



City of Holly Springs

Date: Monday, June 15, 2020

Location: 3235 Holly Springs Parkway

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

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. NEW BUSINESS

- A. Discuss the 2020-2021 Classic Main Street Memorandum of Understanding among the Georgia Department of Community Affairs Office of Downtown Development Georgia Main Street Program, the Downtown Development Authority, the Main Street Director, and the City of Holly Springs, Georgia and authorize the City Clerk and Main Street Director to electronically execute the agreement

Presented By: Erin Honea, Main Street Director/Assistant City Clerk

- B. Discuss a Trademark Sublicense Agreement between the Georgia Department of Community Affairs and the City of Holly Springs, Georgia

Presented By: Erin Honea, Main Street Director/Assistant City Clerk

- C. Discuss quotes for the East Cherokee Drive Guardrail Project

Presented By: Robert H. Logan, City Manager

- D. Discuss a proposal from OnSite Monitoring & Management, LLC

Presented By: Robert H. Logan, City Manager

- E. Discuss an amendment to the Contract for Professional Services between Optech Monette, LLC and the City of Holly Springs, Georgia

Presented By: Robert H. Logan, City Manager

F. Discuss Contract Change Order #11 from Georgia Development Partners for the Hickory Road and Palm Street Intersection Improvements Project
Presented By: Robert H. Logan, City Manager

G. Approve amending the job description for Administrative Assistant, Police Department
Presented By: Karen Norred, City Clerk

V. ADJOURNMENT

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

I. CALL TO ORDER

II. ROLL CALL

III. 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.”

IV. INVOCATION

V. CONSENT AGENDA

1. May 4, 2020 Council Work Session & Special Called Meeting Minutes
2. May 21, 2020 Council Work Session & Meeting Minutes
3. Proposal for pre-demolition screening for suspected asbestos for certain structures located at 411 Hickory Road and 100 Hickory Circle from Environmental Associates, Inc. in an amount not to exceed \$1,400
4. Letter of Agreement for Professional Design Services, Holly Springs Town Center Project, Task 1 – Audio-Visual System Design, Task 2 – Site Electrical & Low Voltage Lighting Design, Task 3 – Tree Mitigation Plans, Task 4 – Memorial Park Design, and Task 5 – Memorial Park Bidding Assistance & Construction Administration Assistance among Foresite Group, LLC, the Downtown Development Authority, and the City of Holly Springs, Georgia
5. Professional Services Agreement Addendum No. 13 for Task 73 – Boundary Survey and Task 74 – Topographic Mapping between Southeastern Engineering, Inc. (SEI) and the City of Holly Springs, Georgia

6. Utility Relocation Agreement between Georgia Power Company and the City of Holly Springs, Georgia for the Palm Street Sidewalk and Drainage Project, Georgia Department of Transportation Project Number PI# L8211, in an amount not to exceed \$58,894
7. Terminating a Service Agreement between Clementine Creative and the City of Holly Springs, Georgia
8. Amendments to RES-15-2020, to open one (1) Certificate of Deposit (CD) in the Autocallable Goldman Sachs (GS) Momentum Builder Multi-Asset 5S ER Index-Linked Certificate of Deposit (CD) due 2027 with South State Bank Investment Services and authorize the City Manager to manage said investment
9. Resolution to open a Certificate of Deposit with South State Bank and authorize the City Manager to manage said Certificate of Deposit

VI. NEW BUSINESS

10. Approve/deny the 2020-2021 Classic Main Street Memorandum of Understanding among the Georgia Department of Community Affairs Office of Downtown Development Georgia Main Street Program, the Downtown Development Authority, the Main Street Director, and the City of Holly Springs, Georgia and authorize the City Clerk and Main Street Director to electronically execute the agreement
11. Approve/deny a Trademark Sublicense Agreement between the Georgia Department of Community Affairs and the City of Holly Springs, Georgia and authorize the Main Street Director to electronically execute the agreement
12. Approve/deny Proposal Number 1612 for the East Cherokee Guardrail Project from Gracie Gray Contractors, Inc. in an amount not to exceed \$39,930
13. Approve/deny a proposal from OnSite Monitoring & Management, LLC for the activities associated with the National Pollutant Discharge Elimination System (NPDES) general permit GAR100001 for the Holly Springs Mixed-Use Land Disturbance Permit in an amount not to exceed \$300 per month and authorize and ratify the City Manager's execution of the agreement
14. Approve/deny Amendment One to the Contract for Professional Services between Optech Monette, LLC and the City of Holly Springs, Georgia
15. Approve/deny Contract Change Order #11 from Georgia Development Partners for the Hickory Road and Palm Street Intersection Improvements Project in an amount not to exceed \$14,506.80

16. Approve/deny amendments to the job description for Administrative Assistant,
Police Department

VII. REPORTS

VIII. ADJOURNMENT



2020-2021 Classic Main Street MOU

Memorandum of Understanding

5/1/2020

This document should be signed by all local parties
(Supervisor and Main Street Program Manager)
by **July 1, 2020**

Please email Elizabeth.Elliott@dca.ga.gov with any questions.



**National Main Street
Center**
a subsidiary of the
National Trust for Historic Preservation

GEORGIA CLASSIC MAIN STREETS PROGRAM MEMORANDUM OF UNDERSTANDING

2020 -2021 Program Year

This agreement is entered into and executed by the Georgia Department of Community Affairs Office of Downtown Development (hereinafter referred to as "DCA"), the City/Town of Holly Springs, Georgia (hereinafter referred to as "Community"), the Local Main Street Program Board of Directors, and the Downtown Manager for the Community. DCA will enter into this agreement with the above parties to provide services in return for active and meaningful participation in the Georgia Classic Main Streets Program by the Community as specified below.

This agreement outlines the necessary requirements set forth by DCA for the Community's participation in the Georgia Classic Main Streets Program for the stated term. DCA is the sponsoring state agency for the Georgia Classic Main Street program and is licensed by the National Main Street Center (hereinafter referred to as "National Program") to designate, assess, and recommend for accreditation Main Street programs within the State of Georgia.

In recognition of the agreement by DCA, the Community, the Board of Directors, and the Downtown Manager to maintain an active Local Main Street Program, the parties have agreed to the following:

ARTICLE 1: THE COMMUNITY AGREES TO—

1. Appoint or contract with an entity to serve as the Board of Directors for the local Main Street Program. The city council may not serve as the Main Street Board.
2. Set and review boundaries for the target area of the local Main Street Program.
 - A. A copy of these boundaries should remain on file with DCA at all times.
 - B. The Community should work with the Board of Directors to review boundaries at least once every three years.
3. Employ a full-time paid professional downtown manager responsible for the daily administration of the local Main Street Program.
 - A. The downtown manager must have a job description that identifies at least 75% of their duties that relate directly to the Main Street program. A copy of the job description should remain on file with DCA at all times.
 - B. The downtown manager should be paid a salary consistent with other community and economic development professionals within the state. The program manager's salary must be paid in excess of minimum wage.
 - C. The Community must notify DCA within one week of any downtown manager vacancy and the Community must appoint an interim downtown manager until the position is filled. DCA must have accurate contact information for the downtown manager at all times.
 - D. Provide an annual evaluation of the downtown manager. If the manager is employed by an entity other than the local government, require that entity to provide an annual evaluation and performance review.
4. Provide for local Main Street Program solvency through a variety of direct and in-kind financial support.
 - A. If the downtown manager is an employee of the local Main Street Program and not the Community, the Community assures that the program has the financial means to pay for said manager for the period of this agreement.
 - B. The local Main Street program must maintain an identifiable and publicly accessible office space. DCA recommends this space to be in the local Main Street program area.
 - C. The local Main Street program must have sufficient funding to provide travel and training for the downtown manager and the Board of Directors.
5. Assist the downtown manager in compiling data required as part of the monthly reporting process.
 - A. Provide for a positive relationship between the downtown manager and key city staff to access the following information in a timely manner:
 - i. Business license data
 - ii. Building permit data
 - iii. Property tax data
 - iv. Geographic Information Systems data (mapping support when available)
 - B. Review reported data submitted by the downtown manager to assure accuracy.

6. Use the "Main Street America™" name in accordance with the National Main Street Policy on the use of the name Main Street.
7. Notify DCA in writing prior to any wholesale changes in the local program, including staff changes, major funding changes, change in organizational structure/placement of the program or major turnover in the board of directors. Such notice should be received by DCA one month prior to said changes. Changes may result in program probation, the loss of accreditation or removal of program designation.

ARTICLE 2: THE BOARD OF DIRECTORS AGREES TO—

1. Assist the downtown manager in creating an annual work plan that incorporates incremental and meaningful goals related to the Main Street Approach™ to downtown revitalization: Community Transformation Strategies, Organization, Design, Promotion and Economic Vitality.
 - A. The work plan should include specific tasks, assignments or a point of contact for the task, related budget needs, and a timeline.
 - B. The work plan will serve as a strategic plan for the local program for a period of three years or less.
 - C. A copy of the work plan must be on file and updated with DCA.
2. Provide opportunities for regular public engagement and support of the Local Main Street Program.
 - A. DCA recommends a public downtown visioning event/town hall meeting annually.
 - B. The Board should identify opportunities for volunteer support and assistance in executing the work plan.
 - C. The Board should actively engage the community for financial and in-kind support of the local program.
3. Conduct, at least, one board training, orientation or planning retreat per year for the local program.
4. Meet a minimum of 8 times per year and insure that the minutes of each meeting are maintained and distributed. Such meetings should be open to the public and public notice should be given related to meeting times and agendas.
5. Attend training when possible to become better informed about the Main Street Approach™ and trends for downtown revitalization and to support the downtown manager.
6. All newly appointed Board Members are required to become Main Street 101 certified within their first year of their first term. By December 31, 2020, all Board Members, regardless of their length of service on the Board, must be Main Street 101 certified through DCA's online testing system. A copy of each Board Member's Main Street 101 certification must be uploaded to the Standard 5 file in your program's shared DCA Dropbox folder.
7. Assure the financial solvency and effectiveness of the Local Main Street Program.
 - A. Adopt an annual budget that is adequate to support the annual work plan, maintain an office and support staff, and provide for training and travel.
 - B. Maintain current membership of the Local Main Street Program to the National Main Street Center to be eligible for accreditation.
 - C. Provide for policies to expend funds, enter into debt, and provide programming support for the local Main Street Program.

ARTICLE 3: THE DOWNTOWN MANAGER AGREES TO—

1. Complete all reporting required by DCA to maintain National Accreditation of the local Main Street Program.
 - A. Complete monthly economic and programming activity reports, including portions of said reports that are required as part of the local program assessment process by DCA. These reports must be completed by the 30th of the following month. (Example: March report due by April 30th). Failure to complete monthly reports in a timely manner may result in program probation, the loss of accreditation or removal of program designation.
 - B. Participate in the annual manager's survey provided by DCA. Failure to complete the annual manager's survey by the deadline may result in the loss of accreditation.
 - C. Provide documentation of all meetings, work plans, budgets, job descriptions, and mission/vision statements for the organization.
 - D. Provide documentation to support the work of the organization as it relates to the Main Street Approach™, including information related to historic preservation as required by the National Main Street Center.
 - E. Provide, from time to time, documentation related to local ordinances, plans, codes, and policies that are specific to the Community's downtown area.
2. Participate in training to broaden the impact of the local Main Street Program.
 - A. The downtown manager and/or board members are expected to attend at least one preservation or economic development-related training annually.
 - B. DCA requires managers to attend at least 30 hours of training annually (including webinars, annual trainings, statewide workshops, etc.) Eligible training hours can come from both DCA and non-DCA hosted training events.

Training must be relevant to the field of downtown development, historic preservation, planning, community development and economic development.

- C. Respond to requests by DCA in a timely manner.
3. Take advantage of the Georgia Main Street network of professional downtown managers.
4. All newly hired managers must complete Main Street 101 training with DCA within the first 6 months of employment in the local community. All existing downtown managers must complete Main Street 101 through DCA's online testing system by December 31, 2020.
5. Provide regular updates between the local Main Street Program and the Community.
 - A. Managers are encouraged to provide at least quarterly reports to the local government.
 - B. Managers are encouraged to provide copies of all minutes, budgets, and work plans to the local government in a timely manner.
6. Maintain and preserve project files. Document downtown projects and other major local program information in a thorough and systematic fashion. All relevant programmatic documentation should be uploaded and stored in the DCA shared Dropbox folder created for your local program, following the organization structure outlined in DCA's "A Visual Guide to Dropbox Management" document which is located in the "Resources" folder of the Georgia Main Street website. This is to help ensure a seamless transfer of project files to city representatives or successor manager in the event of personnel changes.

ARTICLE 4: DCA AGREES TO—

1. Supervise all communications between the Community, state government agencies and the National Main Street Center as it relates to the local Main Street Program.
2. Conduct a curriculum of training on an annual basis to assist the downtown manager, the Main Street Board, and the Community with the local downtown revitalization program.
3. Assist local Main Street Programs with organizational issues that may prevent the successful progress of the Community's downtown revitalization strategy.
 - A. DCA may assist communities in selecting candidates for the position of downtown manager as requested.
 - B. DCA may require a local Main Street Program to host an on-site assessment visit if the program has had a major leadership or organization change, is currently in a probationary status, or is in jeopardy of losing accreditation or designation status.
4. Provide timely assistance and guidance to the Community as a result of requests for service, monthly reports, or the annual assessment process.
 - A. DCA may contact a community upon observation of monthly reporting abnormalities, missing data or missing reports. If a community becomes delinquent in multiple reports, DCA may contact the local board chair or city administrator about the delinquency.
 - B. DCA may assist in training local staff or volunteers in the reporting process.
 - C. DCA will provide unlimited telephone consultations with local programs.
 - D. DCA will attempt to provide on-site assistance as feasible.
5. Provide ongoing press coverage of the Georgia Classic Main Streets Program, including social media outreach, to recognize and publicize the work of local programs.
6. Provide access to resource materials, sample codes and ordinances, organizational documents, and templates for local programs.
7. Conduct an annual program assessment for the Community highlighting success and opportunities for improvement.
8. Provide design services to the local program. Services may include phone consultations, site visits, design training, services for local property owners and merchants, conceptual drawings, property plans and layouts, corridor plans and strategies, historic preservation plans, and historic research, among other services as requested.
9. Provide economic development assistance to encourage small business development, real estate development and property rehabilitation within the downtown area.

ARTICLE 5: ALL PARTIES AGREE THAT—

1. This agreement shall be valid through June 30, 2021.
2. This agreement may be terminated by DCA or the Community by written notice of 60 days. Termination of this agreement by the Community will result in the loss of local Main Street designation. Communities that choose to terminate their Georgia Classic Main Streets Program affiliation will be required to formally apply for and participate in the Start-Up process if they desire to regain their National Accreditation in the future.

3. If the Community, Board of Directors and/or Downtown Manager fail to fulfill their obligations set forth in this agreement, DCA reserves the right to determine a course of action for the local Main Street Program as it deems appropriate. Such course may include probation, loss of accreditation or termination of designation.
4. If at any point during the 2020-2021 program year there is a change in the local program manager, the local program is required to submit a new MOU including the new manager's signature certifying that person's understanding of the requirements of this relationship.
5. Any change in the terms of this agreement must be made in writing and approved by both parties.

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GEORGIA CLASSIC MAIN STREET PROGRAM
MEMORANDUM OF UNDERSTANDING: 2020-2021 Program Year

THIS AGREEMENT IS HEREBY EXECUTED BY AND BETWEEN THE PARTIES BELOW:

LOCAL GOVERNMENT (COMMUNITY): Holly Springs

Supervisor Signature

Date

Supervisor Printed Name

Supervisor Title

MAIN STREET BOARD OF DIRECTORS

☐

A checked box indicates the board has read and agrees to the board requirements outlined in this agreement and the grants the Downtown Manager authority to sign on the board's behalf.

Board Chair Printed Name

Date Term Expires

DOWNTOWN MANAGER

Manager's Signature

Date

Manager Printed Name

Date Hired

☐

Please check here if this position is vacant.

GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS
OFFICE OF DOWNTOWN DEVELOPMENT
GEORGIA MAIN STREET PROGRAM



Jessica Reynolds (May 5, 2020)

ODD Director's Signature

Jessica Reynolds
Director, Office of Downtown Development
Georgia Department of Community Affairs
60 Executive Park South, NE
Atlanta, Georgia 30329

May 5, 2020

Date

Phone: 404-679-4859
Email: Jessica.reynolds@dca.ga.gov

TRADEMARK SUBLICENSE AGREEMENT

This Trademark Sublicense Agreement ("Sublicense Agreement") is entered into between Georgia Department of Community Affairs ("**Coordinating Program**") and _____ ("**Sublicensee**"), effective as of the last date written below. For good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. Background.

A. The National Main Street Center, Inc. ("NMSC") operates a membership program called MAIN STREET AMERICA™. As a part of that program, MAIN STREET AMERICA™ Coordinating Program Membership is available to statewide, regional or citywide organizations that oversee multiple local downtown and neighborhood programs within their service area and work to preserve and revitalize commercial districts. Local Program membership in the MAIN STREET AMERICA™ program is available at the Affiliate or Accredited levels to individual programs or organizations that satisfy the membership eligibility criteria described on the NMSC website (currently located at: [https://higherlogicdownload.s3.amazonaws.com/NMSC/390e0055-2395-4d3b-af60-81b53974430d/UploadedImages/Join/Main Street America Tier System Overview - 2019 Update.pdf](https://higherlogicdownload.s3.amazonaws.com/NMSC/390e0055-2395-4d3b-af60-81b53974430d/UploadedImages/Join/Main%20Street%20America%20Tier%20System%20Overview%202019%20Update.pdf)).

B. Organization is a Coordinating Program member of NMSC in good standing and has entered into a Trademark License Agreement with the NMSC which grants to the Coordinating Program the right to sublicense to its Local Programs the use of the NMSC name and trademarks described below.

C. Sublicensee is a Local Program Member in good standing of the MAIN STREET AMERICA™ program at the Accredited level. Sublicensee is also located within the Coordinating Program's geographic service area. Therefore, Sublicensee has the opportunity to enter into this Trademark License Agreement, which grants certain rights to use the NMSC's name and trademarks, including MAIN STREET AMERICA™ and MAIN STREET®, as described below.

D. The NMSC's parent entity, the National Trust for Historic Preservation ("National Trust"), owns the following registered trademarks, which it has delegated to the NMSC the right to sublicense. NMSC and Coordinating Program have entered into a Trademark Licensing Agreement which grants the Coordinating Program the right to sublicense the following registered trademarks:

Mark	U.S. Registration Number
MAIN STREET	Reg. Nos. 3,365,568 and 2,057,207
NATIONAL MAIN STREET CENTER	Reg. No. 2,013,837

These registered trademarks owned by the National Trust, together with the MAIN STREET AMERICA™ word marks and logos referred to in Section 2.A.1 below, the NATIONAL MAIN STREET CENTER logo referred to in Section 2.A.ii below are referred to herein as the "Trademarks."

E. The Trademarks are well known and recognized by the general public and associated in the public mind with the NMSC and the National Trust. The Coordinating Program and the Sublicensee recognize the mutual benefits that accrue from the Sublicensee's use of the Trademarks in accordance with the terms and conditions of this Sublicense Agreement, including the recognition and credibility brought to the Sublicensee through its use of these Trademarks and the benefit to the Coordinating Program and NMSC from association with high-performing Local Programs.

**National Main Street Center
Local Program Accredited Member Sublicensing Agreement**

2. Grant of Sub-License.

A. Subject to the terms and conditions of this Sublicense Agreement, the Coordinating Program hereby grants the Sublicensee the non-exclusive right and license to use the Trademarks to identify and promote its participation in the MAIN STREET AMERICA™ program, as well as its relationship and association with the Coordinating Program and NMSC, in connection with the following activities:

- i. **MAIN STREET AMERICA™ word and logo marks.** The Sublicensee's rights to use the MAIN STREET AMERICA™ word mark and the following MAIN STREET AMERICA logo are limited to Sublicensees which are members in good standing at the Accredited membership level of the MAIN STREET AMERICA™ program:

For use by Local Programs who are Designated Members at the Accredited Level:



As a Main Street America™ Accredited program, INSERT NAME HERE is a recognized leading program among the national network of more than 1,200 neighborhoods and communities who share both a commitment to creating high-quality places and to building stronger communities through preservation-based economic development. All Main Street America™ Accredited programs meet a set of National Accreditation Standards of Performance as outlined by the National Main Street Center.

- ii. **NATIONAL MAIN STREET CENTER® word and logo marks.** The Sublicensee's right to use the NATIONAL MAIN STREET CENTER word mark and the following NATIONAL MAIN STREET CENTER logo solely and exclusively to indicate its association with the National Main Street Center:



- iii. **MAIN STREET® word mark.** The Sublicensee's right to use the MAIN STREET trademark is limited to use made to identify Sublicensee and/or its activities, including as part of the name of the Licensee (e.g. "Main Street Iowa"), in connection with commercial district revitalization and related consultation, education, and training.

3. Scope of and Limitations on Use. Use of the Trademarks by the Sublicensee will be subject to the following limitations:

A. Sublicensee must display the Accredited level MAIN STREET AMERICA membership mark on their website. All uses of the MAIN STREET AMERICA word mark and logo by Sublicensee must follow the specific mark, color, and character usage set forth in the Brand Identity Guidelines which are incorporated by reference as if fully set forth herein. Sublicensee will not use or develop any different

**National Main Street Center
Local Program Accredited Member Sublicensing Agreement**

logos or designs (including any symbols or stylized presentations), in connection with the MAIN STREET AMERICA mark or logo. Use of the MAIN STREET AMERICA word mark and logos by Sublicensee is a mandatory condition of membership in the MAIN STREET AMERICA program.

B. The MAIN STREET mark, as part of the name and identity of Sublicensee's organization, programs, and activities, can be used on materials designed to promote the work of Sublicensee (e.g., website, brochures, newsletter, letterhead or other printed promotional materials). The right to use the MAIN STREET mark by the Sublicensee is an optional benefit of membership in the MAIN STREET AMERICA program.

C. All uses of the NATIONAL MAIN STREET CENTER logo by Sublicensee must follow the specific mark, color, and character usage set forth in the Brand Identity Guidelines attached as Exhibit A, which are incorporated by reference as if fully set forth herein. Sublicensee will not use or develop any different logos or designs (including any symbols or stylized presentations) in connection with the NATIONAL MAIN STREET CENTER mark. Use of the NATIONAL MAIN STREET CENTER logo by Sublicensee is an optional benefit of membership in the MAIN STREET AMERICA program.

D. This Sublicense Agreement is subject to the terms, conditions, and limitations of the Trademark License Agreement between NMSC and the Coordinating Program.

E. Sublicensee will not apply to register any of the Trademarks, or any other trademark that incorporates any part of the Trademarks or "National Trust for Historic Preservation." Sublicensee will not state or imply that it owns any such trademarks.

F. The Sublicensee will not use the Trademarks in combination with or in juxtaposition with other trademarks except as may be approved in writing by the NMSC. The Sublicensee will apply and display the ® symbol and the ™ symbol next to or with respect to the Trademarks as directed by the Coordinating Program.

G. Other than as specifically provided herein, Sublicensee is not granted any other rights to use, license or sublicense the Trademarks.

4. Term. This Sublicense Agreement will become effective immediately upon the date of last signature below, and, unless terminated early under Sections 5 or 10, will be effective through December 31, 2020, at which time it may be renewed by mutual written agreement of the parties hereto.

5. Conditions. This Sublicense Agreement between Coordinating Program and Sublicensee is conditioned upon Sublicensee having an active MAIN STREET AMERICA membership at the Accredited level with NMSC. The requirements of this membership are currently available at: [https://higherlogicdownload.s3.amazonaws.com/NMSC/390e0055-2395-4d3b-af60-81b53974430d/UploadedImages/Join/Main Street America Tier System Overview - 2019 Update.pdf](https://higherlogicdownload.s3.amazonaws.com/NMSC/390e0055-2395-4d3b-af60-81b53974430d/UploadedImages/Join/Main%20Street%20America%20Tier%20System%20Overview%202019%20Update.pdf), and are incorporated herein by reference.

6. Acknowledgment of Ownership. Use of the Trademarks indicates acknowledgment by the Sublicensee of the NMSC's and the National Trust's rights and title to the Trademarks, (i.e. MAIN STREET AMERICA, NATIONAL MAIN STREET CENTER, and MAIN STREET), and that Sublicensee will not at any time do, or permit to be done, any act or thing that will in any way impair the rights of the NMSC or the National Trust. All use of the Trademarks by the Sublicensee will inure to the benefit of the NMSC and the National Trust.

National Main Street Center
Local Program Accredited Member Sublicensing Agreement

7. Good will and promotional value. Sublicensee recognizes and acknowledges the value of good will associated with the Trademarks and agrees that it will not conduct any activity, provide any service, or produce or distribute goods which in any way damages or reflects adversely upon the NMSC or the National Trust.

8. Non-assignment. This Sublicense Agreement is personal to the Sublicensee, and may not be assigned to any other individual, program, organization, or agency. Any attempted assignment will be null and void.

9. Compliance Verification. It is the responsibility of the Sublicensee to verify compliance with the terms of this Sublicense Agreement, and to provide complete and accurate usage reports to the Coordinating Program. If the Coordinating Program or the NMSC has reason to believe that the Sublicensee is in violation of this Sublicense Agreement, the Coordinating Program or NMSC shall have the right to make inquiries with Sublicensee as necessary to determine compliance. In such case, the Sublicensee will cooperate with the Coordinating Program and/or NMSC in its investigation and provide in a timely fashion any and all information that is requested.

10. Termination.

A. Coordinating Program may terminate this Sublicense Agreement if the Sublicensee violates any of the provisions of this Sublicense Agreement or fails to satisfy the membership criteria established by the NMSC for Accredited Local Programs. Such termination will be effective thirty (30) days after the Coordinating Program sends written notice of such termination to Sublicensee. During this thirty (30) day period, Sublicensee may attempt to cure such violation. If the violation is not cured during this period, the termination will be effective upon the expiration of the thirty (30) day period.

B. This Sublicense Agreement will automatically terminate immediately without any notice required, notwithstanding the above paragraph, if the Coordinating Program or NMSC determines: (i) that sublicensee's actions could negatively affect the goodwill, image, or reputation of the NMSC, the National Trust for Historic Preservation, the Coordinating Program, or any of the Trademarks; (ii) the Sublicensee discontinues all or a significant portion of its business; (iii) the National Trust terminates, revokes, or fails to renew the NMSC's rights to use, license, or sublicense the Trademarks; or (iv) the NMSC terminates, revokes or fails to renew the Coordinating Program's rights to use, license or sublicense the Trademarks.

C. Upon the expiration or early termination of this Agreement, the Sublicensee will discontinue use of the Trademarks and will destroy and delete tangible and electronic documents and files containing any such marks, except for a limited number of copies retained for archival purposes only.

11. Governing Law. This Agreement is entered into in the District of Columbia and will be governed by and construed in accordance with the laws of the District of Columbia, USA, without giving effect to conflict of laws provisions.

12. Annual Report, Notices, Other Communication. Upon request by the Coordinating Program or NMSC, Sublicensee shall submit samples of any materials on which the Trademarks licensed under this agreement were used during the year. Such samples shall be submitted within ten business days of receipt of a written request from the Coordinating Program or NMSC.

13. Notices. Any notices which either party is required or may desire to serve upon the other party shall be in writing and may be served either personally or by depositing the same in the mail (first class

National Main Street Center
Local Program Accredited Member Sublicensing Agreement

postage prepaid, certified and return receipt requested) or with a reputable overnight express delivery service (with confirmed delivery, charge prepaid or billed to shipper), addressed to the party to be served as follows, unless a different address is designated in writing by the party to be served. Notice shall also be required to be given by electronic mail on the same date as deposited in the mail. Notice given by mail alone shall not be sufficient.

To Coordinating Program:

Name: Jessica Reynolds
Address: 60 Executive Park South, NE
Atlanta, GA 30329
Phone: 404.679.4859
Email: Jessica.Reynolds@dca.ga.gov

To Sublicensee:

Name: _____
Address: _____

Phone: _____
Email: _____

14. Successors. This Agreement shall be binding upon, and will inure to the benefit of, the parties and their respective permitted successors and assigns.

15. Modification. No amendment or modification of the terms or conditions of this License Agreement will be valid unless in writing and signed by both parties.

16. Waiver. The failure of either party to partially or fully exercise any right or the waiver by either party of any breach, shall not prevent a subsequent exercise of such right or be deemed a waiver of any subsequent breach of the same or any other term of this Sublicense Agreement. No waiver shall be valid or binding unless in writing and signed by the waiving party.

17. Severability. If any provision of this Sublicense Agreement or the application of any provision hereof to any person or circumstances is held to be void, invalid, or inoperative, the remaining provisions of this Agreement shall not be affected and shall continue in effect and the invalid provision shall be deemed modified to the least degree necessary to remedy such invalidity.

18. Entire Agreement. This Sublicense Agreement is the entire agreement between the parties with respect to the matters referred to herein and it supersedes and replaces all prior and contemporaneous oral and written understandings pertaining to the subject matter hereof.

Coordinating Program

Sublicensee

By: _____

By: _____

Date: _____

Date: _____



June 1, 2020

City of Holly Springs
Attn: Mr. Rob Logan, City Manager
PO Box 990
Holly Springs, GA 30142

Subject: Award Recommendation – East Cherokee Drive Guardrail Project

Dear Mr. Logan:

BM&K was tasked by the City of Holly Springs to obtain quotes for installing guardrail at a location on a section of East Cherokee Drive adjacent to the Woodhaven Subdivision. The request originated from concerned residents of the Woodhaven Subdivision. Due to a roadside ditch and inconsistent grades the area cannot accept guardrail without some additional grading work.

Technical evaluation of the quotes received for the installation has been completed. A thorough review has confirmed that only one quote has met all of the site requirements for the installation of the guardrail. Table 1 below summarizes the quotes for the guardrail items only. Please notice that Gracie Gray did not submit the lowest quote for the guardrail items.

RANK	BIDDER	AMOUNT
2	Gracie Gray Contractors	\$ 22,105.00
1	Martin Robbins Fence Company	\$17,734.38
3	Wildcat Striping, Sealing, & Paving	\$34,946.00

TABLE 1

Table 2 below shows the cost for items that will need to be included (Grading & Erosion Control) to be able to install the guardrail per standards.

RANK	BIDDER	AMOUNT
1	Gracie Gray Contractors	\$ 17,825.00
2	Martin Robbins Fence Company	Not included
3	Wildcat Striping, Sealing, & Paving	Not included

TABLE 2

Guardrail contractors are specialty contractors and generally only quote their specialty type of work. However, there is a local contractor, from Canton, that can provide all



www.bmandk.com

the necessary ancillary work. Gracie Gray Contractors submitted the qualifying low quote as they were the only company that can provide a turnkey product. The other two companies do not provide grading and erosion control as part of their daily operations. Therefore, I recommend award of the project to Gracie Gray Contractors for the total price of \$39,930.00.

Please let me know if you have any questions or need any additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Hughes".

Jacob Hughes, P.E.
Consultant City Engineer

Cc: Project File

ENCL: QUOTES

QUOTATION

MARTIN-ROBBINS FENCE CO., INC

DATE May 15, 2020

2025 WESTSIDE COURT
SNELLVILLE, GA 30078

Ph: 770-972-8141
Fax: 770-985-6838

To JACOB HUGHES
BMK CONSTR. & ENGINEERING
HOLLY SPRINGS GA

RE: GUARDRAIL
EAST CHEROKEE DRIVE 2543
HOLLY SPRINGS, AG

Ph: _____

ITEM	Description	Unit	Quantity	Unit Price	Total
	TO FURNISH ALL LABOR, MATERIAL, EQUIPMENT AND				\$ -
	TRAFFIC CONTROL NEEDED TO COMPLETE THE				\$ -
	FOLLOWING				\$ -
1	INSTALL APPROX. 681.25 LF OF GALVANIZED GA.	LF	681.25	\$19.50	\$ 13,284.38
	D.O.T. W-BEAM GUARDRAIL PER STATE DETAIL 4380				\$ -
					\$ -
2	INSTALL D.O.T. TRAILING ANCHOR TYPE 1 PER 4383	EA	1.00	\$1,500.00	\$ 1,500.00
					\$ -
					\$ -
3	INSTALL D.O.T. APPROACH ANCHOR TYPE 12 PER 4384	EA	1.00	\$2,950.00	\$ 2,950.00
					\$ -
					\$ -
	FACE OF RAIL LOCATION TO BE DETERMINED				\$ -
	FOR GRADING AND INSTALLATION PURPOSE.				\$ -
	GRADING BY OTHERS NEEDS TO BE DONE TO				\$ -
	HAVE PROPER SHOULDER CONDITIONS FOR THE				\$ -
	INSTALLATION OF GUARDRAIL				\$ -
					\$ -
NOTES: PRICES DO NOT INCLUDE CONCRETE, ASPHALT, GRASSING, GRADING OR EARTHWORK,					TAX
PRICE ASSUMES NO UTILITY CONFLICTS					Shipping
					TOTAL \$ 17,734.38

Estimate authorized by

Name: MICHAEL E. DENMARK

Date: May 15, 2020

Title: SALESMAN

Signature: Michael E. Denmark



CONTRACTORS, INC.

FENCING — GUARDRAILS — BARRIERS

102 Roberts Way
Canton, GA. 30114

678-493-8128
matt@graciegrayinc.com

Estimate

Date	Estimate #
5/13/2020	1612

Name/Address

CITY OF HOLLY SPRINGS
3237 HOLLY SPRINGS PKWY
HOLLY SPRINGS, GA. 30142

Ship To

CITY OF HOLLY SPRINGS
EAST CHEROKEE DR
HOLLY SPRINGS, GA 30142

Project Name

Project #

Item	Description	Qty	U/M	Rate	Total
210-0100	GRADING COMPLETE	1.00	LS	11,750.00	11,750.00
150-1000-E	TRAFFIC CONTROL - GRADING - THIS INCLUDES A COMPLETE SHOULDER CLOSURE WITH ADVANCE WARNING SIGNS FOR THE DURATION OF THE GRADING PROJECT	1.00	LS	4,750.00	4,750.00
700-6910	GRASSING, PERMANENT	0.25	AC	1,500.00	375.00
163-0240	MULCH, STRAW	1.00	TN	950.00	950.00
641-1200	GUARDRAIL, TP W	680.00	LF	24.75	16,830.00
641-5015	GUARDRAIL TERMINAL, TP 12A, 31 IN, TANGENT, ENERGY-ABSORBING	1.00	EA	3,625.00	3,625.00
641-5001	GUARDRAIL ANCHORAGE, TP 1	1.00	EA	1,650.00	1,650.00

Total

\$39,930.00

- Prices are contingent on 1(one) mobilization. Unless noted above.
- Additional mobilizations will be billed per mile from our shop.
- Prices subject to change if GGC is not awarded the complete job quoted.
- All posts are to be installed by mechanical force.
- All utility conflicts are to be resolved by the prime contractor.
- Does not include any earthwork, grading, grassing, or concrete work unless noted above.
- Does not include any coring, drilling, patching or sealing unless noted above.
- GGC will not be responsible for broken concrete.
- Does not include bond. Bond may be included for an additional fee.
- Does not include traffic control unless noted above.
- Does not include removal of any kind unless noted above.
- ALL SCOPES OF GUARDRAIL WORK ARE TO BE INSTALLED PER DRAWINGS PROVIDED BY THE PRIME CONTRACTOR AND DRAWINGS MUST BE STAMPED BY A STATE APPROVED PROFESSIONAL ENGINEER.

Signature _____



Wildcat Striping, Sealing & Paving

Job # 1106831-1

May 20, 2020

Decatur, GA 30035

V: 678.937.9525

F: 678.937.9151

Submitted to **BM & K CONSTRUCTION**
Address PO BOX 878
City, State, Zip BRASELTON, GA 30517
Contact Name JASON HOLCOMB
Contact Email
Contact Phone 678 963-0793
Contact Mobile

Job Name **E Cherokee Drive**
Proposal Name **Guardrail**
Jobsite Address E Cherokee Drive
City, State, Zip Holly Springs, Ga
Account Manager Ashley Baum
Account Manager Phone 678-300-3328
Account Manager Email Ashley@wildcatstriping.com

QTY	Description	Price	Ext Price	Accept?
1	Guardrail: Furnish and install 680' of W Beam Guardrail with 1 Type 1 Anchor and 1 Type 12 Anchor. If hand digging is required due to underground utilities please add \$80 per post.	\$31,196.00	\$31,196.00	_____
3	Traffic Control	\$1,250.00	\$3,750.00	_____

Total \$34,946.00

This proposal excludes the following:

Please Note: Surface to be striped needs to be ready for paint application prior to Wildcat mobilization. Cleaning or pressure washing must be done by owner or contractor if the area to be striped is on concrete or on new construction. All vehicles and materials need to be removed from site prior to Wildcat mobilization. Any trip to a job not resulting in work being performed fully due to the fault of others will result in additional charges.

THERE IS NO OTHER EXPRESS WARRANTY IN THIS CONTRACT OTHER THAN STATED HEREIN. ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS IS LIMITED TO THE LANGUAGE STATED IN THIS CONTRACT -- We propose hereby to furnish labor, equipment and material - complete in accordance with the above specifications -- All material is guaranteed to be as specified -- All work will be completed in a workmanlike manner according to standard practices -- Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate -- Should the amount due under this contract or any part of it be past due the Contractor shall be entitled to attorney's fees and all costs of collection, plus interest based on legal rate or 1.5% per month on overdue amounts -- All agreements contingent upon strikes, accidents or delays beyond our control -- This quotation is an estimate only and not a guarantee to perform this work -- Projects are added to our schedule in the order they are received. Please contact our office as soon as possible to ensure crew availability to perform the work -- The above quotation DOES NOT INCLUDE FURNISHING BOND -- The lump sum price above does not include engineering or surveying -- Prime contractor will provide all required engineering and surveyed control points as required at no cost to Wildcat Striping & Sealing -- This quote in its entirety will be part of any subcontract -- Our workers are fully covered by Workman's Compensation

Payment is due upon completion for each phase of work. Please check the method of payment.

Cash _____ Check _____ CC _____ Other _____

CC # _____ Type (Visa - MC - AMEX - Discover)

CCV Code _____ Expiration Date _____

Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature _____ Date _____

Signature _____ Date _____

OnSITE
MONITORING & MANAGEMENT, LLC
NPDES STORMWATER MONITORING, SOIL & EROSION CONTROL INSPECTIONS
EROSION MANAGEMENT & REMEDIATION CONSULTANTS
NPDES CERTIFICATION TRAINING
P.O. BOX 1228 STATHAM, GEORGIA 30666
PHONE 770.725.8271 FAX 770.725.2880

1 June 2020

City of Holly Springs
Downtown Development Authority of Holly Springs
3237 Holly Springs Pkwy
Holly Springs, GA 30115

RE: Proposal for activities associated with NPDES general permit GAR100001
Holly Springs Mixed-Use LDP

OnSite Monitoring & Management, LLC is pleased to present the following proposal for the various activities associated with the above referenced project.

Monitoring Services:

Tier 2

NPDES Paperwork for primary & secondary NOI, NOT, & NOI Transfer
Weekly Inspection Services for Primary and Secondary*
2 Sampling Activities (sample/location/event)*
Reporting Services
Manual Rain Gauge and Installation
OnSite Records Storage Box

\$300.00 per month

included
included
included
included
included
included

The above proposal, including any attachments, has been read and understood and is hereby agreed to and accepted, as evidenced by my signature below.

By _____ Date _____

Name _____ Title _____

If you have any questions concerning the information above, please contact us at 770-725-8271.

Sincerely,

Mason Goodman

Mason Goodman
Operations Manager

Monitoring for the month of June at no charge.

Authorized By: City of Holly Springs

Date

Authorized By: Downtown Development Authority of Holly Springs

Date

PLEASE NOTE THAT IT IS THE RESPONSIBILITY OF THE CLIENT TO NOTIFY IN WRITING TO THE APPROPRIATE AUTHORITIES (THE ENVIRONMENTAL PROTECTION DIVISION) WHEN A VIOLATION HAS OCCURRED AND TO TAKE THE APPROPRIATE MEASURES TO COMPLY WITH THE GENERAL PERMIT. THE CLIENT MUST NOTIFY ONSITE MONITORING AND MANAGEMENT LLC IF A QUALIFYING RAIN EVENT OCCURS TO CONDUCT POST RAIN FALL INSPECTIONS IF TIER 2 IS SELECTED. THE PRECEDING PROPOSAL IS INTENDED FOR THE SOLE USE OF CITY OF HOLLY SPRINGS AS PERTAINING TO THE ABOVE REFERENCED PROJECT(S). IT MAY NOT BE USED FOR ANY PURPOSES OTHER THAN THOSE APPROVED BY ONSITE MONITORING AND MANAGEMENT WITHOUT THE PRIOR CONSENT OF ONSITE MONITORING AND MANAGEMENT, LLC. THE PAYMENT OF EACH SERVICE IS DUE UPON RECEIPT OF INVOICE. THESE SERVICES WILL CONTINUE UNTIL A NOTICE OF TERMINATION (NOT) HAS BEEN SATISFIED OR NON-PAYMENT OF SERVICE REFERENCED.

AMENDMENT ONE
To the Contract for Professional Services
between the City of Holly Springs, GA
and Optech Monette, LLC

WHEREAS, the **City of Holly Springs, Georgia** (hereinafter referred to as the Owner), entered into a contract dated December 16, 2019 with **Optech Monette, LLC**, hereinafter referred to as **OPTECH** (the Contractor), whose address is 2150 Brandon Trail, Alpharetta, GA 30004 to provide Public Works Contract Operations services to the City and its affiliates.

WHEREAS, Contractor and City of Holly Springs have previously entered into an agreement in which Contractor provides Public Works Contract Operations services for Holly Springs; and

NOW THEREFORE, in consideration of the foregoing recitals, the sums hereafter set forth and for other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, it is hereby agreed to amend the contract to add the following services:

1. The addition of Stormwater, Site Inspections, and other associated duties.
2. Services which will include the following:
 - a) Current duties are 16 hours a week at a cost of \$20 an hour. Additional days or hours can be requested, and will be invoiced at the same rate.
 - b) Any materials required will be provided by the City.

All other paragraphs remain as originally written.

IN WITNESS WHEREOF, the parties hereto have indicated their approval of this Amendment by their signatures below:

City of Holly Springs, GA
(Owner)

by _____
Steven W. Miller, Mayor

Date_____

Optech Monette, LLC (Optech)
(Contractor)

by _____
Robert W. Monette, P.E., President

Date_____

Contract Change Order

Date: 6/7/2020 **Project #:** 19-013 **Change Order Number:** 11

Project: Hickory Rd and Palm Street Intersection Improvements

Contractor: Georgia Development Partners, LLC

Description of Change: Misc Pricing

Additional Contract Days:

Breakdown of Proposed Change and Basis for Payment

Item #	Description	Quantity	Unit	Unit Cost	Total Cost
	<u>Additional Repair on West Side of Rail Road</u>				
3	Railroad Flagging	2.00	Day	\$1,440.00	\$2,880.00
4	Flagging for Roadwork	2.00	Day	\$1,250.00	\$2,500.00
5	Milling	150.00	SY	\$3.20	\$480.00
6	Patching	32.60	TN	\$145.63	\$4,747.54
7	Curb and Sidewalk Removal	1.00	LS	\$1,420.00	\$1,420.00
8	Curb and Gutter	30.00	LF	\$21.28	\$638.40
9	8" Sidewalk	18.00	Sy	\$102.27	\$1,840.86

Total Increase: **\$14,506.80**

Previous Contract Price (including previous change orders):

Proposed Revised Contract Price:

This Change is Acceptable to: Georgia Development Partners **Contractor**

Signed _____ Title _____ Date _____

Recommended By: **Engineer**

Signed _____ Title _____ Date _____

Approval By: **Owner**

Signed _____ Title _____ Date _____







CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. **Job Title: Administrative Assistant**

2. **Department: Police**

Division: Administration

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

Pay Grade: 12

B. INTRODUCTORY STATEMENT

This position is responsible for providing administrative support for the operations of the Police Department.

C. ESSENTIAL JOB FUNCTIONS

~~1. Serves as the department's Certification Manager; develops and maintains policies and procedures to ensure compliance with state certification standards.~~

~~2. Manages the operations of the evidence room; records and stored evidence and property; transports property to and from crime lab and court; coordinates audits and inspections; testifies in court proceedings; disposes of evidence as appropriate.~~

1. Serves as an administrative assistant to the Chief of Police.

2. Serves as the primary Terminal Agency Coordinator (TAC) for the Georgia Crime Information Center (GCIC) operation for the Police Department.

3. Serves as the open records liaison for the Police Department in support of the open records custodian for the City of Holly Springs.

4. Responds to requests for reports, and video documentation from the Office of the Solicitor General and the Office of the District Attorney for Cherokee County.

3.5. _____ Provides customer services; answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel; takes messages and makes appointments.

4.6. _____ Maintains department files and records; scans records into computer; shreds and destroys documents as appropriate; ensures compliance with records retention ~~guidelines~~policy.

~~5. Assists with processing job applications; processes background checks.~~

~~6. Prepares and processes purchase orders; reviews and processes invoices; researches and resolves discrepancies; assigns proper codes and obtains proper signatures.~~

7. Maintains office supply inventory; requisitions supplies as needed.

8. Coordinates the maintenance of office equipment.

~~9. Maintains documentation and records associated with Foundation functions; provides administrative support for Foundation operations.~~

~~10.~~9. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge of modern office practices and procedures.

2. Knowledge of city and departmental policies and procedures.

3. Knowledge of computers and job-related software programs.

~~4. Knowledge of state certification requirements.~~

5. Skill in prioritizing and organizing work.

6. Skill in the provision of customer services.

7. Skill in the maintenance of files and records.

8. Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.

9. Skill in oral and written communication.

2. Responsibility

a. This position has no supervision over any other employees.

3. Personal Work Relationships

a. Contacts are typically with co-workers, other city employees, attorneys, representatives of other governmental offices, and the general public.

- b. Contacts are typically to give or exchange information, resolve problems, and provide services.

4. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- b. The work is typically performed in an office.

5. Guidelines

- a. Guidelines include city and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- b. The purpose of this position is to provide administrative support for the operations of the department. Successful performance contributes to the efficiency and effectiveness of those operations.

7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- b. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

8. Supervisory Controls

- a. The Lieutenant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

E. APPROVAL SIGNATURES

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

Employee (print)

Employee (signature)

Date

Chief of Police (print)

Chief of Police (signature)

Date

City Manager (print)

City Manager (signature)

Date

City of Holly Springs
City Council Work Session Meeting Minutes
May 4, 2020

Elected Officials Present via videoconferencing: 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 via videoconferencing: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk Karen Norred, Chief Michael Carswell, Community Development Director Nancy Moon, Information Technology Manager/Facilities Manager Ron Carter, Lt. Casey Barton, and Main Street Director/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.

No action taken.

City Manager Robert H. Logan announced that City Hall reopened to the public on May 4, 2020.

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

Meeting adjourned.

Respectfully Submitted.

City of Holly Springs
City Council Special Called Meeting Minutes
May 4, 2020

Elected Officials Present via videoconferencing: 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 via videoconferencing: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk Karen Norred, Chief Michael Carswell, Community Development Director Nancy Moon, Information Technology Manager/Facilities Manager Ron Carter, Lt. Casey Barton, and Main Street Director/Assistant City Clerk Erin Honea.

Mayor Miller called the Work Session to order.

Councilwoman Barnett made a motion to approve the adoption of a resolution authorizing the execution of an intergovernmental contract and certain other documents related to the Urban Redevelopment Agency's revenue bond. Councilwoman Phillips seconded the motion. Motion carried 5-0.

Councilwoman Phillips made a motion to approve Contract Change Order #10-Walnut Street Drainage Improvements from Georgia Development Partners for the Hickory Road and Palm Street Intersection Improvements Project. Councilman Whitaker seconded the motion. Motion carried 5-0.

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

Meeting adjourned.

Respectfully Submitted.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

City of Holly Springs
City Council Work Session Meeting Minutes
May 21, 2020

Elected Officials Present via videoconferencing: Councilwoman Karen Barnett, Councilwoman Dee Phillips, Councilman Kyle Whitaker, and Mayor Pro Tem Michael Roy Zenchuk II.

Elected Officials Absent: Mayor Steven W. Miller and Councilman Jeremy Smith.

Staff Present via videoconferencing: City Attorney Jeffrey S. Rusbridge, City Manager Robert H. Logan, City Clerk Karen Norred, Chief Michael Carswell, Community Development Director Nancy Moon, Information Technology Manager/Facilities Manager Ron Carter, and Main Street Director/Assistant City Clerk Erin Honea.

Mayor Pro Tem Zenchuk called the Work Session to order.

No action taken.

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

Meeting adjourned.

City of Holly Springs
City Council Meeting Minutes
May 21, 2020

Elected Officials Present via videoconferencing: Councilwoman Karen Barnett, Councilwoman Dee Phillips, Councilman Kyle Whitaker, and Mayor Pro Tem Michael Roy Zenchuk II.

Elected Officials Absent: Mayor Steven W. Miller and Councilman Jeremy Smith.

Staff Present via videoconferencing: City Attorney Jeffrey S. Rusbridge, City Manager Robert H. Logan, City Clerk Karen Norred, Chief Michael Carswell, Community Development Director Nancy Moon, Information Technology Manager/Facilities Manager Ron Carter, and Main Street Director/Assistant City Clerk Erin Honea.

Mayor Pro Tem Zenchuk called the meeting to order. Councilwoman Barnett gave the invocation.

Councilwoman Phillips made a motion to move Items 7-11 to the Consent Agenda. Councilman Whitaker seconded the motion. Motion carried 4-0.

Consent Agenda

1. April 13, 2020 Council Work Session & Special Called Meeting Minutes
2. April 27, 2020 Council Meeting Minutes
3. Enrollment of the Holly Springs Police Department in the CARFAX for Police Program and to authorize the Chief of Police to execute the document
4. A resolution to amend the Municipal Services Master Fee Schedule
5. Terminating a lease agreement between Cherokee FOCUS and the City of Holly Springs
6. A resolution to reinvest five Certificates of Deposit in the Autocallable Goldman Sachs Momentum Building Multi-Asset 5S ER Index-Linked Certificates of Deposit due 2027 with South State Investment Services and authorize the City Manager to execute the documents
7. A resolution declaring certain property as surplus and authorizing its sale or disposal
8. A proposal for construction materials testing for the Palm Street Drainage and Hickory Road Proposed Improvements, Proposal Number P20052 (Revised) from Oasis Consulting Services
9. Award the Morgan Road Resurfacing Project to Baldwin Paving Company in an amount not to exceed \$178,038.04 and to authorize the Mayor to execute the construction contract documents
10. A resolution appointing Phyllis Long to the Downtown Development Authority and the Urban Redevelopment Agency

Councilwoman Phillips made a motion to approve the May 21, 2020 Consent Agenda. Councilwoman Barnett seconded the motion. Motion carried 4-0.

Councilman Whitaker made a motion to approve an ordinance to amend Chapter 6 – Alcoholic Beverages; Section 6-67. – Joint sales of alcoholic beverages by the drink and by the package of the Official Code of the City of Holly Springs. Councilwoman Phillips seconded the motion. Motion carried 4-0.

City Manager Robert H. Logan announced that the April finance report was in the packet.

Chief Michael Carswell announced that there would be a parade in Harmony on the Lakes for the Sequoyah High School Senior Class of 2020.

Councilwoman Phillips made a motion to adjourn and enter into Executive Session for the purposes of Litigation and Real Estate. Councilwoman Barnett seconded the motion. Motion carried 4-0.

Meeting adjourned.

Respectfully Submitted.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

Environmental Associates, Inc.
Industrial Hygiene Testing & Consulting Services
270 Hollyridge Drive
Roswell GA, 30076
770-891-0484

Holly Springs Downtown Development Authority
City of Holly Springs
3235 Holly Springs Parkway
Holly Springs, GA. 30115
ATTN: Rob Logan

May 21, 2020

REF: *Pre-Demolition Suspect Asbestos Containing Building Materials Surveys*
SUBJECT SITES: *411 Hickory Road & 100 Hickory Circle, Holly Springs GA 30115*

Dear Mr. Logan,

Thank you for the opportunity to submit a proposal concerning the pre-demolition screening for suspect asbestos containing materials at above-mentioned subject site.

Environmental Associates, Inc. (EAI) will complete the field work and sample collection from the subject site in compliance with all applicable regulations and protocols.

All collected samples will be submitted to a 3rd party accredited laboratory for analysis. Samples will be processed using normal turnaround time of 2 days.

Our cost to complete the proposed work & reporting is:

***Not to Exceed Cost* \$ 1,400.00**
(6 Total Structures)

A complete report of finding will be submitted within 3 days after the field work has been completed. All services related to this project will be performed in compliance with all applicable Federal, State and Local regulations and codes.

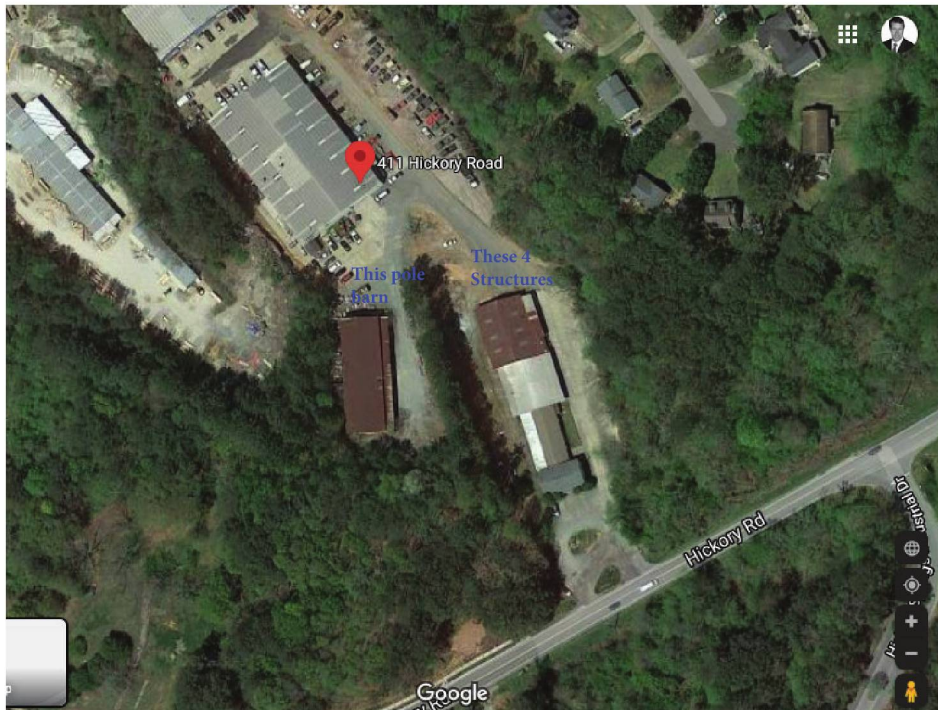
If you have any questions concerning this proposal or any other matter in which we may be of assistance, please feel free to contact me directly at 770-891-0484.

Respectfully,

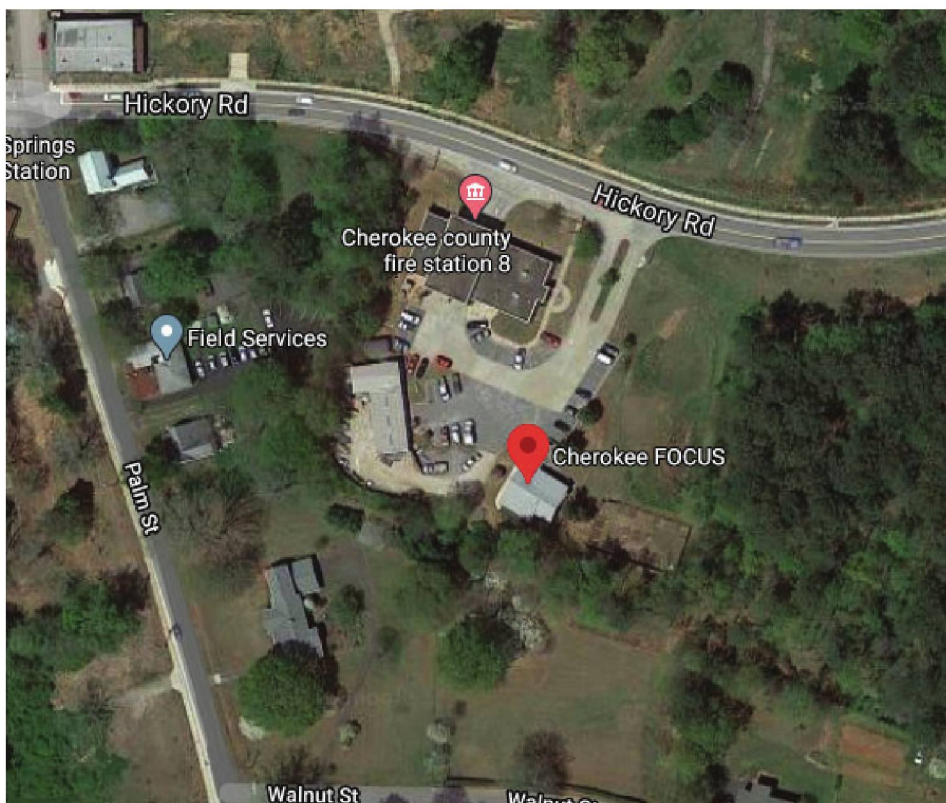


Jeff Giles
Senior Industrial Hygienist
770 891 0484
gilesjeff@live.com

411 Hickory Road – 4 structures and pole barn



100 Hickory Circle – FOCUS Bldg



April 8, 2020

VIA EMAIL

Rob Logan
City of Holly Springs
Holly Springs Downtown Development Authority
3235 Holly Springs Pkwy
Holly Springs, GA 30115

**Re: Letter Agreement for Professional Design Services
Holly Springs Town Center
Add Service #1: Audio-Visual, Site Electrical, Tree Protection & Memorial Park Design
Holly Springs, Georgia**

Mr. Logan:

Foresite Group, LLC thanks you for the opportunity to submit this Proposal for Additional Services to the City of Holly Springs and Holly Springs Downtown Development Authority for providing Professional Design Services for the above referenced project. Our Project Understanding is detailed below, and the following Proposal details the Scope of Services, Additional Services, Fees, and Hourly Rate Schedule.

Project Understanding

Foresite Group has been requested to provide an add service proposal for audio-visual design, site electrical design, tree protection plans and design for a Memorial Park.

Based on our understanding of this project, Foresite Group has made the following assumptions regarding the Scope of Services:

1. Memorial Park design is based on the concept plan indicated in Exhibit 'A'.
2. Topographic CAD survey necessary to complete the Memorial Park design will be provided by the Client.
3. Foresite Group will provide civil engineering, landscape architectural and irrigation design for the Memorial Park.
4. ICS, a sub-consultant of Foresite Group, will provide irrigation design for the Memorial Park.
5. Six site visits are included during construction administration assistance for the Memorial Park. The number is based on best guess of number of site visits to review construction work and based on a 3-month construction schedule.
6. TSAV, a sub-consultant of Foresite Group, will provide Audio-Visual design for the Town Center, Amphitheater and Bandshell structure.

7. Weiser Engineering, a sub-consultant of Foresite Group, will provide Site Electrical and Low Voltage Lighting for the Town Center, Amphitheater and Bandshell structure. Street and pedestrian lighting design is not included in this scope. Coordination with layout of streetlights is included in Foresite Group's original approved scope. Building electrical and lighting design is not included in this scope.
8. Tree Protection plans are for parcels D, E and F as indicated in Exhibit 'B'. Tree protection plans for the Town Center are included in Foresite Group's original approved scope. A wholistic tree protection packet will be created for the project areas included in Exhibit B along with the Town Center parcels.
9. Permitting and impact fees will be paid by Client. Permitting will be managed by the Client with Foresite Group addressing permit comments.
10. Bidding will be managed and advertised by others.
11. Proposal scope and fees are valid from 90 days from date of proposal.

SECTION 1

Scope of Services

Task 1 – Audio-Visual System Design: *A sub-consultant of Foresite Group will complete the following tasks as part of this phase:*

1. Program Development
 - Attend design kickoff meeting to review Audio-Visual (A/V) needs for the project.
 - Provide an A/V Program Report with budget ranges and systems concepts to be used during the project by the design team. TSAV anticipates producing one (1) A/V Program Report for review and comment by the project team. TSAV will revise the report to capture any comments from the project team and produce a Final A/V Program Report. Once this document is approved by the project team (Owner and Design Team), we will proceed into the Schematic Design phase for the Audio-Visual System.
 - Within this task the electrical loads for the A/V equipment will be provided to the Electrical Engineer to calculate site electrical loads.
2. Schematic Design
 - Provide Audio-Visual (A/V) infrastructure plans showing all A/V related conduit, power, telecom, and infrastructure requirements on plans, reflected ceiling plans, sections, and elevations as appropriate.
 - Review architectural and engineering documents as they relate to the A/V systems and requirements to recommend modifications or additions
 - Advise project engineer to define technology-related power, HVAC, empty conduit, and grounding requirements that will be given final documentation by project engineer.
3. Design Development
 - Design and Documentation of A/V equipment, including hardware, software, and racks.
 - Design connectivity requirements and cabling standards consistent with AV Systems design.
 - Provide A/V facility plans showing equipment on plans, reflected ceiling plans, sections, and elevations as appropriate.

- Advise architectural design, providing A/V equipment cut sheets, mounting details, millwork of cabinet requirements relative to equipment placement.
 - Provide A/V block diagrams for all audio, audiovisual, television, and control systems showing interconnections between all components and systems, including requirements for interface with building low voltage systems and appliances.
 - Provide complete specifications for A/V systems and budgets at each milestone. Specification provided is 27 41 00.
4. Construction Documents
- Prepare AV bid package, review bids, and issue bid analysis.
 - Review AV submittals as well as other submittals as related to the technology work
 - Review and respond to RFI's from Architect.
5. Bidding & Negotiations
- Review and Respond to RFI's from Bidders
 - Review and qualify Bidding AV Contractors
 - Make recommendation for selection of Contractor based on qualifications.
6. Construction Management
- Provide on-site evaluation of major installations, review installation progress and quality.
 - Provide inspection/testing of final equipment installation alongside contractor and operators.
 - Issue punch lists.

Deliverables:

- *PDF's of Audio-Visual Program Report.*
- *PDF's of schematic design, design development and construction document plans.*
- *PDF of specifications.*
- *PDF of cost estimate.*
- *PDF of punch lists.*

Task 2 – Site Electrical & Low Voltage Lighting Design: *A sub-consultant of Foresite Group will complete the following tasks as part of this phase:*

1. Attend design kickoff meeting.
2. Perform photometric calculations.
3. Coordinate power requirements and design for:
 - Low voltage lighting (landscape lighting)
 - Electrical outlets throughout the common areas and amphitheater
 - Amphitheater/bandshell power and lighting @ bandshell structure
 - Entrance sign lighting
 - Power for overhead string lights in common areas
 - Provide load calculations for the site electrical and low voltage lighting taking into consideration the Audio-Visual equipment electrical requirements. Load calculations will be provided to Georgia Power.
4. Prepare final construction documents to include drawings in AutoCAD Format.

5. Prepare technical specification sections for electrical systems.
6. During construction, review Requests for Information (RFI) and other questions from the field and prepare clarification documentation as necessary for pre-construction bidding.
7. During construction, review electrical shop drawings and manufacturer provided submittals for electrical materials.
8. During construction, attend two (2) site visit to provide a punch list of items.
9. Provide rough order of magnitude engineering opinion of probable cost at the following phases of the project:
 - Design Development
 - Permit Documents
 - 100% Construction Documents

Deliverables:

- *PDF's of design development, permit and construction documents.*
- *PDF's of specifications.*
- *PDF of cost estimate.*
- *PDF of punch lists.*

Task 3 – Tree Mitigation Plans: *Foresite Group will complete the following tasks as part of this phase:*

1. Prepare a tree protection plan to include all specimen trees, recompense calculations, notes and details as required by the local municipality.
2. Submit plan to Client for review.
3. Incorporate Client comments.
4. Submit plans to municipality for permitting.

Deliverables:

- *PDF's of tree mitigation plans.*

Task 4 – Memorial Park Design & CA: *Foresite Group will complete the following tasks as part of this phase:*

1. Schematic Design
 - Develop schematic design concepts.
 - Conduct meeting to review schematic designs and associated cost estimate.
 - Update and submit final schematic design based on Client comments.
 - Update opinion of probable cost.

Deliverables:

- *PDF's of schematic design concepts.*
- *PDF of cost estimate.*

2. Design Development
 - Prepare 50% level construction documents to Client for review. The design development set will include the following drawings:
 - Cover Sheet
 - Demolition Plan

- Site Plan
- Grading & Drainage Plan
- Construction Details
- Landscape Plan
- Attend 1 meeting with Client to review design.
- Make modifications per Client's direction.
- Provide cost estimate.

Deliverables:

- *PDF's of design development plans.*
- *PDF of cost estimate.*

3. Construction Documents

- Prepare 95% level construction documents and specifications to Client for final review.
The construction document set will include the following drawings:
 - Cover Sheet
 - Demolition Plan
 - Site Plan
 - Grading & Drainage Plan
 - Erosion Control Plan & Details
 - Utility Plan
 - Construction Details
 - Landscape Plan & Details
 - Irrigation Plan & Details
- Attend 1 meeting with Client to review design.
- Complete technical specifications and submit to Client
- Provide cost estimate.

Deliverables:

- *PDF's of technical specifications*
- *PDF's of construction documents.*
- *PDF of cost estimate.*

Task 5 – Memorial Park Bidding Assistance & Construction Administration Assistance: *Foresite Group will complete the following tasks as part of this phase:*

1. Assist with addressing any contractors' questions during the bidding process.
2. Submit a conformed set of plans, dwg files and specifications.
3. Attend pre-construction meeting.
4. Respond to RFI's from Contractor.
5. Review Contractor's submittals.
6. Complete 6 site visits and inspections including one pre-final and one final punch visit to review compliance with contract documents of hardscape and landscape items.

Deliverables:

- *Construction meeting memos*
- *Site photographs*
- *Punch lists*

SECTION 2

Additional Services

(items not included in this scope but can be provided at an additional fee)

1. Construction documents beyond those listed in the scope.
2. Structural Design of retaining walls over 4' height.
3. Rezoning and variance process/plan.
4. Site signage plan and/or sign permitting.
5. Meetings and additional site visits outside scope of services.
6. Work resulting from changes made in the contract documents to facilitate construction procedures requested after release of the contract documents.

SECTION 3

Fees

Task	Task Fee
Task 1 – Audio-Visual System Design	\$ 16,400.00
Task 2 – Site Electrical & Low Voltage Lighting Design	\$ 17,200.00
Task 3 – Tree Mitigation Plans	\$ 3,900.00
Task 4 – Memorial Park Design	\$ 25,700.00
Task 5 – Memorial Park Bidding Assistance & CA Assistance (hourly not to exceed)	\$ 9,500.00
Total	\$ 72,700.00

All permitting, application, and similar project fees will be paid directly by the Client.

Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services completed or actual services performed, and expenses incurred as of the billing period. Payment will be due within 28 calendar days of the date of the invoice. Payments shall be made electronically or sent to Foresite Group, LLC., 3740 Davinci Court, Suite 100, Peachtree Corners, GA 30092.

Invoices are due to Owner's Representative no later than the 10th of each month for services rendered the previous month. Payment will be made on or before the 15th of the following month.

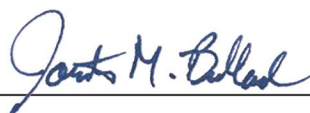
Hourly Rate Schedule
(To be Adjusted Annually)

Principal	\$ 225-285/hour
Practice Leader	\$ 195-225/hour
Director of Engineering, P.E.	\$ 195-205/hour
Division Director	\$ 150-205/hour
Senior Project Manager	\$ 150-195/hour
Senior Project Engineer, P.E.	\$ 150-185/hour
Project Manager	\$ 130-150/hour
Project Engineer, P.E.	\$ 125-150/hour
Project Landscape Architect, RLA	\$ 120-145/hour
Project Analyst	\$ 100-125/hour
Senior Designer	\$ 115-125/hour
Designer	\$ 95-105/hour
CAD Drafter	\$ 80-90/hour
Administrative Assistant	\$ 65/hour

If you agree to the terms of this Letter Agreement and the Standard Terms and Conditions attached hereto and incorporated herein, please have an authorized representative sign two copies of this Letter Agreement in the spaces below. Retain one copy for your records and return the other to our office.

We appreciate the opportunity to provide these services to you. Please do not hesitate to contact us if you have any questions or comments.

Sincerely,
FORESITE GROUP, LLC.

By: 

Name: Jonathan Bullard
Title: Greenspace + Land Design Project Manager
Date: April 8, 2020

Client:
City of Holly Springs

By: _____
(Signature)

Name: _____
(Printed Name)

Title: _____

Date: _____

Client:
Holly Springs Downtown Development Authority

By: _____
(Signature)

Name: _____
(Printed Name)

Title: _____

Date: _____

ALL INVOICES SHALL BE SENT TO THE FOLLOWING ADDRESS:
City of Holly Springs Downtown Development Authority
dme.odyssey@gmail.com
Attn: David Edwards

ALL PAYMENTS SHALL BE SENT VIA EFT OR TO THE FOLLOWING ADDRESS:
Foresite Group, LLC.
3740 Davinci Court, Suite 100
Peachtree Corners, GA 30092

Exhibit 'A'
Memorial Park Concept



Exhibit 'B'
Limits of Tree Protection

SEI
SOUTHEASTERN ENGINEERING, INC.
1520 Peachtree Road, Suite 1000
Atlanta, Georgia 30309
Phone: 404.518.2750
Fax: 404.518.2751
www.sei-engineering.com

10/16/2020

No.	ISSUED DESCRIPTION	DATE
1		
2		
3		
4		

CITY OF HOLLY SPRINGS
3237 HOLLY SPRINGS PARKWAY
CANTON, GA 30142
PHONE: 770.345.5533 FAX: 770.345.2877

DAVID EDWARDS 404.518.2750
34 HOUR CONTACT INFORMATION

DEMOLITION PLAN
PROJECT LOCATED AT:
HOLLY SPRINGS MIXED-USE LDP
241 HICKORY ROAD CANYON, GA 30115
CITY OF HOLLY SPRINGS
CHEROKEE COUNTY

PROJECT NO.: 10/16/2020
ISSUED BY: BSC
ISSUED DATE: 04/08/2020

REVISIONS

NO.	DESCRIPTION	DATE
1		
2		
3		
4		

VI.I.1
Project No.: 10/16/2020
Issued By: BSC
Issued Date: 04/08/2020



DEMOLITION LEGEND

- ITEM TO BE REMOVED
- STRUCTURE OR UTILITY LINE TO BE REMOVED
- CONCRETE TO BE REMOVED
- ASPHALT TO BE REMOVED
- BUILDING TO BE REMOVED

XXXXXX

XXXXXX

XXXXXX

XXXXXX

XXXXXX



NOTE:
1) ALL AREAS TO BE REMOVED OR INCORPORATED INTO WORKS AS AUTHORIZED BY OWNER, INCLUDING BUT NOT LIMITED TO EXISTING FENCE, CONCRETE, ASPHALT, AND PIPE MATERIALS.

PROFESSIONAL SERVICES AGREEMENT ADDENDUM NO. 13

This ADDENDUM to the AGREEMENT made and entered into 10/25/2017 by and between Southeastern Engineering, Inc., and the client identified herein, provides for the Additional Services described under the Scope of Services section of this agreement

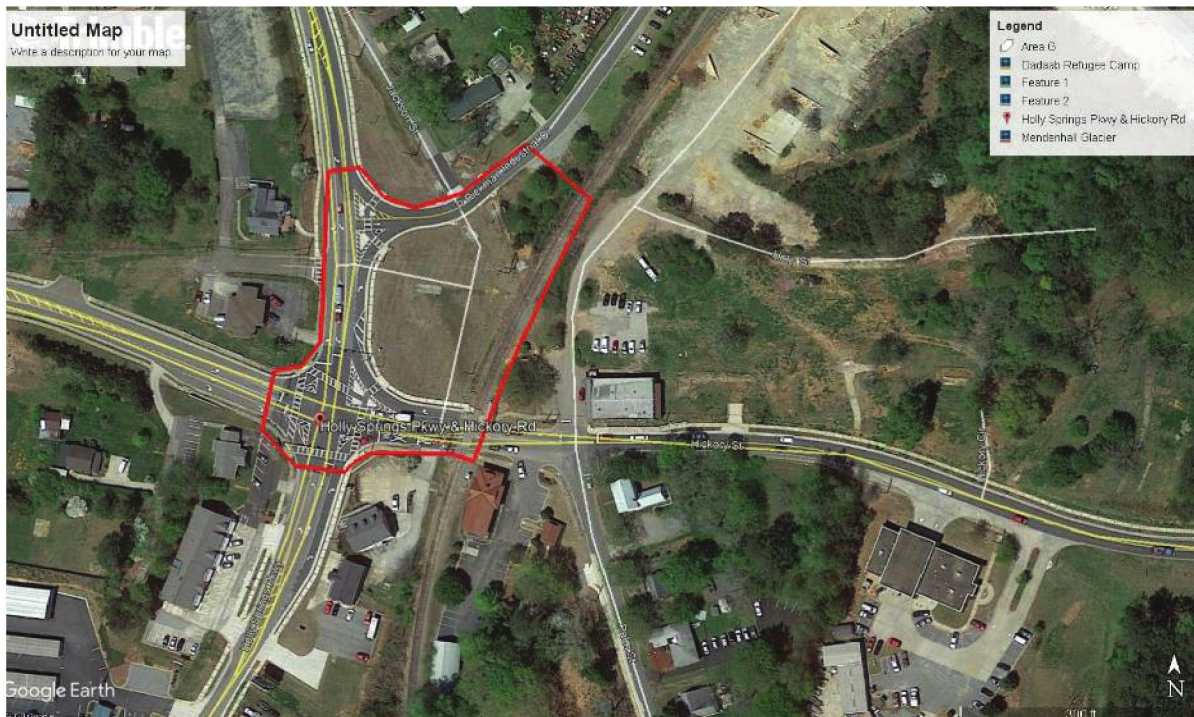
CLIENT: City of Holly Springs
C/O Stonecrest Homes GA., LLC
623 West Crossville Road, Suite 204
Roswell, GA 30075
VIA EMAIL: dme.odyssey@gmail.com
Ph#: 404-518-2750

PROJECT NUMBER: 1076-17-210

PROJECT NAME: Holly Springs Town Center

PROJECT UNDERSTANDING:

EXHIBIT SURVEY AREA



SCOPE OF SERVICES:

I:\CUSTOMERS_PROJECTS\1076 City of Holly Springs\1076-17-210 Holly Springs Town Center\Contract Admin\Holly Springs-SEI Contract Addendum #13.docx

Initials

Client / SEI

Task 73

BOUNDARY SURVEY:

SEI understands that a boundary survey prepared in accordance to the State of Georgia requirements for land surveys is required for the above referenced property.

Boundary resolution pricing is based on a reasonable amount of research and field work in accordance with industry standards. Should the reconstruction of the subject property involve more than what is deemed reasonable, and the need arises for additional tracts to be surveyed (e.g. subject property does not have suitable monumentation or is not properly recorded), SEI will notify the client immediately of any additional charges needed to complete the survey. Additionally, SEI will provide proof satisfactory to the client that additional work/fees are required prior to proceeding.

Task 74

TOPOGRAPHIC MAPPING:

A field run 1-foot contour interval topographic survey will be performed on the areas described above. Horizontal projection will be Georgia State Plane (NAD83-2011 Datum). Elevations will be based on NAVD88 Datum. All main features of the topography will be delineated including but not limited to the following; creeks, streams, ditches, lakes, above ground utilities, marked underground utilities, roadway markings, traffic control devices, speed humps, gates, landscape areas, mailboxes, storm and sanitary sewer fixtures with size, type and invert, edge of pavement, curb lines with top and gutter elevation (irregular stone or rock curb lines will only be located at edge of pavement), bridges, walls, stairs, sidewalks, concrete pads, driveways, buildings, signs, benches, bleachers, fences, power poles and overhead lines, guy wires, pedestals, fire hydrants, valves, meters and other above ground features. Contours shown will be based on spot elevations taken at an approximate 50' grid pattern to ensure that not less than 90% of the contours shown will be out of vertical position by more than 1/2 of the contour interval according to Georgia Technical Standards for Property Surveys. SEI will show the location of visible above ground utilities

COMPENSATION:

Please initial all authorized tasks below:

PROFESSIONAL FEES			
Description	Task Subtotal	Billed	Authorized Tasks
Task 73 – Boundary Survey	\$2,000	<i>Monthly, % complete of Allowance</i>	Client Initial / Date
Task 74 – Topographic Mapping	\$2,500	<i>Monthly, % complete of Allowance</i>	Client Initial / Date

IN WITNESS WHEREOF, the Agreement is accepted on the later date written below, subject to the terms and conditions stated above and the aforementioned Agreement.

I:\CUSTOMERS_PROJECTS\1076 City of Holly Springs\1076-17-210 Holly Springs Town
Center\Contract Admin\Holly Springs-SEI Contract Addendum #13.docx Initials _____
Client / SEI

CLIENT CITY OF HOLLY SPRINGS

SOUTHEASTERN ENGINEERING, INC.

Signed _____

Signed _____

Name (Typed) _____

Name (Typed) _____

TITLE _____

TITLE _____

DATE _____

DATE _____

ATTACHMENT A

EXCLUSIONS:

This agreement does not include the following:

- ☒ Zoning or zoning modification applications and coordination
- ☒ GDOT or other agency coordination
- ☒ Community coordination meetings
- ☒ Graphic design
- ☒ Traffic engineering services
- ☐ Land surveying services
- ☒ Structural engineering and inspection
- ☒ Soil testing/geotechnical analysis of existing soils or levels of compaction
- ☒ Subsurface utility location and/or investigation
- ☒ Utility capacity analyses
- ☒ Offsite utility evaluation and/or extension
- ☒ Offsite utility easements
- ☒ Utility coordination
- ☒ SBV - variance through EPD and/or local jurisdiction
- ☒ Offsite silt study
- ☒ Dam breach
- ☒ FEMA coordination and/or letter of Map Revision
- ☒ MS4 requirements
- ☒ Architectural services
- ☒ Landscape architectural services
- ☒ Irrigation design
- ☒ Tree survey and/or as-builts
- ☒ Planting plans
- ☒ Inspecting and/or placing plants on site
- ☒ State waters and/or wetland location, delineation and/or permitting through USACE
- ☒ Preparation of Storm Water Management, Inspection and Maintenance Agreement or similar/related documents
- ☒ LDP submittal or revisions
- ☒ Final plat submittal or revisions
- ☒ Cost estimates or Quantity take offs
- ☒ Construction management, contract administration or price/cost negotiations of construction work
- ☒ Settlement of disputes of claims due to contractor default or insolvency or discontinuation of work
- ☒ Maintenance services (post-construction or otherwise)

ATTACHMENT B

HOURLY RATE SCHEDULE:

Services shall be invoiced according to the following rates:

Environmental Personnel:

Environmental Scientist I:	\$85/hr.
Environmental Services Manager:	\$125/hr.

Planning and Landscape Architecture Personnel:

Administrative:	\$60/hr.
Technician:	\$60/hr.
Land Planner:	\$125/hr.
Landscape Architect:	\$125/hr.

Engineering Personnel:

Administrative:	\$60/hr.
Technician:	\$60/hr.
Designer I:	\$75/hr.
Designer II:	\$95/hr.
Designer III:	\$115/hr.
Engineer I:	\$90/hr.
Engineer II:	\$110/hr.
Engineer III:	\$135/hr.
Project Manager:	\$155/hr.
Director/Principal:	\$250/hr.

Hourly* Surveying Personnel:

Field Crew: (1 Man)	\$90/hr.
Field Crew: (2 Man)	\$150/hr.
Field Crew: (3 man)	\$195/hr.
Survey Technician 1:	\$75/hr.
Survey Technician 2:	\$85/hr.
Survey Technician 3:	\$95/hr.
Administrative:	\$60/hr.

**Overtime rates = 1.5 x standard rates*

Salary Surveying Personnel (Overtime Exempt):

Survey Director: (PLS)	\$150/hr.
Project Manager: (PLS)	\$140/hr.
Associate Project Manager: (LSIT)	\$115/hr.
Field Coordinator:	\$110/hr.

Note: Personnel include direct and contract employees.



829 Jefferson Street
Bin 39066
Atlanta, GA 30318
(404) 506-4410
mrkimber@southernco.com

May 27, 2020

City of Holly Springs
Rob Logan, City Manager
P.O. Box 990
Holly Springs, GA 30142

Re: PI# L8211 - Palm Street Project

Dear Mr. Logan:

Attached are two (2) copies of the Relocation Agreement between Georgia Power Company and City of Holl Springs for the above referenced project.

Please sign and return both copies to the address below:

Georgia Power Company
Attn: Monica R. Kimber
829 Jefferson Street
BIN 39066
Atlanta, GA 30318

After they have been executed by Georgia Power Company, we will return a copy for your records.

Both the total estimated cost for relocation and the Payment Amount are valid only for a period of one (1) year following the date set forth on the enclosed estimate. Further, Georgia Power will not commence any work unless, the City executes and returns the enclosed Relocation Agreement and authorizes commencement of the work. Work must commence within one year of the estimate date.

.

If you have any questions, please contact John Gay at (404) 291-0622.

Sincerely,

A handwritten signature in blue ink, appearing to read "MRK", with a stylized flourish at the end.

Monica R. Kimber

Please sign all copies of agreement and return all copies to the address below:

Georgia Power Company

829 Jefferson Street NW

BIN 39066

Atlanta, GA 30318

Attn: Monica R. Kimber

BIN 39066

After agreements have been executed by Georgia Power Company, we will return copies to you for your records.

Please remit any payments to the address below:

Georgia Power Company

96 Annex

Atlanta, GA 30396-0001

(Attn: Yaritza Cruz)

Please reference invoice and or PI# number on check.

UTILITY RELOCATION AGREEMENT

PROJECT NAME: Palm Street

PROJECT NUMBER: _____

GDOT PROJECT NUMBER: L8211

THIS AGREEMENT is made and entered into as of the ____ day of _____, 20____, by and between **CITY of HOLLY SPRINGS**, State of Georgia (hereinafter referred to as the "City"), and **GEORGIA POWER COMPANY** (hereinafter referred to as the "Company"). This Agreement may refer to either City or Company, or both, as a "Party" or "Parties."

WITNESSETH:

WHEREAS, the City proposes under the above written Project to construct Palm Street (hereinafter referred to as the "Project"); and

WHEREAS, due to the construction of the Project, it will become necessary for the Company to remove, relocate or make certain adjustments to the Company's existing facilities (such facilities, including but not limited to overhead and underground electric transmission, distribution and communication lines, towers, frames, poles, facilities, wires, transformers, service pedestals, apparatus, manholes, conduits, fixtures, appliances, cables, protective wires and devices all being hereinafter referred to collectively as the "Facilities" or individually as the "Facility"); and

WHEREAS, the Company, as hereinafter provided, may assert that it has certain property interests and rights and utilized such property interests and rights for the placement of its Facilities prior in time to City's acquisition of the road right(s)-of-way, all as involved in said Project; and

NOW, THEREFORE, in consideration of the promises and the mutual covenants of the Parties hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

Section 1. THE WORK.

1.1 Company Facilities.

Company, with its regular construction or maintenance crews and personnel, at its standard schedule of wages and working hours (as may be applicable from time to time during the term of this Agreement), and working in accordance with the terms of its agreements with such employees, will remove, relocate or make adjustments to its Facilities in accordance with the scope of work and Estimate (defined below) attached hereto as Exhibit "A" and incorporated herein by reference (the "Work"). Company shall make all technical decisions concerning the Work and may elect to contract any portion of the Work.

1.2 **Road Right-of-Way.**

Prior to Company commencing the Work, City will provide written assurances to Company that it has acquired the necessary new road right-of-way (including information on the property rights acquired).

1.3 **Traffic Control.**

Company shall make a reasonable effort to provide signing and other traffic control measures during the Work, in accordance with PART VI of the U. S. Department of Transportation Manual on Uniform Traffic Control Devices, current edition, all at the expense of the City.

Section 2. COSTS AND PAYMENT.

2.1 **Compensable Property Interests.**

Company shall perform the Work in accordance with the estimate attached hereto as Exhibit "A" and incorporated herein by reference (the "Total Estimate"). The total amount of the Total Estimate is FIFTY-EIGHT THOUSAND, EIGHT HUNDRED NINETY-FOUR Dollars (\$58,894.00). The amount of the Total Estimate that corresponds to Company's claim that it has compensable property interests with respect to the Project (the "Reimbursement Claim") is FIFTY-EIGHT THOUSAND, EIGHT HUNDRED NINETY-FOUR Dollars (\$58,894.00), otherwise reflected as **one hundred percent (100%)** of the Total Estimate. The Reimbursement Claim is limited to: (a) the costs of removing, relocating or adjusting those Facilities which are physically in place and in conflict with the proposed construction and/or maintenance; (b) where replacement is necessary, the costs of replacement in kind, and any improvements or betterments made necessary by the proposed construction and/or maintenance; and (c) the costs incurred in acquiring additional easements or private rights-of-way, including without limitation easements for lines, access, tree trimming, guy wires, anchors and other devices, appliances and other equipment, and any and all other such easements and property rights as may be reasonably necessary for the Company's installation, operation and maintenance of its Facilities (collectively, the "Relocation Costs").

The cost of any improvements or betterments that are not made necessary by the proposed construction or maintenance shall not be subject to the percentage split contemplated above. Such costs shall be paid as follows: (a) the costs of any improvements or betterments of a Facility being made solely at Company's option (and not being made necessary by the proposed construction and/or maintenance) shall be fully paid by Company; and (b) the costs of any improvements or betterments of a Facility being made solely at City's request (and not being made necessary by the proposed construction and/or maintenance) shall be fully paid by City.

Upon completion by Company of the Work and subject to determination of Company's Prior Rights Claim in accordance with Sections 3 and 4 below, City will pay Company a sum equal to the lesser of (a) FIFTY-EIGHT THOUSAND, EIGHT HUNDRED NINETY-FOUR Dollars (\$58,894.00), otherwise reflected as **one hundred percent (100%)** of the Total Estimate and representing the aforementioned Reimbursement Claim, or (b) the corresponding percentage of actual Relocation Costs representing Company's compensable property interests with respect

to the Project. City will also pay Company for the costs of any improvements or betterments of a Facility being made solely at City's request and not being made necessary by the proposed construction and/or maintenance.

2.2 Progress Payments.

If Company chooses to submit invoices for progress payments, City will pay same within thirty (30) days from receipt of the invoice, subject to Verification (as defined below) thereof by the City. Upon completion of the Work, Company shall submit a final bill to City and City shall make a final payment within thirty (30) days from receipt of the final bill, subject to Verification thereof by the City.

2.3 Change in Scope.

In the event there is a change in the Project, including without limitation a change in scope, design, plans, service, property interests to be acquired, engineering or costs, due to either (a) events or circumstances beyond Company's reasonable control, or (b) City's request, the Parties will negotiate in good faith a mutually acceptable agreement or amendment to this Agreement, in writing, to address such change and any increase in costs above those set forth in the Estimate.

Section 3. DETERMINATION OF COMPENSABLE PROPERTY INTEREST

3.1 If Company determines it has compensable property interests with respect to the Project, Company will submit a Reimbursement Claim. The Parties agree that they will in good faith share non-privileged information with each other related to the issue of prior rights for the Project. If City determines that Company's evidence is insufficient to make a determination as to Company's compensable property interests and the percentage of the Relocation Costs to be paid by Company based upon such compensable property interests, City will provide Company with a written basis for such insufficiency and request that Company provide additional information. City will make a determination as to any asserted Reimbursement Claim before the earlier of: (a) the date that is thirty (30) days after receipt of the Reimbursement Claim; and (b) the date on which Company needs to commence the Work in order to prevent a Project delay (the "Commencement Date").

3.2 In the event that a determination cannot reasonably be made prior to the Commencement Date, provided that City certifies in writing to Company that the Project is time-sensitive due to construction scheduling with the possibility of damages for delay, safety concerns, or critical funding deadlines, Company will commence the Work without a written determination having been made. In such case, the Party's rights, claims and defenses with regard to the issue of compensable property interests and prior rights will not be waived or affected in any manner. If City does not thereafter make a determination regarding the Reimbursement Claim within six (6) months from the date of City's receipt of same, the Reimbursement Claim will be deemed approved by City.

Section 4. DISPUTE RESOLUTION.

4.1 Disagreement.

If Company disagrees with City's determination with regard to the Reimbursement Claim and the Parties are unable to settle the issue through informal negotiations, then, at the request of either Party, the Parties agree to escalate the matter pursuant to Section 4.2 below.

4.2 Dispute Notice.

Except as otherwise set forth in this Agreement, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, will be settled: (a) first, by good faith efforts to reach mutual agreement of the Parties; and (b) second, if mutual agreement is not reached within thirty (30) calendar days of a written request by a Party to resolve the controversy or claim (the "Dispute Notice"), each of the Parties will appoint a designated representative who has authority to settle the dispute (or who has authority to recommend to the governing body of such Party a settlement of the dispute) and who is at a higher level of management than the persons with direct responsibility for administration of this Agreement. The designated representatives will meet as often as they reasonably deem necessary in order to discuss the dispute and negotiate in good faith in an effort to resolve such dispute. The specific format for such discussions will be left to the discretion of the designated representatives, provided, however, that all reasonable requests for relevant information made by one Party to the other Party will be honored if such information is reasonably available. If within sixty (60) days after issuance of a Dispute Notice (a) the Parties are unable to resolve issues related to the dispute, or (b) City fails to approve any tentative agreement reached, the Parties agree to participate in confidential, non-binding mediation pursuant to Section 4.3 below, it being understood, however, that nothing herein will diminish or relieve either Party of its rights or obligations under this Section 4.

4.3 Mediation.

If the Parties are unable to resolve a dispute through informal negotiations or pursuant to Section 4.2, the Parties agree to participate in confidential, non-binding mediation by an impartial, third party mediator mutually agreed upon by the Parties, at a mutually convenient location. The Parties agree that a potential mediator's experience in prior rights and real estate law will be relevant factors in selecting a mediator. In the event the Parties are unable to agree on a third party mediator within ninety (90) days of issuance of the Dispute Notice, each Party shall designate a mediation representative, and the two mediator representatives shall in good faith select a third party mediator. Each Party shall be responsible for its own attorneys' fees and expenses and for providing its own information and documentation applicable to the dispute to the mediator. All other agreed upon costs of the mediation will be apportioned equally to each Party. Any dispute not resolved by negotiation, escalation or mediation may then be submitted to a court of competent jurisdiction, and either Party may invoke any remedies at law or in equity. Nothing contained herein, however, will preclude the Parties from first seeking temporary injunctive or other equitable relief. The Parties agree that any statute of limitations, equity or other time-based periods shall be tolled as of and from the date of the Dispute Notice until a complaint, if any, is filed.

Section 5. VERIFICATION.

5.1 Material Discrepancy.

For purposes of this Section 5, “Verification” means that City has reasonably determined that there is a material discrepancy between Company’s invoiced charges and City’s calculation of charges owed, which invoiced charges are subject to a bona fide dispute; provided, however, City agrees to provide the Company with written notice, including supporting documentation, illustrating the basis for such bona fide dispute, within sixty (60) days of receipt of the invoice in dispute. Should City fail to provide such documentation within the specified time period, City must pay the disputed amount. City must pay any undisputed portion of the invoice total within thirty (30) days after its receipt of the invoice. City must pay any disputed portion of the invoice total within thirty (30) days of the date the dispute is resolved, to the extent the dispute is resolved in favor of Company.

5.2 Audit.

At any time within thirty-six (36) months after the date of final payment, City, at its sole expense, may audit the non-privileged cost records, support documentation and accounts of Company pertaining to this Project to solely assess the accuracy of the invoices submitted by Company and notify Company of any amount of any unallowable expenditure made in the final payment under this Agreement, or, if no unallowable expenditure is found, notify Company of that fact in writing. Any such audit will be conducted by representatives of City or, if applicable, the Georgia Department of Transportation or the Federal Highway Administration, after reasonable advance written notice to Company and during regular business hours at the offices of Company in a manner that does not unreasonably interfere with Company’s business activities and subject to Company’s reasonable security requirements. As a prerequisite to conducting such audit, City or, if applicable, the Georgia Department of Transportation or the Federal Highway Administration, will sign Company’s Nondisclosure Agreement. Company may redact from its records provided to City information that is confidential and irrelevant to the purposes of the audit. Company will reasonably cooperate in any such audit, providing access to Company records that are reasonably necessary to enable City to test the accuracy of the invoices to which the audit pertains, provided that City or, if applicable, the Georgia Department of Transportation or the Federal Highway Administration, may only review, but not copy, such records. If Company agrees with the audit results and does not pay any such bill within ninety (90) days of receipt of the bill from City (based on the mutually agreed upon audit results), City may set off the amount of such bill against the amounts owed Company on any then-current contract between Company and City. If, following the audit, the Parties are unable to resolve any dispute concerning the results of the audit through informal negotiation, the provisions of Sections 4.2 and 4.3 will govern the resolution of the dispute. City may not perform an audit pursuant to this Agreement more frequently than once per calendar year and may not conduct audits twice within any six (6) months.

Section 6. CITY AS PARTY.

City acknowledges that this Agreement is “proprietary” in nature under applicable Georgia law, as permitted by O.C.G.A. § 36-60-13(j), and not “governmental” or “legislative,”

as prohibited by O.C.G.A. § 36-30-3(a). City further represents and warrants that this Agreement will comply with all applicable laws concerning City actions and approvals and execution of binding agreements. City covenants to undertake all actions necessary to bind City.

Section 7. COMMENCEMENT AND TERMINATION CONDITIONS

Company is not obligated to commence the Work until Parties agree on the removal, relocation and/or adjustment to Company's facilities required by the Project. If City fails to authorize commencement of the Work by November 27, 2021, Company will have no obligation to begin the Work and may terminate this Agreement without penalty by providing City with notice in writing. If City fails to sign and return this Agreement to Company by May 27, 2021, any offer made by Company pursuant to the Agreement is automatically revoked and the agreement is void and of no effect.

Section 8. MISCELLANEOUS PROVISIONS.

Duplicate originals of this Agreement will be executed, each of which will be deemed an original but both of which together will constitute one and the same instrument. This Agreement may be modified only by an amendment executed in writing by a duly authorized representative for each Party. This Agreement contains the entire agreement of the Parties, and all prior oral agreements are superseded and integrated into this Agreement. This Agreement will be governed by and construed in accordance with the laws of the State of Georgia. This Agreement shall accrue to the benefit of and be binding upon the successors and assigns of the Parties. The Parties agree that this Agreement shall be deemed to have been executed in Georgia.

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have executed this Contract in four (4) counterparts, each of which shall be deemed an original in the year and day first above mentioned.

ATTEST:

City of Holly Springs, GEORGIA

By: _____

By: _____

Title: _____

Mayor

Witness: _____

(SEAL)

Notary: _____
(SEAL)

Approved as to Form by:

**City of Holly Springs Department of
Transportation**

ATTEST:

GEORGIA POWER COMPANY

By: _____

By: _____

Title: _____

Title: Centralized Engineering Svcs Manager

Witness: _____

Date: _____

Notary: _____
(SEAL)

[Give proper title of each person executing Agreement. Attach seal as required.]

Job Estimating & Tracking System - JETS

FACE SHEET REPORT

Georgia Power Company
Distribution Work Order
Type Construction: OVERHEAD

Date: 15-May-2020 07:47:07 AM



Headquarters	: CENTRALIZED DISTR. SVCS	W.O. Number	: GP892H06520
Rep Allow	: No	P.E.	: 7030 01 WR# :
Customer	: PI L8221 - HOLLY SPRIN	Job Reference	: 4691119
Address	: PI L8211 - PALM ST	Job Type	: H-HIGHWAY RELOCATIONS OH / UD
Town	: HOLLY SPRINGS	Type Customer	: DOT PROJECTS OH/UD REIMBURSIBLE & NON
Home Phone	:	Blanket	: No
Map Number	: 0351-1418	Substation	: HOLLY SPRINGS 115/25
Estimate Name	: PI L8221 - CHEROKEE COUNTY, PALM STREET	Circuit	: A9922-CPX
Date Last Est	: 05-MAY-2020	Charge Account	: H06520-GP892-300-00000
Engineer	: BOGGS, CHRISTOPHER JAMES	Credit Account	: H06520-GP892-300-99992
Committed Service Date	:	CSS Bill Acct#	:

Job Description : DISTRIBUTION RELOCATIONS DUE TO SIDEWALK AND DRAINAGE IMPROVEMENTS

Driving Directions :

Permits/Notification(s) :

Total Estimated External Charges Included Below:

Billing:	Fixed	Joint Use	Out Of Ratio	Customer Contribution
	\$0	\$0	\$0	\$0
MANHOURS:	Onsite	Travel	Headquarters	Total
Company	154.84	23.22	7.77	185.83
Contractor	197.31	36.90	18.46	252.67
Total Estimated:				438.50

Labor Multiplier :	1.25	Comment :	ROAD DRAINAGE PROJECT				
Travel :	0.00	HQ :	0.00	EOH Labor :	0.00	EOH Matl :	0.00
Cost Summary		Plant	Transformers	Meters	Maint	Removal	Total
Company Labor		\$7,106	\$0	\$0	\$0	\$6,890	\$13,996
Contract Labor		\$15,236	\$0	\$0	\$0	\$0	\$15,236
Company Material		\$4,528	\$0	\$0	\$0	\$0	\$4,528
Contractor Material		\$0	\$0	\$0	\$0	\$0	\$0
Company Equipment		\$3,340	\$0	\$0	\$0	\$3,238	\$6,578
Contractor Equipment		\$0	\$0	\$0	\$0	\$0	\$0
Engr Supv OH		\$13,897	\$0	\$0	\$0	\$4,659	\$18,556
Subtotal		\$44,107	\$0	\$0	\$0	\$14,787	\$58,894
Blanket							\$0
Salvage		\$0	\$0	\$0	\$0	\$0	\$0
Total		\$44,107	\$0	\$0	\$0	\$14,787	\$58,894

Total WO Bill : \$0

Total Net Cost : \$58,894

Incidental Maint : \$0 **Revenue :** \$0 **Total Ratio :** 0.00
Rate : **Loc Cost :** \$0 **Local Ratio :** 0.00

TVM Amount : \$0 **CPS Amount :** \$0 **Sales Tax :** \$0 **Profit :** \$0

Total Bill Amount : \$0 **EFOC :** \$0

Approvals	Date	Completed By	Date
Auth : ROBY, REGINAL J	06-MAY-2020		
Close :			

Date : 15-May-2020 07:49 AM

Work Location Summary Report

Job Ref # : 4691119

ALL LOCATIONS

Applicant Name : PI L8221 - HOLLY SPRIN

Work Order # : GP892H06520

Estimate Name : PI L8221 - CHEROKEE COUNTY, PALM STREET

Job Address : PI L8211 - PALM ST

Estimate Description : DISTRIBUTION RELOCATIONS DUE TO SIDEWALK AND DRAINAGE IMPROVEMENTS

Work Function	Special Processing	Local Cost	Unit Identification	Qty	Ret Ind	Description	Contractor Name
*** Work Location : 6.00		Description :					
		Inst Dsgn Volt Num : 25	Inst Op Volt Num : 25	Rmv Dsgn Volt Num : 25	Rmv Op Volt Num : 25		
		Energized : Y	Inaccessible : Y	Rock/Swamp : N	Est Co ManHour : 26.06	Est Cont ManHours : 6.50	
INSTALL	NONE		FLAGGINGCONTTA10	4	N	TRAFFIC FLAGGING BY CONTRACTOR * USE CONTRACTOR BID*	CONTRACTOR BID
INSTALL	NONE		OHFLAGTRAFF	1	N	OVERHEAD TRAFFIC FLAGGING ID - WHEN THERE WILL BE AN EXTRA MAN TO FLAG	
INSTALL	NONE		SETUP	1	N	SET UP TIME PER POLE - FOR LARGE JOBS ONLY	
REMOVE	NONE		G11HIG	2	N	GUY ANCH HELIX 11M W' GUARD & 1 F'GLASS STRAIN INSUL	
REMOVE	NONE		PDDJUMPER1	1	N	PRIMARY DOUBLE DEADEND JUMPER LABOR 1 PH - VAR CONDUCTOR	
REMOVE	NONE		PL405	1	Y	POLE WOOD CCA 40 FT CLASS 5	
REMOVE	NONE		PN11/01/0C	319	Y	1PH PRI-NEUTRAL (1-1/0ACSR&1-1/0ACSR)	
REMOVE	NONE		PND2STL6	1	N	PRI & NEUTRAL DEADEND 2 PH W' 6FT STL ARM	
REMOVE	NONE		PNDS1	1	N	PRI-NEUT DEADEND SLACKSPAN 1 PH	
*** Work Location : 7.00		Description :					
		Inst Dsgn Volt Num : 25	Inst Op Volt Num : 25	Rmv Dsgn Volt Num : 25	Rmv Op Volt Num : 25		
		Energized : Y	Inaccessible : Y	Rock/Swamp : N	Est Co ManHour : 16.20	Est Cont ManHours : 6.50	
INSTALL	NONE		FLAGGINGCONTTA10	4	N	TRAFFIC FLAGGING BY CONTRACTOR * USE CONTRACTOR BID*	CONTRACTOR BID
INSTALL	NONE		OHFLAGTRAFF	1	N	OVERHEAD TRAFFIC FLAGGING ID - WHEN THERE WILL BE AN EXTRA MAN TO FLAG	
INSTALL	NONE		SETUP	1	N	SET UP TIME PER POLE - FOR LARGE JOBS ONLY	
REMOVE	NONE		DSALBU	1	Y	DISC SW ASSY 1-100A LDBUST CUTOUT,ARRESTER & T HANGER-1PH POTHEAD	
REMOVE	NONE		FL40	1	N	FUSE-LINE LINK FITALL TYPE KS 40 AMP	
REMOVE	NONE		P1/0AXNC	45	Y	PRI CABLE #1/0 AXN 25KV JACKETED W' CONCENTRIC NEUTRAL	
REMOVE	NONE		PL405SG	1	Y	POLE WOOD CCA 40 FT CL 5 W' SECT GND	
REMOVE	NONE		PNDS1	1	N	PRI-NEUT DEADEND SLACKSPAN 1 PH	
REMOVE	NONE		PRS11/0CS	1	N	PRI RISER & COLD SHRINK TERM WITHOUT CABLE- 1 PHASE	
*** Work Location : 7.01		Description :					
		Inst Dsgn Volt Num : 25	Inst Op Volt Num : 25	Rmv Dsgn Volt Num : 25	Rmv Op Volt Num : 25		
		Energized : Y	Inaccessible : Y	Rock/Swamp : N	Est Co ManHour : 3.50	Est Cont ManHours : 10.36	
INSTALL	NONE		FLAGGINGCONTTA10	4	N	TRAFFIC FLAGGING BY CONTRACTOR * USE CONTRACTOR BID*	CONTRACTOR BID

INSTALL	NONE	OHFLAGTRAFF	1	N	OVERHEAD TRAFFIC FLAGGING ID - WHEN THERE WILL BE AN EXTRA MAN TO FLAG	
INSTALL	NONE	PS1/0JKCS	1	N	1/0 25KV U.D. MOLDED RUBBER SPLICE W/COLD SHRINK FOLD-BACK JACKET	
INSTALL	NONE	SETUP	1	N	SET UP TIME PER POLE - FOR LARGE JOBS ONLY	
INSTALL	NONE	TNSPLICEPIT	1	N	SPLICE PIT (3X3X4) - NO SHORING - DIGGING & FILLING - INVENTORY QTY AS EACH	CONTRACTOR BID
INSTALL	NONE	TNTAMPT	15	N	TAMPING - PER FOOT PER LIFT	CONTRACTOR BID

*** Work Location : 9.00		Description :				
		Inst Dsgn Volt Num : 25 Energized : Y	Inst Op Volt Num : 25 Inaccessible : Y	Rmv Dsgn Volt Num : 25 Rock/Swamp : N	Rmv Op Volt Num : 25 Est Co ManHour : 17.33	Est Cont ManHours : 6.50
INSTALL	NONE	FLAGGINGCONTTA10	4	N	TRAFFIC FLAGGING BY CONTRACTOR * USE CONTRACTOR BID*	CONTRACTOR BID
INSTALL	NONE	OHFLAGTRAFF	1	N	OVERHEAD TRAFFIC FLAGGING ID - WHEN THERE WILL BE AN EXTRA MAN TO FLAG	
INSTALL	NONE	SETUP	1	N	SET UP TIME PER POLE - FOR LARGE JOBS ONLY	
REMOVE	NONE	G11HIG	1	N	GUY ANCH HELIX 11M W' GUARD & 1 F'GLASS STRAIN INSUL	
REMOVE	NONE	PL405G	1	Y	POLE WOOD CCA 40 FT CLASS 5 W' GROUND	
REMOVE	NONE	PN11/01/0C	268	Y	1PH PRI-NEUTRAL (1-1/0ACSR&1-1/0ACSR)	
REMOVE	NONE	PNTV1F	1	N	PRI & NEU TANG VERT 1 PH W/ 1 PH FIBER- GLASS BKT-SES (B-9438)	

*** Work Location : 9.01		Description :				
		Inst Dsgn Volt Num : 25 Energized : Y	Inst Op Volt Num : 25 Inaccessible : Y	Rmv Dsgn Volt Num : 25 Rock/Swamp : N	Rmv Op Volt Num : 25 Est Co ManHour : 2.00	Est Cont ManHours : 177.55
INSTALL	NONE	FLAGGINGCONTTA10	4	N	TRAFFIC FLAGGING BY CONTRACTOR * USE CONTRACTOR BID*	CONTRACTOR BID
INSTALL	NONE	OHFLAGTRAFF	1	N	OVERHEAD TRAFFIC FLAGGING ID - WHEN THERE WILL BE AN EXTRA MAN TO FLAG	
INSTALL	NONE	P1/0AXNTRENLESSC	525	Y	1-1/0 AXN INSTALLED BY TRENCHLESS CONTR**INVENTORY REMOVAL IF APPROPRIATE**	CONTRACTOR BID
INSTALL	NONE	SETUP	1	N	SET UP TIME PER POLE - FOR LARGE JOBS ONLY	
INSTALL	NONE	TNTAMPT	1,575	N	TAMPING - PER FOOT PER LIFT	CONTRACTOR BID
INSTALL	NONE	TNTRENLESSREC1PH	525	N	TRENCHLESS CONTR-CABLE REPL- INCL ALL-CABLE,TERMINATIONS, BUSH. 1 PHASE	CONTRACTOR BID

*** Work Location : 10.00		Description :				
		Inst Dsgn Volt Num : 25 Energized : Y	Inst Op Volt Num : 25 Inaccessible : Y	Rmv Dsgn Volt Num : 25 Rock/Swamp : N	Rmv Op Volt Num : 25 Est Co ManHour : 17.89	Est Cont ManHours : 6.50
INSTALL	NONE	FLAGGINGCONTTA10	4	N	TRAFFIC FLAGGING BY CONTRACTOR * USE CONTRACTOR BID*	CONTRACTOR BID
INSTALL	NONE	OHFLAGTRAFF	1	N	OVERHEAD TRAFFIC FLAGGING ID - WHEN THERE WILL BE AN EXTRA MAN TO FLAG	
INSTALL	NONE	SETUP	1	N	SET UP TIME PER POLE - FOR LARGE JOBS ONLY	
REMOVE	NONE	G11HIG	1	N	GUY ANCH HELIX 11M W' GUARD & 1 F'GLASS STRAIN INSUL	
REMOVE	NONE	PL355G	1	Y	POLE WOOD CCA 35 FT CLASS 5 W' GROUND	

REMOVE	NONE	PN11/01/0C	290	Y	1PH PRI-NEUTRAL (1-1/0ACSR&1-1/0ACSR)	
REMOVE	NONE	PNTV1F	1	N	PRI & NEU TANG VERT 1 PH W/ 1 PH FIBER- GLASS BKT-SES (B-9438)	

*** Work Location : 10.01		Description :				
		Inst Dsgn Volt Num : 25 Energized : Y	Inst Op Volt Num : 25 Inaccessible : Y		Rmv Dsgn Volt Num : 25 Rock/Swamp : N	Rmv Op Volt Num : 25 Est Co ManHour : 30.54 Est Cont ManHours : 9.13
INSTALL	NONE	DSALBU	1	Y	DISC SW ASSY 1-100A LDBUST CUTOUT, ARRESTER & T HANGER-1PH POTHEAD	
INSTALL	NONE	FL40	1	N	FUSE-LINE LINK FITALL TYPE KS 40 AMP	
INSTALL	NONE	FLAGGINGCONTTA10	4	N	TRAFFIC FLAGGING BY CONTRACTOR * USE CONTRACTOR BID*	CONTRACTOR BID
INSTALL	NONE	G11HIG	1	N	GUY ANCH HELIX 11M W' GUARD & 1 F'GLASS STRAIN INSUL	
INSTALL	NONE	OHFLAGTRAFF	1	N	OVERHEAD TRAFFIC FLAGGING ID - WHEN THERE WILL BE AN EXTRA MAN TO FLAG	
INSTALL	NONE	PL405SG	1	Y	POLE WOOD CCA 40 FT CL 5 W' SECT GND	
INSTALL	NONE	PN11/01/0C	253	Y	1PH PRI-NEUTRAL (1-1/0ACSR&1-1/0ACSR)	
INSTALL	NONE	PND1	1	N	PRI & NEUTRAL DEADEND 1 PH	
INSTALL	NONE	POLESTAKE	2	N	POLE STAKING BY SURVEYOR - USE DOT SUPPORT CONTRACTOR	DOT SUPPORT
INSTALL	NONE	PRS11/0CS	1	N	PRI RISER & COLD SHRINK TERM WITHOUT CABLE- 1 PHASE	
INSTALL	NONE	SETUP	1	N	SET UP TIME PER POLE - FOR LARGE JOBS ONLY	

*** Work Location : 12.00		Description :				
		Inst Dsgn Volt Num : 25 Energized : Y	Inst Op Volt Num : 25 Inaccessible : Y		Rmv Dsgn Volt Num : 25 Rock/Swamp : N	Rmv Op Volt Num : 25 Est Co ManHour : 22.20 Est Cont ManHours : 6.50
INSTALL	NONE	FLAGGINGCONTTA10	4	N	TRAFFIC FLAGGING BY CONTRACTOR * USE CONTRACTOR BID*	CONTRACTOR BID
INSTALL	NONE	OHFLAGTRAFF	1	N	OVERHEAD TRAFFIC FLAGGING ID - WHEN THERE WILL BE AN EXTRA MAN TO FLAG	
INSTALL	NONE	SETUP	1	N	SET UP TIME PER POLE - FOR LARGE JOBS ONLY	
REMOVE	NONE	DSALB	1	Y	DISC SW ASSY 1-100A LB 15/26KVCUTOUT & BKT	
REMOVE	NONE	FL20	1	N	FUSE-LINE LINK FITALL TYPE KS 20 AMP	
REMOVE	NONE	PDDJUMPER1	1	N	PRIMARY DOUBLE DEADEND JUMPER LABOR 1 PH - VAR CONDUCTOR	
REMOVE	NONE	PL453G	1	Y	POLE WOOD CCA 45 FT CLASS 3 W' GROUND	
REMOVE	NONE	PN11/01/0C	268	Y	1PH PRI-NEUTRAL (1-1/0ACSR&1-1/0ACSR)	
REMOVE	NONE	PNDS1	1	N	PRI-NEUT DEADEND SLACKSPAN 1 PH	
REMOVE	NONE	PNT1	1	N	PRI & NEUTRAL TANGENT 1 PH	

*** Work Location : 12.01		Description :				
		Inst Dsgn Volt Num : 25 Energized : Y	Inst Op Volt Num : 25 Inaccessible : Y		Rmv Dsgn Volt Num : 25 Rock/Swamp : N	Rmv Op Volt Num : 25 Est Co ManHour : 37.81 Est Cont ManHours : 16.63
INSTALL	NONE	FLAGGINGCONTTA10	4	N	TRAFFIC FLAGGING BY CONTRACTOR * USE CONTRACTOR BID*	CONTRACTOR BID
INSTALL	NONE	G11HIG	2	N	GUY ANCH HELIX 11M W' GUARD & 1 F'GLASS STRAIN INSUL	
INSTALL	NONE	OHFLAGTRAFF	1	N	OVERHEAD TRAFFIC FLAGGING ID - WHEN THERE WILL BE AN EXTRA MAN TO FLAG	

INSTALL	NONE	PDDJUMPER1	2	N	PRIMARY DOUBLE DEADEND JUMPER LABOR 1 PH - VAR CONDUCTOR	
INSTALL	NONE	PL453SG	1	Y	POLE WOOD CCA 45 FT CL 3 W' SECT GND	
INSTALL	NONE	PN11/01/0C	258	Y	1PH PRI-NEUTRAL (1-1/0ACSR&1-1/0ACSR)	
INSTALL	NONE	PND1	3	N	PRI & NEUTRAL DEADEND 1 PH	
INSTALL	NONE	POLESTAKE	2	N	POLE STAKING BY SURVEYOR - USE DOT SUPPORT CONTRACTOR	DOT SUPPORT
INSTALL	NONE	SETUP	1	N	SET UP TIME PER POLE - FOR LARGE JOBS ONLY	
INSTALL	NONE	TW	6	N	TREE WORK – USE "TREE CONTRACTORS" IF PERFORMED BY A TREE CREW	TREE CONTRACTORS

*** Work Location : 13.00		Description :				
		Inst Dsgn Volt Num : 25	Inst Op Volt Num : 25	Rmv Dsgn Volt Num : 25	Rmv Op Volt Num : 25	
		Energized : Y	Inaccessible : Y	Rock/Swamp : N	Est Co ManHour : 12.30	Est Cont ManHours : 6.50
INSTALL	NONE	FLAGGINGCONTTA10	4	N	TRAFFIC FLAGGING BY CONTRACTOR * USE CONTRACTOR BID*	CONTRACTOR BID
INSTALL	NONE	OHFLAGTRAFF	1	N	OVERHEAD TRAFFIC FLAGGING ID - WHEN THERE WILL BE AN EXTRA MAN TO FLAG	
INSTALL	NONE	PDDJUMPER1	1	N	PRIMARY DOUBLE DEADEND JUMPER LABOR 1 PH - VAR CONDUCTOR	
INSTALL	NONE	PNDD1	1	N	PRI & NEUTRAL DBL DEADEND 1 PH	
INSTALL	NONE	SETUP	1	N	SET UP TIME PER POLE - FOR LARGE JOBS ONLY	
REMOVE	NONE	PNT1	1	N	PRI & NEUTRAL TANGENT 1 PH	

Date : 15-May-2020 07:49 AM

Stores Requisition
Notify Stores - IssueMaximo GL Debit
Account QR Code

ALL LOCATIONS

HQ Name : CENTRALIZED DISTR. SVCS **W.O. #** : GP892H06520
Applicant Name : PI L8221 - HOLLY SPRIN **Account Number** : 62290-MMN-DCCDTG-H06520-703001-GP892-300-00000-6DIST
Job Address : PI L8211 - PALM ST
Engineer Name : BOGGS,CHRISTOPHER JAMES **Store Room** :
Estimate Name : PI L8221 - CHEROKEE COUNTY, PALM STREET **Job Ref #** : 4691119
Stores Notify Date : **Stores Start Date** :

*** MAJOR MATERIAL ONLY ***

Item	Description	Commodity	Maximo Item	Reqd	Issued	O/C	U/I
1	FUSE-LINK TYPE KS 40A	F-8990	407005	1	___	___	EA
2	ARRESTER - UD RISER 18 KV -MOV	A-6230	407030	1	___	___	EA
3	WIRE 1/0ACSR 6/1 110#	W-5542	423461	174	___	___	LB
4	SPLICE, CONDUCTOR; TYPE: UG, ONE PIECE; CONDUCT SIZE: 1/0; COND MATL: AL; CONNECTION: COMPRESSION; INSULATION: 260 MIL 0.83-01.04" OD; MATERIAL: RUBBER	430454	430454	1	___	___	EA
5	WIRE GROUND LEAD #6 CU SOLID BARE	432352	432352	8	___	___	LB
6	WIRE CU #2 7 STR	W-6240	432367	6	___	___	LB
7	WIRE-TRANS RISER #6 SOL POLY COVR	W-13570	432384	2	___	___	FT
8	WIRE UD 1/0 25KV AXN -3000ft reel	W-12193	432432	1,208	___	___	FT
9	POLE 40FT CL5	P-4050	436016	1	___	___	EA
10	POLE 45FT CL3	P-4530	436022	1	___	___	EA
11	POTHEAD-TERM MOLDED COLD SHRINK FOR 1/C-1/0 25KV EPR CABLE	T-2000	436502	1	___	___	EA
12	CUTOUT POLYMER-100A 27KV LOADBUSTER 125KV BIL	1298225	1298225	1	___	___	EA
13	COLD SHRINK FOLDBACK COVER FOR 1/0 25 KV PRIMARY CABLE	1332716	1332716	1	___	___	EA

Filled By : _____

Date : _____

Signoff : _____

Ordered By : _____

Approved By: _____

Received By : _____

Truck/Crew : _____

Date : 15-May-2020 07:49 AM

Georgia Power Company
Notification of Non-Stock
Material Required
ALL LOCATIONS

Maximo GL Debit
Account QR Code



HQ Name	: CENTRALIZED DISTR. SVCS	Job Number	: 4691119
Applicant Name	: PI L8221 - HOLLY SPRIN	W.O. #	: GP892H06520
Job Address	: PI L8211 - PALM ST	Account Number	: 62290-MMN-DCCDTG-H06520-703001-GP892-300-00000-6DIST
Engineer Name	: BOGGS,CHRISTOPHER JAMES	Store Room	:
Stores Notify Date	:	Estimate Name	: PI L8221 - CHEROKEE COUNTY, PALM STREET
		Stores Start Date	:

Item	Description	Commodity	Maximo Item	Required	U/I
------	-------------	-----------	-------------	----------	-----

*****		*****
*****	NO NON-STOCK COMMODITIES FOR	*****
*****	THIS LOCATION IN ESTIMATE : 53190653	*****
*****		*****

Requested By : _____

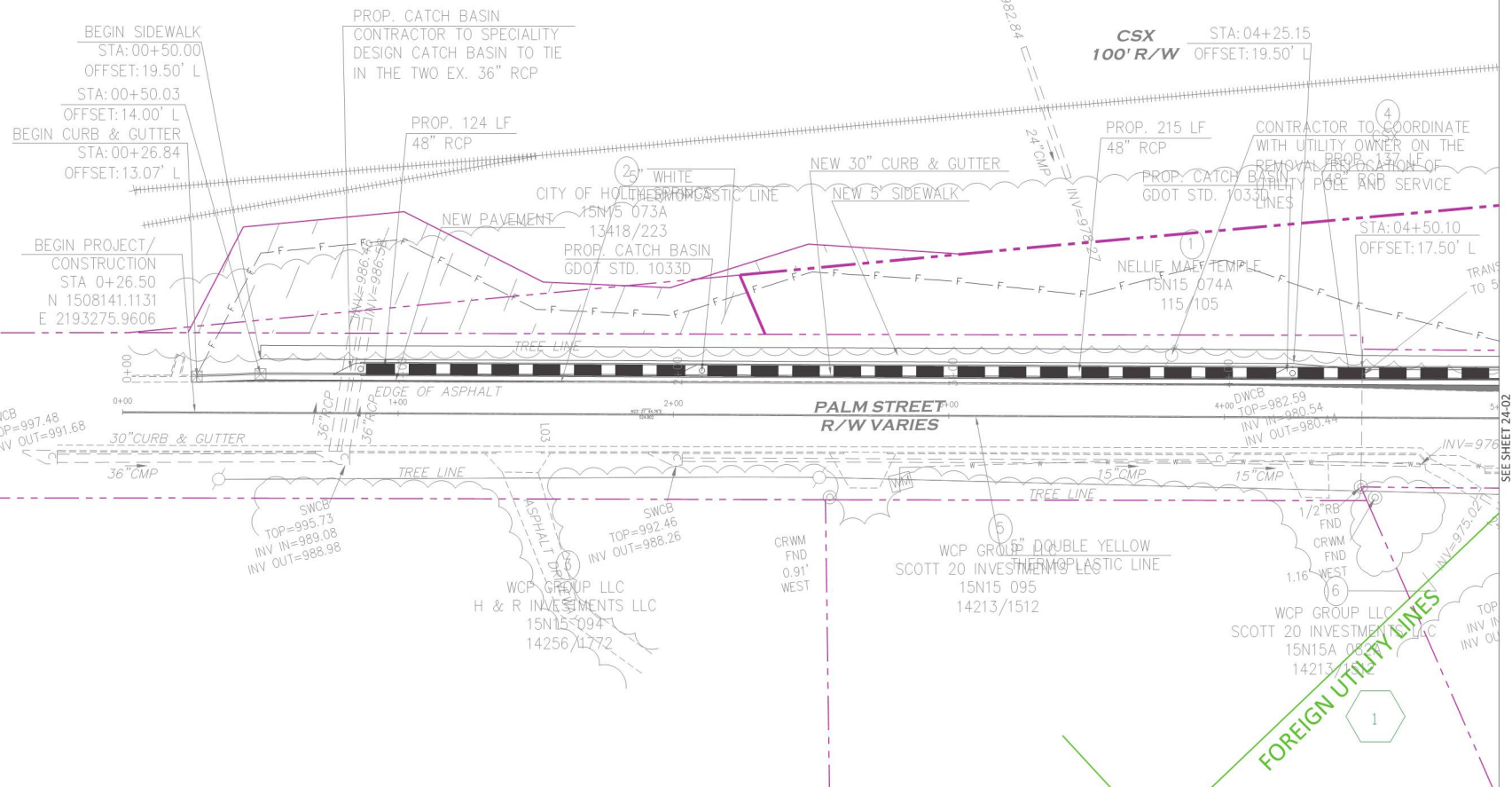
Date:_____

Ordered By : _____

Date:_____

Approved By : _____

Date:_____



SEE SHEET 24-02



ELECTRONIC FILE DATE		CONSTRUCTION REVISION DATE	
PLANS DATE:	12/05/2019	REVISION DATE:	
PLANS DATE:		REVISION DATE:	
PLANS DATE:		REVISION DATE:	
PLANS DATE:		REVISION DATE:	
PLANS DATE:		REVISION DATE:	

ENGINEERED BY: John Gay		DATE: JAN 2020	
PROJECT TITLE: Palm Street			
PROJECT #:		PI: L8211	
WORK ORDER #:		HQ: Canton	
REGION: Smyrna Area			
COUNTY: Cherokee			
MAP REFERENCE: 0351-1418		DWG #: 24-01	





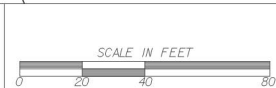
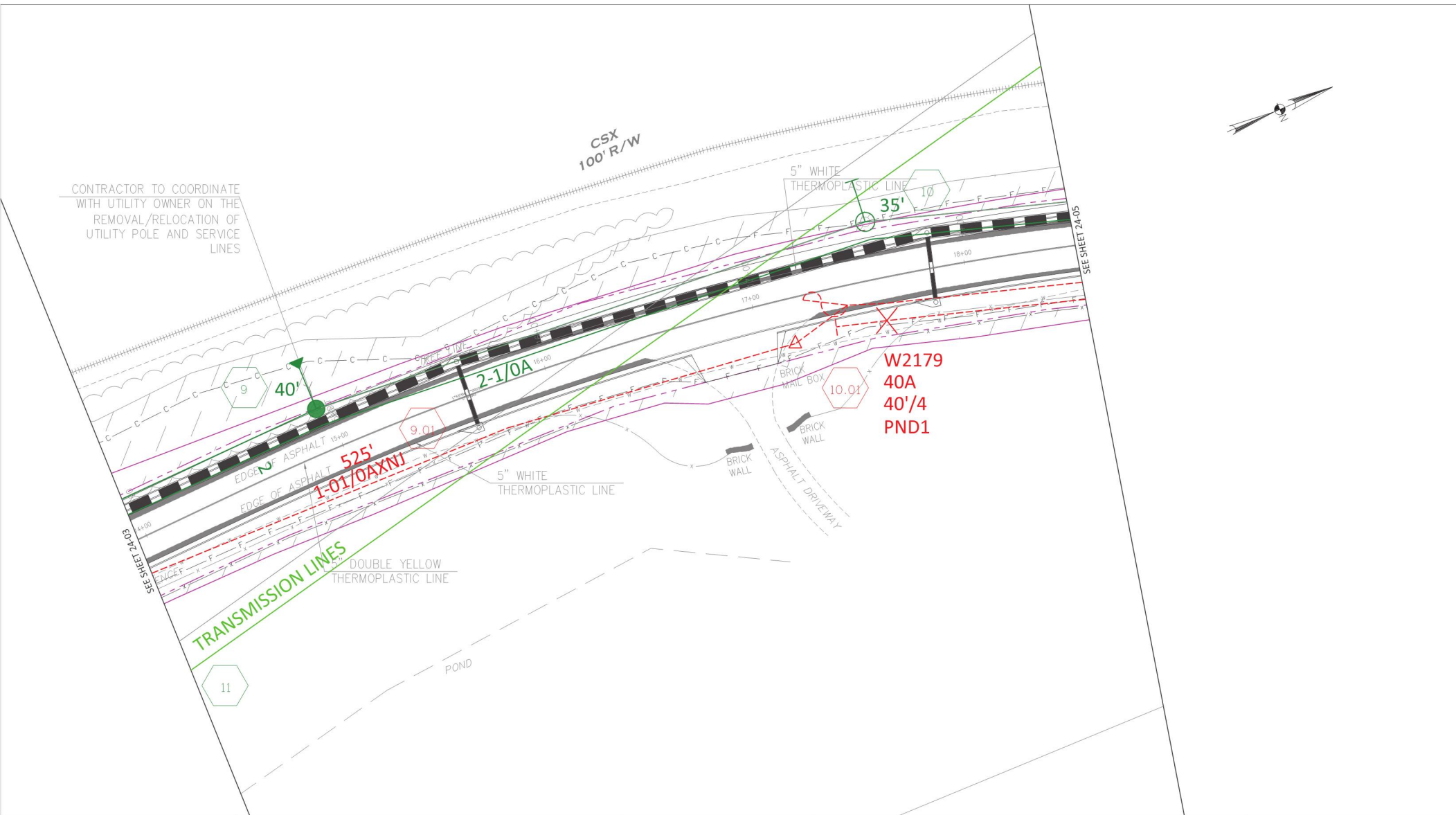
SCALE IN FEET

0 20 40 80

ENGINEERED BY: John Gay
PROJECT TITLE: Palm Street
PROJECT #:
WORK ORDER #:
REGION: Smyrna Area
COUNTY: Cherokee
MAP REFERENCE: 0351-1418

DWG #: 24-03





ELECTRONIC FILE DATE		CONSTRUCTION REVISION DATE	
PLANS DATE:	12/05/2019	REVISION DATE:	03/27/2020
PLANS DATE:		REVISION DATE:	
PLANS DATE:		REVISION DATE:	
PLANS DATE:		REVISION DATE:	

ENGINEERED BY: John Gay	DATE: JAN 2020
PROJECT TITLE: Palm Street	
PROJECT #:	
WORK ORDER #:	PI: L8211
REGION: Smyrna Area	HQ: Canton
COUNTY: Cherokee	
MAP REFERENCE: 0351-1418	DWG #: 24-04





TRANSMISSION LINES

BRIDGE

IN:PNDD1
RM:PNT1

W2520
20A
45'

13

40'

5" WHITE
THERMOPLASTIC LINE

TREE LINE

CONCRETE WALL

EDGE OF ASPHALT

SEE SHEET 24-04

A9922-CPX

1-1/0ACSR+
1/0ACSRN
253'

5" DOUBLE YELLOW
THERMOPLASTIC LINE
CONTRACTOR TO COORDINATE
WITH UTILITY OWNER ON THE
REMOVAL/RELOCATION OF
FIRE HYDRANT

5" WHITE
THERMOPLASTIC LINE

46'

40'/4
PNDD1
SET FOR
3' FILL

12.01

1-1/0ACSR+
1/0ACSRN
258'

CONCRETE FLOW

CONCRETE WALL

GUARD RAIL

CONCRETE

CONCRETE

CONCRETE

CONCRETE

CONCRETE

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CONCRETE

ELECTRONIC
FILE DATE

CONSTRUCTION
REVISION DATE

ENGINEERED BY: John Gay
PROJECT TITLE: Palm Street
PROJECT #:
WORK ORDER #:
REGION: Smyrna Area
COUNTY: Cherokee
MAP REFERENCE: 0351-1418

DATE: JAN 2020
PI: L8211
HQ: Canton
DWG #: 24-05



PLANS DATE:	REVISION DATE:
12/05/2019	03/27/2020
PLANS DATE:	REVISION DATE:
PLANS DATE:	REVISION DATE:
PLANS DATE:	REVISION DATE:
PLANS DATE:	REVISION DATE:

A RESOLUTION OF THE CITY OF HOLLY SPRINGS MAYOR AND COUNCIL TO ~~REINVEST FIVE (5)~~ OPEN ONE (1) CERTIFICATES OF DEPOSIT (CDs) IN THE AUTOCALLABLE GOLDMAN SACHS (GS) MOMENTUM BUILDER MULTI-ASSET 5S ER INDEX-LINKED CERTIFICATES OF DEPOSIT (CDs) DUE 2027; TO AUTHORIZE THE CITY MANAGER TO MANAGE SAID INVESTMENTS

WHEREAS, the City of Holly Springs has a need to ~~reinvest five (5)~~ open one (1) Certificates of Deposit (CDs); and

WHEREAS, it is the desire of the City Council of the City of Holly Springs to ~~reinvest~~ open the following accounts:

Amount	Fund	Maturity
\$ 250,000	Budget Stabilization Fund	5/26/2027
\$ 250,000	Budget Stabilization Fund	5/26/2027
\$ 250,000	Budget Stabilization Fund	5/26/2027
\$ 250,000	Budget Stabilization Fund	5/26/2027
\$ 29,000	Budget Stabilization Fund	5/26/2027

WHEREAS, it is the desire of the City Council of the City of Holly Springs to authorize the City Manager to manage said investments; and

WHEREAS, it is further the desire of the City Council of the City of Holly Springs that South State Investment Services shall be the financial institution with which to ~~reinvest these~~ open this investments.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Holly Springs that the City Manager is hereby authorized to ~~reinvest~~ open and manage ~~five (5)~~ one (1) Certificates of Deposit (CDs) in the Autocallable Goldman Sachs (GS) Momentum Building Multi-Asset 5S ER Index-Linked Certificates of Deposit (CDs) ~~due 2027~~ with South State Investment Services.

SO RESOLVED THIS ~~21st~~ 15th DAY OF ~~MAY~~ JUNE, 2020.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

**A RESOLUTION OF THE CITY OF HOLLY SPRINGS MAYOR AND
COUNCIL TO OPEN CERTIFICATE OF DEPOSIT (CD); AND
TO AUTHORIZE THE CITY MANAGER TO MANAGE SAID
CERTIFICATE OF DEPOSIT (CD)**

WHEREAS, it is the desire of the City Council of the City of Holly Springs to transfer three hundred one thousand dollars from the Budget Stabilization Account with South State Investment Services to a thirteen-month Certificate of Deposit (CD); and

WHEREAS, it is the desire of the City Council of the City of Holly Springs to authorize the City Manager to manage said Certificate of Deposit (CD); and

WHEREAS, it is further the desire of the City Council of the City of Holly Springs that South State Bank be the financial institution with which to open said Certificate of Deposit (CD).

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Holly Springs that the City Manager is hereby authorized to transfer three hundred one thousand dollars from the Budget Stabilization Account with South State Investment Services to a thirteen-month Certificate of Deposit (CD) at South State Bank, and that the City Manager is hereby authorized to manage the aforementioned Certificate of Deposit (CD).

SO RESOLVED THIS 15th DAY OF JUNE 2020.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)



FINANCIAL HIGHLIGHTS
May 31, 2020



**Comparison to Prior Year
42% of year lapsed**

	5/31/19 Actual	2019 Annual Budget	% of Annual Budget	5/31/20 Actual	2020 Annual Budget	% of Annual Budget
REVENUES BY FUND						
General Fund	2,060,605	11,500,000	17.92%	1,956,745	8,950,000	21.86%
Operating Grant Fund	69,338	228,500	30.35%	63,918	215,000	29.73%
Parks & Recreation Fund	150,903	500,000	30.18%	169,508	390,000	43.46%
Hotel/Motel Tax Fund	1,880	4,500	41.79%	1,110	5,000	22.20%
Urban Redevelopment Agency	-	2,000,000	0.00%	3,506,969	3,000,000	116.90%
SPLOST III Fund	9,164	15,325	59.80%	39	275,000	0.01%
SPLOST IV Fund	8,464	71,500	11.84%	18	70,000	0.03%
SPLOST V Fund	1,053,554	4,728,895	0.00%	1,032,190	8,556,365	12.06%
Town Center Fund	292,828	2,635,103	11.11%	3,507,108	3,351,600	104.64%
Debt Service Fund	-	2,179,368	0.00%	892	516,319	0.17%
Stormwater Utility Fund	24,460	335,000	7.30%	13,632	350,000	3.89%
TOTAL REVENUES - ALL FUNDS	\$ 3,671,196	\$ 24,198,191	42.37%	\$ 10,252,127	\$ 25,679,284	39.92%

EXPENDITURES/EXPENSES BY FUND

General Fund	4,431,708	11,500,000	38.54%	4,788,287	8,950,000	53.50%
Operating Grant Fund	78,177	228,500	34.21%	63,337	215,000	29.46%
Parks & Recreation Fund	109,779	500,000	21.96%	33,203	390,000	8.51%
Hotel/Motel Tax Fund	4,040	4,500	89.78%	540	5,000	10.80%
Urban Redevelopment Agency	-	2,000,000	0.00%	3,506,969	3,000,000	116.90%
SPLOST III Fund	-	15,325	0.00%	-	275,000	0.00%
SPLOST IV Fund	-	71,500	0.00%	-	70,000	0.00%
SPLOST V Fund	1,798,181	4,728,895	0.00%	382,104	8,556,365	4.47%
Town Center Fund	305,626	2,635,103	11.60%	4,421,023	3,351,600	131.91%
Debt Service Fund	-	2,179,368	0.00%	15,382	516,319	2.98%
Stormwater Utility Fund	133,264	335,000	39.78%	76,569	350,000	21.88%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 6,860,775	\$ 24,198,191	54.91%	\$ 13,287,413	\$ 25,679,284	51.74%

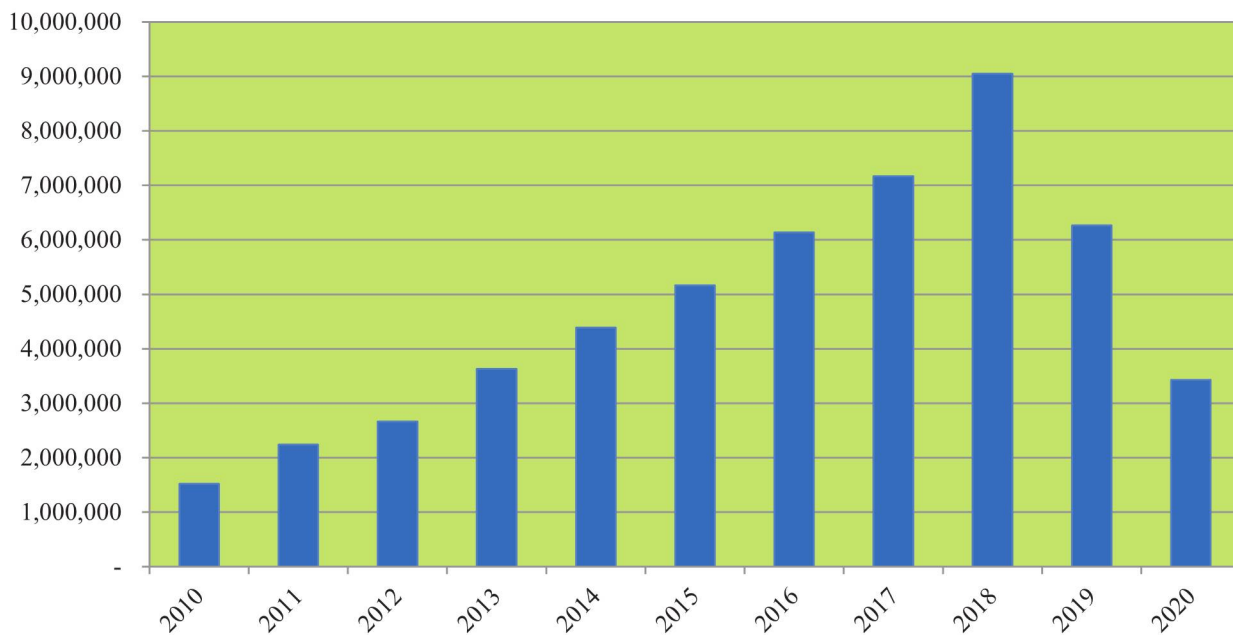


Changes in Fund Balance/Net Position
As of May 31, 2020

	Audited			Unaudited	
Fund	Balance as of 1/1/2020	Revenues	Expenditures/ Expenses	Balance as of 5/31/2020	Net Increase/ (Decrease)
General Fund	6,263,331	1,956,745	4,788,287	3,431,789	(2,831,542)
Operating Grant Fund	37,126	63,918	63,337	37,707	581
Parks & Recreation Fund	149,491	169,508	33,203	285,795	136,304
Hotel/ Motel Tax Fund	6,842	1,110	540	7,412	570
Urban Redevelopment Agency	-	3,506,969	3,506,969	-	-
SPLOST III Fund	273,978	39	-	274,017	39
SPLOST IV Fund	66,716	18	-	66,734	18
SPLOST V Fund	(3,058,475)	1,032,190	382,104	(2,408,389)	650,086
Town Center Fund	167,393	3,507,108	4,421,023	(746,522)	(913,915)
Debt Service Fund	1,820,694	892	15,382	1,806,205	(14,489)
Stormwater Utility Fund	4,155,266	13,632	76,569	4,092,329	(62,937)
	\$ 9,882,362	\$ 10,252,127	\$ 13,287,413	\$ 6,847,076	\$ (3,035,286)

General Fund - History of Fund Balance

GENERAL FUND FUND BALANCE

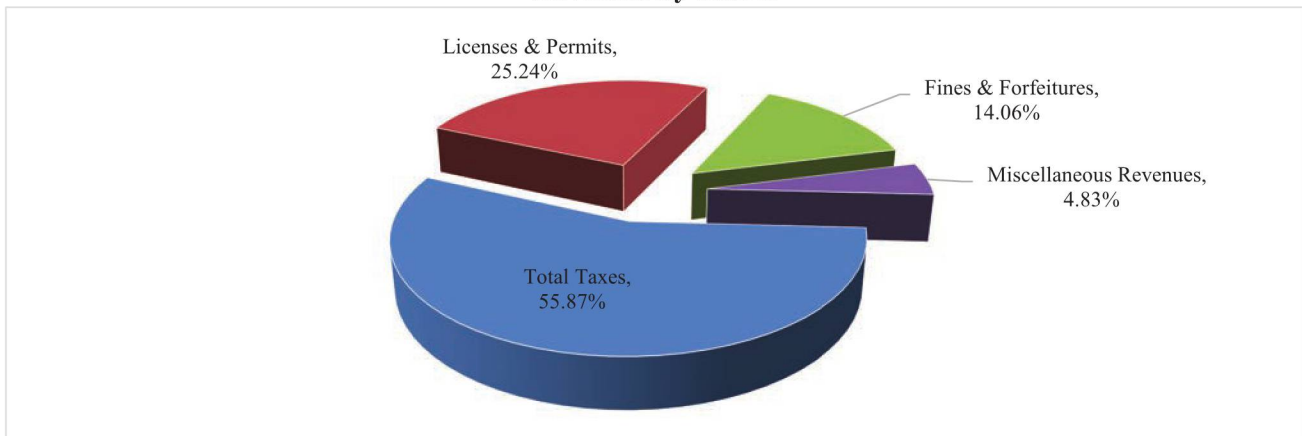




Budget Comparison Report - General Fund
42% of year lapsed

REVENUES	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Property Taxes	9,654	4,200,000	135,199	3.22%
Motor Vehicle Taxes	9,825	60,000	48,376	80.63%
Motor Vehicle Title Ad Valorem Tax	32,533	325,000	161,770	49.78%
Mobile Home Tax	19	150	153	101.76%
Recording Intangible Taxes	15,442	75,000	57,698	76.93%
Penalties & Interest	774	12,500	4,613	36.91%
Fifa Fees	105	2,000	780	39.00%
Franchise Tax	-	415,000	449,940	108.42%
Railroad Equipment Car Tax	-	650	-	0.00%
Real Estate Transfer Tax	1,663	15,000	7,577	50.51%
Business & Occupation Tax	5,055	125,000	46,696	37.36%
Financial Institutions Tax	-	3,500	3,831	109.46%
Insurance Premium Tax	-	705,000	-	0.00%
Total Taxes	75,069	6,440,300	1,093,228	16.97%
Licenses & Permits	45,895	1,222,600	493,823	40.39%
Fines & Forfeitures	25,547	665,100	275,147	41.37%
Miscellaneous Revenues	6,218	556,750	72,250	12.98%
Interest Income	17,798	35,000	22,097	63.13%
Proceeds from the Sale of Conf Assets	-	250	-	0.00%
Proceeds from the Sale of Assets	-	10,000	200	2.00%
Donation from Private Sources	-	20,000	-	0.00%
TOTAL GENERAL FUND REVENUES	\$ 170,527	\$ 8,950,000	\$ 1,956,745	21.86%

Revenues by Source

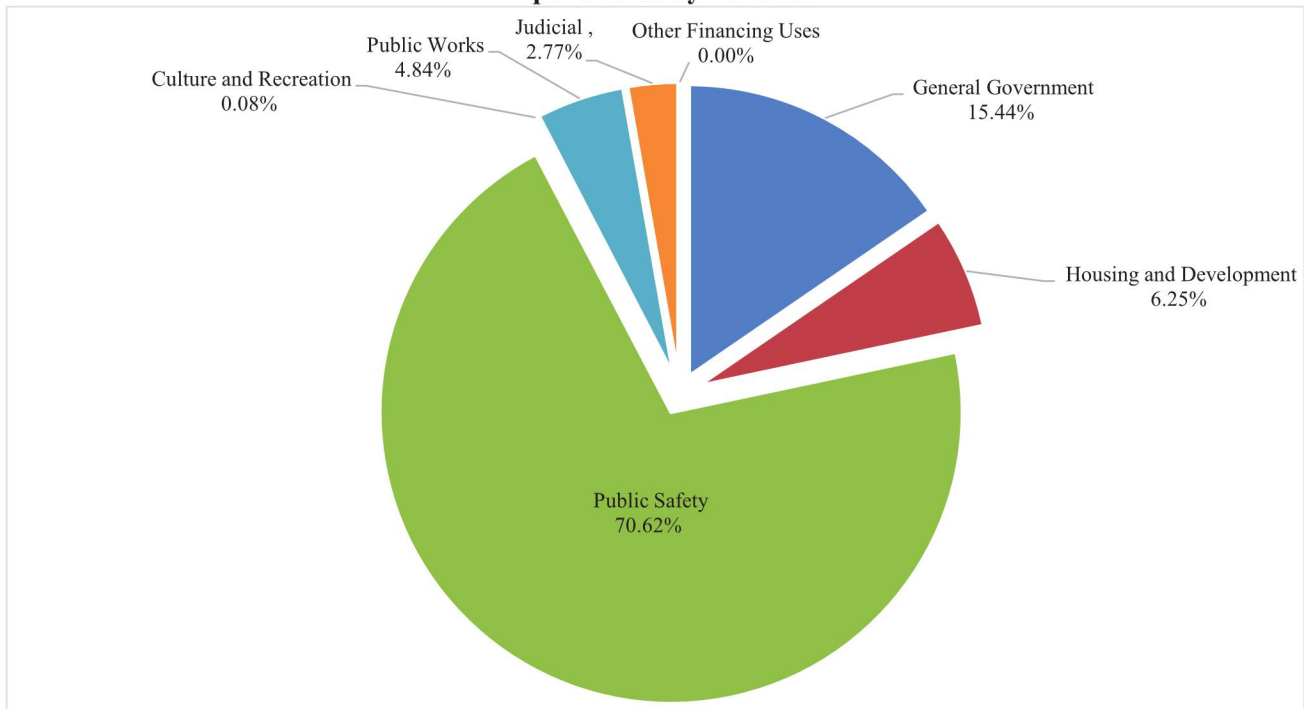




Budget Comparison Report - General Fund
42% of year lapsed

EXPENDITURES	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
General Government	140,641	1,666,873	739,102	44.34%
Housing and Development	57,245	745,850	299,033	40.09%
Public Safety	245,778	5,564,690	3,381,495	60.77%
Culture and Recreation	-	4,000	4,000	100.00%
Public Works	45,862	641,990	231,902	36.12%
Judicial	18,155	326,597	132,756	40.65%
Other Financing Uses	-	-	-	#DIV/0!
TOTAL GENERAL FUND EXPENDITURES	\$ 507,681	\$ 8,950,000	\$ 4,788,287	53.50%

Expenditures by Function





Budget Comparison Report - All Funds
42% of year lapsed

	Audited		Unaudited	
	2019 Year End Actuals	2020 Annual Budget	Year to Date	% 2020 Annual Budget
<u>GENERAL FUND</u>				
Revenues:	8,873,082	8,950,000	1,956,745	21.86%
Expenditures:	11,184,086	8,950,000	4,788,287	53.50%
Excess Revenues over (under) Expenditures	(2,311,004)	-	(2,831,542)	
<u>OPERATING GRANT FUND</u>				
Revenues:	183,262	215,000	63,918	29.73%
Expenditures:	183,219	215,000	63,337	29.46%
Excess Revenues over (under) Expenditures	43	-	581	
<u>PARKS & RECREATION FUND</u>				
Revenues:	390,944	390,000	169,508	43.46%
Expenditures:	488,132	390,000	33,203	8.51%
Excess Revenues over (under) Expenditures	(97,188)	-	136,304	
<u>HOTEL/MOTEL TAX FUND</u>				
Revenues:	4,249	5,000	1,110	22.20%
Expenditures:	7,580	5,000	540	10.80%
Excess Revenues over (under) Expenditures	(3,331)	-	570	
<u>URBAN REDEVELOPMENT AGENCY</u>				
Revenues:	1,493,031	3,000,000	3,506,969	116.90%
Expenditures:	1,493,031	3,000,000	3,506,969	116.90%
Excess Revenues over (under) Expenditures	-	-	-	
<u>SPLOST III FUND</u>				
Revenues:	15,296	275,000	39	0.01%
Expenditures:	-	275,000	-	0.00%
Excess Revenues over (under) Expenditures	15,296	-	39	
<u>SPLOST IV FUND</u>				
Revenues:	7,235	70,000	18	0.03%
Expenditures:	-	70,000	-	0.00%
Excess Revenues over (under) Expenditures	7,235	-	18	
<u>SPLOST V FUND</u>				
Revenues:	2,445,685	8,556,365	1,032,190	12.06%
Expenditures:	4,556,125	8,556,365	382,104	4.47%
Excess Revenues over (under) Expenditures	(2,110,440)	-	650,086	



Budget Comparison Report - All Funds
42% of year lapsed

	Audited		Unaudited	
	2019 Year End Actuals	2020 Annual Budget	Year to Date	% 2020 Annual Budget
<u>TOWN CENTER FUND</u>				
Revenues:	2,419,961	3,351,600	3,507,108	104.64%
Expenditures:	2,270,161	3,351,600	4,421,023	131.91%
Excess Revenues over (under) Expenditures	149,800	-	(913,915)	
<u>DEBT SERVICE FUND</u>				
Revenues:	2,179,430	516,319	892	0.17%
Expenditures:	358,736	516,319	15,382	2.98%
Excess Revenues over (under) Expenditures	1,820,694	-	(14,489)	
<u>STORMWATER UTILITY FUND</u>				
Revenues:	406,454	350,000	13,632	3.89%
Expenses:	263,042	350,000	76,569	21.88%
Excess Revenues over (under) Expenses	143,412	-	(62,937)	



Investments
As of May 31, 2020

Ameris Bank

Downtown Development Authority - CD .75% 35,864

Subtotal Ameris Bank	\$	35,864
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Goldman Sachs Bank 250,000

TBK Bank SSB 12,000

Subtotal South State Investment Services	\$	262,000
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Total Investments	\$	297,864
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Cash
As of May 31, 2020

Ameris Bank

Downtown Development Authority - Checking	83,840
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Subtotal Ameris Bank	\$ 83,840
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South State Bank

General Fund	1,926,530
Main Street Board	59,490
Parks & Recreation Fund	255,424
Hotel Motel Tax Fund	7,217
Money Market Account	969,785
Municipal Court Fund	105,210
Operating Grant Fund	13,470
Police Forfeiture Account	6,027
Police Seized Asset Account	26
SPLOST III	274,017
SPLOST IV	64,659
SPLOST IV/Grant Revenue	2,075
SPLOST V	565,559
Town Center Fund	17,513
Debt Service Fund	1,806,205
Stormwater Utility Fund	775,374
Tree Replacement Fund	3,789

Subtotal South State Bank	\$ 6,852,370
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BB&T

Savings Account	8,021
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Subtotal BB&T	\$ 8,021
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South State Investment Services

Budget Stabilization Cash Account	756,127
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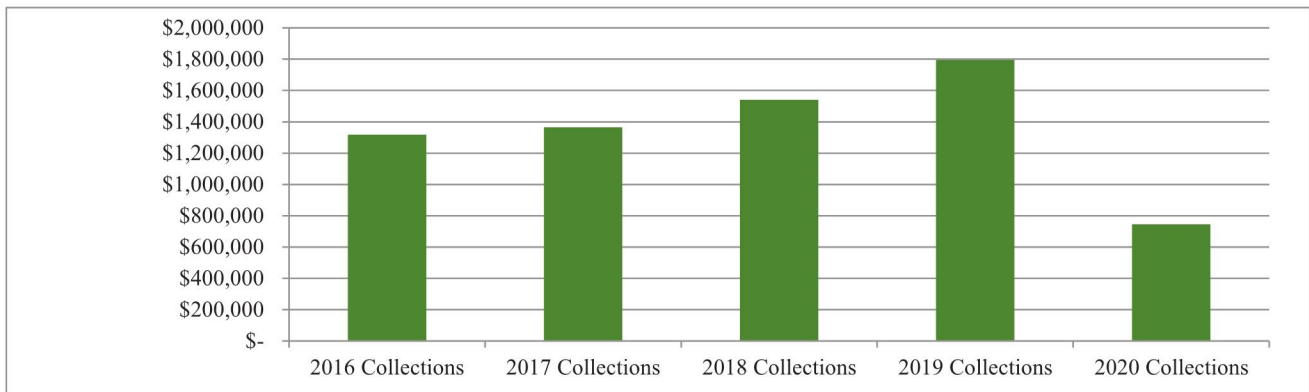
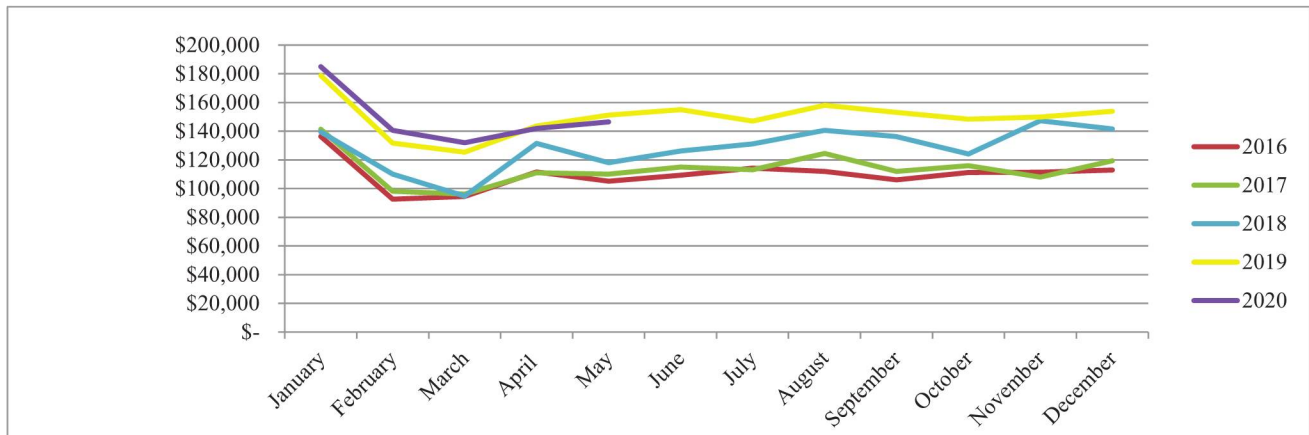
Subtotal South State Investment Services	\$ 756,127
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Total Cash	\$ 7,700,358
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Special Purpose Local Option Sales Tax Collections
As of May 31, 2020

	2016 Collections	2017 Collections	2018 Collections	2019 Collections	2020 Collections	% Change from Prior Year
January	\$ 136,321	\$ 141,344	\$ 139,474	\$ 178,754	\$ 184,956	3.47%
February	92,605	98,189	109,987	131,700	140,587	6.75%
March	94,455	96,130	94,765	125,375	131,947	5.24%
April	111,527	111,048	131,392	143,535	141,914	-1.13%
May	105,169	110,063	117,981	151,269	146,483	-3.16%
June	109,300	114,965	126,193	154,922		
July	114,305	113,172	131,005	146,946		
August	112,004	124,429	140,651	158,066		
September	106,169	111,901	136,184	153,139		
October	111,138	115,857	124,067	148,285		
November	111,396	108,048	147,256	149,921		
December	112,996	119,270	141,583	153,903		
	\$ 1,317,384	\$ 1,364,416	\$ 1,540,538	\$ 1,795,816	\$ 745,887	





**Downtown Development Authority
As of May 31, 2020**

Revenues	May 2020 Transactions	2020 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	-	0.00%
Training	-	250	-	0.00%
Other Expenditures	-	250	-	0.00%
Stormwater Fees	-	2,500	-	0.00%
Sponsorships	-	1,500	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 5,000	\$ -	0.00%



GENERAL FUND REVENUE DETAIL
As of May 31, 2020

	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Real Property Tax	9,654	4,200,000	135,199	3.22%
Real Property Tax - Public Utility	-	56,000	-	0.00%
Personal Property Tax	-	183,000	-	0.00%
Motor Vehicle Tax	9,825	60,000	48,376	80.63%
Motor Vehicle Title Ad Valorem Tax	32,533	325,000	161,770	49.78%
Apportioned Vehicles (AAVT)	-	2,500	-	0.00%
Mobile Home Tax	19	150	153	101.76%
Intangible Tax	15,442	75,000	57,698	76.93%
Railroad Equipment Car Tax	-	650	-	0.00%
Real Estate Transfer Tax	1,663	15,000	7,577	50.51%
Franchise Tax - Electric	-	415,000	449,940	108.42%
Franchise Tax - Gas	-	55,000	18,636	33.88%
Franchise Tax - Cable	-	195,000	154,603	79.28%
Franchise Tax - Telephone	-	10,000	3,356	33.56%
Business & Occupational Tax	5,055	125,000	46,696	37.36%
Insurance Premium Tax	-	705,000	-	0.00%
Financial Institutions Tax	-	3,500	3,831	109.46%
Penalties & Interest	774	12,500	4,613	36.91%
FiFa Fees	105	2,000	780	39.00%
Total Taxes	75,069	6,440,300	1,093,228	16.97%
Alcoholic Beverage Licenses	-	70,000	7,250	10.36%
Alcohol Pouring Permit	35	2,500	860	34.40%
Zoning and Land Use Permits	1,030	10,000	9,813	98.13%
Planning and Development Fees	-	10,000	280	2.80%
Sign Permit Fees	110	3,000	1,100	36.67%
Special Event Permits	100	250	150	60.00%
Vacant Lot Registration	-	50	25	50.00%
Personal Transportation Veh Permit	-	50	10	20.00%
Other Licenses and Permits	500	1,000	500	50.00%
Building Permit Revenue	30,435	850,000	357,858	42.10%
Certificate of Occupancy Fees	7,000	175,000	71,000	40.57%
Building Permit - Reinspection Fees	1,350	15,000	8,575	57.17%
Building Permit-Sub Fee	3,020	35,000	28,180	80.51%
Occupational Tax Late Fees	70	750	722	96.23%
Plan Review Fees	2,245	50,000	7,501	15.00%
Total Licenses and Permits	45,895	1,222,600	493,823	40.39%
Municipal Court Fines	24,466	650,000	272,566	41.93%
Forfeitures	-	500	-	0.00%
Court Costs	1,061	7,500	1,261	16.81%
Drug Testing Fees	20	500	70	14.00%
Expungements	-	100	-	0.00%
Tree Recompense Revenue	-	5,000	-	0.00%
Other Fines & Forfeitures-Code	-	500	1,250	250.00%
Other Forfeitures	-	1,000	-	0.00%
Total Fines and Forfeitures	25,547	665,100	275,147	41.37%
Grant Revenue	-	1,000	20,125	2012.50%
Probation Fees	3,508	15,000	14,298	95.32%
Printing and Duplicating Service Fees	-	750	1	0.08%
Election and Qualifying Fees	-	1,440	-	0.00%
Advertising Fees	-	5,000	435	8.70%
Accident/Incident Reports	110	2,500	1,160	46.40%
Wrecker Service Contract	-	15,000	18,500	123.33%
Background Checks	65	1,000	225	22.50%
Bad Check Fees	-	100	-	0.00%
Miscellaneous Revenue	-	498,960	4,806	0.96%
Rents and Royalties	2,535	6,000	8,975	149.58%
Reimbursement for Damaged Property	-	10,000	3,726	37.26%
Total Miscellaneous Income	6,218	556,750	72,250	12.98%



GENERAL FUND REVENUE DETAIL
As of May 31, 2020

	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Interest Revenue	17,798	35,000	22,097	63.13%
Total Investment Income	17,798	35,000	22,097	63.13%
Proceeds from Sale of Conf Assets	-	250	-	0.00%
Proceeds from Sale of Assets	-	10,000	200	2.00%
Donations from Private Sources	-	20,000	-	0.00%
Total Other Financing Sources	-	30,250	200	0.66%
TOTAL GENERAL FUND REVENUES	\$ 170,527	\$ 8,950,000	\$ 1,956,745	21.86%



General Fund Expenditures
As of May 31, 2020

	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Governing Body				
Salaries & Wages-Council	3,500	42,000	17,500	41.67%
Employee Benefits-Medical	4,935	62,511	29,176	46.67%
Employee Benefits-Dental	234	2,179	1,406	64.51%
Employee Benefits-ADD Life	74	882	441	50.00%
FICA	156	2,604	778	29.87%
Medicare	37	609	182	29.87%
Employee Benefits-Retirement	338	3,811	1,691	44.37%
Unemployment	11	101	53	52.38%
Workers Comp Insurance	-	108	20	18.61%
Total Salaries and Benefits	<u>9,284</u>	<u>114,805</u>	<u>51,247</u>	<u>44.64%</u>
Communications	47	750	203	27.02%
Travel	-	500	-	0.00%
Dues and Fees	-	750	237	31.65%
Education and Training	-	1,500	-	0.00%
Other Expenditures	-	250	164	65.60%
General Supplies and Materials	-	250	32	12.62%
Small Equipment	-	-	74	100.00%
Total Operations	<u>47</u>	<u>4,000</u>	<u>710</u>	<u>17.74%</u>
City Manager				
Salaries & Wages	10,220	132,855	56,059	42.20%
Employee Benefits-Medical	608	7,956	3,596	45.20%
Employee Benefits-Dental	99	920	449	48.78%
Employee Benefits-ADD Life	12	147	74	50.00%
Employee Benefits-Disability	84	939	504	53.67%
FICA	633	8,237	3,470	42.13%
Medicare	148	1,926	812	42.14%
Employee Benefits-Retirement	1,039	12,054	5,194	43.09%
Unemployment	-	27	35	130.19%
Workers' Comp. Insurance	-	574	107	18.61%
Total Salaries and Benefits	<u>12,843</u>	<u>165,635</u>	<u>70,299</u>	<u>42.44%</u>
Communications	47	600	218	36.27%
Travel	-	500	199	39.70%
Dues and Fees	295	2,500	1,179	47.14%
Education and Training	-	1,000	-	0.00%
Other Expenditures	-	500	758	151.56%
General Supplies and Materials	-	1,000	36	3.56%
Total Operations	<u>342</u>	<u>6,100</u>	<u>2,388</u>	<u>39.15%</u>
City Clerk				
Salaries & Wages	9,883	152,218	54,911	36.07%
Employee Benefits-Medical	1,767	22,678	10,453	46.09%
Employee Benefits-Dental	99	1,297	624	48.12%
Employee Benefits-ADD Life	25	294	147	50.00%
Employee Benefits-Disability	92	934	551	58.96%
FICA	590	9,437	3,286	34.82%
Medicare	138	2,207	768	34.82%
Employee Benefits-Retirement	1,195	13,811	5,976	43.27%
Unemployment	-	53	70	132.62%
Workers' Comp. Insurance	-	426	79	18.61%
Total Salaries and Benefits	<u>13,789</u>	<u>203,355</u>	<u>76,866</u>	<u>37.80%</u>



General Fund Expenditures
As of May 31, 2020

	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Professional Services	-	20,000	-	0.00%
Communications	47	1,000	218	21.76%
Advertising	-	750	-	0.00%
Travel	-	2,500	534	21.37%
Dues and Fees	165	6,000	2,528	42.13%
Education and Training	-	1,000	490	49.00%
Other Expenditures	-	1,000	152	15.23%
General Supplies and Materials	210	5,000	280	5.60%
Software	-	5,195	-	0.00%
Total Operations	<u>421</u>	<u>42,445</u>	<u>4,202</u>	<u>9.90%</u>
Elections				
Advertising	-	1,500	-	0.00%
Intergovernmental - Elections	-	12,500	-	0.00%
Total Operations	<u>-</u>	<u>14,000</u>	<u>-</u>	<u>0.00%</u>
Contingency				
Contingency	-	289,500	-	0.00%
Total Operations	<u>-</u>	<u>289,500</u>	<u>-</u>	<u>0.00%</u>
Financial Administration				
Salaries & Wages	10,790	167,073	50,637	30.31%
Employee Benefits-Medical	3,166	59,750	18,755	31.39%
Employee Benefits-Dental	70	2,759	420	15.21%
Employee Benefits-ADD Life	25	441	147	33.33%
Employee Benefits-Disability	83	692	480	69.32%
FICA	623	10,359	2,886	27.86%
Medicare	146	2,423	675	27.86%
Employee Benefits-Retirement	1,330	15,159	6,651	43.88%
Unemployment	6	80	76	95.39%
Workers' Comp. Insurance	-	428	80	18.61%
Total Salaries and Benefits	<u>16,239</u>	<u>259,164</u>	<u>80,806</u>	<u>31.18%</u>
Professional Services	-	5,000	-	0.00%
Professional Services - Audit	-	20,000	7,000	35.00%
Advertising/Promotions	-	1,000	390	39.00%
Printing and Binding	-	1,000	264	26.40%
Travel	-	-	455	100.00%
Dues and Fees-Bank Service Fees	238	5,250	11,555	220.09%
Education and Training	-	500	-	0.00%
Other Expenditures	35	100	35	35.00%
General Supplies and Materials	147	2,500	215	8.60%
General Supplies-Postage	361	7,500	2,763	36.85%
Gasoline/Diesel	-	100	-	0.00%
Small Equipment	508	500	2,747	549.45%
Total Operations	<u>1,289</u>	<u>43,450</u>	<u>25,424</u>	<u>58.51%</u>



General Fund Expenditures
As of May 31, 2020

	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Legal				
Professional Services - Legal	1,260	45,000	5,664	12.59%
Total Operations	<u>1,260</u>	<u>45,000</u>	<u>5,664</u>	<u>12.59%</u>
Salaries & Wages	4,144	53,881	22,816	42.35%
Employee Benefits-Medical	1,081	13,649	6,390	46.82%
Employee Benefits-Dental	70	920	420	45.61%
Employee Benefits-ADD Life	12	147	74	50.00%
Employee Benefits-Disability	38	431	226	52.51%
FICA	236	3,341	1,301	38.94%
Medicare	55	781	304	38.95%
Employee Benefits-Retirement	421	4,889	2,106	43.08%
Unemployment	-	27	35	130.19%
Workers' Comp. Insurance	-	138	26	18.61%
Total Salaries and Benefits	<u>6,058</u>	<u>78,204</u>	<u>33,698</u>	<u>43.09%</u>
Communications	47	750	228	30.41%
Dues and Fees	-	1,750	6,707	383.27%
Other Expenditures	-	100	-	0.00%
General Supplies and Materials	26	5,000	307	6.15%
Small Equipment	147	7,500	682	9.09%
Software	964	100,000	224,199	224.20%
Total Operations	<u>1,184</u>	<u>115,100</u>	<u>232,124</u>	<u>201.67%</u>
Risk Management				
Professional Services	-	10,000	5,000	50.00%
Liability Insurance	69,792	115,000	105,090	91.38%
Total Operations	<u>69,792</u>	<u>125,000</u>	<u>110,090</u>	<u>88.07%</u>
General Government Building				
Salaries & Wages	2,880	55,702	15,852	28.46%
Employee Benefits-Medical	608	7,956	3,596	45.20%
Employee Benefits-Dental	29	377	175	46.50%
Employee Benefits-ADD Life	12	147	74	50.00%
Employee Benefits-Disability	26	300	157	52.42%
FICA	178	3,453	977	28.30%
Medicare	42	808	229	28.29%
Employee Benefits-Retirement	293	3,491	1,464	41.93%
Unemployment	-	53	35	66.30%
Workers' Comp. Insurance	-	5,708	1,062	18.61%
Total Salaries and Benefits	<u>4,068</u>	<u>77,995</u>	<u>23,622</u>	<u>30.29%</u>
Disposal - Garbage	30	500	151	30.21%
Pest Control	-	3,500	270	7.71%
Repairs and Maintenance	324	15,000	1,514	10.09%
Repairs and Maintenance - Vehicles	-	5,000	654	13.09%
Rental of Equipment	550	5,000	1,920	38.41%
Communications	946	10,000	4,954	49.54%



General Fund Expenditures
As of May 31, 2020

	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Dues and Fees	-	500	343	68.62%
Other Expenditures	(32)	500	1,968	393.57%
General Supplies and Materials	758	15,000	3,040	20.26%
Water and Sewer	75	2,500	388	15.53%
Natural Gas	122	5,000	754	15.09%
Electricity	1,106	10,000	5,027	50.27%
Gasoline and Diesel	108	1,750	470	26.89%
Small Equipment	-	5,370	312	5.82%
Software	39	3,500	196	5.61%
Total Operations & Capital	<u>4,026</u>	<u>83,120</u>	<u>21,963</u>	<u>26.42%</u>
TOTAL GENERAL GOVERNMENT	\$ <u>140,641</u>	\$ <u>1,666,873</u>	\$ <u>739,102</u>	<u>44.34%</u>
Municipal Court				
Salaries & Wages	9,939	143,843	61,159	42.52%
Salaries & Wages - Overtime	-	1,000	590	58.99%
Employee Benefits-Medical	2,823	27,873	16,219	58.19%
Employee Benefits-Dental	169	1,840	985	53.55%
Employee Benefits-ADD Life	37	442	196	44.34%
Employee Benefits-Disability	90	615	516	83.91%
FICA	589	8,980	3,409	37.97%
Medicare	138	2,100	797	37.97%
Employee Benefits-Retirement	1,020	11,927	5,099	42.75%
Unemployment	-	106	113	106.50%
Workers' Compensation	-	371	69	18.61%
Total Salaries and Benefits	<u>14,805</u>	<u>199,097</u>	<u>89,152</u>	<u>44.78%</u>
Professional Services - Public Defender	-	7,500	1,890	25.20%
Professional Services - Solicitor/Judge	2,750	65,000	26,242	40.37%
Repairs & Maintenance	-	2,500	-	0.00%
Rental of Equipment	149	1,750	695	39.74%
Communications	-	500	-	0.00%
Advertising	-	100	-	0.00%
Printing & Binding	-	1,000	195	19.50%
Travel	-	1,500	231	15.38%
Dues and Fees	-	750	148	19.78%
Education and Training	-	750	675	90.00%
Other Expenditures	-	1,000	98	9.76%
General Supplies and Materials	-	2,500	968	38.70%
General Supplies and Materials Postage	110	100	230	230.42%
Gasoline/Diesel	-	50	26	52.28%
Food Supplies	-	2,500	1,114	44.57%
Books and Periodicals-Code Books	-	250	-	0.00%
Small Equipment	13	2,500	419	16.75%
Software	328	25,000	9,203	36.81%
Other Supplies - Uniforms	-	250	-	0.00%
Intergovernmental - Inmate Housing	-	12,000	1,470	12.25%
Total Operations	<u>3,350</u>	<u>127,500</u>	<u>43,604</u>	<u>34.20%</u>
TOTAL JUDICIAL	\$ <u>18,155</u>	\$ <u>326,597</u>	\$ <u>132,756</u>	<u>40.65%</u>



**General Fund Expenditures
As of May 31, 2020**

	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
<i>Police Administration</i>				
Salaries & Wages	34,469	444,485	192,472	43.30%
Salaries & Wages-Overtime	-	6,000	-	0.00%
Employee Benefits-Medical	5,035	71,907	25,760	35.82%
Employee Benefits-Dental	367	4,811	2,033	42.25%
Employee Benefits-ADD Life	80	1,029	478	46.43%
Employee Benefits-Disability	310	3,357	1,821	54.26%
FICA	2,081	27,930	11,473	41.08%
Medicare	487	6,532	2,683	41.08%
Employee Benefits-Retirement	3,503	40,873	17,514	42.85%
Unemployment	-	186	248	133.31%
Workers' Compensation	-	18,662	3,473	18.61%
<i>Total Salaries and Benefits</i>	<u>46,332</u>	<u>625,772</u>	<u>257,955</u>	<u>41.22%</u>
Professional Services	-	5,000	-	0.00%
Repair & Maintenance	-	1,000	-	0.00%
Repair & Maintenance-Vehicle	80	6,000	2,609	43.48%
Rental of Equipment	579	5,000	2,283	45.67%
Communications	352	4,250	1,449	34.10%
Advertising	-	1,000	-	0.00%
Printing and Binding	-	500	204	40.80%
Travel	-	4,000	1,724	43.10%
Dues and Fees	-	7,500	2,670	35.59%
Education and Training	-	6,000	1,660	27.67%
Other Expenditures	-	4,000	815	20.37%
General Supplies and Materials	-	7,500	505	6.74%
General Supplies - Postage	24	250	233	93.06%
Gasoline/Diesel	610	9,000	3,057	33.96%
Small Equipment	357	5,000	4,033	80.65%
Software	216	4,000	2,276	56.89%
Other Supplies - Uniforms	191	3,200	2,928	91.49%
<i>Total Operations and Capital</i>	<u>2,409</u>	<u>73,200</u>	<u>26,444</u>	<u>36.13%</u>
<i>Criminal Investigation Division</i>				
Salaries & Wages	16,993	227,117	97,756	43.04%
Salaries & Wages-Overtime	-	6,000	4,536	75.60%
Employee Benefits-Medical	4,434	55,745	26,279	47.14%
Employee Benefits-Dental	198	3,137	1,312	41.82%
Employee Benefits-ADD Life	49	588	281	47.81%
Employee Benefits-Disability	144	1,554	864	55.63%
FICA	1,003	14,453	6,067	41.98%
Medicare	234	3,380	1,419	41.98%
Employee Benefits-Retirement	1,732	21,151	8,660	40.94%
Unemployment	-	106	141	132.59%
Workers' Compensation	-	10,556	1,964	18.61%
<i>Total Salaries and Benefits</i>	<u>24,788</u>	<u>343,787</u>	<u>149,278</u>	<u>43.42%</u>



General Fund Expenditures
As of May 31, 2020

	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Repair & Maintenance-Vehicle	16	7,000	1,278	18.25%
Communications	124	2,500	742	29.69%
Printing and Binding	-	250	-	0.00%
Travel	-	1,000	131	13.13%
Dues and Fees	-	1,000	386	38.58%
Education and Training	-	2,500	405	16.20%
General Supplies and Materials	-	2,000	156	7.81%
General Supplies and Materials-Postage	-	50	-	0.00%
Gasoline and Diesel	255	6,000	1,460	24.33%
Small Equipment	-	5,500	3,518	63.96%
Software	-	2,000	-	0.00%
Other Supplies - Uniforms	-	1,000	1,884	188.38%
Total Operations and Capital	395	30,800	9,960	32.34%
Vice				
Salaries & Wages	3,986	53,089	22,648	42.66%
Salaries & Wages-Overtime	-	2,000	-	0.00%
Employee Benefits-Medical	1,112	14,722	6,577	44.67%
Employee Benefits-Dental	70	920	420	45.61%
Employee Benefits-ADD Life	12	147	74	50.00%
Employee Benefits-Disability	34	375	203	54.06%
FICA	226	3,416	1,287	37.67%
Medicare	53	799	301	37.66%
Employee Benefits-Retirement	406	4,998	2,028	40.58%
Unemployment	-	27	35	130.19%
Workers' Compensation	-	2,494	464	18.61%
Total Salaries and Benefits	5,898	82,987	34,036	41.01%
Repairs & Maintenance Vehicles	27	2,000	259	12.94%
Communications	-	750	-	0.00%
Dues and Fees	-	150	19	12.98%
Gasoline	62	2,000	569	28.45%
Total Operations and Capital	89	4,900	847	17.29%
Patrol				
Salaries & Wages	84,054	1,249,871	471,917	37.76%
Salaries & Wages-Overtime	4,577	52,000	22,057	42.42%
Employee Benefits-Medical	25,698	317,069	144,663	45.63%
Employee Benefits-Dental	1,423	15,777	7,974	50.54%
Employee Benefits-ADD Life	302	3,822	1,751	45.81%
Employee Benefits-Disability	772	9,051	4,496	49.68%
FICA	5,197	80,716	29,631	36.71%
Medicare	1,215	18,877	6,930	36.71%
Employee Benefits-Retirement	9,669	117,113	48,345	41.28%
Unemployment	22	718	892	124.19%
Workers' Compensation	2,485	58,949	13,454	22.82%
Total Salaries and Benefits	135,414	1,923,963	752,110	39.09%



General Fund Expenditures
As of May 31, 2020

	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Professional Services	167	750	3,138	418.41%
Repair & Maintenance	-	3,000	1,683	56.10%
Repair & Maintenance-Vehicle	1,711	45,000	21,271	47.27%
Communications	1,221	19,000	6,575	34.60%
Printing and Binding	-	500	-	0.00%
Travel	1,661	2,000	1,997	99.86%
Dues and Fees	-	1,500	240	15.98%
Education & Training	-	12,000	501	4.18%
Contract Labor	125	1,000	625	62.50%
Other Expenditures	600	7,000	1,804	25.77%
General Supplies and Materials	51	6,000	2,197	36.61%
Gasoline and Diesel	4,602	80,000	22,216	27.77%
Small Equipment	342	10,000	6,249	62.49%
Software	-	20,000	3,000	15.00%
Other Supplies - Uniforms	3,537	30,000	19,568	65.23%
Total Operations and Capital	<u>14,017</u>	<u>237,750</u>	<u>91,063</u>	<u>38.30%</u>
Police Training				
Salaries & Wages	3,992	55,348	21,903	39.57%
Salaries & Wages-Overtime	-	2,000	548	27.42%
Employee Benefits-Medical	-	7,956	-	0.00%
Employee Benefits-Dental	-	377	-	0.00%
Employee Benefits-ADD Life	12	147	49	33.33%
Employee Benefits-Disability	34	375	203	54.06%
FICA	248	3,556	1,392	39.14%
Medicare	58	832	326	39.13%
Employee Benefits-Retirement	406	5,203	2,028	38.99%
Unemployment	-	27	35	130.15%
Workers' Compensation	-	2,597	483	18.61%
Total Salaries and Benefits	<u>4,749</u>	<u>78,418</u>	<u>26,967</u>	<u>34.39%</u>
Repair & Maintenance	-	2,000	93	4.63%
Repair & Maintenance-Vehicle	16	2,000	722	36.12%
Communications	41	500	194	38.84%
Travel	-	2,000	247	12.34%
Dues and Fees	-	500	65	12.98%
Education and Training	-	3,000	495	16.50%
General Supplies and Materials	591	3,000	887	29.57%
Weapons Supplies & Ammunition	680	65,000	14,930	22.97%
Gasoline and Diesel	135	2,000	505	25.25%
Other Supplies - Uniforms	-	300	240	80.00%
Intergovernmental	2,500	5,000	5,000	100.00%
Total Operations and Capital	<u>3,964</u>	<u>85,300</u>	<u>23,378</u>	<u>27.41%</u>



**General Fund Expenditures
As of May 31, 2020**

	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Police Stations and Buildings				
Disposal-Garbage/Recycle	91	1,500	518	34.53%
Pest Control	-	1,000	135	13.50%
Repairs and Maintenance	283	12,500	8,120	64.96%
Communications	905	9,500	4,692	49.39%
General Supplies and Materials	-	5,000	936	18.73%
Water/Sewer	-	5,000	2,130	42.60%
Electricity	924	15,000	4,535	30.24%
Small Equipment	-	500	462	92.33%
Software	91	3,500	476	13.59%
Total Operations	<u>2,294</u>	<u>53,500</u>	<u>22,004</u>	<u>41.13%</u>
Probation				
Salaries & Wages	3,789	46,800	20,588	43.99%
Employee Benefits-Medical	612	7,956	2,971	37.35%
Employee Benefits-Dental	29	377	117	31.00%
Employee Benefits-ADD Life	12	147	61	41.67%
Employee Benefits-Disability	33	354	98	27.76%
FICA	231	2,902	1,259	43.37%
Medicare	54	679	294	43.35%
Employee Benefits-Retirement	377	4,246	1,884	44.38%
Unemployment	-	27	35	130.15%
Workers' Compensation	-	2,119	394	18.61%
Total Salaries and Benefits	<u>5,138</u>	<u>65,607</u>	<u>27,702</u>	<u>42.22%</u>
Communications				
Communications	41	500	202	40.39%
Travel	-	250	-	0.00%
Dues and Fees	-	300	75	25.10%
General Supplies and Materials	-	300	56	18.50%
Small Equipment	-	-	811	100.00%
Software	250	-	1,250	100.00%
Total Operations and Capital	<u>291</u>	<u>1,350</u>	<u>2,393</u>	<u>177.29%</u>
Fire Services				
Intergovernmental-Fire Services	-	1,957,356	1,957,356	100.00%
Total Fire Services	<u>-</u>	<u>1,957,356</u>	<u>1,957,356</u>	<u>100.00%</u>
TOTAL PUBLIC SAFETY	<u>\$ 245,778</u>	<u>\$ 5,564,690</u>	<u>\$ 3,381,495</u>	<u>60.77%</u>
Highways and Streets				
Professional Services-Engineering	-	7,500	2,000	26.67%
Disposal-Garbage/Recycling	95	1,250	473	37.82%
Lawn Care	-	1,000	129	12.92%
Pest Control	-	500	135	27.00%
Repairs & Maintenance	1,348	63,314	4,104	6.48%
Repairs & Maintenance-Vehicles	-	6,000	2,512	41.86%
Rental of Equipment	106	2,500	420	16.79%
Contract Labor	34,848	418,176	173,557	41.50%
Other Expenditures	-	250	-	0.00%
General Supplies and Materials	5	3,000	5	0.18%
Electricity	351	3,500	1,524	43.54%
Gasoline/Diesel	411	5,000	1,368	27.36%
Small Equipment	-	2,500	-	0.00%
Total Operations	<u>37,164</u>	<u>514,490</u>	<u>186,226</u>	<u>36.20%</u>



General Fund Expenditures
As of May 31, 2020

	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
<i>Street Lights</i>				
Electricity-Street Lights	8,554	100,000	44,757	44.76%
Total Street Lights	<u>8,554</u>	<u>100,000</u>	<u>44,757</u>	<u>44.76%</u>
<i>Traffic Lights</i>				
Electricity-Traffic Lights	144	2,000	918	45.91%
Total Traffic Lights	<u>144</u>	<u>2,000</u>	<u>918</u>	<u>45.91%</u>
<i>Tree Commission</i>				
Repairs & Maintenance	-	22,000	-	0.00%
Travel	-	750	-	0.00%
Dues and Fees	-	500	-	0.00%
Education and Training	-	1,000	-	0.00%
General Supplies & Materials	-	750	-	0.00%
Books and Periodicals	-	500	-	0.00%
Total Operations	<u>-</u>	<u>25,500</u>	<u>-</u>	<u>0.00%</u>
TOTAL PUBLIC WORKS	<u>\$ 45,862</u>	<u>\$ 641,990</u>	<u>\$ 231,902</u>	<u>36.12%</u>
<i>Culture and Recreation</i>				
Intergovernmental-Sequoyah Regional	-	4,000	4,000	100.00%
TOTAL CULTURE AND RECREATION	<u>\$ -</u>	<u>\$ 4,000</u>	<u>\$ 4,000</u>	<u>100.00%</u>
<i>Building Inspections</i>				
Salaries & Wages	15,269	198,064	83,643	42.23%
Overtime	-	1,000	-	0.00%
Employee Benefits-Medical	2,378	55,745	13,915	24.96%
Employee Benefits-Dental	158	2,594	946	36.45%
Employee Benefits-ADD Life	40	588	243	41.26%
Employee Benefits-Disability	139	1,556	832	53.46%
FICA	923	12,342	5,053	40.94%
Medicare	216	2,886	1,182	40.95%
Employee Benefits-Retirement	1,949	18,061	9,746	53.96%
Unemployment	-	106	149	140.15%
Workers' Compensation	197	3,404	2,116	62.15%
Total Salaries and Benefits	<u>21,269</u>	<u>296,346</u>	<u>117,823</u>	<u>39.76%</u>



General Fund Expenditures
As of May 31, 2020

	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Professional Services-Engineering	6,633	50,000	29,236	58.47%
Professional Services-Legal	455	7,500	3,090	41.20%
Technical Services - Planning	-	25,000	-	0.00%
Repairs & Maintenance	-	1,000	-	0.00%
Repairs & Maintenance - Vehicles	34	3,000	525	17.49%
Communications	239	5,000	1,278	25.55%
Advertising -Promotions	369	1,500	1,034	68.91%
Printing & Binding	-	250	65	26.00%
Travel	-	1,500	-	0.00%
Dues and Fees	299	7,500	2,096	27.95%
Education and Training	-	2,500	-	0.00%
Contract Labor	2,025	10,000	11,250	112.50%
Other Expenditures	-	750	-	0.00%
General Supplies and Materials	10	1,000	138	13.84%
General Supplies - Postage	-	100	-	0.00%
Gasoline/Diesel	171	4,000	1,080	27.01%
Books and Periodicals-Code Books	-	250	-	0.00%
Small Equipment	-	2,000	811	40.54%
Other Supplies - Uniforms	-	250	-	0.00%
Total Operations	10,235	123,100	50,602	41.11%
Planning and Zoning				
Salaries & Wages	8,577	115,103	48,903	42.49%
Employee Benefits-Medical	1,600	27,873	10,155	36.43%
Employee Benefits-Dental	68	920	440	47.82%
Employee Benefits-ADD Life	25	294	161	54.59%
Employee Benefits-Disability	92	872	574	65.83%
FICA	498	7,136	2,848	39.92%
Medicare	117	1,669	668	40.00%
Employee Benefits-Retirement	569	10,443	2,845	27.24%
Unemployment	(2)	53	87	163.96%
Workers' Compensation	(230)	4,558	(302)	-6.62%
Total Salaries and Benefits	11,314	168,921	66,378	39.30%
Professional Services	-	1,000	-	0.00%
Professional Services-Legal	-	1,000	-	0.00%
Technical Services - Planning	-	5,000	-	0.00%
Repairs & Maintenance	-	500	-	0.00%
Other Services - Map Updates	-	1,000	-	0.00%
Communications	96	1,750	255	14.60%
Advertising	2,989	15,000	9,153	61.02%
Printing & Binding	-	250	-	0.00%
Travel	-	2,500	778	31.11%
Dues and Fees	-	2,500	922	36.86%
Education and Training	-	1,500	55	3.67%
Planning & Zoning Meeting Fees	245	3,000	931	31.03%
Other Expenditures	-	500	102	20.31%
General Supplies and Materials	-	1,500	26	1.70%
Gasoline & Diesel	-	500	-	0.00%
Small Equipment	-	1,500	127	8.47%
Total Operations	3,330	39,000	12,348	31.66%



General Fund Expenditures
As of May 31, 2020

	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Main Street Program				
Salaries and Wages	5,480	50,665	30,137	59.48%
Overtime	-	1,000	-	0.00%
Employee Benefits - Medical	1,083	13,649	6,408	46.95%
Employee Benefits - Dental	29	377	175	46.50%
Employee Benefits - Add Life	12	147	74	50.00%
Employee Benefits - Disability	50	405	299	73.87%
FICA	329	3,203	1,810	56.50%
Medicare	77	749	423	56.51%
Employee Benefits - Retirement	396	4,688	1,979	42.22%
Unemployment	-	27	35	130.19%
Workers Comp Insurance	-	223	41	18.61%
Total Salaries and Benefits	<u>7,456</u>	<u>75,133</u>	<u>41,382</u>	<u>55.08%</u>
Communications	43	750	202	26.92%
Advertising	-	500	-	0.00%
Travel	-	1,000	-	0.00%
Dues and Fees	375	1,600	815	50.94%
Education and Training	-	1,000	-	0.00%
Contract Labor	-	7,500	1,685	22.47%
Supplies - Special Events	224	15,000	4,798	31.99%
Software	-	1,000	-	0.00%
Payments to Other Agencies	-	5,000	-	0.00%
Total Operations	<u>641</u>	<u>33,350</u>	<u>7,500</u>	<u>22.49%</u>
Intergovernmental				
Intergovernmental - COED	<u>3,000</u>	<u>10,000</u>	<u>3,000</u>	<u>30.00%</u>
Total Intergovernmental	<u>3,000</u>	<u>10,000</u>	<u>3,000</u>	<u>30.00%</u>
TOTAL HOUSING AND DEVELOPMENT	<u>\$ 57,245</u>	<u>\$ 745,850</u>	<u>\$ 299,033</u>	<u>40.09%</u>
TOTAL GENERAL FUND EXPENDITURES	<u>\$ 507,681</u>	<u>\$ 8,950,000</u>	<u>\$ 4,788,287</u>	<u>53.50%</u>



**Operating Grant Fund
As of May 31, 2020**

	May 2020	2020 Annual	YTD	% of Annual
REVENUES:	Transactions	Budget	Transactions	Budget
Atlanta Regional Commission Grant	13,967	214,975	63,915	29.73%
Interest Revenue	1	25	3	12.28%
TOTAL REVENUES	\$ 13,968	\$ 215,000	\$ 63,918	29.73%
EXPENDITURES:				
Payments to Other Agencies-FOCUS	9,790	215,000	63,337	29.46%
TOTAL EXPENDITURES	\$ 9,790	\$ 215,000	\$ 63,337	29.46%



Parks & Recreation Fund
As of May 31, 2020

REVENUES:	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Alcoholic Bev Excise Tax Beer & Wine	26,787	244,000	111,752	45.80%
Alcoholic Bev Excise Tax Liquor	10,109	85,000	41,193	48.46%
Local Option Mixed Drink Tax	2,203	45,000	14,692	32.65%
Penalties and Interest	-	250	-	0.00%
Bad Check Fees	-	50	-	0.00%
Interest Revenue	6	200	20	9.95%
Rents and Royalties	(419)	15,000	1,851	12.34%
Prior Year Fund Balance	-	500	-	0.00%
TOTAL REVENUES	\$ 38,686	\$ 390,000	\$ 169,508	43.46%
EXPENDITURES:				
Disposal - Garbage Depot	51	1,000	257	25.70%
Pest Control - Depot	-	750	135	18.00%
Repairs & Maintenance - Depot	202	30,000	351	1.17%
Communications	133	1,500	685	45.67%
General Supplies - Depot	-	2,000	-	0.00%
Water/Sewer - Depot	-	750	41	5.49%
Natural Gas - Depot	122	1,500	770	51.36%
Electricity - Depot	142	5,000	563	11.27%
Small Equipment - Depot	-	1,500	170	11.33%
Disposal - Garbage Parks	51	750	257	34.26%
Lawn Care	766	9,000	3,052	33.91%
Pest Control - Parks	-	1,000	135	13.50%
Repairs & Maintenance - Parks	3,841	25,000	7,112	28.45%
Rental - Equipment & Land	-	1,250	-	0.00%
Dues and Fees	-	500	363	72.60%
Contract Labor	4,500	50,000	17,688	35.38%
General Supplies and Materials - Parks	(1,058)	1,500	(821)	-54.76%
Water/Sewer - Parks	243	5,000	2,071	41.42%
Electricity - Parks	50	1,500	375	24.99%
Small Equipment - Parks	-	500	-	0.00%
Capital Outlay - Site Improvements	-	250,000	-	0.00%
TOTAL EXPENDITURES	\$ 9,045	\$ 390,000	\$ 33,203	8.51%



Hotel/Motel Tax Fund
As of May 31, 2020

	May 2020	2020 Annual	YTD	% of Annual
REVENUES:	Transactions	Budget	Transactions	Budget
Hotel/Motel Taxes	49	4,995	1,109	22.20%
Interest Revenue	0	5	1	19.40%
TOTAL REVENUES	\$ 49	\$ 5,000	\$ 1,110	22.20%
EXPENDITURES:				
Advertising/Promotions	-	5,000	540	10.80%
TOTAL EXPENDITURES	\$ -	\$ 5,000	\$ 540	10.80%



**Urban Redevelopment Agency
As of May 31, 2020**

	May 2020	2020 Annual	YTD	% of Annual
REVENUES:	Transactions	Budget	Transactions	Budget
Proceeds from General Long-term E	-	3,000,000	3,506,969	116.90%
TOTAL REVENUES	\$ -	\$ 3,000,000	\$ 3,506,969	116.90%
EXPENDITURES:				
Transfer to Town Center Fund	-	3,000,000	3,506,969	116.90%
TOTAL EXPENDITURES	\$ -	\$ 3,000,000	\$ 3,506,969	116.90%



SPLOST III Fund
As of May 31, 2020

	May 2020	2020 Annual	YTD	% of Annual
REVENUES:	Transactions	Budget	Transactions	Budget
Special Assessments - Crestmont	-	11,928	-	0.00%
Prior Year Fund Balance	-	262,622	-	0.00%
Interest Revenue	8	450	39	8.56%
TOTAL REVENUES	\$ 8	\$ 275,000	\$ 39	0.01%
EXPENDITURES:				
Capital Outlay-Infrastructure	-	275,000	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 275,000	\$ -	0.00%



SPLOST IV Fund
As of May 31, 2020

	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Interest Revenue	2	150	18	12.06%
Prior Year Fund Balance	-	69,850	-	0.00%
TOTAL REVENUES	\$ 2	\$ 70,000	\$ 18	0.03%
EXPENDITURES:				
Capital Outlay-Infrastructure	-	70,000	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 70,000	\$ -	0.00%



SPLOST V Fund
As of May 31, 2020

REVENUES:	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
SPLOST V Revenue	146,483	1,500,000	745,887	49.73%
Grant Revenue-LMIG	-	150,065	150,066	100.00%
Grant Revenue-SRTA	-	1,500,000	-	0.00%
Grant Revenue-TIP	-	1,604,167	-	0.00%
Grant Revenue-LCI Phase II	-	-	116,110	100.00%
Assessments - Roads	1,000	-	20,000	100.00%
Interest Revenue	58	500	127	25.37%
Prior Year Fund Balance	-	211,183	-	0.00%
Proceeds from SRTA Loan	-	3,590,450	-	0.00%
TOTAL REVENUES	\$ 147,541	\$ 8,556,365	\$ 1,032,190	12.06%
EXPENDITURES:				
Capital Outlay-Public Safety Equipment	-	200,000	1,148	0.57%
Capital Outlay-Police Cars	-	205,000	24,960	12.18%
Capital Outlay-Infrastructure	-	626,870	78,133	12.46%
Capital Outlay-HS Pkwy Phase	251,262	-	251,262	100.00%
Capital Outlay-HS Pkwy Phase II	-	5,599,495	3,878	0.07%
Capital Outlay-LCI Phase II	-	-	2,228	100.00%
Capital Outlay - HS Pkwy Sidewalk	662	-	1,359	100.00%
Capital Outlay - Hickory Sidewalk	255	-	425	100.00%
Capital Outlay - Palm Street Sidewalk	17,983	-	18,609	100.00%
TOTAL EXPENDITURES	\$ 270,162	\$ 8,556,365	\$ 382,104	4.47%



Town Center Fund
As of May 31, 2020

Revenues	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Interest Revenue	34	103	139	134.96%
Prior Year Fund Balance	-	351,497	-	0.00%
Transfer from URA	-	3,000,000	3,506,969	116.90%
TOTAL REVENUES	\$ 34	\$ 3,351,600	\$ 3,507,108	104.64%

Expenditures				
Advertising	-	-	62	100.00%
Professional Services	-	350,000	9,870	2.82%
Capital Outlay - Sites	5,237	1,000,000	556,251	55.63%
Capital Outlay - Site Improvements	67,800	325,000	322,529	99.24%
Capital Outlay - Buildings	-	-	2,087,244	100.00%
Capital Outlay - TCP Road Network	324,702	1,676,600	1,445,066	86.19%
TOTAL EXPENDITURES	\$ 397,740	\$ 3,351,600	\$ 4,421,023	131.91%



Debt Service Fund
As of May 31, 2020

Revenues	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Interest	160	-	892	100.00%
Prior Year Fund Balance	-	516,319	-	0.00%
TOTAL REVENUES	\$ 160	\$ 516,319	\$ 892	0.17%
Expenditures				
Debt Service - Bond Principal HSPRA	-	311,206	-	0.00%
Debt Service - Bond Interest HSPRA	-	47,530	-	0.00%
Debt Service - Bond Interest URA	-	157,583	15,382	9.76%
TOTAL EXPENDITURES	\$ -	\$ 516,319	\$ 15,382	2.98%



**Stormwater Utility Fund
As of May 31, 2020**

REVENUES:	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Stormwater Utility Fees	842	349,500	13,406	3.84%
Interest Revenue	75	500	226	45.12%
TOTAL REVENUES	\$ 917	\$ 350,000	\$ 13,632	3.89%
EXPENSES:				
Salaries & Wages	3,950	47,390	19,750	41.68%
Employee Benefits - Medical Insurance	663	7,956	3,315	41.67%
Employee Benefits - Dental Insurance	31	377	155	41.11%
Employee Benefits - Disability	22	261	110	42.15%
Employee Benefits - ADD Life	12	147	60	40.82%
FICA	245	2,938	1,225	41.70%
Medicare	57	687	285	41.48%
Employee Benefits - Retirement	358	4,300	1,790	41.63%
Unemployment	2	27	10	37.04%
Workers Comp Insurance	230	2,756	1,150	41.73%
Professional Services	-	4,487	112	2.50%
Technical Services - Regional SW	-	2,500	-	0.00%
Technical Services - Pollution	-	1,500	-	0.00%
Technical Services - Watershed	-	500	-	0.00%
Professional Services - Engineer	6,633	100,000	32,021	32.02%
Repairs & Maintenance	-	95,000	1,354	1.42%
Rental of Equipment	-	5,000	7,020	140.40%
Communications	73	2,000	333	16.67%
Advertising	-	250	-	0.00%
Dues and Fees	-	6,500	5,234	80.52%
Training	-	2,000	1,194	59.70%
Contract Labor	-	46,500	-	0.00%
General Supplies & Materials	-	1,500	56	3.73%
General Supplies - Postage	-	424	32	7.44%
Water/Sewer	-	5,000	-	0.00%
Gasoline & Diesel	86	4,000	614	15.34%
Small Equipment	-	1,500	410	27.35%
Other Supplies	-	1,000	339	33.93%
Contingency	-	3,500	-	0.00%
TOTAL EXPENSES	\$ 12,363	\$ 350,000	\$ 76,569	21.88%



**Main Street Board
Budget To Actual Comparison Report
As of May 31, 2020**

Revenues	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Business & Occupation Licenses	4,935	50,586	45,954	90.84%
Alcohol Beverage Licenses	-	25,000	7,250	29.00%
Alcohol Pouring Permits	70	5,000	860	17.20%
Donations From Private Sources	-	20,000	-	0.00%
Miscellaneous/Registrations/Booth Fees	-	8,825	1,806	20.46%
Rents and Royalties	-	2,500	2,500	100.00%
Interest Revenue	2	50	7	14.88%
TOTAL REVENUES	\$ 5,007	\$ 111,961	\$ 58,377	52.14%

Expenditures				
Salaries & Wages	5,480	50,163	30,137	60.08%
Overtime	-	1,000	-	0.00%
Employee Benefits - Medical	1,083	17,663	6,408	36.28%
Employee Benefits- Dental	29	377	175	46.50%
Employee Benefits-Add Life	12	147	74	50.00%
Employee Benefits-Disability	50	405	299	73.87%
FICA	329	3,172	1,810	57.05%
Medicare	77	742	423	57.04%
Employee Benefits-Retirement	396	4,694	1,979	42.17%
Unemployment	-	27	35	130.19%
Workers Comp Insurance	-	221	41	18.77%
Communications	43	750	202	26.92%
Advertising	-	500	-	0.00%
Travel	-	1,000	-	0.00%
Dues and Fees	375	1,600	815	50.94%
Education and Training	-	1,000	-	0.00%
Contract Labor	-	7,500	1,685	22.47%
Supplies-Special Events	224	15,000	4,798	31.99%
Software	-	1,000	-	0.00%
Payments to Other Agencies	-	5,000	-	0.00%
TOTAL EXPENDITURES	\$ 8,098	\$ 111,961	\$ 48,882	43.66%



**Holly Springs Tree Commission
Budget to Actual Comparison Report
As of May 31, 2020**

Revenues	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% Variance
Development Fees/Recompense	-	25,450.00	-	0.00%
Interest Revenue	0.03	50.00	0.15	0.30%
TOTAL REVENUES	\$ 0.03	\$ 25,500.00	\$ 0.15	0.00%
Expenditures				
Landscaping/Tree Planting & Care	-	8,000.00	-	0.00%
Tree Maintenance	-	8,000.00	-	0.00%
Tree Removal	-	6,000.00	-	0.00%
Travel	-	750.00	-	0.00%
Dues and Fees	-	500.00	-	0.00%
Education and Training	-	1,000.00	-	0.00%
Tree Seedlings	-	500.00	-	0.00%
Banners & Shirts	-	250.00	-	0.00%
Books and Periodicals	-	500.00	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 25,500.00	\$ -	0.00%

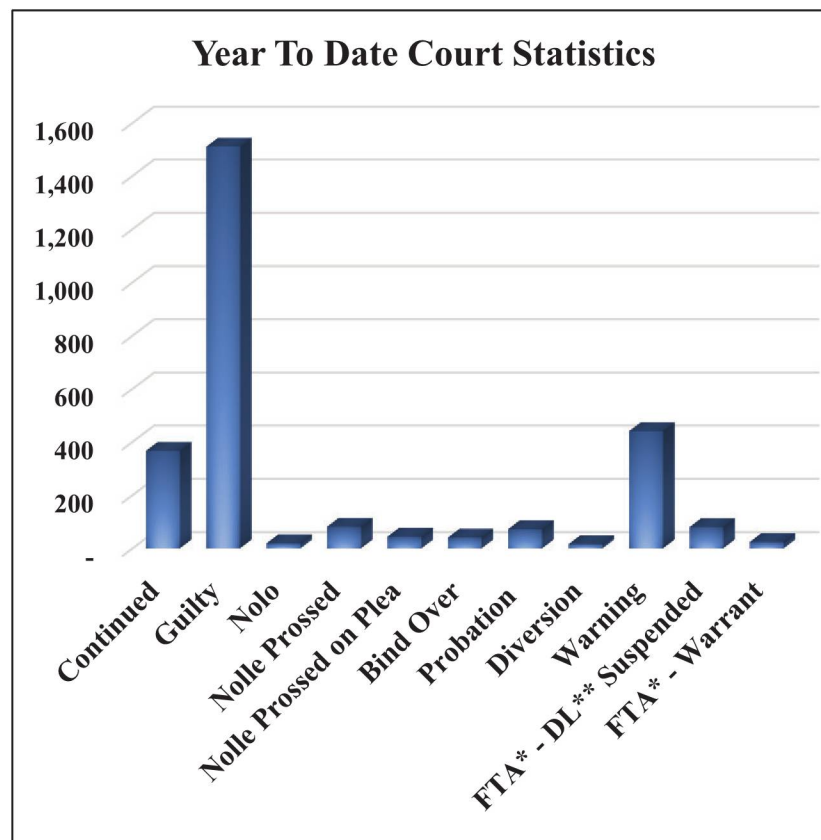


City of Holly Springs Court Statistics 2020 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Continued	130	170	65	-	1	-	-	-	-	-	-	-	366
Guilty	585	685	183	36	22	-	-	-	-	-	-	-	1,511
Nolo	6	12	1	-	-	-	-	-	-	-	-	-	19
Nolle Prossed	37	34	6	-	4	-	-	-	-	-	-	-	81
Nolle Prossed on Plea	13	18	10	-	3	-	-	-	-	-	-	-	44
Bind Over	17	17	2	2	3	-	-	-	-	-	-	-	41
Probation	18	39	14	-	1	-	-	-	-	-	-	-	72
Diversion	5	8	3	-	-	-	-	-	-	-	-	-	16
Warning	82	135	59	12	152	-	-	-	-	-	-	-	440
FTA* - DL** Suspended	5	29	35	5	6	-	-	-	-	-	-	-	80
FTA* - Warrant	6	8	10	-	-	-	-	-	-	-	-	-	24
904	1,155	388	55	192	-	-	-	-	-	-	-	-	2,694

* Failure to Appear

** Driver's License

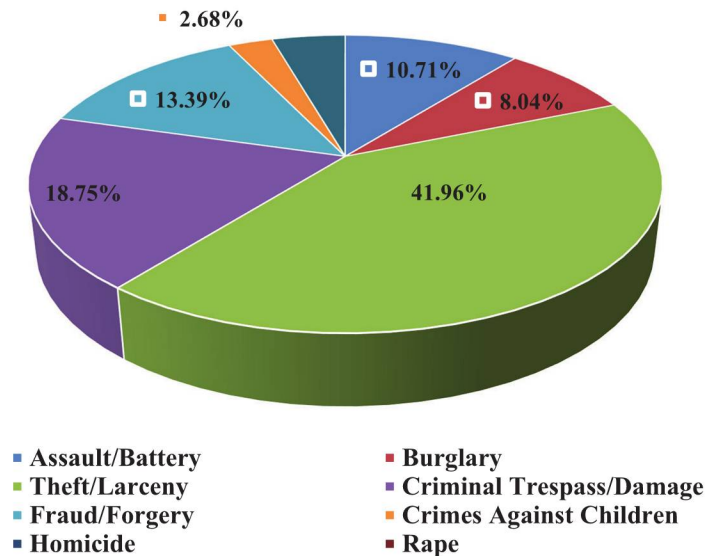




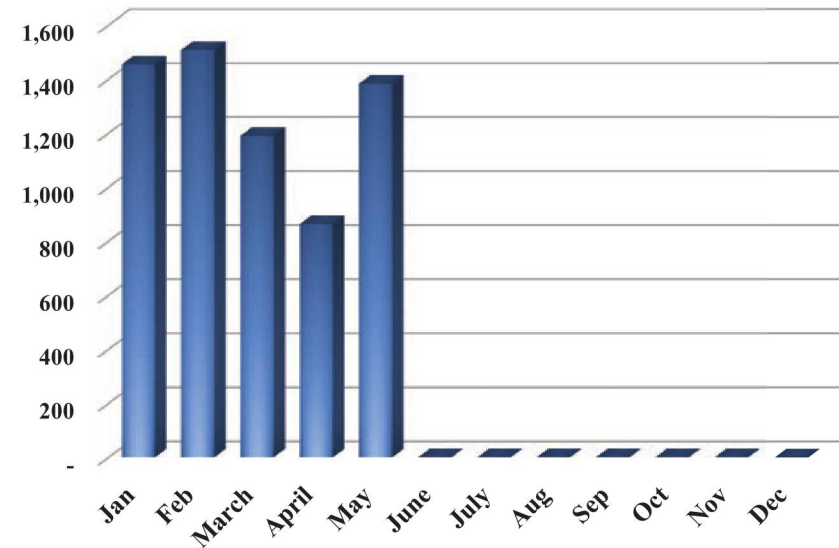
City of Holly Springs Police Statistics 2020 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Assault/Battery	3	2	5	-	2	-	-	-	-	-	-	-	12
Burglary	-	-	2	4	3	-	-	-	-	-	-	-	9
Theft/Larceny	15	6	7	10	9	-	-	-	-	-	-	-	47
Criminal Trespass/Damage	4	10	-	7	-	-	-	-	-	-	-	-	21
Fraud/Forgery	4	4	1	3	3	-	-	-	-	-	-	-	15
Crimes Against Children	-	2	-	-	1	-	-	-	-	-	-	-	3
Homicide	-	-	-	-	-	-	-	-	-	-	-	-	-
Rape	-	-	-	-	-	-	-	-	-	-	-	-	-
Robbery	-	-	-	-	-	-	-	-	-	-	-	-	-
Arson	-	-	-	-	-	-	-	-	-	-	-	-	-
Motor Vehicle Theft	3	1	1	-	-	-	-	-	-	-	-	-	5
Sex Crimes	-	-	-	-	-	-	-	-	-	-	-	-	-
	29	25	16	24	18	-	-	-	-	-	-	-	112
Calls for Service	1,454	1,507	1,189	862	1,382	-	-	-	-	-	-	-	6,394

Year To Date Police Statistics



Year To Date Calls for Service





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

Description	May-20	
Pot Hole Repair	4	roads
Tree Service Work	3	row
ROW Mowing	24	row
Dead Animal Pick Up	5	roads
Street Sweeping	0	street sweeping
Road Salting	0	roads
Sign Maintenance	3	signs
Traffic Signals	3	signs
Equipment Maintenance	4	equipment maintenance
Misc. Work Orders	14	misc
PARKS		
J.B. Owens	17	parks
Barrett Park	13	parks
J.C. Mullins	14	parks
Monthly Totals	104	

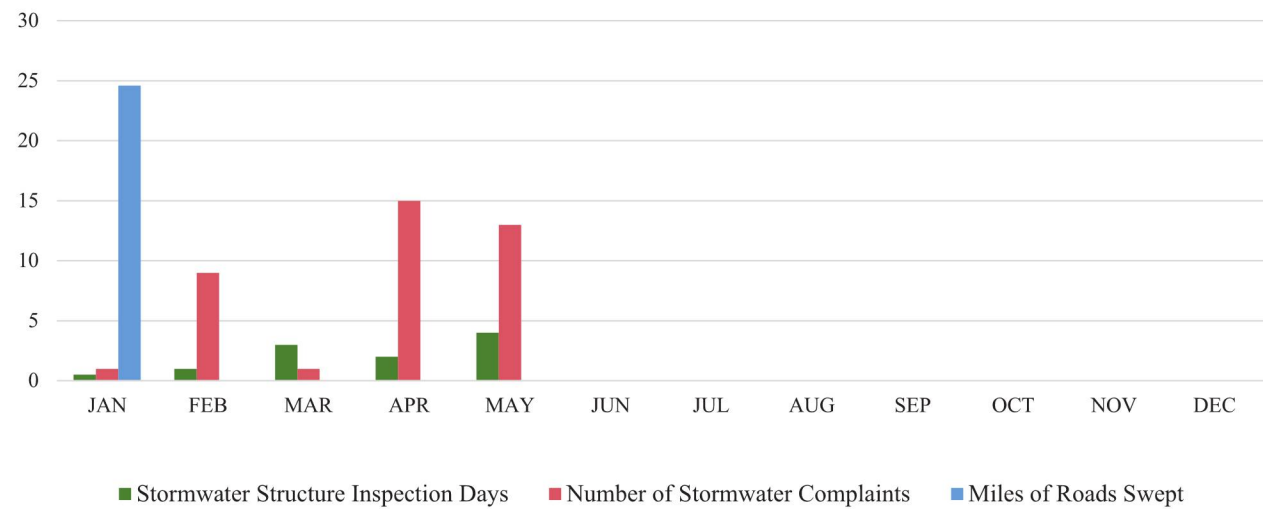


Stormwater Structure Inspection Days
 Number of Stormwater Complaints
 Miles of Roads Swept

**City of Holly Springs
 Stormwater Statistics
 2020 Year to Date**

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
	0.5	1	3	2	4							10.5
	1	9	1	15	13							39
	24.6	0	0	0	0							24.6

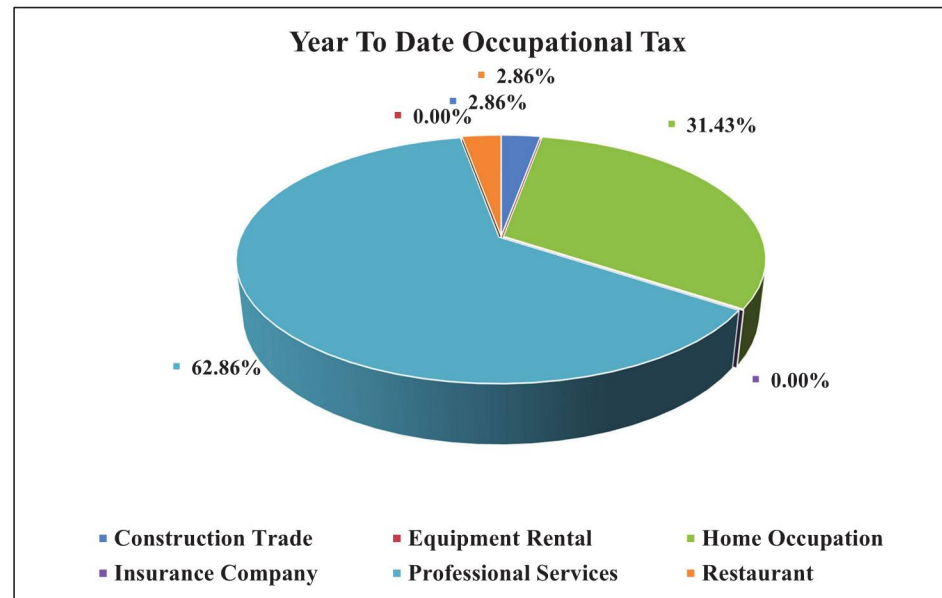
Year to Date Stormwater Statistics





City of Holly Springs Occupational Tax Summary 2020 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	
Construction Trade	-	-	-	-	1	-	-	-	-	-	-	-	1	2.86%
Equipment Rental	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Home Occupation	-	5	1	2	3	-	-	-	-	-	-	-	11	31.43%
Insurance Company	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Professional Services	7	3	5	1	6	-	-	-	-	-	-	-	22	62.86%
Restaurant	1	-	-	-	-	-	-	-	-	-	-	-	1	2.86%
	8	8	6	3	10	-	-	-	-	-	-	-	35	100.00%



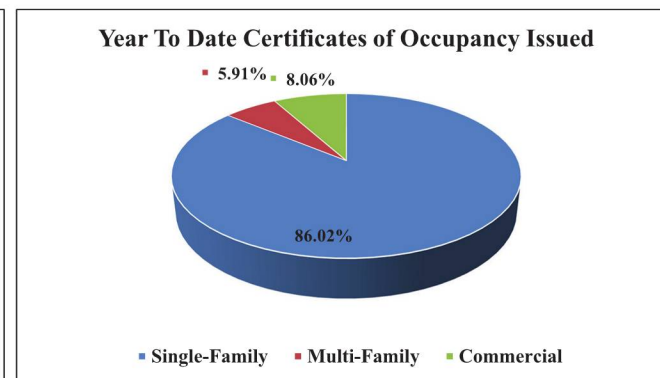
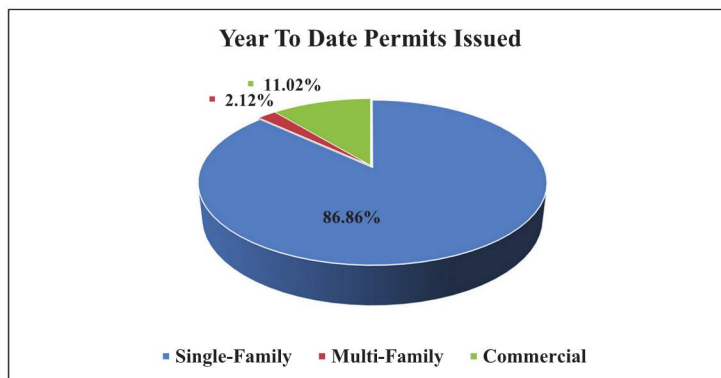


City of Holly Springs
Building Permits and Certificates of Occupancy
2020 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Single-Family													
Houses	18	42	46	26	7								139
Accessory Structures			1	3	6								10
Additions		1		1									2
Basement Buildouts	1	1	1	2	1								6
Mechanical	3	5	3	1	2								14
Plumbing		1	1										2
Electrical	1	1	2	1	2								7
Miscellaneous	4	12		3	6								25
Certificates of Completion	1	1	9		1								12
Certificates of Occupancy	31	28	30	33	26								148
Multi-Family													
Townhomes					5								5
Apartments													0
Misc-Multi Family													0
Certificates of Occupancy	8	3											11
Commercial													
New Structures	1												1
Addition-C				1									1
Tenant Build Outs	1	1	1	2									5
Accessory Structures					1								1
Mechanical	2												2
Plumbing			1										1
Electrical	1	2	2										5
Misc-C		2	1	5	2								10
Certificates of Completion	1	1	2		1								5
Certificates of Occupancy	4	2	1	2	1								10

Permits		
Single-Family	205	86.86%
Multi-Family	5	2.12%
Commercial	26	11.02%
	236	100.00%

CO's		
Single-Family	160	86.02%
Multi-Family	11	5.91%
Commercial	15	8.06%
	186	100.00%



City of Holly Springs Work Session Meeting Speaker Sign In Sheet

June 15, 2020

Meeting Date: _____

Name	Address	City Resident Y/N	Topic of Comment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Note: City Council meetings are public meetings but are not public hearings. It is at the Chief Elected Official's discretion if public comment is taken.

