



City of Holly Springs

Date: Monday, February 25, 2019

Location: 3235 Holly Springs Pkwy

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

- I. CALL TO ORDER
- II. PUBLIC COMMENTS
- III. NEW BUSINESS
 - A. Discuss proposals for the external Financial Audit Services
Presented By: Robert H. Logan, City Manager
 - B. Discuss an amendment to the City of Holly Springs City Code, Article IV. – Departmental Organization, Sec.2-141. – Administrative Service
Presented By: Robert H. Logan, City Manager
 - C. Discuss amendments to job descriptions
Presented By: Robert H. Logan, City Manager
 - D. Discuss a proposal from Hutcheson Horticultural Company for the installation of pine straw in the median on Sixes Road
Presented By: Robert H. Logan, City Manager
 - E. Discuss a resolution opposing House Bill 302
Presented By: Robert H. Logan, City Manager
- IV. EXECUTIVE SESSION
 - Litigation
 - Personnel
- V. ADJOURNMENT

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

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

III. INVOCATION

IV. SPECIAL PRESENTATION

- Tree City USA Recognition, by Marc Teffeau, Chairman, Tree Commission Board of Directors

V. CONSENT AGENDA

1. January 7, 2019 Council Meeting Minutes
2. January 24, 2019 Council Meeting Minutes
3. Landscape Architecture Design Proposal from Tunnell-Spangler & Associates, Inc., d/b/a TSW for the Holly Springs Intersection Improvement Project, in an amount not to exceed \$27,400
4. HCM File Client Agreement between MSI Benefits Group, Inc. and the City of Holly Springs, Option 1, Planning, HCM File Platform set-up, eligibility data formatting, HCM File delivery to client an IRS e-File, in an amount not to exceed \$4.00 per 1095-C Form
5. Lease Agreement No.: 1430429 between Great American Financial Services Corporation, the City of Holly Springs, for term of 36 months, in an amount not to exceed \$176.15 monthly payment amount
6. Maintenance Plan Sales Order dated January 24, 2019 from Duplicating Products, Inc. for multifunction copier/printer/scanner equipment and accessories
7. Fax Online Service Agreement between Concord III, LLC (dba Concord Technologies) and the City of Holly Springs
8. Business Associate Agreement between Concord III, LLC and the City of Holly Springs

VI. NEW BUSINESS

9. Approve/deny awarding the external audit services RFP No. 2018-02 to Mauldin and Jenkins, LLC, for Fiscal Years December 31, 2018 through 2023
10. Approve/deny the amendment to the Official Code of the City of Holly Springs, Article IV. – Departmental Organization, Sec. 2-141. – Administration Service, to create a Court department
11. Approve/deny the Court Administrator job description
12. Approve/deny the Senior Court Clerk job description
13. Approve/deny the Court Clerk job description
14. Approve/deny the proposal from Hutcheson Horticultural Company for the installation of pine straw in the median on Sixes Road, in an amount not to exceed \$231
15. Approve/deny a resolution opposing House Bill 302, Preemption of Local Building Design Standards

VII. REPORTS

VIII. ADJOURNMENT

City of Holly Springs, Georgia



Proposal to Provide Audit Services RFP No. 2018-02

Years December 31, 2018 through 2021

Mauldin & Jenkins Certified Public Accountants

Contact Person: James Bence, CPA, Partner

Phone: (770) 955-8600

Email: jbence@mjcpa.com

200 Galleria Parkway
Suite 1700
Atlanta, Georgia 30339
Web: www.mjcpa.com

**MAULDIN
& JENKINS**



Over 450 Governmental Units Served



*We Do Things Right &
We Do the Right Things*

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Appendices:

A – Copy of Liability Insurance

B – SAVE Affidavit

C – GSIC Act Contractor Affidavit and Agreement



Transmittal Letter

January 4, 2019

City of Holly Springs
Attn: Mr. Rob Logan
3237 Holly Springs Parkway
Holly Springs, Georgia 30142

Ladies and Gentlemen:

We appreciate the opportunity to propose on providing audit services to Holly Springs, Georgia (the "City"), and we are pleased to submit a proposal package including cost estimates to provide annual financial and compliance auditing services for the City. It is our understanding that the City is requesting proposals from qualified firms of certified public accountants to establish a contract for the professional services of a Certified Public Accountant (the "auditor") for financial and compliance audits. The contract for such audit services will be for four (4) consecutive fiscal years beginning with the fiscal year ended December 31, 2018 and ending with the fiscal year ended December 31, 2021, with an option for two (2) additional years.

We have read the Request for Proposal (RFP) and fully understand its intent and contents. We understand the time frame for performance of the annual financial audits as stipulated by the City, and agree to provide the services described in the proposal. We will conduct preliminary and final fieldwork and will issue all of the deliverables and reports substantially prior to the required due dates.

As professionals serving the public sector, Mauldin & Jenkins is qualified to serve the City. We believe that **Mauldin & Jenkins is the leader in auditing state and local governments in the Southeast**. This leadership was achieved by recognizing that we are an important part of our client's success, with our objective being to ensure that accurate information is reported to the Council, management, and its citizens. Given the complexities of the City's financial operations and the ongoing significant changes in accounting standards, we feel that it is very important that you select an auditing firm that is **focused and experienced** in the governmental industry. We differentiate ourselves from our peers via:

- ❖ **Experience with Governments.** As auditors for more governments in Georgia than any other firm, our professionals are thoroughly versed in the complex governmental arena, and have consistently provided the highest quality of service to our government clients. We serve approximately:
 - 450 state and local governments across the Southeastern U.S.A.
 - 110 cities (78 in Georgia);
 - 50 counties (40 in Georgia);
 - 55 school districts (47 in Georgia) and 35 charter schools;
 - 40 state agencies, authorities, commissions and departments;
 - 45 stand-alone business-type utility authorities (water/sewer, gas, electric, airports & transit)
 - 105 stand-alone governmental special purpose entities (housing, industrial development, health & welfare, other educational, retirement, libraries, etc.);
 - 115 governments awarded the GFOA's and, or ASBO's Financial Reporting Certificates.

Mauldin & Jenkins provides over 100,000 hours of service to approximately 450 governmental units in the Southeast on an annual basis utilizing over 100 professionals.

- ❖ **Experience with Client Transitions.** Over the past 17 years, we have experienced approximately 450 transitions as the new auditors of governmental entities. Our team offers a great deal of experience with serving new clients, and providing a smooth transition during the change in auditors.
- ❖ **Staff Continuity.** Our staff retention rates are considered to be among the best in the profession (and much better than national and other regional firms). This fact, coupled with our vast array of government clients, results in a staff pool highly experienced with governmental entities with the definite capacity to serve the City. We are able to not only provide consistency with the partner and manager on our engagement teams, but seniors as well. We also have enough resources at the partner, manager, and senior levels to provide for periodic rotations as requested by our clients.
- ❖ **Education.** Mauldin & Jenkins' clients have the opportunity to register and receive approximately thirty (30) hours of continuing education on an annual basis, free of charge. We take our experience in serving governments, and choose timely and relevant topics to provide ongoing education to our clients. Sessions are limited to clients only.
- ❖ **Responsiveness.** We pride ourselves in responding to the needs of our clients and meeting their deadlines. This responsiveness is not only the ability to meet specified audit deadlines, but also the ability to respond to other requests. Our ability to be responsive is enhanced by the open communications and good working relationship we have with our clients. Our resources provide for the flexibility to meet your needs and to perform our services in an efficient and effective manner.
- ❖ **Organized to Specifically Meet Your Needs.** Our partners, managers, and seniors in the Firm's Governmental Practice Division spend 100% of their time serving governments. By structuring the Firm's Governmental Practice Division in such a manner, we are able to create efficiencies in the audit process which typically result in our total hours being significantly less than most other firms.
- ❖ **Nationally Recognized.** For the past 40 years, Mauldin & Jenkins has been consistently ranked in the Top 100 by *Accounting Today* as well as *Inside Public Accounting* trade associations and magazines as one (1) of the largest certified public accounting firms in the country. Tommye Barie (a 2018 retired partner with Mauldin & Jenkins) served as the 2015 Chair of the Board of Directors of the AICPA. Joel Black participates on several AICPA governmental committees and is a nationally known presenter in the governmental sector. Miller Edwards is also a well know speaker across the Southeast, and has taught for the University of Georgia's Carl Vinson Institute of Government over a 20 year period.

This proposal represents a firm offer for 120 days from the date of the proposal. As a member of Mauldin & Jenkins, James Bence is authorized to bind, and make representations for the Firm, and he will be the ultimate party responsible for the quality of the report and working papers. We welcome the opportunity to meet with management and city council officials to present our proposal and our qualifications. Please contact us at (770) 955-8600, 200 Galleria Parkway, Suite 1700, Atlanta, GA 30339. Again, on behalf of Mauldin & Jenkins, thank you for the opportunity to serve.

Sincerely,
MAULDIN & JENKINS, LLC



James Bence, Partner

Firm Qualifications and Experience

Primary Contact Information

Firm name:	Mauldin & Jenkins, LLC
Address of firm:	200 Galleria Parkway, Suite 1700 Atlanta, Georgia 30339
Telephone:	(770) 955-8600 (office) (770) 980-7732 (direct – James Bence)
Email:	jbence@micpa.com
Location of Services:	Atlanta Office will be the office serving the City

Organization and Size - Regional Firm

Mauldin & Jenkins was formed in approximately 1918 and has been actively engaged in governmental auditing since its inception. Mauldin & Jenkins is one (1) of Georgia's largest locally owned provider of audit and accounting services, and one (1) of the largest certified public accounting firms in the country. Mauldin & Jenkins serves clients throughout the Southeastern United States. Mauldin & Jenkins is a large regional firm. We have offices in the following eight (8) communities:

*Atlanta -- Savannah -- Macon -- Albany
Columbia, SC -- Birmingham, AL -- Bradenton, FL -- Chattanooga, TN*



- Atlanta
- Macon
- Albany
- Savannah
- Chattanooga
- Columbia
- Bradenton
- Birmingham

As noted in our transmittal letter, Mauldin & Jenkins provides over 100,000 hours of service to governmental entities on an annual basis. The Firm's governmental practice is the largest niche in the Firm representing approximately 25% of the Firm's total practice. However, size and resources alone are not the most meaningful measure of success; in the end, our clients remain the best judges of Mauldin & Jenkins' value.

Other key information relative to the size and experience of Mauldin & Jenkins is as follows:

- 350,000 - approx. total hours of service provided annually to clients of the Firm
- 100,000 - approx. total hours of service provided annually to governmental clients
- 50% - percentage of governmental practice as compared to Firm's attestation practice
- 28% - percentage of governmental practice as compared to Firm's overall practice
- 450 - approx. total governmental entities served in past three (3) years
- 300 - total number of Firm personnel
- 115 - total clients served who obtain the GFOA / ASBO Certificates
- 44 - total clients with publicly issued debts in excess of \$50 million
- 53 - total number of Firm partners
- 11 - total number of full-time governmental partners & directors
- 11 - total number of full-time governmental managers
- 100 - total number of professionals with current governmental experience

Serving Governments For Over 100 Years



Mauldin & Jenkins' commitment to government began when our Firm was established in 1918. Since then, we have viewed service to governments as significant to the overall success of the Firm. Today, the governmental sector is an industry that has been specifically identified for our continued growth in professional services. Accordingly, all professionals, from entry-level accountants to partners (who select the governmental sector as their focus) are trained to understand the issues and meet the needs of state and local governmental entities.

As noted previously, **Mauldin & Jenkins employs 22 partners, directors and managers who dedicate 100% of their time serving government clients.** We also have numerous additional professionals with current experience in providing services to governmental entities – many of whom spend their time exclusively on government clients. Mauldin & Jenkins' dedicated professionals can bring a comprehensive understanding of the issues that face government entities as well as "bench strength" at all levels, allowing us to respond swiftly and effectively to your evolving needs.

The goal of our government practice is to help governments improve their financial processes and strategies so that they can in turn achieve their goal of improving the lives of their citizens. This shared commitment to the goals of our clients has resulted in a significant government clientele. As noted in our transmittal letter, we currently **serve approximately 450 governments in the Southeast. We know of no other firm that can match our experience.**

Location of the Office from which the Work is to be Performed

The Atlanta office will act as the lead in providing services to the City, with additional staff roles coming from our other offices as needed. The Atlanta office acts as the Firm's lead office on all governmental engagements across the Southeast. We have a working relationship between offices that we utilize quite often in serving the governmental sector, and it works quite well for all of our clients.

The individuals mentioned in this proposal, Mr. James Bence and Mr. Adam Fraley, are known across the Southeast for their involvement with governmental entities. They have significant experience in governmental audit and accounting, and will play significant roles in providing ongoing services to the City.

Scope of Work to be Performed

The following pages attempt to demonstrate to you our understanding of the nature of the audit services and our general plan for meeting your needs.

Scope of Our Work and Required Audit Reports

The overall objective in serving the City is to determine whether the financial statements present fairly the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information and the respective changes in financial position and cash flows, where applicable, thereof and the respective budgetary comparison for the major governmental funds in conformity with accounting principles generally accepted in the United States of America. In addition, to determine whether the combining and individual non-major fund financial statements are fairly stated in all material respects in relation to the basic financial statements taken as a whole.



The audit will be conducted in accordance with auditing standards generally accepted in the United States of America, promulgated by the American Institute of Certified Public Accountants (AICPA) and in accordance with: *Government Auditing Standards* issued by the Comptroller General of the United States; the provisions of the Federal Single Audit Act, the audit requirements of Title 2 U. S. *Code of Federal Regulations* Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) standards; and, the Official Code of Georgia Annotated.

Our audit will consider the City's internal controls over financial reporting in order to determine the auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide an opinion on the internal control over financial reporting.

We will perform tests of compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. Providing an opinion on compliance with these provisions is not an objective of the

audits. However, the results of the tests disclosing instances of noncompliance and other matters will be reported as required under *Government Auditing Standards*.

During our audit, we will verify and test expenditures of the City of Holly Springs' Special Purpose Local Option Sales Tax proceeds. In accordance with the Official Code of Georgia Annotated, Section 48-8-121, a schedule will be included in each annual audit which shows for each project in the resolution or ordinance calling for imposition of the Special Purpose Local Option Sales Tax the original estimated cost, the current estimated cost if it is not the original estimated cost, amounts expended in prior years, and amounts expended in the current year. We will verify and test expenditures sufficient to provide assurance that the schedule is fairly presented in relation to the financial statements. Our report on the financial statements will include an opinion, or disclaimer of opinion, as to whether the schedule is presented fairly in all material respects in relation to the financial statements taken as a whole.

Following the completion of the audit of the fiscal year's financial statements, we shall prepare the required audit reports (if applicable) including those required by *Government Auditing Standards* and the Single Audit and the Official Code of Georgia Annotated:

- 1) A report on the fair presentation of the financial statements in conformity with Generally Accepted Accounting Principles. This report shall include Required Supplemental Schedules (RSI) as required by GASB 34.
- 2) A report on Internal Control over Financial Reporting and on Compliance and on Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
- 3) A Schedule of Findings and Responses.
- 4) A report on the fair presentation of the Schedule of Special Purpose Local Option Sales Tax in accordance with Generally Accepted Auditing Principles and in compliance with the O.C.G.A., 48-8-121.
- 5) A report of any management recommendations for improving the City's accounting procedures, internal controls, and related areas.

Irregularities and Illegal Acts

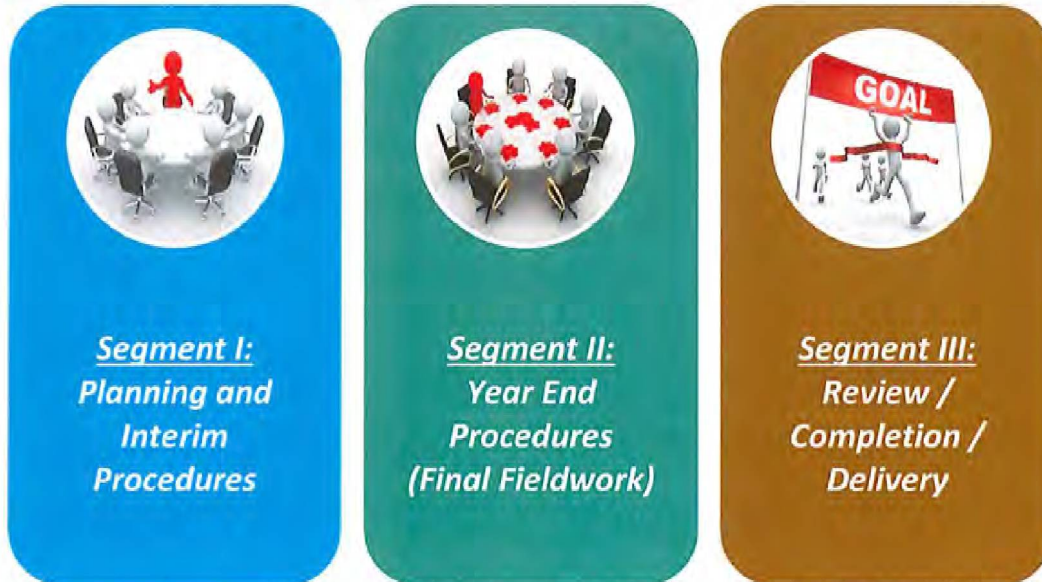
We will make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which we become aware, to the following parties:

- The City Council;
- The City Attorney; and
- The City Manager.

Additionally, it is our understanding that the Downtown Development Authority is presented as a discretely presented component unit of the City and is included in the request for proposal prepared by the City.

Proposed Segmentation of Audit Engagement and Level of Staff Assigned

Our professionals, who are knowledgeable with respect to audit requirements for governmental entities, will be assigned based on their expertise with respect to each segment. Our audit procedures, related documentation and quality review will be segregated by each segment as follows based on our review of the City's prior financial statements, budgets, request for proposal, and other information available:



<<< Continuous Discussions with Client Management >>>

The below timeframes are estimates based on our understandings with the City as to its desires. We at Mauldin & Jenkins would be flexible in the timing of certain events as requested by the City. As noted in the table below, we want to work with City personnel in an effective manner. We intend to do a great deal of planning and tailoring of our approach from our initial visits. We do not want our clients to feel that they have to reinvent the wheel every time we ask for something. However, to make this process cost the City as little as possible (both in dollars and their individual time), it is important to start only when ready and avoid auditing a moving target.

The following table attempts to depict the timing and key elements of the planned audit process:

Timing of Audit Process & Procedures						
Segments	Fiscal Year 2018 Audit Calendar					
	Jan	Feb	March	Apr	May	June
Segment I - Planning and Interim Procedures						
Ongoing consultation on major issues & developments throughout the year, and greater discussions as year end approaches (such as new GASB standards).						
Meet management to discuss audit risks and scopes.						
Engagement team planning meetings and performance of interim audit procedures.						
Gain understanding of significant processes & key controls.						
Perform testing of key controls with goal of reducing substantive audit testing.						
Determine nature, timing and extent of substantive tests to be performed.						
Finalize audit plan based on results to-date.						
Segment II - Final Audit Fieldwork Procedures						
Perform substantive tests (detail testing of respective general ledger / trial balance accounts, and final analytical procedures & key ratios & relationship of financial data).						
Conduct a final evaluation of risk assessments.						
Conduct of progress meetings with management as needed and as often as desired.						
Preparation and delivery of draft comprehensive annual financial report (CAFR), reports, findings, management letter comments, and any other deliverables.						
Meeting with management to discuss draft deliverables and final completion and presentation time-frames.						
Segment III - Review, Completion & Delivery Procedures						
Upon management's review, delivery of CAFR, internal control reports, and management letter to management.						
Presentation of audit deliverables to the governing board.						

**Segment I - Planning and Interim Procedures:**

- Meet with the prior auditor to review prior year workpapers and obtain appropriate prior year information;
- Obtain a signed engagement letter for the financial and compliance audit;
- Meet with City management to discuss the scope of the audit, timing of our work, and preparation of client schedules, and to address any concerns;
- Review previously issued and interim financial reports, comment letters, monitoring reports, and other supporting workpapers;
- Familiarize ourselves with the organizational structure of the City;
- Read minutes of City meetings;
- Review the City's current year budget, as adopted and revised;
- Review debt agreements, and other various documentation;
- Gain an understanding of the City's accounting policies and procedures, including the financial and other management information systems utilized by the City;
- Obtain an in-depth knowledge of the EDP equipment, software and systems in use;
- Perform analytical reviews to determine critical areas and assess risks;
- Perform a preliminary evaluation of the internal control structure at the account and assertion level;
- Design and perform applicable tests of controls related to the financial statements and internal accounts;
- Make fraud inquiries and assessing the risks of material misstatement;
- Obtain a list of cash, investment, receivables, debt, and selected revenue accounts for confirmation purposes, as applicable;
- Determine audit strategies for balance sheet and operating statement accounts based on audit risk;
- Obtain a preliminary schedule of expenditures of Federal awards to initiate planning and internal control testing for the Single Audit;
- Prepare year-end audit programs;
- Meet with appropriate City personnel to discuss the results of our preliminary audit work.

Segment II - Final Audit Fieldwork Procedures:

- Conduct an analytical review of account balances based on closing balances for which we will utilize analytical procedures (such as reasonableness tests, trend analysis, and predictive tests) to reduce substantive testing;
- Test the valuation, restrictions and cut-offs of cash and investment balances, as applicable;
- Test receivable cut-offs and balances, including an analysis of subsequent receipts;
- Test cut-off and valuation of inventory;
- Review and testing supporting documentation for the allowance for doubtful accounts, prepaid items and other assets;
- Vouch capital asset additions and deletions, analyzing charges for appropriate accounting and testing depreciation;
- Test accounts payable cut-offs and balances, including an analysis of subsequent disbursements;



- Test accrued payroll, compensated absences, claims payable, OPEB payable, and other accrued liability cut-offs and balances;
- Test debt balances and debt covenant compliance;
- Test compliance with applicable laws and regulations;
- Test the classification of net assets (unrestricted, restricted and net investment in capital assets);
- Perform analytical procedures and substantive testing of revenues and expenditures/expenses;
- Obtain and auditing the final schedule of expenditures of Federal awards;
- Complete compliance tests for the major programs selected for testing as required by the Federal Single Audit Act, as applicable;
- End of fieldwork exit conference.



Segment III - Review, Completion & Delivery Procedures:

- Review workpapers to ensure quality and thoroughness of audit procedures;
- Summarize the results of audit procedures;
- Obtain attorney letters;
- Evaluate commitments, contingencies and subsequent events;
- Propose audit adjustments;
- Summarize and evaluating passed audit adjustments;
- Evaluate compliance exceptions;
- Review draft financial statements and related note disclosures;
- Perform financial condition assessment procedures;
- Prepare drafts of audit reports and management letter;
- Deliver drafts of audit reports and letters to appropriate client officials;
- Finalize all reports and management letter;
- Obtain signed representation letter and the City's approval of the final financial statements;
- Draft the Data Collection Form and obtaining the City's approval, if applicable;
- Prepare and provide the City a PDF document of the audited financial statements;
- Hold final exit conferences and presentations with appropriate City officials.

Mauldin & Jenkins believes that we are uniquely qualified to perform the audit of the City. In a time in which very significant changes continue to be implemented in the City's financial reporting model, it is imperative for the City's auditors to understand the City's financial reporting environment and processes. The team proposed to serve you is made up of individuals who have significant experience in auditing local governments of various sizes in the Southeast.

Our audit of the financial statements will be conducted in accordance with auditing standards generally accepted in the United States of America and will conform to the standards as set forth in the following:

- "Generally Accepted Auditing Standards" developed by the American Institute of Certified Public Accountants (AICPA)
- "Government Auditing Standards" issued by the Comptroller General of the United States
- "Audits of State and Local Government Units" prepared by the State and Local Government Committee and published by the AICPA

Our audit will include such tests of the accounting records and such other auditing procedures as we consider necessary in the circumstances, which include, but are not limited to, those procedures necessary to test compliance and to disclose non-compliance with specified laws, regulations, and contracts.

We will use Firm manuals specifically designed for governments to develop audit programs tailored to the City which incorporate the requirements set forth above. We anticipate that these procedures will enable us to express our professional opinion that the financial statements of the City present fairly, in all material respects, the financial position and results of operations of the various opinion units in conformity with accounting principles generally accepted in the United States of America. If conditions are discovered which lead to the belief that material errors, defalcations, or other irregularities exist which might prohibit us from expressing an unqualified opinion or if any other circumstances are encountered that require extended services, we will promptly advise the City. No extended services will be performed unless they are authorized in contractual agreement or in an amendment to the agreement.

Upon notification of obtaining the audit contract with the City, we would determine with City management a more detailed timetable for the audit process, and a detailed audit plan leading up to a list of all schedules to be prepared by the City. Adequate supervision and lead time will be provided by the auditor with respect to assistance needed by the City staff.

High Percentage of Partner & Manager Involvement

Partner and manager involvement varies with different firms. At Mauldin & Jenkins, we believe it is important for our partners and managers to be highly involved in the audit process, including fieldwork. We bring our experience to the field. This is a value-added concept most firms do not employ. That being said, we believe it is important to note that our proposal includes the following:

- Substantial Partner Hours as Compared to Total Hours.
- Substantial Manager Hours as Compared to Total Hours.
- Approximately 65% of all anticipated hours of service are partner and manager hours which means we bring our experience to the field and not just the front end and back end of the audits.

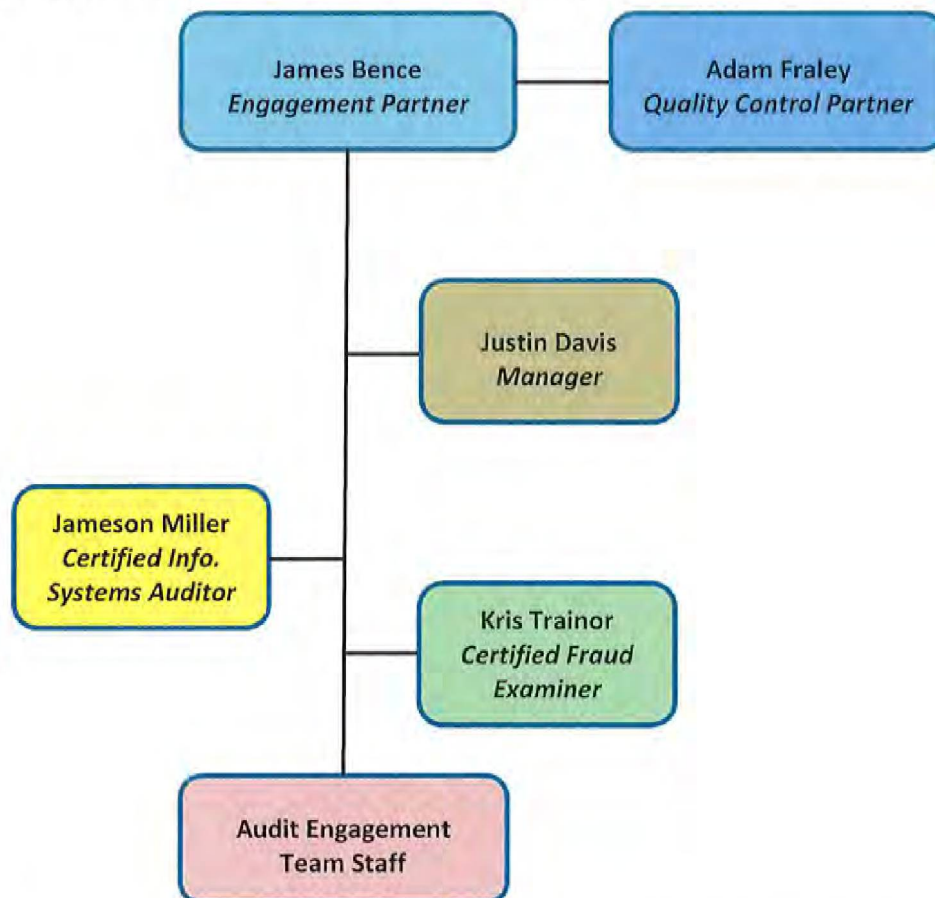
Sub-contractors and Consultants

We do not anticipate the need to outsource or subcontract any portion of the City's audit. As mentioned previously we bring the bench-strength of large regional firms and yet the service and attention of a local firm.

Partner, Supervisory and Staff Qualifications and Experience

Proposed Staffing and Qualifications

In order to provide the highest quality service in the most cost efficient manner, Mauldin & Jenkins has formed a client service team which will function as a cohesive unit, and would represent a superb assortment of talent and experience for the audit of the City. The unit would be assembled as:



The above team dedicated to audit the City will include (at a minimum): two (2) partners, one (1) full-time senior, and at least one (1) staff professional. The senior and the staff professional will be substantially on-site full time throughout the conduct of their role in the audit. Other governmental audit professionals will be available to assist throughout the fieldwork and the preparation of the financial reports. The audit partner in-charge of fieldwork will correspond with City management on financial reporting, audit, and related issues on an ongoing basis, and this individual will also be dedicated to serve the City throughout fieldwork, reporting and conclusion in all respective fiscal years. Mauldin & Jenkins has the depth of resources which allows us to provide you with significant resources of knowledgeable professionals to meet your deadlines.

We realize that, regardless of our Firm's qualifications, the quality of service the City receives will correlate directly to the skill level, dedication, and resourcefulness of your audit engagement team. The individuals listed below have been selected to serve the City based on their years of hands-on experience working with government entities, and for their commitment to exceeding client expectations. Your team members are dedicated and resourceful, and among the most talented in their field. We encourage you to contact us whenever you have questions and to view us not just as auditors, but as true advisors. Please see the following pages for information on several key individuals who are available to serve the City during the audit process.



James Bence, CPA
Lead Partner and Ultimate Partner Responsible

James is a partner with Mauldin & Jenkins. His experience with the firm covers a variety of state and local governmental organizations. He spends 100% of his time serving state and local governments. James has served the City for the past three years and has first-hand knowledge of the City's processes.

As the Lead Partner for the City's engagement, James would be on-site and available to City personnel for 100% of the time that fieldwork is occurring. As the audit progresses, James would be responsible for the review of the audit file and work completed and as this would be conducted on-site, any issues would be resolved with the City prior to our conclusion of fieldwork. We find that this process eliminates many of the inefficiencies that cause delays between the conclusion of fieldwork and final issuance of our audit reports and a government's financial statements.

Years of Professional Experience and Years with Firm: A has fifteen (15) years of experience in public accounting, all with Mauldin & Jenkins, serving a wide range of clients in the public services industry.

List of Audits Performed for Governments in the Last Three Years

Cities:

- City of Alpharetta
- City of Baldwin
- City of Ball Ground
- City of Brookhaven
- City of Decatur
- City of Douglasville
- City of Doraville
- City of Johns Creek
- City of Kennesaw
- City of Lawrenceville
- City of Lilburn

Counties:

- Cherokee County
- Douglas County
- Gates County, NC
- Floyd County
- Forsyth County
- Gates County, NC
- Halifax County, NC
- Jackson County
- Lumpkin County
- Madison County, NC
- Orange County, NC

- City of Milton
- City of Monroe
- City of New Bern, NC
- City of Peachtree Corners
- City of Powder Springs
- City of Roswell
- City of Sandy Springs
- City of Social Circle
- City of South Fulton
- City of Stonecrest
- City of Villa Rica
- Town of Garner, NC
- Town of Selma, NC

School Systems:

- Atlanta Heights Charter Academy
- Cartersville Board of Education
- Cherokee County Charter Academy
- City of Buford Board of Education
- City of Marietta Board of Education
- Cobb County Board of Education
- Coweta Charter Academy
- Forsyth County Board of Education
- Gordon County School District
- Pataula Charter Academy
- Troup County Board of Education
- Walton County Board of Education

- Paulding County
- Walton County
- Washington County, NC

Other Governmental Entities:

- Chatsworth Water Works Commission
- Chattahoochee River 911 Authority
- Cherokee County Airport Authority
- Cherokee County Water & Sewerage Authority
- Cobb County-Marietta Water Authority
- Development Authority of Walton County
- Evermore Community Impr. District
- Forsyth County Public Library
- Halifax Tourism Development Authority
- Halifax-Northampton Regional Airport Auth
- Historic Roswell Convention & Visitors Bureau
- Lawrenceville Tourism & Trade Association
- Town Center Community Improvement District
- Walton County Water & Sewer Authority

Degree/Certifications and Audit Training: James graduated from Mercer University with a double B.B.A. in Accounting and Finance and he is a Certified Public Accountant. In addition, James has obtained a significant amount of continuing professional education over the last three years, serving as both an instructor and participant in several seminars and courses including:

- 2018 CAFR Preparation, Macon, Georgia – Instructor
- 2018 Grant Reporting and Financial Close-Out, Tuscaloosa, Alabama – Instructor
- 2018 Carl Vinson Institute – Internal Controls, Webcast
- 2018 Georgia Government Finance Officers Association Annual Conference, Augusta, Georgia

- 2018 Common Financial Statement Errors, North Carolina Association of CPAs, New Bern, North Carolina - Instructor
- 2017 Tennessee Government Finance Officers Association (GFOA) Fall Conference – Murfreesboro, Tennessee
- 2017 North Carolina GFOA Summer Conference – Wrightsville Beach, North Carolina
- 2017 Georgia Government Finance Officers Association Conference – Savannah, Georgia
- 2017 CAFR Preparation, Atlanta, Georgia – Instructor
- 2017 Mauldin & Jenkins Annual Conference, Athens, Georgia - Instructor and Participant
- 2017 North Carolina GFOA Spring Conference - Raleigh, North Carolina
- 2016 CAFR Preparation, Covington, Georgia - Instructor
- 2016 North Carolina Government Finance Officers Association Fall Conference – Winston-Salem, North Carolina
- 2016 CAFR Preparation Class, Atlanta, Georgia – Instructor
- 2016 Mauldin & Jenkins Annual Conference - Instructor and Participant

Professional and Civic Activities: James is a Certified Public Accountant and a member of the American Institute of Certified Public Accountants, Georgia Society of Certified Public Accountants, the Government Finance Officers Association, the Georgia Government Finance Officers Association, and the North Carolina Government Finance Officers Association.



Adam Fraley, CPA
Quality Control Partner

Adam Fraley is a member (i.e., partner) and a certified public accountant with Mauldin & Jenkins, LLC specializing in serving local and state governmental entities. He is registered and licensed to practice in the State of Georgia. Adam is a partner who works exclusively in the governmental sector of the Firm's audit practice.

As the Quality Control Partner / Partner for Special Matters, it is not expected that Adam would be on-site during the conduct of fieldwork for the City's audit. However, when circumstances arise that require the consultation or input from a Quality Control Reviewer, we make a priority for that partner to meet with members of both the engagement team and client personnel at the client's offices. Therefore, we have strategically selected Adam to fill this role for the City's audit as he would have availability during the timing of the City's audit to be on-site if needed.

Years of Professional Experience and Years with Firm: Adam has eighteen years of experience with the Firm. He has served as Chairman on the Firm's Partner Advisory Board and currently serves as Chairman on the Firm's Leadership and Career Development Committee.

Adam serves both large and small governmental units, and is involved in serving over fifty (50) such governmental entities. Adam obtained his CPA certificate in 1999.

Below is a list of the engagements for which Adam has served over the past two years. Over his career Adam has served numerous clients at both Mauldin & Jenkins and KPMG, in various roles, ranging from staff, senior, manager, directors, and now partner.

List of Audits Performed for Governments in the Last Two Years:

Counties:

- Cherokee County
- Dekalb County
- Forsyth County
- Gwinnett County
- Lumpkin County
- Paulding County
- Union County
- Walton County

Boards of Education:

- Buford Board of Education
- Carrollton Board of Education
- Cartersville Board of Education
- Cherokee County Board of Education
- Cobb County Board of Education
- Decatur Board of Education
- Douglas County Board of Education
- Forsyth County Board of Education
- Gainesville Board of Education
- Gordon County Board of Education
- Gwinnett County Board of Education

Other Governmental Units:

- Austell Natural Gas System
- Chatsworth Water Works Commission
- Chattahoochee River 911 Authority
- Cobb County-Marietta Water Authority
- Forsyth County Public Library
- Friends of Bulloch, Inc.
- Historic Roswell Convention & Visitors Bureau
- Lumpkin County Water & Sewer Authority
- North Fulton Regional Radio Authority
- Walton County Water & Sewer Authority
- State of Georgia Charter Schools Commission

Cities:

- City of Alpharetta
- City of Austell
- City of Baldwin
- City of Ball Ground
- City of Bristol, TN
- City of Brookhaven
- City of Canton
- City of Chattahoochee Hills
- City of Clarkston
- City of Decatur
- City of Doraville
- City of Duluth
- City of Dunwoody
- City of Grantville
- City of Johns Creek
- City of Kennesaw
- City of Lilburn
- City of Milton
- City of Monroe
- City of Peachtree Corners
- City of Powder Springs
- City of Rockmart
- City of Roswell
- City of Sandy Springs
- City of Social Circle
- City of Toccoa
- Town of Selma, NC

State Entities:

- Georgia Building Authority
- Georgia Ports Authority

Degree/Certifications and Audit Training: Adam graduated from Georgia College & State University with a Bachelor of Business Administration in Accounting. He has been a featured speaker at various GGFOA Conferences and other GGFOA workshops, free quarterly CPE provided to our clients, and several internal conferences.

Adam has obtained and instructed a significant amount of continuing professional education over the last three years including:

- 2018 M&J Internal Government Conference - Instructor
- 2018 M&J Government Client Training – 3rd Quarter – Instructor
- 2018 AICPA Government Accounting and Auditing Conference, Washington DC
- 2018 Dunwoody Conference - Instructor
- 2018 M&J Government Client Training – 1st Quarter - Instructor
- 2017 M&J Government Client Training – 3rd Quarter - Instructor
- 2017 Georgia Government Finance Officers Association Annual Conference – Instructor
- 2017 Florida Society of CPAs – Governmental Conference - Instructor
- 2017 AICPA Government Accounting and Auditing Conference, Washington DC – Instructor
- 2017 M&J Internal Government Conference - Instructor
- 2017 Georgia Government Finance Officers Association Webcast – Financial Reporting Model Re-examination - Instructor
- 2017 City of Dunwoody Accounting Conference – Instructor
- 2016 Dunwoody Accounting Conference – Dunwoody, Georgia – Instructor
- 2016 Georgia Government Finance Officers Association Annual Conference – Stone Mountain
- 2016 AICPA Webcast – Internal Control COSO and More – Instructor

Professional and Civic Activities: Adam is a Certified Public Accountant and a member of the American Institute of Certified Public Accountants, Georgia Society of Certified Public Accountants, the Government Finance Officers Association, the Georgia Government Finance Officers Association, and the Association of Government Accountants.



Justin Davis, CPA
Engagement Manager

Justin Davis is a manager with Mauldin & Jenkins and is a certified public accountant. His experience covers a variety of clients in federal, state, and local governments in Georgia and the Carolinas. He spends 100% of his time serving state and local governments.

As the Manager for City's engagement, **Justin would be on-site and available to the City's personnel for 100% of the time that fieldwork is occurring.** As the audit progresses, Justin would be responsible for the oversight of engagement staff and would serve as the primary intermediary to for any issues which arise during fieldwork.

Years of Professional Experience and Years with Firm - Justin has more than five years of experience in public accounting with Mauldin & Jenkins serving a wide variety of clients in the public services industry. Justin serves both large and small governmental units, and is involved in serving over thirty (30) such governmental entities.

Degree/Certifications and Audit Training: Justin graduated in 2012 from Georgia Southern University in Statesboro, Georgia with a Bachelor of Business Administration in Accounting and subsequently, obtained his Masters of Accountancy from Georgia Southern University in 2013. Justin has been licensed as a CPA in the State of Georgia since 2015.

Justin has obtained the following continuing professional education over the last three (3) years:

- 2018 M&J Annual Government Conference, Athens, Georgia - Participant
- 2018 Thomson Reuters Audit Watch - Participant
- 2017 M&J Annual Government Conference, Athens, Georgia - Participant
- 2017 Thomson Reuters Audit Watch - Participant
- 2016 M&J Annual Government Conference, Eatonton, Georgia – Participant
- 2016 Thomson Reuters Audit Watch - Participant

List of Audits Performed for Governments in the Last Two Years

Cities:

- City of Cedartown, Georgia
- City of College Park, Georgia
- City of Decatur, Georgia
- City of Decatur, Georgia
- City of Johns Creek, Georgia
- City of Milton, Georgia

Boards of Education:

- Bartow County Board of Education
- Carroll County Board of Education
- Carrollton Board of Education
- Cherokee Charter Academy
- Coweta Charter Academy at Senoia
- City Schools of Decatur

- City of Monroe, Georgia
- City of Peachtree Corners, Georgia
- City of Riverdale, Georgia
- City of Rockmart, Georgia
- Town of Selma, North Carolina

Counties:

- DeKalb County, Georgia
- Floyd County, Georgia
- Forsyth County, Georgia
- Gates County, North Carolina
- Lumpkin County, Georgia
- Paulding County, Georgia
- Walton County, Georgia
- Washington County, North Carolina

- City of Buford Board of Education
- Cobb County Board of Education
- Forsyth County Board of Education
- Fulton County Board of Education
- Georgia Charter Educational Foundation
- Georgia School for Innovation and the Classics

Other Governmental Units:

- Chatsworth Water Works Commission
- DeKalb County Public Library
- Forsyth County Public Library
- Lumpkin County Water & Sewer Authority
- North Fulton Regional Radio Authority
- Walton County Water & Sewerage Authority

Professional and Civic Activities: Justin is a Certified Public Accountant and a member of the American Institute of Certified Public Accountants and Georgia Society of Certified Public Accountants.

Other Staff Resources (Technology Services and Fraud Examinations)



Jameson A. Miller, CPA, CISA
Director, Information Technology,
Cybersecurity Consulting Services

Jameson Miller is a director and has been with Mauldin and Jenkins since graduation from the University of Tennessee at Chattanooga. He currently leads the firm's Information Systems and Cybersecurity practice. For over 12 years, Jameson has provided audit services to public and private entities throughout the Southeast. Jameson's experience includes audits of general controls, application controls, technical audits and security assessments for information systems.

Jameson has extensive experience with Sarbanes Oxley, SSAE18 System and Organization Controls (SOC) Audits, National Automated Clearinghouse Association (NACHA) Compliance with Appendix Eight of the NACHA Operating Rules and Guidelines, and Gramm-Leach-Bliley Act (GLBA) compliance program implementation, testing and reporting. His technical expertise includes performing vulnerability assessments and penetration testing of information systems using both technical and social engineering techniques. Further, Jameson has:

- Maintained current and relevant information technology and financial accounting continuing professional education credits (CPE);
- Obtained the American Institute of Certified Public Accountants' (AICPA) "Cybersecurity Advisory Services" Certificate;
- Presented a 2018 CPE webinar for the Georgia Governmental Financial Officers Association (GGFOA) members entitled, "Cybersecurity Trends and the AICPA's Cybersecurity Risk Management Program;" and
- Presented a 2018 CPE breakout session entitled, "What is Blockchain and Why Should I Care?" for the GGFOA's Annual Conference.

Jameson is a member of the AICPA, the Tennessee Society of Certified Public Accountants (TSCPA), and ISACA (formerly the Information Systems Audit and Control Association). In addition, Jameson is an avid outdoor enthusiast and enjoys volunteering as a member of the board of directors and treasurer the of the Cumberland Trail Conference, a 501(c)3 non-profit organization. Jameson is a licensed Certified Public Accountant with the State of Tennessee and a Certified Information Systems Auditor through ISACA.

Jameson plans to obtain the AICPA's "Blockchain Fundamentals for Accounting and Finance Professionals" Certificate during December 2018. In January 2019, he is registered to take, "Penetration Testing with Kali," a 40 hour continuing education self-study course offered through Offensive Security, the creators of the Kali Linux Penetration Testing operating system. Afterwards, Jameson will sit for the Offensive Security Certified Professional (OSCP) 24 hour certification examination.



Considering the fact that Jameson only provides non-traditional consulting-type services to governmental entities, and he does not (and will not) provide audit and accounting services under the guidance of the Yellow Book educational standards, no such continuing education is required or provided under this proposal to provide services.

Kris Trainor, CPA and CFE
Certified Fraud Examiner

Kris Trainor is a partner with Mauldin & Jenkins. Kris received his BBA in Accounting from Georgia Southern University. Since joining Mauldin & Jenkins in 1995,

Kris has worked primarily on audit and consulting engagements. His experience ranges from fraud examinations, agreed-upon procedures, internal audits, financial statement audits, lender compliance, mortgage company audits, governmental audits and loan servicing compliance audits.



Kris also has audit and inventory experience in the manufacturing industry. He is available to perform forensic audits should it be determined that such audits are needed in lieu of other traditional audits (financial, compliance, performance, agreed-upon procedures, etc.)

Kris is a member of the American Institute of Certified Public Accountants, the Georgia Society of Certified Public Accountants, the Association of Certified Fraud Examiners, Beta Gamma Sigma, and Beta Alpha Psi.

Considering the fact that Kris only provides non-traditional consulting-type services to governmental entities, and he does not (and will not) provide audit and accounting services under the guidance of the Yellow Book educational standards, no such continuing education is required or provided under this proposal to provide services.

Other Staff Auditors & Accountants

Prior experience with government audits is as important for the staff as it is for management. Experience in governmental accounting and auditing minimizes the amount of time the staff will require to fully understand the complexities of the operations and financial accounting and reporting systems. Prior experience also enables the staff to recognize problems early in the engagement. This, in turn, allows the desired early consideration and resolution of problems. We would like to stress the fact that the majority of our governmental staff work on state and local governments 100% of their time. This reduces the "learning curve" on most all audits by reducing the amount of "on-site training" that occurs at most national accounting firms. This is very evident in our proposed hours, which are typically much less than that of other firms. Our staff knows what is required and how to get the work done efficiently and effectively. Our staff members understand the laws and regulations specifically pertinent to Georgia entities. We also normally have more high-level hours of service by our partners and managers (in the conduct of fieldwork) than the national firms, thereby reducing redundancy and other audit engagement inequities. We bring our experience to the field where timely decisions can be made.

Partner & Staff Continuity

We are committed to providing continuity of our engagement team members. We recognize that this is also an important factor for the City, as it limits the amount of retraining that needs to be performed each year. **Our staff retention rates of approximately 90%** are considered to be among the best in the profession (and much better than national firms). We are able to not only provide consistency with the partners and managers on our engagement teams, but seniors and staff as well.

Retention >= 90% < 5 Years Experience

It is also our goal to minimize disruptions to the City by staffing the engagement so as to provide continuity, both during and between audits. It is the Firm's policy not to rotate key audit staff, consultants or specialists off a multi-year contracted audit engagement. Consequently, it is not anticipated that any key audit personnel will be rotated away from the City's annual audit. In any business, however, turnover is inevitable. When this happens, we will provide resumes of suggested replacements and any changes in key personnel would always be discussed timely with City officials to their satisfaction.

References

In addressing the City's interest in the qualifications and client references of Mauldin & Jenkins and the request for audits performed for local governmental units in the last five (5) years, we have elected to report on four (4) cities which most closely resemble Holly Springs in size and services (total staff hours). Should management of the City need some additional references, we would be happy to provide such data. The four (4) cities we audit which most closely resemble the City are noted as follows:

1) City of Milton

General Information	City with population of approx. 35,500. Assets and revenues of approx. \$78.5 million and \$27.8 million. CAFR prepared and GFOA Certificate awarded.
Scope & Type of Engagement	Financial audits and compliance audits in accordance with Uniform Grant Guidance (UGG).
Dates	June 30, 2006 through present
Client Executives	Adam Fraley and Joel Black
Total Hours	185 hours
Contact Information	Stacy Inglis, Finance Director - 678-242-2508
Email	stacey.inglis@cityofmiltonga.us

2) City of Villa Rica

General Information	City with population of approx. 15,500 Assets and revenues of approx. \$92.3 million and \$19.5 million. Financial Report prepared.
Scope & Type of Engagement	Financial audits and compliance audits in accordance with Government Auditing Standards.
Dates	December 31, 2016 through present
Client Executives	James Bence and Joel Black
Total Hours	225 hours
Contact Information	Sarah Hefty - Chief Financial Officer - 678-840-1220
Email	shefty@villarica.org

3) City of Kennesaw

General Information	City with population of approx. 33,700. Assets and revenues of approx. \$106 million and \$30.9 million. Sanitation, Museum operations, and City Gardens business type operations. CAFR prepared and GFOA Certificate awarded.
Scope & Type of Engagement	Financial audits and compliance audits in accordance with Uniform Grant Guidance (UGG).
Dates	September 30, 2008 through present
Client Executives	James Bence and Adam Fraley
Total Hours	300 hours
Contact Information	Gina Auld, Finance Director - 770-484-8274
Email	gauld@kennesaw-ga.gov

4) City of Ball Ground

General Information	City with population of approx. 2,000 Assets and revenues of approx. \$14.5 million and \$3.4 million. Financial Report prepared.
Scope & Type of Engagement	Financial audits and compliance audits in accordance with Government Auditing Standards.
Dates	June 30, 2005 through present
Client Executives	James Bence and Joel Black
Total Hours	145 hours
Contact Information	Donna Englang, Finance Director - 678-454-5074
Email	dengland@cityofballground.com

Cost Proposal

In addressing the cost proposal section of the audit, we have provided our complete, lump sum proposed fees for the audit of the City's Comprehensive Annual Financial Report for the years ending December 31, 2018 through December 31, 2021, with an additional option to extend for two additional years in a separately sealed envelope.

Quality Control Review

External Peer Review

In the mid 70s, the Private Companies Practice Section (PCPS) was founded by the American Institute of CPAs (AICPA) to establish a voluntary quality assurance program for CPA firms. There are requirements for membership in the section, which include mandatory continuing education for each member of the professional staff and a key element is a tri-annual independent review of a firm's quality control system in its practice of public accounting. Mauldin & Jenkins has been a member of the section from inception.



The peer review aspect has evolved from being voluntary to mandatory and Mauldin & Jenkins is in full compliance with the requirements of having a tri-annual review. In the peer reviewer's latest report dated October 30, 2017, our reviewing firm gave a rating of "pass" which is the highest form of assurance they can render on the system of quality control for our accounting and audit practice.

A copy of the report on our most recent external quality control review is provided on the next page. **The quality control review included a review of specific government engagements.** No letter of comment was received as a result of this review. We are quite proud to be one of the few Southeast based firms to have undergone this review and to have received such an excellent opinion from a large reputable national firm.

**Report on the Firm's System of Quality Control**

To the Shareholders of Mauldin & Jenkins, LLC
and the National Peer Review Committee:

We have reviewed the system of quality control for the accounting and auditing practice of Mauldin & Jenkins, LLC (the firm), applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, an audit performed under FDICIA, and examinations of service organization's SOC 1 and SOC 2 engagements.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

PBMares, LLP | 725 Jackson Street, Suite 210 | Fredericksburg, VA 22401 | P 540.371.3566 | 1.800.296.3710 | F 540.371.3598

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Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Mauldin & Jenkins, LLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Mauldin & Jenkins, LLC has received a peer review rating of *pass*.

PBMares, LLP

PBMares, LLP
October 30, 2017

No Disciplinary Actions

Mauldin & Jenkins has not had any disciplinary actions taken (nor are any pending) against the Firm during the past three (3) years with any state or Federal regulatory bodies or professional organizations.

Similar Engagements with Other Governmental Entities

Client Transitions

Mauldin & Jenkins has experienced over 450 governmental client transitions in the past seventeen (17) years.



We recognize changing audit organizations creates an opportunity as well as a challenge to governmental units. Our method effectively minimizes the impact of transition, and our goal is to make such a change painless and a positive experience.

We accomplish successful transitions by:

- **Experience.** Our experience enables us to focus on the areas of your organization that possess the greatest risk. Each and every person assigned to the engagement will bring extensive governmental experience relative to their time with the firm. Essentially, our youngest staff persons oftentimes have more current governmental experience than higher level people in other firms.
- **Communication.** Our emphasis on planning and communication allows for an efficient and effective audit process in which everyone involved knows their roles and expectations. Further, we like to communicate with our clients, and want to hear their concerns, questions and thoughts as they develop, and address such matters at that time. This helps avoid surprises to all respective parties.
- **Learning Before Testing.** We do not take a cookie-cutter approach to our audits. Initially, we spend time visiting, inquiring, listening and learning before we ever begin the first audit tests.
- **Tailoring Our Approach.** Once we obtain an understanding of the the intricacies of a client's operations, we tailor our audit approach to minimize unnecessary time and effort in the audit process, and avoid disruptions to client personnel.
- **Not Recreating the Wheel.** We also consider client's processes and reports generated on a regular basis for possible use in our audit process to minimize the need for client's to spend additional time and effort simply creating auditor requested schedules. Further, we can share templates used by other clients and ourselves that may reduce time in generating audit schedules.
- **Decisions Made in the Field.** Issues, as they arise, are dealt with immediately and not accumulated until the end of the audit. This is accomplished by having seasoned governmental partners and managers in the field during the course of the engagement.
- **Flexible.** We understand the demands client personnel have on a daily basis. We have the resources available to accommodate any special requests or timing relative to the conduct of the annual audit, and still meet required specified deadlines. We understand plans can change, and we are open to making any change in scheduling requested by our clients.
- **Reviews in the Field.** Our goal is to conduct and review audits in the field. We find that to be the most effective and efficient approach to client service. Because our partners and managers are directly involved in the engagement during fieldwork, we can proactively identify significant issues

immediately and resolve them with management so the engagement is essentially complete when fieldwork ends.

- **Year-long Support.** We encourage your staff to take advantage of our accessible staff throughout the year for questions that may arise. Our people, working with you and your staff, can provide proactive advice on new accounting or GAAP pronouncements and their potential impact; help with immediate problems including answers to questions; and share insights and best practices to assist you in planning for your future success.
- **Working Toward a Common Goal.** Considering all of the above thoughts, our ultimate goal and objective is to provide excellent client service with the least amount of disruption to our clients. We tailor our approach to provide for everyone to work smarter so our clients do not have to work harder.

Governments Served in Past Three Years

Perhaps the greatest indicator of our reliability as a professional service provider to state and local governments is our list of governmental clients.

Cities. Cities we have audited or are in the process of serving within the past three (3) years are:

Georgia

1) Albany	32) Grantville	64) Savannah	94) North Port
2) Alpharetta	33) Griffin	65) Sharpsburg	95) Pensacola
3) Americus	34) Gum Branch	66) Social Circle	96) Pinecrest
4) Austell	35) Hapeville	67) South Fulton	97) Plant City
5) Baldwin	36) Hinesville	68) St. Marys	98) Wildwood
6) Ball Ground	37) Jefferson	69) Stockbridge	
7) Blakely	38) Jeffersonville	70) Stonecrest	<u>Alabama</u>
8) Bloomingdale	39) Johns Creek	71) Suwanee	99) Tuscaloosa
9) Braselton	40) Kennesaw	72) Thunderbolt	
10) Brookhaven	41) Kingsland	73) Tifton	<u>North Carolina</u>
11) Brunswick	42) Lawrenceville	74) Toccoa	100) Garner
12) Cartersville	43) Leesburg	75) Tucker	101) New Bern
13) Cedartown	44) Lilburn	76) Tybee Island	102) Selma
14) Chamblee	45) Ludowici	77) Union City	
15) Chattahoochee Hills	46) Lyons	78) Valdosta	<u>South Carolina</u>
16) Clarkston	47) Milledgeville	79) Vernonburg	103) Aiken
17) Cochran	48) Milton	80) Villa Rica	104) Beaufort
18) College Park	49) Monroe		105) Chapin
19) Conyers	50) Morrow	<u>Florida</u>	106) Charleston
20) Cordele	51) Peachtree City	81) Arcadia	107) Clover
21) Covington	52) Peachtree Corners	82) Bradenton	108) Hardeeville
22) Decatur	53) Perry	83) Callaway	109) Hollywood
23) Doraville	54) Pooler	84) Cooper City	110) Goose Creek
24) Douglasville	55) Powder Springs	85) Crystal River	111) Loris
25) Duluth	56) Quitman	86) Ft. Myers Beach	112) Orangeburg
26) Dunwoody	57) Port Wentworth	87) Haines City	113) Summerville
27) Fairburn	58) Richmond Hill	88) Hallandale Beach	
28) Fayetteville	59) Riverdale	89) Islamorada	<u>Tennessee</u>
29) Flovilla	60) Rockmart	90) Lake Placid	114) Bristol
30) Forest Park	61) Rome	91) Long Boat Key	115) Crossville
31) Garden City	62) Roswell	92) Marco Island	116) Jamestown
	63) Sandy Springs	93) Naples	

Counties. Counties we have audited or are in the process of serving within the past three (3) years are:

Georgia

- 1) Athens-Clarke
- 2) Augusta-Richmond
- 3) Columbus-Muscogee
- 4) Macon-Bibb
- 5) Bacon
- 6) Barrow
- 7) Chatham
- 8) Cherokee
- 9) Clayton
- 10) Colquitt
- 11) Crisp
- 12) DeKalb
- 13) Dougherty
- 14) Douglas
- 15) Floyd

- 16) Forsyth
- 17) Glynn
- 18) Gwinnett
- 19) Henry
- 20) Jackson
- 21) Jeff Davis
- 22) Jones
- 23) Lee
- 24) Liberty
- 25) Lincoln
- 26) Long
- 27) Lumpkin
- 28) Macon
- 29) McIntosh
- 30) Mitchell

- 31) Monroe
- 32) Newton
- 33) Paulding
- 34) Peach
- 35) Rockdale
- 36) Spalding
- 37) Stephens
- 38) Taylor
- 39) Toombs
- 40) Union
- 41) Walton
- 42) Whitfield

Tennessee

- 43) Hamilton

South Carolina

- 44) Beaufort
- 45) Colleton
- 46) Darlington
- 47) Edgefield
- 48) Lancaster
- 49) Laurens
- 50) Oconee

North Carolina

- 51) Gates
- 52) Halifax
- 53) Madison
- 54) Orange
- 55) Washington

School Systems. Boards of Education we have served within the past three (3) years are:

Georgia

- 1) Atlanta Independent School System
- 2) Baker County Board of Education
- 3) Bartow County Board of Education
- 4) Bibb County Board of Education
- 5) Bleckley County Board of Education
- 6) Brooks County Board of Education
- 7) Butts County Board of Education
- 8) Camden County Board of Education
- 9) Carroll County Board of Education
- 10) Cherokee County School District
- 11) City of Buford Board of Education
- 12) City of Carrollton Board of Education
- 13) City of Cartersville Board of Education
- 14) City of Decatur Board of Education
- 15) City of Gainesville Board of Education
- 16) City of Jefferson Board of Education
- 17) City of Marietta Board of Education
- 18) City of Rome Board of Education
- 19) Clay County Board of Education
- 20) Clayton County Board of Education
- 21) Cobb County Board of Education
- 22) Coweta County Board of Education
- 23) DeKalb County Board of Education
- 24) Dodge County Board of Education
- 25) Douglas County Board of Education
- 26) Emanuel County Board of Education
- 27) Fayette County Board of Education
- 28) Forsyth County Board of Education
- 29) Fulton County Board of Education
- 30) Glynn County Board of Education
- 31) Gwinnett County Board of Education

- 32) Hancock County Board of Education
- 33) Harris County Board of Education
- 34) Henry County Board of Education
- 35) Marion County Board of Education
- 36) Oconee County Board of Education
- 37) Paulding County Board of Education
- 38) Peach County Board of Education
- 39) Polk County Board of Education
- 40) Putnam County Board of Education
- 41) Rockdale County Board of Education
- 42) Savannah-Chatham Co. Public School System
- 43) Thomas County Board of Education
- 44) Troup County Board of Education
- 45) Twiggs County Board of Education
- 46) Walton County Board of Education
- 47) Ware County Board of Education

Florida

- 48) School Board of Highlands County
- 49) School Board of Manatee County
- 50) School District of Lee County

Tennessee

- 51) City of Bristol Board of Education
- 52) Hamilton County Department of Education

South Carolina

- 53) Lexington School District Four
- 54) Marlboro County School District
- 55) Richland County School District One
- 56) Sumter County School District

State Governmental Entities. States have many entities as part of financial reporting: agencies, departments, university foundations, and other component units that are audited by an independent public accounting firm. Please see the following for a listing of State governmental entities we have audited in the past three (3) years:

- | | |
|---|--|
| 1) Georgia Building Authority | 22) Georgia Southern University Foundation |
| 2) Georgia Department of Community Health | 23) Georgia State University Athletic Association |
| 3) Georgia Education Authority | 24) Georgia State University Foundation |
| 4) Georgia Environmental Finance Authority | 25) Kennesaw State University Athletic Association |
| 5) Georgia Higher Education Assistance Corp. | 26) Kennesaw State University Athletic Department |
| 6) Georgia Higher Education Facilities Auth. | 27) Kennesaw State University Foundation |
| 7) Georgia Lottery Corporation | 28) Kennesaw State University Research Foundation |
| 8) Georgia Ports Authority | 29) Medical College of Georgia Foundation |
| 9) Georgia State Financing & Investment Commission | 30) New College of Florida |
| 10) Georgia Student Finance Authority | 31) Northwest Florida College Foundation |
| 11) Georgia Student Finance Commission | 32) Polytechnic Foundation of Kennesaw State Univ. |
| 12) Georgia Superior Court Clerks' Coop. Authority | 33) REACH Georgia (of the Ga. Student Finance Comm.) |
| 13) Georgia State Road and Tollway Authority | 34) Southern Polytechnic Applied Research Foundation |
| 14) Stone Mountain Memorial Association | 35) State College of Florida Foundation |
| 15) Abraham Baldwin Agricultural College Foundation | 36) State College of Florida Sarasota-Manatee, Inc. |
| 16) College of Coastal Georgia Foundation | 37) University of Chattanooga Foundation |
| 17) Georgia Business Success Center | 38) University of North Georgia Real Estate Foundation |
| 18) Georgia College & State University Foundation | 39) University of North Georgia Foundation |
| 19) Georgia Highlands College Foundation | 40) University System of Georgia Foundation |
| 20) Georgia Military College Foundation | 41) University of West Georgia Athletic Foundation |
| 21) Georgia Southern University Athletic Foundation | 42) University of West Georgia Foundation |

Other Governments. Other governmental entities we have audited within the past three (3) years are:

- 1) Albany - Dougherty Inner City Auth.
- 2) Allendale County Hospital
- 3) Atlanta Development Auth.
- 4) Atlanta Economic Renaissance Corporation
- 5) Atlanta Housing Opportunity
- 6) Augusta Utilities (Water / Sewer Ops)
- 7) Augusta-Richmond County Regional Airport
- 8) Austell Natural Gas System
- 9) Barrow County Water & Sewer Authority
- 10) Bartram Trail Regional Library
- 11) Bayshore Gardens Park & Recreation District
- 12) Birmingham-Jefferson County Transit Auth.
- 13) Bradenton Downtown Development Auth.
- 14) Bristol Joint Sewer System
- 15) Bristol Public Library
- 16) Brunswick - Glynn Joint Water & Sewer Comm.
- 17) Catawba Water River Supply Project
- 18) Central Community Redevelopment Agency
- 19) Central Midlands Council of Govts.
- 20) Central Midlands Regional Transit Auth.
- 21) Central Savannah River Area Regional Comm.
- 22) Charleston Co. Aviation Comm.
- 23) Charleston Water System
- 24) Chatsworth Water Works Commission
- 25) Chattahoochee River 911 Auth.
- 26) Chattanooga Area Reg. Transportation Auth.
- 27) Chattanooga Area Regional Council of Govts.
- 28) Cherokee County Airport Auth.
- 29) City of Albany - Chehaw Park Auth.
- 30) City of Albany - Water, Gas & Light Comm.
- 31) City of East Point Retirement Plan
- 32) City of North Port, FL - Firefighters' Pension
- 33) City of Sandy Springs Development Auth.
- 34) Classic Center Auth. of Clarke County
- 35) Clayton Co. Pension Fund
- 36) Clayton County Water & Sewer Authority
- 37) Cobb County - Marietta Water Authority
- 38) Cobb County-Marietta Water Auth. Pension
- 39) Columbia County Board of Health
- 40) Columbia Development Corp.
- 41) Columbia Empowerment Zone
- 42) Columbia Housing Development Corp.
- 43) Convention and Visitors Bureau of Dunwoody
- 44) Crisp Co.- Cordele Industrial Development Auth.
- 45) Crisp Co.- Cordele Industrial Development Council
- 46) Crisp County Power Commission
- 47) Decide Dekalb
- 48) DeKalb County Public Library
- 49) Dev. Auth. of City of Jeffersonville & Twiggs Co.
- 50) Development Auth. of Cherokee County
- 51) Development Auth. of City of Roswell, GA
- 52) Development Auth. of Lumpkin County
- 53) Development Auth. of Peachtree City
- 54) Development Authority of Warner Robins
- 55) Disabilities Board of Charleston County
- 56) Downtown Atlanta Revitalization
- 57) Eatonton-Putnam Water & Sewer Authority
- 58) Eau Development Corporation
- 59) Edgefield County Water & Sewer Authority
- 60) Electric Power Board of Chattanooga
- 61) Ensor Forest Apartments
- 62) Forsyth County Public Library
- 63) Friends of Bulloch
- 64) Georgetown County Water & Sewer District
- 65) Georgia Charter Educational Foundation
- 66) Georgia Ports Auth. DB & OPEB Plan
- 67) Georgia Ports Auth. Defined Contribution Plan
- 68) Glynn County Airport Commission
- 72) Gwinnett Airport Authority
- 73) Gwinnett Civic/Cultural Center Operations
- 74) Gwinnett Convention and Visitors Bureau
- 75) Gwinnett County Airport Auth.
- 76) Gwinnett County Development Auth.
- 77) Gwinnett County Public Facilities Auth.
- 78) Gwinnett County Public Library
- 79) Gwinnett County Recreation Auth.
- 80) Gwinnett County Water and Sewerage Authority
- 81) Hamilton Co. Water & Wastewater Treatment Auth.
- 82) Hamilton County Election Commission
- 83) Heart of Georgia Altamaha Regional Commission
- 84) Henry County Water Authority
- 85) Historic Roswell Convention & Visitors Bureau
- 86) Housing Authority of Clayton County
- 87) Houston County Library System
- 88) Islamorada, Village of Islands, Florida
- 89) Jefferson Co. Economic and Industrial Dev Auth.
- 90) Keep Peachtree City Beautiful Commission
- 91) Kennesaw State University Athletic Department
- 92) Lakeland Area Mass Transit District
- 93) Lowcountry Regional Transit Authority
- 94) Lumpkin County Hospital Auth.
- 95) Lumpkin County Water & Sewerage Authority
- 96) Macon Transit Authority
- 97) Macon Water Authority
- 98) Macon-Bibb County Land Bank Authority
- 99) Manatee County Mosquito Control Dist
- 100) Manatee Technical Institute
- 101) MARTA/ATU Local 732 Employees Retirement
- 102) McIntosh Trail Community Service Board
- 103) McPherson Implementing Local Redev. Auth.
- 104) McPherson Planning Local Redevelopment Auth.
- 105) Middle Georgia Community Service Board
- 106) Milledgeville-Baldwin County Dev. Auth.
- 107) Mount Pleasant Waterworks
- 108) NE Corridor, LLC
- 109) New Bern Electrical System
- 110) Newton County Water & Sewerage Authority
- 111) North Fulton Regional Radio Auth.
- 112) Northeast Georgia Regional Commission
- 113) Northwest Florida State College Foundation
- 114) Ocean Highway and Port Auth. of Nassau County
- 115) Oconee Center Community Service Board
- 116) Orangeburg Co. Department of Disabilities & Special Needs
- 117) Pathways Center Community Service Board
- 118) Paulding County Airport Authority
- 119) Paulding County Industrial Development Authority
- 120) Peace River/Manasota Regional Water Supply Auth.
- 121) Peachtree City Convention & Visitor's Bureau
- 122) Peachtree City Water & Sewerage Authority
- 123) Phoenix Center Community Service Board
- 124) Public Bldg. Auth. of Knox Co. & City of Knoxville
- 125) Riverdale Downtown Development Auth.
- 126) River's Edge Community Service Board
- 127) Saluda Nursing Center
- 128) Sandy Springs Hospitality Board
- 129) Santee Wateree Regional Transit Auth.
- 130) Santee-Lynches Reg. Council of Govts.
- 131) Santee-Lynches Reg. Development Corp.
- 132) Sarasota School of Arts & Sciences
- 133) South Carolina Centers of Economic Excellence
- 134) South Florida Regional Transportation Auth.
- 135) Southeast Tennessee Development District
- 136) SOWEGA Council on Aging
- 137) Tampa Bay Water Authority
- 138) Toccoa-Stephens County Public Library
- 139) Town Center Area Community Imp. District

CAFR Certificates of Achievement & Excellence



Mauldin & Jenkins has served **approximately 450 governments** in the past several years, and **120** governmental units who obtain the GFOA's Certificate of Achievement for Excellence in Financial Reporting (and, or the ASBO's Certificate of Excellence in Financial Reporting).



Mauldin & Jenkins' clients have never failed to obtain the Certificate! Mauldin & Jenkins is batting 1000%. Every CAFR submitted has received the award. The following are current clients:

Counties:

- | | | | |
|--------------------------|------------------------|------------------------|----------------------|
| 1) Athens-Clarke Co. | 24) Oconee Co., SC | 46) Chamblee | 70) Longboat Key, FL |
| 2) Augusta-Richmond Co. | 25) Orange Co., NC | 47) Charleston, SC | 71) Milledgeville |
| 3) Barrow Co. | 26) Paulding Co. | 48) Chamblee | 72) Milton |
| 4) Beaufort Co., SC | 27) Rockdale Co. | 49) College Park | 73) Monroe |
| 5) Chatham Co. | 28) Spalding Co. | 50) Conyers | 74) Morrow |
| 6) Cherokee Co. | 29) Walton Co. | 51) Cooper City, FL | 75) Naples, FL |
| 7) Clayton Co. | 30) Washington Co., NC | 52) Covington | 76) New Bern, NC |
| 8) Colleton Co., SC | 31) Whitfield Co. | 53) Decatur | 77) North Port, FL |
| 9) Columbus-Muscogee Co. | | 54) Douglasville | 78) Peachtree City |
| 10) DeKalb Co. | <u>Cities:</u> | 55) Dunwoody | 79) Pensacola, FL |
| 11) Douglas Co. | 32) Aiken, SC | 56) Fayetteville | 80) Perry |
| 12) Edgefield Co., SC | 33) Albany | 57) Fairburn | 81) Pinecrest, FL |
| 13) Floyd Co. | 34) Alpharetta | 58) Forest Park | 82) Pooler |
| 14) Forsyth Co. | 35) Americus | 59) Garden City | 83) Port Wentworth |
| 15) Glynn Co. | 36) Austell | 60) Griffin | 84) Riverdale |
| 16) Gwinnett Co. | 37) Ball Ground | 61) Haines City, FL | 85) Rockmart |
| 17) Halifax Co., NC | 38) Beaufort, SC | 62) Hallandale Bch, FL | 86) Rome |
| 18) Hamilton Co., TN | 39) Bluffton, SC | 63) Hapeville | 87) Roswell |
| 19) Henry Co. | 40) Bradenton, FL | 64) Hardeeville, SC | 88) Sandy Springs |
| 20) Jackson Co. | 41) Bristol, TN | 65) Hinesville | 89) Savannah |
| 21) Lancaster Co., SC | 42) Brookhaven | 66) John's Creek | 90) Suwanee |
| 22) Liberty Co. | 43) Brunswick | 67) Kennesaw | 91) Tuscaloosa, AL |
| 23) Macon-Bibb Co. | 44) Callaway, FL | 68) Kingsland | 92) Union City |
| | 45) Cartersville | 69) Marco Island, FL | 93) Valdosta |

Boards of Education:

- 94) Atlanta Public Schools
- 95) Bibb County Schools
- 96) Cartersville City Schools
- 97) Clayton County Schools
- 98) Cobb County Schools
- 99) Fayette County Schools
- 100) Fulton County Schools
- 101) Gwinnett County Schools
- 102) Lee County School District
- 103) Marietta City Schools
- 104) Richland Co. School District One
- 105) Savannah-Chatham County Schools

State Governmental Entities:

- 106) Ga. Environ. Fin. Auth. (GEFA)
- 107) Ga. Ports Authority

Other Governmental Entities:

- 108) Central Savannah River Area Regional Comm.
- 109) Charleston Water System
- 110) Clayton County Water Auth.
- 111) Cobb County - Marietta Water Authority
- 112) Greenwood Commissioners of Public Works
- 113) Greer Commission of Public Works
- 114) Henry County Water Auth.
- 115) Lowcountry Regional Transportation Authority
- 116) Macon Water Authority
- 117) Mount Pleasant Waterworks
- 118) Public Building Authority of Knox Co. & Knoxville
- 119) South Florida Transportation Authority
- 120) Tampa Bay Water Authority

Other Attestation Services

Other attestation services beyond financial and compliance audits which Mauldin & Jenkins currently provides to our clients include:

- Forensic audits
- Performance audits
- Information systems audits
- Agreed-upon procedures
- Bond issuance services
- Fixed asset inventory services

Other Non-Attestation Services

Other services beyond the above attestation types which Mauldin & Jenkins currently provides to our clients include:

- Federal and state income tax planning/return preparation
- International tax matters
- Multi-state income tax issues
- Payroll tax issues
- Information technology (IT) systems consulting
- Cost accounting analysis
- Cost segregation services
- Business & strategic planning
- Profitability consulting
- Budgeting
- Merger / acquisition & expansion financing
- Buy-Sell agreements and business valuations
- Estate planning
- Employee benefit plan accounting and administration
- State sales tax matters
- Healthcare cost reimbursement
- Human resources (HR) predictive index services and interviewing and hiring
- Business, strategic and succession planning
- Information systems consulting and technology engagements

Additional Information of Value Added Services

Free Continuing Education for Governmental Clients

We provide free quarterly continuing education for all of our governmental clients. Each quarter, we pick a couple of significant topics tailored to be of interest to governmental entities, and offer the sessions several times per quarter at a variety of client provided locations resulting in greater networking among our governmental clients. We normally see approximately 100 people per quarter. We obtain the input and services of experienced outside speakers along with our in-house professionals.

*"I've been a CPA for 32 years. Today's CPE class by Mauldin & Jenkins has been the best of my career". Terry Nall, CPA, City of Dunwoody (GA)
Council Member*

"They are always on top of new accounting pronouncements and provide training well before implementation deadlines. This is a very valuable resource for our organization". Laurie Puckett, CPA, CPFO, Gwinnett County (GA), Accounting Director



Examples of subjects addressed in past quarters include:

- Accounting for Debt Issuances
- American Recovery & Reinvestment Act (ARRA) Updates
- Best Budgeting Practices, Policies and Processes
- Budget Preparation
- CAFR Preparation (several times including a two (2) day hands-on course)
- Capital Asset Accounting Processes and Controls
- Closing Out and Audit Preparation
- Collateralization of Deposits and Investments
- Evaluating Financial and Non-Financial Health of a Local Government
- GASB No. 51, Intangible Assets
- GASB No. 54, Governmental Fund Balance (subject addressed twice)
- GASB No. 60, Service Concession Arrangements (webcast)
- GASB No. 61, the Financial Reporting Entity (webcast)
- GASB No.'s 63 & 65, Deferred Inflows and Outflows (webcast)
- GASB No.'s 67 & 68, New Pension Standards (presented several occasions)
- GASB No. 72, Fair Value Measurement and Application
- GASB No. 74 & 75, New OPEB Standards
- GASB No. 77, Tax Abatement Disclosures
- GASB No. 87, Leases
- GASB Updates (ongoing and several sessions)
- Grant Accounting Processes and Controls
- Information Technology (IT) Risk Management
- Internal Controls Over Accounts Payable, Payroll and Cash Disbursements
- Internal Controls Over Receivables & the Revenue Cycle
- Internal Revenue Service (IRS) Compliance Issues, Primarily Payroll Matters



- Legal Considerations for Debt Issuances & Disclosure Requirements
- Policies and Procedures Manuals
- Presenting Financial Information to Non-Financial People
- Segregation of Duties
- Single Audits for Auditees
- SPLOST Accounting, Reporting & Compliance
- Uniform Grant Reporting Requirements and the New Single Audit

Governmental Newsletters



We produce newsletters tailored to meet the needs of governments. The newsletters have addressed a variety of subjects and are intended to be timely in their subject matter. The newsletters are authored by Mauldin & Jenkins partners and managers, and are not purchased from an outside agency.

The newsletters are produced and delivered periodically, and are intended to keep you informed of current developments in the government finance environment. In the past several years, the following topics have been addressed in our monthly newsletters:

- American Recovery & Reinvestment Act (ARRA) Information and Issues
- Are Your Government's Funds Secure?
- Capitalization of Interest
- Changes in FDIC Deposit Insurance Coverage
- Changes on the Horizon for OMB Circular A-133
- Cybersecurity Awareness
- Deposit Collateralization
- Employee vs Independent Contractor
- Escheat Laws on Unclaimed Property
- Federal Funding and Accountability Transparency Act
- Forensic Audit or Financial Audit?
- Form PT 440
- GASB Invitation to Comment – the New Financial Reporting Model
- GASB No. 54, Governmental Fund Balance
- GASB No. 54, Governmental Fund Balance Note Disclosure Requirements
- GASB No. 60, Service Concession Arrangements
- GASB No. 67, New Pension Standard
- GASB No.'s 63 & 65, Deferred Inflows & Outflows
- GASB No. 68 Allocations
- GASB No. 72, Fair Value, It is Not Totally About Disclosure
- GASB No.'s 74 & 75, Other Post-Employment Benefits (OPEB)
- GASB No. 77, Abatements – Go Viral with GASB 77
- GASB No. 87, Leases
- GASB No. 89, Accounting for Interest Cost Incurred Before the End of Construction
- IRS Delays Implementation of 3% Withholding on Payments for Goods and Services



- OMB A-133 Compliance Supplements
- OMB Revisions to A-133
- OPEB, What You Need to Know
- Public Funds and Secure Deposit Program
- Re-Examination of the GASB 34 Reporting Model
- Rotating or Not Rotating Auditors
- Property Tax Assessments
- Refunding Debt
- Sales & Use Taxes on Retail Sales of Jet Fuel
- Sales Tax Collections and Remittances by the State
- SAS Clarity Standards and Group Audits
- Single Audit, including Uniform Guidance (several)
- Social Security Administration (SSA) Incentive Payments
- Special Purpose Local Option Sales Taxes (SPLOST) Expenditures
- Supplemental Social Security for Inmates
- The New Tax Cuts and Jobs Act – Impact on Bond Refunding
- The Return of the Component Unit – GASB 61
- Uniform Guidance & New Procurement Requirements
- What's Happening with Property Tax Assessments



Auditor's Discussion & Analysis

During the course of serving our clients, we stress the importance of timely and frequent communication. Such communication takes place throughout the audit and throughout the year, and includes proactive communications regarding new and upcoming accounting standards and auditing standards, as well as, the availability to answer questions and provide advice to the government.



We believe such communication is a key to providing timely value-added service to our clients.

At the conclusion of the audit process, Mauldin & Jenkins prepares an Auditor's Discussion & Analysis (formerly called the Audit Agenda) which provides auditor insight and summarizes the audit process, conclusions, and year end financial analysis all under one cover.

Elements of the Auditor's Discussion & Analysis include the following:

- Information about the Firm, and the respective personnel serving the government;
- Results of the audit and other matters which should be emphasized to the governing council;
- An overview of the governments year-end financial results and auditor insights relative to key financial elements of the government;

- An understanding of the internal control / compliance audit reports and the results of our testing of internal controls and compliance with laws and regulations;
- A summary of certain audit scopes and procedures utilized by Mauldin & Jenkins during the audit process;
- Documentation of certain required communications as required by auditing standards;
- If applicable, a summary of any findings (material weaknesses and / or significant deficiencies) and management recommendations resulting from the audit;
- Practical information regarding upcoming new financial reporting and auditing standards and pronouncements affecting the government; and,
- A summary of the free continuing education and newsletters made available to the government during the past year.

Closing

We appreciate the opportunity to serve the City of Holly Springs. We believe Mauldin & Jenkins is the "right" Firm for the City. Our experience and knowledge in the governmental sector of accounting is vast and ever-improving. We would be very pleased to share our experience and understanding of governmental accounting and operations for the benefit of the City.

We would greatly appreciate your recommending us for your continued audit, accounting, and financial reporting needs. Should you or anyone at the City have any questions with regards to this proposal or about Mauldin & Jenkins, please feel free to contact us.



Appendix A

Copy of Liability Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/22/2018

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

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

PRODUCER PointeNorth Insurance Group, LLC PO Box 724728 Atlanta GA 31139		CONTACT NAME: Brenda Durham PHONE (A/C, No, Ext): (770) 858-7540 FAX (A/C, No): (770) 858-7545 E-MAIL ADDRESS: bdurham@pointenorthins.com	
INSURED Mauldin & Jenkins, LLC 200 Galleria Parkway SE Suite 1700 Atlanta GA 30339-5946		INSURER(S) AFFORDING COVERAGE INSURER A: Cincinnati Insurance Company INSURER B: The Hartford -Rated by Multiple Companies INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 10677 00914	

COVERAGES **CERTIFICATE NUMBER:** 2018/2019 Master **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			ECP0258054	07/01/2018	07/01/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			ECP0258054	07/01/2018	07/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			EXS 0262115	07/01/2018	07/01/2019	EACH OCCURRENCE \$ 11,000,000 AGGREGATE \$ 11,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	20WECA15405	08/31/2018	08/31/2019	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER FOR INFORMATION PURPOSES ONLY	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>William H. Skelton</i>
--	---

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VERIFICATION OF INSURANCE

ISSUED TO: Parties at Interest

We, the undersigned Insurance Brokers, hereby verify that Scottsdale Insurance Company & Various Insurers have issued the following described insurance, which is in force as of the date thereof-

PROFESSIONAL LIABILITY INSURANCE

NAME OF INSURED: Mauldin & Jenkins, LLC and others as more fully described in the Policy.

POLICY NUMBER: HWS0000052

PERIOD OF INSURANCE: 12:01 a.m. January 23, 2018 to 12:01 a.m. January 23, 2019

SUM INSURED: \$2,000,000 Each claim and in the aggregate including costs, charges and expenses

SUBJECT TO ALL TERMS, CONDITIONS AND LIMITATIONS OF THE POLICY

This document is furnished to you as a matter of information only and is not insurance coverage. Only the formal policy and applicable endorsements offer a comprehensive review of the coverage in place. The issuance of this document does not make the person or organization to whom it is issued an additional insured, nor does it modify in any manner the contract of insurance between the Insured and the Insurer. Any amendment, change or extension of such contract can only be effected by specific endorsement attached thereto. Should the above described Policy be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

Issued at Chicago, Illinois

Date: January 26, 2018

Integro USA Inc.

Per:


Managing Principal

Appendix B
SAVE Affidavit



City of Holly Springs

SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE)

Affidavit of Compliance with O.C.G.A. 50-36-1 "Verification of Lawful Presence within the United States."

O.C.G.A. 50-36-1 requires that applicants applying for such things as licenses for public benefits complete a signed and sworn affidavit verifying the applicant's lawful presence in the United States. Therefore, the applicant must answer the following questions:

The applicant is a U. S. citizen or legal permanent resident at least eighteen (18) years old.

X YES NO or IF NOT:

The applicant is a qualified alien or nonimmigrant under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, at least eighteen (18) years old, and is lawfully present in the United States. *A photo static copy of the applicant's alien card issued by the Department of Homeland Security or other federal immigration agency must be included with this document. **

O.C.G.A. 50-36-1 states that "Any person who knowingly and willfully makes a false, fictitious, or fraudulent statement of representation in an affidavit executed pursuant to this Code section shall be guilty of a violation of Code Section 16-10-20."

I declare, under penalty of law, that this affidavit has been completed by me and is true and correct.


Signature

January 3, 2018
Date

Partner
Title

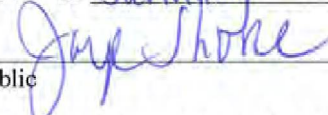
Mauldin & Jenkins, LLC
Legal Company Name

200 Galleria Parkway, Suite 1700, Atlanta, GA 30339
Company Address

(Must be signed by applicant. If the applicant is a corporation, must be signed by an officer of the corporation. A **STAMPED SIGNATURE IS NOT ACCEPTABLE.**)

I hereby certify that James Bence is personally known, or verified by me, that the applicant signed this application after stating to me his or her personal knowledge and understanding of all statements and, under oath actually administered by me, has sworn that the statements and answers contained in this affidavit are true.

SUBSCRIBED AND SWORN BEFORE ME ON THIS
3 DAY OF January, 2018


Notary Public



*All applicants must attach a copy of a secure and verifiable document as defined in O.C.G.A. 50-36-2.

Appendix C

GSIC Act Contractor Affidavit and Agreement

EXHIBIT "A" - CONTRACTOR AFFIDAVIT AND AGREEMENT

CONTRACT AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Columbia County, Georgia has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide copy of each such verification to the Columbia County, Georgia at the time the subcontractor(s) is retained to perform such service.

** 105410
EEV/Basic Pilot Program*User Identification Number

M. Elton Wolf
BY: Authorized Officer or Agent
(Contractor Name)

3/13/08
Date

Managing Member
Title of Authorized Officer or Agent of Contractor

M. Elton Wolf
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
13th DAY March, 2008

Margaret R. Brown
Notary Public
My Commission Expires:

Notary Public, Cobb County, Georgia
My Commission Expires January 24, 2012

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

** We registered for this service on
March 6, 2008 and will begin using
Verification immediately on all new hires.

770-955-8600

www.mjcpa.com

MAULDIN & JENKINS





Holly Springs, Georgia

Cost Proposal to Provide Audit Services RFP No. 2018-02

Fiscal Year December 31, 2018 through 2021

Mauldin & Jenkins Certified Public Accountants

Contact Person: James Bence, CPA, Partner

Phone: (770) 955-8600

Email: jbence@mjcpa.com

200 Galleria Parkway
Suite 1700
Atlanta, Georgia 30339
Web: www.mjcpa.com

**MAULDIN
& JENKINS**



January 4, 2019

City of Holly Springs, Georgia
Attn: Mr. Rob Logan
3237 Holly Springs Parkway
Holly Springs, Georgia 30142

Ladies and Gentlemen:

Mauldin & Jenkins is pleased to submit a qualifications package including cost estimates to provide annual financial and compliance auditing services for the City of Holly Springs, Georgia (the "City"). It is our understanding that the City is requesting proposals from qualified firms of certified public accountants to establish a contract for the professional services of a Certified Public Accountant (the "auditor") for financial and compliance audits. The contract for such audit services will be for the fiscal year ended December 31, 2018, with an option for each of the three (3) subsequent fiscal years, subject to annual review and the annual availability of an appropriation for audit services by the City.

As requested by the City, we have enclosed on the following pages an all-inclusive maximum fee for the financial and compliance audit services for the fiscal years noted above. This sealed cost proposal contains all pricing information relative to the performance of the audit. The total all-inclusive maximum price for the fiscal years ending December 31, 2018 through 2021 is as follows:

- 2018 - \$18,500
- 2019 - \$18,500
- 2020 - \$18,500
- 2021 - \$19,250

As a partner at Mauldin & Jenkins, LLC, I am certified and authorized to represent Mauldin & Jenkins, empowered to submit the bid, and authorized to sign a contract with the City. We appreciate the opportunity to propose and we look forward to hearing from you.

Sincerely,

MAULDIN & JENKINS, LLC

James Bence, CPA
Partner

Important Notes to be Considered:

Note (1) – Unlimited Correspondence: It is Mauldin & Jenkins' policy to not charge for simple discussions and conversations that occur between the governmental entity and Mauldin & Jenkins that are only simple discussions (i.e., a phone call to ask certain questions that do not require additional research).

Note (2) – Free Periodic/Quarterly Continuing Education: As noted in our technical proposal, we provide free quarterly continuing education classes to our clients. This could amount to approximately \$3,000 of annual savings for the City's estimated finance department per person.

Note (3) – Additional Services: If it should become necessary for the City to request Mauldin & Jenkins to provide any additional services (such as bond insurances, etc.), then such additional work shall be performed only if set forth in an addendum to the contract between the City and Mauldin & Jenkins.

Note (4) – No Hidden Fees or Costs: The pricing schedules contain all pricing information relative to performance of the audit as required by the City including all reimbursement for travel, lodging, communications, etc. Our estimated fees are based on our professional judgment and experience with similar governmental entities. So long as there are no significant changes in the operations or the number of major programs of the City and or the scope of services requested or significant problems requiring additional time, our quoted fees will not change.

Note (5) – Single Audit: The City's Request for Proposal (RFP) noted the possibility of a Single Audit being required from time to time. At this time, it is our understanding no Single Audit is currently required, and no major programs currently exist nor expected going into the immediate future. Therefore, and due to the uniqueness and variety of Federal grant programs, should a Single Audit ever be determined to be required, we will address such a need at that time, and no provision is made as of today.

770-955-8600

www.mjcpa.com

MAULDIN & JENKINS





Holly Springs, Georgia

Cost Proposal to Provide Audit Services

RFP No. 2018-02

Fiscal Year December 31, 2018 through 2023

Mauldin & Jenkins Certified Public Accountants

Contact Person: James Bence, CPA, Partner

Phone: (770) 955-8600

Email: jbence@mjcpa.com

**200 Galleria Parkway
Suite 1700
Atlanta, Georgia 30339
Web: www.mjcpa.com**

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& JENKINS**

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- 2019 - \$18,500
- 2020 - \$18,500
- 2021 - \$19,250
- 2022 - \$20,250
- 2023 - \$21,500

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MAULDIN & JENKINS, LLC



James Bence, CPA
Partner

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770-955-8600

www.mjcpa.com

MAULDIN & JENKINS



**Proposal to Provide Auditing Services
City of Holly Springs
For periods December 2017-2021**

Presented by:
RL Jennings & Associates, PC
Accountants and Consultants
506 East Third Street
Rome, GA 30162

Office: 706-802-1945
Fax: 706-802-1279

RL Jennings & Associates, PC

Certified Public Accountants

R. Lee Jennings, CFCA, CGMA, CPA
Thomas H. Evans, Jr., CPA
Marvin Chance, CGMA, CPA
Joe Sapp, CPA
Katherine S. Washington, CPA

Member

American Institute of
Certified Public Accountants

Georgia Society of
Certified Public Accountants

506 East Third Street
Rome, Georgia 30161
Phone 706.802.1945 Fax 706.802.1279
www.romecpa.com
14224 Highway 515 North, Suite 700
Ellijay, Georgia 30540
Phone 706.273.1945 Fax 706.273.1946
www.ellijaycpa.com

LETTER OF TRANSMITTAL

January 2, 2019

City of Holly Springs
3237 Holly Springs Parkway
P.O. Box 990
Holly Springs, Georgia 30142

RL Jennings & Associates, PC sincerely appreciates this opportunity to provide you with our credentials and capabilities to serve as independent auditors for the City of Holly Springs (the "City"). We have a team of governmental auditors with substantial experience in auditing municipalities and other governments. This team possesses the necessary prerequisite qualifications and experience to serve as your independent auditors. Our goal is very simple, to be the best governmental auditing firm in the state of Georgia.

Governmental Practice Cornerstone of the Firm

RL Jennings & Associates' governmental practice is a cornerstone of the Firm. Our governmental practice is one of our premier practice groups.

Long Term Relationships

RL Jennings & Associates was founded in 1974 with the objective of providing auditing, accounting, tax, and consulting services with the highest degree of quality at reasonable rates. We continue to provide high quality services at reasonable rates today and for that reason continue to serve clients that we have served for the past forty years.

Seasoned Professionals

We are an established Firm with a long track record of service, and our professional staff has many years of experience in serving governmental entities. Our audit team serving the City will include professionals that have practiced in the governmental and not-for-profit fields. Our philosophy is to have experienced professionals on-site during the entire audit, thereby insuring that the City receives the very best professional services available.

Committed to Your Success

All of our governmental auditors exceed the continuing education requirements stipulated by the GAO. Our firm is an active participant in the Georgia Government Finance Officers Association. Our investment in your success also extends to the technology available to our auditors. We utilize paperless auditing software, data analysis software, and other computer auditing techniques that will allow us to integrate detailed information from your general ledger into our auditing software. When you choose RL Jennings & Associates, we make a commitment to provide you with the highest level of trained professionals who have the most sophisticated and current technology at their disposal.

You Will Receive the Best Service Possible

We fully recognize the significance of this opportunity to serve the City. We will commit our very best people to your engagement, and we promise that we can be a valuable resource to your organization. As Engagement Partner and Managing Partner for the firm, R. Lee Jennings is authorized to make representations for the engagement team and contractually bind RL Jennings & Associates.

Our audit shall be conducted in accordance with auditing standards generally accepted in the United States of America, promulgated by the American Institute of Certified Public Accountants, and in accordance with the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States and the Official Code of Georgia Annotated. If a Single Audit is required, our audit shall be additionally performed in accordance the Single Audit Act Amendments of 1996, and Uniform Guidance, Audits of States, Local Governments, and Non-Profit Organizations. Our audit shall be designed to accomplish the City's requirements and objectives.

This proposal is valid for 90 days from date of this letter.

Sincerely,

A handwritten signature in cursive script that reads "R. Lee Jennings & Associates, P.C.".

RL Jennings & Associates, PC

1. FIRM INFORMATION

FIRM QUALIFICATIONS AND EXPERIENCE

RL Jennings & Associates (including its predecessor firm) has been in business for over forty-one years and has grown to be one of the largest independently owned and operated local certified public accounting firms in North Georgia. Serving clients throughout Georgia and neighboring states gives us regional recognition as well. Our partners are recognized in their field of practice. The Firm and all of its CPAs are actively involved with the Georgia Society of CPAs and the AICPA, as well as the Public Companies Practice Section of the AICPA. Members of our Governmental Practice Group are also involved with the AICPA Governmental Audit Quality Center. We have offices in Ellijay and Rome, Georgia.

The four cornerstones of RL Jennings & Associates industry practice are governmental, not-for-profit, employee benefit plans and non-public for-profit entities. Each one of these practice groups is made up of top employees in their field. The Governmental Practice Group is chaired by Thomas Evans.

Our top-quality governmental training courses allow us to address specific areas that impact our clients. We also believe our staff is well trained. Our CPE program is structured and our instructors are some of the best.

We are committed to providing quality audit services to our local governments. Our practice is designed around serving our governmental clients. Audit clients comprise approximately 60% of our total clients, and of our audit clients, approximately 80% are governmental entities. Our governmental audits are staffed out of our Ellijay and Rome offices.

Founded in 1974, our firm has been on the leading edge in practicing governmental audits. Beyond our governmental practice, we provide assurance, compliance, advisory and other accounting services to a variety of clients both within and outside the State of Georgia. We have the experience and staying power to ensure that you will receive the best possible service for the years to come.

Quality Control

Quality control in any CPA firm can never be taken for granted. It requires a continuing commitment to professional excellence. We are dedicated to that commitment. As a member of the Private Companies Practice Section of the AICPA, we must obtain an independent compliance review of our firm's quality control policies and procedures to ascertain compliance with existing auditing standards on the applicable engagements.

Homeland Security

RL Jennings & Associates is registered with the United States Department of Homeland Security for the purpose of verifying new employee work eligibility under the Georgia Security and Immigration Compliance Act of 2006.

Local Presence

Our Firm is currently serving numerous clients located in North Georgia, including many governmental entities. The work for your audit will be managed out of our Ellijay location.

Our firm's Governmental Practice Group is made up of 11 professional staff. The following is a breakdown of our governmental staff:

RL Jennings & Associates Office Staffing	
Partners	1
Managers	3
IT Specialists	1
Staff	3
Support Staff	4
Total	12

Locations:

Main Office

RL Jennings & Associates, PC
506 East Third Street
Rome, Georgia 30161
706-802-1945

R. Lee Jennings, Managing Partner
lee@romecpa.com

Branch Office

RL Jennings & Associates, PC
14224 Hwy 515 North Suite 700
Ellijay, Georgia 30540
706-273-1945

This location will manage the audit services

Marvin Chance, Manager
marvin@ellijaycpa.com

2. UNDERSTANDING SERVICES AND OUR APPROACH

Objectives and Requirements

RL Jennings is aware that the City is seeking an auditor to examine and express an opinion on the fair presentation of their general purpose financial statements and the supporting schedules in conformity with accounting principles generally accepted in the U.S. When applicable, the examination will also include a Single Audit in accordance with the U.S. Office of Management and Budget (OMB) Uniform Guidance, and the Government Audit Standards issued by the United States General Accounting Office. It must also meet the requirements of the applicable laws of the State of Georgia. The auditor's report on the financial statements shall include an opinion, or disclaimer of opinion, as to whether the schedule is presented fairly in all material respects in relation to the financial statements taken as a whole. The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

Objectives and Requirements

RL Jennings is aware that the City is seeking an auditor to examine and express an opinion on the fair presentation of their general purpose financial statements and the supporting schedules in conformity with accounting principles generally accepted in the U.S. When applicable, the examination will also include a Single Audit in accordance with the U.S. Office of Management and Budget (OMB) Uniform Guidance, and the Government Audit Standards issued by the United States General Accounting Office. It must also meet the requirements of the applicable laws of the State of Georgia. The auditor's report on the financial statements shall include an opinion, or disclaimer of opinion, as to whether the schedule is presented fairly in all material respects in relation to the financial statements taken as a whole. The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

SPECIFIC AUDIT APPROACH

The environment in which audits are performed is changing at a rapid pace. The Auditing Standards Board of the AICPA has recently issued Statements on Auditing Standards (SAS's) 104-112, collectively referred to as the risk assessment standards. The implication of these new standards has caused a dramatic shift in the way audits are performed. These new standards are effective for fiscal years beginning on or after December 16, 2006. With these new standards an auditor is now required to obtain an understanding of internal control and assess the risks of fraud and material misstatement specific to each engagement. Our audit must be specifically designed to address any risks identified during our assessment of internal controls. It will be imperative for your auditor to have an in-depth understanding of these new SAS's and develop an audit approach to meet the new requirements.

RL Jennings & Associates made the decision to adopt these standards early to ensure our adequate response and a clear understanding. Our technical advisory staff has performed extensive research and developed an audit plan that maintains our high level of efficiency and meets the requirements outlined in the new standards. Our approach is outlined below in the format requested in the request for proposal:

Proposed Segmentation of the Engagement

Phase I - Pre-planning:

Upon acceptance of our offer we will meet with your staff to gain an understanding of the organization of your City, and the internal control systems in place over financial transactions. To aid in this understanding we have developed a 'plain language' questionnaire and an initial list of items we will need to begin planning our approach to your audit. This initial list typically includes minutes of the meetings of the governing body, significant contracts or grant agreements, a preliminary trial balance, the City's budget, organizational charts, policy manuals, and descriptions of its financial and management information systems.

Phase II – Planning:

After our initial meeting and upon receipt of the items we initially request we will begin the planning process. This will involve follow-up questions from your answers to our "plain language" questionnaire, and the documentation provided to us. During this phase of the engagement we will also perform a 'walk through.' A walk through involves following a transaction (typically a receipt and/or a disbursement) from origination through its final entry into the general ledger. This process can be performed in a variety of methods and we will discuss with your staff to determine the most efficient approach. From the results of our walk through testing and our planning we will make a final conclusion on our assessment of your internal control procedures and the material risks specific to your City.

Based on our final assessment, we will determine the reliance that can be placed on your internal control structure and the extent of our substantive testing. The final step in the planning phase is the design of custom audit programs specific to your engagement as dictated by the Risk Based Auditing Standards.

Phase III – Internal Control Testing:

After our determination of the level of reliance on internal controls, we will select samples of transactions from various material classes of accounts and perform testing to ensure that the internal control system is functioning effectively. Also, a review of state and local laws and regulations will be performed to assess any special compliance requirements. Based on the above findings, we will modify the audit program to either expand or contract the level of audit examination required.

Phase IV – General Fieldwork:

The engagement manager will serve as the lead auditor and direct the staff assigned to the engagement to execute the audit plan that was developed and modified in the previous phases. This will include tests of compliance of the various programs in accordance with the laws of the State of Georgia and the United States of America. Random number generated statistical sampling will be used to test for compliance, as well as systematic sampling. We will use the PPC audit guide programs for Local Governments and any other related audit programs to complete this phase. Final analytical comparisons between budget and actual and prior year data will also be performed during this phase of the audit.

Phase V – Audit Completion and Financial Statements:

During this phase all work papers will be reviewed in accordance with the firm's quality control policies (engagement partner). The financial statements will be drafted along with any required reports. Once the final drafts are complete and the engagement partner completes his final review, the work papers and financial statements will be sent to the technical advisor for a second review. After any modifications are addressed, the engagement partner will release the financial statements and required reports to the City.

Phase VI – Meeting with the Management:

During this phase, the engagement partner will meet with the City Manager and discuss the auditor's responsibilities, the audit reports and significant matters therein, disagreements with management, and any other issues brought to light during the audit.

Engagement Schedule and Staffing

We have designed our approach to provide the best resources when and where they are needed. If selected, we will schedule our audit at a mutually convenient time. We anticipate meeting with the City's staff prior to general fieldwork to conduct the preplanning and planning phases of the audit with final fieldwork beginning as soon as the City is ready for us to begin. Financial statements and our reports will be issued as soon as possible thereafter.

Sample Size and the extent to which statistical sampling is to be used in the engagement

Sampling is an important part of auditing and allows us to gain efficiency in an engagement by applying test procedures to a representative sample of the population rather than testing 100% of the population. The Statement on Auditing Standards No. 111 "Amendment to Statement on Auditing Standards No. 39, Audit Sampling," states the following regarding audit sampling:

There are two general approaches to audit sampling: non-statistical and statistical. Both approaches require that the auditor use professional judgment in planning, performing, and evaluating a sample and in relating the audit evidence produced by the sample to other audit evidence when forming a conclusion about the related account balance or class of transactions.

During the planning phase of the audit, we will make determinations based on the nature of your transactions, the size and volume of various transactions, and the availability of data to determine the nature and extent of sampling to be used during the course of the audit.

Type of EDP software used in the engagement

RL Jennings & Associates has invested significant resources in ensuring that we have the most current technology available at our disposal. This ensures that our assets in the field will have everything needed to complete the engagement in the most efficient manner. All of our audit staff has undergone extensive training in computer auditing techniques, data mining, and data integration. During the preplanning and planning phases of the engagement, we will assess the extent to which these resources can be most efficiently applied to your engagement. We will assess any other areas where our technology can most efficiently be applied.

In the current environment, data security is of paramount importance. Our Information Technology Department is highly trained in data security and connectivity. We currently have a tri-level encryption system to ensure data is protected while allowing our auditors to connect to resources available at the home office for research and other auditing purposes.

Type and extent of analytical procedures to be used in the engagement

Analytical procedures are employed for the following purposes:

- To assist the auditor in determining the nature, timing, and extent of other audit testing.
- As substantive testing to obtain evidence regarding assertions related to account balances or particular classes of transactions.
- As an overall review during the final stages of an audit.

Analytical procedures are an important part of the audit process and consist of evaluations of financial information made by a study of plausible relationships among both financial and non-financial data. Analytical procedures can range from simple comparisons to complex models.

Analytical procedures are typically more cost effective than a test of details and efficiency can be gained through the application of analytical procedures. During the planning and risk assessment phases of the audit, we will determine where analytical procedures can be most effectively applied.

Approach to be taken to gain and document an understanding of the City's internal control structure

For the purposes of a financial statement audit, control systems are divided into five elements: the control environment, risk assessment, control activities, information and communication, and monitoring. We divide our assessment of internal controls into two broad categories, entity-wide controls and activity-level controls. We first assess the elements of control for the entire City; this includes obtaining a general understanding of the City and the environment in which the City conducts its day to day operations. After this step is complete, we obtain an activity-level of understanding of controls in place over specific types of accounts and classes of transactions.

We perform the following specific procedures to gain our entity-wide and activity-level controls:

1. We have you fill out a questionnaire that will provide us with an initial 'road map' for the procedures you currently have in place.
2. After reviewing your answers to our questionnaire, we perform a follow-up interview and review a preliminary analysis of your trial balance and general ledger to determine specific material account balances and classes of transactions.
3. We will select a small sample of transactions and perform walk through procedures described above to track transactions through your financial management system to determine if controls noted in the previous steps are functioning effectively.

4. Based on the results of the above procedures, we will perform a final assessment of entity-wide and activity-level controls. At this point, a decision will be made as to the extent of our internal control testing and reliance on internal controls.

With the advent of the new auditing standards, a detailed examination and documentation of internal controls is required. This is forcing our audit clients to review their internal control procedures and address any weak points in the process. We will provide recommendations throughout this phase of the audit to aid you in strengthening your internal control systems.

Approach to be taken in determining laws and regulations that will be subject to audit test work

The governmental environment is subject to strict regulation at the local, state, and federal levels. We have developed a close working relationship with the Georgia Department of Audits, the Georgia Department of Community Affairs, and other state agencies to assist in the identification of laws and regulations your City will be subject to during the audit period. Our specific approach involves the following steps:

1. During the planning phase of the engagement our staff will meet with you and determine current projects and activities of the City. We will review all grant and contract agreements for any specific compliance requirements. We will also provide materials to you regarding general regulatory requirements for cities in Georgia.
2. Once an assessment has been made of the laws and regulations applicable to the City, our compliance testing will be designed to provide necessary assurance regarding compliance with those laws and regulations.
3. At the end of the engagement written representations will be obtained from the City and the City's legal counsel regarding statutory compliance.

We use authoritative materials provided by the State and other non-authoritative audit guides to assist in providing the necessary assurance in regards to compliance with applicable laws and regulations. Should the City become subject to Uniform Guidance requirements, we will use as a guideline for developing testing procedures the OMB's Circular A-133 and the specific compliance supplements related to the major programs of the City.

Approach to be taken in drawing audit samples for purposes of tests of compliance

In designing audit procedures to provide assurance with applicable laws and regulations, we perform a review of the compliance requirements, assess the types of information available to test compliance, and design our procedures to allow us the most efficient method for testing compliance. Our audit procedures typically rely heavily on the use of sampling methodologies to gain efficiencies by testing a representative sample of the population. Sampling methodologies fall into two broad categories, statistical and non-statistical. The nature of the class of transactions tested for compliance will determine the most efficient approach.

As there is no specific authoritative literature regarding sample size determinations, we rely heavily on our professional judgment supported by technical guidelines contained in audit literature available to us to plan the test and sample size, select a sample we believe is representative of the population, and evaluate the results of the testing of our sample. Using this methodology, we can obtain assurances regarding the compliance with a specific statutory requirement.

Our tests of compliance typically involve a selection of disbursements or receipts related to a specific program and/or type of revenue or expenditure. During the planning and fieldwork phases of the audit, we will discuss with you the most efficient approach for determining the samples needed and the methodologies used for the purposes of tests of compliance.

Work Plan and Schedule

Field work to start approximately May 1 Annually

Field work completed by May 31 Annually

Draft report delivered by June 20 Annually

Final report completed by June 30 Annually

Workload

The staff assigned to this audit will consist of, but to limited to:

Lee Jennings, Partner

Tom Evans, Manager

Marvin Chance, Manager

Staff accountant

3. SUB-CONTRACTORS/CONSULTANTS

R L Jennings & Associates does not anticipate using sub-contractors or outside consultants for these audit services.

4. PERSONNEL

PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE

The single most important issue for you to consider when comparing audit team qualifications in selecting an accounting firm is who will actually be performing the work. Significant consideration should also be given to the audit firm's commitment to staff continuity. With this in mind, we have assembled a unique team of highly-qualified accounting professionals with over 30 years of governmental and nonprofit experience serving our clients. We feel confident that our engagement team members will be returning in subsequent years, because we treat our staff like the professionals they are. They are our greatest asset. They are not members of a staff pool that turns over frequently; they are real people with families in the community who will be servicing your account for many years to come.

What distinguishes one CPA firm from another, is its people. CPA firms are not names, logos, or multi-national extravaganzas. Firms are groups of qualified professionals who have developed areas of specific industry specialization, whose mission is to provide quality service to their clients. Through the networking of specific talents, today's progressive CPA firms can offer a diverse array of industry specializations.

Our commitment to serve you is the driving force in forming the strongest possible team of professionals with governmental/nonprofit experience available in the state of Georgia. All engagement team members are committed to the timeline proposed and will not have concurrent conflicts with that timeline.

For your City's engagement, we are proposing a team of the strongest personnel resources of our professional staff. Our audit team will include two highly-experienced partners and one highly-experienced manager functioning in supervisory roles. These, along with our assigned senior and staff, have all dedicated a substantial part of their professional careers working in the public sector. To ensure that you receive excellent service, you must have excellent professionals serving you. The following is a brief introduction to those who will diligently serve you:

1

R. Lee Jennings, CPA, CFCA
Managing Partner

Years in public accounting: 25
Governmental CPE hours taken in
the last two years: 40

R. Lee Jennings, CPA, CFCA will be the engagement partner for this engagement and will be responsible for the overall quality of the report and the supporting work papers. Mr. Jennings assumed the role of Managing Partner for the firm as of December 1997. He has worked in the field of accounting since June 1985. His experience includes significant governmental auditing, having performed as the lead auditor for the Floyd County, Georgia audit and as the engagement partner for the majority of our governmental engagements. Mr. Jennings other auditing experience includes not-for-profit agencies subject to the requirements of the Single Audit Act. He has also worked in industry, serving for four years as cost accounting manager for a local publicly traded company. Mr. Jennings is a 1985 graduate of Berry College where he received a BBA in Accounting. His professional affiliations and distinctions include the following:

Member, American Institute of Certified Public Accountants
Member, Georgia Society of Certified Public Accountants
Certified Forensic Claims Accountant
Past President, Educational Foundation, Georgia Society CPA's
Captain, Retired, U.S. Army Reserve

Thomas H. Evans, CPA
Manager

Years in public accounting: 30
Governmental CPE hours taken in
the last two years: 40

Tom Evans will be the manager on this audit. He is the lead auditor on work performed in the Fannin, Cherokee and Polk County areas. Mr. Evans spends 75% of his audit time on governmental and not-for-profit entities and has over 10 years experience in the public sector including Fannin County, Georgia and Holly Springs, Georgia.

Member, American Institute of Certified Public Accountants
Member, Georgia Society Certified Public Accountants

Marvin Chance, CPA
Manager

Years in public accounting: 30
Governmental CPE hours taken in
the last two years: 40

Marvin Chance will be the manager on this audit. He is the lead auditor on work performed in the Towns, Union, and Polk County areas. Mr. Chance spends 75% of his audit time on governmental and not-for-profit entities and has over 10 years experience in the public sector including Ellijay, Georgia, Fairmount, Georgia, and Young Harris, Georgia.

Member, American Institute of Certified Public Accountants
Member, Georgia Society Certified Public Accountants

Personnel involved in audits of clients with federal and state financial assistance are required to comply with the continuing professional education ("CPE") requirements imposed by *Government Auditing Standards* ("GAGAS") if, during the engagement they are in charge, review the working papers or audit reports, or supervise the work of other personnel on the engagement. In the event these conditions are met, those personnel are required to take and maintain at least 80 hours of accounting and auditing CPE every two years, which must include 24 hours of governmental or not-for-profit training.

All members of the governmental audit staff of our Firm and audit team members assigned to this engagement, regardless of their individual roles of responsibility, are in compliance with the CPE requirements set forth in GAGAS, issued by the Comptroller General of the United States. In addition, we are in compliance with the applicable provisions of the Georgia Statutes that require CPA's to meet CPE requirements prior to proposing on governmental audit engagements.

Our audit team does not perform just one federal/state financial assistance program audit; our staff auditors are exposed to intensive and continuing concentration on various types of these audits. Due to the total number of governmental/nonprofit grant audits our team performs, each member of our governmental audit staff understands and is able to perform several types of federal/state grant audits.

It is our objective to provide our professional staff at least 50 hours of comprehensive CPE training each year. This is accomplished by attending seminars throughout the state of Georgia and United States and is reinforced by in-house training through our own firm wide training program. Specific governmental training attended by the partners and each person assigned to this audit in the last two years is as follows:

Prior two years of Governmental CPE hours	
Lee Jennings	40
Thomas Evans	40
Marvin Chance	40

GASB STATEMENT NO. 34 EXPERIENCE AND QUALIFICATIONS

All members of our governmental audit staff are trained in and experienced with the requirements and application of this Statement since its effective date.

5. REFERENCES

Please list three (3) references for current or recent customers who can verify the quality of service your company provides. Projects of similar size and scope are preferable.

1. City of Young Harris Georgia
Young Harris, GA
External audit services
June 30, 2018
Shirley Jarrard, City Clerk
Phone 706-379-3171 Email: shirleyjarrard@cityofyoungharris.net

2. City of Fairmount Georgia
Fairmount, GA
External Audit Services
June 30, 2018
Petrina Pritchett, Financial Officer
Phone 706-337-5306 Email: ppritchett@fairmountga.gov

3. Northwest Georgia Regional Commission
Rome, GA
External audit services
December 31, 2018
Joey Cumbie, Financial Director
Phone 706-295-6485 Email: jcumbie@nwgrc.org

7. AICPA

RL Jennings & Associates, PC is currently in good standing with the AICPA

8. Liability Insurance



AICPA PROFESSIONAL LIABILITY INSURANCE PROGRAM

The Experience To Protect Your Future

1100 Virginia Drive, Suite 250
Fort Washington, PA 19034-3278
Phone: (800) 221-3023
Fax: (800) 853-5227
www.cpoi.com

RL Jennings & Associates, PC
Mr. Lee Jennings
506 East Third St
Rome, GA 30161

July 02, 2018

Client No.: 0441131000

Policy No.: APL 275488834

Policy Period: 6/01/18 To 6/01/19

Dear Mr. Jennings:

Thank you for your firm's participation in The Premier Plan, underwritten by a CNA member Company, one of the CNA insurance companies. Your policy is enclosed and is effective as of the date listed above.

Please remember to notify us if you plan to merge, acquire or otherwise materially affect the present composition of your firm (including areas of practice and professional staff) during the policy period. You may be required to submit a new application in advance of the change for underwriting analysis and coverage amendments.

As compensation for providing insurance services on your behalf under the AICPA Professional Liability Insurance Program, Aon Insurance Services, a division of Affinity Insurance Services, Inc., received a total of \$1,879.38 in commission for the most recently completed policy year. Services provided include program marketing, underwriting, policy management, billing, risk management and other client services.

Should you have any questions about your coverage, please don't hesitate to call us toll free at 1-800-221-3023. We look forward to serving your professional liability insurance needs now and in the future.

Sincerely,
Sam Aïdee

Aon Insurance Services
AICPA Program Administrator
PPOLRN

Aon Insurance Services is a division of Affinity Insurance Services, Inc.; in CA, MN & OK, (CA License #0795465) Aon Insurance Services is a division of AIS Affinity Insurance Agency, Inc.; and in NY, AIS Affinity Insurance Agency. ©2007

One or more of the CNA companies provide the products and/or services described. The information is intended to present a general overview for illustrative purposes only. It is not intended to constitute a binding contract. Please remember that only the relevant insurance policy can provide the actual terms, coverages, amounts, conditions and exclusions for an insured. All products and services may not be available in all states and may be subject to change without notice. CNA is a service mark

DECLARATIONS

ACCOUNTANTS PROFESSIONAL LIABILITY POLICY

PRODUCER	BRANCH	PREFIX	POLICY NUMBER
003613	970	APL	275488834

INSURANCE IS PROVIDED BY
CONTINENTAL CASUALTY COMPANY
CNA PLAZA, CHICAGO, IL 60685
A STOCK INSURANCE COMPANY
REFERRED TO IN THIS POLICY AS WE, US, OR OUR.

1. Named Insured and Mailing Address

RL Jennings & Associates, PC
506 East Third St
Rome, GA 30161

* * * NOTICE * * * *

THIS IS A CLAIMS-MADE AND REPORTED POLICY AND
COVERS ONLY CLAIMS FIRST MADE AGAINST AN INSURED
AND REPORTED IN WRITING TO THE COMPANY DURING
THE POLICY PERIOD. PLEASE READ THIS POLICY
CAREFULLY AND DISCUSS THE COVERAGE WITH YOUR
INSURANCE AGENT.

2. POLICY PERIOD: FROM: 6/01/18 TO: 6/01/19 at 12:01 A.M. Standard time at your address shown above.

3. PRIOR ACTS DATE: 6/01/98 at 12:01 A.M.

4. DEDUCTIBLE: Per Claim Deductible _____ or Aggregate Deductible \$5,000

5. LIMITS OF LIABILITY: (INCLUDES CLAIM EXPENSES UNLESS AMENDED BY ENDORSEMENT)

<u>\$1,000,000</u>	PER CLAIM
<u>\$1,000,000</u>	AGGREGATE

6. FOR NON-RENEWAL : 45 days notice will be given you in accordance with policy conditions.

7. PRINTED ENDORSEMENTS ATTACHED AT POLICY ISSUANCE INCLUDE:

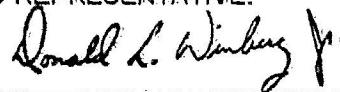
G-127136-A(1/16) Policy	CNA69245XX Named Entity Exclusion
G-127137-A(7/12) Declarations Page	CNA87510XX CPA NetProtect Endorsement
G-127157-A(6/97) Nuclear Energy & Pollution Excl.	CNA87547XXC Sole Owner Death / Disability ECRP
G-127164-A10(7/97) Amend. Termination Provisions - GA	
G-127165-AC10(07/00) Amend. Endorsement - GA	
G-127166-A99(5/00) Waiver of Punitive Damages	
GA-NOTICE(7/00) Georgia Notice	
G-141584-A(6/03) Policyholder Notice	
CNA90673XX-(11/17) Amend Limits of Liability Endorsement	
G-127152-AC(5/06) Claim Expenses Outside Limits	

3. \$8,083.00 ANNUAL PREMIUM

3. WHO TO CONTACT TO REPORT A CLAIM OR POTENTIAL CLAIM:

Director of Claims
Accountants Professional Liability
CNA Insurance Companies
333 South Wabash Street
Chicago, IL 60604
APLNewLoss@CNA.com

THIS POLICY IS NOT VALID UNTIL SIGNED BY OUR AUTHORIZED REPRESENTATIVE.



Authorized Representative

CONTINENTAL CASUALTY COMPANY

ACCOUNTANTS PROFESSIONAL LIABILITY POLICY

Amendatory Endorsement
Nuclear Energy and Pollution Exclusion

We agree with **you** that the following EXCLUSIONS are added to **your** Policy:

We will not defend or pay under this Policy any **claim** based upon or arising out of any loss, cost or expense:

1. under any circumstances, due to nuclear reaction, radiation, or contamination, regardless of cause.
2. which would not have happened in whole or in part, but for the actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of **pollutants** at any time.
3. arising out of any:
 - a. Request, demand or order that any insured or others test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of **pollutants**; or
 - b. **Claim** or suit by or on behalf of a governmental authority for damage because of testing for, monitoring, cleaning up, containing, treating, detoxifying or neutralizing, or in any way responding to, or assessing the effects of **pollutants**.

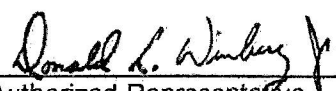
"Pollutants" means any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals and waste. Waste includes materials to be recycled, reconditioned or reclaimed.

ALL OTHER PROVISIONS OF THIS POLICY REMAIN UNCHANGED.

This endorsement is a part of your policy and takes effect on the effective date of your policy, unless another effective date is shown below.

Must Be Completed		Complete Only When This Endorsement Is Not Prepared with the Policy Or Is Not to be Effective with the Policy	
ENDT. NO.	POLICY NO.	ISSUED TO	EFFECTIVE DATE OF THIS ENDORSEMENT
001	APL 275488834	RL Jennings & Associates, PC	6/01/2018

Countersigned by


Authorized Representative

CONTINENTAL CASUALTY COMPANY

ACCOUNTANTS PROFESSIONAL LIABILITY POLICY
AMENDMENT OF TERMINATION PROVISIONS -
GEORGIA

We agree with **you** that any cancellation or non-renewal provisions contained in the Policy to which this endorsement is attached are deleted and replaced by the following:

I. Cancellation

A. This Policy can be canceled by either the **Named Insured** or us.

1. The **Named Insured** may cancel this Policy by mailing or delivering to us advance written notice of cancellation, stating a future date on which the policy is to be canceled subject to the following:
 - a. If only the interest of the **Named Insured** is affected, the effective date of cancellation will be either the date we receive notice from the **Named Insured** or the date specified in the notice, whichever is later. However, upon receiving a written notice of cancellation from the **Named Insured**, we may waive the requirement that the notice state the future date of cancellation, by confirming the date and time of cancellation in writing to the **Named Insured**.
 - b. If by statute, regulation or contract, this Policy may not be canceled unless notice is given to a governmental agency, mortgagee or other third party, we will mail or deliver at least 10 days notice to the **Named Insured** and the third party as soon as practicable after receiving the **Named Insured's** request for cancellation.

Our notice will state the effective date of cancellation, which will be the later of the following:

- (1) 10 days from the date of mailing or delivering its notice, or
- (2) the effective date of cancellation stated in the **Named Insured's** notice to us.

B. We can cancel this Policy by giving written notice to the **Named Insured** at least 10 days before the date the cancellation is effective.

C. We will mail or deliver notice to the **Named Insured** at the last mailing address known to us.

D. Notice of cancellation will state the date the cancellation is effective. The Policy will end on that date.

E. If notice is mailed, proof of mailing will be sufficient proof of notice.

F. If this Policy is canceled, we will send the **Named Insured** any premium refund due. If we cancel, the refund will be pro-rata, except that if the cancellation results from the failure of the **Named Insured** to pay, when due, any premium to us or any amount, when due, under a premium finance agreement, then the refund may be less than pro-rata. Calculation of the return premium at less than pro-rata represents a penalty charged on unearned premium. If the **Named Insured** cancels, the refund may be less than pro-rata. The cancellation will be effective even if we have not made or offered a refund. If the **Named Insured** cancels, the refund may be less than pro-rata. The cancellation will be effective even if we have not made or offered a refund.

G. If we decide to:

1. cancel or non-renew this Policy; or
2. increase current policy premium by more than 15% (other than any increase due to change in risk, exposure or experience modification or resulting from an audit of auditable coverages); or
3. change any policy provision which would limit or restrict coverage:

Then:

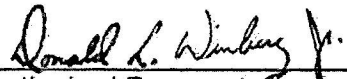
1. 10 days before the effective date of cancellation if this policy has been in effect less than 60 days or if we cancel for nonpayment of premium; or
2. 45 days before the effective date of cancellation if this Policy has been in effect 60 or more days and we cancel for a reason other than nonpayment of premium; or
3. 45 days before the expiration date of this policy, if we decide to non-renew, increase the premium or limit or restrict coverage.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.

This endorsement is a part of your policy and takes effect on the effective date of your policy, unless another effective date is shown below.

Must Be Completed		Complete Only When This Endorsement Is Not Prepared with the Policy Or Is Not to be Effective with the Policy	
ENDT. NO.	POLICY NO.	ISSUED TO	EFFECTIVE DATE OF THIS ENDORSEMENT
002	APL 275488834	RL Jennings & Associates, PC	6/01/2018

Countersigned by


Authorized Representative



AMENDATORY ENDORSEMENT - GEORGIA

We agree with **you** that the following amendments are made a part of **your** Policy:

Section VI., **POLICY CONDITIONS**, Condition G., Entire Contract, is deleted in its entirety and replaced with the following:

G. Entire contract

This Policy consists of the Declarations, the Policy form, all endorsements attached to the Policy, the completed and signed application and all supplementary information and statements **you** have provided to us.

By acceptance of this Policy **you** agree that all of the information and statements provided to us by **you** are true, accurate and complete. This Policy has been issued in reliance upon the truth and accuracy of those representations.

No concealment, misrepresentation or fraud shall defeat recovery under this Policy, or cause this Policy to be cancelled, unless such concealment, misrepresentation or fraud was material. Concealment, misrepresentation or fraud in the procurement of this Policy which if known by us would have led to refusal by us to make this contract or provide coverage for a **claim** hereunder will be deemed material.

Section VI., **POLICY CONDITIONS**, Condition H., Other Insurance is deleted in its entirety and replaced with the following:

H. Other Insurance

If **you** have insurance provided by other companies against a **claim** covered by this Policy, we shall not be liable under this Policy for a greater proportion of such **claim** than the applicable limit of liability stated in the Declarations bears to the total applicable limit of liability of all valid and collectible insurance that applies to such **claim**.

All other terms and conditions of the Policy remain unchanged.

This endorsement, which forms a part of and is for attachment to the Policy issued by the designated Insurers, takes effect on the effective date of said Policy at the hour stated in said Policy, unless another effective date is shown below, and expires concurrently with said Policy.

CONTINENTAL CASUALTY COMPANY

ACCOUNTANTS PROFESSIONAL LIABILITY POLICY

Amendatory Endorsement
Waiver of Punitive Damages

We agree with **you** that the following amendment is made a part of **your** Policy:

Section I. the definition of **Damages** is deleted in its entirety and replaced with the following:

Damages are monetary judgments, awards and settlements, provided any settlement is negotiated by or with our assistance and approval. **Damages** also include prejudgment or post-judgment interest awarded against **you** on such judgments or awards.

Damages do not include:

- A. civil or criminal fines, penalties, sanctions or forfeitures, imposed on **you** whether pursuant to law, statute regulation or court rule;
- B. the multiplied portion of multiplied awards on **claims** otherwise payable under this Policy;
- C. amounts for which **you** are not financially liable or that are without legal recourse to **you**;
- D. amounts owed by **you** to **your** client by reason of money loaned to or invested with **you** in **your** individual capacity for **your** personal use or investment in **your** own venture.

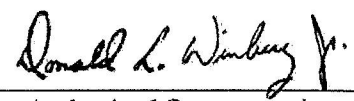
ALL OTHER PROVISIONS OF THIS POLICY REMAIN UNCHANGED.

This endorsement is a part of **your** policy and takes effect on the effective date of **your** policy, unless another effective date is shown below.

Must Be Completed	
ENDT. NO.	POLICY NO.
004	APL 275488834

Complete Only When This Endorsement Is Not Prepared with the Policy Or Is Not to be Effective with the Policy	
ISSUED TO	EFFECTIVE DATE OF THIS ENDORSEMENT
RL Jennings & Associates, PC	6/01/2018

Countersigned by


Authorized Representative

GEORGIA MANDATORY NOTICE

The laws of the state of Georgia prohibit insurers from unfairly discriminating against any person based upon his or her status as a victim of family violence.



POLICYHOLDER NOTICE

Ethics and proper business conduct has been the cornerstone of CNA since 1897. While much has changed during the last century, our commitment to these core values has not wavered. We strongly believe that proper business conduct is more than the practice of avoiding wrong; it is also a matter of choosing to do right. Nowhere is this more essential than helping in the fight against terrorism. As such, we are committed to complying with U.S. Department of Treasury Office of Foreign Asset Control (OFAC) requirements.

Through a variety of laws, OFAC administers and enforces economic sanctions against countries and groups of individuals, such as terrorists and narcotics traffickers. These laws prohibit all United States citizens (including corporations and other entities) and permanent residents from engaging in transactions with sanctioned countries and with individuals and entities on the Specially Designated Nationals (SDN) list. Because all U.S. citizens and companies are subject to this law, we wanted to be sure you were aware of its scope and restrictions. If you haven't already done so, you may want to consider discussing this issue with your legal counsel to ensure you are in compliance.

For insurance companies, accepting premium from, issuing a policy to, insuring property of, or making a claim payment to an individual or entity that is the subject of U.S.-imposed economic sanctions or trade embargoes usually are violations of these laws and regulations. Fines for violating OFAC requirements can be substantial. CNA has established an OFAC compliance program part which includes the use of exclusionary policy language. We believe this makes good business sense for CNA and you.

Our records indicate that you have insurance coverage coming up for renewal with us. The purpose of this letter is to advise you that your renewal policy includes OFAC exclusionary policy language, which may reduce or eliminate certain coverage. Specifically, if it is determined that your policy violates certain Federal or State laws or regulations, such as the U.S. list of Specially Designated Nationals or Blocked Persons (organizations or individuals associated with terrorist groups), any term or condition of your policy will be null and void to the extent it violates the applicable laws or regulations of the United States.

We're sure you share our commitment to compliance and thank you for your cooperation.

Your policy language reads as follows:

ECONOMIC AND TRADE SANCTIONS CONDITION

The following condition is added to the Policy:

ECONOMIC AND TRADE SANCTIONS CONDITION

In accordance with laws and regulations of the United States concerning economic and trade embargoes, this policy is void from its inception with respect to any term or condition of this policy that violates any laws or regulations of the United States concerning economic and trade embargoes including, but not limited to the following:

1. Any insured under this Policy, or any person or entity claiming the benefits of such insured, who is or becomes a Specially Designated National or Blocked Person or who is otherwise subject to U.S. economic or trade sanctions;
2. Any claim or suit that is brought in a Sanctioned Country or by a Sanctioned Country Government, where any action in connection with such claim or suit is prohibited by U.S. economic or trade sanctions;
3. Any claim or suit that is brought by any Specially Designated National or Blocked Person or any person or entity who is otherwise subject to U.S. economic or trade sanctions;
4. Property that is located in a Sanctioned Country or that is owned by, rented to or in the care, custody or control of a Sanctioned Country Government, where any activities related to such property are prohibited by U.S. economic or trade sanctions; or
5. Property that is owned by, rented to or in the care, custody or control of a Specially Designated National or Blocked Person, or any person or entity who is otherwise subject to U.S. economic or trade sanctions.

As used in this endorsement a Specially Designated National or Blocked Person is any person or entity that is on the list of Specially Designated Nationals and Blocked Persons issued by the U.S. Treasury Department's Office of Foreign Asset Control (O.F.A.C.) as it may be from time to time amended.

As used in this endorsement a Sanctioned Country is any country that is the subject of trade or economic embargoes imposed by the laws or regulations of the United States of America.



AMEND LIMITS OF LIABILITY ENDORSEMENT
(Risk Management Incentives - Use of Engagement Letters)

It is understood and agreed that the section entitled **LIMITS OF LIABILITY**, the sub-section entitled Risk Management Incentives, the paragraph entitled Use of Engagement Letters, the phrase "then we will reduce **your** deductible, applying to that **claim**, by 50%, up to a total amount of \$5,000" is amended to delete "\$5,000" and replace it with "\$10,000."

All other terms and conditions of the Policy remain unchanged.

This endorsement, which forms a part of and is for attachment to the Policy issued by the designated Insurers, takes effect on the effective date of said Policy at the hour stated in said Policy, unless another effective date is shown below, and expires concurrently with said Policy.



AMENDATORY ENDORSEMENT - CLAIM EXPENSES OUTSIDE THE LIMITS

We agree with **you** that the following amendments are made part of **your** Policy:

1. Item 5, LIMITS OF LIABILITY of the Declarations is amended by deleting the phrase "Includes claims expenses". In addition, Item 5, LIMITS OF LIABILITY is amended to include the following new Limit of Liability.

Claim expenses \$ 1,000,000 per claim
Claim expenses \$ 1,000,000 in the aggregate

2. Section II., COVERAGE AGREEMENTS, paragraph C. is deleted in its entirety and replaced as follows:

C. 1. **Payment of damages**

We are not obligated to investigate, defend, pay or settle a **claim** after the applicable limit of our liability has been exhausted by payment of **damages** or after we have tendered the remaining available limits of liability into a court of competent jurisdiction. In such case, we shall have the right to withdraw from the further investigation, defense or settlement of any **claim** by tendering control of said investigation, defense or settlement to **you**. We will initiate, and cooperate in, the transfer of control to **you** of any **claims** which were reported to us prior to the exhaustion of such limit. **You** must cooperate in the transfer of control of such **claims**. We agree to take the necessary steps, as we deem appropriate, to avoid a default in such **claims** until such transfer has been completed, provided **you** cooperate in completing such transfer. **You** must reimburse us for expenses we incur in taking those steps we deem appropriate to avoid a default.

2. **Payment of claim expenses**

We are not obligated to investigate or defend or continue to investigate or defend a **claim** after the limit of liability applicable to **claims expenses** as set forth in paragraph 4 of this Endorsement is exhausted. In such case we shall have the right to withdraw from the further investigation or defense of such **claim** by tendering control of said investigation, defense or settlement of the **claim** to **you**. However, we reserve the right to designate counsel, at our own expense, to associate with **you** in the continued defense of such **claim**. In such case, **you** shall not enter into any settlement or agreement without our prior written consent.

3. Section III., LIMITS OF LIABILITY paragraphs A and B are deleted in their entirety and replaced as follows:

A. **Damages Limit of Liability - Each Claim**

Subject to B. below, the limit of liability for **damages** for each **claim** shall not exceed the amount stated in the Declarations as "Per **Claim**".

B. **Damages Limit of Liability - Aggregate**

Subject to A. above, the limit of liability for **damages** for all **claims** shall not exceed the amount stated in the Declarations as "Aggregate".



4. Section III., LIMITS OF LIABILITY, is amended to add the following new paragraphs as follows:

- **Claim Expenses Limit of Liability - Each Claim**

Subject to the Aggregate **Claim Expenses** Limit of Liability below, the limit of liability for **claim expenses** for each **claim** shall not exceed the amount stated in Item 1 of this Endorsement as the "Per **Claim**" Limit of Liability for **claim expenses**.

- **Claim Expenses Limit of Liability - Aggregate**

Subject to the Each **Claim Claim Expenses** Limit of Liability above, the limit of liability for **claim expenses** for all **claims** shall not exceed the amount stated in Item 1 of this Endorsement as the "Aggregate" Limit of Liability for **claim expenses**.

Claim expenses are not payable under this Policy until all other valid and collectible insurance available to you for **claim expenses** has been exhausted.

All other terms and conditions of the Policy remain unchanged.

This endorsement is a part of **Your** Policy and takes effect on the effective date of **Your** Policy, unless another effective date is shown below.

Must Be Completed		Complete Only When This Endorsement Is Not Prepared with the Policy <u>Or</u> Is Not to be Effective with the Policy	
ENDT. NO. 006	POLICY NO. APL 275488834	ISSUED TO RL Jennings & Associates, PC	EFFECTIVE DATE OF THIS ENDORSEMENT 6/01/2018

Donald L. Wimbey Jr.

Countersigned by

Authorized Representative

CONTINENTAL CASUALTY COMPANY

ACCOUNTANTS PROFESSIONAL LIABILITY POLICY

Amendatory Endorsement
EXCLUSION OF NAMED INDIVIDUALS OR ENTITIES
(INCLUDING SUBSIDIARIES, PREDECESSORS AND SUCCESSORS)

We agree with you that this Policy does not apply to any claim arising out of **professional services** rendered for, by or on behalf of, or in any way involving the individuals or entities named below, including but not limited to any of their wholly or partially owned entities, predecessors or successors in business.

Third Street Advisors, LLC

All other terms and conditions of the Policy remain unchanged.

This endorsement, which forms a part of and is for attachment to the Policy issued by the designated Insurers, takes effect on the effective date of said Policy at the hour stated in said Policy, unless another effective date is shown below, and expires concurrently with said Policy.

Must Be Completed	
ENDT. NO.	POLICY NO.
007	APL 275488834

Complete Only When This Endorsement Is Not Prepared with the Policy <i>Or Is Not to be Effective with the Policy</i>	
ISSUED TO	EFFECTIVE DATE OF THIS ENDORSEMENT
RL Jennings & Associates, PC	6/01/2018

Countersigned by Donald L. Wimbush Jr.
Authorized Representative



CPA NETPROTECT ENDORSEMENT

In consideration of the additional premium amount **\$639.00**, it is understood and agreed that the Policy is amended as follows:

I. The Declarations are amended to add the following:

CPA NetProtect Coverage Schedule

<u>Claims for Network Damage/Extortion Demands</u>	
Limit applicable to all claims for network damage in the aggregate	\$1,000,000
Sublimit applicable to all extortion demands in the aggregate	\$150,000
Deductible applicable to each claim for network damage	\$5,000
Deductible applicable to each extortion demand	\$5,000
<u>Privacy Event Expenses</u>	
Limit applicable to all privacy event expenses in the aggregate	\$75,000
Deductible applicable to each privacy event	\$0
CPA NetProtect Prior Acts Date: 6/01/2015	

II. The section entitled **COVERAGE AGREEMENTS** is amended as follows:

A. Paragraph A. is amended by the addition of the following:

In accordance with all the terms and conditions of the Policy, we will also pay on **your** behalf all sums in excess of the deductible, up to our limits of liability, that **you** become legally obligated to pay as **damages** and **claim expenses** because of a **claim for network damage** that is both first made against **you** during the **policy period** by reason of any act or omission by **you** or by any person (including a **rogue employee**) for whose **wrongful acts you** are legally liable provided that:

1. the **wrongful act** occurs on or after the **CPA NetProtect prior acts date** and before the end of the **policy period**;
2. such **claim** is reported to us in accordance with the requirements of this Policy;
3. prior to the inception date of the **policy period**, **you** did not have knowledge of any such **wrongful act**;
4. the **wrongful act** or any **interrelated wrongful acts** have not been the subject of any notice given under any prior policy; and,
5. such **claim** is not covered under any other coverage agreement of this Policy or any other coverage issued by us, or any affiliate of such Insurer.



B. The following is added:

- Supplemental Insuring Agreements

Privacy Event Expense

1. In accordance with all the terms and conditions of the Policy, we will pay on **your** behalf any **privacy event expenses**, in excess of the deductible, up to our limits of liability, that directly respond to a **privacy event** first discovered during the **policy period**; provided, however, that all **privacy events** must be reported to us in accordance with the requirements of this Policy and all **privacy event expenses** must be:
 - a. incurred within twelve months following the date that **you** reported the **privacy event**; and,
 - b. consented to in writing by us (such consent not to be unreasonably withheld).

2. Extortion Payments

In accordance with all of the terms and conditions of the Policy, we will reimburse **you** for any **extortion payments** in excess of the deductible, up to our limit of liability, that directly respond to an **extortion demand** first made during the **policy period**; provided, however, that all **extortion demands** must be reported to us in accordance with the requirements of this Policy and all **extortion payments** must be:

- a. incurred within twelve months following the date that **you** reported the **extortion demand**; and,
- b. consented to in writing by us (such consent not to be unreasonably withheld).

II. Solely with respect to the coverage provided by this endorsement, the section entitled **DEFINITIONS** is amended as follows:

- A. The definitions of **Claim**, **Damages**, **Interrelated claims** and **You** and **your** are deleted in their entirety and are replaced with the following:

Claim means:

- A. a written demand (other than an **extortion demand**) for monetary damages or non-monetary relief (including demands for injunctive or declaratory relief); or
- B. a civil adjudicatory proceeding or arbitration against **you**, alleging a **wrongful act**.

However, a **claim** does not include any criminal proceeding or investigation or any regulatory proceeding or investigation.

Damages means civil awards, settlements and judgments (including any award of pre-judgment or post-judgment interest) which **you** are legally obligated to pay as a result of a covered **claim**. **Damages** shall not include:

- A. return or restitution of **your** profits, royalties, fees, expenses, taxes or costs;
- B. criminal, civil, administrative or regulatory relief, fines or penalties;



- C. any amounts for which there is no legal recourse against **you**, including those which **you** are not legally obligated to pay;
- D. injunctive or declaratory relief;
- E. matters which are uninsurable as a matter of law; or
- F. plaintiff's attorney fees or expenses associated with items A. through E. above.

Interrelated claims are all **claims** arising out of a single **wrongful act** or arising out of **interrelated wrongful acts**.

You and **your** means the **Named Insured** and any **predecessor firm** and:

- A. any person who is or becomes a partner, officer, director, associate, or employee of the **Named Insured**;
- B. any person previously affiliated with the **Named Insured** or a **predecessor firm** as a partner officer, director, associate, or employee;
- C. any person or entity that is an independent contractor to the **Named Insured** provided that such person or entity is not:
 - 1. employed by the **Named Insured** or **predecessor firm** or by any entity controlled, owned, managed or operated by the **Named Insured** or **predecessor firm**; or
 - 2. controlled, owned, managed or operated by the **Named Insured** or **predecessor firm** or by any entity that is controlled, owned, managed or operated by the **Named Insured** or **predecessor firm**;

but only while such person is acting in the capacity as such.

- B. The definition of **interrelated acts or omissions** is deleted in its entirety.
- C. The following new definitions are added:

CPA Netprotect prior acts date means the date, if any, set forth as such in the Data Breach and Network Security Coverage Schedule of the Declarations.

Extortion demand means an incident or series of incidents or **related incidents** occurring during the **policy period** where **you** receive a threat to launch an attack on, to suspend, or to otherwise disrupt a **network**, disrupt or deface **your** website or release or use **protected information** in **your** care, unless monies are paid or specified action is taken, and **you** believe there is an imminent and probable danger of such action. An **extortion demand** does not include any demand seeking monies from **you** that are allegedly due and owing pursuant to contract or operation of law.

Extortion payment means all reasonable and necessary expenses incurred by **you** with our prior consent, in order to respond to an **extortion demand**, including payment of monies demanded by an extortionist. **Extortion payments** do not include such expenses to the extent **you** have recovered such expenses or been reimbursed for them from any other source.

Interrelated wrongful acts means any **wrongful acts** that are logically or causally connected by reason of any common fact, circumstance, situation, transaction, event, advice or decision.

Non-public corporate information means proprietary and confidential information including trade secrets, of a third-party entity.

Privacy event means any event or series of events or **related events** which in **your** reasonable opinion did cause or is reasonably likely to result in the disclosure or unauthorized use of **protected information** of clients of the firm or the owners, partners, officers and employees of **you**, in **your** care or custody.



Privacy event expenses means all reasonable and necessary fees, costs and expenses incurred by you and consented to by us:

- A. to provide voluntary notification to individuals or entities whose **protected information** may have been subject to a **privacy event**;
- B. to directly effect compliance with a **security breach notice law** including notification to individuals or entities who are required to be notified;
- C. to hire a computer forensics firm to investigate the existence and cause of a **privacy event** and to determine the extent such **protected information** has been or may have been disclosed;
- D. to hire an attorney or expert to negotiate with regulators and determine the applicability of and the actions necessary to comply with **security breach notice laws**;
- E. to minimize harm to **your reputation** from a **privacy event**, including but not limited to the costs to set up a call center or provide a credit monitoring service for those impacted by a **privacy event**;
- F. to remediate any deficiencies that gave rise to the **privacy event**.

Protected information means **non-public corporate information** or **non-public personal information**.

Related events mean all events that are logically or causally connected by any common fact, circumstance, situation, transaction, event, advice or decision.

Related incidents mean all incidents that are logically or causally connected by any common fact, circumstance, situation, transaction, event, advice or decision.

Rogue employee means any of **your employees** who act outside of their scope of employment.

Security breach notice law means any statute or regulation that requires an entity that maintains **protected information** to provide notice to specified individuals of any actual or potential unauthorized disclosure or potential disclosure of such **protected information**.

Wrongful act means any actual or alleged act, error, omission, neglect or breach of duty that results in any **security breach** of **your network**. Provided, however, **wrongful act** shall not include any act, error, omission, neglect or breach of duty in the rendering or failure to render **professional services**.

III. Solely with respect to the coverage provided by this endorsement, the section entitled **LIMITS OF LIABILITY**, is amended as follows:

A. Paragraphs A., B. and C. are deleted in their entirety and are replaced with the following

A. **All Claims Aggregate Limit of Liability**

The limit of our liability for **damages** and **claim expenses** for all **claims** for **network damage** shall not exceed the amount stated in the CPA NetProtect Coverage Schedule of the Declarations.

B. **All Extortion Demands Aggregate Sublimit of Liability**

The limit of our liability for **extortion payments** for all **extortion demands** shall not exceed the amount stated in the CPA NetProtect Coverage Schedule of the Declarations. Such amount is a sublimit of liability which is included within, and not in addition to, the limit of our liability for **damages** and **claim expenses** for all **claims** for **network damage** stated in the CPA NetProtect Coverage Schedule of the Declarations.

C. **Deductibles**



Our obligation to pay **damages** and **claim expenses** as a result of a **claim** for **network damage**, our obligation to pay **extortion payments** as a result of an **extortion demand** and our obligation to pay **privacy event expenses** as a result of a **privacy event** is in excess of the amount of the applicable deductibles stated in the CPA NetProtect Coverage Schedule of the Declarations. The **Named Insured** agrees to pay all **damages**, **claim expenses**, **extortion payments** and **privacy event expenses** up to the amount of such deductibles. The deductible amounts apply on a per **claim/extortion demand/privacy event** basis. Payment of the deductibles or portions thereof shall be made by the **Named Insured** as **claim expenses/extortion payments/privacy events** are incurred or **damages** are paid.

B. The following new paragraph is added:

- **All Privacy Events Aggregate Limit of Liability**

The limit of our liability for **privacy event expenses** for all **privacy events** shall not exceed the amount set forth in the CPA NetProtect Coverage Schedule of the Declarations.

V. Solely with respect to the coverage provided by this endorsement, the section entitled **EXCLUSIONS** is amended as follows:

A. Exclusion A. is deleted in its entirety and is replaced with the following:

- A. any **claim** based upon or arising out of any actual or alleged **bodily injury** (including death), sickness, disease, emotional distress, mental anguish, of any person, or property damage;

B. The following new exclusions are added:

This Policy does not apply to:

- any **claim** by or on behalf of any of **you** provided, however that this exclusion does not apply to:
 1. any **claim** that is in the form of a crossclaim, third-party claim or otherwise for contribution or indemnity which is part of and results directly from a **claim** which is not otherwise excluded under this Policy;
 2. any **claim** brought or maintained by or on behalf of a bankruptcy or insolvency trustee, examiner, liquidator, receiver or rehabilitator for **you** or any assignee of such trustee, examiner, liquidator, receiver or rehabilitator;
- any **claim** based upon or arising out of any actual or alleged discrimination, humiliation, harassment or misconduct that relate to an individual's race, creed, color, age, sex, national origin, religion, handicap, marital status or sexual preference;
- any **claim** as a direct result of any action or order by any domestic or foreign law enforcement, administrative, regulatory or judicial body or other governmental authority;
- any **claim** based upon or arising out of any failure of:
 1. electrical infrastructure;
 2. telecommunications infrastructure; or
 3. any satellite,which is not under **your** operational control;
- any **claim** based upon or arising out of price discounts, prizes, awards, coupons or any other valuable consideration given in excess of the total contracted or expected amount;



- any **claim** made against **you** by any entity, if at the time of the **wrongful act** giving rise to such **claim**:

1. **you** controlled, owned, operated or managed such entity;
2. **you** were an owner, partner, director, officer or employee of such entity;

For the purpose of this exclusion, a 15% or more owner of the equity interest of any such entity shall be deemed to be an owner of such entity.

- any **claim** based upon or arising out of actual or alleged infringement of patent;
- any **claim** based upon or arising out of any actual or alleged:
 1. unfair competition, dilution, deceptive trade practices, civil actions for consumer fraud or false or deceptive advertising or misrepresentation in advertising;
 2. charges of price fixing, monopolization or restraint of trade;
 3. violation of:
 - a. the Federal Trade Commission Act;
 - b. the Sherman Act, the Clayton Act, or any federal statutory provision regarding anti-trust, monopoly, price fixing, price discrimination, predatory pricing or restraint of trade;
 - c. the Racketeer Influenced and Corrupt Organizations Act;
 - d. any rules or regulations promulgated under or in connection with the above statutes, or any similar provision of any federal, state, foreign or other law (including common law) or statute,

- IV. Solely with respect to the coverage provided by this endorsement, the section entitled **POLICY CONDITIONS** is amended by the deletion of the paragraphs entitled Duties in the event of a **claim** and Duties in the event of a potential **claim** which are replaced with the following:

Notice of **Claim**, **Privacy Event** or **Extortion Demand**

As a condition precedent to our obligations, **you** shall give written notice of any **claim**, **privacy event** or **extortion demand** to us as soon as reasonably practicable after **you** learn of such **claim**, **privacy event** or **extortion demand** but in no event later than ten (10) days after termination or expiration of the **policy period** or **extended claim reporting period**, if applicable.

Notice of Circumstances

If during the **policy period**, **you** first become aware of any facts or circumstances which may reasonably be expected to give rise to a **claim** and during such **policy period** give written notice to us of:

1. the allegations anticipated as the basis of the potential **claim** and the names of any potential claimants;
2. the identity of any of **you** allegedly responsible for such specific facts and circumstances;
3. the consequences which have resulted or may result from such specific facts and circumstances;
4. the amount of the potential monetary damages or the nature of non-monetary relief which may be sought in consequence of such specific facts and circumstances; and
5. the circumstances by which **you** first became aware of such specific facts and circumstances,

then any such covered **Claim** which is subsequently made and which arises out of such facts and circumstances shall be deemed to have been first made against **you** and reported to us by **you** at the time such written notice was received by us.



All other terms and conditions of the policy remain unchanged.

This endorsement, which forms a part of and is for attachment to the policy issued by the designated Insurers, takes effect on the Policy Effective date of said policy at the hour stated in said policy, unless another effective date (the Endorsement Effective Date) is shown below, and expires concurrently with said policy.



**AMENDATORY ENDORSEMENT
SOLE OWNER DEATH AND DISABILITY EXTENDED CLAIM REPORTING PERIOD
(FOR USE ALONG WITH THE CPA NETPROTECT ENDORSEMENT/CPA NETPROTECT PRIME
ENDORSEMENT)**

It is understood and agreed that the Policy is amended as follows:

- I. The section entitled **EXTENDED CLAIM REPORTING PERIOD** is amended by the addition of the following:

Death or disability extended claim reporting period

1. If **you** die or become **totally and permanently disabled** during the **policy period**, then upon the latter of the expiration of: the **policy period**; any renewal or successive renewal of this Policy; or any automatic or optional **extended claim reporting period**, **you** shall be provided with a death or disability **extended claim reporting period** as provided below:
 - a. In the event of death, **your** estate, heirs, executors or administrators must, within sixty (60) days of the expiration of the **policy period**, provide us with written proof of the of death. This **extended claim reporting period** is provided to **your** estate, heirs, executors and administrators until the executor or administrator of the estate of **your** estate is discharged.
 - b. If **you** become **totally and permanently disabled**, **you** or **your** legal guardian must, within sixty (60) days of the expiration of the **policy period**, provide us with written proof that **you** are **totally and permanently disabled**, including the date the disability commenced, certified by **your** physician. We retain the right to contest the certification made by **your** physician, and it is a condition precedent to this coverage that **you** agree to submit to medical examinations by any physician designated by us. This **extended claim reporting period** is provided until **you** shall no longer be **totally or permanently disabled** or until **your** death, in which case subparagraph a. hereof shall apply.
2. No additional premium will be charged for any death or disability **extended claim reporting period**.
3. Separate death or disability **extended claim reporting period** limits of liability.

For all **claims** other than **claims** for **network damage** covered under the **CPA NETPROTECT ENDORSEMENT** or **CPA NETPROTECT PRIME ENDORSEMENT** of this Policy, our limit of liability for all claims first made against you and reported to us during any death or disability **extended claim reporting period** shall be reinstated to the limits of liability applicable to this Policy as set forth in the Declarations and Section III., Limits of Liability. Solely with respect to claims for **network damage** covered under the **CPA NETPROTECT ENDORSEMENT** or **CPA NETPROTECT PRIME ENDORSEMENT**, our limit of liability for all such claims for network damage first made against you and reported to us during any death or disability extended claim reporting period shall be reinstated to the limits of liability as set forth in the **CPA NetProtect Coverage Schedule** of such Endorsement.

- II. Solely with respect to the coverage provided by this Endorsement, the Section entitled **DEFINITIONS** is amended as follows:

- A. The definition of **You** and **Your** is deleted in its entirety and replaced with the following:

You and **Your** means an individual who is the sole owner of the **Named Insured** where such sole owner is an officer, director or employee who renders **professional services** on behalf of the **Named Insured**.

- B. The following new definition is added:



"Totally and permanently disabled" means that **you** are so disabled as to be wholly prevented from rendering of **professional services** provided that such disability;

- A. did not preexist the inception date of this Policy;
- B. has existed continuously for not less than six (6) months; and
- C. is reasonably expected to be continuous and permanent.

All other terms and conditions of the Policy remain unchanged.

This endorsement, which forms a part of and is for attachment to the Policy issued by the designated Insurers, takes effect on the effective date of said Policy at the hour stated in said Policy, unless another effective date is shown below, and expires concurrently with said Policy.



Claim Report Accountants Professional Liability

Complete and Mail or Fax to:
CNA
Accountants Professional Liability
333 S. Wabash Avenue
Floor 39
Chicago, IL 60604
Fax: (866) 419-6276

Type of Report: ☐ Potential Claim Report ☐ Claim (Demand for Money/Damages) ☐ Lawsuit

Policyholder's Name

Named Insured as it appears on Declarations Page of the Policy

Policyholder's Address

Policyholder's Location (if different from above address)

Street Address

City

State

Zip

Policy Number

Date You Received the Lawsuit or Demand

Contact Person at Firm Regarding Claim

Name

Telephone Number (including Area Code)

Claimant's Name

Claimant's Address

Street Address

City

State

Zip

Date(s) of Client Service:

Area of Practice You Were Providing:

Brief Description of the Claim

When reporting a Claim or Lawsuit, we often require further documentation from our insured during the investigation. You may wish to provide or prepare the following materials:

- Copy of Summons and Complaint or Claim Letter
- Copy of Engagement Letter utilized
- Copy of entire file (if in litigation)
- Narrative summary explanation of client relationship, services provided, allegations made
(Marked "Confidential" "Prepared in Anticipation of Litigation")

Note: This information is not necessary when reporting a potential claim.

Signature

Title

Date



Professional Liability Insurance Program



Technology Privacy and Security Self Assessment: Primer and Recommended Minimum Practice (RMP)

1. Does your company have a **virus** protection program and a **firewall** in place?

RMP: Implement virus controls and filtering on all systems. Minimum controls include:

- Installing **antivirus software** on all systems.
- Implementing a process to keep antivirus programs up to date, utilizing automatic update of virus signatures if possible.
- Filtering e-mail attachments and downloads to reject files with the following extensions: .exe, .vbs, .bat, .pif, .scr.
- Disabling unneeded services and ports including: file transfer protocol (FTP) services and telnets (network protocols).
- Training employees not to open e-mail attachments unless they are expected and from a known and trusted source.
- Executing antivirus scans on all e-mail attachments, files and downloads before the file is opened.
- Running a commercially available product specifically designed to function as **antispyware software**. At a minimum, run a monthly full scan of all computers on your network.
- Disabling any non-essential network file sharing capabilities. If file sharing is necessary, create a dedicated directory for file sharing, password protect these shared files, and restrict use to "read only" if possible.

2. Does your company check for security software updates in a timely manner?

RMP: Subscribe to vendor **patch** notification services for all software and systems utilized, review and evaluate at least weekly, preferably daily. Where possible, enable automatic update capabilities. Test and install critical security **patches** and upgrades within 24 hours of availability, and all other **patches** within 30 days.

3. Does your company replace factory default settings to ensure that your information security systems are securely configured?

RMP: Implement policies regarding the configuration of all network security devices and systems.

- Avoid default configurations, and implement specific procedures for the management of strong administrative passwords for these devices and systems.
- Update policies as new **vulnerabilities** arise or network configurations change.

- Default policy for a **firewall** handling inbound traffic should be to block all **packets** and connections unless the traffic type and connections are specifically permitted.

4. Does your company control access to information that resides on company servers and computers?

RMP: In regard to confidential or sensitive information accessible within your company:

- Define access controls based on "need to know" or "least privilege", which refers to granting only the access required by users to perform their duties.
- Centrally administer access controls to limit access to confidential or sensitive information.
- Establish separation of duties to prevent individuals from subverting access controls.
- Implement written procedures to change user access privileges immediately upon changes in employee position or authority.
- Implement written procedures to terminate user access privileges when employment is terminated. If employment is being terminated for cause, revoke privileges concurrent with notifying the employee of termination.

5. Does your company have a policy on the creation and use of passwords?

RMP: Maintain an easily understandable written policy on creating and using passwords, and update the policy yearly to reflect current guidance.

6. Does your company use **authentication** and **encryption** to protect remote access to your network?

RMP: Authenticate and encrypt all remote access to your network, requiring user identification and strong passwords. While a **Virtual Private Network (VPN)** is the most common method to provide this protection, its use may not provide sufficient security when using offsite computers, networks or public Wi-Fi hotspots.

As part of your security policy, allow remote access only from other networks that meet your organization's security requirements.

7. Does your company monitor user accounts to identify and eliminate inactive accounts?

RMP: Maintain a written standard on required timeframes to eliminate inactive user accounts, and utilize software that automatically identifies and disables such accounts in accordance with the standard.

8. Does your company have the ability to monitor and control downloading of data to external storage devices such as flash drives, personal and tablet computers, and smart phones?

RMP: Maintain a written policy regarding storage of company data on portable devices, and utilize technical methods to prevent data leakage such as disabling or monitoring usage of USB ports, content filtering, and use of network monitoring software. All downloadable data should be encrypted.

Glossary

Antispyware Software

A program that specializes in detecting both **malware** and non-malware forms of **spyware**.

Antivirus Software

A program that monitors a computer or network to identify all major types of **malware** and prevent or contain **malware** incidents.

Authentication

Verifying the identity of a user, process, or device, often as a prerequisite to allowing access to resources in an information system.

Ciphertext

Data in its encrypted form.

Encryption

The process of changing **plaintext** into **ciphertext** for the purpose of security or privacy.

Firewall

A gateway that limits access between networks in accordance with local security policy.

Malware

A program that is inserted into a system, usually covertly, with the intent of compromising the confidentiality, integrity, or availability of the victim's data, applications, or operating system or of otherwise annoying or disrupting the victim.

Packet

A short fixed-length section of data that is transmitted as a unit in an electronic communications network.

Patch

An update to an operating system, application, or other software issued specifically to correct particular problems with the software.

Plaintext

Unencrypted information.

Spyware

Software that is secretly or surreptitiously installed into an information system to gather information on individuals or organizations without their knowledge; a type of malicious code.

Virtual Private Network (VPN)

A virtual network, built on top of existing physical networks, that provides a secure communications tunnel for data and other information transmitted between networks.

Virus

A self-replicating program that runs and spreads by modifying other programs or files.

Vulnerability

Weakness in an information system, system security procedures, internal controls, or implementation that could be exploited or triggered by a threat source.

Glossary Sources

Glossary of Key Information Security Terms, National Institute of Standards and Technology, February 2011. Merriam-Webster Dictionary, April 2013

Resource List

AICPA PrivacyDataProtection web site

www.aicpa.org/INTERESTAREAS/INFORMATIONTECHNOLOGY/RESOURCES/PRIVACY/Pages/default.aspx

Alexa Huth, Michael Orlando and Linda Pesante, *Password Security, Protection and Management*, 2012, Department of Homeland Security United States Computer Emergency Readiness Team (US-CERT) www.us-cert.gov

General and updated information on information technology security is maintained by US-CERT at www.us-cert.gov

Endorsed by:



Underwritten by:



Nationally Administered by:



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9. CLIENT LIST

Completed Audits in the last five years:

Fannin County, GA

City of Ellijay, GA

City of Fairmount, GA

City of Holly Springs, GA

City of Mountain Park, GA

City of Young Harris, GA

City of Ducktown, TN

Northwest Georgia Regional Commission, Rome, GA

Fannin County Water Authority, Blue Ridge, GA

Walker County Rural Water and Sewer Authority, Lafayette, GA

City of Holly Springs

SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE)

Affidavit of Compliance with O.C.G.A. 50-36-1 "Verification of Lawful Presence within the United States."

O.C.G.A. 50-36-1 requires that applicants applying for such things as licenses for public benefits complete a signed and sworn affidavit verifying the applicant's lawful presence in the United States. Therefore, the applicant must answer the following questions:

The applicant is a U. S. citizen or legal permanent resident at least eighteen (18) years old.

X YES NO or IF NOT:

The applicant is a qualified alien or nonimmigrant under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, at least eighteen (18) years old, and is lawfully present in the United States. *A photo static copy of the applicant's alien card issued by the Department of Homeland Security or other federal immigration agency must be included with this document.**

O.C.G.A. 50-36-1 states that "Any person who knowingly and willfully makes a false, fictitious, or fraudulent statement of representation in an affidavit executed pursuant to this Code section shall be guilty of a violation of Code Section 16-10-20."

I declare, under penalty of law, that this affidavit has been completed by me and is true and correct.

Signature

Date

President

Title

RL Jennings & Associates, PC

Legal Company Name

506 East Third Street Rome, GA 30161

Company Address

(Must be signed by applicant. If the applicant is a corporation, must be signed by an officer of the corporation. A STAMPED SIGNATURE IS NOT ACCEPTABLE.)

I hereby certify that R Lee Jennings is personally known, or verified by me, that the applicant signed this application after stating to me his or her personal knowledge and understanding of all statements and, under oath actually administered by me, has sworn that the statements and answers contained in this affidavit are true.

SUBSCRIBED AND SWORN BEFORE ME ON THIS

2 DAY OF January, 2019

Notary Public



*All applicants must attach a copy of a secure and verifiable document as defined in O.C.G.A. 50-36-2.

City of Holly Springs

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §§13-10-91(b)(1) (b)(1), stating affirmatively that the individual, firm, or corporation which is contracting with the City of Holly Springs has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. §13-10-91(b)(1).

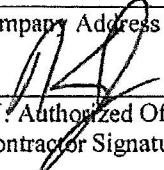
The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract the City of Holly Springs, contractor will secure from such contractor(s) similar verification of compliance with O.C.G.A. §13-10-91(b)(1) on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Holly Springs at the time the subcontractor(s) is retained to provide the service.

597302
E-Verify * User Identification Number

7/1/2009
Date Registered

RL Jennings & Associates, PC
Legal Company Name

506 East Third Street Rome GA 30161
Company Address

BY:  Authorized Officer or Agent
(Contractor Signature)

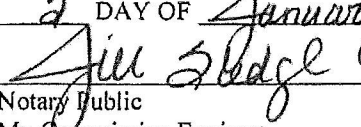
1/2/2014
Date

President
Title of Authorized Officer or Agent of Contractor

R Lee Jennings
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS

2 DAY OF January, 2017


Notary Public

My Commission Expires:

3-6-21



*As of the effective date of O.C.G.A. §13-10-91(b)(1), the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration (SSA).

AJK

AJK, LLC

CERTIFIED PUBLIC ACCOUNTANTS

P.O. Box 609 □ 405 Second Street □ Manchester, GA 31816
(706) 846-8401 □ Fax (706) 846-3370

Report on the Firm's System of Quality Control

To the owners of RL Jennings & Associates, PC and the Georgia Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of RL Jennings & Associates, PC (the firm) in effect for the year ended June 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements under Government Auditing Standards, including a compliance audit under the Single Audit Act; and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

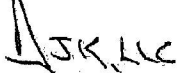
Deficiencies Identified in the Firm's System of Quality Control

We noted the following deficiencies during our review:

1. The firm's quality control policies and procedures addressing engagement performance are not complied with on a routine basis. The firm's quality control policies and procedures require the use of current industry specific audit programs and practice aids. During our review there were instances where the firm did not properly utilize a current program or practice aid. As a result, we noted the following:
 - a. On an audit engagement performed under *Government Auditing Standards*, the firm did not document the required communications to those in governance, utilize the required program to address consideration of related parties and subsequent events, properly complete the practice aid to document the understanding and testing of internal controls and compliance testing for direct and material single audit compliance requirements, and did not utilize the current program that addressed GASB 68 testing. In our opinion, these matters contributed to an audit engagement that did not conform to professional standards in all material respects.
 - b. On an audit subject to ERISA requirements, we noted that documentation required by the standards and included in the audit program were not properly documented as performed. These issues included income allocation testing, fair value measurements of investments, and benefit payment testing. In some instances, the workpapers referred to "supporting documents" that were not included in the audit file. In our opinion, these matters contributed to an audit engagement that did not conform to professional standards in all material respects.
2. The firm's quality control policies and procedures regarding monitoring do not provide it with the desired level of assurance that the policies and procedures relating to the system of quality control are relevant, adequate, and operating effectively. During our review we noted that the inspections performed by the firm did not always include engagements from specialized and higher risk industries such as governmental and employee benefit plans. In our opinion, had the firm's monitoring procedures been adequately designed and performed, the deficiency described above would have been detected and corrected timely.

Opinion

In our opinion, except for the deficiencies previously described, the system of quality control for the accounting and auditing practice of RL Jennings & Associates, PC in effect for the year ended June 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. RL Jennings & Associates, PC has received a peer review rating of *pass with deficiencies*.


AJK, LLC

Manchester, Georgia

May 23, 2018

AJK

CITY OF HOLLY SPRINGS
LUMP SUM SERVICE FEE PROPOSAL

	OPTIONAL YEARS			
	2018	2019	2020	2021
Audit Fee Schedule:				
Financial Audit, including CAFR preparation	\$ 28,000	\$ 28,000	\$ 28,000	\$ 29,000
Single Audit, if required	4,000	4,000	4,000	4,000
			\$ 29,000	\$ 29,000
			4,000	4000
Reimbursable expenses (included)				
	\$ 32,000	32,000	32,000	\$ 33,000
			\$ 33,000	\$ 33,000

Additional Services Fee Schedule:

Hourly Rates:	
Partner	150
Senior Manager	100
Manager	90
Administrative	50
Other, please specify	

ARTICLE IV. - DEPARTMENTAL ORGANIZATION

Sec. 2-141. - Administrative service.

The administrative service of the city shall be divided into the following departments:

- (1) Community development;
- (2) Court
- (3) Finance and administration;
- (4) Parks and recreation;
- (5) Police; and
- (6) Public works.

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: ~~Municipal Court Clerk~~ Court Administrator
2. Department: ~~Finance/Administration Court~~ Court Division: **Municipal**
3. FLSA Classification: ~~Non-exempt~~ Exempt Pay Grade: 16

B. INTRODUCTORY STATEMENT

This is an administrative and managerial position responsible for developing, implementing and administering the daily operations of the Municipal Court Department. The Court Administrator controls and manages all court documents and correspondence to ensure that the court functions efficiently and properly. The Court Administrator performs a variety of specialized tasks that are essential in maintaining a well-functioning municipal court. This is advanced and specialized work requiring the exercise of considerable independent judgment and action. The Court Administrator must keep abreast of legislative laws and must operate the court within the governing framework of state statutes and local ordinances.

~~This position is responsible for coordinating the administrative, clerical and customer service functions of the Municipal Court.~~

C. ESSENTIAL JOB FUNCTIONS

1. Supervises and directs the work of department personnel; plans and organizes work
2. Performs the duties of Municipal Court Clerk specified by O.C.G.A. 36-32-13, and those conferred by O.C.G.A. Title 15 as applicable
3. Manages Municipal Court operations to include court and bond hearings; coordinates court schedules with Municipal Court Judge, the Municipal Court Solicitor and the Municipal Court Public Defender(s)
4. Supervises the filing, maintenance and required destruction of Court documents. Maintains efficient office procedures
5. Processes indigent requests for appointment of counsel. Maintains updated forms for waiver of rights and guilty pleas
6. Coordinates the use of and payment to language translators for use in court
7. Assembles and transmits the official court record for review in certioraris and appeals from Municipal Court rulings
8. Assures posting of any regulations or local rules for the public regarding security and appropriate courtroom attire
9. Assures accuracy of calculation for fine add-on amounts
10. Assures the completion oaths training required from the Georgia Municipal Courts

~~—Municipal Court Clerk, Finance/Administration Court Administrator, Court~~

MC01

Training Council for all Court Department employees and the Municipal Court Judge. Facilitates the oaths of law enforcement and code compliance officers for the City of Holly Springs

11. Keeps the Municipal Court Judge apprised of the names and length of incarceration for any City prisoners awaiting hearing or release on bond
12. Reviews and suggests updates of the bond schedule as needed or when the law mandates a change, after consulting with the Municipal Court Judge
13. Processes payment and maintains payment records for the Municipal Court Judge, the Municipal Court Solicitor and any substitute Solicitor, the Municipal Court Public Defenders, any conflict appointed public defenders and any other City engaged attorneys for Municipal Court
14. Provides certified court document copies for the public, attorneys, courts, probation, parole, etc.
15. Schedules, assigns, inspects and evaluates work; instructs and trains in correct methods and procedures; monitors work on a daily basis; reviews and evaluates employee performance
16. Develops and implements work schedules, methods, practices, policies and procedures to enhance the operation of the department
17. Prepares annually the court date schedule for the court (ex. Bond Hearings, Arraignment, Trials, Public Defender court sessions) for the following year; making sure the court personnel and Police Department are informed
18. Coordinates court schedules set by the Municipal Court Judge
19. Prepares annual departmental operating budget; reviews, approves and monitors expenditures within approved budget
20. Reviews and approves employee time, leave requests, and other administrative forms
21. Receives, evaluates, and addresses complaints and problems regarding court personnel
22. Oversees the acquisition of materials, supplies, services and equipment for the department
23. Ensures compliance with federal and state laws and regulations for courts
24. Ensures court records are maintained accurately
25. Ensures probation payments are accurately posted to the court software system and cases are closed out when completed
26. Ensures the reconciliation of probation cases
27. Makes recommendations to the City Manager and the Mayor and Council concerning court matters
28. Serves as the department liaison with county, state and federal agencies as needed
29. Oversees employee training including Judges insuring all required training is up-to-date
30. Overseeing proper cash handling, daily deposits, and proper posting of said monies
31. Serves as the GCIC TAC
- ~~4.—Performs other duties as assigned~~Organizes, staffs and directs court operations; determines priorities and work processes; implements policies and procedures.
- ~~2.—Prepares, recommends, and monitors court budgets.~~
- ~~3.—Provides assistance to the general public, attorneys, judges and other interested parties with regards to requests for information, discrepancies, complaints, and other matters.~~

- ~~4. Trains, schedules, directs, supervises, evaluates and disciplines personnel.~~
- ~~5. Manages court session operations; provides assistance during court sessions; maintains recording of hearings.~~
- ~~6. Manages the retention of court records; follows records retention schedules; disposes of records as appropriate; maintains accurate and required documentation of records disposal.~~
- ~~7. Completes a variety of special reports as requested.~~
- ~~8. Performs related duties.~~

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

- Knowledge of the functions, policies, and procedures of Municipal Court and court operations
- Knowledge of general office procedures and modern office equipment
 - Knowledge of Georgia traffic laws and misdemeanors within municipal court jurisdiction; the City Code; Georgia Municipal Court Uniform Rules, and GCIC procedures
 - Knowledge of Georgia Open Records Act and the ability to interpret and respond according to the law
 - Knowledge of City and departmental policies and procedures
 - Knowledge of legal terminology
 - Knowledge of the state records retention standards
 - Knowledge of computers and job-related software programs
 - Knowledge and level of competency commonly associated with completion of specialized training in the field of work
 - Knowledge of standard American English grammar, punctuation, and spelling
 - Skill in written and verbal communication
 - Skill developing and implementing work procedures
 - Skill in managing and prioritizing multiple projects
 - Skill in in the supervision of personnel
 - Ability to apply judgment, selection, and interpretation in application
 - Ability to problem-solve and make decisions
 - Ability to make routine mathematical computations and tabulations accurately and with reasonable speed
 - Ability to maintain all required training hours and certifications as outlined in O.C.G.A. 36-32-13
 - Ability to type and enter data correctly
 - Ability to accept responsibility, acknowledge mistakes, and share successes

~~—Municipal Court Clerk, Finance/Administration Court Administrator, Court~~

MC01

- Ability to prepare monthly reports
 - Ability to establish and maintain positive working relationships with those contacted in the course of work
Ability to work well in a high-pressure, multi-tasked environment amid frequent interruptions and to redirect focus of attention to a task after an interruption
Knowledge of Municipal Court policies and procedures.
- ~~2. Knowledge of accounting principles.~~
 - ~~3. Knowledge of applicable recordkeeping requirements.~~
 - ~~4. Knowledge of legal forms, documents and terminology.~~
 - ~~5. Skill in the use of computers and job-related software programs.~~
 - ~~6. Skill in establishing priorities and organizing work.~~
 - ~~7. Skill in employee management and supervision.~~
 - ~~8. Skill in problem solving.~~
 - ~~9. Skill in interpersonal relations.~~
 - ~~10. Skill in dealing with the public.~~
 - ~~11. Skill in oral and written communication.~~

2. Responsibility

- a. This position has direct supervision over ~~Municipal Deputy~~Senior Court Clerk ~~(1)~~
~~and Administrative Court Clerk (2), Probation Officer, Bailiff.~~

3. Personal Work Relationships

- a. Contacts are typically with co-workers, other city employees, law enforcement personnel, attorneys, judges, and members of the general public.
- b. Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

4. Physical Effort and Work Environment

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

- c. The incumbent works in a confidential environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

5. Guidelines

- a. Guidelines include the Official Code of Georgia Annotated, Georgia Municipal Court guidelines, Georgia Crime Information Center and Nation Crime Information Center guidelines, court rules and regulations, and judges' orders. These guidelines require judgment, selection, and interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of varied administrative, supervisory, and technical duties. The variety of tasks to be coordinated contributes to the complexity of the position.
- b. The purpose of this position is to coordinate the day-to-day operations of the court office. Successful performance contributes to the efficiency and effectiveness of court operations.

7. Minimum Qualifications

- a. a. Requires a high school degree or GED, college degree in public administration or criminal justice preferred.
- b. Experience in court services preferred; at least five (5) years supervisory experience; satisfactory criminal history; any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- c. Must be able to obtain and maintain a GCIC certification. 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. Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

8. Supervisory Controls

- a. The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities. The City Manager 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 ~~Municipal Court Clerk~~Court Administrator with the City of Holly Springs.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: ~~Municipal Assistant~~ Senior Court Clerk
2. Department: ~~Finance/Administration~~ Court Division: **Municipal**
3. FLSA Classification: Non-exempt Pay Grade: 12

B. INTRODUCTORY STATEMENT

~~The person in this position is responsible for assisting the Court Administrator in the overall management of court operations, supervising and directing court employees, and in developing and implementing policies and procedures. The Senior Court Clerk is also responsible for the day-to-day operations of the court and is the first point of contact for court employees and others for all operational matters to include but not limited to scheduling, facilities, equipment, technology, and interagency issues. This position provides clerical and customer service support for the operations of the Municipal Court.~~

C. ESSENTIAL JOB FUNCTIONS

1. Assists in the administration of court processes
2. Supervises and directs the work of department personnel; plans and organizes work
3. Processes indigent requests for appointment of counsel
4. Coordinates the use of language translators for use in court
5. Prepares case file copies for the public defender attorneys and the Solicitor; provide support to the Solicitor and Judge when needed
6. Catalogs and files all court records
7. Schedules, assigns, inspects and evaluates work; instructs and trains in correct methods and procedures; monitors work on a daily basis; reviews and evaluates employee performance
8. Develops and implements work schedules, methods, practices, policies and procedures to enhance the operation of the department
9. Assists the Court Administrator with preparing annually the court date schedule for the court (ex. Bond Hearings, Arraignment, Trials, Public Defender court sessions) for the following year; making sure the court personnel and Police Department are informed
10. Assists customers in person and on the phone with questions and complaints
11. Responsible for overseeing proper cash handling, daily deposits, and proper posting of said monies; assists the Court Administrator with departmental budget
1. ~~Performs other duties as assigned~~ Processes and enters citations and bond information in the court computer system.
2. ~~Maintains filing system of various reports, correspondence and records.~~

~~Municipal Assistant Court Clerk, Finance/Administration~~ Senior Court Clerk, Court

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- ~~3. Runs driver and criminal histories and edits prior offenses on cases filed to determine sentencing.~~
- ~~4. Answers questions by telephone and in person related to the court calendar, filed information, court hearings, fines, and general inquiries about court services.~~
- ~~5. Certifies documents of prior convictions for public records.~~
- ~~6. Processes dispositions of citations and court documents for docket; enters probation orders and modifications assigned by the judge; generates license suspensions and reinstatements.~~
- ~~7. Assists in auditing Georgia Crime Information Center (GCIC) and National Crime Information Center (NCIC) data.~~
- ~~8. Assists in the preparation of arraignments; runs dockets and verifies each ticket to ensure proper filing.~~
- ~~9. Prepares paperwork for scheduling cases for trials; creates and balances court docket.~~
- ~~10. Collects money for fines, cash bonds, certified copies, and online payments; balances cash drawer; receipts payments and properly files receipts.~~
- ~~11. Copies citations and reports for attorneys when a discovery is submitted; collects fees for videos of discovery.~~
- ~~12. Performs related duties.~~

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

- ~~• 1. Knowledge of the functions, policies, and procedures of Municipal Court and court operations~~
- ~~• Knowledge of general office procedures and modern office equipment~~
- ~~• Knowledge of Georgia traffic laws and misdemeanors within municipal court jurisdiction; the City Code; Georgia Municipal Court Uniform Rules, and GCIC procedures~~
- ~~• Knowledge of Georgia Open Records Act and the ability to interpret and respond according to the law~~
- ~~• Knowledge of City and departmental policies and procedures~~
- ~~• Knowledge of legal terminology~~
- ~~• Knowledge of the state records retention standards~~
- ~~• Knowledge of computers and job-related software programs~~

~~Municipal Assistant Court Clerk, Finance/Administration~~ Senior Court Clerk, Court

MC/02

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- Knowledge and level of competency commonly associated with completion of specialized training in the field of work
 - Knowledge of standard American English grammar, punctuation, and spelling
 - Skill in written and verbal communication
 - Skill developing and implementing work procedures
 - Skill in managing and prioritizing multiple projects
 - Skill in the supervision of personnel
 - Ability to apply judgment, selection, and interpretation in application
 - Ability to problem-solve and make decisions
 - Ability to make routine mathematical computations and tabulations accurately and with reasonable speed
 - Ability to type and enter data correctly
 - Ability to accept responsibility, acknowledge mistakes, and share successes
 - Ability to prepare monthly reports
 - Ability to establish and maintain positive working relationships with those contacted in the course of work
 - Ability to work well in a high-pressure, multi-tasked environment amid frequent interruptions and to redirect focus of attention to a task after an interruption
- Knowledge of Municipal Court policies and procedures.

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

3. Knowledge of customer service principles and practices.

4. Knowledge of GCIC and NCIC policies and procedures.

5. Knowledge of accounting principles.

6. Skill in the use of modern office equipment.

7. Skill in the provision of customer services.

8. Skill in problem-solving.

9. Skill in interpersonal relations.

10. Skill in dealing with the public.

11. Skill in oral and written communication.

2. Responsibility

- a. This position has direct supervision over Court Clerk. This position has no supervision over any other employee.

3. Personal Work Relationships

- a. Contacts are typically with co-workers, other city employees, law enforcement personnel, attorneys, judges, and members of the general public.
- b. Contacts are typically to 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 frequently lifts light objects.

~~b.b.~~ The work is typically performed in an office.

c. The incumbent works in a confidential environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

5. Guidelines

- a. Guidelines include the GCIC and NCIC rules and regulations, court standard operating procedures, and the Georgia Municipal Clerks' reference manual. 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 clerical and customer service duties. Frequent interruptions contribute to the complexity of the position.
- b. The purpose of this position is to provide support for the the day-to-day operations of the court office. Successful performance contributes to the efficiency and effectiveness of court operations.

7. Minimum Qualifications

- a. ~~a. Requires a high school diploma or GED~~
- b. Three (3) years experience in court services required; satisfactory criminal history; any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- c. Must be able to obtain and maintain a GCIC certification.
- ~~College degree in public administration or criminal justice preferred; one (1) year supervisory experience preferred. 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.~~

8. Supervisory Controls

- a. The ~~Municipal Court Clerk~~Court Administrator 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 ~~Municipal Assistant Court Clerk~~Senior Court Clerk with the City of Holly Springs.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: ~~Administrative Clerk~~Court Clerk
2. Department: ~~Finance/Administration~~Court Division: **Municipal**
3. FLSA Classification: **Non-exempt** Pay Grade: **10**

B. INTRODUCTORY STATEMENT

This person in this position is a clerical and administrative position that provides support for the Municipal Court Department. The incumbent's duties include entering citations into the database, running criminal and driving history reports, and scheduling court cases. This position provides clerical and customer service support for the operations of the Municipal Court.

C. ESSENTIAL JOB FUNCTIONS

1. Provides clerical support by answering and directing phone calls; assists at the front counter, distributes paperwork and information, processes and prepares legal documents and court forms; documents court orders and files paperwork;
2. Prepares and processes all documents related to court including trial and arraignment dockets, subpoenas, waivers, suspensions, warrants, tickets, probation paperwork and sentence orders;
3. Works in a courtroom setting during court proceedings;
4. Maintains court related files, jail logs, current municipal codebooks;
5. Enters and checks all court dates for arraignment, prisoner and probation dockets;
6. Accesses information on GCIC for the court or other authorized persons;
7. Collects citations from officers; enters citations into the departments' computer system and submits to the State of Georgia; runs criminal and driver history reports for each individual that receives a citation; enters information into the GCIC system to create warrants, adds dispositions to criminal and/or drivers' histories; retrieves information from both systems for arraignments and trials;
8. Maintains case files on incidents and arrests; assigns file numbers; constructs new case files; transfers cases to the appropriate agency;
9. Responds to citizens, telephone and written inquiries;
10. Provides assistance and information to attorneys, agencies, City staff and the general public on court procedures and the status of cases;
11. Assists the judge, solicitor, attorney and other court personnel during court proceedings;
12. Receives bond, fine and warrant payments; records receipts and deposits payments according to established court and cash handling procedures;
13. Assists other divisions of the City as necessary;
14. Accepts, receives, and/or collects payments.

— ~~Administrative Clerk, Finance/Administration~~Court Clerk, Court

MC/03

- ~~1. Performs other duties as assigned. Answers telephone and greets visitors; provides information and assistance.~~
- ~~2. Runs criminal history checks.~~
- ~~3. Provides assistance to the general public, attorneys, judges and other interested parties with regards to requests for information, discrepancies, complaints, and other matters.~~
- ~~4. Provides support for court session operations; provides assistance during court sessions; maintains recording of hearings.~~
- ~~5. Assists in the retention of court records; follows records retention schedules; disposes of records as appropriate; maintains accurate and required documentation of record disposal.~~
- ~~6. Completes a variety of special reports as requested.~~
- ~~7.15. Performs related duties.~~

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

- ~~• 1. Basic knowledge of the practices and procedures involved in law enforcement record keeping and confidentiality;~~
- ~~• Knowledge of City policies, procedures, codes, ordinances and applicable state, federal, and local laws;~~
- ~~• Knowledge of GCIC rules and regulations;~~
- ~~• Knowledge of modern office practices, methods, equipment, and standard clerical procedures;~~
- ~~• Knowledge of basic bookkeeping practices;~~
- ~~• Knowledge of basic math and accounting practices;~~
- ~~• Knowledge of appropriate contacts for related police and court issues;~~
- ~~• Skill in operating a computer and entering data into a database;~~
- ~~• Ability to operate GCIC terminal to run criminal and driving history reports;~~
- ~~• Ability to read and comprehend various technical reports and legal terminology;~~
- ~~• Ability to handle confidential information;~~
- ~~• Ability to handle stressful situations;~~
- ~~• Ability to communicate with confrontational people;~~
- ~~• Ability to type and enter data correctly;~~
- ~~• Ability to maintain accurate and complete records;~~
- ~~• Ability to prepare monthly reports;~~
- ~~• Ability to communicate clearly and concisely, both orally and in writing;~~
- ~~— Ability to establish and maintain positive working relationships with those contacted in the course of work.~~
- ~~Knowledge of Municipal Court policies and procedures.~~

- ~~2. Knowledge of computers and job-related software programs.~~
- ~~3. Knowledge of customer service principles and practices.~~
- ~~4. Knowledge of Georgia Crime Information Center (GCIC) and National Crime Information Center (NCIC) policies and procedures.~~
- ~~5. Skill in the use of modern office equipment.~~
- ~~6. Skill in the provision of customer services.~~
- ~~7. Skill in problem solving.~~
- ~~8. Skill in interpersonal relations.~~
- ~~9. Skill in dealing with the public.~~
- ~~10. Skill in oral and written communication.~~

2. Responsibility

- a. This position has no supervision over any other employee.

3. Personal Work Relationships

- a. Contacts are typically with co-workers, other city employees, law enforcement personnel, attorneys, judges, and members of the general public.
- b. Contacts are typically to 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 frequently lifts light objects.

~~b.~~ The work is typically performed in an office.

c. Incumbent works in a work environment that may periodically have unpredicted requirements or demands.

5. Guidelines

- a. Guidelines include court standard operating procedures and the Georgia Municipal Clerks' reference manual. 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 clerical and customer service duties. Frequent interruptions contribute to the complexity of the position.
- b. The purpose of this position is to provide support for the the day-to-day operations of the court office. Successful performance contributes to the efficiency and effectiveness of court operations.

7. Minimum Qualifications

- a. ~~a. Requires High school diploma or equivalent; six (6) months of customer service and/or police records experience preferred; or an equivalent combination of education and experience.~~
- b. ~~Requires GCIC Certification, Court Clerk Certification.~~
~~—Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.~~
- 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.~~

8. Supervisory Controls

- a. The ~~Municipal Court Clerk~~Senior Court Clerk 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 Clerk~~Court Clerk with the City of Holly Springs.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

~~—Administrative Clerk, Finance/Administration~~Court Clerk, Court
MC/03

City Manager (print)

City Manager (signature)

Date

PROPOSAL for: Sixes Rd Median Pinestraw 2019--Holly Sp

Hutcheson Horticultural Co.
400 Arnold Mill Way
Woodstock , GA. 30188
Phone: (770) 924-1001
Fax: (770) 926-1855

Prepared for: Robert Logan by:

To:

City Of Holly Springs
3237 Holly Springs Parkway
Holly Springs, GA 30115

770-345-5536

Project :

Sixes Rd Median Pinestraw 2019--Holly Sp
3237 Holly Springs Parkway
Holly Springs, GA 30115

Project Information:

Job #: 39171M
Type::
Location:
Job Ready:

Description of Materials and Work to be Performed:

Description	Quantity	Unit of Measure	Unit Price	Total Price
Pinestraw bale	33	bale		
Total:				\$231.00

By your signature, you agree to the following terms and conditions:

- 1)The above prices, specifications and conditions are satisfactory and hereby accepted. Any additional work to the above contract is required to be invoiced in addition to stated estimate. Payment of any "change order" will be made upon receipt of invoice. Payment of this contract will be made on receipt of invoice unless otherwise stated. Incremental billing may be done on multiple day jobs. Incremental billing will be due upon receipt of invoices. All invoiced work is subject to terms and conditions.
- 2)Utilities will be marked. Hutcheson Horticultural Co. will not be responsible for damage to underground or unseen mechanical systems. (i.e. irrigation, drainage, wiring, etc.) Every precaution will be taken not to damage any existing system.
- 3)All plant material will be installed in a live and viable condition. . No warranty for livability or productivity past 90 days from installation unless otherwise stated. Warranty claims must be submitted to Hutcheson Horticultural Co. by the property owner prior to the end of the warranty period. Material replacement will be made one time at the discretion of Hutcheson Horticultural Co.. All invoices and account balances must be paid in full prior to warranty consideration. No warranty on annuals, perennials, grassing, seeding, or transplants, all other service concerns to be handled on a situational basis. No warranty on material as a result of theft, vandalism, vehicle damage, weather phenomena, or other conditions beyond our control.
- 4)Work crews will arrive at the job site unannounced unless otherwise noted herein. Hutcheson Horticultural Co. shall attempt to meet all performance dates, but shall not be liable for damages due to delays. The customer shall not be relieved of his/her responsibility because of delays.
- 5)Work crews cannot make changes or alterations to the contract, only your sales representative or a member of management is authorized to handle changes.
- 6)Notification of postponement or cancellation by the customer must be received in our office before the crews arrive on site or charges for travel will be invoiced.
- 7)Minor incidental damage to driveways, sidewalks and turf areas will be minimized, but may occur.
- 8)Hutcheson Horticultural Co. is insured for liability and Workers Compensation Insurance covers all of its employees.
- 9)**Payment Policy:** Payment of this contract will be due upon receipt of invoice. We accept Cash, Checks, Mastercard and Visa Credit Cards. All Credit Card payments will have a **3%** convenience fee added to the total invoice amount. Payment not received within 15 days will be considered past due. All past due invoices will be assessed a late payment fee of 1.5% (18% APR) on remaining balances. Should any sum be collected by or through an outside source, the customer is responsible for all cost associated with the collection including but not limited to attorney fees and court cost.
- 10)This proposal may be withdrawn by Hutcheson Horticultural Co. if not accepted within 30 days.

PROPOSAL for: Sixes Rd Median Pinestraw 2019--Holly Sp

Hutcheson Horticultural Co.
400 Arnold Mill Way
Woodstock , GA. 30188
Phone: (770) 924-1001
Fax: (770) 926-1855

Prepared for: Robert Logan by:

To:

City Of Holly Springs
3237 Holly Springs Parkway
Holly Springs, GA 30115

770-345-5536

Project :

Sixes Rd Median Pinestraw 2019--Holly Sp
3237 Holly Springs Parkway
Holly Springs, GA 30115

Project Information:

Job #: 39171M
Type::
Location:
Job Ready:

Description of Materials and Work to be Performed:

Description	Quantity	Unit of Measure	Unit Price	Total Price
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Proposal Accepted by: _____ Date: _____

**A RESOLUTION OPPOSING HOUSE BILL 302,
PREEMPTION OF LOCAL BUILDING DESIGN STANDARDS**

WHEREAS, HB 302 would prohibit local governments from regulating “building design elements” in single or double family dwellings, which could negatively impact economic development efforts and harm competitiveness; and

WHEREAS, appropriate local design standards and land use policies create a diverse, stable, profitable and sustainable residential development landscape; and

WHEREAS, HB 302 is a bill that would undermine self-determination of citizens to establish community standards as illustrated by the following:

- Municipal and county officials are elected in part to make decisions about the look and feel of their communities, which fosters economic development, preserves the character of communities; and
- Municipalities and counties use design standards to ensure that the property values of surrounding property owners remain protected from incompatible development; and
- HB 302 would severely erode the ability of all 538 Georgia cities and 159 counties to address unique and community-specific quality of life issues.

WHEREAS, county and municipal governments use building design standards to protect property values, attract high quality builders, and block incompatible development; and

WHEREAS, building design standards assure residents and business owners that their investments will be protected, and that others who come behind them will be equally committed to quality; and

WHEREAS, local governments spend a large amount of resources studying, surveying, crafting, and defining their vision and development strategies, and design standards are an integral part of those endeavors to attract residents, businesses, and the much-coveted trained workforce; and

WHEREAS, development and redevelopment efforts should reflect the community and its vision while simultaneously creating a sense of place; and

WHEREAS, county and municipal government officials are elected to make decisions about the look and feel of their communities, and HB 302 would transfer that power from duly-elected local leaders to outside groups with little to no stake in the future or success of Georgia’s municipalities, including real estate developers and homebuilders; and

WHEREAS, building design standards neither discourage nor favor affordable housing, nor prevent the availability of certain housing types, as supporters of HB 302 purport; and

WHEREAS, local governments should have the ability to provide more affordable housing options without sacrificing their unique character or threatening economic growth; and

WHEREAS, although historic districts are protected in HB 302, which indicates an understanding that standards do in fact make sense, downtown overlays or other similar special zoning districts are not; and

WHEREAS, local governments should be empowered to enforce building design standards to make today's thriving downtown tomorrow's historic district; and

WHEREAS, by limiting the ability of local governments to enforce building design standards in single or double family dwellings, HB 302 would negatively impact quality-of-life issues, including economic growth and the safety and welfare of Georgia citizens.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Holly Springs that the this governing body voices its opposition to HB 302, Preemption of Local Building Design Standards.

BE IT FURTHER RESOLVED that a copy of this Resolution be delivered to members of the City local delegation, and made available for distribution to the public and the press.

SO RESOLVED THIS 25th DAY OF FEBRUARY 2019.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

City of Holly Springs
City Council Work Session Meeting Minutes
January 7, 2019

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

Elected Officials Absent: Councilman Jeremy Smith.

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk Karen Norred, Community Development Director Nancy Moon, Lieutenant Greg Clyburn, Information Technology Manager Ron Carter, Officer Sam Rentz, and Assistant City Clerk Donna Sanders.

Mayor Miller called the Work Session to order.

Mayor Miller led the Pledge of Allegiance. Councilmember Zenchuk gave the invocation.

Public Comments

No public comments.

Community Development Director Nancy Moon said the City of Holly Springs received a letter from R. Lawton Jordan with Williams Teusink, LLC, representing Apex Development Partners, LLC, withdrawing the annexation application A-03-2018 and rezoning application MA-07-2018.

No action taken.

No reports to discuss.

Councilmember Zenchuk moved to adjourn. Councilmember Barnett seconded the motion. Motion carried 4-0.

Meeting adjourned.

City of Holly Springs
Special Called City Council Meeting Minutes
January 7, 2019

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

Elected Official Absent: Councilman Jeremy Smith.

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk Karen Norred, Community Development Director Nancy Moon, Lieutenant Greg Clyburn, Information Technology Manager Ron Carter, Officer Sam Rentz, and Assistant City Clerk Donna Sanders.

Mayor Miller called the Special Called City Council meeting to order.

Councilmember Whitaker moved to remove from the Special Called Meeting Agenda, item 1, A-03-2018, request for annexation of 50 +/- acres located off of Payne Road, Cherokee County, GA, tax parcel 067 of tax plat 15N16, and item 2, MA-07-2018, request for rezoning of 50 +/- acres located off of Payne Road, Cherokee County, GA tax parcel 067 of tax plat 15N16 from AG, Agricultural (County) to TND, Traditional Neighborhood Development (City). Councilmember Barnett seconded the motion. Motion carried 4-0.

Councilmember Phillips moved to approve the resolution to appoint members to the Planning and Zoning Commission. Councilmember Zenchuk seconded the motion. Motion carried 4-0.

Councilmember Barnett moved to approve the Professional Services Agreement Number 01 between Tunnell-Spangler & Associates, Inc. d/b/a TSW and the City of Holly Springs, Georgia. Councilmember Phillips seconded the motion. Motion carried 4-0.

Councilmember Zenchuk moved to approve a proposal from Kimley-Horn for the City of Holly Springs Town Center Parking Deck and give the City Manager authorization to approve tasks as needed. Councilmember Phillips seconded the motion. Motion carried 4-0.

Councilmember Barnett moved to approve the Professional Services Agreement Addendum No. 7 between Southeastern Engineering, Inc. (SEI) and the City of Holly Springs, Georgia and give the City Manager authorization to approve tasks as needed. Councilmember Phillips seconded the motion. Motion carried 4-0.

Councilmember Phillips moved to approve the Synergistic Software, Inc. License Agreement #180717003 for InterOp Mobile Data System License Software. Councilmember Zenchuk seconded the motion. Motion carried 4-0.

Councilmember Zenchuk moved to enter into Executive Session for the purpose of real estate. Councilmember Phillips seconded the motion. Motion carried 4-0.

Councilmember Zenchuk moved to return from Executive Session. Councilmember Barnett seconded the motion. Motion carried 4-0.

Councilmember Phillips moved to adjourn. Councilmember Barnett seconded the motion. Motion carried 4-0.

Meeting adjourned.

Respectfully Submitted.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

City of Holly Springs
City Council Work Session Meeting Minutes
January 24, 2019

Elected Officials Present: Mayor Steven W. Miller, Councilwoman Karen Barnett (arrived at 7:00 p.m.) Councilwoman Dee Phillips, Councilman Jeremy Smith, and Councilman Kyle Whitaker.

Elected Officials Absent: Mayor Pro Tem Michael Roy Zenchuk II.

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk Karen Norred, Chief Michael Carswell, Deputy Chief Tommy Keheley, Community Development Director Nancy Moon, Information Technology Manager Ron Carter, Main Street Director Erin Honea, and Accounting Specialist Becky Bruce.

Mayor Miller called the Work Session to order.

Public Comments:

No public comments.

Councilmember Phillips moved to enter into Executive Session for the purposes of litigation and real estate. Councilmember Whitaker seconded the motion. Motion carried 3-0.

Councilmember Phillips moved to return from Executive Session. Councilmember Whitaker seconded the motion. Motion carried 3-0.

Councilmember Phillips moved to adjourn. Councilmember Whitaker seconded the motion. Motion carried 3-0.

Meeting adjourned.

City of Holly Springs
Council Meeting Minutes
January 24, 2019

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

Elected Officials Absent: Mayor Pro Tem Michael Roy Zenchuk II.

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk Karen Norred, Chief Michael Carswell, Deputy Chief Tommy Keheley, Community Development Director Nancy Moon, Information Technology Manager Ron Carter, Main Street Director Erin Honea, Accounting Specialist Becky Bruce, Building Inspector Jake Dudley, GIS Technician Zach Arnold, Permit Technician Tracey Chambers, Deputy Court Clerk Christine Davidson, Sergeant Nathan Ernst, Sergeant Joe McDonald, Sergeant Jamie Wilson, Lieutenant Casey Barton, Officer Travis Wood, Officer Marquavius Brownlee, Sergeant Michael Hales, Officer Howard Good, Corporal Greg Bettis, Lieutenant Greg Clyburn, Sergeant Mike Sheehan, Officer Kyle Bunch, Officer Andrew Drake, Officer Mike Adams, and Officer Aja Rodriguez.

Mayor Miller called the City Council meeting to order.

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

Mayor Miller recognized Mike Herman for his years of service on the Planning and Zoning Commission. Mayor Miller also recognized other outgoing Board Members who were not present, Donna Stewart (Cherokee County Library Board of Trustees), Kyle Porter (Main Street Board), Chris Amos Adams (Planning and Zoning Commission), and Cheryl Vann (Tree Commission).

Mayor Miller and City Manager Robert H. Logan presented Building Inspector Jake Dudley with the Employee of the Year Award.

Mayor Miller and Chief Michael Carswell presented Officer Kyle Bunch with the Officer of the Year Award.

Mayor Miller and Chief Michael Carswell presented Corporal Greg Bettis with the Bob Fuller Leadership Award.

Consent Agenda:

1. December 3, 2018 Council Meeting Minutes.
2. December 17, 2018 Council Meeting Minutes.
3. Agreement between the Cherokee County Board of Commissioners and the City of Holly Springs for the Cherokee County and City of Holly Springs 800 MHZ Radio System User License Agreement.
4. A-04-2018, annexation request for 0.11 +/- acres located off of Holly Springs Parkway, Cherokee County, GA, tax parcel 003 of tax plat 15N14D.
5. MA-08-2018, rezoning request for 0.11 +/- acres located off of Holly Springs Parkway, Cherokee County, GA, tax parcel 003 of tax plat 15N14D from R-40, Single Family Residential Estate (County) to LI, Light Industrial with staff stipulations.

Councilmember Phillips moved to approve the Consent Agenda for January 24, 2019. Councilmember Barnett seconded the motion. Motion carried 4-0.

Councilmember Smith moved to approve the revised Service Delivery Strategy (SDS) Extension that was submitted to the Georgia Department of Community Affairs on October 26, 2018 by Cherokee County. Councilmember Phillips seconded the motion. Motion carried 4-0.

Councilmember Phillips moved to approve the asbestos removal proposal from Southern Environmental Services, Inc. for 199 Palm Street, in an amount not to exceed \$14,930. Councilmember Whitaker seconded the motion. Motion carried 4-0.

Councilmember Phillips moved to approve the asbestos removal proposal from Southern Environmental Services, Inc. for 362 Stringer Road, in an amount not to exceed \$30,125. Councilmember Barnett seconded the motion. Motion carried 4-0.

Councilmember Phillips moved to approve the resolution to appoint Brandi Hackett to the Tree Commission Board. Councilmember Barnett seconded the motion. Motion carried 4-0.

Councilmember Phillips moved to approve the Excellere Construction LLC Change Order #1 for the FY2018 Stormwater Maintenance Project, in an amount not to exceed \$10,019. Councilmember Barnett seconded the motion. Motion carried 4-0.

Reports:

City Manager Robert H. Logan announced the December financial reports are in the packet.

Councilmember Phillips moved to adjourn. Councilmember Whitaker seconded the motion. Motion carried 4-0.

Meeting adjourned.

Respectfully Submitted.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)



January 08, 2019
City of Holly Springs
Attn: Rob Logan

RE: Holly Springs Intersection Improvement Project

PROPOSAL

Tunnell-Spangler & Associates, Inc., d/b/a TSW proposes to furnish landscape design services to the City of Holly Springs for the "Holly Springs Intersection Improvement Project" as generally depicted in the attached exhibit.

PROJECT UNDERSTANDING:

This scope of work includes the production of Landscape Architecture Design related to Southeastern Engineering, Inc.'s work on the Holly Springs Intersection Improvement Project in Holly Springs, Georgia.

TASK 1: Construction Documents (50% Review)

- Planting design for streetscape along portions of Hickory Road, Palm Street Extension, Palm Street, and Walnut Street.
- Design development of hardscape elements, lighting, and planting in roundabout.
- Quality control review.
- Coordination of streetscape lighting layout with Georgia Power.

TASK 2: Construction Documents (100% Permitting Set)

- Develop Construction Documents that include drawings to a permit level.

TASK 3: Permitting & Bidding

- Incorporate permitting comments to complete Construction Document package.
- Quality control review.
- Prepare 100% Construction Document Package for Bidding, to include a Quantity Schedule of Values.
- Throughout Bidding Process, consultant team will respond to any clarification questions as needed.
- This task will be a not to exceed fee.

TASK 4: Irrigation design and drawings for planting in the roundabout.
(To be included in 100% Permitting Set)

TASK 5: Electrical design and drawings for lighting the sign and monument in the roundabout. (To be included in 100% Permitting Set)

TASK 6: Construction Administration

1389 Peachtree Street, NE
Suite 200
Atlanta, GA 30309

Phone: 404.873.6730
www.tsw-design.com

Principals:

William Tunnell
Jerry Spangler
Thomas Walsh
Caleb Racicot
Adam Williamson
Bryan Bays
Heather Hubble

Associates:

Rebekah Calvert
Ben Woodrow Giles
David Lintott
Alex Fite-Wassilak
Lionel Johnson
Sarah McColley
Laura Richter

TSW will be available to review RFI's and submittals, and issue reports and additional information as needed throughout construction of the project, with a not to exceed fee.

TASK 7: Meetings

TSW will attend meetings requested by the client with a not to exceed fee. Meetings can be held as GoToMeetings, if need be.

REIMBURSABLES

All related expenses such as printing or photographic reproductions, telephone, and mailing will be billed additional to labor fees at a multiple of 1.1 times direct cost. Direct expenses are estimated to not exceed \$1,000 for this project.

ASSUMPTIONS

1. A survey will be provided by the client
2. Geotechnical is not included
3. Structural Engineer is not included

DELIVERABLES

- Cover Sheet
- General Notes
- Layout plan (roundabout)
- Construction Details (roundabout)
- Landscape Plan (roundabout & streetscape)
- Landscape Details (roundabout & streetscape)
- Lighting Layout (roundabout & streetscape)
- Irrigation Plans (roundabout)
- Irrigation Details (roundabout)
- Electrical Plans (roundabout)
- Electrical Details (roundabout)

FEE FOR THE SCOPE OF SERVICES ARE AS FOLLOWS:

TASK 1: 50% Construction Documents	\$6,300
TASK 2: 100% Construction Documents Permitting Set	\$9,500
TASK 3: Permitting & Bidding	\$2,500 NTE
TASK 4: Irrigation Construction Documents	\$2,200
TASK 5: Electrical Construction Documents	\$2,200
TASK 6: Construction Administration	\$2,500 NTE
TASK 7: Meetings	\$1,200 NTE
REIMBURSABLES:	\$1,000 NTE

TOTAL	\$27,400
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BILLING AND PAYMENT POLICIES:

Payments are due and payable upon receipt of the Architect's monthly invoice. Upon request, TSW will provide proposals for additional compensation including providing or coordinating services of consultants not identified in the project scope or understanding; revisions due to changes in the scope, quality or budget; changes in the Work and Contractors' requests for substitutions of materials or systems; and services not completed within six months of the date of this Agreement through no fault of TSW.

Signing this Letter of Agreement signifies the Client's intent to contract TSW for professional services. In contracting with TSW, Client warrants that funds are available to compensate TSW for the total amount of services and expenses contracted, and that these funds are neither encumbered nor contingent upon subsequent approvals, permits, or financing commitments by lending institutions or other parties.

TSW submits monthly invoices. Invoices are to be submitted to the Client by the 10th of each month for the prior month's services, and will be paid by the Client by the 15th of the following month.

Client shall notify consultant of any dispute regarding invoices received within seven (7) days of receipt of invoice. Only the disputed portion of the payment may be withheld. Interest charges will be applied at rate of 1 ½ % to delinquent accounts for professional services.

Account delinquency longer than forty-five (45) days will result in the stoppage of work on the job by TSW and any sub-consultants. Seven days' notice will be given prior to stoppage of work to enable accounts to be brought current. Work will recommence upon payment of all fees and service charges due. In some cases additional fees will be required to stop and start work because of account delinquency.

If this proposal meets with your approval, please sign below and return one copy for our files.

Accepted by:

The City of Holly Springs

Date

TSW

Date

Exhibit B: Boundary Map

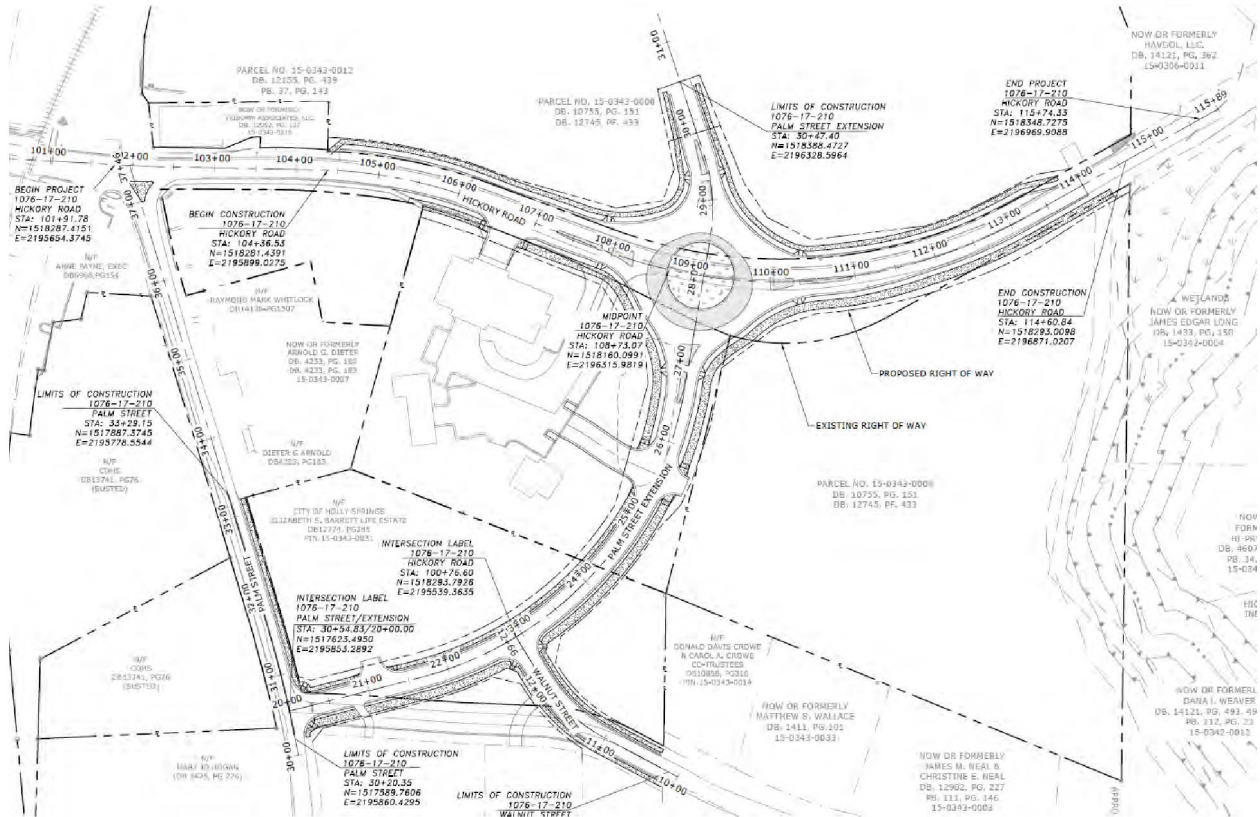


Exhibit C: 2019 Hourly Rate

2019 HOURLY FEE SCHEDULE

All fees will be invoiced monthly, according to the hourly fee schedule then in effect.

Our current fee schedule as of December 15, 2018 is as follows:

Principals

William T. Tunnell \$185/hour
Jerry W. Spangler \$185/hour
Thomas H. Walsh \$185/hour
Caleb P. Racicot \$165/hour
Adam H. Williamson \$165/hour
Bryan Bays \$165/hour
Heather Hubble \$125/hour

Planning & Landscape Architecture

Woody Giles \$115/hour
Alex Fite-Wassilak \$110/hour
Rebekah Calvert \$110/hour
David Lintott \$110/hour
Jia Li \$95/hour
Sarah McColley \$95/hour
Laura Richter \$95/hour
Kristin L'Esperance \$95/hour
Peyton Peterson \$90/hour
Ryan Snodgrass \$90/hour
Kaitlin Vaughn \$90/hour
Julia Brodsky \$85/hour
Allison Bustin \$85/hour
Beverly Bell \$85/hour
Katherine Glenn \$85/hour
David Argo \$80/hour

Architecture

Lionel Johnson \$95/hour
Jared Christensen \$95/hour
John Hand \$90/hour
Ross Vogel \$90/hour
Robert Huber \$85/hour
Lauren Buss \$80/hour
Erlend Andvick \$65/hour

HCM FILE - CLIENT AGREEMENT

MSI Benefits Group, Inc.
245 TownPark Drive, Ste. 100
Kennesaw, GA 30144
770-425-1231



CUSTOMER INFORMATION	
Company Name:	City of Holly Springs
Contact Name:	Karen Norred
Title:	City Clerk/HR Director
Phone Number:	770-721-7502
Address:	PO Box 990
City/State/Zip:	Holly Springs, GA 30142

Contract Effective Date: **12/01/2018**

Please check the box below to indicate your preferred option:

	Option 1	Fee
☐	Planning, HCM File platform set-up, eligibility data formatting, HCM File delivery to client and IRS e-File	\$4.00 per 1095-C Form
☐	Planning, HCM File platform set-up, eligibility data formatting, HCM File delivery to client, IRS e-File, print and mailing of 1095-C Forms	\$6.00 per 1095-C Form

Invoice will be based on total number of 1095-C Forms covering CY 2018. You will receive the invoice no later than March 2019 after project completion.

This Client Agreement constitutes an agreement between the parties listed below. The individual who has signed below has the authority to place this order on behalf of the employer group identified above and to commit the employer to payment of the associated charges.

Company Name:	<u>City of Holly Springs</u>	<u>MSI BENEFITS GROUP, INC.</u>
Auth. Signature:	<u></u>	Signature: <u></u>
Name (printed):	<u>Steven W. Miller</u>	Name (printed): <u></u>
Title:	<u>Mayor</u>	Title: <u></u>
Date:	<u>February 25, 2019</u>	Date: <u></u>

THIS IS NOT AN INVOICE



Technology Upgrade Proposal

Document Scanning, Copying and Printing

Prepared for:

**The City of Holly Springs
Georgia**

PREPARED BY:

Duplicating Products, Inc.

Dean Snyder, Solutions Consultant

Phone: (770) 532-9932

Cell: (770) 654-1083

Email: Dsnyder@DuplicatingProducts.com

Proposal Submitted: January 24, 2019

Pricing Valid for 60 Days

Thank You for the Opportunity!

WHY?



1. **2017 HALL COUNTY CHAMBER OF COMMERCE “FAMILY BUSINESS OF THE YEAR” Recipient.**
2. **2019 RICOH FAMILY GROUP Circle of Excellence for Service**
3. **Named one of the TOP 25 CANON Dealers in the US**
4. **100% Local Billing for Service and Available 100% In House Leasing**
5. **Our Local Warehouse is stocked with over \$1 Million in Parts and Supplies**
6. **We only use Original Equipment Manufactured Parts and Supplies – This insures the machine will run as designed**
7. **Our 35 Factory Trained Techs are Locally Dispatched from communities near you and provide you with an average 3 Hour Response Time**
8. **2 Full Time IT Phone Support Personnel ready to serve your connection needs**
9. **Call Today, Ship Today Supplies..... 99% of the time you will receive your supply shipments the next business day and NEVER PAY SHIPPING CHARGES...**
10. **REMOTE Monitoring and Meter Reads keep your billing and machine running smoothly**
11. **Local Personal Attention – We answer the phone with a human voice and treat people like they want to be treated... Try us by calling 770.532.9932 right now!**
12. **Local Office Support & Sales Rep with over 20 years of Industry Experience. I'm only a phone call away and I ALWAYS answer the phone**

Duplicating Products and Dean Snyder... your Highest Value, Lowest Risk Solution!

This proposal contains confidential information of Duplicating Products, Inc. and is provided for the sole use of the recipient. This proposal and the information set forth herein shall at all times remain the property of Duplicating Products, Inc. This document shall neither be loaned nor reproduced and shall be returned to Duplicating Products, Inc. upon request absent a written and signed agreement to the contrary. The pricing is only valid through the date listed and subject to change at the sole discretion of Duplicating Products, Inc. after that date.



Proud of our Team's Accomplishments!

Here is a recent letter from our partners at RICOH. We were the only dealer in the State of Georgia to win this award...

RICOH

RICOH USA, INC
5 Dedrick Place
West Caldwell, NJ 07006

October 23, 2018

Duplicating Products
2305 Centennial Drive
Gainesville, GA 30504

Dear Matt Nix,

Ricoh recognizes that it has partnered with the best Dealer Network in the industry and we intend to reward the "Best of the Best". On behalf of Ricoh Americas Corporation, we are pleased to inform you that all of **Duplicating Products** authorized service locations (where applicable) have been recognized as a 2019 RFG Circle of Excellence Certified Dealership.



Ricoh's RFG Circle of Excellence Certified for 2019

This program is designed to recognize Dealers who provide outstanding service and support in accordance with Ricoh's guidelines and **Duplicating Products** has met or exceeded the requirements of the RFG Circle of Excellence Program in the following areas:

- Phase 1 - Service Engineer Skills Assessment (**Prestige**)
- Phase 2 - Service Operations Assessment which includes the following:
 - ✓ Use of Genuine Ricoh Parts and Supplies
 - ✓ Hardware & Solutions Training
 - ✓ Relevant Industry Certifications
 - ✓ Service Organization Structure
 - ✓ Field Staff & Help Desk Productivity & Efficiency Measures
 - ✓ Customer Satisfaction Measurement Process & System
 - ✓ Effective Utilization of Ricoh Resources
 - ✓ Business Plan Management & Process Improvement

Again, we extend our congratulations to the entire Service Organization of **Duplicating Products** for this outstanding achievement.

Best regards,

James D. Coriddi
Vice President, Dealer Division
Ricoh USA, Inc.

Dan Piccoli
Director, Dealer Services
Managed and Technology Services
Ricoh USA, Inc.



**Duplicating
Products**
SINCE 1974

Our References!



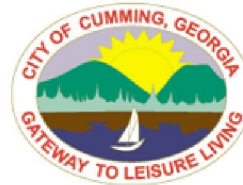
HITACHI
Inspire the Next

Hall County Schools
Character • Competency • Rigor



**Mountain Education Charter
High School**

"Providing students an opportunity to earn a high school diploma"



MEYN

Poultry Processing Solutions



UNG
UNIVERSITY of
NORTH GEORGIA™



**Lumpkin
County
Government**

bako
Integrated Physician Solutions



**GILMER COUNTY
CHARTER SCHOOLS**



ERB
Safety Products for LIFE.™



**DAWSON COUNTY
SCHOOLS**
A Charter System of Georgia



**Bryan
Properties**



**WEINBERG WHEELER
HUDGINS GUNN & DIAL**

**THE
BRAND
BANKING CO.**

Proposed New System

SAVIN MP C3504EX COLOR MFD Unit

Specifications:

- 30 PPM B/W & **FULL COLOR** LASER Printer
- 220 Sheet Single Pass Duplex Document Feeder
- Standard 1,200 Sheets of Standard Paper Capacity (2 Trays @ 550 Sheets + 100 Sheet Bypass)
- 1 – Universal Paper Trays for Paper Sizes up to 11 x 17
- Standard PCL & Postscript Print Language
- Scan to Email & Scan to Folder Capabilities
- Hard Drive Overwrite Feature Insures your Data is ALWAYS Secure
- Standard SSL Email Security
- Mobile Printing Standard (Airprint, NFC, QR, RICOH APP)
 - Accessories Added
 - Paper Feed Unit Type PB3240
 - Internal Finisher Stapler SR3130
 - Punch Unit PU3040NA
 - External Keyboard with Bracket
 - Surge Protector





Financial Considerations

Lease and Service Investment Details

Financial Considerations

36 Month Lease Plan @ \$176.15

**Price Point References the RICOH
State of Georgia Contract**

**Renewal through Great America
Leasing and includes termination
of existing lease and removal of
SAVIN MPC3003 SN:
E155MB60667**

State Contract Maintenance Rates:

**Black Prints Billed @ \$0.0056
Color Prints Billed @ \$0.05**

CPC from 1st Print

Pricing Components

- All Installation and IT Configuration
- No up front down payment
- Extensive End User Training
- On going Training as needed
- Our DPI Maintenance Plans Always Include all parts, labor and supplies. You will never pay for shipping at DPI. Excludes Paper & Staples



**Duplicating
Products**
SINCE 1974



Implementation

Proposed Schedule

Once selected, Duplicating Products estimates that we can implement the solution within 2 weeks of receipt of initial order.

Contract signature	2/4/2019
Pre-Installation survey	Already Completed
Delivery/acceptance of equipment	2/18/2019 estimated
System training	At Install
Account review	Semi Annually





QUESTIONS & FOLLOW UP ITEMS:

-
-
-
-
-
-
-
-
-
-



Dean Snyder
Solutions Consultant
4 Time DPI Circle of Excellence Winner
2 Time DPI President's Club Winner
DPI Since 2012
22 Year Track Record with RICOH / SAVIN
22 Years Of Industry Experience!

or email dsnyder@duplicatingproducts.com





MP C3004ex MP C3504ex

Multifunction Color

- ✓ Copier
- ✓ Printer
- ✓ Facsimile
- ✓ Scanner



30
ppm

35
ppm

Extend what you can do effortlessly

You're full of big ideas — but you've had your fill waiting to share them with others. Use the extended capabilities of the Savin MP C3004ex/MP C3504ex Color Multifunction Printer (MFP) — including service support, connectivity, customization and workflow apps — to simplify how you move information throughout the office and across the world. Automate everyday tasks with customized icons via the 10.1"-wide Smart Operation Panel and Workstyle Innovation Technology. Receive fast, reliable support at the touch of your finger with Web Help*. Add more convenient widgets and apps for easier access to critical information. Grab files from cloud-based applications with your personal mobile device and print them at the MFP. Use advanced scanning and paperless faxing to share messages instantly. Plus, you can choose from multiple paper stocks and finishing options to produce output sure to impress.

- Produce up to 30 or 35 color prints per minute
- Use the intuitive Smart Operation Panel touchscreen to expedite everyday tasks
- Print and share information on the go via your personal mobile device
- Highlight information with breathtaking colors and professional finishing
- Help protect documents, data and devices with encryption and authentication tools
- Download the Smart Device Connector app to print, scan and share documents from your mobile device to the MFP and connect seamlessly to our projectors and interactive whiteboards
- Take advantage of eco-friendly features to reduce operating costs without compromising business productivity

*When enabled, internet connection required.

Customize the way you work

Move information quickly, anywhere at any time

Add a personal touch to every job

You know exactly what needs to be done. Use the MP C3004ex/MP C3504ex to get it done faster. It's designed with Workstyle Innovation Technology, so you can use the same tablet-like gestures you use on your smartphone or tablet to create customized shortcuts for frequently used workflows on the 10.1"-wide Super VGA Smart Operation Panel (SOP). Simply tap one of the icons from the Home Screen to bypass time-consuming manual steps to scan images, print color brochures, fax invoices to a client and more. For faster scanning of two-sided identity documents, tap on the ID Card Copy app and the device scans both sides onto a single-sided document for easier reading with less waste. Use the OCR option to create keyword searchable PDF files for easier retrieval at a later time from an embedded Document Server.



Tap into a smarter way to work

Finding the best way to improve productivity is pretty straightforward. Use the easy-to-follow design of the Smart Operation Panel to perform document management tasks swiftly and accurately. With SOP Designer, you can have your Home Screen customized by our technicians with a corporate logo, shortcut icons, messages and more. Choose smart apps to simplify everyday printing, scanning, copying and faxing workflows. For example, you can add, check and confirm scan-to destinations and change settings with incredible ease with fingertip precision. Use the Quick Copy widget to start copying instantly. Add other widgets and program apps to set shortcuts, adjust settings, check system status, access online data and more in seconds. With plug-and-play Savin or third party software solutions, you can digitize more tasks to significantly reduce paper and operating costs.



Complete more jobs with fewer delays

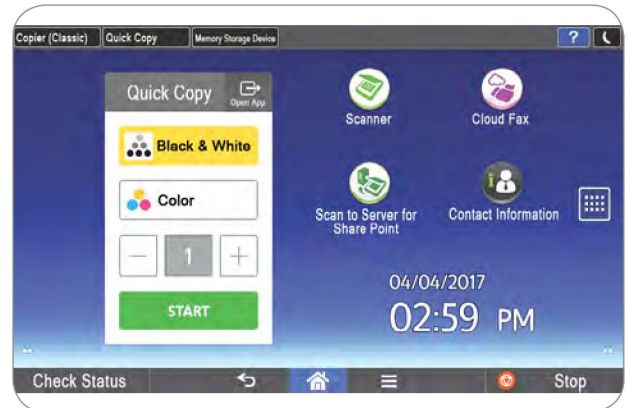
The more your audience waits, the more likely they will find information elsewhere. Use the MP C3004ex/MP C3504ex to instantly access up to 3,000 frequently used documents stored on the device. Or, you can use your personal mobile device or our web-enabled Integrated Cloud Environment (ICE) to scan, capture and share information with cloud-based applications without servers, system integration or software updates. Scan two-sided hard copy documents at 180 ipm with the 220-sheet Single Pass Document Feeder. Take advantage of a wide range of scan-to capabilities to share the information digitally with anyone, anywhere. For output, use Device Software Manager and install print drivers without assistance in only moments. For more complex tasks, use standard PostScript and PDF Direct Print emulation to process even your biggest jobs quickly.



Multitask at a faster pace

Get in touch with all-in-one convenience

There's no shortage of things to do or information to share, but you are short on time. Use the MP C3004ex/MP C3504ex to perform everyday office tasks with incredible speed and ease. With a built-in motion sensor, the Smart Operation Panel responds with half-second recovery from Sleep Mode when the user taps on the panel to begin job entry. Print colorful presentations, images, brochures and more at up to 30 or 35 pages per minute and grab them on your way to an important meeting. Send full-color scans of floor plans, schematics and photos via email. Copy handwritten notes for your colleagues. Send a contract via fax without wasting paper or wondering if it was received. With an optional maximum paper capacity of up to 4,700 sheets, you can manage more projects with fewer interruptions so you can transition quickly from one revenue-generating project to the next.



Add color to look even brighter

Stand out from the crowd by delivering information that jumps off the page. As the MP C3004ex/MP C3504ex processes each file, it recalibrates itself so colors remain vivid with up to 1200 dpi resolution from the first page to the last without deterioration. By using our PxP®-EQ toner, you can produce precise text and images with outstanding readability. To give your photos, brochures, presentations and other graphics-intensive documents a more professional look, choose the optional Fiery® E-23C Color Controller for exceptional spot-color reproductions using RGB and CMYK colors. You can even create banners or combine multiple images on separate sheets to create posters with the MFP instead of hunting down a wide-format device.



Work wherever you are

Your workload isn't going to stop. Why should you? Use your smartphone or tablet to locate the MFP and print on the move without utilities, software or drivers. Just download the Smart Device Connector app and connect to the MP C3004ex/MP C3504ex automatically by touching your smart device to the MFP's Near Field Communication (NFC) tag or by reading a QR code on the control panel. From there, print, scan and share documents and photos between the MFP and your smartphone or tablet instantly. Access the address book in your smart device to send copies of documents and fax messages from the MFP directly to your contacts. Print emails with images or PDF attachments. With the app you can also grab information from cloud storage or on your personal mobile device for fast, convenient printing at the MFP. Or, use the same app to display information from your personal mobile device directly to our projectors and interactive whiteboards to showcase your best ideas in meetings and conferences.



Make easier and safer collaboration automatic

Support a smarter way to work

Know where to find help when you need it most. When enabled, the MP C3004ex/MP C3504ex offers comprehensive “smart support” capabilities designed specifically to minimize delays and interruptions. With RemoteConnect Support, technicians can access your device remotely to diagnose and resolve issues in real time. With the new Remote Panel Operation tool, IT managers and network administrators can easily program, monitor and change settings for each device on their network. The Automatic Remote Firmware function allows you to keep your fleet of devices up to date with the latest firmware, minimizing downtime and maximizing productivity. Use the convenient Web Help feature to find quick answers about the most common functions and operation of your MFP. In addition, you can access our Application Site and download our How-to Videos app for easy-to-follow guidance on basic MFP operations.



Keep tabs on what's most important

Your ideas can only make an impact if they reach the right people. Use advanced security capabilities to help address key device, data and network security issues. Restrict access to the device with User Authentication and force users to log in by entering a passcode. With the MFP's embedded Quick Card authentication, users can swipe their ID card at an optional card reader for access. Keep documents in the right hands with Locked Print. It ensures print jobs for mobile users remain secure until released at the MFP. Use copy data security features to mask sensitive information on unauthorized copies. Ensure data left behind is secured, too. Encryption tools protect data in transit and the DataOverwriteSecurity System (DOSS) automatically overwrites latent information on the hard drive.



Save your resources

Improve your bottom line while protecting the environment with multiple features designed specifically to reduce energy and resource costs. The devices meet EPEAT® Gold criteria* and are ENERGY STAR® certified. The MP C3004ex offers Typical Electricity Consumption (TEC) of 1.2 kWh/week. Cut paper usage with default duplex printing. Reduce energy usage when you're out of the office by programming the MFP to power on or off to coincide with office work hours. The system is also equipped with an innovative motion sensor, which senses an approaching user by detecting the differences in body temperature versus the surrounding environment, so it can recover from Sleep Mode quickly and allow key input within one second of the user touching the panel.

*EPEAT Gold rating is applicable only in the USA.



To view detailed features of our multifunction products online go to www.savin.com/products

Perform more jobs with fewer hassles



- 1 Smart Operation Panel:** Choose from multiple intuitive user interfaces to customize and automate workflows on the 10.1"-wide Super VGA Smart Operation Panel. Create shortcut icons, add convenient widgets and access information with one-touch control using the same motions you use on your smartphone or tablet.
- 2 220-Sheet Single Pass Document Feeder (SPDF):** Copy, scan and fax two-sided full-color and black-and-white documents at high speeds in a single pass.
- 3 User Authentication:** Use embedded Quick Card authentication technology and an optional NFC or HID card reader to track activity for every user who logs in by proximity card.
- 4 Paper Trays (Standard):** With two 550-sheet paper trays, one of which can accommodate paper sizes up to 12" x 18", you can produce more jobs with fewer reloads.
- 5 100-Sheet Bypass Tray:** Feed larger paper sizes — including envelopes and sheet sizes up to 12.6" x 49.6" — to create and share a wider range of deliverables with your audiences. Add an optional Banner Paper Guide Tray for impressive banner printing.
- 6 Document Server:** Access up to 3,000 frequently used files on the MFP's hard drive in moments. Create up to 200 shared or passcode-protected personal folders to store the digital files.
- 7 Tandem Large Capacity Tray (Optional):** Add more capacity for extended runs of 8.5" x 11" sizes with two 1,000-sheet paper trays.
- 8 1,500-Sheet Side Large Capacity Tray (Optional):** Maximize uptime by extending capacity by up to 1,500 sheets of letter-sized paper.
- 9 125-Sheet One Bin Tray (Optional):** Separate output so users can retrieve documents quickly.
- 10 1,000-Sheet External Hybrid Stapleless + Stapler Finisher (Optional):** Use the stapleless feature for smaller document sets (up to five sheets). Need a larger document set? The finisher automatically staples for six or more sheets. In addition, you can choose from a wide range of other available finishers (see table on page 7).
- 11 Web Browser:** Take advantage of the built-in web browser to search for web pages directly from the Smart Operation Panel.
- 12 Motion Sensor:** Senses approaching users and awakens the Smart Operation Panel from Sleep Mode so it is ready to begin key input within one second of the user touching the screen.

Put your best finishing touches on display

Add the finishing touches so your message connects with your audience every time. With the External Hybrid Stapleless + Stapler Finisher, you can conserve resources by eliminating staples entirely for document sets with five or fewer pages. For document sets from 6 – 50 pages, the finisher automatically converts to staples. Or, choose the Internal Stapleless Finisher and get the same staple-free capability. Both stapleless finishers are ideal for educational, manufacturing and healthcare environments.

Looking for a finisher to accommodate your unique requirements? Simply choose the one with the advanced paper handling, stacking and stapling capabilities you need most. Automate finishing tasks to give your projects a professional-grade look that's sure to get noticed without compromising your time or budget.

SR3180 Internal Finisher	SR3130 Internal Finisher	SR3210 External Finisher	SR3220 External Booklet Finisher
			

Finisher	Paper Capacity	Hole-Punch	Saddle Stitch	Stapleless
SR3180 Internal	250 Sheets	N/A	N/A	Up to 5 Sheets
SR3130 Internal	500 Sheets	Option	N/A	N/A
SR3210 External	1,000 Sheets	Option	N/A	Stapleless – Up to 5 Sheets Auto Stapled – Up to 50 Sheets (LTR)
SR3220 External	1,000 Sheets	Option	Up to 15 Sheets	N/A

General Specifications

Printing Process	4-Drum Method
Output Speed (Copy/Print)	MP C3004ex: 30-ppm B&W & Full-Color (LTR) MP C3504ex: 35-ppm B&W & Full-Color (LTR)
Warm-Up Time	25 seconds
Recovery from Sleep Mode	6.9 seconds
First Copy Time (Full-Color/B&W)	7.1/4.6 seconds
Copy Resolution	600 dpi
Quantity Indicator	Up to 999 copies
Single Pass Document Feeder (SPDF)	Original Capacity: 220 sheets Original Size: 5.5" x 8.5" – 11" x 17" (A5 – A3) Paper Weights: Simplex: 11– 34 lb. Bond (40 – 128 g/m ²), Duplex: 14 – 34 lb. Bond (52 – 128 g/m ²)
Paper Capacity	Standard: 2 x 550 sheets + 100-Sheet Bypass Tray, Maximum: 4,700 sheets (w/Tandem LCT + Side LCT)
Supported Paper Sizes	1st Paper Tray: 8.5" x 11" (A4) 2nd Paper Tray: 5.5" x 8.5" – 12" x 18" (A6 – A3), Envelopes Bypass: Up to 12" x 18", Envelopes Custom Sizes: Width: 3.5" – 12.6" (90 – 320 mm), Length: 5.8" – 49.6" (148 – 1260 mm)
Supported Paper Weights	Standard Trays: 16 – 80 lb. Bond/ 166 lb. Index (60 – 300 g/m ²) Bypass Tray: 14 – 80 lb. Bond/ 166 lb. Index (52 – 300 g/m ²) Duplex Unit: 14 – 68 lb. Bond/ 142 lb. Index (52 – 256 g/m ²)
Paper Types	Plain, Recycled, Special Paper 1-3, Letterhead, Cardstock, Preprinted Paper, Bond Paper, High-Gloss Coated Paper, Color Paper, Envelopes, Coated, Labels* & OHP*
Auto Duplex	Standard
Output Capacity	Standard: 500 sheets Maximum: 1,625 sheets
Zoom	25% – 400% in 1% increments

Dimensions (WxDxH)	26.3" x 29.1" x 47.5" (668 x 738 x 1205 mm) (Includes SPDF and Two-Tray Paper Bank)
Weight	223 lbs. (101 kg)
Power Requirements	120V – 127V, 60Hz, 15A
Power Consumption	1,584W or less; Sleep Mode: 0.8W
TEC Value**	MP C3004ex: 1.2 kWh/week MP C3504ex: 1.3 kWh/week

*Bypass Tray Only
**Typical Electricity Consumption by ENERGY STAR Qualified Imaging Equipment Test Procedure

Printer Specifications (Standard)

CPU	Intel Atom Processor Bay Trail 1.33 GHz
Memory /HDD	2 GB RAM/250 GB HDD Standard & 4 GB RAM/250 GB HDD Option
Page Description Languages	Standard: PCL5c, PCL6, PostScript®3™ Emulation, PDF Direct Print Emulation Optional: Genuine Adobe® PostScript®3™, Adobe® PDF Direct Print, PictBridge®
Font Support	Standard: PCL: 45 Roman fonts + 13 International fonts; PostScript®3™ Emulation: 80 Roman fonts + 13 International fonts Optional: Genuine Adobe® PostScript®3™: 136 Roman fonts
Max. Print Resolution	1200 x 1200 dpi
Network Interfaces	Standard: 1000Base-T/100Base-TX/ 10Base-T Ethernet, USB2.0 Type A (3 Ports), SD Slot on Operation Panel Optional: IEEE1284/ECP, IEEE802.11a/b/g/n, USB2.0 Type B
Network Protocol Support	TCP/IP (IPv4, IPv6)
Network/OS	Windows® Vista/7/8.1/10/Server 2008/Server 2008R2/ Server 2012/ Server 2012R2/Server 2016 Unix: Sun Solaris, HP-UX, SCO OpenServer, RedHat Linux, IBM AIX, Citrix XenDesktop 7.0/7.1, XenApp 6.5/7.5, Mac OS X v.10.9 or later, SAP R/3, SAP S/4, IBM iSeries AS/400- using OS/400 Host Print Transform Device Manager NX Series, Web Image Monitor, @Remote
Utilities	

Document Server Specifications (Standard)

Max. Stored Documents	3,000
Max. Pages/Document	2,000
Max. Page Capacity	9,000
Max. Number of Folders	200

Scanner Specifications (Standard)

Scanner Resolution	B&W and Full-Color scanning at 100 – 600 dpi, Up to 1200 dpi for TWAIN scanning
Scanning Speed (B&W & Full-Color LTR)	200/300 dpi: 110 ipm Simplex/ 180 ipm Duplex
Scan Area	11.7" x 17" (297 mm – 432 mm)
Compression Method	B&W TIFF: MH, MR, MMR, JBIG2 Full-Color: JPEG
Supported File Formats	Single/Multi-Page TIFF, PDF, High Compression PDF & PDF/A, Single Page JPEG
Scan Modes	Scan-to-Email (with LDAP support) Scan-to-Folder (SMB/FTP) Scan-to-URL Scan-to-Media (USB/SD Card) Network TWAIN Scanning

Facsimile Specifications (Optional)

Type	ITU-T (CCITT) G3
Circuit	PSTN, PBX
Resolution	200 x 100 dpi, 200 x 200 dpi, 400 x 400 dpi (with optional SAF memory)
Modem Speed	33.6K – 2,400 bps w/Auto Fallback
Compression Method	MH, MR, MMR, JBIG
Transmission Speed	G3: Approximately 2 seconds/page (JBIG)
Scanning Speed	Up to 81 spm
Auto Dialing	2,000 Quick/Speed Dial numbers; 100 Group Dial numbers
Memory Capacity (SAF)	Standard: 4 MB (approx. 320 pages), Optional: 64 MB (approx. 4,800 pages) with optional SAF memory



Security Features (Standard)

DataOverwriteSecurity System (DOSS), HDD Encryption, User Codes, SNMP v3 Support, Encryption, Locked Print, User Authentication, 802.1x Wired Authentication, Quota Setting/Account Limit, Digitally Signed PDF, and more

Hardware Accessories

Paper Handling Options

Two-Tray Paper Bank (PB3240)¹

Tray Capacity	1,100 sheets (550 sheets x 2 trays)
Paper Size	5.5" x 8.5" to 12" x 18" (A5 – A3)
Paper Weight	16 – 80 lb. Bond/166 lb. Index (60 – 300 g/m ²)
Dimensions (WxDxH)	23.1" x 27" x 9.7" (587 x 685 x 247 mm)

One-Tray Paper Bank (PB3250)¹

Tray Capacity	550 sheets x 1 tray
Paper Size	5.5" x 8.5" to 12" x 18" (A5 – A3)
Paper Weight	16 – 80 lb. Bond/166 lb. Index (60 – 300 g/m ²)
Dimensions (WxDxH)	23.1" x 27" x 4.7" (587 x 685 x 120 mm)

Requires installation of Caster Table Type M3

Tandem Large Capacity Tray (PB3260)¹

Tray Capacity	2,000 sheets (1,000 sheets x 2)
Paper Size	8.5" x 11" (A4)
Paper Weight	16 – 80 lb. Bond/166 lb. Index (60 – 300 g/m ²)
Dimensions (WxDxH)	23.1" x 27" x 9.7" (587 x 685 x 247 mm)

Side Large Capacity Tray (RT3030)

Tray Capacity	1,500 sheets
Paper Size	8.5" x 11" (A4)
Paper Weight	16 – 80 lb. Bond/166 lb. Index (60 – 300 g/m ²)
Dimensions (WxDxH)	13.4" x 21.4" x 11.4" (340 x 545 x 290 mm)

Requires installation of Two-Tray Paper Bank (PB3240) or Tandem LCT (PB3260)

Output Trays & Finisher Options

Internal Shift-Sort Tray (SH3070)¹

Tray Capacity	250 sheets (8.5" x 11" or smaller) (A4 – A5) 125 sheets (8.5" x 14" or larger) (B4 – A3)
Paper Size	5.5" x 8.5" to 12" x 18" (A5 – A3)
Paper Weight	14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m ²)

Cannot be installed with any Finisher

One-Bin Tray (BN3110)

Paper Size	5.5" x 8.5" to 12.6" x 17.7" (A5 – A3)
Paper Weight	14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m ²)
Tray Capacity	125 Sheets

250-Sheet Stapleless Internal Finisher (SR3180)¹

Paper Size	5.5" x 8.5" to 12" x 18" (A6 – A3)
Paper Weight	14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m ²)
Stack Capacity	250 sheets (8.5" x 11" or smaller) (A4) 125 sheets (8.5" x 14" or larger) (B4 – A3)
Staple Paper Size	8.5" x 11" to 11" x 17" (A4 – A3)
Staple Paper Weight	17 – 21 lb. Bond (64 – 80 g/m ²)
Stapleless Capacity	2 – 5 sheets/set
Staple Positions	Top, 1 Staple
Dimensions (WxDxH)	17.1" x 20.3" x 5.9" (435 x 515 x 150 mm)

500-Sheet Internal Finisher (SR3130)¹

Paper Size	5.5" x 8.5" to 12" x 18" (A6 – A3)
Paper Weight	14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m ²)
Stack Capacity	500 sheets (8.5" x 11" or smaller) (A4) 250 sheets (8.5" x 14" or larger) (B4 – A3)
Staple Paper Size	7.25" x 10.5" to 11" x 17" (A4 – A3)
Staple Paper Weight	14 – 28 lb. Bond (52 – 105 g/m ²)
Staple Capacity	50 sheets (8.5" x 11") (A4) 30 sheets (8.5" x 14" or larger, and/or Mixed Sizes) (B4 – A3)
Staple Positions	Top, Bottom, 2 Staples
Dimensions (WxDxH)	21.5" x 20.6" x 6.7" (546 x 523 x 170 mm)

2-/3-Hole Punch Unit (PU3040NA)

(Optional; Installs inside SR3130 Internal Finisher)

Punch Paper Sizes	7.25" x 10.5" to 11" x 17" (A4 – A3)
Punch Paper Weight	14 – 45 lb. Bond/93 lb. Index (52 – 169 g/m ²)

1,000-Sheet Hybrid Staple - Stapleless Finisher (SR3210)^{1**}

Paper Size	Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 – A3) Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 – A3)
Paper Weight	Proof Tray: 14 – 45 lb. Bond/93 lb. Index (52 – 169 g/m ²) Shift Tray: 14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m ²)
Stack Capacity	Proof Tray: 250 sheets (8.5" x 11") (A4); 50 sheets (8.5" x 14" or larger) (B4) Shift Tray: 1,000 sheets (8.5" x 11") (A4); 500 sheets (8.5" x 14" or larger) (B4)
Stapleless Capacity	2 – 5 sheets/set
Staple Capacity	50 sheets (8.5" x 11") (A4) 30 sheets (8.5" x 14" or larger) (B4)
Staple Paper Size	8.5" x 11" to 12" x 18" (A4 – A3)
Staple Paper Weight	14 – 28 lb. Bond (52 – 105 g/m ²)
Staple Positions	Top, Bottom 2 Staples
Dimensions (WxDxH)	22.2" x 24.4" x 37.8" (563 x 620 x 960 mm)

1,000-Sheet Booklet Finisher (SR3220)^{1**}

Paper Size	Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 – A3) Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 – A3) Booklet Tray: 8.5" x 11" to 12" x 18" (A4 – A3)
Paper Weight	Proof Tray: 14 – 45 lb. Bond (52 – 169 g/m ²) Shift Tray: 14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m ²) Booklet Tray: 14 – 28 lb. Bond (52 – 105 g/m ²)
Stack Capacity	Proof Tray: 250 sheets (8.5" x 11" or smaller) (A4); 50 sheets (8.5" x 14" or larger) (B4 – A3) Shift Tray: 1,000 sheets (8.5" x 11" or smaller) (A4); 500 sheets (8.5" x 14" or larger) (B4 – A3) Booklet Tray: 20 Sets (2 – 5 sheets), 10 Sets (6 – 10 sheets) & 7 Sets (11 – 15 sheets)
Staple Capacity	Normal Staple: 50 sheets (8.5" x 11") (A4); 30 sheets (8.5" x 14" or larger) (B4 – A3) 15 sheets
Saddle Stitch	Normal Staple: 8.5" x 11" to 12" x 18" (A4 – A3)
Staple Paper Size	Saddle Stitch: 8.5" x 11" to 12" x 18" (A4 – A3)

Staple Paper Weight	14 – 28 lb. Bond (52 – 105 g/m ²)
Staple Positions	Top, Bottom, 2 Staples, Booklet
Dimensions (WxDxH)	22.2" x 24.4" x 37.8" (563 x 620 x 960 mm)

2-/3-Hole Punch Unit (PU3050NA)

(Optional; Installs inside SR3210 or SR3220 Finisher)

Punch Paper Sizes	5.5" x 8.5" to 11" x 17" (A5 – A3)
Punch Paper Weight	14 – 68 lb. Bond/142 lb. Index (52 – 256 g/m ²)

Color Controller E-23C

Controller Type	Embedded Type
Fiery Platform	FS150
CPU	Intel Processor G850 2.9GHz
Host Interface	1000Base-T/100Base-TX/10Base-T
Memory	2 GB
Internal HDD	500 GB
Operating System	Linux
Network Protocol	TCP/IP (IPv4/IPv6), SMB, Bonjour
Page Description Language	Standard: PostScript®3™ & PCL6/5c
Max. Print Resolution	Up to 1200 dpi (2 bit)
Max. Scan Resolution	Up to 600 dpi
Fonts	PS3: 138 fonts/PCL: 81 AGFA fonts
Utilities	Standard: Command WorkStation® 5, Fiery® Scan, Printer Delete Utility, Fiery Web Tools, Fiery Bridge, Secure Erase and Fiery VUE Optional: Fiery Impose, Fiery Compose, Fiery Auto Trap, EFI Spot-On™, Fiery Hot Folders, Fiery Color Profiler Suite v4.0, Fiery ES-2000 Spectrophotometer and EFI Productivity Pack
Color Management Tools	ICC Profile, Color Chart, CMYK Color Reference Pages, RGB Color Tests, Trapping Support and ColorWise® Pro Tools

Additional Accessories

Banner Paper Guide Tray Type M19, Caster Table Type M3, Bridge Unit BU3070, Cabinet Type F, Camera Direct Print Card Type M19, Card Reader Bracket Type 3352, Extended USB Board Type M19, External Keyboard Bracket Type M19, Fax Connection Unit Type M19, Fax Memory Unit Type M19 64MB, File Format Converter Type M19, G3 Interface Unit Type M19, HotSpot MFP Option Type S, IEEE 802.11a/g/n Interface Unit Type M19, IEEE 1284 Interface Board Type M19, Imageable Area Extension Unit Type M19, Key Counter Bracket Type M3, Memory Unit Type M19 4GB, NFC Card Reader Type M19, OCR Unit Type M13, Optional Counter Interface Unit Type M12, Postscript3 Unit Type M33, Power Filter ESP XG-PCS-15D, Smart Card Reader Built-in Unit Type M19, XPS Direct Print Option Type M19

¹Either the Cabinet Type F or one of the paper options must be installed.

²Requires configuration with Bridge Unit BU3070.

³Cannot be installed together.

⁴Requires installation of Two-Tray Paper Bank (PB3240) or Tandem Large Capacity Tray (PB3260).

Some options may not be available at the time of market release.

Genuine Adobe® PostScript®3™ and PDF Direct from Adobe® are available as options.

Specifications are subject to change without notice.

For maximum performance and yield, we recommend using genuine Savin parts and supplies.

www.savin.com

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Created By: Dean Snyder for the City of Holly Springs Ga | Phone: 770-532-9932 | Email: dsnyder@duplicatingproducts.com

Your Configured Savin MP C3504ex



*Note: The image is a photo realistic illustration of your selected configuration.

DIMENSIONS

WIDTH	DEPTH	HEIGHT
23.10in	27.00in	47.60in
(587mm)	(686mm)	(1,209mm)

Actual dimensions may vary. These are approximate only.

POWER CONSUMPTION (MAIN UNIT)

120V-127V, 60Hz

Additional power requirements may apply.

Please read each option's description copy to see if additional power sources are needed.

Your Chosen Options

- MP C3504ex
- Paper Feed Unit PB3240
- Internal Finisher SR3130
- Punch Unit PU3040NA
- External USB Keyboard (No Bracket)
- External Keyboard Bracket Type M19

Main Unit		
Main Unit		
Item/Description	Item #	Power Requirements
MP C3504ex	417989	120V-127V, 60Hz

Paper Tray & Optional Accessories		
Item/Description	Item #	Power Requirements
Paper Feed Unit PB3240	408112	N/A

Output & Finishing Options		
Internal		
Item/Description	Item #	Power Requirements
Internal Finisher SR3130	417589	N/A
Hole Punching		
Item/Description	Item #	Power Requirements
Punch Unit PU3040NA	416615	N/A

Security & Miscellaneous Accessories		
Item/Description	Item #	Power Requirements
External USB Keyboard (No Bracket)	100266FNG	N/A
External Keyboard Bracket Type M19	417578	N/A

Main Unit

Main Unit

Item/Description	Item #	Thumbnail
MP C3504ex • Output Speed (Letter): 35-ppm • Average Monthly Volume: 7,000 impressions/month • Maximum Monthly Volume: 20,000 impressions/month • Power Requirements: 120V-127V, 60Hz • Weight: 223 lbs. (101.3 kg) • W x D x H (inches): 23.1 x 27 x 37.9 • W x D x H (mm): 586.74 x 685.8 x 962.66 Note: The DOSS does not overwrite the HDD for the Color Controller E-23C.	417989	

Paper Tray & Optional Accessories

Item/Description	Item #	Thumbnail
Paper Feed Unit PB3240 Provides an additional 1,100 sheets. Paper Sizes up to 12" x 18". Paper Weights up to 80 lb. Bond/166 lb. Index (300 g/m²). Weight: 48.5 lbs. (22 kg) W x D x H (inches): 23.1 x 27 x 9.7 W x D x H (mm): 586.74 x 685.8 x 246.38 Note: Paper Feed Unit PB3240 cannot be installed with Paper Feed Unit PB3250, Caster Table Type M3, Paper Feed LCIT PB3260, Cabinet Type F, or any related options.	408112	

Output & Finishing Options

Internal

Item/Description	Item #	Thumbnail
Internal Finisher SR3130 500-sheet Internal Finisher provides multi-position stapling and optional hole punching. Recommended for offices with limited floor space. Supports Paper Sizes up to 12" x 18". Weight: 28.2 lbs. (12.8 kg) W x D x H (inches): 21.5 x 20.6 x 6.7 W x D x H (mm): 546.1 x 523.24 x 170.18 Note: Internal Finisher SR3130 cannot be installed with Internal Shift Tray SH3070, Internal Finisher SR3180, Finisher SR3210, Booklet Finisher SR3220, or any related options.	417589	

Hole Punching

Item/Description	Item #	Thumbnail
Punch Unit PU3040NA Optional hole punching for the Internal Finisher SR3130. Supports Paper Sizes up to 11" x 17". Note: 1. Internal Finisher SR3130 must be selected to add this option. 2. Punch Unit PU3040NA cannot be installed with the Internal Shift Tray SH3070, Internal Finisher SR3180, Finisher SR3210, or Booklet Finisher SR3220.	416615	

Security & Miscellaneous Accessories

Item/Description	Item #	Thumbnail
External USB Keyboard (No Bracket) External Keyboard for inputting data with SDK or embedded applications. Note: 1. By choosing this option, External Keyboard Bracket Type M19 will be added to your configuration. 2. This option cannot be installed with the Smart Card Reader Built-in Unit Type M19.	100266FNG	

External Keyboard Bracket Type M19

417578



This bracket is required for the installation of an External USB Keyboard.

Note:

- 1. By choosing this option, External USB Keyboard (No Bracket) will be added to your configuration.
- 2. This option cannot be installed with the Smart Card Reader Built-in Unit Type M19.

Savin is committed to creating value for our customers through the production of top quality products, services and solutions that directly meet the needs of today's communication intensive business environments. As a result, we offer a range of Multifunction products with advanced scanning and printing software options that help boost productivity and improve workflow by enhancing the user experience. Visit [savin.com](https://www.savin.com) for more information.

We offer a variety of services and solutions to meet diverse and challenging business needs. To find out more information, visit [savin.com/solutions/](https://www.savin.com/solutions/)

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SALES ORDER

P.O. Box 1548
Gainesville, GA 30503

Customer PO: _____
Federal Tax ID# _____
Order Date: **01/24/2019**
Sales Rep: **Dean Snyder**

DUPLICATING PRODUCTS, INC., BY ACCEPTANCE OF THIS AGREEMENT, AGREES TO FURNISH TO THE CUSTOMER, SUBJECT TO TERMS AND CONDITIONS HEREIN SPECIFIED, EQUIPMENT AND ACCESSORIES LISTED BELOW.

CUSTOMER INFORMATION BILL TO:		CUSTOMER INFORMATION SHIP TO (if different):		
CITY OF HOLLY SPRINGS 3237 HOLLY SPRINGS PRKWY HOLLY SPRINGS, GA 30115		CITY OF HOLLY SPRINGS 3237 HOLLY SPRINGS PRKWY HOLLY SPRINGS, GA 30115		
BILLING EMAIL	BILLING PHONE	MAIN CONTACT	PHONE	EMAIL
rcarter@hollyspringsga.us	(770) 345-5536	Ron Carter	(770) 345-5536	rcarter@hollyspringsga.us
QTY	MODEL / DESCRIPTION	SERIAL NO.	UNIT PRICE	TOTAL
1	Savin MPC3504EX			
1	Savin Paper Feed Unit PB3240 (550x2)			
1	Savin Internal Finisher SR3130			
1	Savin Punch Unit PU3040 NA			
1	Savin External Keyboard Bracket Type			
1	Savin External USB Keyboard			
Leasing Company		Lease Type		Lease Term
Great America		FMV 0 dn		36
				Lease Payment
				\$176.15

NOTE: DELIVERY INCLUDES UP TO ONE HOUR OF PROFESSIONAL SERVICES PER MACHINE AT NO CHARGE. ADDITIONAL TIME IS AVAILABLE ON A CHARGEABLE BASIS.

WARRANTY

N/A

AUTOMATED METER COLLECTION: ____ Yes (initial)

if no, Email Address: _____

MAINTENANCE PLAN:

METER TYPE	COST PER PRINT	PRINTS INCLUDED	BILLED	EXCESS PRINT COST	BILLED	METER READING
BLACK	0.0056	0	Monthly	Usage Only		
COLOR	0.05	0	Monthly	Usage Only		

INCLUDES: ALL SERVICE AND SUPPLIES

EXCLUDES: PAPER & STAPLES

TRADE IN: SAVIN MPC3003 SN: E155MB60667 Remove as Trade In
DPI will terminate lease number 025-1117160-000 upon installation of new equipment

THIS IS A BINDING ORDER, not subject to cancellation. No modifications or additions thereto shall be binding upon the seller unless expressly consented to in writing by an officer of the Corporation. Title shall remain with seller until payment is made in full. Duplicating Products Inc., warrants that the goods covered by this order when delivered to buyer will be of merchantable quality and free from defects in workmanship and material for the period specified above under ordinary use and conditions. Duplicating Products, Inc. shall not be liable for failure to deliver or delays in delivery occasioned by causes beyond its control, including without limitation strikes, lockouts, fires, embargoes, war, or other outbreaks of hostilities. Buyer understands that payments not made in accordance with specified terms will be subject to the current established service charges of Duplicating Products, Inc. This contract shall be governed by and construed according to the laws of the State where merchandise is to be delivered.

If the customer defaults hereunder: (1) Duplicating Products, Inc., in addition to other remedies, may repossess the equipment with notice; and (2) the Customer agrees to pay Duplicating Products, Inc., costs and expenses of collection and/or repossession, including the maximum attorney fee permitted by law, said fee not to exceed 25% of the amount then due. Purchaser warrants that all items listed herein as trade in equipment to be free and clear of all liens and encumbrances and purchaser further warrants he has authority to trade this equipment in for equipment listed hereon. MAINTENANCE PLAN covers all regular service calls during normal Duplicating Products Inc. operating hours (Monday through Friday 8:00am to 5:00pm). Service calls outside of those hours if available would be subject to additional charges. Coverage includes parts, labor, and supplies IF specified above, and only as specified above. Pricing and Term/Duration of agreement as specified above. Either party may terminate this Maintenance Plan at any time by giving 30 days written notice, in advance, to the other party. Duplicating Products Inc. reserves the right to review and adjust rates on an annual basis. All maintenance plans may be subject to minimum charges. Maintenance Plan also covers "Hotline" phone support for equipment issues. Network, workstation, and software support are not covered by a standard maintenance agreement and are chargeable on a per call or hourly basis.

Agreement may be subject to cancellation in the event of late or non-payment, relocation, damage, abuse, negligence, or use of un-authorized parts, supplies or service.

NOTES:

Duplicating Products, Inc.

X

Authorized Signature

Dean Snyder SAE 28 January 2019

Print Name and Title

Date

X

Authorized Signature

Print Name and Title

Date



AGREEMENT
(GEORGIA LOCAL MUNICIPALITIES)

GREATAMERICA FINANCIAL SERVICES CORPORATION
625 FIRST STREET SE, CEDAR RAPIDS IA 52401
PO BOX 609, CEDAR RAPIDS IA 52406-0609

AGREEMENT NO.: **1430429**

CUSTOMER ("YOU" OR "YOUR")

FULL LEGAL NAME: **Holly Springs, City of**

ADDRESS: **3235 Holly Springs Pkwy**

Holly Springs, GA 30115-7418

VENDOR (VENDOR IS NOT OUR AGENT AND IS NOT AUTHORIZED BY US TO ACT ON OUR BEHALF OR TO WAIVE OR ALTER ANY PROVISION OF THIS AGREEMENT)

Duplicating Products Inc.

Gainesville, GA

EQUIPMENT AND PAYMENT TERMS

TYPE, MAKE, MODEL NUMBER, SERIAL NUMBER, AND INCLUDED ACCESSORIES

☐ SEE ATTACHED SCHEDULE

1, SAVIN MPC3504ex

PFU, Int Finisher, Punch, Keyboard

EQUIPMENT LOCATION: **As Stated Above**

(*PLUS TAX)

TERM IN MONTHS: **36**

MONTHLY PAYMENT AMOUNT*: **\$179.00 \$176.15**

PURCHASE OPTION*: **Fair Market Value**

ADDITIONAL TERMS AND CONDITIONS

AGREEMENT. You want us to now pay your Vendor for the equipment and/or software referenced herein ("Equipment") and the amounts your Vendor included on the invoice to us for the Equipment for related installation, training, and/or implementation costs, and you unconditionally agree to pay us the amounts payable under the terms of this agreement ("Agreement") each period by the due date. This Agreement will begin on the date the Equipment is delivered to you or any later date we designate. We may charge you a one-time origination fee of \$89.50. If any amount payable to us is past due, you will pay a late charge equal to: 1) the greater of ten (10) cents for each dollar overdue or twenty-six dollars (\$26.00); or 2) the highest lawful charge, if less.

NET AGREEMENT. THIS AGREEMENT IS NON-CANCELABLE FOR THE ENTIRE AGREEMENT TERM. YOU UNDERSTAND WE ARE PAYING FOR THE EQUIPMENT BASED ON YOUR UNCONDITIONAL ACCEPTANCE OF IT AND YOUR PROMISE TO PAY US UNDER THE TERMS OF THIS AGREEMENT, WITHOUT SET-OFFS FOR ANY REASON, EVEN IF THE EQUIPMENT DOES NOT WORK OR IS DAMAGED, EVEN IF IT IS NOT YOUR FAULT.

EQUIPMENT USE. You will keep the Equipment in good working order, use it for business purposes only, and not modify or move it from its initial location without our consent. You must resolve any dispute you may have concerning the Equipment with the manufacturer or Vendor. Payments under this Agreement may include amounts you owe your Vendor under a separate arrangement (for maintenance, service, supplies, etc.), which amounts may be invoiced by us on your Vendor's behalf for your convenience.

SOFTWARE/DATA. Except as provided in this paragraph, references to "Equipment" include any software referenced above or installed on the Equipment. We do not own the software and cannot transfer any interest in it to you. We are not responsible for the software or the obligations of you or the licensor under any license agreement. You are solely responsible for protecting and removing any confidential data/images stored on the Equipment prior to its return for any reason.

NO WARRANTY. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. YOU HAVE ACCEPTED THE EQUIPMENT "AS-IS". YOU CHOSE THE EQUIPMENT, THE VENDOR AND ANY/ALL SERVICE PROVIDER(S) BASED ON YOUR JUDGMENT. YOU MAY CONTACT YOUR VENDOR FOR A STATEMENT OF THE WARRANTIES, IF ANY, THAT THE MANUFACTURER OR VENDOR IS PROVIDING. WE ASSIGN TO YOU ANY WARRANTIES GIVEN TO US.

ASSIGNMENT. You may not sell, assign or sublease the Equipment or this Agreement without our written consent. We may sell or assign this Agreement or our rights in the Equipment, in whole or in part, to a third party without notice to you. You agree that if we do so, the assignee will have our rights but will not be subject to any claim, defense, or set-off assertable against us or anyone else.

LAW/FORUM. This Agreement and any claim related to this Agreement will be governed by Iowa law. Any dispute will be adjudicated in a state or federal court located in Linn County, Iowa. You consent to personal jurisdiction and venue in such courts and waive transfer of venue. Each party waives any right to a jury trial.

LOSS OR DAMAGE. You are responsible for any damage to or loss of the Equipment. No such loss or damage will relieve you from your payment obligations hereunder. We are not responsible for, and you will indemnify us against, any claims, losses or damages, including attorney fees, in any way relating to the Equipment or data stored on it. In no event will we be liable for any consequential or indirect damages.

INSURANCE. You agree to maintain commercial general liability insurance acceptable to us. You also agree to: 1) keep the Equipment fully insured against loss at its replacement cost, with us named as loss payee; and 2) provide proof of insurance satisfactory to us no later than 30 days following the commencement of this Agreement, and thereafter upon our written request. If you fail to maintain property loss insurance satisfactory to us and/or you fail to timely provide proof of such insurance, we have the option, but not the obligation, to secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we secure insurance on the Equipment, we will not name you as an insured party, your interests may not be fully protected, and you will reimburse us the premium which may be higher than the premium you would pay if you obtained insurance, and which may result in a profit to us through an investment in reinsurance. If you are current in all of your obligations under the Agreement at the time of loss, any insurance proceeds received will be applied, at our option, to repair or replace the Equipment, or to pay us the remaining payments due or to become due under this Agreement, plus our booked residual, both discounted at 3% per annum.

TAXES. We own the Equipment. You will pay when due, either directly or by reimbursing us, all taxes and fees relating to the Equipment and this Agreement. Sales or use tax due upfront will be payable over the term with a finance charge.

END OF TERM. At the end of the term of this Agreement (or any renewal term) (the "End Date"), this Agreement will renew month to month unless a) you provide us written notice, at least 30 days prior to the End Date, of your intent to return the Equipment, and b) you timely return the Equipment to the location designated by us, at your expense. If a Purchase Option is indicated above and you are not in default on the End Date, you may purchase the Equipment from us "AS IS" for the Purchase Option price. If the returned Equipment is not immediately available for use by another without need of repair, you will reimburse us for all repair costs. You cannot pay off this Agreement or return the Equipment prior to the End Date without our consent. If we consent, we may charge you, in addition to other amounts owed, an early termination fee equal to 5% of the amount we paid for the Equipment.

DEFAULT/REMEDIES. If a payment becomes 10+ days past due, or if you otherwise breach this Agreement, you will be in default, and we may require that you return the Equipment to us at your expense and pay us: 1) all past due amounts and 2) all remaining payments for the unexpired term, plus our booked residual, discounted at 3% per annum; and we may disable or repossess the Equipment and use all other legal remedies available to us. You agree to pay all costs and expenses (including reasonable attorney fees) we incur in any dispute with you related to this Agreement. You agree to pay us 1.5% interest per month on all past due amounts.

UCC. You agree that this Agreement is (and/or shall be treated as) a "Finance Lease" as that term is defined in Article 2A of the Uniform Commercial Code ("UCC"). You agree to forgo the rights and remedies provided under sections 507-522 of Article 2A of the UCC.

MISCELLANEOUS. This Agreement is the entire agreement between you and us relating to the Equipment and supersedes any prior representations or agreements, including any purchase orders. Amounts payable under this Agreement may include a profit to us. The parties agree that the original hereof for enforcement and perfection purposes, and the sole "record" constituting "chattel paper" under the UCC, is the paper copy hereof bearing (i) the original or a copy of either your manual signature or an electronically applied indication of your intent to enter into this Agreement, and (ii) our original manual signature. Any change must be in writing signed by each party.

APPLICABLE TO GEORGIA LOCAL GOVERNMENTAL ENTITIES ONLY

Customer hereby represents and warrants to Owner that as of the date of the Agreement, and throughout the Agreement Term: (a) the individual who executed the Agreement had at the time of execution of the Agreement full power and authority to execute the Agreement; and that all required procedures necessary to make the Agreement a legal and binding obligation of the Customer have been followed; (b) the Equipment is essential to the immediate performance of an authorized governmental or proprietary function and shall be used during the Agreement Term only by Customer and only to perform such function; (c) that all payments due and payable for the current fiscal year are within the current budget and are within an available, unexhausted and unencumbered appropriation.

The parties agree that this Agreement shall terminate absolutely without further obligation on the part of Customer at the close of the calendar or fiscal year, as applicable under state law, in which it was executed and at the close of each succeeding calendar or fiscal year, as applicable, thereafter if renewed. Notwithstanding the foregoing, the parties agree that the Agreement shall automatically renew for an additional twelve-month term, and for successive twelve-month terms thereafter, unless Customer notifies Owner of its desire to terminate the Agreement in writing at least thirty (30) days prior to the end of the then-current calendar or fiscal year, as applicable.

OWNER ("WE", "US", "OUR")

CUSTOMER'S AUTHORIZED SIGNATURE

THIS AGREEMENT IS NON-CANCELABLE FOR THE FULL AGREEMENT TERM. THIS AGREEMENT IS BINDING WHEN WE EXECUTE THIS AGREEMENT AND PAY FOR THE EQUIPMENT.

OWNER: **GreatAmerica Financial Services Corporation**

CUSTOMER: **(As Stated Above)**

SIGNATURE:

DATE:

SIGNATURE: **X**

DATE:

PRINT NAME & TITLE:

PRINT NAME & TITLE:

CERTIFICATE OF DELIVERY AND ACCEPTANCE

The Customer hereby certifies that all the Equipment: 1) has been received, installed, and inspected, and 2) is fully operational and unconditionally accepted.

SIGNATURE: **X**

NAME AND TITLE:

DATE:

State and Local Government Addendum (Georgia)

This is an addendum ("Addendum") to and part of that certain agreement between GreatAmerica Financial Services Corporation ("Obligee") and Holly Springs, City of ("Obligor"), which agreement is identified in Obligee's records as agreement number 1430429 ("Agreement"). All capitalized terms used in this Addendum which are not defined herein shall have the meanings given to such terms in the Agreement.

Obligor hereby represents and warrants to Obligee that as of the date of the Agreement, and throughout the Agreement Term: (a) the individual who executed the Agreement had at the time of execution of the Agreement full power and authority to execute the Agreement; and that all required procedures necessary to make the Agreement a legal and binding obligation of the Obligor have been followed; (b) the Equipment is essential to the immediate performance of an authorized governmental or proprietary function and shall be used during the Agreement Term only by Obligor and only to perform such function; (c) that all payments due and payable for the current fiscal year are within the current budget and are within an available, unexhausted and unencumbered appropriation.

The parties agree that this Agreement shall terminate absolutely without further obligation on the part of Obligor at the close of the calendar or fiscal year, as applicable under state law, in which it was executed and at the close of each succeeding calendar or fiscal year, as applicable, thereafter if renewed. Notwithstanding the foregoing, the parties agree that the Agreement shall automatically renew for an additional twelve-month term, and for successive twelve-month terms thereafter, unless Obligor notifies Obligee of its desire to terminate the Agreement in writing at least thirty (30) days prior to the end of the then-current calendar or fiscal year, as applicable.

GreatAmerica Financial Services Corporation

Obligee

By:

Obligee Signature

Print Name & Title

Date Accepted:

Holly Springs, City of

Obligor

By: **X**

Obligor Signature

Print Name & Title

Date



COUNCIL AGENDA REPORT

FROM: Ron Carter

CC: City Clerk
Public Information

SUBJECT: Fax server replacement.

DATE: 1/31/2019

COUNCIL MEETING DATE: 2/5/2019

RECOMMENDATION

Replace the current non-working fax server hardware with a cloud-based solution.

REPORT-IN-BRIEF

Our current fax server hardware has failed and is out of date and unserviceable. In order to replace it with a current model is cost prohibitive and a cloud-based solution would be a more cost-effective replacement.

I obtained three quotes from three vendors. They are Concord Business, eFax, and Ring Central. The vendor with the best pricing was Concord Business at \$144.00 per month with a \$500.00 initial start up to port over our existing numbers into their system and is the recommended vendor. The pricing from eFax was \$339.80 per month with a \$599.00 initial startup fee that includes porting over our existing numbers. The pricing from Ring Central was \$539.60 per month.

The annual costs per provider without the start up fees is: Concord Business - \$1,728.00, eFax - \$4,075.20, and Ring Central - \$6,475.20.

DISCUSSION

None

CONCURRENCES

Finance and Administration

FISCAL IMPACT

\$2,228.00 1st year cost and \$1,728.00 for subsequent years

ALTERNATIVES

Status quo

ATTACHMENTS

Quotes



1/28/2019

Thank you for the opportunity to respond to your pricing request for Concord Fax Services for **City of Holly Springs Georgia.**

Concord Technologies is a proven leader of cloud-based Fax Services for regulated industries. With over nineteen years in the business, Concord has established itself as one of the leading providers of online fax solutions. Started in 1996, Concord was one of the first companies making technological advancements to fax-based cloud services. From the beginning, Concord had a clear vision to build our company with a focus on reliability, development, and outstanding people.

We differentiate ourselves in three main areas: Reliability, Deliverability, and Compliance.

Reliability: The Concord network is architected to meet the fax volume requirements of large organizations. Our telecommunications network is designed to operate in an Active-Active architecture where all elements of the network are redundant twice over (replicated a minimum of 4 times across a minimum of 2 different geographies). This unique network design means we can easily upgrade and reinvest in our network quickly as well as performing routine maintenance with zero downtime.

Deliverability: We blend multiple technologies to ensure we deliver more pages successfully, more of the time, than any of our competitors. Our patented SureConnect technology monitors results of fax attempts and redirects second attempts through alternative paths such as a different data center, a different carrier, a different protocol, a different baud rate, etc. This is much more effective than simply making multiple retries through the exact same path.

Compliance: Concord is in the business of providing document processing and fax services, to highly regulated industries. We serve the financial and healthcare communities extensively and this has been our focus for more than a decade. As a result, the requirements for effectively securing our customers' data are a core component of the business.

Sincerely,

Tom Gilbert
Inside Sales Representative
Concord Technologies



1/28/2019

Cost Estimate Prepared For:

City of Holly Springs Georgia

Monthly Costs

20 Local DID numbers @ \$6.50 = \$130

200 Fax pages transmitted through DID number inventory @ \$.07 = \$14

Total = \$144

Onetime Costs

20 Numbers Ported @ \$35 each = \$700

Numbers within a contiguous block of 10 more numbers with the same carrier will receive a discounted rate of \$25 per number.

Note:

There is a \$100 Minimum Monthly Usage requirement for use of the service. The higher of the sum of the actual accrued Monthly Recurring Charges and Usage Charges or \$100 will be billed to the Customer monthly.

Estimate Prepared By:

Tom Gilbert, Concord Technologies

206.486.6951

Tgilbert@concordfax.com



101 Stewart Street, #1000
Seattle, WA 98101
(206) 441-3346

SALES: 800-670-8777
SERVICE: 800-792-0329
FAX: 206-441-7965

Instructions: Please complete the form electronically, then print and sign

Concord Fax Online Service Agreement

This Concord Fax Online Service Agreement ("Service Agreement") is entered into on February 25, 2019 ("Effective Date") between Concord III, LLC (dba Concord Technologies) with its principal place of business at 101 Stewart Street, Suite 1000, Seattle, WA 98101, and Customer as identified below.

Customer Information ("Customer")		
Registered Company Name: CITY OF HOLLY SPRINGS		
Doing Business As (if different): N/A		
Address: 3237 Holly Springs Parkway		
City: Holly Springs	State: GA	Zip: 30115
Phone: (770) 345-5536	Fax: (770) 345-0209	

Primary Contact <i>(required for operational, billing or contract related matters)</i>	
Name: Ron Carter	
Title: Facilities & IT Manager	
Phone: (770) 345-5536	Email: rcarter@hollyspringsga.us

Primary Technical Contact <i>(required for technical issues, change notifications or alerts)</i>	
Name: Ron Carter	
Title: Facilities & IT Manager	
Phone: (770) 345-5536	Email: rcarter@hollyspringsga.us

Standard Conditions:

1. There is a \$100.00 Minimum Monthly Usage requirement for usage of the services. The higher of the sum of the actual accrued Monthly Recurring Charges and Usage Charges or \$100.00 will be billed to the Customer monthly.
2. Payment for all invoices is due within 30 days of the invoice date or will accrue late payment penalties as defined in the Concord Fax Online Terms of Service attached hereto.
3. Rates for the delivery of faxes to Hawaii, Alaska and international destinations are defined in the Concord International Rates Schedule available at: <http://concordfax.com/wp-content/uploads/2015/06/IntlRates.pdf>
4. This Service Agreement is effective on the date of signing and shall continue for a 12-month term. Thereafter, the Service Agreement will automatically renew for additional 12-month terms until either party terminates this Service Agreement by providing the other party with at least 60-days written notice.
5. Pilot Program: Customer may terminate this Service Agreement at any point and for any reason or no reason during the first 90 days of the initial term by providing 5-days written notice.

INITIAL: _____ INITIAL: _____



101 Stewart Street, #1000
Seattle, WA 98101
(206) 441-3346

SALES: 800-670-8777
SERVICE: 800-792-0329
FAX: 206-441-7965

6. Concord provides service to Customer pursuant to the terms and conditions set forth in this Service Agreement and the Concord Fax Online Terms of Service (April 2013) attached hereto (and viewable at http://concordfax.com/wp-content/uploads/2015/05/0513-CONCORD_TOS.pdf). The parties hereby incorporate the terms and conditions set forth in the Concord Fax Online Terms of Service (April 2013) as if set forth herein in full. CUSTOMER ACKNOWLEDGES HAVING READ THE CONCORD FAX ONLINE TERMS OF SERVICE (APRIL 2013) AND AGREES THAT THE TERMS AND CONDITIONS SET FORTH IN THIS SERVICE AGREEMENT AND CONCORD FAX ONLINE TERMS OF SERVICE (APRIL 2013) GOVERN THE RELATIONSHIP BETWEEN THE CUSTOMER AND CONCORD. BY EXECUTING THIS SERVICE AGREEMENT, CUSTOMER AGREES TO THE TERMS AND CONDITIONS CONTAINED WITHIN THIS SERVICE AGREEMENT AND THE CONCORD FAX ONLINE TERMS OF SERVICE (APRIL 2013).

Minimum Monthly Usage requirement: \$100.00 per month

One-time / Non-Recurring Charges

Porting (single numbers):	\$35.00	Porting (10 contiguous):	\$25.00
Purchase FaxLync device	\$179.00	Custom Coversheet creation:	\$50.00

Monthly Recurring Charges

Inbound Local DID number	\$6.50	Outbound-only Named User	\$2.00
Inbound Toll-free number	\$7.50		
Advanced Features			
Enforced TLS security	\$45.00		
Custom send domain and notification messages:	\$200.00	Enterprise Outbound Account (per domain)	\$150.00
SAP Connector (max 100,000 pages/month)	\$300.00	SAP Connector (unlimited pages per month)	\$550.00

Usage Charges (per page)

Inbound fax to DID	\$0.07	Outbound Fax to USA (Contiguous)	\$0.07
Inbound fax to Toll-free	\$0.08	Outbound Fax to Canada	\$0.08

The parties have caused this Service Agreement to be executed by their duly authorized representatives below effective as of the day and year first written above.

Signed for and on behalf of:

Signed for and on behalf of:

Company: Concord III, LLC

CITY OF HOLLY SPRINGS

Name: _____

Steven Miller

Title: _____

Mayor

Date: _____

2/25/2019

Signed: _____

CONCORD III, LLC: BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement ("Agreement"), effective, _____, 2018 ("Effective Date"), is entered into by and between the undersigned customer ("Customer", which shall include its successors and permitted assigns), and **Concord III, LLC**, a Washington limited liability company ("Concord" or, alternately "Business Associate"), with its principal offices located at 101 Stewart Street, Suite 1000, Seattle, WA 98101 USA (each a "Party" and collectively the "Parties").

WHEREAS, Concord performs services for or on behalf of Customer (as hereinafter defined) that involve Customer disclosing to Concord, or Concord receiving or having access to, PHI that is subject to protection under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and codified at 45 C.F.R. parts 160 and 164 ("Privacy Rule") and Subtitle D of the Health Information Technology for Economic and Clinical Health Act ("HITECH") (collectively "HIPAA");

WHEREAS, The Parties are committed to complying with the Standards for Privacy of Individually Identifiable Health Information (the "Privacy Rule") and the Standards for Security of Electronic Protected Health Information (the "Security Rule") under HIPAA, and have established and implemented appropriate safeguards for PHI under HIPAA;

WHEREAS, This Agreement, in conjunction with the Privacy and Security Rules, sets forth the terms and conditions pursuant to which PHI (electronic and non-electronic) that is received, maintained, or transmitted by the Business Associate from or on behalf of Customer, will be handled by the Business Associate and between the Business Associate and third parties during the term of this Agreement and after its termination.

NOW THEREFORE, for and in consideration of the recitals above and the mutual covenants and conditions contained herein, the Parties agree as follows:

1. PERMITTED USES AND DISCLOSURES OF PHI.

- 1.1 Purpose; General Rules Regarding PHI. This Agreement sets forth the terms and conditions pursuant to which PHI that is transmitted, disclosed, received or stored by Business Associate from or on behalf of Customer will be handled by Business Associate. Except as otherwise specified herein, Business Associate may make all uses and disclosures of PHI necessary to perform its obligations to Customer under any written agreement between the Parties or pursuant to Customer's written instruction, provided that such use or disclosure would not violate the Privacy Rule if done by Customer. Business Associate may disclose PHI for the purposes authorized by this Agreement or such other written agreement or instruction only: (i) to its employees, subcontractors and agents, in accordance with Sections 2.1(d) and (h), below; (ii) as directed by Customer; or (iii) as otherwise permitted by the terms of this Agreement, HIPAA, or as required by law. All other uses and disclosures not required by law, authorized by this Agreement, or authorized by any other written agreement with Customer or Customer's written instructions are prohibited.
- 1.2 Services. Business Associate provides cloud-based services ("Services") to Customer that may involve the receipt, access, maintenance, transmission or storage of PHI. Except as otherwise specified herein, the Business Associate may make any and all uses of PHI necessary to perform its services to Customer. Unless amended by the Parties, this Agreement applies to all past, present and future agreements between the parties, whether oral or written, where Business Associate receives, maintains, or transmits PHI, in any form, from or on behalf of Customer.
- 1.3 Business Activities of the Business Associate. Unless otherwise limited herein, the Business Associate may:
 - a. use the PHI in its possession for its proper management and administration and to fulfill any present or future legal responsibilities of the Business Associate provided that such uses are permitted under HIPAA, state and federal confidentiality laws;
 - b. disclose the PHI in its possession to third parties for the purpose of its proper management and administration or to fulfill any present or future legal responsibilities of the Business Associate, provided that the Business Associate represents to Customer in writing that the disclosures are required by law, as provided for in 45 C.F.R. §164.103, or the Business Associate has received from the third party written assurances regarding its confidential handling of such PHI as required under 45 C.F.R. §§164.504(e)(4) and 164.314, and the third party notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached;
 - c. use or disclose PHI as permitted or required by law; and
 - d. de-identify PHI in accordance with 45 C.F.R. §164.514(a)-(c).

2. RESPONSIBILITIES OF THE PARTIES WITH RESPECT TO PHI.

2.1 Responsibilities of the Business Associate. With regard to its use and/or disclosure of PHI, Business Associate hereby agrees to do the following:

- a. Not use or disclose PHI other than as permitted or required by the Agreement or as required by law;
- b. Use appropriate, commercially reasonable safeguards, and comply with Subpart C of 45 C.F.R. Part 164 with respect to electronic PHI, to prevent use or disclosure of PHI other than as provided for by the Agreement;
- c. Mitigate, to the extent practicable, any harmful effect that is known to Business Associate as a result of a use or disclosure of PHI by Business Associate in violation of this Agreement's requirements or that would otherwise cause a Breach of Unsecured PHI;
- d. In accordance with 45 C.F.R. §§164.502(e)(1)(ii) and 164.308(b)(2), if applicable, to ensure that any subcontractors of Business Associate that receive, maintain, or transmit PHI on behalf of the Business Associate agree in writing to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information;
- e. Within ten (10) business days of written request of Customer, make available PHI, which is stored or maintained by Concord, in a designated record set, if applicable, to Customer, as necessary in accordance 45 CFR§164.524;
- f. Within ten (10) business days, make any amendment(s) to PHI, if applicable, in a designated record set as directed by the Customer pursuant to 45 C.F.R. §164.526, or take other measures as necessary in accordance 45 C.F.R. §164.526;
- g. As applicable, maintain and make available the information required to provide an accounting of disclosures as necessary in accordance with 45 C.F.R. §164.528;
- h. To the extent the Business Associate is to carry out one or more obligation(s) under Subpart E of 45 C.F.R. Part 164, comply with the requirements of Subpart E that apply to the performance of such obligation(s);
- i. Upon request, may make its internal practices, books, and records available to Customer or to the Secretary for purposes of determining compliance with the HIPAA Rules; and,
- j. Comply with "minimum necessary" requirements under the HIPAA Rules.

2.2 Responsibilities of Customer. With regard to the use and/or disclosure of PHI by the Business Associate, Customer hereby agrees:

- a. to inform the Business Associate of any changes in, or revocation of, the permission by an individual to use or disclose PHI, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.
- b. to notify the Business Associate, in writing and in a timely manner, of any restriction on the use or disclosure of PHI that Business Associate is required to abide by pursuant to 45 CFR §164.522, to the extent that such restriction may impact the use and/or disclosure of PHI by the Business Associate under this Agreement.
- c. if the Business Associate will use or disclose PHI for data aggregation or management, administration, and legal responsibilities of the Business Associate, to not request Business Associate to use or disclose PHI in any manner that is impermissible under the Privacy and Security Rule if done by the Customer.
- d. to notify Business Associate of any limitation(s) in the notice of privacy practices of Covered Entity under 45 C.F.R. §164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.

3. REPORTING DISCLOSURES AND BREACHES.

3.1 Business Associate Duty to Report. Business Associate agrees to report to Customer:

- a. any improper access, use or disclosure of PHI without undue delay, but no later than five (5) days of date of discovery of such improper access, use or disclosure, even if such improper access, use or disclosure is not a Breach;
- b. any Security Incident of which Business Associate becomes aware, within five (5) days of discovery; and/or,
- c. any Breach within five (5) days of becoming aware of the Breach.

3.2 Form of Report. Business Associate will make its initial report to Customer without undue delay and may make an initial report orally but shall provide a full written report to Customer within the time periods above. The written report shall include, to the extent available at the time of the report, a description of the breach, the PHI disclosed (including names and contact information), and a description of any remedial action(s) taken by Business Associate.

4. REPRESENTATIONS AND WARRANTIES.

4.1 Mutual Representations and Warranties of the Parties. Each Party represents and warrants to the other Party:

- a. that it is duly organized, validly existing, and in good standing under the laws of the jurisdiction in which it is organized or licensed, it has the full power to enter into this Agreement and to perform its obligations hereunder, and that the performance by it of its obligations under this Agreement have been duly authorized by all necessary corporate or other actions and will not violate any provision of any license, corporate charter or bylaws.
- b. that neither the execution of this Agreement, nor its performance hereunder, will directly or indirectly violate or interfere with the terms of another agreement to which it is a party, or give any governmental entity the right to suspend, terminate, or modify any of its governmental authorizations or assets required for its performance hereunder. Each Party represents and warrants to the other Party that it will not enter into any agreement the execution and/or performance of which would violate or interfere with this Agreement.
- c. that it is not currently the subject of a voluntary or involuntary petition in bankruptcy, does not currently contemplate filing any such voluntary petition, and is not aware of any claim for the filing of an involuntary petition.
- d. that all of its employees and members of its workforce whose services may be used to fulfill obligations under this Agreement are or shall be appropriately informed of the terms of this Agreement and are under legal obligation to each Party, respectively, by contract or otherwise, sufficient to enable each Party to fully comply with all provisions of this Agreement including, without limitation, the requirement that modifications or limitations to the use and disclosure of PHI that materially affect and/or limit the uses and disclosures that are otherwise permitted under the Agreement will be communicated to the Business Associate, in writing, and in a timely fashion.
- e. that it will reasonably cooperate with the other Party in the performance of the mutual obligations under this Agreement.

4.2 Notice of Inaccuracy. Each Party further agrees to notify the other Party immediately after the Party becomes aware that any of the foregoing representation and warranties may be inaccurate or may become incorrect.

5. INDEMNIFICATION AND MUTUAL LIABILITY LIMITATIONS.

- 5.1 Indemnification. Each party shall indemnify, hold harmless and defend the other from and against any and all claims, losses, liabilities, direct costs and other direct expenses caused solely by the acts or omissions of the party, its agents and subcontractors, without fault attributable to the indemnified party. Each party warrants that it is operating in compliance with the federal regulations issued pursuant to HIPAA and HITECH. Each party shall bear its own responsibility for compliance with HIPAA, including any claims, losses, liabilities, or costs incurred by the party or third parties arising out of a breach of such compliance.
- 5.2 Notice. Each party will take reasonable steps to mitigate damages and will promptly give written notice to the other party of any notice, claim, or action which could result in such damages. The indemnified party shall deliver to the indemnifying party all notices, demands, or legal pleadings and other documents reasonably necessary to indemnify or defend the indemnifiable proceeding. Each party's indemnification obligations under this section are conditioned upon the indemnified party: (i) promptly notifying the indemnifying party of any claim in writing; (ii) cooperating with the indemnifying party in the defense of the claim; and (iii) granting the indemnifying party sole control of the defense or settlement of the claim.
- 5.3 Limitation on liability. In no event shall either party be liable to the other for any special, indirect, incidental, consequential, or exemplary damages, including but not limited to loss of revenue, loss of profits, loss of customers, loss of clients, or loss of goodwill arising in any manner from this Agreement or the performance, or nonperformance of either party hereunder.

6. TERM AND TERMINATION.

- 6.1 Term. The Term of this Agreement shall commence on the Effective Date and shall terminate on the termination date of any relevant Underlying Agreement, on the date that Business Associate ceases providing Services to Customer, or on the date a Party terminates this Agreement for cause as authorized in paragraph 6.2 of this Section, whichever is sooner.
- 6.2 Termination for Cause. Either Party may terminate this Agreement if it determines that the other Party has violated a material term of the Agreement and has not cured the breach or ended the violation within thirty (30) days after the date of written notice specifying the Party's breach of the Agreement or violation of its terms. Notice must be delivered to the Party pursuant to paragraph 7.5.
- 6.3 Obligations of Business Associate upon Termination. Business Associate agrees to return or destroy all PHI pursuant to 45 C.F.R. § 164.504(e)(2)(i). Prior to doing so, the Business Associate further agrees to recover any PHI in the possession of its subcontractors or agents. If it is not feasible for the Business Associate to return or destroy said PHI, the Business Associate will notify Customer in writing and the Customer may disagree with the Business Associate's determination. Said notification shall include: (i) a statement that the Business Associate has determined that it is not feasible to return or destroy the PHI in its possession, and (ii) the specific reasons for such determination.

- 6.4 Extended Protections. Business Associate agrees to extend any and all protections, limitations and restrictions contained in this Agreement to the Business Associate's use and/or disclosure of any PHI retained after the termination of this Agreement, and to limit any further uses and/or disclosures to the purposes that make the return or destruction of the PHI infeasible. If it is infeasible for the Business Associate to obtain, from a Business Associate or agent any PHI in the possession of the subcontractor or agent, the Business Associate must provide a written explanation to Customer and require the subcontractors and agents to agree to extend any and all protections, limitations and restrictions contained in this Agreement to the subcontractors' and/or agents' use and/or disclosure of any PHI retained after the termination of this Agreement, and to limit any further uses and/or disclosures to the purposes that make the return or destruction of the PHI infeasible.

7. MISCELLANEOUS.

- 7.1 Survival. The respective rights and obligations of Business Associate and Customer under paragraphs 5.2 and 6.4 of this Agreement shall survive termination of this Agreement indefinitely.
- 7.2 Amendments; Waiver. This Agreement may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of the Parties. A waiver with respect to one event shall not be construed as continuing, or as a bar to or waiver of any right or remedy as to subsequent events. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for compliance with the requirements of the HIPAA Rules and any other applicable law.
- 7.3 Interpretation. Any ambiguity in this Agreement shall be interpreted to permit compliance with the HIPAA Rules.
- 7.4 No Third-Party Beneficiaries. Nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Parties and the respective successors or assigns of the Parties, any rights, remedies, obligations, or liabilities whatsoever.
- 7.5 Notices. Any notices to be given hereunder to a Party shall be made via U.S. Mail or express courier to such Party's address given below, and/or (other than for the delivery of fees) via facsimile to the facsimile telephone numbers listed below.

If to Customer:

Fax: _____

If to Business Associate:

Concord III, LLC
Attn: Legal Department
101 Stewart Street, Suite 1000
Seattle, WA 98101 USA
Fax: _____

Each Party named above may change its address and that of its representative for notice by the giving of notice thereof in the manner hereinabove provided.

- 7.6 Counterparts; Facsimiles. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original. Electronic or facsimile copies hereof shall be deemed to be originals.
- 7.7 Disputes. If any controversy, dispute or claim arises between the Parties with respect to this Agreement, the Parties shall make good faith efforts to resolve such matters informally.
- 7.8 Changes in Law. The parties recognize that this Agreement is at all times subject to applicable state, local, and federal laws. The parties further recognize that this Agreement may become subject to amendments in such laws and regulations and to new legislation. Any provisions of law that invalidate, or are otherwise inconsistent with, the material terms and conditions of this Agreement, or that would cause one or both of the parties hereto to be in violation of law, shall be deemed to have superseded the terms of this Agreement. In such event, the parties agree to utilize their best efforts to modify the terms and conditions of this Agreement to be consistent with the requirements of such law(s) and to execute a written agreement within thirty (30) days of receipt of notice from one party to the other party setting forth the proposed changes. In the event amendments or changes in existing law, general instructions, or new legislation, rules, regulations, or decisional law preclude or substantially preclude a contractual relationship between the parties similar to that expressed in this Agreement, then, under such circumstances, where renegotiation of the applicable terms of this Agreement would be futile, either party may provide the other at least sixty (60) days advance written notice of termination of this Agreement, unless this Agreement would terminate earlier by its terms. Upon termination of this Agreement as hereinabove provided, neither party shall have any further obligation hereunder except for (i) obligations occurring prior to the date of termination; and, (ii) obligations, promises or covenants contained herein which are

expressly made and intended to extend beyond the term of this Agreement.

- 7.9 **Construction of Terms.** The terms of this Agreement shall be construed in light of any applicable interpretation or guidance on HIPAA and/or the Privacy Rule issued by the Department of Health and Human Services of the Office of Civil Rights from time to time.
- 7.10 **Contradictory Terms.** Any written or oral agreement between the Parties that directly contradicts one or more terms of this Agreement ("Contradictory Term") shall be superseded by the terms of this Agreement as of the Effective Date of this Agreement to the extent and only to the extent of the contradiction, only for the purpose of compliance with the Privacy Rule, and only to the extent that it is impossible to comply with both the Contradictory Term and the terms of this Agreement.
- 7.11 **Governing Law and Forum.** This Agreement shall be governed by the law of the State of Washington notwithstanding any conflicts of law provisions to the contrary. Any action or proceeding arising out of this Agreement shall be brought and maintained in the State of Washington, King County.

8. **DEFINITIONS.**

Terms not specifically defined in this Agreement shall have the meanings defined in the HIPAA Rules, as may be amended from time to time. For example, the terms Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information ("PHI"), Required by Law, Secretary, Security Incident, Business Associate, Unsecured Protected Health Information, and Use shall have the meanings defined in the HIPAA Rules.

Specific definitions include:

- 8.1 **Business Associate.** "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to the party to this Agreement, shall mean Concord.
- 8.2 **Covered Entity.** "Covered Entity" shall generally have the same meaning as the term "Covered Entity" at 45 CFR 160.103.
- 8.3 **HIPAA Rules.** "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164. A reference in this Agreement to a section in the HIPAA Rules means the section as in effect or as amended.
- 8.4 **Electronic Protected Health Information or Electronic PHI.** Electronic PHI which is transmitted by Electronic Media (as defined in the HIPAA Security and Privacy Rule) or maintained in Electronic Media.
- 8.5 **Privacy Rule.** Privacy Rule shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. part 160 and part 164.
- 8.6 **Security Rule.** Security Rule shall mean the Standards for Security of Electronic Protected Health Information at 45 CFR Parts 160, 162, and 164.

IN WITNESS WHEREOF, each of the undersigned has caused this Agreement to be duly executed in its name and on its behalf.

Customer

Concord III, LLC

By: _____

By: _____

Its: _____

Its: _____

Print Name: _____

Print Name: _____

CONCORD FAX ONLINE TERMS OF SERVICE (EFFECTIVE APRIL 2013)

1. **Service.** Concord will provide and Customer will purchase Services pursuant to the Concord Fax Online Service Agreement ("Service Agreement") as described herein ("Services"), in accordance with the terms and conditions set forth below. This collection of Services and fax service features are commonly referred to as the product name, "Concord Fax Online".
 - 1.1. **Outbound Fax Service:** Outbound service is defined as an individual fax message sent to Concord by the Customer for delivery to a specified fax number on the public switched telephone network (PSTN). Concord supports the submission of outbound faxes via SMTP, file transfer or Web Services API.
 - 1.2. **Inbound Fax Service:** Inbound service is a service whereby Concord receives a G3 fax and delivers said faxes in either TIFF or PDF format, as requested by Customer, using SMTP or encrypted SMTP (Transport Layer Security) to the e-mail address(s) associated with a specific inbound fax number. Received faxes can alternatively be delivered via the Concord Web Services API or via FTP/FTPS (File Transfer Protocol).
2. **Rates and Billing.** Concord will bill Customer for Services as defined in the Service Agreement signed by Customer. Records of all Services invoiced to Customer will be retained by Concord and will be available to Customer upon Customer's request for a period of 90 days. Concord's rates do not include any sales taxes, duties, levies, or similar assessments imposed by any governmental authority. Any such liabilities resulting from the provision of Services to Customer hereunder shall be added to Customer's invoice and shown separately.
3. **Payment and Billing.** Payments not received within thirty (30) days of the invoice date are considered past due and are subject to a late payment charge which is the lesser of 1.5% per month or the maximum lawful rate allowed by law. The late payment charge will begin to accrue on any unpaid balance commencing on the thirty-first (31st) day after the date of the invoice. In the event Concord employs the services of a collection agency or attorneys for the collection of charges due under this Service Agreement, Customer shall be liable for all such costs, including, but not limited to, reasonable attorney's fees and costs incurred by Concord in prosecuting any related proceedings and any appeals therefrom. All payments by Customer hereunder shall be: (i) made in US Dollars; (ii) deemed to be made only upon receipt by Concord of the actual funds; (iii) duly identified as relating to the Service subscribed to; and (iv) made payable and delivered to the name and address designated on the invoice or such other name or address as Concord may direct in writing from time to time.
4. **Overtime Charges.** The average fax page is sent within 60 seconds. However, there are circumstances outside the control of Concord that may extend this reasonable transmission time. These reasons include the graphic or textual intensity of the document and the speed of the fax devices used in the transmission of the fax. For those fax pages sent that take more than 72 seconds of transmission time per page, "Overtime Charges" will apply. Overtime Charges are incurred in six-second increments for transmission time in excess of 72 seconds and are billed at one-tenth of the Customer's per-page rate. For example, if the per-page rate to the U.S. is \$0.10 and a fax page takes 78 seconds to send, Customer will be billed an additional \$0.01. The resulting cost for the 78-second fax page would equal \$0.11.
5. **Suspension and Termination.** Concord may temporarily suspend any Service to Customer if: (i) Customer fails to make any payment required hereunder within fifteen (15) days following notice of nonpayment from Concord; (ii) Customer exceeds its Credit Limit; (iii) Concord is required to take emergency steps to protect itself against the loss or degradation of communication Services, property damage, or personal injury; or, (iv) Customer breaches the terms or conditions of the Service Agreement or terms of service contained in the Concord Fax Online Terms of Service (April 2013).

Concord reserves the right to terminate the Service Agreement or any Service to Customer if: (i) Customer fails to make any payment required to be made hereunder; (ii) Customer fails to cure any other violation of its obligations hereunder within ten (10) days of receiving a notice of such violation from Concord; or, (iii) Customer violates any of its obligations hereunder.

If Customer violates the provision of Section 6.1. Concord may, at its sole option, terminate this Agreement or any Service to Customer or Customer's end-users without notice or liability.
6. **Representations and Warranties.**
 - 6.1. **Warranty by Customer.** Customer represents and warrants to Concord that: (i) Customer is duly organized and validly existing and has the legal power and authority to enter into this Agreement and to perform its obligations hereunder; (ii) the person signing this Agreement on behalf of Customer is duly authorized to do so, and upon its execution by such person, this Agreement is the valid and legally binding obligation of Customer; (iii) it will only use Concord Services for

lawful purposes and that its use of Concord Services will be in compliance with all federal, state and local laws and regulations including, without limitation, the provisions of the **Telephone Consumer Protection Act**; (iv) it will not use Concord Services to transmit any unlawful, harmful, threatening, abusive, libelous, vulgar, obscene, profane, hateful, or otherwise objectionable information of any kind, including, but not limited to, encouraging conduct that would constitute a criminal offense, infringe third party rights, give rise to civil liability or otherwise violate any local, state, federal or other law or regulation; (v) it will not use Concord Services to upload, post, reproduce or distribute, in anyway, any information, software or other material protected by copyright or any other intellectual property right without first obtaining the permission of such right holder; and, (vi) it's use of Concord Services will comply with all applicable laws, regulations and conventions, including those related to data privacy, international communications, exportation of technical or personal data, and the sending of certain unsolicited facsimiles.

- 6.2. **Warranty by Concord.** Concord will use reasonable efforts under the circumstances to maintain its overall network quality. The quality of Service provided hereunder shall be consistent with other common carrier industry standards, governmental regulations, and sound business practices. CONCORD MAKES NO OTHER WARRANTIES ABOUT THE SERVICES PROVIDED HEREUNDER, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

7. **Mutual Liability Limitations and Indemnification.**

- 7.1. In no event shall either party be liable to the other for any special, indirect, incidental, consequential, or exemplary damages, including but not limited to loss of revenue, loss of profits, loss of customers, loss of clients, or loss of goodwill arising in any manner from this Agreement and the performance or nonperformance of either party hereunder.
- 7.2. The liability of Concord, if any, for damages resulting from or arising in connection with mistakes, omissions, interruptions, delays, errors, or other defects (collectively, "Impairments") occurring during the course of furnishing Services or arising out of any failure to furnish Services, shall be limited to the credit of the Concord charges for Services subject to the Impairments during the time period that such Impairments occurred; however, such credits will be disallowed if the Impairment is not reported to Concord within 48 hours of its occurrence or if such damage is, in whole or in part, directly or indirectly, caused by or contributed to by, the acts or omissions of Customer, its agent, representatives, contractors, subcontractors, licensees, invitees, or customers, or the facilities of any such entity. For purposes of this paragraph, Impairment begins when Customer reports the Impairment to Concord and ends when the Impairment is corrected.
- 7.3. Except for a breach by Customer of payment obligations, and the warranty in Section 6.1., the liability of either party, for damages resulting from or arising in connection with this Service Agreement shall not exceed the amounts paid or payable by Customer in the prior three months under this Service Agreement.
- 7.4. Customer shall defend, indemnify and hold harmless Concord, its officers, directors, employees and agents from any claims and expenses, including reasonable attorney's fees, related to any breach of this Service Agreement arising due to violations of the **Telephone Consumer Protection Act**. Concord shall give written notice of any such claim, action or demand within a reasonable time.

8. **Force Majeure.** No failure or omission by either party to carry out or observe any of the terms and conditions of this Service Agreement shall give rise to any claim against such party or be deemed to be a breach of this Service Agreement if such failure or omission arises from any cause reasonably beyond the control of that party whether caused by acts of God, insurrection, civil disorder, war, military operations, national or local emergency, acts or omissions of any government authority, industrial disputes, fire, lightning, explosion, inclement weather, or other similar causes beyond the control of either party.

9. **Assignment.** The parties agree that Concord may assign its rights, obligations, or interests under this Agreement to any third party at Concord's sole discretion. The parties agree that this Service Agreement may not be assigned or transferred by Customer, in whole or in part, without the prior written consent of Concord, which consent will not be unreasonably withheld. Any assignment in contravention of this paragraph shall be void and of no force or effect as to the assignee.

10. **Intellectual Property Rights.** The parties agree that trademarks, inventions, patents, copyrights, registered designs, service mark, trade names, and all other intellectual property shall remain and continue to be owned by the party owning such property, and nothing herein shall confer or be deemed to confer on either party expressly, implied or otherwise, any rights or licenses in the intellectual property of the other, even if the intellectual property is enhanced or improved by the owner utilizing the other party's feedback or suggestions.

11. **Number Ownership.** The Direct Inward Dial "DID" numbers and the toll free numbers assigned to Customer for the use of Services are granted to the Customer for their exclusive use during the term of this Service Agreement. Upon termination of this Service Agreement, ownership of these numbers will be transferred to Customer upon Customer's request. Costs to port numbers to or away from Concord are defined in the Service Agreement signed by Customer.
12. **Amendment.** The Service Agreement may be amended or modified only by written agreement signed by authorized representatives of both parties.
13. **Conflicting Provisions.** The Service Agreement shall control. In the event of a conflict between the terms and conditions set forth herein and the Service Agreement.
14. **Waiver.** Failure of either party to insist upon performance of any term or condition of this Service Agreement or to exercise any right or privilege hereunder (collectively, "Waiver") shall not be construed as a continuing or future Waiver of such term, condition, right or privilege. No Waiver by either party of any provision of this Service Agreement shall be binding unless expressly made in writing and mutually agreed to by the parties.
15. **Governing Law and Forum.** The existence, validity, construction, operation, and effect of this agreement shall be determined in accordance with, and be governed by, the laws of the State of Washington. Customer agrees that any action or proceeding arising out of this Agreement shall be brought and maintained in the State of Washington, King County, and hereby consents to the jurisdiction of the courts located in the State of Washington, King County.
16. **Arbitration.** Failing amicable settlement within a period of thirty (30) days from the commencement of mutual discussions, any controversy, claim or dispute arising under or relating to this Agreement, including the existence, validity interpretation, performance, termination or breach thereof, shall be finally resolved by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association ("AAA"). There shall be one arbitrator selected in accordance with said AAA Rules. The language of the Arbitration shall be English. The Arbitrator will not have authority to award punitive damages to either Party. Each Party shall bear its own expenses, but the Parties shall share equally in the expenses of the Arbitration Tribunal and the AAA. This Agreement shall be enforceable, and any arbitration award shall be final, and the judgment thereon may be entered in any court of competent jurisdiction. The arbitration shall be held in King County Washington.
17. **Confidentiality.** The terms and conditions of this Service Agreement, and all non-public information regarding the business of Concord or the Customer are confidential ("Confidential Information"). Without the prior written consent of the other, neither Concord nor the Customer shall disclose to any other person or entity any Confidential Information of the other unless required by law or a court of competent authority. The provisions of this section shall remain in full force and effect after expiration or termination of this Agreement. Violation of this provision by either party or its agents shall entitle the other party to injunctive relief for specific performance of the obligations described in this section without a showing of irreparable harm or injury and without bond. Confidential Information shall include all confidential and proprietary information and documentation belonging to either party, disclosed and made available to the other party, including, but not limited to, the existence of discussions between the parties, and the other party's plans, present and future products, and policies. The parties agree that the language contained within this paragraph shall not supersede or replace obligations arising out of any duly executed non-disclosure or confidentiality agreements existing between the parties.
18. **Privacy Policy.** Concord respects each individual's right to personal privacy. Our current privacy policy is available at www.concordfax.com/about/privacy.asp. Any changes to our privacy policy will be updated at the Concord website. We will collect and use information through our website only in the ways disclosed in this statement. This statement applies solely to information collected at Concord Technologies' website. Concord collects and uses personal information about customers to conduct our business, to advise customers about our products and services, and to deliver effective customer service.
19. **Independent Contractor.** The relationship between Concord and Customer shall be that of an independent contractor, not that of an employee, agent, or partner. Neither party, its agents, nor employees, shall be entitled to participate in, or receive any benefit or right as an employee under any benefit plan of the other party.
20. **Section Headings.** The parties include section headings herein for reference purposes only and shall not in any way affect the meaning or interpretation of this Service Agreement.

Proposal for City of Holly Springs

eFax Secure™

Includes 20 fax numbers at \$16.99 each

Providing 100 inbound and 25 outbound pages per number, shared across the account

Month-to-Month Agreement, no contract, adjustable plan

Aggregated Pages	Activation Fee	Monthly Service Fee	Overage Rate
2500 shared pages	\$299	\$339.80	10¢ Per Page

[HIPAA Compliance & Certification >>](#)

<https://enterprise.efax.com/blog/hipaa-compliant-faxing-for-healthcare-video-tutorial>

Provides compliance for HIPAA, GLB, SOX , requires log into web portal
BAA provided upon request

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Prepared By:
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RINGCENTRAL APPROVED PRICING FOR CITY OF HOLLY SPRINGS

Licensing & Fees	Discounted Monthly Cost	Quantity	Total Monthly Costs
RingCentral Standard License (To be used for Fax only)	\$21.99	20	\$439.80
E911 Fee (Required)	\$0.99	20	\$19.80
Cost Recovery Fee (Required)	\$4.00	20	\$80.00
Total Monthly Costs			\$539.60

Offer notes:

* Pricing is based on a 3 Yr Term

* Pricing assumes monthly invoicing; RingCentral can offer an additional 5% discount if paid annually.



FINANCIAL HIGHLIGHTS
January 31, 2019



Budget Summary
9% of year lapsed

	Unaudited		Unaudited	
	2018 Year End Actual	2019 Annual Budget	2019 Year to Date	% Annual Budget
REVENUES BY FUND				
General Fund	9,150,990	7,625,000	625,545	8.20%
Operating Grant Fund	152,910	228,500	14,203	6.22%
Parks & Recreation Fund	368,663	483,500	37,577	7.77%
Hotel/Motel Tax Fund	5,803	6,000	344	5.73%
SPLOST III Fund	27,270	200,000	44	0.02%
SPLOST IV Fund	1,555,593	125,000	8,411	6.73%
SPLOST V Fund	1,154,273	3,923,680	170,408	4.34%
Town Center Fund	521	125,000	-	0.00%
Debt Service Fund	358,736	358,736	-	0.00%
Stormwater Utility Fund	357,194	335,000	7,306	2.18%
TOTAL REVENUES - ALL FUNDS	\$ 13,131,953	\$ 13,410,416	\$ 863,838	6.44%

EXPENDITURES/EXPENSES BY FUND				
General Fund	7,000,815	7,625,000	583,890	7.66%
Operating Grant Fund	155,392	228,500	12,597	5.51%
Parks & Recreation Fund	473,110	483,500	4,381	0.91%
Hotel/Motel Tax Fund	5,488	6,000	-	0.00%
SPLOST III Fund	-	200,000	-	0.00%
SPLOST IV Fund	1,038,969	125,000	-	0.00%
SPLOST V Fund	2,165,085	3,923,680	131,156	3.34%
Town Center Fund	492,037	125,000	31,755	100.00%
Debt Service Fund	358,736	358,736	-	0.00%
Stormwater Utility Fund	187,620	335,000	14,710	4.39%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 11,877,252	\$ 13,410,416	\$ 778,489	5.81%



**Comparison to Prior Year
9% of year lapsed**

	1/31/2018 Actual	2018 Annual Budget	% of Annual Budget	1/31/2019 Actual	2019 Annual Budget	% of Annual Budget
REVENUES BY FUND						
General Fund	544,815	6,800,000	8.01%	625,545	7,625,000	8.20%
Operating Grant Fund	14,450	225,000	6.42%	14,203	228,500	6.22%
Parks & Recreation Fund	35,971	476,000	7.56%	37,577	483,500	7.77%
Hotel/Motel Tax Fund	483	6,500	7.43%	344	6,000	5.73%
SPLOST III Fund	8	200,000	0.00%	44	200,000	0.02%
SPLOST IV Fund	145,856	1,945,000	7.50%	8,411	125,000	6.73%
SPLOST V Fund	-	1,000,000	0.00%	170,408	3,923,680	4.34%
Town Center Fund	17	514,989	0.00%	-	125,000	0.00%
Debt Service Fund	-	358,736	0.00%	-	358,736	0.00%
Stormwater Utility Fund	12,255	325,000	3.77%	7,306	335,000	2.18%
TOTAL REVENUES - ALL FUNDS	\$ 753,855	\$ 11,851,225	7.29%	\$ 863,838	\$ 13,410,416	6.44%

EXPENDITURES/EXPENSES BY FUND

General Fund	601,679	6,800,000	8.85%	583,890	7,625,000	7.66%
Operating Grant Fund	11,595	225,000	5.15%	12,597	228,500	5.51%
Parks & Recreation Fund	7,413	476,000	1.56%	4,381	483,500	0.91%
Hotel/Motel Tax Fund	-	6,500	0.00%	-	6,000	0.00%
SPLOST III Fund	-	200,000	0.00%	-	200,000	0.00%
SPLOST IV Fund	52,606	1,945,000	2.70%	-	125,000	0.00%
SPLOST V Fund	-	1,000,000	0.00%	131,156	3,923,680	3.34%
Town Center Fund	10,000	514,989	1.94%	31,755	125,000	25.40%
Debt Service Fund	-	358,736	0.00%	-	358,736	0.00%
Stormwater Utility Fund	11,754	325,000	3.62%	14,710	335,000	4.39%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 695,047	\$ 11,851,225	6.57%	\$ 778,489	\$ 13,410,416	5.81%

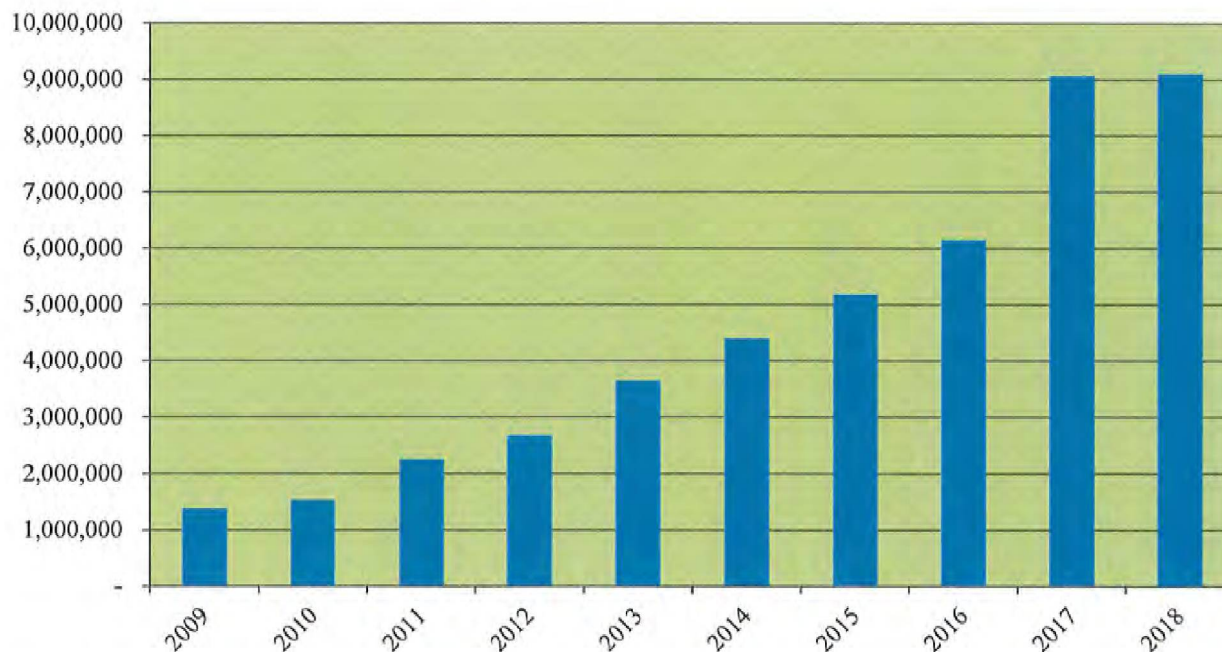


**Changes in Fund Balance/Net Position
As of January 31, 2019**

Fund	Audited			Unaudited	
	Balance as of 1/1/2019	Revenues	Expenditures/ Expenses	Balance as of 1/31/2019	Net Increase/ (Decrease)
General Fund	9,049,617	625,545	583,890	9,091,272	41,655
Operating Grant Fund	34,567	14,203	12,597	36,173	1,606
Parks & Recreation Fund	244,237	37,577	4,381	277,433	33,196
Hotel/ Motel Tax Fund	9,518	344	-	9,862	344
SPLOST III Fund	258,683	44	-	258,727	44
SPLOST IV Fund	(22,341)	8,411	-	(13,930)	8,411
SPLOST V Fund	(1,010,812)	170,408	131,156	(971,560)	39,252
Town Center Fund	23,473	-	31,755	(8,282)	(31,755)
Debt Service Fund	-	-	-	-	-
Stormwater Utility Fund	3,672,025	7,306	14,710	3,664,621	(7,404)
	<u>\$ 12,258,967</u>	<u>\$ 863,838</u>	<u>\$ 778,489</u>	<u>\$ 12,344,316</u>	<u>\$ 85,349</u>

General Fund - History of Fund Balance

GENERAL FUND FUND BALANCE



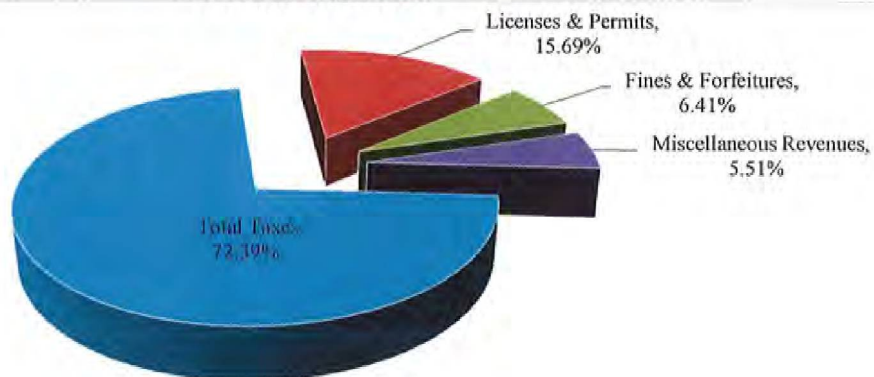


Budget Comparison Report - General Fund

9% of year lapsed

REVENUES	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Property Taxes	80,286	3,650,000	80,286	2.20%
Motor Vehicle Taxes	1,914	15,000	1,914	12.76%
Motor Vehicle Title Ad Valorem Tax	33,136	300,000	33,136	11.05%
Mobile Home Tax	-	750	-	0.00%
Recording Intangible Taxes	3,729	55,000	3,729	6.78%
Penalties & Interest	853	7,500	853	11.37%
Fifa Fees	45	2,500	45	1.80%
Franchise Tax	234,533	385,000	234,533	60.92%
Railroad Equipment Car Tax	-	600	-	0.00%
Real Estate Transfer Tax	1,108	12,500	1,108	8.86%
Business & Occupation Tax	20,336	120,000	20,336	16.95%
Financial Institutions Tax	-	14,000	-	0.00%
Insurance Premium Tax	-	665,000	-	0.00%
Total Taxes	452,853	5,727,850	452,853	7.91%
Licenses & Permits	98,137	1,383,325	98,137	7.09%
Fines & Forfeitures	40,118	409,150	40,118	9.81%
Miscellaneous Revenues	29,467	53,925	29,467	54.64%
Interest Income	4,970	20,000	4,970	24.85%
Proceeds from the Sale of Conf Assets	-	750	-	0.00%
Proceeds from the Sale of Assets	-	10,000	-	0.00%
Donation from Private Sources	-	20,000	-	0.00%
TOTAL GENERAL FUND REVENUES	\$ 625,545	\$ 7,625,000	\$ 625,545	8.20%

Revenues by Source

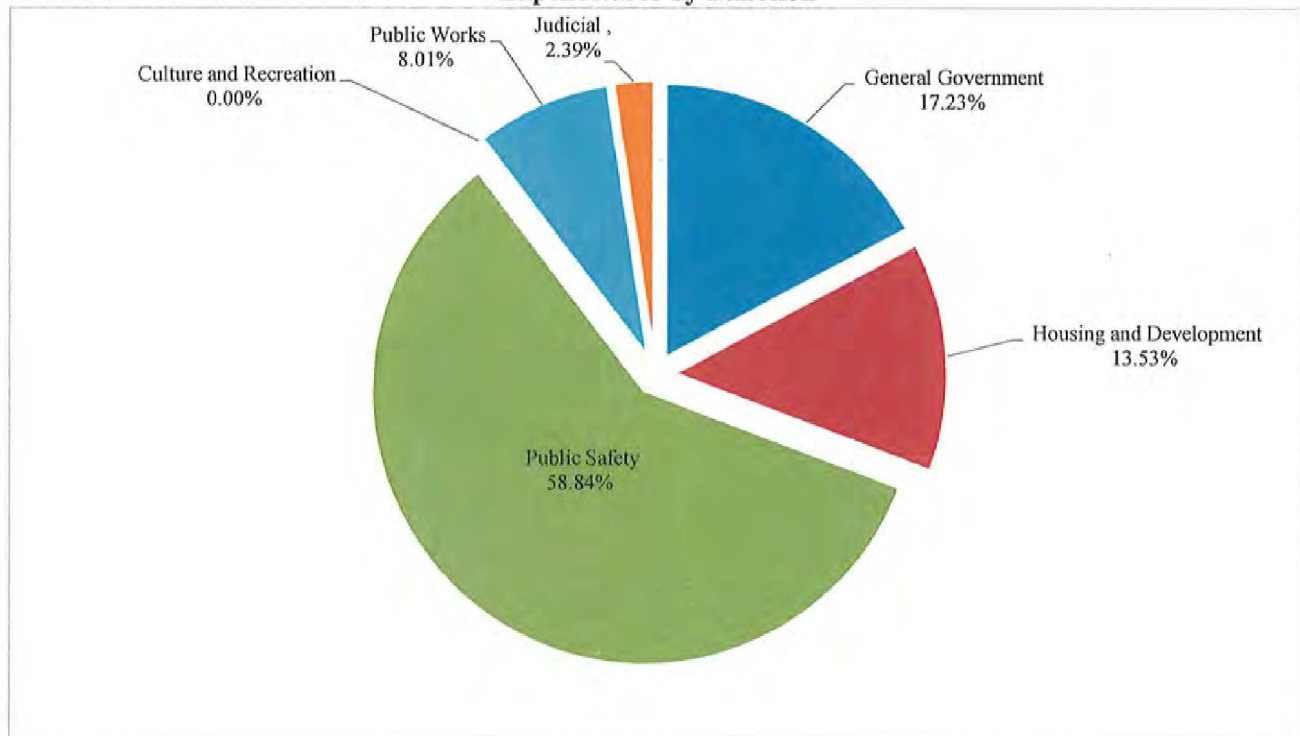




Budget Comparison Report - General Fund
9% of year lapsed

EXPENDITURES	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
General Government	100,577	1,128,054	100,577	8.92%
Housing and Development	79,011	808,884	79,011	9.77%
Public Safety	343,557	4,841,670	343,557	7.10%
Culture and Recreation	-	4,000	-	0.00%
Public Works	46,780	595,476	46,780	7.86%
Judicial	13,965	246,916	13,965	5.66%
TOTAL GENERAL FUND EXPENDITURES	\$ 583,890	\$ 7,625,000	\$ 583,890	7.66%

Expenditures by Function





Budget Comparison Report - All Funds
9% of year lapsed

	Audited		Unaudited	
	2018 Year End Actuals	2019 Annual Budget	Year to Date	% 2018 Annual Budget
<u>GENERAL FUND</u>				
Revenues:	9,150,990	7,625,000	625,545	8.20%
Expenditures:	7,000,815	7,625,000	583,890	7.66%
Excess Revenues over (under) Expenditures	2,150,175	-	41,655	
<u>OPERATING GRANT FUND</u>				
Revenues:	152,910	228,500	14,203	6.22%
Expenditures:	155,392	228,500	12,597	5.51%
Excess Revenues over (under) Expenditures	(2,482)	-	1,606	
<u>PARKS & RECREATION FUND</u>				
Revenues:	368,663	483,500	37,577	7.77%
Expenditures:	473,110	483,500	4,381	0.91%
Excess Revenues over (under) Expenditures	(104,447)	-	33,196	
<u>HOTEL/MOTEL TAX FUND</u>				
Revenues:	5,803	6,000	344	5.73%
Expenditures:	5,488	6,000	-	0.00%
Excess Revenues over (under) Expenditures	315	-	344	
<u>SPLOST III FUND</u>				
Revenues:	27,270	200,000	44	0.02%
Expenditures:	-	200,000	-	0.00%
Excess Revenues over (under) Expenditures	27,270	-	44	
<u>SPLOST IV FUND</u>				
Revenues:	1,555,593	125,000	8,411	6.73%
Expenditures:	1,038,969	125,000	-	0.00%
Excess Revenues over (under) Expenditures	516,624	-	8,411	
<u>SPLOST V FUND</u>				
Revenues:	-	3,923,680	170,408	4.34%
Expenditures:	-	3,923,680	131,156	3.34%
Excess Revenues over (under) Expenditures	-	-	39,252	



Budget Comparison Report - All Funds
9% of year lapsed

	Audited		Unaudited	
	2018 Year End Actuals	2019 Annual Budget	Year to Date	% 2018 Annual Budget
<u>TOWN CENTER FUND</u>				
Revenues:	521	125,000	-	0.00%
Expenditures:	492,037	125,000	31,755	25.40%
Excess Revenues over (under) Expenditures	(491,516)	-	(31,755)	
<u>DEBT SERVICE FUND</u>				
Revenues:	358,736	358,736	-	0.00%
Expenditures:	358,736	358,736	-	0.00%
Excess Revenues over (under) Expenditures	-	-	-	
<u>STORMWATER UTILITY FUND</u>				
Revenues:	357,194	335,000	7,306	2.18%
Expenses:	187,620	335,000	14,710	4.39%
Excess Revenues over (under) Expenses	169,574	-	(7,404)	



Investments
As of January 31, 2019

Ameris Bank		
Downtown Development Authority - CD .75%		35,864
Subtotal Ameris Bank	\$	35,864
Mizuho Bank USA		21
The Bank of East Asia Ltd		1
Barclays Bank Delaware		1,479
Beal Bank SSB		17,000
Bershire Bank		250,000
BNY Mellon, NA		250,000
Goldman Sachs Bank, USA		250,000
MUFG Union Bank, NA		250,000
Subtotal South State Investment Services	\$	1,018,501
Total Investments	\$	1,054,365



Cash
As of January 31, 2019

Ameris Bank

Downtown Development Authority - Checking	89,598
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Subtotal Ameris Bank	\$ 89,598
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South State Bank

General Fund	1,175,465
Main Street Board	18,161
Parks & Recreation Fund	249,956
Hotel Motel Tax Fund	9,380
Money Market Account	4,412,995
Municipal Court Fund	81,750
Operating Grant Fund	12,815
Police Forfeiture Account	3
Police Seized Asset Account	16,803
SPLOST III	258,727
SPLOST IV	49,064
SPLOST IV/Grant Revenue	2,031
SPLOST V	167,127
Town Center Fund	92,593
Stormwater Utility Fund	603,399
Tree Replacement Fund	4,330

Subtotal South State Bank	\$ 7,154,599
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BB&T

Savings Account	4,194,617
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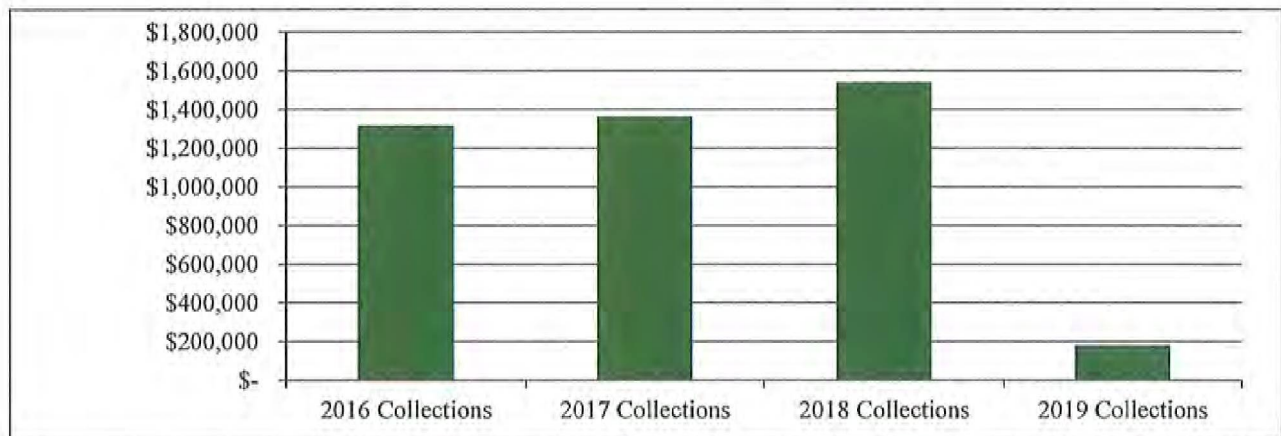
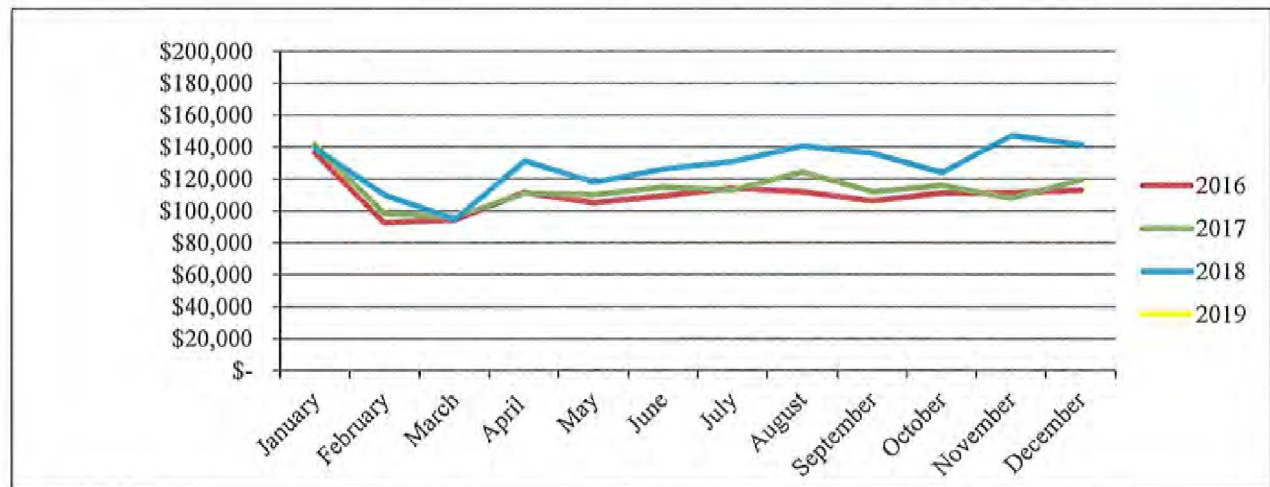
Subtotal BB&T	\$ 4,194,617
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Total Cash	\$ 11,438,814
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Special Purpose Local Option Sales Tax Collections
As of January 31, 2019

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





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

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

Expenditures				
Dues & Fees	-	500	-	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 January 31, 2019

	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Real Property Tax	80,286	3,650,000	80,286	2.20%
Real Property Tax - Public Utility	-	65,000	-	0.00%
Personal Property Tax	-	175,000	-	0.00%
Motor Vehicle Tax	1,914	15,000	1,914	12.76%
Motor Vehicle Title Ad Valorem Tax	33,136	300,000	33,136	11.05%
Apportioned Vehicles (AAVT)	-	5,000	-	0.00%
Mobile Home Tax	-	750	-	0.00%
Intangible Tax	3,729	55,000	3,729	6.78%
Railroad Equipment Car Tax	-	600	-	0.00%
Real Estate Transfer Tax	1,108	12,500	1,108	8.86%
Franchise Tax - Electric	234,533	385,000	234,533	60.92%
Franchise Tax - Gas	-	50,000	-	0.00%
Franchise Tax - Cable	75,070	195,000	75,070	38.50%
Franchise Tax - Telephone	1,843	10,000	1,843	18.43%
Business & Occupational Tax	20,336	120,000	20,336	16.95%
Insurance Premium Tax	-	665,000	-	0.00%
Financial Institutions Tax	-	14,000	-	0.00%
Penalties & Interest	853	7,500	853	11.37%
FiFa Fees	45	2,500	45	1.80%
Total Taxes	452,853	5,727,850	452,853	7.91%
Alcoholic Beverage Licenses	3,500	25,000	3,500	14.00%
Alcohol Pouring Permit	290	5,000	290	5.80%
Zoning and Land Use Permits	1,712	15,000	1,712	11.41%
Planning and Development Fees	50	75,000	50	0.07%
Sign Permit Fees	316	3,000	316	10.53%
Special Event Permits	-	250	-	0.00%
Vacant Lot Registration	-	25	-	0.00%
Personal Transportation Veh Permit	-	50	-	0.00%
Other Licenses and Permits	-	1,250	-	0.00%
Building Permit Revenue	74,681	975,000	74,681	7.66%
Certificate of Occupancy Fees	15,500	150,000	15,500	10.33%
Building Permit - Reinspection Fees	1,925	8,000	1,925	24.06%
Occupational Tax Late Fees	-	750	-	0.00%
Plan Review Fees	163	125,000	163	0.13%
Total Licenses and Permits	98,137	1,383,325	98,137	7.09%
Municipal Court Fines	37,458	400,000	37,458	9.36%
Forfeitures	-	500	-	0.00%
Court Service Fees	2,645	7,500	2,645	35.27%
Drug Testing Fees	15	350	15	4.29%
Expungements	-	50	-	0.00%
Other Fines & Forfeitures	-	750	-	0.00%
Total Fines and Forfeitures	40,118	409,150	40,118	9.81%
Grant Revenue	-	2,000	-	0.00%
Probation Fees	3,923	10,000	3,923	39.23%
Printing and Duplicating Service Fees	54	500	54	10.80%
Election and Qualifying Fees	-	-	-	0.00%
Advertising Fees	-	5,000	-	0.00%
Accident/Incident Reports	150	2,500	150	6.00%
Wrecker Service Contract	-	16,500	-	0.00%
Background Checks	100	1,000	100	10.00%
Bad Check Fees	-	100	-	0.00%
Miscellaneous Revenue	56	8,825	56	0.63%
Rents and Royalties	1,770	2,500	1,770	70.80%
Reimbursement for Damaged Property	23,414	5,000	23,414	468.28%
Total Miscellaneous Income	29,467	53,925	29,467	54.64%



GENERAL FUND REVENUE DETAIL
As of January 31, 2019

	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Interest Revenue	4,970	20,000	4,970	24.85%
Total Investment Income	4,970	20,000	4,970	24.85%
Proceeds from Sale of Conf Assets	-	750	-	0.00%
Proceeds from Sale of Assets	-	10,000	-	0.00%
Donations from Private Sources	-	20,000	-	0.00%
Total Other Financing Sources	-	30,750	-	0.00%
TOTAL GENERAL FUND REVENUES	\$ 625,545	\$ 7,625,000	\$ 625,545	8.20%



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

	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
<i>Governing Body</i>				
Salaries & Wages-Council	3,500	42,000	3,500	8.33%
Employee Benefits-Medical	12,041	48,995	12,041	24.58%
Employee Benefits-Dental	384	1,278	384	30.05%
Employee Benefits-ADD Life	147	882	147	16.67%
FICA	153	2,604	153	5.88%
Medicare	36	609	36	5.91%
Employee Benefits-Retirement	252	2,361	252	10.67%
Unemployment	12	144	12	8.33%
Workers Comp Insurance	-	1,075	-	0.00%
<i>Total Salaries and Benefits</i>	16,525	99,948	16,525	16.53%
Communications	50	250	50	20.00%
Travel	-	500	-	0.00%
Dues and Fees	-	500	-	0.00%
Education and Training	-	1,500	-	0.00%
General Supplies and Materials	-	250	-	0.00%
<i>Total Operations</i>	50	3,000	50	1.67%
<i>City Manager</i>				
Salaries & Wages	13,066	113,985	13,066	11.46%
Employee Benefits-Medical	1,480	9,291	1,480	15.93%
Employee Benefits-Dental	63	377	63	16.71%
Employee Benefits-ADD Life	25	147	25	17.01%
Employee Benefits-Disability	156	920	156	16.96%
FICA	809	7,067	809	11.45%
Medicare	189	1,653	189	11.43%
Employee Benefits-Retirement	683	6,407	683	10.66%
Unemployment	38	38	38	100.00%
Workers' Comp. Insurance	-	492	-	0.00%
<i>Total Salaries and Benefits</i>	16,509	140,377	16,509	11.76%
Communications	60	500	60	12.00%
Dues and Fees	-	1,500	-	0.00%
Education and Training	-	2,500	-	0.00%
General Supplies and Materials	-	1,000	-	0.00%
Other Expenditures	54	500	54	10.80%
<i>Total Operations</i>	114	6,000	114	1.90%
<i>City Clerk</i>				
Salaries & Wages	13,869	120,958	13,869	11.47%
Employee Benefits-Medical	5,232	32,473	5,232	16.11%
Employee Benefits-Dental	216	1,297	216	16.65%
Employee Benefits-ADD Life	49	294	49	16.67%
Employee Benefits-Disability	166	977	166	16.99%
FICA	827	7,499	827	11.03%
Medicare	193	1,754	193	11.00%
			-	



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

	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Employee Benefits-Retirement	725	6,799	725	10.66%
Unemployment	54	76	54	71.05%
Workers' Comp. Insurance	1,037	310	1,037	334.52%
Total Salaries and Benefits	<u>22,368</u>	<u>172,437</u>	<u>22,368</u>	<u>12.97%</u>
Communications	110	1,000	110	11.00%
Advertising	-	500	-	0.00%
Travel	-	2,500	-	0.00%
Dues and Fees	431	3,000	431	14.37%
Education and Training	-	2,500	-	0.00%
Other Expenditures	-	1,000	-	0.00%
General Supplies and Materials	-	5,000	-	0.00%
Total Operations	<u>541</u>	<u>15,500</u>	<u>541</u>	<u>3.49%</u>
Elections				
Advertising	-	1,500	-	0.00%
Intergovernmental - Elections	-	-	-	0.00%
Total Operations	<u>-</u>	<u>1,500</u>	<u>-</u>	<u>0.00%</u>
Contingency				
Contingency	-	76,250	-	0.00%
Total Operations	<u>-</u>	<u>76,250</u>	<u>-</u>	<u>0.00%</u>
Financial Administration				
Salaries & Wages	9,670	84,483	9,670	11.45%
Employee Benefits-Medical	7,507	46,364	7,507	16.19%
Employee Benefits-Dental	307	1,840	307	16.68%
Employee Benefits-ADD Life	49	294	49	16.67%
Employee Benefits-Disability	115	627	115	18.34%
FICA	532	5,238	532	10.16%
Medicare	124	1,225	124	10.12%
Employee Benefits-Retirement	506	4,749	506	10.65%
Unemployment	35	76	35	46.05%
Workers' Comp. Insurance	-	216	-	0.00%
Total Salaries and Benefits	<u>18,845</u>	<u>145,112</u>	<u>18,845</u>	<u>12.99%</u>
Professional Services - Audit	-	35,000	-	0.00%
Professional Services	-	15,000	-	0.00%
Advertising/Promotions	-	2,500	-	0.00%
Printing and Binding	-	1,000	-	0.00%
Dues and Fees-Bank Service Fees	39	3,500	39	1.11%
Education and Training	-	1,000	-	0.00%
Small Equipment	-	500	-	0.00%
General Supplies and Materials	523	2,500	523	20.92%
General Supplies-Postage	391	5,000	391	7.82%
Total Operations	<u>953</u>	<u>66,000</u>	<u>953</u>	<u>1.44%</u>



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

	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Legal				
Professional Services - Legal	330	45,000	330	0.73%
Total Operatinons	<u>330</u>	<u>45,000</u>	<u>330</u>	<u>0.73%</u>
Information Tech				
Salaries & Wages	5,997	52,319	5,997	11.46%
Employee Benefits-Medical	2,339	23,182	2,339	10.09%
Employee Benefits-Dental	153	920	153	16.63%
Employee Benefits-ADD Life	25	147	25	17.01%
Employee Benefits-Disability	72	423	72	17.02%
FICA	336	3,244	336	10.36%
Medicare	79	759	79	10.41%
Employee Benefits-Retirement	314	2,941	314	10.68%
Unemployment	24	38	24	63.16%
Workers' Comp. Insurance	-	134	-	0.00%
Total Salaries and Benefits	<u>9,339</u>	<u>84,107</u>	<u>9,339</u>	<u>11.10%</u>
General Supplies and Materials	170	5,000	170	3.40%
Communications	60	1,000	60	6.00%
Dues and Fees	-	1,750	-	0.00%
Small Equipment	443	12,000	443	3.69%
Software	275	25,000	275	1.10%
Total Operations	<u>948</u>	<u>44,750</u>	<u>948</u>	<u>2.12%</u>
Risk Management				
Professional Services	-	10,000	-	0.00%
Liability Insurance	-	80,000	-	0.00%
Total Operations	<u>-</u>	<u>90,000</u>	<u>-</u>	<u>0.00%</u>
General Government Building				
Salaries & Wages	4,185	37,384	4,185	11.19%
Employee Benefits-Medical	1,480	9,291	1,480	15.93%
Employee Benefits-Dental	63	377	63	16.71%
Employee Benefits-ADD Life	25	147	25	17.01%
Employee Benefits-Disability	50	294	50	17.01%
FICA	258	2,318	258	11.13%
Medicare	60	542	60	11.07%
Employee Benefits-Retirement	224	2,101	224	10.66%
Unemployment	17	38	17	44.74%
Workers' Comp. Insurance	-	3,831	-	0.00%
Total Salaries and Benefits	<u>6,362</u>	<u>56,323</u>	<u>6,362</u>	<u>11.30%</u>
Disposal - Garbage	28	2,500	28	1.12%
Pest Control	75	2,000	75	3.75%
Repairs and Maintenance	455	15,000	455	3.03%



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

	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Repairs and Maintenance - Vehicles	3,839	750	3,839	511.87%
Rental of Equipment	288	5,000	288	5.76%
Communications	909	10,000	909	9.09%
Due and Fees	-	500	-	0.00%
Other Expenditures	-	500	-	0.00%
General Supplies and Materials	130	15,000	130	0.87%
Water and Sewer	64	12,500	64	0.51%
Natural Gas	35	5,000	35	0.70%
Electricity	1,028	10,000	1,028	10.28%
Gasoline and Diesel	122	1,500	122	8.13%
Small Equipment	720	1,000	720	72.00%
Software	-	500	-	0.00%
Total Operations	<u>7,693</u>	<u>81,750</u>	<u>7,693</u>	<u>9.41%</u>
TOTAL GENERAL GOVERNMENT	<u>\$ 100,577</u>	<u>\$ 1,128,054</u>	<u>\$ 100,577</u>	<u>8.92%</u>
Municipal Court				
Salaries & Wages	7,335	96,245	7,335	7.62%
Salaries & Wages - Overtime	208	1,000	208	20.80%
Employee Benefits-Medical	3,344	32,473	3,344	10.30%
Employee Benefits-Dental	230	1,840	230	12.50%
Employee Benefits-ADD Life	49	294	49	16.67%
Employee Benefits-Disability	118	696	118	16.95%
FICA	401	6,029	401	6.65%
Medicare	94	1,410	94	6.67%
Employee Benefits-Retirement	577	5,466	577	10.56%
Unemployment	26	114	26	22.81%
Workers' Compensation	-	249	-	0.00%
Total Salaries and Benefits	<u>12,382</u>	<u>145,816</u>	<u>12,382</u>	<u>8.49%</u>
Professional Services - Public Defender	-	7,500	-	0.00%
Professional Services - Solicitor/Judge	-	65,000	-	0.00%
Repairs & Maintenance	-	2,500	-	0.00%
Rental of Equipment	126	1,750	126	7.20%
Communications	-	3,500	-	0.00%
Advertising	-	100	-	0.00%
Travel	-	1,500	-	0.00%
Dues and Fees	-	750	-	0.00%
Education and Training	225	750	225	30.00%
Other Expenditures	-	250	-	0.00%
General Supplies and Materials	149	2,500	149	5.96%
Other Supplies - Uniforms	-	250	-	0.00%
Food Supplies	178	2,000	178	8.90%
Books and Periodicals-Code Books	-	250	-	0.00%
Small Equipment	-	2,500	-	0.00%
Software	905	10,000	905	9.05%
Total Operations	<u>1,583</u>	<u>101,100</u>	<u>1,583</u>	<u>1.57%</u>
TOTAL JUDICIAL	<u>\$ 13,965</u>	<u>\$ 246,916</u>	<u>\$ 13,965</u>	<u>5.66%</u>



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

	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
<i>Police Administration</i>				
Salaries & Wages	44,244	368,869	44,244	11.99%
Salaries & Wages-Overtime	-	4,000	-	0.00%
Employee Benefits-Medical	11,975	73,373	11,975	16.32%
Employee Benefits-Dental	739	4,434	739	16.67%
Employee Benefits-ADD Life	135	882	135	15.31%
Employee Benefits-Disability	503	2,942	503	17.10%
FICA	2,626	23,118	2,626	11.36%
Medicare	614	5,407	614	11.36%
Employee Benefits-Retirement	2,211	20,959	2,211	10.55%
Unemployment	170	228	170	74.56%
Workers' Compensation	-	15,196	-	0.00%
<i>Total Salaries and Benefits</i>	63,217	519,408	63,217	12.17%
Repair & Maintenance-Vehicle	79	6,000	79	1.32%
Professional Services	-	1,000	-	0.00%
Rental of Equipment	336	5,000	336	6.72%
Communications	310	3,000	310	10.33%
Advertising	-	500	-	0.00%
Printing and Binding	-	700	-	0.00%
Travel	834	2,500	834	33.36%
Dues and Fees	235	5,000	235	4.70%
Education and Training	-	2,000	-	0.00%
Other Expenditures	71	2,500	71	2.84%
General Supplies and Materials	135	3,000	135	4.50%
General Supplies - Postage	-	500	-	0.00%
Gasoline/Diesel	637	7,000	637	9.10%
Small Equipment	-	2,500	-	0.00%
Software	216	2,500	216	8.64%
Other Supplies - Uniforms	92	3,200	92	2.88%
<i>Total Operations and Capital</i>	2,945	46,900	2,945	6.28%
<i>Criminal Investigation Division</i>				
Salaries & Wages	26,399	215,312	26,399	12.26%
Salaries & Wages-Overtime	-	6,000	-	0.00%
Employee Benefits-Medical	8,193	51,056	8,193	16.05%
Employee Benefits-Dental	413	3,137	413	13.17%
Employee Benefits-ADD Life	98	588	98	16.67%
Employee Benefits-Disability	260	1,489	260	17.46%
FICA	1,599	13,721	1,599	11.65%
Medicare	374	3,209	374	11.65%
Employee Benefits-Retirement	1,291	12,440	1,291	10.38%
Unemployment	105	152	105	69.08%
Workers' Compensation	-	10,021	-	0.00%
<i>Total Salaries and Benefits</i>	38,732	317,125	38,732	12.21%



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

	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Repair & Maintenance-Vehicle	62	6,000	62	1.03%
Communications	200	2,000	200	10.00%
Printing and Binding	-	250	-	0.00%
Travel	-	2,000	-	0.00%
Dues and Fees	-	1,000	-	0.00%
Education and Training	-	2,000	-	0.00%
General Supplies and Materials	-	2,000	-	0.00%
Gasoline and Diesel	680	7,000	680	9.71%
Small Equipment	216	1,000	216	21.60%
Software	-	2,000	-	0.00%
Other Supplies - Uniforms	-	1,000	-	0.00%
Total Operations and Capital	1,158	26,250	1,158	4.41%
Vice				
Salaries & Wages	6,245	50,130	6,245	12.46%
Salaries & Wages-Overtime	-	2,000	-	0.00%
Employee Benefits-Medical	2,740	16,848	2,740	16.26%
Employee Benefits-Dental	153	920	153	16.63%
Employee Benefits-ADD Life	25	147	25	17.01%
Employee Benefits-Disability	63	369	63	17.07%
FICA	361	3,232	361	11.17%
Medicare	84	756	84	11.11%
Employee Benefits-Retirement	300	2,930	300	10.24%
Unemployment	25	38	25	65.79%
Workers' Compensation	-	2,360	-	0.00%
Total Salaries and Benefits	9,996	79,730	9,996	12.54%
Dues and Fees	-	150	-	0.00%
Total Operations and Capital	-	150	-	0.00%
Patrol				
Salaries & Wages	118,271	1,097,874	118,271	10.77%
Salaries & Wages-Overtime	3,680	42,000	3,680	8.76%
Employee Benefits-Medical	47,576	300,956	47,576	15.81%
Employee Benefits-Dental	2,263	13,395	2,263	16.89%
Employee Benefits-ADD Life	539	3,528	539	15.28%
Employee Benefits-Disability	1,307	8,351	1,307	15.65%
FICA	7,305	70,672	7,305	10.34%
Medicare	1,708	16,528	1,708	10.33%
Employee Benefits-Retirement	6,581	63,485	6,581	10.37%
Unemployment	474	950	474	49.89%
Workers' Compensation	-	51,614	-	0.00%
Total Salaries and Benefits	189,704	1,669,353	189,704	11.36%



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

	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Professional Services	-	750	-	0.00%
Repair & Maintenance	125	3,000	125	4.17%
Repair & Maintenance-Vehicle	565	38,000	565	1.49%
Communications	419	19,000	419	2.21%
Printing and Binding	-	500	-	0.00%
Dues and Fees	45	3,000	45	1.50%
Education & Training	194	500	194	38.80%
Contract Labor	-	500	-	0.00%
Other Expenditures	930	7,000	930	13.29%
General Supplies and Materials	173	11,000	173	1.57%
Weapons Supplies & Ammunition	1,320	35,000	1,320	3.77%
Gasoline and Diesel	5,131	55,000	5,131	9.33%
Small Equipment	-	4,600	-	0.00%
Software	-	6,000	-	0.00%
Other Supplies - Uniforms	1,345	30,000	1,345	4.48%
Total Operations and Capital	10,247	213,850	10,247	4.79%
Police Training				
Salaries & Wages	6,438	52,367	6,438	12.29%
Salaries & Wages-Overtime	-	2,000	-	0.00%
Employee Benefits-Medical	-	8,352	-	0.00%
Employee Benefits-Dental	-	379	-	0.00%
Employee Benefits-ADD Life	25	147	25	17.01%
Employee Benefits-Disability	63	368	63	17.12%
FICA	399	3,371	399	11.84%
Medicare	93	788	93	11.80%
Employee Benefits-Retirement	314	3,056	314	10.27%
Unemployment	26	38	26	68.42%
Workers' Compensation	-	2,462	-	0.00%
Total Salaries and Benefits	7,358	73,328	7,358	10.03%
Repair & Maintenance	-	3,000	-	0.00%
Repair & Maintenance-Vehicle	-	2,000	-	0.00%
Communications	50	500	50	10.00%
Travel	-	2,000	-	0.00%
Dues and Fees	-	500	-	0.00%
Education and Training	800	25,000	800	3.20%
General Supplies and Materials	-	4,000	-	0.00%
Weapons Supplies & Ammunition	1,400	50,000	1,400	2.80%
Gasoline and Diesel	172	1,750	172	9.83%
Small Equipment	-	1,000	-	0.00%
Other Supplies - Uniforms	-	300	-	0.00%
Intergovernmental	5,000	5,000	5,000	100.00%
Total Operations and Capital	7,422	95,050	7,422	7.81%
Police Stations and Buildings				
Disposal-Garbage/Recycle	85	1,500	85	5.67%
Pest Control	-	1,000	-	0.00%



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

	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Repairs and Maintenance	868	7,500	868	11.57%
Communications	859	8,500	859	10.11%
General Supplies and Materials	157	2,500	157	6.28%
Water/Sewer	427	5,000	427	8.54%
Electricity	1,028	15,000	1,028	6.85%
Small Equipment	-	2,500	-	0.00%
Software	-	500	-	0.00%
Total Operations	3,424	44,000	3,424	7.78%
Probation				
Salaries & Wages	5,417	45,636	5,417	11.87%
Employee Benefits-Medical	2,976	8,352	2,976	35.63%
Employee Benefits-Dental	153	920	153	16.63%
Employee Benefits-ADD Life	25	147	25	17.01%
Employee Benefits-Disability	63	369	63	17.07%
FICA	303	2,829	303	10.71%
Medicare	71	662	71	10.73%
Employee Benefits-Retirement	274	2,565	274	10.68%
Unemployment	22	38	22	57.89%
Workers' Compensation	-	2,066	-	0.00%
Total Salaries and Benefits	9,304	63,584	9,304	14.63%
Communications	50	500	50	10.00%
Travel	-	500	-	0.00%
Dues and Fees	-	300	-	0.00%
General Supplies and Materials	-	500	-	0.00%
Other Supplies - Uniforms	-	300	-	0.00%
Small Equipment	-	250	-	0.00%
Total Operations and Capital	50	2,350	50	2.13%
Fire Services				
Intergovernmental-Fire Services	-	1,690,592	-	0.00%
Total Fire Services	-	1,690,592	-	0.00%
TOTAL PUBLIC SAFETY	\$ 343,557	\$ 4,841,670	\$ 343,557	7.10%
Highways and Streets				
Professional Services-Engineering	-	7,500	-	0.00%
Disposal-Garbage/Recycling	93	1,250	93	7.44%
Lawn Care	-	1,000	-	0.00%
Pest Control	-	250	-	0.00%
Repairs & Maintenance	1,193	28,500	1,193	4.19%
Repairs & Maintenance-Vehicles	859	5,000	859	17.18%
Rental of Equipment	1,413	2,500	1,413	56.52%
Communications	-	250	-	0.00%
Contract Labor	33,495	409,976	33,495	8.17%



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

	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Other Expenditures	-	250	-	0.00%
General Supplies and Materials	-	1,750	-	0.00%
Electricity	311	5,000	311	6.22%
Gasoline/Diesel	474	10,000	474	4.74%
Small Equipment	-	4,750	-	0.00%
Total Operations	<u>37,838</u>	<u>477,976</u>	<u>37,838</u>	<u>7.92%</u>
Street Lights				
Electricity-Street Lights	<u>8,836</u>	<u>90,000</u>	<u>8,836</u>	<u>9.82%</u>
Total Street Lights	<u>8,836</u>	<u>90,000</u>	<u>8,836</u>	<u>9.82%</u>
Traffic Lights				
Electricity-Traffic Lights	<u>106</u>	<u>2,500</u>	<u>106</u>	<u>4.24%</u>
Total Traffic Lights	<u>106</u>	<u>2,500</u>	<u>106</u>	<u>4.24%</u>
Tree Commission				
Repairs & Maintenance	-	21,500	-	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>25,000</u>	<u>-</u>	<u>0.00%</u>
TOTAL PUBLIC WORKS	<u>\$ 46,780</u>	<u>\$ 595,476</u>	<u>\$ 46,780</u>	<u>7.86%</u>
Culture and Recreation				
Intergovernmental-Sequoyah Regional	<u>-</u>	<u>4,000</u>	<u>-</u>	<u>0.00%</u>
TOTAL CULTURE AND RECREATION	<u>\$ -</u>	<u>\$ 4,000</u>	<u>\$ -</u>	<u>0.00%</u>
Building Inspections				
Salaries & Wages	26,602	217,155	26,602	12.25%
Overtime	-	1,500	-	0.00%
Employee Benefits-Medical	11,194	66,964	11,194	16.72%
Employee Benefits-Dental	631	3,514	631	17.96%
Employee Benefits-ADD Life	102	735	102	13.88%
Employee Benefits-Disability	288	1,763	288	16.34%
FICA	1,587	13,557	1,587	11.71%
Medicare	371	3,170	371	11.70%
Employee Benefits-Retirement	1,499	12,291	1,499	12.20%
Unemployment	116	190	116	61.05%
Workers' Compensation	-	3,883	-	0.00%
Total Salaries and Benefits	<u>42,390</u>	<u>324,722</u>	<u>42,390</u>	<u>13.05%</u>



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

	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Professional Services-Engineering	2,091	50,000	2,091	4.18%
Professional Services-Legal	1,117	2,500	1,117	44.68%
Technical Services - Planning	1,650	50,000	1,650	3.30%
Repairs & Maintenance	-	3,500	-	0.00%
Repairs & Maintenance - Vehicles	-	5,000	-	0.00%
Communications	200	5,000	200	4.00%
Advertising -Promotions	165	5,000	165	3.30%
Printing & Binding	-	1,000	-	0.00%
Travel	-	2,500	-	0.00%
Dues and Fees	-	7,500	-	0.00%
Education and Training	-	2,500	-	0.00%
Contract Labor	-	25,000	-	0.00%
Other Expenditures	126	500	126	25.20%
General Supplies and Materials	290	2,500	290	11.60%
General Supplies - Postage	-	250	-	0.00%
Gasoline/Diesel	310	5,000	310	6.20%
Books and Periodicals-Code Books	-	750	-	0.00%
Other Supplies - Uniforms	-	250	-	0.00%
Small Equipment	29	1,500	29	1.93%
Total Operations	5,978	170,250	5,978	3.51%
Planning and Zoning				
Salaries & Wages	12,218	106,482	12,218	11.47%
Employee Benefits-Medical	2,964	18,582	2,964	15.95%
Employee Benefits-Dental	63	755	63	8.34%
Employee Benefits-ADD Life	49	294	49	16.67%
Employee Benefits-Disability	146	865	146	16.88%
FICA	741	6,602	741	11.22%
Medicare	173	1,544	173	11.20%
Employee Benefits-Retirement	638	5,985	638	10.66%
Unemployment	49	76	49	64.47%
Workers' Compensation	-	6,193	-	0.00%
Total Salaries and Benefits	17,041	147,378	17,041	11.56%
Professional Services	-	10,000	-	0.00%
Professional Services-Legal	-	500	-	0.00%
Technical Services - Planning	-	15,000	-	0.00%
Repairs & Maintenance	-	500	-	0.00%
Other Services - Map Updates	-	1,000	-	0.00%
Communications	120	1,500	120	8.00%
Advertising	2,831	11,000	2,831	25.74%
Printing & Binding	-	250	-	0.00%
Travel	-	1,500	-	0.00%
Dues and Fees	-	2,500	-	0.00%
Education and Training	-	1,000	-	0.00%
Planning & Zoning Meeting Fees	245	2,500	245	9.80%
General Supplies and Materials	-	1,500	-	0.00%
Gasoline & Diesel	-	500	-	0.00%
Total Operations	3,196	49,250	3,196	6.49%



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

	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
<i>Main Street Program</i>				
Salaries and Wages	5,735	49,177	5,735	11.66%
Overtime	-	1,000	-	0.00%
Employee Benefits - Medical	2,541	15,629	2,541	16.26%
Employee Benefits - Dental	63	376	63	16.76%
Employee Benefits - Add Life	25	147	25	17.01%
Employee Benefits - Disability	67	397	67	16.88%
FICA	335	3,111	335	10.77%
Medicare	78	728	78	10.71%
Employee Benefits - Retirement	295	2,819	295	10.46%
Unemployment	22	38	22	57.89%
Workers Comp Insurance	-	217	-	0.00%
<i>Total Salaries and Benefits</i>	<u>9,161</u>	<u>73,639</u>	<u>9,161</u>	<u>12.44%</u>
Communications	50	750	50	6.67%
Advertising	-	500	-	0.00%
Travel	-	1,000	-	0.00%
Dues and Fees	200	1,500	200	13.33%
Education and Training	-	1,000	-	0.00%
Contract Labor	600	7,500	600	8.00%
Supplies - Special Events	395	12,500	395	3.16%
Software	-	1,395	-	0.00%
Payments to Other Agencies	-	7,500	-	0.00%
<i>Total Operations</i>	<u>1,245</u>	<u>33,645</u>	<u>1,245</u>	<u>3.70%</u>
<i>Intergovernmental</i>				
Intergovernmental - COED	-	10,000	-	0.00%
Total Intergovernmental	<u>-</u>	<u>10,000</u>	<u>-</u>	<u>0.00%</u>
TOTAL HOUSING AND DEVELOPMENT	<u>\$ 79,011</u>	<u>\$ 808,884</u>	<u>\$ 79,011</u>	<u>9.77%</u>
TOTAL GENERAL FUND EXPENDITURES	<u>\$ 583,890</u>	<u>\$ 7,625,000</u>	<u>\$ 583,890</u>	<u>7.66%</u>



**Operating Grant Fund
As of January 31, 2019**

	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Atlanta Regional Commission Grant	14,185	228,475	14,185	6.21%
Interest Revenue	18	25	18	72.00%
TOTAL REVENUES	\$ 14,203	\$ 228,500	\$ 14,203	6.22%
EXPENDITURES:				
Payments to Other Agencies-FOCUS	12,597	228,500	12,597	5.51%
TOTAL EXPENDITURES	\$ 12,597	\$ 228,500	\$ 12,597	5.51%



Parks & Recreation Fund
As of January 31, 2019

REVENUES:	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Alcoholic Bev Excise Tax Beer & Wine	20,694	235,000	20,694	8.81%
Alcoholic Bev Excise Tax Liquor	12,179	75,000	12,179	16.24%
Local Option Mixed Drink Tax	3,334	40,000	3,334	8.34%
Penalties and Interest	-	250	-	0.00%
Bad Check Fees	-	50	-	0.00%
Interest Revenue	40	500	40	8.00%
Miscellaneous Revenue	-	500	-	0.00%
Rents and Royalties	1,330	15,000	1,330	8.87%
Prior Year Fund Balance	-	117,200	-	0.00%
TOTAL REVENUES	\$ 37,577	\$ 483,500	\$ 37,577	7.77%

EXPENDITURES:

Disposal - Garbage Depot	51	1,000	51	5.10%
Pest Control - Depot	-	750	-	0.00%
Repairs & Maintenance - Depot	337	25,000	337	1.35%
Communications	147	1,500	147	9.80%
General Supplies - Depot	-	2,000	-	0.00%
Water/Sewer - Depot	5	750	5	0.67%
Natural Gas - Depot	207	1,500	207	13.80%
Electricity - Depot	283	5,000	283	5.66%
Small Equipment - Depot	-	1,500	-	0.00%
Disposal - Garbage Parks	51	750	51	6.80%
Lawn Care	-	10,000	-	0.00%
Pest Control - Parks	-	400	-	0.00%
Repairs & Maintenance - Parks	142	25,000	142	0.57%
Rental - Equipment & Land	-	614	-	0.00%
Dues and Fees	357	500	357	71.40%
Contract Labor	2,250	40,000	2,250	5.63%
General Supplies and Materials - Parks	-	1,500	-	0.00%
Water/Sewer - Parks	463	5,000	463	9.26%
Electricity - Parks	88	1,500	88	5.87%
Small Equipment - Parks	-	500	-	0.00%
Transfers to Other Funds	-	358,736	-	0.00%
TOTAL EXPENDITURES	\$ 4,381	\$ 483,500	\$ 4,381	0.91%



Hotel/Motel Tax Fund
As of January 31, 2019

	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Hotel/Motel Taxes	342	5,995	342	5.70%
Interest Revenue	2	5	2	40.00%
TOTAL REVENUES	\$ 344	\$ 6,000	\$ 344	5.73%
EXPENDITURES:				
Advertising/Promotions	-	6,000	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 6,000	\$ -	0.00%



SPLOST III Fund
As of January 31, 2019

	January 2019	2019 Annual	YTD	% of Annual
REVENUES:	Transactions	Budget	Transactions	Budget
Special Assessments - Crestmont	-	11,928	-	0.00%
Prior Year Fund Balance	-	187,722	-	0.00%
Interest Revenue	44	350	44	12.57%
TOTAL REVENUES	\$ 44	\$ 200,000	\$ 44	0.02%
EXPENDITURES:				
Capital Outlay-Infrastructure	-	200,000	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 200,000	\$ -	0.00%



SPLOST IV Fund
As of January 31, 2019

REVENUES:	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
SPLOST IV Revenue	8,394	8,400	8,394	99.93%
Special Assessments	-	24,900	-	0.00%
Interest Revenue	17	100	17	17.00%
Prior Year Fund Balance		91,600		0.00%
TOTAL REVENUES	\$ 8,411	\$ 125,000	\$ 8,411	6.73%
EXPENDITURES:				
Capital Outlay-Infrastructure	-	125,000	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 125,000	\$ -	0.00%



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

REVENUES:	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
SPLOST V Revenue	170,360	1,300,000	170,360	13.10%
Grant Revenue-LMIG	-	135,000	-	0.00%
Grant Revenue-LCI Phase II	-	600,000	-	0.00%
Interest Revenue	48	250	48	19.20%
Fund Balance	-	1,888,430	-	0.00%
TOTAL REVENUES	\$ 170,408	\$ 3,923,680	\$ 170,408	4.34%
EXPENDITURES:				
Capital Outlay-Public Safety Equipment	6,710	170,192	6,710	100.00%
Capital Outlay-Police Cars	-	198,138	-	100.00%
Capital Outlay-Infrastructure	1,500	1,805,350	1,500	100.00%
Capital Outlay-HS Pkwy	122,946	750,000	122,946	100.00%
Capital Outlay-Cagle Farm Park	-	250,000	-	0.00%
Capital Outlay-LCI Phase II	-	750,000	-	0.00%
TOTAL EXPENDITURES	\$ 131,156	\$ 3,923,680	\$ 131,156	3.34%



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

	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Revenues				
Interest Revenue	-	100	-	100.00%
Prior Year Fund Balance	-	124,900	-	0.00%
TOTAL REVENUES	\$ -	\$ 125,000	\$ -	0.00%
Expenditures				
Capital Outlay - Site Improvements	31,755	125,000	31,755	25.40%
TOTAL EXPENDITURES	\$ 31,755	\$ 125,000	\$ 31,755	25.40%



**Debt Service Fund
Budget To Actual Comparison Report
As of January 31, 2019**

	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Revenues				
Transfers from Parks & Rec Fund	-	358,736	-	0.00%
TOTAL REVENUES	\$ -	\$ 358,736	\$ -	0.00%
Expenditures				
Debt Service - Bond Principal HSPRA	-	304,359	-	0.00%
Debt Service - Bond Interest HSPRA	-	54,377	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 358,736	\$ -	0.00%



Stormwater Utility Fund
As of January 31, 2019

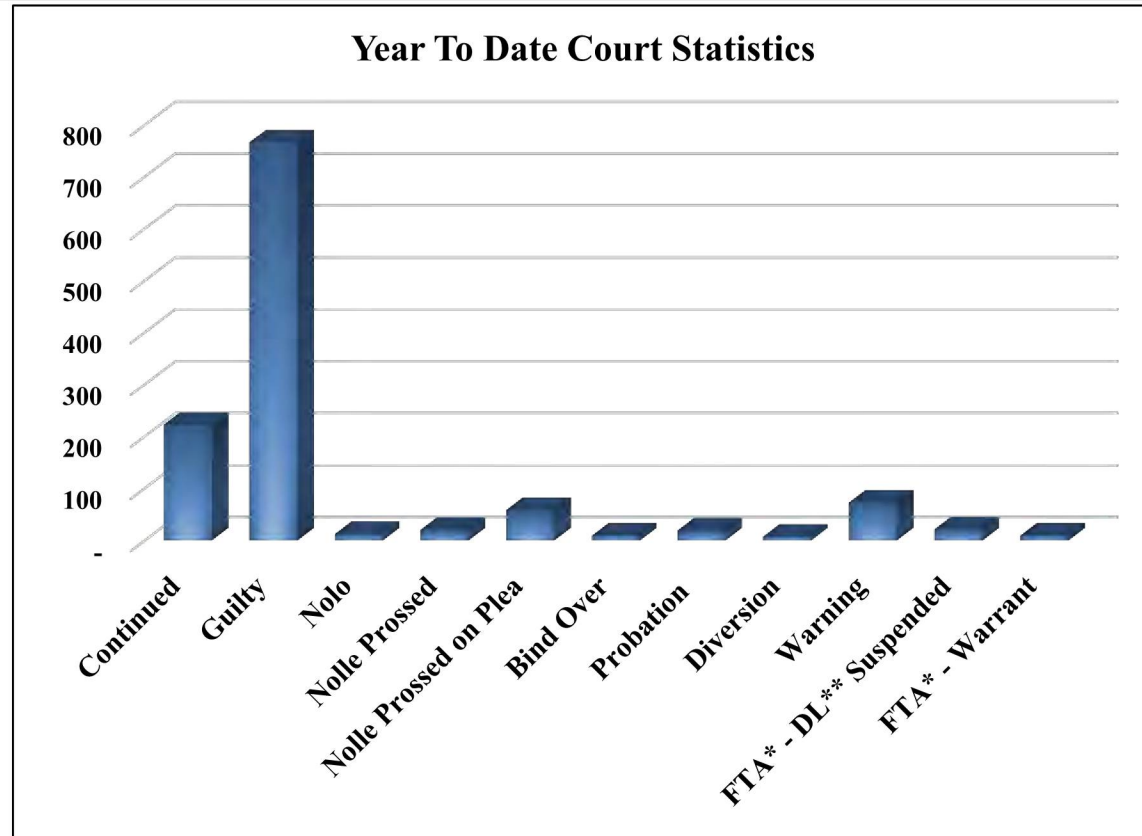
REVENUES:	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Stormwater Utility Fees	7,213	334,500	7,213	2.16%
Interest Revenue	93	500	93	18.60%
TOTAL REVENUES	\$ 7,306	\$ 335,000	\$ 7,306	2.18%
EXPENSES:				
Salaries & Wages	4,005	70,477	4,005	5.68%
Overtime	-	2,000	-	0.00%
Employee Benefits - Medical Insurance	1,163	13,952	1,163	8.34%
Employee Benefits - Dental Insurance	31	377	31	8.22%
Employee Benefits - Disability	32	380	32	8.42%
Employee Benefits - ADD Life	12	147	12	8.16%
FICA	248	4,494	248	5.52%
Medicare	58	1,051	58	5.52%
Employee Benefits - Retirement	225	4,074	225	5.52%
Unemployment	3	76	3	3.95%
Workers Comp Insurance	233	4,215	233	5.53%
Legal & Professional	-	4,000	-	0.00%
Regional Stormwater	-	2,500	-	0.00%
Pollution Prevention	51	1,500	51	3.40%
Watershed Planning	-	500	-	0.00%
Maintenance & Cleaning	8,303	100,000	8,303	8.30%
Structural Upgrades	-	95,000	-	0.00%
Rental of Equipment	-	7,500	-	0.00%
Communications	63	2,750	63	2.29%
Advertising	-	250	-	0.00%
Dues and Fees	-	300	-	0.00%
Training	-	2,000	-	0.00%
Contract Labor	-	500	-	0.00%
General Supplies & Materials	-	1,500	-	0.00%
Postage	-	107	-	0.00%
Water/Sewer	208	5,000	208	4.16%
Gasoline & Diesel	39	4,500	39	0.87%
Small Equipment	-	1,500	-	0.00%
Office Supplies	36	1,000	36	3.60%
Contingency	-	3,350	-	0.00%
TOTAL EXPENSES	\$ 14,710	\$ 335,000	\$ 14,710	4.39%



City of Holly Springs Court Statistics 2019 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Continued	0	0	0	0	-	-	-	-	-	-	-	-	-
Guilty	0	0	0	0	-	-	-	-	-	-	-	-	-
Nolo	0	0	0	0	-	-	-	-	-	-	-	-	-
Nolle Prossed	0	0	0	0	-	-	-	-	-	-	-	-	-
Nolle Prossed on Plea	0	0	0	0	-	-	-	-	-	-	-	-	-
Bind Over	0	0	0	0	-	-	-	-	-	-	-	-	-
Probation	0	0	0	0	-	-	-	-	-	-	-	-	-
Diversion	0	0	0	0	-	-	-	-	-	-	-	-	-
Warning	0	0	0	0	-	-	-	-	-	-	-	-	-
FTA* - DL** Suspended	0	0	0	0	-	-	-	-	-	-	-	-	-
FTA* - Warrant	0	0	0	0	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-

* Failure to Appear
** Driver's License



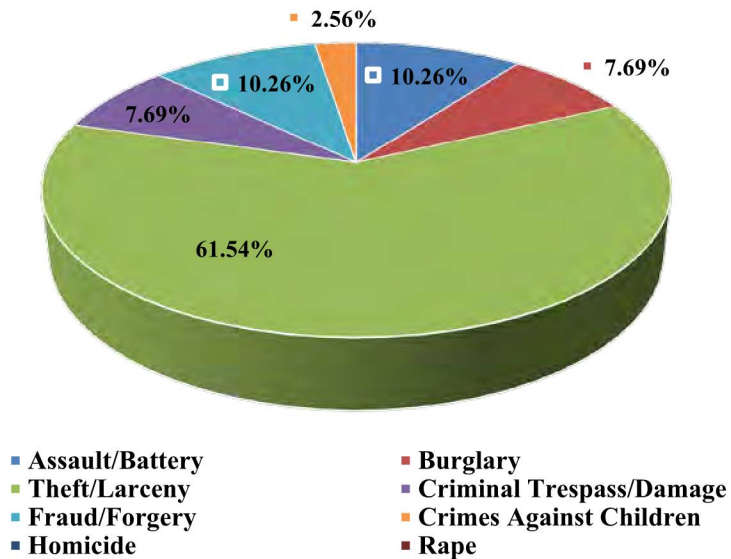


City of Holly Springs Police Statistics 2019 Year to Date

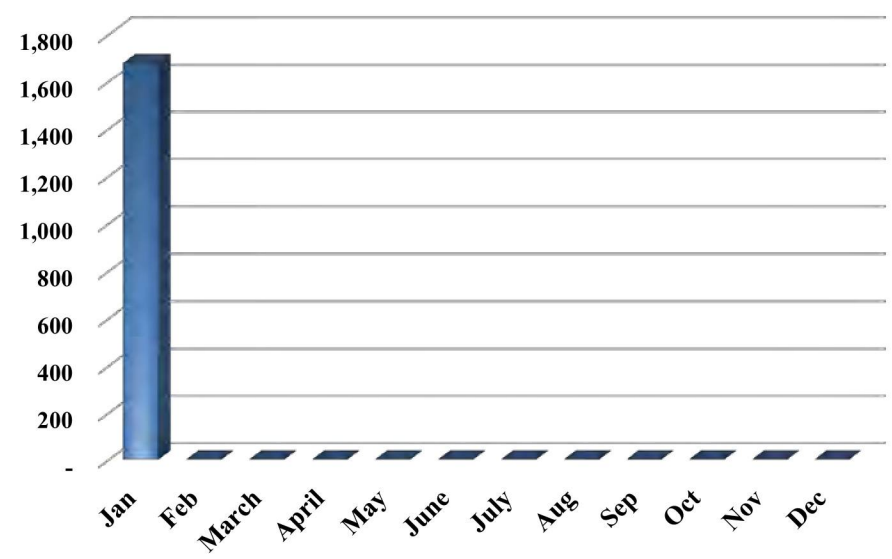
	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Assault/Battery	4	-	-	-	-	-	-	-	-	-	-	-	4
Burglary	3	-	-	-	-	-	-	-	-	-	-	-	3
Theft/Larceny	24	-	-	-	-	-	-	-	-	-	-	-	24
Criminal Trespass/Damage	3	-	-	-	-	-	-	-	-	-	-	-	3
Fraud/Forgery	4	-	-	-	-	-	-	-	-	-	-	-	4
Crimes Against Children	1	-	-	-	-	-	-	-	-	-	-	-	1
Homicide	-	-	-	-	-	-	-	-	-	-	-	-	-
Rape	-	-	-	-	-	-	-	-	-	-	-	-	-
Robbery	-	-	-	-	-	-	-	-	-	-	-	-	-
Arson	-	-	-	-	-	-	-	-	-	-	-	-	-
Motor Vehicle Theft	-	-	-	-	-	-	-	-	-	-	-	-	-
Sex Crimes	-	-	-	-	-	-	-	-	-	-	-	-	-
	39	-	-	-	-	-	-	-	-	-	-	-	39

Calls for Service	1,679	-	-	-	-	-	-	-	-	-	-	-	1,679
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Year To Date Police Statistics

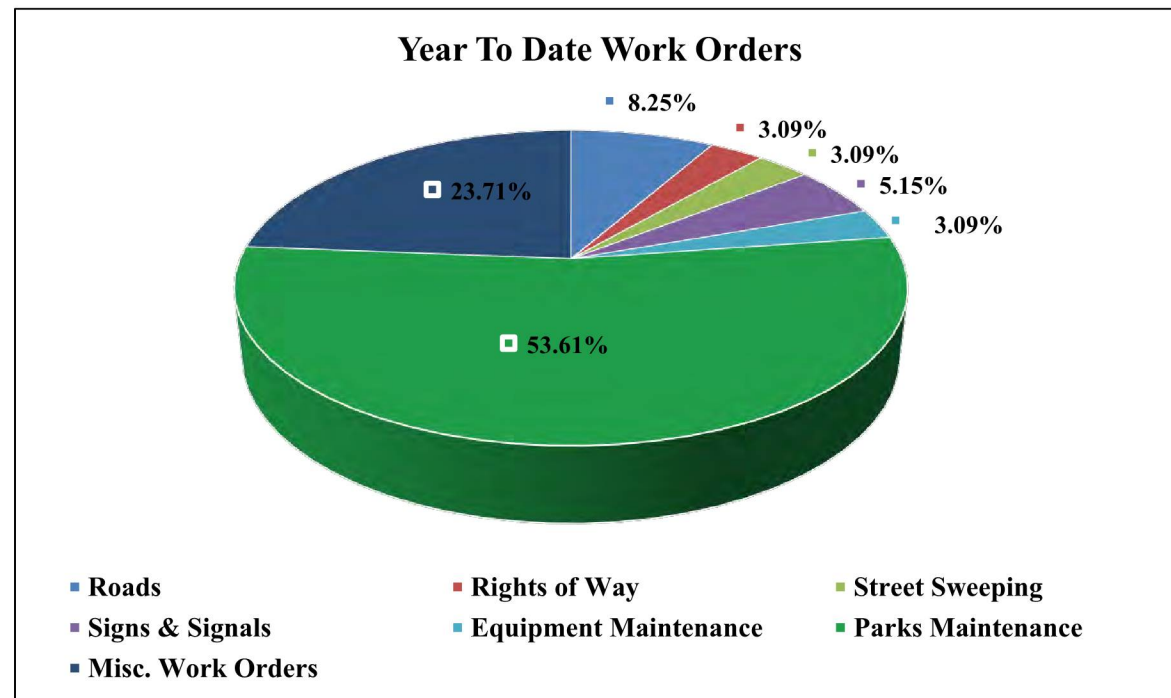


Year To Date Calls for Service



City of Holly Springs Work Orders 2018 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Roads	8	-	-	-	-	-	-	-	-	-	-	-	8
Rights of Way	3	-	-	-	-	-	-	-	-	-	-	-	3
Street Sweeping	3	-	-	-	-	-	-	-	-	-	-	-	3
Signs & Signals	5	-	-	-	-	-	-	-	-	-	-	-	5
Equipment Maintenance	3	-	-	-	-	-	-	-	-	-	-	-	3
Parks Maintenance	52	-	-	-	-	-	-	-	-	-	-	-	52
Misc. Work Orders	23	-	-	-	-	-	-	-	-	-	-	-	23
	97	-	-	-	-	-	-	-	-	-	-	-	97

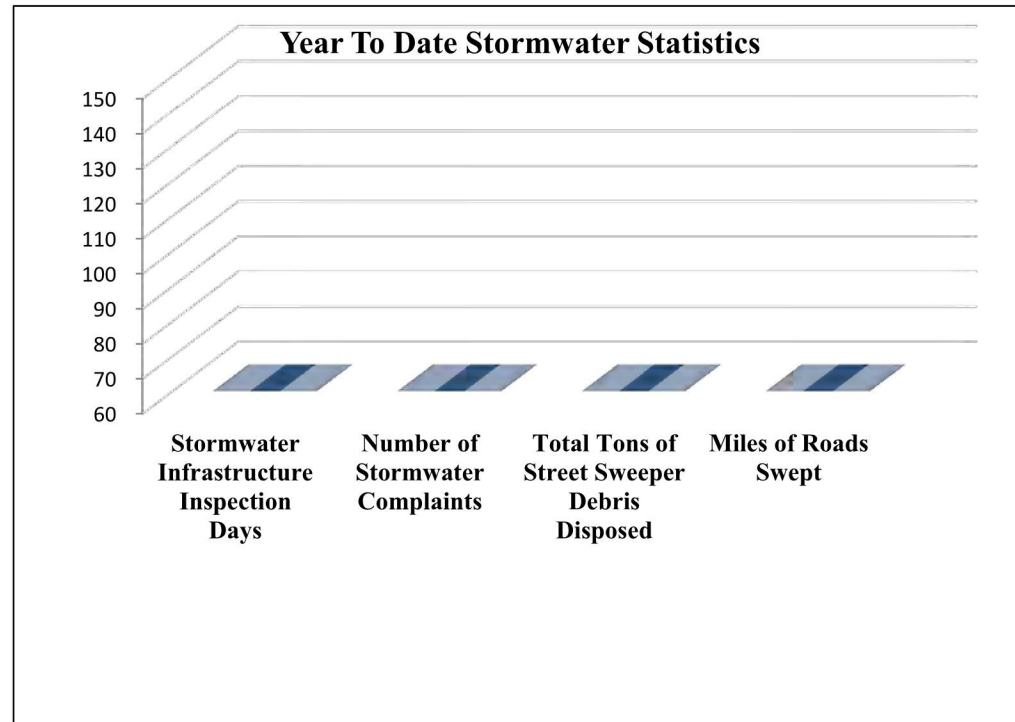




City of Holly Springs Stormwater Statistics 2019 Year to Date

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

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

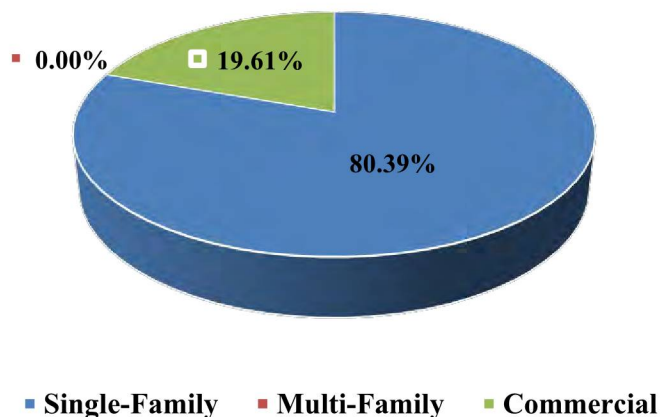




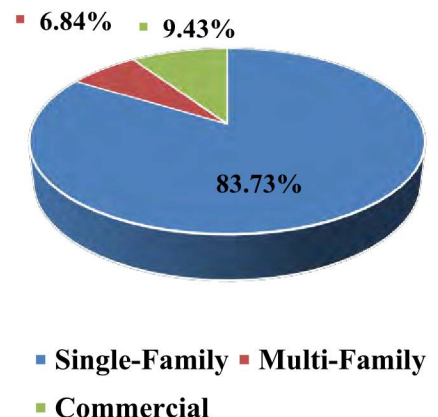
City of Holly Springs Building Permits and Certificates of Occupancy 2019 Year to Date

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
<i>Single-Family</i>													
Houses	33												33
Accessory Structures	1												1
Additions													0
Basement Buildouts	1												1
Mechanical	1												1
Plumbing	3												3
Electrical													0
Miscellaneous	2												2
Certificates of Completion	4												4
Certificates of Occupancy	32												32
<i>Multi-Family</i>													
Townhomes													0
Apartments													0
Misc-Multi Family													0
Certificates of Occupancy	1												1
<i>Commercial</i>													
New Structures	1												1
Addition-C													0
Tenant Build Outs	1												1
Accessory Structures													0
Mechanical													0
Plumbing													0
Electrical	3												3
Misc-C	5												5
Certificates of Completion													0
Certificates of Occupancy	1												1

Year To Date Permits Issued



Year To Date Certificates of Occupancy Issued



City of Holly Springs Work Session Meeting

Speaker Sign In Sheet

February 25, 2019

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.

