	<u>797</u>	<u>31.86%</u>
Tree Commission				
Repairs & Maintenance	-	21,500	-	0.00%
Travel	-	750	-	0.00%
Dues and Fees	-	500	175	35.00%
Education and Training	-	1,000	30	3.00%
General Supplies & Materials	330	750	388	51.78%
Books and Periodicals	-	500	-	0.00%
Total Operations	<u>330</u>	<u>25,000</u>	<u>593</u>	<u>2.37%</u>
TOTAL PUBLIC WORKS	<u>\$ 48,163</u>	<u>\$ 595,476</u>	<u>\$ 339,021</u>	<u>56.93%</u>
Culture and Recreation				
Intergovernmental-Sequoyah Regional	<u>-</u>	<u>4,000</u>	<u>4,000</u>	<u>100.00%</u>
TOTAL CULTURE AND RECREATION	<u>\$ -</u>	<u>\$ 4,000</u>	<u>\$ 4,000</u>	<u>100.00%</u>
Building Inspections				
Salaries & Wages	15,332	217,155	125,890	57.97%
Overtime	-	1,500	144	9.61%
Employee Benefits-Medical	3,940	66,964	45,544	68.01%
Employee Benefits-Dental	230	3,514	2,491	70.89%
Employee Benefits-ADD Life	33	735	396	53.90%
Employee Benefits-Disability	106	1,763	1,107	62.79%
FICA	906	13,557	7,382	54.45%
Medicare	212	3,170	1,726	54.44%
Employee Benefits-Retirement	1,508	12,291	10,512	85.53%
Unemployment	(3)	190	152	79.98%
Workers' Compensation	<u>(223)</u>	<u>3,883</u>	<u>2,251</u>	<u>57.97%</u>
Total Salaries and Benefits	<u>22,041</u>	<u>324,722</u>	<u>197,596</u>	<u>60.85%</u>



**General Fund Expenditures
As of July 31, 2019**

	July 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Professional Services-Engineering	4,809	50,000	25,048	50.10%
Professional Services-Legal	630	2,500	4,980	199.19%
Technical Services - Planning	-	50,000	16,576	33.15%
Repairs & Maintenance	-	3,500	225	6.43%
Repairs & Maintenance - Vehicles	40	5,000	2,070	41.40%
Communications	295	5,000	2,713	54.27%
Advertising -Promotions	-	5,000	821	16.42%
Printing & Binding	-	1,000	(50)	-5.00%
Travel	-	2,500	865	34.61%
Dues and Fees	-	7,500	4,784	63.79%
Education and Training	153	2,500	443	17.74%
Contract Labor	-	25,000	630	2.52%
Other Expenditures	383	500	609	121.89%
General Supplies and Materials	10	2,500	696	27.86%
General Supplies - Postage	-	250	-	0.00%
Gasoline/Diesel	345	5,000	2,129	42.57%
Books and Periodicals-Code Books	-	750	7	0.87%
Small Equipment	-	1,500	1,473	98.19%
Other Supplies - Uniforms	-	250	-	0.00%
Total Operations	6,666	170,250	64,019	37.60%
Planning and Zoning				
Salaries & Wages	17,909	106,482	71,641	67.28%
Employee Benefits-Medical	1,475	18,582	11,840	63.71%
Employee Benefits-Dental	31	755	252	33.31%
Employee Benefits-ADD Life	25	294	205	69.72%
Employee Benefits-Disability	73	865	585	67.59%
FICA	1,060	6,602	4,318	65.41%
Medicare	248	1,544	1,010	65.42%
Employee Benefits-Retirement	638	5,985	4,468	74.65%
Unemployment	-	76	54	71.64%
Workers' Compensation	-	6,193	5,604	90.49%
Total Salaries and Benefits	21,460	147,378	99,976	67.84%
Professional Services	-	25,000	-	0.00%
Professional Services-Legal	-	1,000	-	0.00%
Technical Services - Planning	-	15,000	-	0.00%
Repairs & Maintenance	-	500	-	0.00%
Other Services - Map Updates	-	1,000	-	0.00%
Communications	47	1,500	1,188	79.19%
Advertising	3,106	12,000	12,160	101.33%
Printing & Binding	-	250	-	0.00%
Travel	-	2,500	64	2.55%
Dues and Fees	-	2,500	1,325	53.01%
Education and Training	-	1,000	950	95.00%
Planning & Zoning Meeting Fees	245	2,500	1,617	64.68%
Other Expenditures	64	500	114	100.00%
General Supplies and Materials	14	1,500	191	12.71%



**General Fund Expenditures
As of July 31, 2019**

	July 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Gasoline & Diesel	-	500	34	6.80%
Small Equipment	-	-	857	100.00%
Total Operations	<u>3,476</u>	<u>67,250</u>	<u>18,499</u>	<u>27.51%</u>
Main Street Program				
Salaries and Wages	7,980	49,177	33,388	67.89%
Overtime	262	1,000	262	26.19%
Employee Benefits - Medical	1,264	15,629	10,144	64.91%
Employee Benefits - Dental	31	376	252	66.89%
Employee Benefits - Add Life	12	147	98	66.67%
Employee Benefits - Disability	34	397	270	67.99%
FICA	495	3,111	1,996	64.15%
Medicare	116	728	467	64.12%
Employee Benefits - Retirement	295	2,819	2,063	73.20%
Unemployment	-	38	27	69.97%
Workers Comp Insurance	-	217	196	90.49%
Total Salaries and Benefits	<u>10,489</u>	<u>73,639</u>	<u>49,163</u>	<u>66.76%</u>
Communications	42	750	314	41.84%
Advertising	-	500	-	0.00%
Travel	-	1,000	12	1.20%
Dues and Fees	-	1,500	1,457	97.15%
Education and Training	-	1,000	225	22.50%
Contract Labor	-	7,500	3,912	52.16%
Supplies - Special Events	1,711	12,500	6,194	49.55%
Software	-	1,395	-	0.00%
Payments to Other Agencies	-	7,500	1,500	20.00%
Total Operations	<u>1,753</u>	<u>33,645</u>	<u>13,614</u>	<u>40.46%</u>
Intergovernmental				
Intergovernmental - COED	-	10,000	10,000	100.00%
Total Intergovernmental	<u>-</u>	<u>10,000</u>	<u>10,000</u>	<u>100.00%</u>
TOTAL HOUSING AND DEVELOPMENT	<u>\$ 65,884</u>	<u>\$ 826,884</u>	<u>\$ 452,868</u>	<u>54.77%</u>
Other Financing Uses				
Transfer to Other Funds	-	500,000	-	0.00%
TOTAL OTHER FINANCING USES	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>0.00%</u>
TOTAL GENERAL FUND EXPENDITURES	<u>\$ 540,541</u>	<u>\$ 8,250,000</u>	<u>\$ 5,291,438</u>	<u>64.14%</u>



Operating Grant Fund
As of July 31, 2019

	July 2019	2019 Annual	YTD	% of Annual
REVENUES:	Transactions	Budget	Transactions	Budget
Atlanta Regional Commission Grant	-	228,475	106,213	46.49%
Interest Revenue	3	25	36	142.80%
TOTAL REVENUES	\$ 3	\$ 228,500	\$ 106,249	46.50%
EXPENDITURES:				
Payments to Other Agencies-FOCUS	18,799	228,500	116,756	51.10%
TOTAL EXPENDITURES	\$ 18,799	\$ 228,500	\$ 116,756	51.10%



Parks & Recreation Fund
As of July 31, 2019

	July 2019	2019 Annual	YTD	% of Annual
REVENUES:	Transactions	Amended Budget	Transactions	Budget
Alcoholic Bev Excise Tax Beer & Wine	20,597	235,000	135,198	57.53%
Alcoholic Bev Excise Tax Liquor	6,942	75,000	50,547	67.40%
Local Option Mixed Drink Tax	3,602	40,000	24,553	61.38%
Penalties and Interest	-	250	-	0.00%
Bad Check Fees	-	50	25	50.00%
Interest Revenue	18	500	270	54.04%
Rents and Royalties	431	15,000	9,775	65.17%
Prior Year Fund Balance	-	317,700	-	0.00%
TOTAL REVENUES	\$ 31,591	\$ 683,500	\$ 220,368	32.24%
EXPENDITURES:				
Disposal - Garbage Depot	51	1,000	357	35.73%
Pest Control - Depot	-	750	240	32.00%
Repairs & Maintenance - Depot	57	25,000	1,288	5.15%
Communications	138	1,500	1,156	77.05%
General Supplies - Depot	-	2,000	-	0.00%
Water/Sewer - Depot	120	750	235	31.29%
Natural Gas - Depot	104	1,500	1,141	76.04%
Electricity - Depot	566	5,000	2,226	44.52%
Small Equipment - Depot	-	1,500	-	0.00%
Disposal - Garbage Parks	51	750	357	47.64%
Lawn Care	802	10,000	3,204	32.04%
Pest Control - Parks	-	400	244	60.92%
Repairs & Maintenance - Parks	4,922	25,000	11,493	45.97%
Rental - Equipment & Land	-	614	-	0.00%
Dues and Fees	-	500	357	71.40%
Contract Labor	4,275	40,000	23,138	57.84%
General Supplies and Materials - Parks	-	1,500	582	38.82%
Water/Sewer - Parks	457	5,000	3,446	68.93%
Electricity - Parks	82	1,500	573	38.18%
Small Equipment - Parks	-	500	-	0.00%
Capital Outlay - Site Improvements	125,010	200,000	204,183	100.00%
Transfers to Other Funds	-	358,736	179,368	50.00%
TOTAL EXPENDITURES	\$ 136,634	\$ 683,500	\$ 433,587	63.44%



Hotel/Motel Tax Fund
As of July 31, 2019

	July 2019	2019 Annual	YTD	% of Annual
REVENUES:	Transactions	Budget	Transactions	Budget
Hotel/Motel Taxes	431	5,995	2,759	46.02%
Interest Revenue	1	5	9	188.60%
TOTAL REVENUES	\$ 432	\$ 6,000	\$ 2,768	46.14%
EXPENDITURES:				
Advertising/Promotions	-	6,000	7,030	117.17%
TOTAL EXPENDITURES	\$ -	\$ 6,000	\$ 7,030	117.17%



**SPLOST III Fund
As of July 31, 2019**

	July 2019	2019 Annual	YTD	% of Annual
REVENUES:	Transactions	Budget	Transactions	Budget
Special Assessments - Crestmont	-	11,928	8,946	75.00%
Prior Year Fund Balance	-	187,722	-	0.00%
Interest Revenue	40	350	299	85.33%
TOTAL REVENUES	\$ 40	\$ 200,000	\$ 9,245	4.62%
EXPENDITURES:				
Capital Outlay-Infrastructure	-	200,000	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 200,000	\$ -	0.00%



SPLOST IV Fund
As of July 31, 2019

	July 2019	2019 Annual	YTD	% of Annual
REVENUES:	Transactions	Budget	Transactions	Budget
SPLOST IV Revenue	-	8,400	8,394	99.93%
Special Assessments	3,970	24,900	3,970	15.94%
Interest Revenue	9	100	90	89.75%
Prior Year Fund Balance		91,600	-	0.00%
TOTAL REVENUES	\$ 3,979	\$ 125,000	\$ 12,454	9.96%
EXPENDITURES:				
Capital Outlay-Infrastructure	-	125,000	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 125,000	\$ -	0.00%



**SPLOST V Fund
As of July 31, 2019**

	July 2019	2019 Annual	YTD	% of Annual
REVENUES:	Transactions	Amended Budget	Transactions	Budget
SPLOST V Revenue	154,922	1,300,000	1,018,743	78.36%
Grant Revenue-LMIG	-	135,000	-	0.00%
Grant Revenue-LCI Phase II	-	600,000	340,760	56.79%
Special Assessments	-	1,369,750	-	0.00%
Bond Proceeds	-	4,000,000	-	0.00%
Interest Revenue	27	250	309	123.58%
TOTAL REVENUES	\$ 154,949	\$ 7,405,000	\$ 1,359,813	18.36%
EXPENDITURES:				
Capital Outlay-Public Safety Equipment	-	400,000	110,049	27.51%
Capital Outlay-Police Cars	64,824	199,650	136,409	68.32%
Capital Outlay-Infrastructure	-	1,805,350	4,527	0.25%
Capital Outlay-HOTL Pedestrian	119	250,000	7,319	2.93%
Capital Outlay-HS Pkwy	109,175	750,000	1,085,893	144.79%
Capital Outlay-TCP Road Net	-	3,000,000	418,897	13.96%
Capital Outlay-LCI Phase II	-	750,000	600,930	80.12%
Capital Outlay-Cagle Farm Park	-	250,000	-	0.00%
TOTAL EXPENDITURES	\$ 174,117	\$ 7,405,000	\$ 2,364,023	31.92%



**Town Center Fund
As of July 31, 2019**

Revenues	July 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Interest Revenue	8	100	73	100.00%
Donations from Private Source	-	-	5,000	
Prior Year Fund Balance	-	124,900	-	0.00%
Transfer from General Fund	-	500,000	-	0.00%
TOTAL REVENUES	\$ 8	\$ 625,000	\$ 5,073	0.81%

Expenditures				
Professional Services	7,000	300,000	82,000	27.33%
Capital Outlay - Sites	1,000	-	1,000	100.00%
Capital Outlay - Site Improvements	50,000	325,000	327,971	100.91%
TOTAL EXPENDITURES	\$ 58,000	\$ 625,000	\$ 410,971	65.76%



Debt Service Fund
As of July 31, 2019

Revenues	July 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Transfers from Parks & Rec Fund	-	358,736	179,368	50.00%
TOTAL REVENUES	\$ -	\$ 358,736	\$ 179,368	50.00%
Expenditures				
Debt Service - Bond Principal HSPRA	-	304,359	151,586	49.81%
Debt Service - Bond Interest HSPRA	-	54,377	27,782	51.09%
TOTAL EXPENDITURES	\$ -	\$ 358,736	\$ 179,368	50.00%



Stormwater Utility Fund
As of July 31, 2019

REVENUES:	July 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Stormwater Utility Fees	250	334,500	24,626	7.36%
Interest Revenue	89	500	649	129.88%
TOTAL REVENUES	\$ 339	\$ 335,000	\$ 25,275	7.54%
EXPENSES:				
Salaries & Wages	3,834	70,477	27,693	39.29%
Overtime	-	2,000	-	0.00%
Employee Benefits - Medical Insurance	774	13,952	7,363	52.77%
Employee Benefits - Dental Insurance	31	377	217	57.56%
Employee Benefits - Disability	22	380	204	53.68%
Employee Benefits - ADD Life	12	147	84	57.14%
FICA	238	4,494	1,716	38.18%
Medicare	56	1,051	402	38.25%
Employee Benefits - Retirement	216	4,074	1,557	38.22%
Unemployment	3	76	21	27.63%
Workers Comp Insurance	223	4,215	1,611	38.22%
Legal & Professional	-	4,000	345	8.63%
Regional Stormwater	-	2,500	-	0.00%
Pollution Prevention	-	1,500	51	3.39%
Watershed Planning	-	500	-	0.00%
Maintenance & Cleaning	4,194	100,000	65,795	65.80%
Structural Upgrades	-	95,000	78,192	82.31%
Rental of Equipment	-	7,500	-	0.00%
Communications	87	2,750	549	19.97%
Advertising	-	250	-	0.00%
Dues and Fees	-	300	6,500	2166.67%
Training	-	2,000	147	7.35%
Contract Labor	-	500	-	0.00%
General Supplies & Materials	-	1,500	-	0.00%
Postage	-	107	-	0.00%
Water/Sewer	-	5,000	336	6.73%
Gasoline & Diesel	34	4,500	369	8.20%
Small Equipment	-	1,500	-	0.00%
Office Supplies	-	1,000	224	22.39%
Contingency	-	3,350	-	0.00%
			-	
TOTAL EXPENSES	\$ 9,723	\$ 335,000	\$ 193,376	57.72%



**Main Street Board
Budget To Actual Comparison Report
As of July 31, 2019**

Revenues	July 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Business & Occupation Licenses	-	45,909	45,909	100.00%
Alcohol Beverage Licenses	-	25,000	3,500	14.00%
Alcohol Pouring Permits	150	5,000	1,685	33.70%
Donations From Private Sources	500	20,000	24,000	120.00%
Miscellaneous/Registrations/Booth Fees	755	8,825	3,774	42.77%
Rents and Royalties	-	2,500	2,500	100.00%
Interest Revenue	9	50	55	110.54%
TOTAL REVENUES	\$ 1,414	\$ 107,284	\$ 81,423	75.90%

Expenditures				
Salaries & Wages	7,980	49,177	33,388	67.89%
Overtime	262	1,000	262	26.19%
Employee Benefits - Medical	1,264	15,629	10,144	64.91%
Employee Benefits- Dental	31	376	252	66.89%
Employee Benefits-Add Life	12	147	98	66.67%
Employee Benefits-Disability	34	397	270	67.99%
FICA	495	3,111	1,996	64.15%
Medicare	116	728	467	64.12%
Employee Benefits-Retirement	295	2,819	2,063	73.20%
Unemployment	-	38	27	69.97%
Workers Comp Insurance	-	217	196	90.49%
Communications	42	750	314	41.84%
Advertising	-	500	-	0.00%
Travel	-	1,000	12	1.20%
Dues and Fees	-	1,500	1,457	97.15%
Education and Training	-	1,000	225	22.50%
Contract Labor	-	7,500	3,912	52.16%
Supplies-Special Events	1,711	12,500	6,194	49.55%
Software	-	1,395	-	0.00%
Payments to Other Agencies	-	7,500	1,500	20.00%
TOTAL EXPENDITURES	\$ 12,242	\$ 107,284	\$ 62,777	58.52%



**Holly Springs Tree Commission
Budget to Actual Comparison Report
As of July 31, 2019**

Revenues	July 2019 Transactions	2019 Annual Budget	YTD Transactions	% Variance
Development Fees/Recompense	-	24,950.00	-	0.00%
Interest Revenue	0.67	50.00	2.75	5.50%
TOTAL REVENUES	\$ 0.67	\$ 25,000.00	\$ 2.75	0.01%
Expenditures				
Landscaping/Tree Planting & Care	-	8,000.00	-	0.00%
Tree Maintenance	-	8,000.00	-	0.00%
Tree Removal	-	5,500.00	-	0.00%
Travel	-	750.00	-	0.00%
Dues and Fees	-	500.00	175.00	35.00%
Education and Training	-	1,000.00	30.00	3.00%
Tree Seedlings	330.00	500.00	330.00	66.00%
Banners & Shirts	-	250.00	58.36	23.34%
Books and Periodicals	-	500.00	-	0.00%
TOTAL EXPENDITURES	\$ 330.00	\$ 25,000.00	\$ 593.36	2.37%

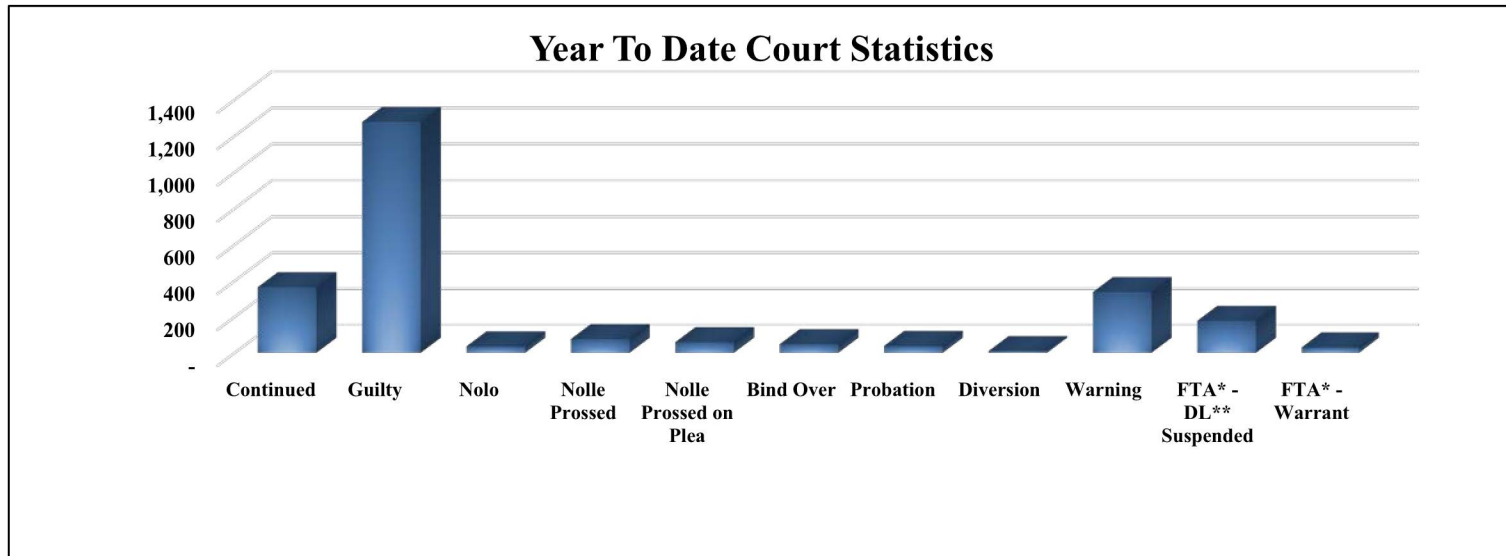


City of Holly Springs Court Statistics 2019 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Continued	0	131	148	184	70	106	36	-	-	-	-	-	675
Guilty	0	104	131	347	84	36	474	-	-	-	-	-	1,176
Nolo	0	12	0	9	8	11	12	-	-	-	-	-	52
Nolle Prossed	0	6	1	25	18	36	20	-	-	-	-	-	106
Nolle Prossed on Plea	0	24	0	25	-	-	-	-	-	-	-	-	49
Bind Over	0	5	3	8	6	14	24	-	-	-	-	-	60
Probation	0	9	6	10	10	11	7	-	-	-	-	-	53
Diversion	0	2	0	2	3	1	-	-	-	-	-	-	8
Warning	0	4	0	32	27	108	157	-	-	-	-	-	328
FTA* - DL** Suspended	0	23	32	14	52	147	9	-	-	-	-	-	277
FTA* - Warrant	0	10	8	14	15	20	-	-	-	-	-	-	67
	-	330	329	670	293	490	739	-	-	-	-	-	2,851

* Failure to Appear

** Driver's License

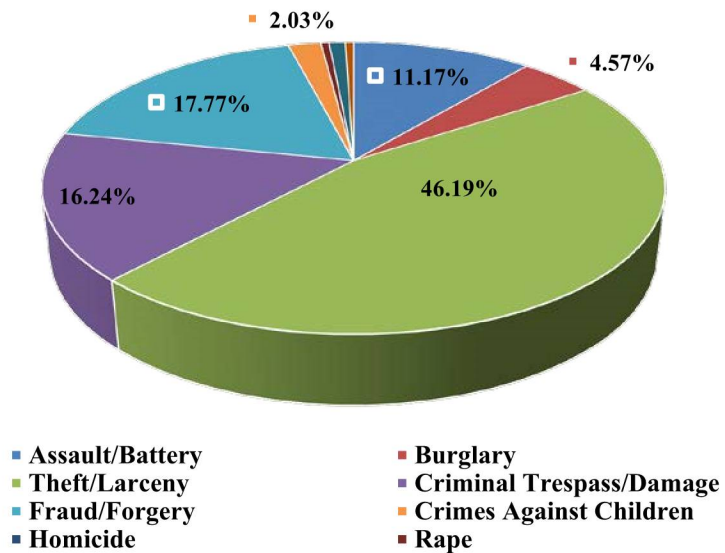




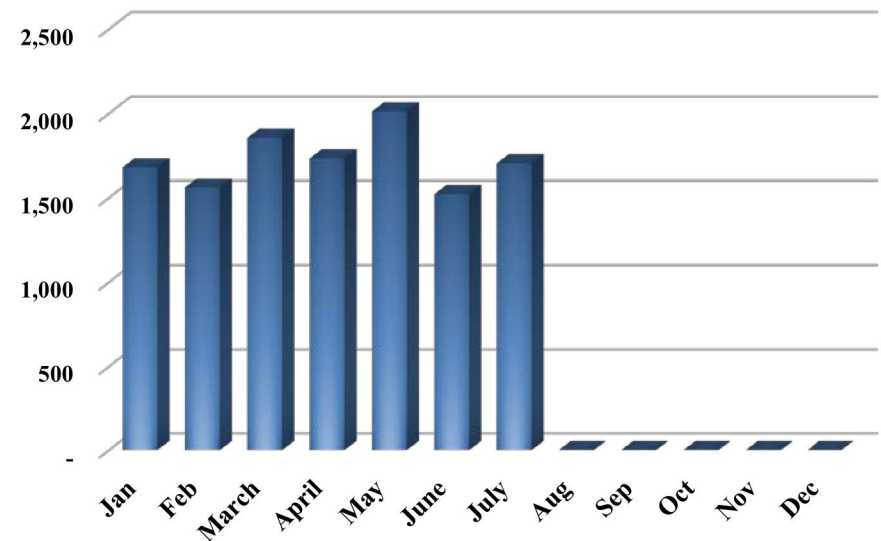
City of Holly Springs Police Statistics 2019 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Assault/Battery	4	3	3	2	5	3	2	-	-	-	-	-	22
Burglary	3	2	2	-	-	-	2	-	-	-	-	-	9
Theft/Larceny	24	5	17	15	9	7	14	-	-	-	-	-	91
Criminal Trespass/Damage	3	2	3	5	5	10	4	-	-	-	-	-	32
Fraud/Forgery	4	5	5	5	9	6	1	-	-	-	-	-	35
Crimes Against Children	1	1	-	2	-	-	-	-	-	-	-	-	4
Homicide	-	-	-	-	-	-	-	-	-	-	-	-	-
Rape	-	-	-	-	1	-	-	-	-	-	-	-	1
Robbery	-	-	-	-	-	-	-	-	-	-	-	-	-
Arson	-	-	-	-	-	-	-	-	-	-	-	-	-
Motor Vehicle Theft	-	-	-	1	1	-	-	-	-	-	-	-	2
Sex Crimes	-	-	-	-	-	-	1	-	-	-	-	-	1
	39	18	30	30	30	26	24	-	-	-	-	-	197
Calls for Service	1,679	1,560	1,854	1,732	2,011	1,520	1,703	-	-	-	-	-	12,059

Year To Date Police Statistics

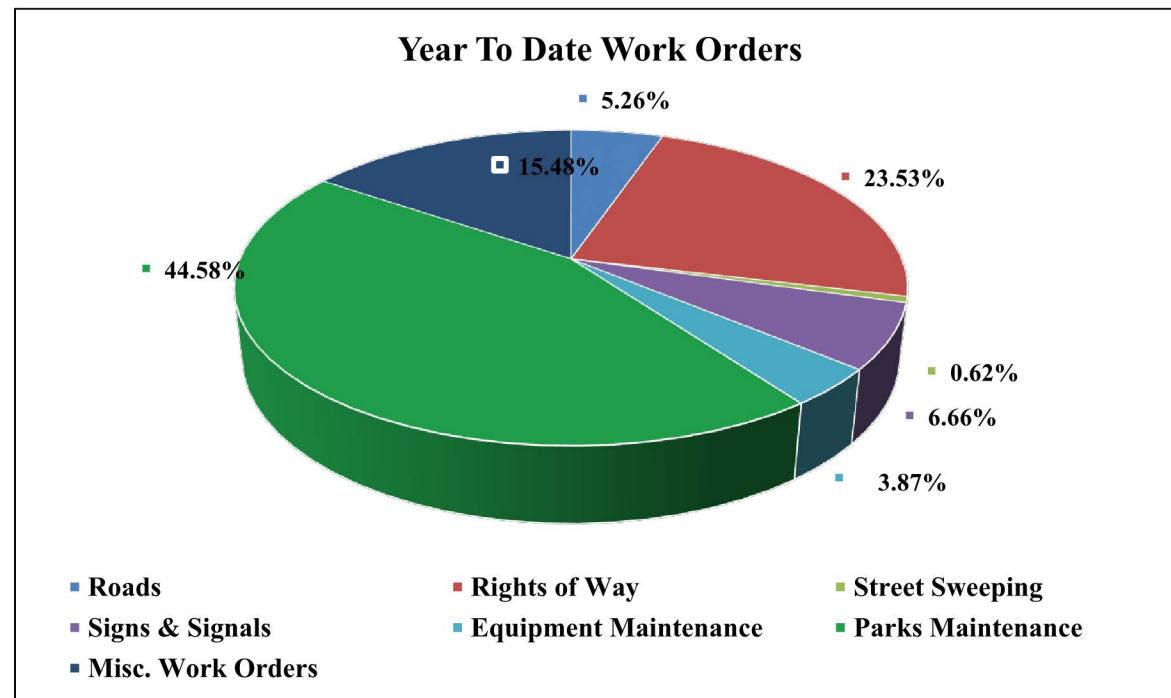


Year To Date Calls for Service



**City of Holly Springs
Work Orders
2019 Year to Date**

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Roads	8	1	4	5	6	6	4	-	-	-	-	-	34
Rights of Way	3	-	12	25	46	31	35	-	-	-	-	-	152
Street Sweeping	3	1	-	-	-	-	-	-	-	-	-	-	4
Signs & Signals	5	9	3	4	6	8	8	-	-	-	-	-	43
Equipment Maintenance	3	6	4	2	3	2	5	-	-	-	-	-	25
Parks Maintenance	52	51	37	53	28	29	38	-	-	-	-	-	288
Misc. Work Orders	23	16	19	14	8	7	13	-	-	-	-	-	100
	97	84	79	103	97	83	103	-	-	-	-	-	646

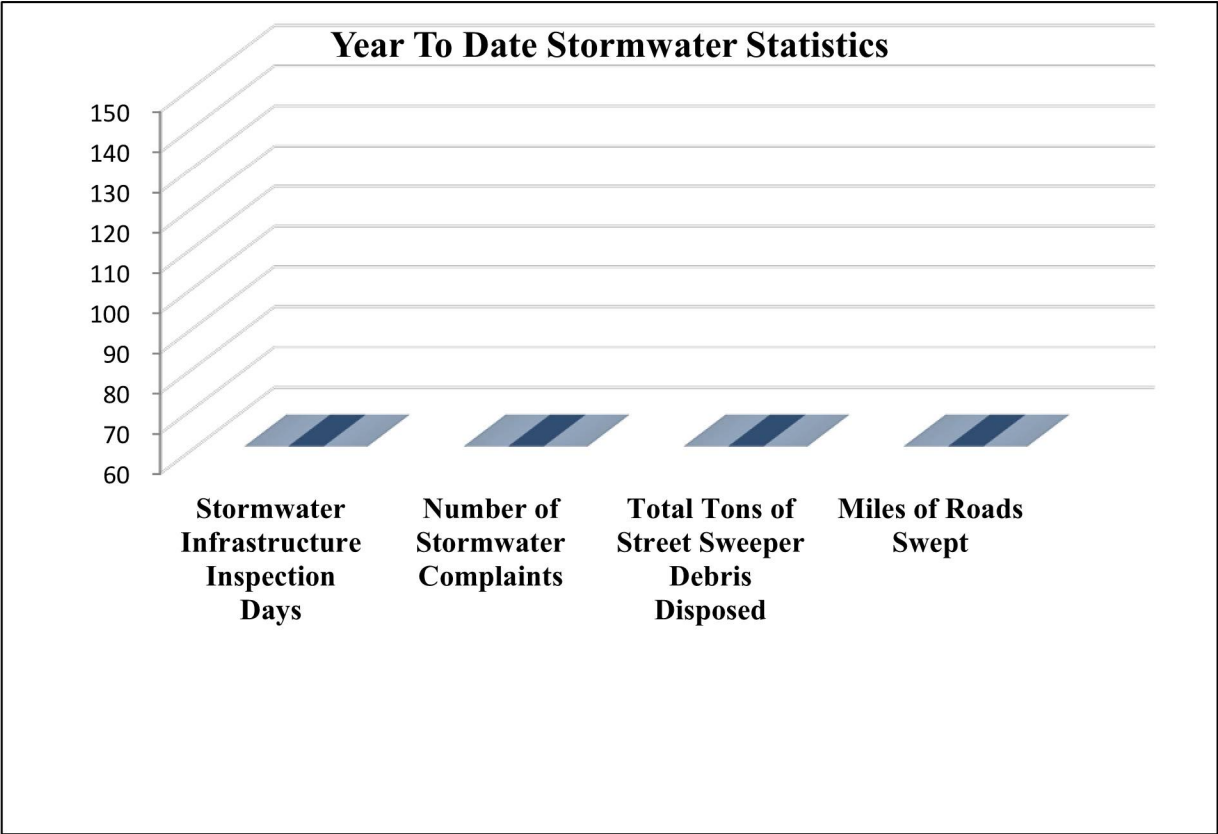




**City of Holly Springs
Stormwater Statistics
2019 Year to Date**

Stormwater Infrastructure Inspection Days
 Number of Stormwater Complaints
 Total Tons of Street Sweeper Debris Disposed
 Miles of Roads Swept

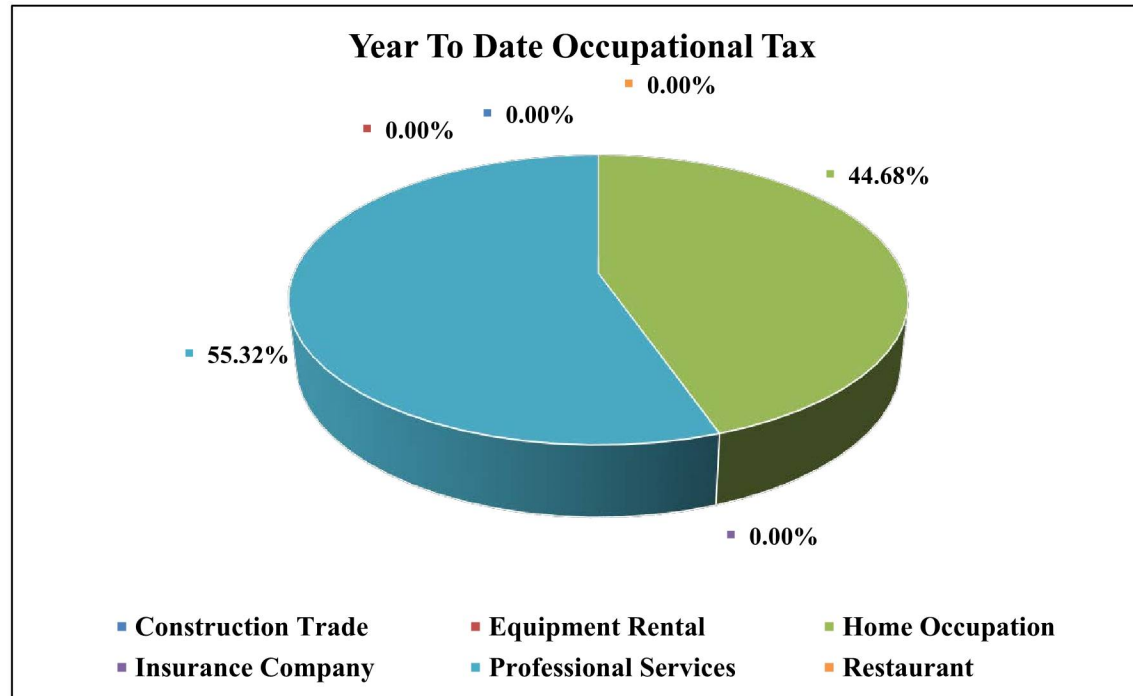
	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Stormwater Infrastructure Inspection Days	2	4	4	4	4	3	2	-	-	-	-	-	23
Number of Stormwater Complaints	4	8	4	3	-	1	2	-	-	-	-	-	22
Total Tons of Street Sweeper Debris Disposed	-	-	-	-	-	-	-	-	-	-	-	-	-
Miles of Roads Swept	-	-	-	-	-	-	-	-	-	-	-	-	-





City of Holly Springs Occupational Tax Summary 2019 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Construction Trade	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-	-	-	-	-	-	-	-
Home Occupation	1	3	1	5	5	2	4	-	-	-	-	-	21
Insurance Company	-	-	-	-	-	-	-	-	-	-	-	-	-
Professional Services	10	6	1	4	4	1	-	-	-	-	-	-	26
Restaurant	-	-	-	-	-	-	-	-	-	-	-	-	-
	11	9	2	9	9	3	4	-	-	-	-	-	47





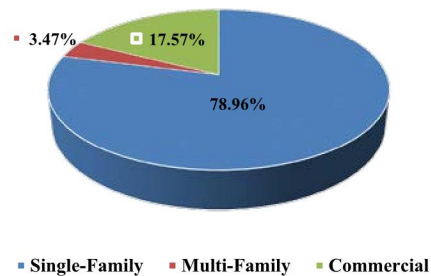
City of Holly Springs Building Permits and Certificates of Occupancy 2019 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Single-Family													
Houses	33	34	35	29	30	26	30						217
Accessory Structures	1		1		1								3
Additions			1		1								2
Basement Buildouts	1		1	2		3	1						8
Mechanical	1	3	3	1	4	9	6						27
Plumbing	3	2	4	1	3	4	1						18
Electrical		1	1	1	1	2	2						8
Miscellaneous	2	6	13	6	3	4	2						36
Certificates of Completion	4	2	9	1		8	9						33
Certificates of Occupancy	32	27	26	33	37	25	34						214
Multi-Family													
Townhomes		11	3										14
Apartments													0
Misc-Multi Family													0
Certificates of Occupancy	1	2		6	2	4	1						16
Commercial													
New Structures	1		2		1								4
Addition-C													0
Tenant Build Outs	1		2		2		4						9
Accessory Structures			1										1
Mechanical													0
Plumbing				2									2
Electrical	3		3	3	1	2							12
Misc-C	5	3	6	7	5	6	11						43
Certificates of Completion			1	3		1	3						8
Certificates of Occupancy	1	1	12	9	6	4	7						40

Permits			
Single-Family	319	78.96%	
Multi-Family	14	3.47%	
Commercial	71	17.57%	
	404	100.00%	

CO's			
Single-Family	247	79.42%	
Multi-Family	16	5.14%	
Commercial	48	15.43%	
	311	100.00%	

Year To Date Permits Issued



Year To Date Certificates of Occupancy Issued

