

# CITY OF LOCUST GROVE

WORKSHOP MEETING AGENDA  
MONDAY, APRIL 15, 2019 – 6:00 P.M.  
PUBLIC SAFETY BUILDING / 3640 HIGHWAY 42  
LOCUST GROVE, GA 30248

**CALL TO ORDER**.....Mayor Robert Price

**INVOCATION**.....City Manager Tim Young

**PLEDGE OF ALLEGIANCE** ..... Councilman Greer

**APPROVAL OF THE AGENDA (Action Needed)**

**PUBLIC COMMENTS**..... 2 Items

- Proclamation – Poll workers and citizens dedication and service during the 2018 election cycle - Presentation by Henry County Board of Elections
- Presentation on the Branding and Logo Development Findings and Deliverables/Next Steps – Anna Ogg

**PUBLIC HEARING ITEMS** ..... 6 Items

1. An ordinance for annexation from Clarence R. and Carol C. McQueen for annexation of 9.97 +/- acres located at 340 Colvin Drive
2. An ordinance to rezone approximately 9.97 +/- acres located at 340 Colvin Drive from RA-County to RA-City
3. An ordinance for annexation from Pamela C. Pair for annexation of 34.82 +/- acres located at 1000 Davis Lake Road
4. An ordinance to rezone approximately 34.82 +/- acres located at 1000 Davis Lake Road from RA-County to RA-City
5. An ordinance for annexation from Randolph L. Crumbley for annexation of 39.28 +/- acres located at 1138 Davis Lake Road
6. An ordinance to rezone approximately 39.28 +/- acres located at 1138 Davis Lake Road from RA-County to RA-City

**NEW BUSINESS/ACTION ITEMS**.....None

**CITY OPERATIONS REPORTS / WORKSHOP DISCUSSION ITEMS (No Actions Needed unless moved to New Business)**

Main Street Operations (Monthly Update Report).....Anna Ogg, Main Street Manager

Public Safety Operations (Monthly Update Report)..... Chief Jesse Patton

Public Works Operations (Monthly Update Report)..... Director Jack Rose

Administration (Monthly Update Report)..... Tim Young, City Manager

- Fiscal Year 2019 1<sup>st</sup> Quarter Update/Account Status
- Pay Plan No. 701 of Personnel – New/Added Positions

Community Development Operations (Monthly Update Report).....Tim Young, for Bert Foster

**ARCHITECTURAL REVIEW BOARD (ARB) (Review and Comment Portion Only, Approve at next regular meeting)**..... NONE

**CITY MANAGER'S COMMENTS** ..... Tim Young

**MAYOR'S COMMENTS** .....Mayor Robert Price

**EXECUTIVE SESSION – NONE**

**ADJOURN**

ADA Compliance: Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the City Clerk at (770) 957-5043 promptly to allow the City to make reasonable accommodations for those persons.

Public Comment may be limited to no more than ten (10) minutes with up to 3 minutes per requesting applicant to speak. Please register your NAME and ADDRESS prior to the beginning of the meeting with the City Clerk.

POSTED AT CITY HALL – April 10, 2019 at 4:30 Updated 4/11 – Bert Foster at training



## Community Development Department

P. O. Box 900  
Locust Grove, Georgia 30248  
Phone: (770) 957-5043  
Facsimile (770) 954-1223

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### Item Coversheet

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**Item:** An ordinance for annexation from Clarence R. and Carol C. McQueen for annexation of 9.97 +/- acres located at 340 Colvin Drive.

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** March 27, 2019 – newspaper  
March 29, 2019 – sign

**Budget Item:** No

**Date Received:** January 2, 2019

**Workshop Date:** April 15, 2019

**Regular Meeting Date:** May 6, 2019  
February 11, 2019 – acceptance of the application

### Discussion:

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A request for annexation of approximately 9.97 acres of property located at 340 Colvin Drive (127-02016001). The property is zoned RA (residential agricultural) and will remain so if incorporated into the City.

The application was accepted by the City Council at the February 11, 2019 meeting under Resolution (19-02-027). The Henry County Board of Commissioners raised no objections to this annexation during their March 5, 2019 meeting.

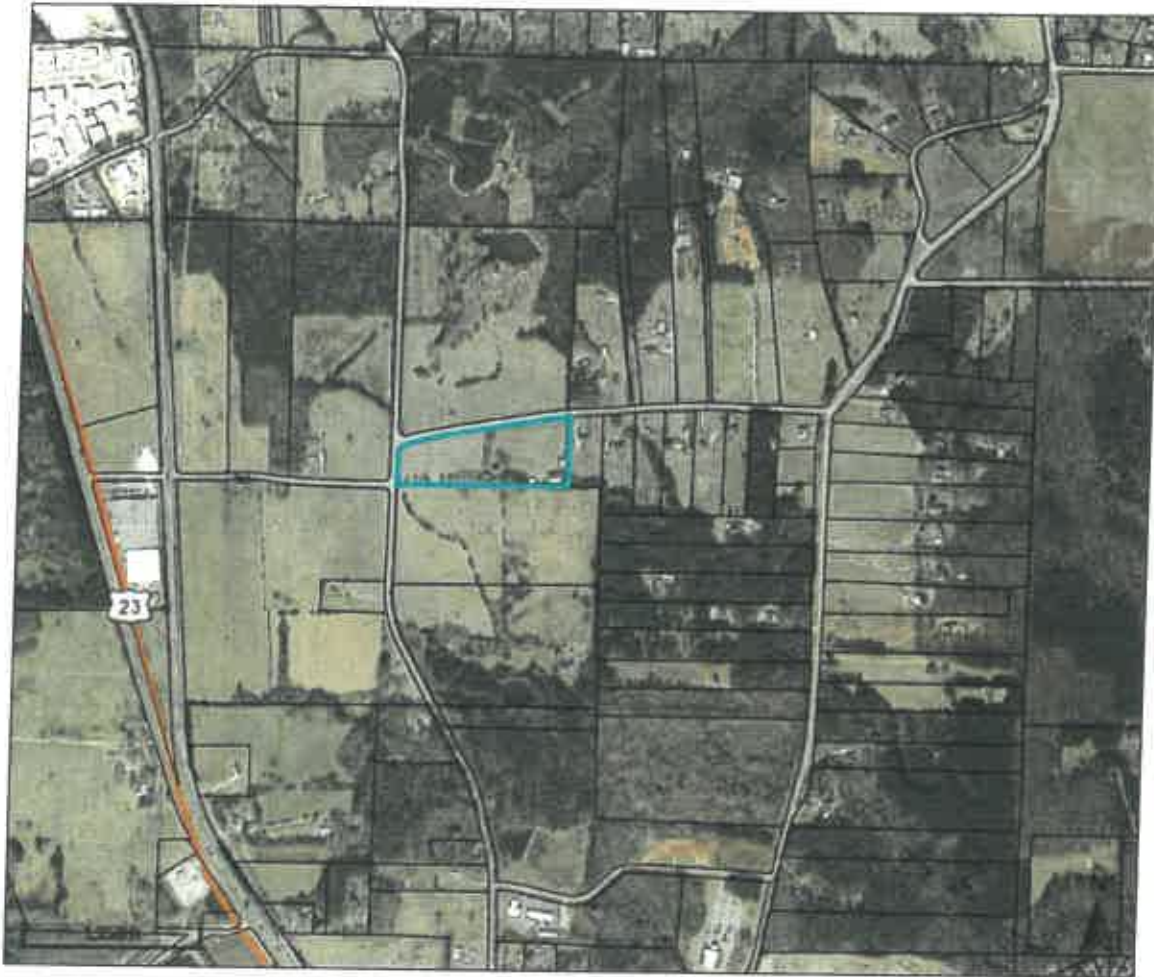
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**Recommendation:**

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**Staff recommends approval of this request.**

**I MOVE TO (approve/deny/table) THE ORDINANCE PERTAINING TO THE REQUEST FROM CLARENCE R. AND CAROL C. MCQUEEN FOR ANNEXATION OF 9.97 +/- ACRES LOCATED AT 340 COLVIN DRIVE.**



**Legend**  
 Parcels  
 Roads

<b>Parcel ID</b>	127-02016001	<b>Class</b>	R	<b>Owner</b>	MCQUEEN CLARENCE R &	<b>Land Value:</b>	\$74,500								
<b>Property Address</b>	340 COLVIN DR	<b>Acres</b>	8.76	<b>Address</b>	CAROL C	<b>Building Value:</b>	\$109,400	<b>Last 2 Sales</b>							
<b>District</b>	County/Unincorp				340 COLVIN DR	<b>Misc Value:</b>	\$5,100	<b>Date</b>	4/8/1989	<b>Price</b>	\$25,000	<b>Reason</b>	n/a	<b>Qual</b>	U
					LOCUST GROVE GA 30248	<b>Total Value:</b>	\$189,000		n/a	<b>\$</b>		n/a	n/a		

Parcel lines depicted on the maps do not reflect a true and exact representation of property boundaries and should not be relied upon for said purpose. Property boundary lines are depicted on recorded plats available at the Henry County Courthouse or can be determined by employing the services of a licensed surveyor.

Date created: 4/10/2019  
 Last Data Uploaded: 4/9/2019 10:31:31 PM

Developed by  Schneider  
 GEOSPATIAL

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO ANNEX PROPERTY INTO THE CITY OF LOCUST GROVE PURSUANT TO CHAPTER 36 OF TITLE 36 OF *THE OFFICIAL CODE OF GEORGIA ANNOTATED*; TO PROVIDE FOR APPROPRIATE ENTRIES UPON OR ADDITIONS TO THE OFFICIAL MAP OF THE CITY AND ALL OTHER RECORDS; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE OF ANNEXATION; AND FOR OTHER PURPOSES**

**WHEREAS**, the City of Locust Grove (“City”) is a municipal corporation, duly organized and existing under the laws of the State of Georgia; and,

**SECTION 1.**

**ANNEXATION.**

Clarence R. McQueen and Carol C. McQueen (the “Applicants”) petitioned the City to annex property located at 340 Colvin Drive consisting of approximately 9.97 acres (Parcel ID-127-02016001) located in Land Lot 232 of the 2<sup>nd</sup> District (the “Property”) as shown in the Boundary Survey attached hereto as **Exhibit A**; and,

**WHEREAS**, the Applicants filed a request to annex the Property into the City of Locust Grove on January 2, 2019 as shown in the application attached hereto as **Exhibit B**; and,

**WHEREAS**, the Mayor and City Council of the City of Locust Grove approved Resolution 19-02-027 accepting the application for annexation on February 11, 2019; and,

**WHEREAS**, the Henry County Board of Commissioners reviewed the Applicants’ request during their March 5, 2019 and raised no objections to said request; and,

**WHEREAS**, said request has been reviewed by the Mayor and City Council at a Public Hearing held on April 15, 2019 as well as by the City Community Development Director; and,

**WHEREAS**, the Applicants further request that the Property retain the same zoning in the City (RA: residential agricultural) that it had in the County (RA: residential agricultural) which will be addressed under a separate action; and,

**WHEREAS**, notice of this matter (as attached hereto and incorporated herein as **Exhibit C**) has been provided in accordance with applicable state law and local ordinances; and,

**WHEREAS**, the Mayor and City Council have reviewed and considered the Applicants' request and both the recommendations of the public hearing and City staff as presented in the Report.

## SECTION 2.

### **OFFICIAL MAP AND RECORDS.**

The Mayor and City Clerk are hereby directed to make entries upon or additions to the official map of the City and all other records to the extent necessary to reflect the annexation of property contemplated herein.

## SECTION 3.

### **SEVERABILITY.**

In the event any portion of this ordinance shall be declared or adjudged invalid or unconstitutional, it is the intention of the City Council of Locust Grove that such adjudications shall in no manner affect the other sections, sentences, clauses or phrases of this ordinance which shall remain in full force and effect as if the invalid or unconstitutional section, sentence, clause, or phrase were not originally part of the ordinance.

## SECTION 4.

### **REPEAL OF CONFLICTING PROVISIONS.**

Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 5.**

**EFFECTIVE DATE OF ANNEXATION.**

- A. This ordinance shall take effect immediately. Annexation pursuant to this ordinance shall become effective on the first day of the month following adoption of this ordinance.
- B. Notwithstanding the foregoing, no property located in the annexed area shall be subject to ad valorem taxation by the City until January 1<sup>st</sup> of the year following the effective dates solely for the purpose of determining enrollment in any independent school system operating in the City.

**THEREFORE, THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY  
ORDAINS:**

- ( ) That the Applicants' request for annexation is hereby **APPROVED**.
- ( ) That the Applicants' request in said application is hereby **DENIED**.

**SO ORDAINED** by the Council of this City this 6<sup>TH</sup> day of May 2019.

\_\_\_\_\_  
ROBERT S. PRICE, Mayor

ATTEST:

\_\_\_\_\_  
MISTY SPURLING, City Clerk

(Seal)

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**EXHIBIT A**

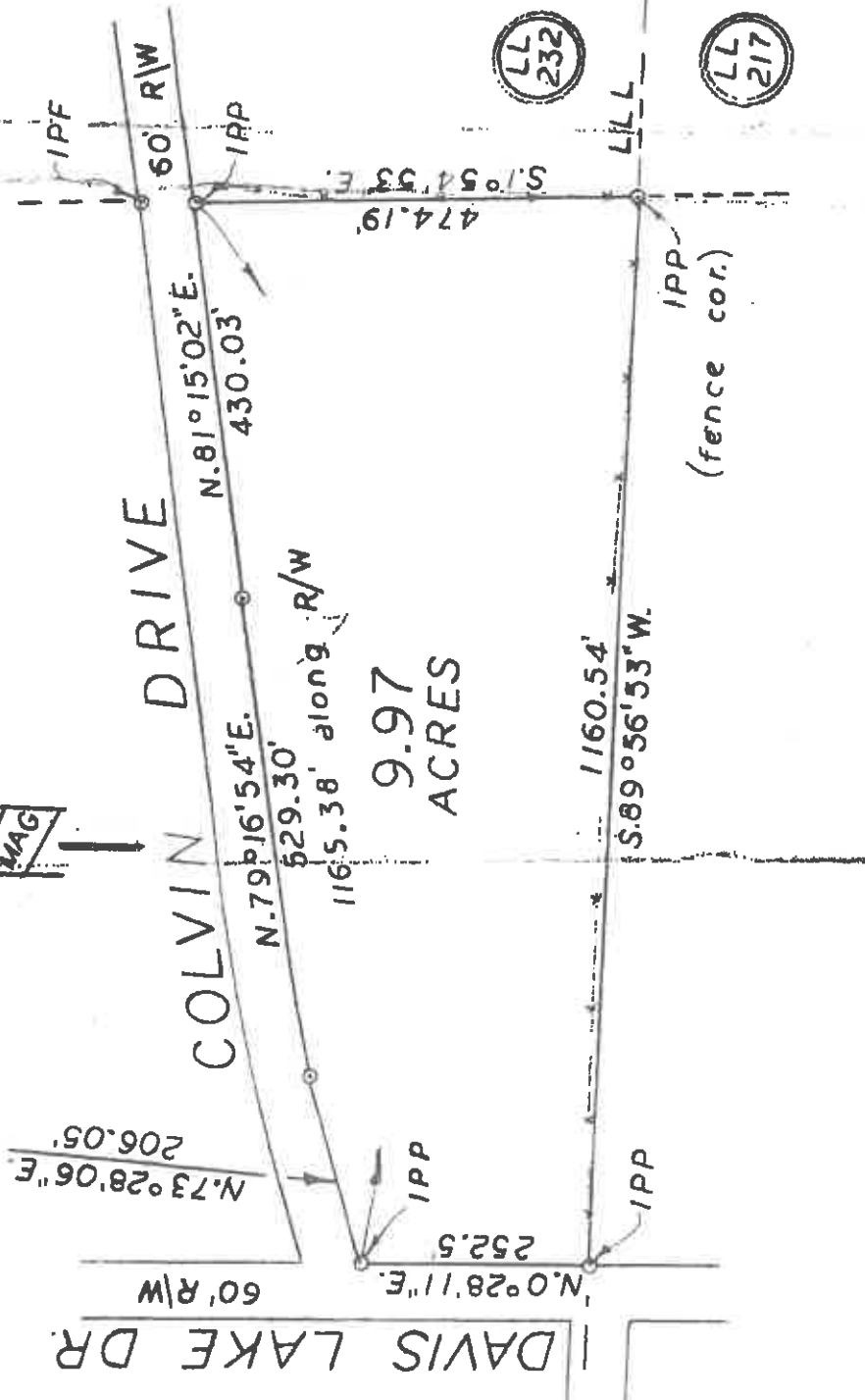


IN MY OPINION THIS PLAN IS A CORRECT REPRESENTATION OF THE LAND PLATE AND HAS BEEN PREPARED IN CONFORMANCE WITH THE MINIMUM STANDARDS AND REQUIREMENTS BY THE

*Joe Rowan Jr.*  
 State of Georgia Surveyor

BASED ON THE INFORMATION SHOWN ON THE FLOOD HAZARD SURVEY MAPS FURNISHED BY THE DEPT. OF HUD THROUGH THE FEDERAL HOUSING ADMINISTRATION IT IS MY OPINION THAT THIS PROPERTY IS OUTSIDE THE FLOOD HAZARD AREA

*Joe Rowan Jr.*



THIS MAP OR PLAN HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 100,753 FEET.  
 THE FIELD DATA UPON WHICH THIS SURVEY IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 18,000 FEET.  
 THE ANGULAR ERROR OF 0°00'03" PER ANGLE POINT AND WAS ADJUSTED USING TRANSIT MULE.

SURVEY MADE FOR: C.R. MCQUEEN & CAROL MCQUEEN	
SCALE: 1" = 200'	APPROVED BY: <i>Joe Rowan Jr.</i>
DATE: 1 - 30 - 89	DRAWN BY: SHEILA
REVISOR	
LAND LOT 232 of the 2ND DISTRICT HENRY COUNTY GEORGIA	
BY: JOE ROWAN, JR. HENRY COUNTY SURVEYOR	
DRAWING NUMBER	

50 50  
April 14 1989

State of Georgia, HENRY County

Andy Decker  
Tax Collector/Commissioner

In consideration of Seventeen thousand four hundred twenty five--DOLLARS, the receipt whereof is hereby acknowledged, we Clarence R. McQueen and Carol C. McQueen

of Henry County, Georgia, of the first part, have this day bargained and sold and do hereby transfer and convey unto

NELLIE and MARION WILLARD, his heirs, executors, administrators and assigns, of the second part, the following described tract of land, to wit:

All that tract or parcel of land lying and being in Land Lot 232 of the 2nd District of Henry County, Georgia, containing 9.97 acres according to a plat of survey made for C. R. and Carol McQueen by Joe Rowan, Jr., Henry County Surveyor, dated January 30, 1989, and being more particularly described as follows:

BEGINNING at an iron pin at a corner formed by the intersection of the south line of Land Lot 232 with the easterly right of way line of Davis Lake Drive; thence north 0° 28' 11" east, 252.85 feet along said right of way line to an iron pin at the intersection of the easterly right of way line of Davis Lake Drive and the southeasterly right of way line of Colvin Drive; thence along the southeasterly right of way line of Colvin Drive north 73° 28' 06" east 206.05 feet to an iron pin, north 79° 16' 54" east, 529.30 feet to an iron pin, north 81° 15' 02" east to an iron pin on the south line of Land Lot 232; thence south 89° 56' 53" west along said right of way line 1160.54 feet to the point of beginning.

Power of Sale

To Have and to Hold the same in fee simple; and said first party warrants the title to the same unto said second party, his heirs and assigns.

This conveyance is made to secure a debt of \$ 17425.00 under section 67-1801 of the Code of Georgia of 1983, and any other present or future indebtedness or liability of mine to second party. The debt hereby secured is described as follows: one note or any note's given in renewal thereof, for \$ 17425.00, dated bearing interest at ten per cent per annum from date hereof, 1989 due

and payable in ten (10) consecutive, equal annual installments of \$1742.50 plus accrued interest on the unpaid principal balance with the first installment due April 8, 1990 and thereafter annually until paid in full.

APR 11 12:21 PM 1989  
1053  
209  
4-18-89

In case this debt is not paid promptly when due, I authorize said second party, his heirs, legal representatives or assigns to sell said described property at public outcry before the Courthouse door in McDonough Henry County, Georgia, to the highest bidder for cash to pay said debt, with interest thereon and the expenses of the proceedings, including 15 per cent attorney's fees, if the claim be placed in the hands of an attorney for collection, after advertising the time, place and terms of sale in a newspaper of general circulation in said County once a week for four weeks. And said second party, his heirs, legal representatives or assigns, may make to the purchaser title in fee simple to the same; and said second party, his heirs, legal representatives or assigns, are hereby authorized to bid and to buy at said public sale. The proceeds of said sale are to be applied first to payment of said debt and interest, and expenses of this proceeding; the remainder, if any, paid to said first party, agreeing to surrender possession of said property without let or hindrance of any kind.

BOOK 1053 PAGE 293

RECORDED BY: 88080813 20:22

This conveyance is made to secure a debt of \$17425.00 under section 671801 of the Code of Georgia of 1933, and any other present or future indebtedness or liability of mine to second party. The debt hereby secured is described as follows: one note or any note's given in renewal thereof, for \$ 17425.00, dated bearing interest at ten per cent per annum from date hereof, 19 due

and payable in ten (10) consecutive, equal annual installments of \$1742.50 plus accrued interest on the unpaid principal balance with the first installment due April 8, 1990 and annually until paid in full.

In case this debt is not paid promptly when due, I authorize said second party heirs, legal representatives or assigns to sell said described property at public sale in McDonough Henry County, Georgia, to the highest bidder for cash to pay said debt, with interest thereon and the expenses of the proceedings, including 15 per cent attorney's fees, if the claim be placed in the hands of an attorney for collection, after advertising the time, place and terms of sale in a newspaper of general circulation in said County once a week for four weeks. And said second party

Simple to the same; and said second party heirs, legal representatives or assigns, may make to the purchaser title in his heirs, legal representatives or assigns, are hereby authorized to bid and to buy at said public sale. The proceeds of said sale are to be applied first to payment of said debt and interest, and expenses of this proceeding; the remainder, if any, paid to said first party. But the foregoing powers for realizing on this security are cumulative only, and coupled with an interest, and are irrevocable by death or otherwise. I agree to maintain \$ none on this property with loss payable to second party.

Said first party hereby covenants that Fee Simple title to said property is vested in him, and that there are no liens of any nature against me.

Witness my hand and seal, this 8th day of April, 1989

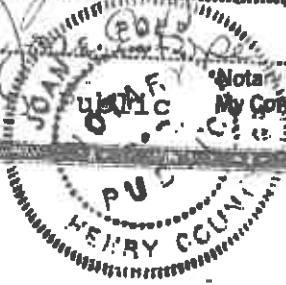
Signed, sealed and delivered in the presence of:

*Elizabeth S. ...*

*Clarence R. McQueen* (Seal)  
Clarence R. McQueen

*Carol C. McQueen* (Seal)  
Carol C. McQueen

Notary Public, Henry County, Georgia  
My Commission Expires April 5, 1991



05587

**EXHIBIT B**

**APPLICATION FOR ANNEXATION UNDER  
THE ONE HUNDRED PERCENT (100%) METHOD**

Date of Submission: 1/2/19

To the Mayor and City Council of the City of Locust Grove, Henry County, Georgia.

1. We, the undersigned, all of the owners of all real property of the territory described herein respectfully request that the City Council annex this territory to the City of Locust Grove, Georgia, and extend the City boundaries to include the same.
2. The territory to be annexed is unincorporated and contiguous (as described in O.C.G.A. 36-36-20) to the existing corporate limits of Locust Grove, Georgia, and the description of such territory is hereto attached as Exhibit A.

OWNERS NAME(S) Clarence R. McQueen  
Carol C. McQueen

PROPERTY LOCATION 340 Colvin Dr.  
Locust Grove, GA 30248

PHONE NUMBER 770-630-0496

ALTERNATE PHONE 678-222-8435

LAND LOT/DISTRICT Llot 232L Dist: 2

ACREAGE ~ 9.97

MAP CODE NO. 127-02016001

ZONING CLASSIFICATION RA

SIGNATURE(S) Clarence R. McQueen Date 1/2/19

Carol C. McQueen Date 1/2/19

All property owners must sign as their name appears on the Deed.

**EXHIBIT C**

# Henry Herald

38 Sloan Street  
McDonough, Georgia 30253

Phone (770) 957-9161  
Fax (770) 339-5869

## PUBLISHER'S AFFIDAVIT

STATE OF GEORGIA

COUNTY OF HENRY

Personally appeared before the undersigned, a notary public within and for said county and state, Robert D. McCray, Vice President of SCNI, which publishes the Henry Herald, published at McDonough, County of Henry, State of Georgia, and being the official organ for the publication of legal advertisements for said county, who being duly sworn, states on oath that the report of

Ad No.: 592094

Name and File No.: **PUBLIC HEARING ANNEX REZONE 4/**  
a true copy of which is hereto attached, was published in said newspaper on the following date(s):

03/27/19 Wed

Public Hearing Notice -  
Rezoning  
City of Locust Grove  
April 15, 2019  
6:00 PM  
Locust Grove Public  
Safety Building  
3640 Highway 42 South  
Locust Grove, GA 30248

The public hearing will be held in the Locust Grove Public Safety Building, located at 3640 Highway 42 South.

Bert Foster  
Community Development  
Director  
City of Locust Grove  
928-592094, 3/27

Notice is hereby given as required by Chapter 66 of Title 38 of the Official Code of Georgia Annotated ("Zoning Procedures Law") and Section 17.04 of the Code of Ordinances, City of Locust Grove, Georgia, that the Locust Grove City Council, on Monday, April 15, 2019 at 6:00 PM, will conduct a public hearing for the purpose of the following:

**ANNEXATION & REZONING**  
RZ-18-04-01 Clarence R. McQueen and Carol G. McQueen request annexation and rezoning from RA (residential agricultural) in unincorporated Henry County to RA (residential agricultural) within the City of Locust Grove for property located at 340 Colvin Drive (Parcel ID 127-02016001) containing approximately 9.97 +/- acres in Land Lot 232 of the 2nd District for the purpose of incorporating property in the City limits.

RZ-18-04-02 Pamela C. Pair requests annexation and rezoning from RA (residential agricultural) in unincorporated Henry County to RA (residential agricultural) within the City of Locust Grove for property located at 1000 Davis Lake Road (Parcel ID 127-02016000) containing approximately 34.82 +/- acres in Land Lot 232 of the 2nd District for the purpose of incorporating property in the City limits.

RZ-18-04-03 Randall L. Crumley requests annexation and rezoning from RA (residential agricultural) in unincorporated Henry County to RA (residential agricultural) within the City of Locust Grove for property located at 1138 Davis Lake Road (Parcel ID 127-02018000) containing approximately 38.28 +/- acres in Land Lot 232 of the 2nd District for the purpose of incorporating property in the City limits.

Robert D. McCray, SCNI Vice President of Sales and Marketing

By Dawn Ward

Legal Advertising Clerk

Sworn and subscribed before me 03/28/19

Notary Public



**AFFIDAVIT OF SIGN POSTING**

Personally appeared, before the undersigned officer duly authorized to administer oaths, Mr. Richard Cook, who, after being duly sworn, testifies as follows:

1.

My name is Richard Cook. I am over twenty-one years of age and competent to give this, my affidavit, based upon my personal knowledge.


2.

Clarence R. and Carol C. McQueen, of Locust Grove, GA, requests rezoning from RA (residential agricultural) County to RA (residential agricultural) City for property located at 340 Colvin Drive (Parcel ID 127-02016001), south of the intersection with Davis Lake Road in Land Lot 232 of the 2<sup>nd</sup> District. The property consists of approximately 9.97 acres and the request is for annexation into the Locust Grove city limits with a City RA (residential agricultural) zoning.


3.

On the 29<sup>th</sup> day of March 2019 at approximately 10:00am, I, Richard Cook, posted one (1) double-sided sign notification at 340 Colvin Drive for the purpose of advertising a public hearing on the above request to be heard by the Locust Grove City Council on the 15<sup>th</sup> day of April 2019, at 6:00 p.m. at the Locust Grove Public Safety Building, 3640 Highway 42, Locust Grove, Georgia 30248. Photographs of same are attached hereto as Exhibit "A" and incorporated herein by reference.

FURTHER AFFIANT SAYETH NOT.

This 10<sup>th</sup> day of April 2019.  
  
Affiant

Sworn and subscribed before me  
this 10 day April, 2019.



Notary Public





**Exhibit "A"**



03 29 2019 10 02



## Community Development Department

P. O. Box 900  
Locust Grove, Georgia 30248  
Phone: (770) 957-5043  
Facsimile (770) 954-1223

### Item Coversheet

**Item:** An ordinance to rezone approximately of 9.97 +/- acres located at 340 Colvin Drive from RA-County to RA-City.

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** March 27, 2019 – newspaper  
March 29, 2019 – sign

**Budget Item:** No

**Date Received:** January 2, 2019

**Workshop Date:** April 15, 2019

**Regular Meeting Date:** May 6, 2019  
February 11, 2019 – acceptance of the application

### Discussion:

A request for rezoning of approximately 9.97 acres of property located at 340 Colvin Drive (127-02016001). The property is zoned RA (residential agricultural) in unincorporated Henry County and is seeking annexation into the City with an RA-City designation.

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**Recommendation:**

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**Staff recommends approval of this request.**

**I MOVE TO (approve/deny/table) THE ORDINANCE TO REZONE 9.97  
+/- ACRES LOCATED AT 340 COLVIN DRIVE FROM RA-COUNTY  
TO RA-CITY.**

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO REZONE APPROXIMATELY 9.97 ACRES LOCATED AT 340 COLVIN DRIVE IN LAND LOT 232 OF THE 2<sup>ND</sup> DISTRICT WITHIN THE CITY OF LOCUST GROVE, GEORGIA; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

**WHEREAS**, the City of Locust Grove (“City”) is a municipal corporation, duly organized and existing under the laws of the State of Georgia; and,

**WHEREAS**, Clarence R. and Carol C. McQueen (the “Applicants”) of Locust Grove, Georgia, requests rezoning for property located at 340 Colvin Drive (Parcel ID – 127-02016001) in Land Lot 232 of the 2<sup>nd</sup> District (the “Property”) as shown in the Boundary Survey attached hereto as **Exhibit A**; and,

**WHEREAS**, the Applicants have submitted an application to annex the Property into the City on January 2, 2019 that is included in the Rezoning Evaluation Report (hereinafter referred to as “Report”) attached hereto and incorporated herein by reference as **Exhibit B**; and,

**WHEREAS**, the Mayor and City Council of the City of Locust Grove approved Resolution 19-01-027 accepting the application for annexation on February 11, 2019; and,

**WHEREAS**, the Mayor and City Council of the City of Locust Grove approved the annexation on May 6, 2019; and,

**WHEREAS**, the Applicants request that the City Council rezone the Property from RA-County (residential agricultural) to RA-City (residential agricultural); and,

**WHEREAS**, said request has been reviewed by the Mayor and City Council at a Public Hearing held on April 15, 2019 as well as by the City Community Development Director; and,

**WHEREAS**, notice of this matter (as attached hereto and incorporated herein as **Exhibit C**) has been provided in accordance with applicable state law and local ordinances; and,

**WHEREAS**, the Mayor and City Council have reviewed and considered the request and both the recommendations of the public hearing and City staff as presented in the Report; and,

**THEREFORE, THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY ORDAINS:**

1.

- That the request for rezoning is hereby **APPROVED**.
- That the request for rezoning is hereby **DENIED**.

2.

That the use of the Property is subject to:

- The condition(s) set forth on **Exhibit D** attached hereto and incorporated herein by reference.
- The terms of the Development Agreement attached hereto as **Exhibit D** and incorporated herein by reference.
- If no **Exhibit D** is attached hereto, then the property is zoned without conditions.

3.

That, if the request is granted, the official zoning map for the City is hereby amended to reflect such zoning classification for the property.

4.

That, if granted, this Ordinance shall become effective immediately subject to the corresponding annexation ordinance under consideration.

**SO ORDAINED** by the Council of this City this 6<sup>th</sup> day of May 2019.

\_\_\_\_\_  
ROBERT S. PRICE, Mayor

**ATTEST:**

\_\_\_\_\_  
**MISTY SPURLING, City Clerk**

**(Seal)**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**City Attorney**

**EXHIBIT A**

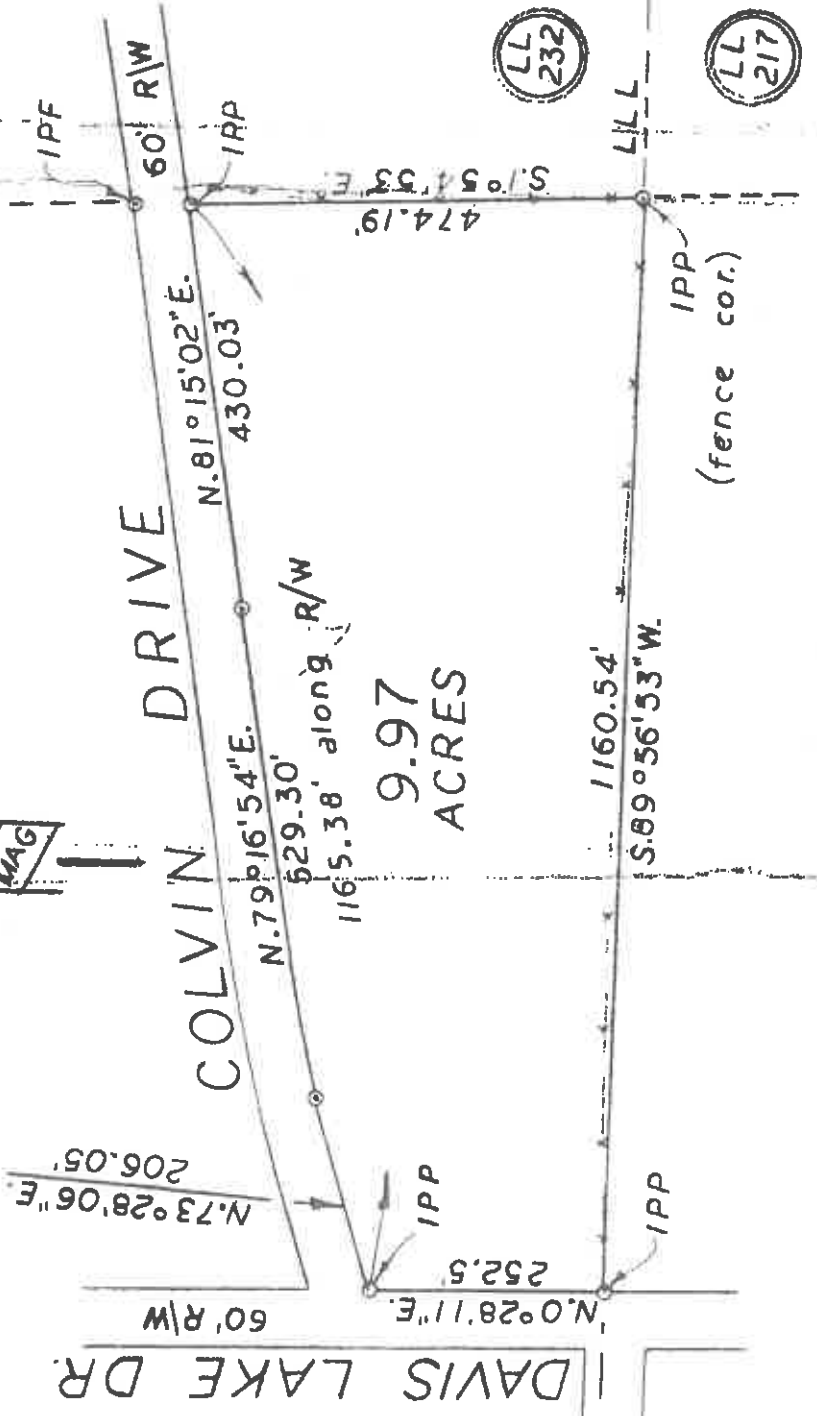


IN MY OPINION THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTE AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS BY LAW

*Joe Rowan Jr.*  
 COUNTY SURVEYOR

BASED ON THE INFORMATION SHOWN ON THE FIELD HAZARD SURVEY MADE FURNISHED BY THE DEPT. OF PUBLIC SAFETY THROUGH THE FEDERAL BUREAU OF INVESTIGATION IT IS MY OPINION THAT THIS PROPERTY IS OUTSIDE OF THE FLOOD HAZARD AREA

*Joe Rowan Jr.*



THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE ARC IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 101,753 FEET.  
 THE FIELD DATA UPON WHICH THIS SURVEY IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 18,000  
 AND ANGULAR ERROR OF 0°00'03" PER ANGLE POINT AND WAS ADJUSTED USING TRANSIT RULE.

SURVEY MADE FOR: C.R. MCQUEEN & CAROL MCQUEEN	
SCALE: 1" = 200'	APPROVED BY: <i>Joe Rowan Jr.</i>
DATE: 1 - 30 - 89	
LAND LOT 232 of the 2ND DISTRICT HENRY COUNTY GEORGIA	
BY: JOE ROWAN, JR. HENRY COUNTY SURVEYOR	
DRAWN BY: SHEILA	DRAWING NUMBER
REVISED	

April 14 1989

State of Georgia, HENRY, Henry County

Andy Deplin Tax Collector/Commissioner

In consideration of Seventeen thousand four hundred twenty five--DOLLARS, the receipt whereof is hereby acknowledged, we Clarence R. McQueen and Carol C. McQueen of Henry County, Georgia bargained and sold and do hereby transfer and convey unto , of the first part, ha ve this day

heirs, executors, administrators and assigns, of the second part, the following described tract of land, to wit:

All that tract or parcel of land lying and being in Land Lot 232 of the 2nd Dsistrict of Henry County, Georgia, containing 9.97 acres according to a plat of survey made for C. R. and Carol McQueen by Joe Rowan, Jr., Henry County Surveyor, dated January 30, 1989, and being more particularly described as follows:

BEGINNING at an iron pin at a corner formed by the intersection of the south line of Land Lot 232 with the easterly right of way line of Davis Lake Drive; thence north 0° 28' 11" east 252.65 feet along said right of way line to an iron pin at the intersection of the easterly right of way line of Davis Lake Drive and the southeasterly right of way line of Colvin Drive; thence along the southeasterly right of way line of Colvin Drive north 73° 28' 06" east 206.05 feet to an iron pin, north 79° 16' 54" east 529.30 feet to an iron pin, north 81° 15' 02" east to an iron pin on the south line of Land Lot 232; thence south 89° 56' 53" west along said right of way line 1160.54 feet to the point of beginning.

With Power of Sale to Secure Debt

To Have and to Hold the same in fee simple; and said first party warrants the title to the same unto said second party, his heirs and assigns.

This conveyance is made to secure a debt of \$ 17425.00 under section 67-1301 of the Code of Georgia of 1983, and any other present or future indebtedness or liability of mine to second party. The debt hereby secured is described as follows: one note or any note s given in renewal thereof, for \$ 17425.00, dated , 19 due bearing interest at ten per cent per annum from date hereof , 19 due and payable in ten (10) consecutive, equal annual installments of \$1742.50 plus accrued interest on the unpaid principal balance with the first installment due April 8, 1990 and thereafter annually until paid in full.

APR 11 12 12 PM 1989

In case this debt is not paid promptly when due, I authorize said second party, his heirs, legal representatives or assigns to sell said described property at public outcry before the Courthouse door in McDonough, Henry County, Georgia, to the highest bidder for cash to pay said debt, with interest thereon and the expenses of the proceedings, including 15 per cent attorney's fees, if the claim be placed in the hands of an attorney for collection, after advertising the time, place and terms of sale in a newspaper of general circulation in said County once a week for four weeks. And said second party, his heirs, legal representatives or assigns, may make to the purchaser title in fee simple to the same; and said second party, his heirs, legal representatives or assigns, are hereby authorized to bid and to buy at said public sale. The proceeds of said sale are to be applied first to payment of said debt and interest, and expenses of this proceeding; the remainder, if any, paid to said first party; said first party agreeing to surrender possession of said property without let or hindrance of any kind.

BOOK 1033 PAGE 293

This conveyance is made to secure a debt of \$17425.00 under section 67-1201 of the Code of Georgia of 1988, and any other present or future indebtedness or liability of mine to second party. The debt hereby secured is described as follows: one note or any note given in renewal thereof, for \$ 17425.00, dated \_\_\_\_\_, bearing interest at ten per cent per annum from \_\_\_\_\_ date hereof \_\_\_\_\_, 19 \_\_\_\_\_ due

and payable in ten (10) consecutive, equal annual installments of \$1742.50 plus accrued interest on the unpaid principal balance with the first installment due April 8, 1990 and thereafter annually until paid in full.

In case this debt is not paid promptly when due, I authorize said second party, his heirs, legal representatives or assigns to sell said described property at public sale in the County Court House of Henry County, Georgia, to the highest bidder for cash to pay said debt, with interest thereon and the expenses of the proceedings, including 15 per cent attorney's fees, if the claim be placed in the hands of an attorney for collection, after advertising the time, place and terms of sale in a newspaper of general circulation in said County once a week for four weeks. And said second party, his heirs, legal representatives or assigns, may make to the purchaser title in Fee Simple to the same; and said second party, his heirs, legal representatives or assigns, are hereby authorized to bid and to buy at said public sale. The proceeds of said sale are to be applied first to payment of said debt and interest, and expenses of this proceeding; the remainder, if any, paid to said first party; said first party agreeing to surrender possession of said property without let or hindrance of any kind. But the foregoing powers for realizing on this security are cumulative only, and coupled with the power and are irrevocable by death or otherwise. I agree to maintain \$ none fire insurance on building on this property with loss payable to second party.

Said first party hereby covenants that Fee Simple title to said property is vested in him, and that there are no liens of any nature against me.

Witness my hand and seal, this 8th day of April, 1989  
Signed, sealed and delivered in the presence of:

Elizabeth B. Harris

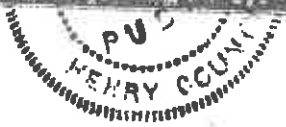
Clarence R. McQueen (Seal)  
Clarence R. McQueen

Carol C. McQueen (Seal)  
Carol C. McQueen

Notary



Notary Public, Henry County, Georgia  
My Commission Expires April 5, 1991



05587

**EXHIBIT B**



# FUTURE LAND USE MAP

## Legend - Land Use

- FLUW2016**  
 (all other values)
- FLU0000**
- Gateway Town Center
  - Central Business District
  - Mixed Historic Neighborhood
  - Mixed Use Neighborhood
  - Mixed Use District
  - Office
  - Professional/Institutional
  - Rural Residential
  - Low Density Residential
  - Medium Density Residential
  - High Density Residential
  - Very High Density - County
  - Neighborhood Commercial
  - Community Commercial
  - Regional Commercial
  - Commercial - County
  - Service Commercial
  - Industrial
  - Trans., Comm., Utilities
  - Parks, Recreation, Conv.
  - City Limits
  - Streets
  - Railroad
  - County Limits

**Subject Property**

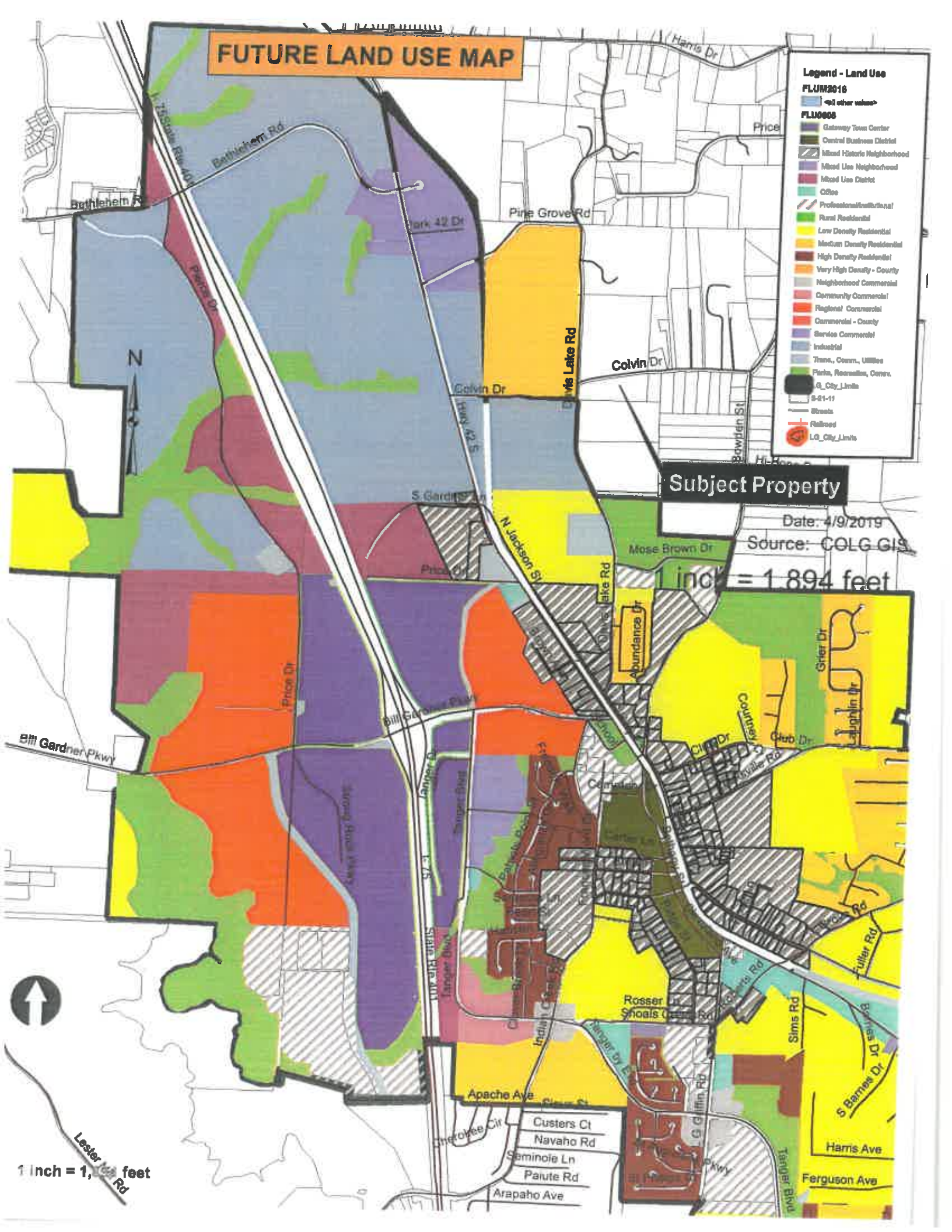
Date: 4/9/2019

Source: COLG GIS

1 inch = 1,894 feet



1 inch = 1,894 feet



**APPLICATION FOR ANNEXATION UNDER  
THE ONE HUNDRED PERCENT (100%) METHOD**

Date of Submission: 1/2/19

To the Mayor and City Council of the City of Locust Grove, Henry County, Georgia.

1. We, the undersigned, all of the owners of all real property of the territory described herein respectfully request that the City Council annex this territory to the City of Locust Grove, Georgia, and extend the City boundaries to include the same.
2. The territory to be annexed is unincorporated and contiguous (as described in O.C.G.A. 36-36-20) to the existing corporate limits of Locust Grove, Georgia, and the description of such territory is hereto attached as Exhibit A.

**OWNERS NAME(S)**

Clarence R. McQueen

Carol C. McQueen

**PROPERTY LOCATION**

340 Colvin Dr.

Locust Grove, GA 30248

**PHONE NUMBER**

770-630-0496

**ALTERNATE PHONE**

678-222-8435

**LAND LOT/DISTRICT**

L Lot 232L Dist: 2

**ACREAGE**

~ 9.97

**MAP CODE NO.**

127-02016001

**ZONING CLASSIFICATION**

RA

**SIGNATURE(S)**

Clarence R. McQueen

Date 1/2/19

Carol C. McQueen

Date 1/2/19

All property owners must sign as their name appears on the Deed.



# REZONING EVALUATION REPORT

April 15, 2019

FILE: RZ-19-04-01

## ANNEXATION & REZONING

### Property Information

Tax ID	127-02016001
Location/address	Land Lot 232 of the 2 <sup>nd</sup> District 340 Colvin Drive
Parcel Size	Approximately 9.97 acres
Current Zoning	RA (County Residential Agricultural) to RA (City Residential Agricultural)
Request	Annex RA-zoned property in unincorporated Henry County into the City of Locust Grove with an RA zoning
Proposed Use	Residential Agricultural
Existing Land Use	Single-family dwelling / Unincorporated Henry County
Future Land Use	Low-Density Residential (unincorporated Henry County)
Recommendation	Approval

### Summary

Clarence R. and Carol C. McQueen of Locust Grove, Georgia are the owners (the "Applicants") of a tract of land located at 340 Colvin Drive seek to annex property into the incorporated limits of the City of Locust Grove in Land Lot 232 of the 2<sup>nd</sup> District (the "Subject Property"). The Subject Property is approximately 9.97 acres in size and contains a single-family residence on site along with accessory structures common to properties used for agricultural purposes.

The Subject Property is zoned RA (residential agricultural) in the unincorporated area of Henry County. It is the intent of the Applicants to retain this RA (residential agricultural) zoning designation in the City of Locust Grove.

The City Council approved *Resolution (19-02-027)* to accept the application for annexation from the Applicants on February 11, 2019. The Director of Planning and Economic Development for Henry County confirmed via e-mail that the request for annexation was presented to the Henry County Board of Commissioners during their regular meeting on March 5, 2019 with no objections.





# REZONING EVALUATION REPORT

April 15, 2019

FILE: RZ-19-04-01

ANNEXATION & REZONING

## Service Delivery / Infrastructure

**Water and Sewer:** The Subject Property is currently served by county water and a septic tank and is expected to remain so if annexed into the City. The Subject Property is located within the Tussahaw Creek Watershed Protection Area and must meet the guidelines set forth in *Section 17.04.040* of the Code of Ordinance, City of Locust Grove, Georgia.

**Police Services:** When the Subject Property is annexed into the city limits, it will be placed on a regular patrol route.

**Fire:** Fire and emergency services will be performed by Henry County as is the case in other areas of the City.

**Transportation Impacts:** There are no discernible increases or changes to transportation patterns in the vicinity as a result of this request given the single-family residence is already in existence. Single-family detached dwellings typically generate 9.5 trips on an average weekday<sup>1</sup>.

## Criteria for Evaluation of Rezoning Request

### Section 17.04.315 Procedure for Hearing before City Council.

- (a) All proposed amendments to this chapter or to the official zoning map with required site plans shall be considered at public hearing. The City Council shall consider the following:
- (1) The possible effects of the change in the regulations or map on the character of a zoning district, a particular piece of property, neighborhood, a particular area, or the community. Discussion: No impacts on the character of the particular area are anticipated as a result of this request given the zoning on the Subject Property is going from RA-County to RA-City as part of an annexation request.
  - (2) The relation that the proposed amendment bears to the purpose of the overall zoning scheme with due consideration given to whether or not the proposed change will help carry out the purposes of this Chapter. Discussion: The request will continue the residential/agricultural use of the Subject Property as it transitions from the unincorporated area of Henry County into the city limits of Locust Grove.
  - (3) Consistency with the Land Use Plan. Discussion: The request is consistent with the County's Future Land Use Plan and development patterns in the immediate areas. It is reasonable to assume changes in the development patterns to higher density and more

<sup>1</sup> Institute of Transportation Engineers. *Trip Generation, 7<sup>th</sup> Edition, Volume 2 of 3*. Page 269.





# REZONING EVALUATION REPORT

April 15, 2019

FILE: RZ-19-04-01

## ANNEXATION & REZONING

intensive uses for this area as availability to sanitary sewer is introduced in the near future when the Davis Lake Interceptor comes online.

- (4) **The potential impact of the proposed amendment on City infrastructure including water and sewerage systems.** Discussion: There are no impacts to the City's infrastructure given the lot is already developed under its present zoning and is seeking to establish an equivalent zoning in the City.
- (5) **The impact of the proposed amendment on adjacent thoroughfares and pedestrian vehicular circulation and traffic volumes.** Discussion: No impacts are anticipated as a result of granting this request.
- (6) **The impact upon adjacent property owners should the request be approved.** Discussion: There are no plans to change the manner in which the Subject Property is utilized; therefore, impacts on adjacent property owners should be no more than they are at present.
- (7) **The ability of the subject land to be developed as it is presently zoned.** Discussion: Currently, the Subject Property contains a single-family dwelling and detached accessory buildings; all of which are consistent with permitted uses granted by the RA (residential agricultural) zoning district both in the City and unincorporated County.
- (8) **The physical conditions of the site relative to its capability to be developed as requested, including topography, drainage, access, and size and shape of the property.** Discussion: There are no known physical conditions or limitations that could preclude the use of the Subject Property, in fact, there exists a single-family residence on the site in accordance with the permitted uses in the RA zoning district.
- (9) **The merits of the requested change in zoning relative to any other guidelines and policies for development which the Community Development Commission and City Council may use in furthering the objectives of the Land Use Plan.** Discussion: The merits are consistent with both the City's zoning ordinance and with future and existing development patterns in the area.

## Recommendation

Staff recommends APPROVAL of this request to annex the Subject Property and rezone it to RA (residential agricultural) once in the City.

**EXHIBIT C**

# Henry Herald

38 Sloan Street  
McDonough, Georgia 30253

Phone (770) 957-9161  
Fax (770) 339-5869

## PUBLISHER'S AFFIDAVIT

STATE OF GEORGIA  
COUNTY OF HENRY

Personally appeared before the undersigned, a notary public within and for said county and state, Robert D. McCray, Vice President of SCNI, which publishes the Henry Herald, published at McDonough, County of Henry, State of Georgia, and being the official organ for the publication of legal advertisements for said county, who being duly sworn, states on oath that the report of

Ad No.: 592094

Name and File No.: **PUBLIC HEARING ANNEX REZONE 4/**  
a true copy of which is hereto attached, was published in said newspaper on the following date(s):

03/27/19 Wed

Public Hearing Notice -  
Rezoning  
City of Locust Grove  
April 15, 2019  
6:00 PM  
Locust Grove Public  
Safety Building  
3640 Highway 42 South  
Locust Grove, GA 30245

The public hearing will be held in the Locust Grove Public Safety Building, located at 3640 Highway 42 South.

Bert Foster  
Community Development  
Director  
City of Locust Grove  
928-592094, 3/27

Notice is hereby given as required by Chapter 66 of Title 36 of the Official Code of Georgia Annotated ("Zoning Procedures Law") and Section 17.04 of the Code of Ordinances, City of Locust Grove, Georgia, that the Locust Grove City Council, on Monday, April 15, 2019 at 6:00 PM, will conduct a public hearing for the purpose of the following:

**ANNEXATION & REZONING**  
RZ-19-04-01 Clarence R. McQueen and Carol C. McQueen request annexation and rezoning from RA (residential agricultural) in unincorporated Henry County to RA (residential agricultural) within the City of Locust Grove for property located at 340 Colvin Drive (Parcel ID 127-02016001) containing approximately 9.87 +/- acres in Land Lot 232 of the 2nd District for the purpose of incorporating property in the City limits.

RZ-19-04-02 Pamela C. Pair requests annexation and rezoning from RA (residential agricultural) in unincorporated Henry County to RA (residential agricultural) within the City of Locust Grove for property located at 1000 Davis Lake Road (Parcel ID 127-02016000) containing approximately 34.82 +/- acres in Land Lot 232 of the 2nd District for the purpose of incorporating property in the City limits.

RZ-19-04-03 Randell L. Crumbley requests annexation and rezoning from RA (residential agricultural) in unincorporated Henry County to RA (residential agricultural) within the City of Locust Grove for property located at 1138 Davis Lake Road (Parcel ID 127-02018000) containing approximately 39.28 +/- acres in Land Lot 232 of the 2nd District for the purpose of incorporating property in the City limits.

Robert D. McCray, SCNI Vice President of Sales and Marketing



By Dawn Ward

Legal Advertising Clerk

Sworn and subscribed before me 03/28/19



Notary Public



**AFFIDAVIT OF SIGN POSTING**

Personally appeared, before the undersigned officer duly authorized to administer oaths, Mr. Richard Cook, who, after being duly sworn, testifies as follows:

1.

My name is Richard Cook. I am over twenty-one years of age and competent to give this, my affidavit, based upon my personal knowledge.

2.

Clarence R. and Carol C. McQueen, of Locust Grove, GA, requests rezoning from RA (residential agricultural) County to RA (residential agricultural) City for property located at 340 Colvin Drive (Parcel ID 127-02016001), south of the intersection with Davis Lake Road in Land Lot 232 of the 2<sup>nd</sup> District. The property consists of approximately 9.97 acres and the request is for annexation into the Locust Grove city limits with a City RA (residential agricultural) zoning.

3.

On the 29<sup>th</sup> day of March 2019 at approximately 10:00am, I, Richard Cook, posted one (1) double-sided sign notification at 340 Colvin Drive for the purpose of advertising a public hearing on the above request to be heard by the Locust Grove City Council on the 15<sup>th</sup> day of April 2019, at 6:00 p.m. at the Locust Grove Public Safety Building, 3640 Highway 42, Locust Grove, Georgia 30248. Photographs of same are attached hereto as Exhibit "A" and incorporated herein by reference.

FURTHER AFFIANT SAYETH NOT.

This 10<sup>th</sup> day of April 2019.

*Richard M Cook*  
Affiant

Sworn and subscribed before me  
this 10 day April, 2019.

*Manuela Luke*  
Notary Public



**Exhibit "A"**





**PUBLIC**  
GENERATOR &  
REPAIRS  
**NOTICE**

03 29 2019 10 02



## Community Development Department

P. O. Box 900  
Locust Grove, Georgia 30248  
Phone: (770) 957-5043  
Facsimile (770) 954-1223

### Item Coversheet

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**Item:** An ordinance for annexation from Pamela C. Pair for annexation of 34.82 +/- acres located at 1000 Davis Lake Road.

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** March 27, 2019 – newspaper  
March 29, 2019 – sign

**Budget Item:** No

**Date Received:** January 18, 2019

**Workshop Date:** April 15, 2019

**Regular Meeting Date:** May 6, 2019  
February 11, 2019 – acceptance of the application

#### Discussion:

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A request for annexation of approximately 34.82 acres of property located at 1000 Davis Lake Road (127-02016000). The property is zoned RA (residential agricultural) and will remain so if incorporated into the City.

The application was accepted by the City Council at the February 11, 2019 meeting under Resolution (19-02-025). The Henry County Board of Commissioners raised no objections to this annexation during their March 5, 2019 meeting.

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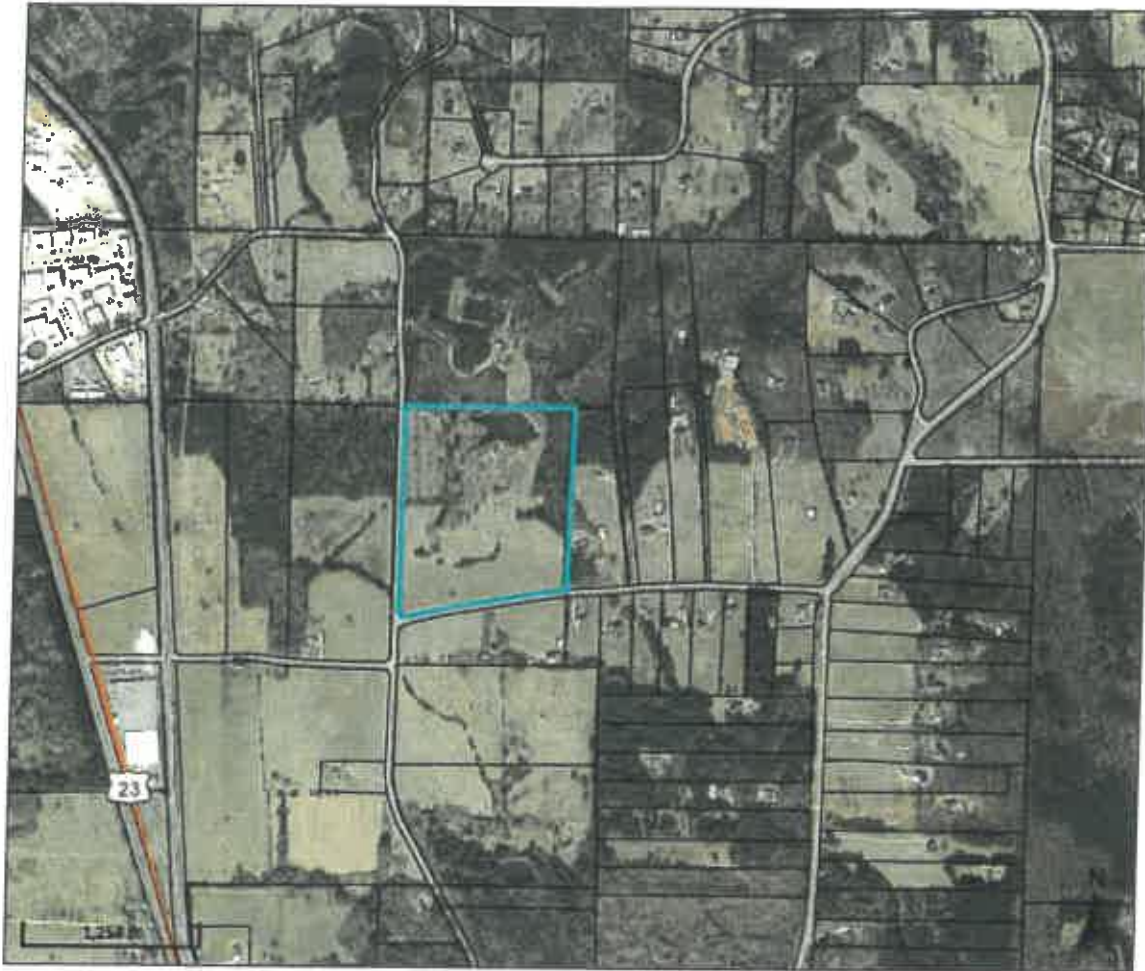
**Recommendation:**

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**Staff recommends approval of this request.**

**I MOVE TO (approve/deny/table) THE ORDINANCE PERTAINING TO THE REQUEST FROM PAMELA C. PAIR FOR ANNEXATION OF 34.82 +/- ACRES LOCATED AT 1000 DAVIS LAKE ROAD.**





<b>Parcel ID</b>	127-02016000	<b>Class</b>	V	<b>Owner</b>	PAIR PAMELA C	<b>Land Value:</b>	\$155,900								
<b>Property Address</b>	1000 DAVIS LAKE RD	<b>Acreage</b>	34.82	<b>Address</b>	1051 DAVIS LAKE RD	<b>Building Value:</b>	\$0	<b>Last 2 Sales Date</b>	1/31/2011	<b>Price</b>	\$0	<b>Reason</b>	FAMILY/GIFT	<b>Qual</b>	U
<b>District</b>	County/UnIncorp				LOCUST GROVE GA 30248	<b>Misc Value:</b>	\$0	<b>2/21/2000</b>	\$0	<b>n/a</b>					
						<b>Total Value:</b>	\$155,900								

Parcel lines depicted on the maps do not reflect a true and exact representation of property boundaries and should not be relied upon for said purpose. Property boundary lines are depicted on recorded plats available at the Henry County Courthouse or can be determined by employing the services of a licensed surveyor.

Date created: 4/10/2019  
 Last Data Uploaded: 4/9/2019 10:31:31 PM

Developed by  Schneider  
 GEOSPATIAL

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO ANNEX PROPERTY INTO THE CITY OF LOCUST GROVE PURSUANT TO CHAPTER 36 OF TITLE 36 OF *THE OFFICIAL CODE OF GEORGIA ANNOTATED*; TO PROVIDE FOR APPROPRIATE ENTRIES UPON OR ADDITIONS TO THE OFFICIAL MAP OF THE CITY AND ALL OTHER RECORDS; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE OF ANNEXATION; AND FOR OTHER PURPOSES**

**WHEREAS**, the City of Locust Grove (“City”) is a municipal corporation, duly organized and existing under the laws of the State of Georgia; and,

**SECTION 1.**

**ANNEXATION.**

Pamela C. Pair (the “Applicant”) petitioned the City to annex property located at 1000 Davis Lake Road consisting of approximately 34.82 acres (Parcel ID-127-02016000) located in Land Lot 232 of the 2<sup>nd</sup> District (the “Property”) as shown in the Boundary Survey attached hereto as **Exhibit A**; and,

**WHEREAS**, the Applicant filed a request to annex the Property into the City of Locust Grove on January 18, 2019 as shown in the application attached hereto as **Exhibit B**; and,

**WHEREAS**, the Mayor and City Council of the City of Locust Grove approved Resolution 19-02-025 accepting the application for annexation on February 11, 2019; and,

**WHEREAS**, the Henry County Board of Commissioners reviewed the Applicant’s request during their March 5, 2019 and raised no objections to said request; and,

**WHEREAS**, said request has been reviewed by the Mayor and City Council at a Public Hearing held on April 15, 2019 as well as by the City Community Development Director; and,

**WHEREAS**, the Applicant further requests that the Property retain the same zoning in the City (RA: residential agricultural) that it had in the County (RA: residential agricultural) which will be addressed under a separate action; and,

**WHEREAS**, notice of this matter (as attached hereto and incorporated herein as **Exhibit C**) has been provided in accordance with applicable state law and local ordinances; and,

**WHEREAS**, the Mayor and City Council have reviewed and considered the Applicant's request and both the recommendations of the public hearing and City staff as presented in the Report.

## SECTION 2.

### **OFFICIAL MAP AND RECORDS.**

The Mayor and City Clerk are hereby directed to make entries upon or additions to the official map of the City and all other records to the extent necessary to reflect the annexation of property contemplated herein.

## SECTION 3.

### **SEVERABILITY.**

In the event any portion of this ordinance shall be declared or adjudged invalid or unconstitutional, it is the intention of the City Council of Locust Grove that such adjudications shall in no manner affect the other sections, sentences, clauses or phrases of this ordinance which shall remain in full force and effect as if the invalid or unconstitutional section, sentence, clause, or phrase were not originally part of the ordinance.

## SECTION 4.

### **REPEAL OF CONFLICTING PROVISIONS.**

Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 5.

**EFFECTIVE DATE OF ANNEXATION.**

- A. This ordinance shall take effect immediately. Annexation pursuant to this ordinance shall become effective on the first day of the month following adoption of this ordinance.
- B. Notwithstanding the foregoing, no property located in the annexed area shall be subject to ad valorem taxation by the City until January 1<sup>st</sup> of the year following the effective dates solely for the purpose of determining enrollment in any independent school system operating in the City.

**THEREFORE, THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY  
ORDAINS:**

- ( ) That the Applicant's request for annexation is hereby **APPROVED**.
- ( ) That the Applicant's request in said application is hereby **DENIED**.

**SO ORDAINED** by the Council of this City this 6<sup>TH</sup> day of May 2019.

\_\_\_\_\_  
ROBERT S. PRICE, Mayor

ATTEST:

\_\_\_\_\_  
MISTY SPURLING, City Clerk

(Seal)

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**EXHIBIT A**



RETURN TO: Pamela Rebecca Pair  
1051 Davis Lake Road  
Locust Grove, Ga 30248

STATE OF GEORGIA  
COUNTY OF HENRY PT-61 075-20 11 - 670  
WARRANTY DEED  
DEED OF GIFT

THIS INDENTURE, made this the 31 day of January, in the year two thousand eleven (2011), between RANDALL LAWRENCE CRUMBLEY, of the County of Henry, State of Georgia, as party of the first part, hereinafter called Grantor and PAMELA CRUMBLEY PAIR, as party of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that for and in consideration of DEED OF GIFT and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, Grantor has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does hereby grant, bargain, sell, alien, convey and confirm unto the said grantee the following:

ANY AND ALL INTEREST I MAY HAVE IN AND TO:

All that tract or parcel of land, situate, lying and being in Land Lot 232, 2<sup>nd</sup> District, Henry County, Georgia and being identified as Tract 2 containing 34.820 acres and Tract 1B containing 11.628 acres and being more particularly described on that certain plat of survey dated December 30, 2010, entitled "A Boundary Survey Prepared For: PAMELA R. PAIR", prepared by Charles Lee Iner, Ga RLS #2966, and recorded in Plat Book 51, Page 81, Henry Co., Ga. Records. Said plat and its descriptive data are incorporated herein by reference to same.

This being a portion of that property described in that certain Deed dated January 22, 1978, from Virginia Coker Crumbley, Executrix of the Last Will and Testament of George Lawrence Crumbley to Randall Lawrence Crumbley and Pamela Rebecca Crumbley, recorded in Deed Book 326, Page 212, Henry Co., Ga. Records and that certain Deed of Assent dated February 21, 2000, from Randall Lawrence Crumbley and Pamela Rebecca Pair, co-executors of the Last Will and Testament of Nellie C. Willard to Randall Lawrence Crumbley and Pamela Rebecca Pair, recorded in Deed Book 3612, Page 303, Henry Co., Ga. Records.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons whomsoever.

IN WITNESS WHEREOF, Grantor has signed and sealed this deed, the day and year first above written.

Signed, sealed and delivered in the presence of:

*Randall L. Crumbley* (SEAL)  
RANDALL LAWRENCE CRUMBLEY

*Renee V. Moore*  
Witness

NOTARY PUBLIC - STATE OF  
MY COMM. EXP.:  
(SEAL)



SCRIVENER DOES NOT CERTIFY



**EXHIBIT B**

**APPLICATION FOR ANNEXATION UNDER  
THE ONE HUNDRED PERCENT (100%) METHOD**

Date of Submission: 1/18/19

To the Mayor and City Council of the City of Locust Grove, Henry County, Georgia.

1. We, the undersigned, all of the owners of all real property of the territory described herein respectfully request that the City Council annex this territory to the City of Locust Grove, Georgia, and extend the City boundaries to include the same.
2. The territory to be annexed is unincorporated and contiguous (as described in O.C.G.A. 36-36-20) to the existing corporate limits of Locust Grove, Georgia, and the description of such territory is hereto attached as Exhibit A.

OWNERS NAME(S) Pamela C Pair

PROPERTY LOCATION 1000 Davis Lake Rd  
Locust Grove, GA 30248

PHONE NUMBER 770-957-6078

ALTERNATE PHONE \_\_\_\_\_

LAND LOT/DISTRICT Land Lot 232 2nd District

ACREAGE 34.820

MAP CODE NO. 127-02016000

ZONING CLASSIFICATION RA

SIGNATURE(S) Pamela C Pair Date 1/18/19

\_\_\_\_\_  
Date \_\_\_\_\_

All property owners must sign as their name appears on the Deed.

**EXHIBIT C**

# Henry Herald

38 Sloan Street  
McDonough, Georgia 30253

Phone (770) 957-9161  
Fax (770) 339-5869

## PUBLISHER'S AFFIDAVIT

STATE OF GEORGIA  
COUNTY OF HENRY

Personally appeared before the undersigned, a notary public within and for said county and state, Robert D. McCray, Vice President of SCNI, which publishes the Henry Herald, published at McDonough, County of Henry, State of Georgia, and being the official organ for the publication of legal advertisements for said county, who being duly sworn, states on oath that the report of

Ad No.: **592094**  
Name and File No.: **PUBLIC HEARING ANNEX REZONE 4/**  
a true copy of which is hereto attached, was published in said newspaper on the following date(s):  
**03/27/19 Wed**

Public Hearing Notice -  
Rezoning  
City of Locust Grove  
April 15, 2019  
6:00 PM  
Locust Grove Public  
Safety Building  
3540 Highway 42 South  
Locust Grove, GA 30248

The public hearing will be held in the Locust Grove Public Safety Building, located at 3540 Highway 42 South.

Bert Foster  
Community Development  
Director  
City of Locust Grove  
828-582094, 3/27

Notice is hereby given as required by Chapter 86 of Title 36 of the Official Code of Georgia Annotated ("Zoning Procedures Law") and Section 17.04 of the Code of Ordinances, City of Locust Grove, Georgia, that the Locust Grove City Council, on Monday, April 15, 2019 at 6:00 PM, will conduct a public hearing for the purpose of the following:

**ANNEXATION & REZONING**  
RZ-19-04-01 Clarence R. McQueen and Carol C. McQueen request annexation and rezoning from RA (residential agricultural) in unincorporated Henry County to RA (residential agricultural) within the City of Locust Grove for property located at 340 Colvin Drive (Parcel ID 127-02016001) containing approximately 9.97 +/- acres in Land Lot 232 of the 2nd District for the purpose of incorporating property in the City limits.

RZ-19-04-02 Pamela C. Pair requests annexation and rezoning from RA (residential agricultural) in unincorporated Henry County to RA (residential agricultural) within the City of Locust Grove for property located at 1000 Davis Lake Road (Parcel ID 127-02016000) containing approximately 34.62 +/- acres in Land Lot 232 of the 2nd District for the purpose of incorporating property in the City limits.

RZ-19-04-03 Randall L. Crumbley requests annexation and rezoning from RA (residential agricultural) in unincorporated Henry County to RA (residential agricultural) within the City of Locust Grove for property located at 1138 Davis Lake Road (Parcel ID 127-02016000) containing approximately 39.28 +/- acres in Land Lot 232 of the 2nd District for the purpose of incorporating property in the City limits.

Robert D. McCray, SCNI Vice President of Sales and Marketing



By Dawn Ward  
Legal Advertising Clerk

Sworn and subscribed before me 03/28/19



Notary Public



**AFFIDAVIT OF SIGN POSTING**

Personally appeared, before the undersigned officer duly authorized to administer oaths, Mr. Richard Cook, who, after being duly sworn, testifies as follows:

1.

My name is Richard Cook. I am over twenty-one years of age and competent to give this, my affidavit, based upon my personal knowledge.


2.

Pamela C. Pair, of Locust Grove, GA, requests rezoning from RA (residential agricultural) County to RA (residential agricultural) City for property located at 1000 Davis Lake Road (Parcel ID 127-02016000), north of the intersection with Colvin Drive in Land Lot 232 of the 2<sup>nd</sup> District. The property consists of approximately 34.82 acres and the request is for annexation into the Locust Grove city limits with a City RA (residential agricultural) zoning.

3.

On the 29<sup>th</sup> day of March 2019 at approximately 10:05am, I, Richard Cook, posted one (1) double-sided sign notification at 1000 Davis Lake Road for the purpose of advertising a public hearing on the above request to be heard by the Locust Grove City Council on the 15<sup>th</sup> day of April 2019, at 6:00 p.m. at the Locust Grove Public Safety Building, 3640 Highway 42, Locust Grove, Georgia 30248. Photographs of same are attached hereto as Exhibit "A" and incorporated herein by reference.

FURTHER AFFIANT SAYETH NOT.

. This 10<sup>th</sup> day of April 2019.  
  
Affiant

Sworn and subscribed before me  
this 10 day April, 2019.

  
Notary Public



**Exhibit "A"**



**PUBLIC**  
City of Locust Grove  
City Council Meeting  
Public Safety Building  
3640 Highway 43  
Locust Grove, GA 30248

**ANNEXATION & REZONING**  
FROM: County RA  
(residential agricultural)  
TO: City RA  
(residential agricultural)

**DATE:** April 15, 2019  
**TIME:** 6:00 PM

**NOTICE**  
For information, please call:  
(770) 692-2321 or visit  
[www.locustgrove-ga.gov](http://www.locustgrove-ga.gov)

03 29 2019 10 07





## Community Development Department

P. O. Box 900  
Locust Grove, Georgia 30248  
Phone: (770) 957-5043  
Facsimile (770) 954-1223

### Item Coversheet

**Item:** An ordinance to rezone approximately of 34.82 +/- acres located at 1000 Davis Lake Road from RA-County to RA-City.

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** March 27, 2019 – newspaper  
March 29, 2019 – sign

**Budget Item:** No

**Date Received:** January 18, 2019

**Workshop Date:** April 15, 2019

**Regular Meeting Date:** May 6, 2019  
February 11, 2019 – acceptance of the application

### Discussion:

A request for rezoning of approximately 34.82 acres of property located at 1000 Davis Lake Road (127-02016000). The property is zoned RA (residential agricultural) in unincorporated Henry County and is seeking annexation into the City with an RA-City designation.

---

**Recommendation:**

---

**Staff recommends approval of this request.**

**I MOVE TO (approve/deny/table) THE ORDINANCE TO REZONE 34.82  
+/- ACRES LOCATED AT 1000 DAVIS LAKE ROAD FROM RA-  
COUNTY TO RA-CITY.**

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO REZONE APPROXIMATELY 34.82 ACRES LOCATED AT 1000 DAVIS LAKE ROAD IN LAND LOT 232 OF THE 2<sup>ND</sup> DISTRICT WITHIN THE CITY OF LOCUST GROVE, GEORGIA; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

**WHEREAS**, the City of Locust Grove (“City”) is a municipal corporation, duly organized and existing under the laws of the State of Georgia; and,

**WHEREAS**, Pamela C. Pair (the “Applicant”) of Locust Grove, Georgia, requests rezoning for property located at 1000 Davis Lake Road (Parcel ID – 127-02016000) in Land Lot 232 of the 2<sup>nd</sup> District (the “Property”) as shown in the Boundary Survey attached hereto as **Exhibit A**; and,

**WHEREAS**, the Applicant submitted an application to annex the Property into the City on January 18, 2019 that is included in the Rezoning Evaluation Report (hereinafter referred to as “Report”) attached hereto and incorporated herein by reference as **Exhibit B**; and,

**WHEREAS**, the Mayor and City Council of the City of Locust Grove approved Resolution 19-01-025 accepting the application for annexation on February 11, 2019; and,

**WHEREAS**, the Mayor and City Council of the City of Locust Grove approved the annexation on May 6, 2019; and,

**WHEREAS**, the Applicant requests that the City Council rezone the Property from RA-County (residential agricultural) to RA-City (residential agricultural); and,

**WHEREAS**, said request has been reviewed by the Mayor and City Council at a Public Hearing held on April 15, 2019 as well as by the City Community Development Director; and,

**WHEREAS**, notice of this matter (as attached hereto and incorporated herein as **Exhibit C**) has been provided in accordance with applicable state law and local ordinances; and,

**WHEREAS**, the Mayor and City Council have reviewed and considered the request and both the recommendations of the public hearing and City staff as presented in the Report; and,

**THEREFORE, THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY ORDAINS:**

1.

- That the request for rezoning is hereby **APPROVED**.
- That the request for rezoning is hereby **DENIED**.

2.

That the use of the Property is subject to:

- The condition(s) set forth on **Exhibit D** attached hereto and incorporated herein by reference.
- The terms of the Development Agreement attached hereto as **Exhibit D** and incorporated herein by reference.
- If no **Exhibit D** is attached hereto, then the property is zoned without conditions.

3.

That, if the request is granted, the official zoning map for the City is hereby amended to reflect such zoning classification for the property.

4.

That, if granted, this Ordinance shall become effective immediately subject to the corresponding annexation ordinance under consideration.

**SO ORDAINED** by the Council of this City this 6<sup>th</sup> day of May 2019.

\_\_\_\_\_  
ROBERT S. PRICE, Mayor

**ATTEST:**

**MISTY SPURLING, City Clerk**

**(Seal)**

**APPROVED AS TO FORM:**

**City Attorney**

**EXHIBIT A**





RETURN TO: Pamela Rebecca Pair  
1051 Davis Lake Road  
Locust Grove, Ga 30248

STATE OF GEORGIA  
COUNTY OF HENRY PT-61 075-20 11 - 670

WARRANTY DEED  
DEED OF GIFT

THIS INDENTURE, made this the 31 day of January, in the year two thousand eleven (2011), between RANDALL LAWRENCE CRUMBLEY, of the County of Henry, State of Georgia, as party of the first part, hereinafter called Grantor and PAMELA R. PAIR, as party of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that for and in consideration of DEED OF GIFT and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, Grantor has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does hereby grant, bargain, sell, alien, convey and confirm unto the said grantee the following:

ANY AND ALL INTEREST I MAY HAVE IN AND TO:

All that tract or parcel of land, situate, lying and being in Land Lot 232, 2<sup>nd</sup> District, Henry County, Georgia and being identified as Tract 2 containing 34.820 acres and Tract 1B containing 11.628 acres and being more particularly described on that certain plat of survey dated December 30, 2010, entitled "A Boundary Survey Prepared For: PAMELA R. PAIR", prepared by Charles Lee Iner, Ga RLS #2966, and recorded in Plat Book 51, Page 61, Henry Co., Ga. Records. Said plat and its descriptive data are incorporated herein by reference to same.

This being a portion of that property described in that certain Deed dated January 22, 1978, from Virginia Coker Crumbley, Executrix of the Last Will and Testament of George Lawrence Crumbley to Randall Lawrence Crumbley and Pamela Rebecca Crumbley, recorded in Deed Book 326, Page 212, Henry Co., Ga. Records and that certain Deed of Assent dated February 21, 2000, from Randall Lawrence Crumbley and Pamela Rebecca Pair, co-executors of the Last Will and Testament of Nellie C. Willard to Randall Lawrence Crumbley and Pamela Rebecca Pair, recorded in Deed Book 3612, Page 363, Henry Co., Ga. Records.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons whomsoever.

IN WITNESS WHEREOF, Grantor has signed and sealed this deed, the day and year first above written.

Signed, sealed and delivered  
in the presence of:

*Randall L. Crumbley* (SEAL)  
RANDALL LAWRENCE CRUMBLEY

*Renee V. Moore*  
Witness  
*Renee V. Moore*  
NOTARY PUBLIC - STATE OF GEORGIA  
MY COMM. EXP.:  
(SEAL)  
SCRIVENER DOES NOT CERTIFY



**EXHIBIT B**

# FUTURE LAND USE MAP

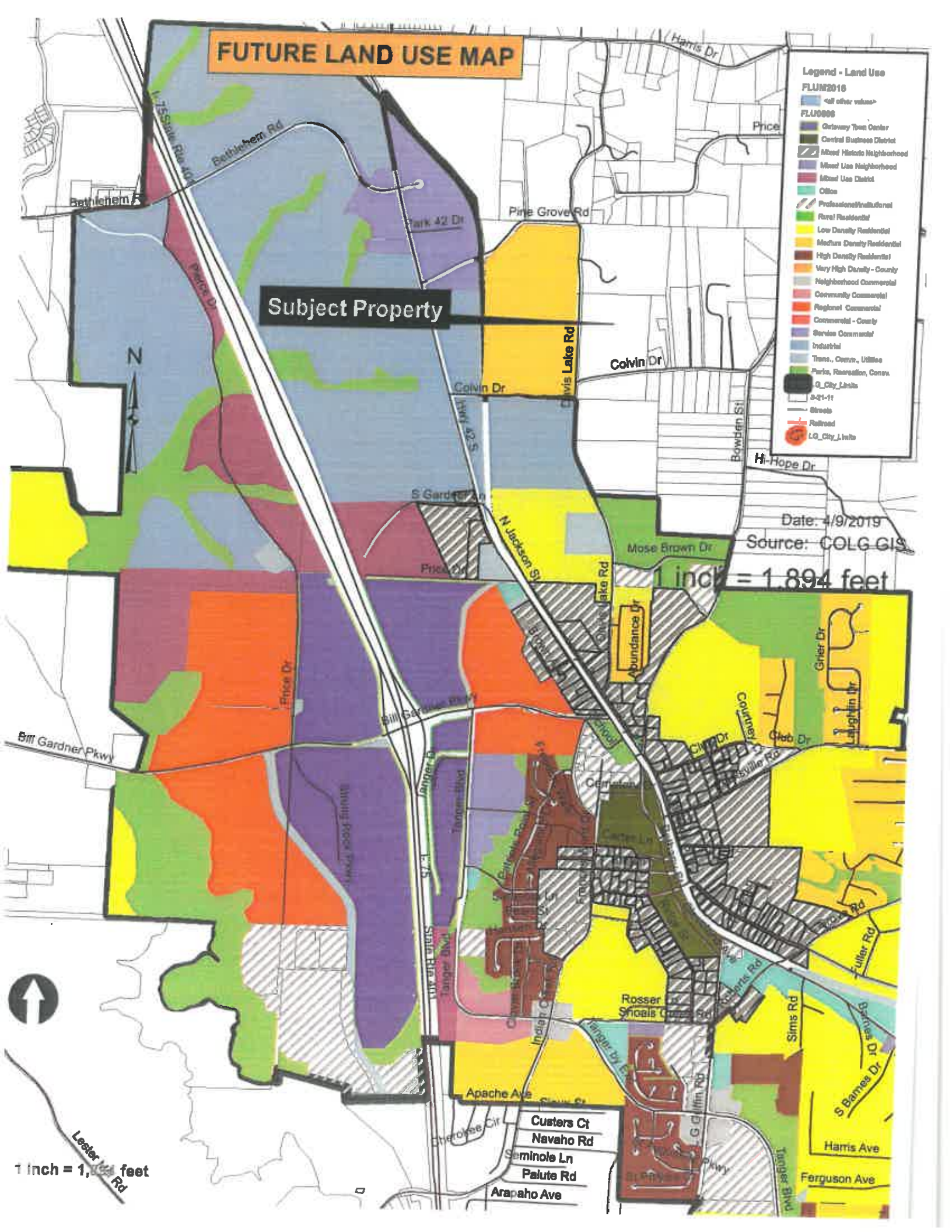
- Legend - Land Use**
- FLUN2016**
- all other values
  - FLU0000
  - Gateway Town Center
  - Central Business District
  - Mixed Historic Neighborhood
  - Mixed Use Neighborhood
  - Mixed Use District
  - Office
  - Professional/Industrial
  - Rural Residential
  - Low Density Residential
  - Medium Density Residential
  - High Density Residential
  - Very High Density - County
  - Neighborhood Commercial
  - Community Commercial
  - Regional Commercial
  - Commercial - County
  - Service Commercial
  - Industrial
  - Trans., Comm., Utilities
  - Parks, Recreation, Open
  - City Limits
  - 9-21-11
  - Streets
  - Railroad
  - LG\_City\_Limits

**Subject Property**

Date: 4/9/2019  
Source: COLG GIS

1 inch = 1,894 feet

1 inch = 1,894 feet





**APPLICATION FOR ANNEXATION UNDER  
THE ONE HUNDRED PERCENT (100%) METHOD**

Date of Submission: 1/18/19

To the Mayor and City Council of the City of Locust Grove, Henry County, Georgia.

1. We, the undersigned, all of the owners of all real property of the territory described herein respectfully request that the City Council annex this territory to the City of Locust Grove, Georgia, and extend the City boundaries to include the same.
2. The territory to be annexed is unincorporated and contiguous (as described in O.C.G.A. 36-36-20) to the existing corporate limits of Locust Grove, Georgia, and the description of such territory is hereto attached as Exhibit A.

OWNERS NAME(S) Pamela C Pair

PROPERTY LOCATION 1000 Davis Lake Rd  
Locust Grove, GA 30248

PHONE NUMBER 770-957-6078

ALTERNATE PHONE \_\_\_\_\_

LAND LOT/DISTRICT Land Lot 232 2nd District

ACREAGE 34.820

MAP CODE NO. 127-020-6000

ZONING CLASSIFICATION RA

SIGNATURE(S) Pamela C Pair Date 1/18/19

\_\_\_\_\_  
Date \_\_\_\_\_

All property owners must sign as their name appears on the Deed.



# REZONING EVALUATION REPORT

April 15, 2019

FILE: RZ-19-04-02

ANNEXATION & REZONING

## Property Information

Tax ID	127-02016000
Location/address	Land Lot 232 of the 2 <sup>nd</sup> District 1000 Davis Lake Road
Parcel Size	Approximately 34.82 acres
Current Zoning	RA (County Residential Agricultural) to RA (City Residential Agricultural)
Request	Annex RA-zoned property in unincorporated Henry County into the City of Locust Grove with an RA zoning
Proposed Use	Residential Agricultural
Existing Land Use	Single-family dwelling / Unincorporated Henry County
Future Land Use	Low-Density Residential (unincorporated Henry County)
Recommendation	Approval

## Summary

Pamela C. Pair of Locust Grove, Georgia is the owner (the "Applicant") of a tract of land located at 1000 Davis Lake Road and seeks to annex the property into the incorporated limits of the City of Locust Grove in Land Lot 232 of the 2<sup>nd</sup> District (the "Subject Property"). The Subject Property is approximately 34.82 acres in size and contains a single-family residence on site.

The Subject Property is zoned RA (residential agricultural) in the unincorporated area of Henry County. It is the intent of the Applicant to retain this RA (residential agricultural) zoning designation in the City of Locust Grove.

The City Council approved *Resolution (19-02-025)* to accept the application for annexation from the Applicant on February 11, 2019. The Director of Planning and Economic Development for Henry County confirmed via e-mail that the request for annexation was presented to the Henry County Board of Commissioners during their regular meeting on March 5, 2019 with no objections.



# REZONING EVALUATION REPORT

April 15, 2019

FILE: RZ-19-04-02

ANNEXATION & REZONING

## Service Delivery / Infrastructure

**Water and Sewer:** The Subject Property is currently served by a well and a septic tank and is expected to remain so if annexed into the City. The Subject Property is located within the Tussahaw Creek Watershed Protection Area and must meet the guidelines set forth in *Section 17.04.040* of the Code of Ordinance, *City of Locust Grove, Georgia*.

**Police Services:** When the Subject Property is annexed into the city limits, it will be placed on a regular patrol route.

**Fire:** Fire and emergency services will be performed by Henry County as is the case in other areas of the City.

**Transportation Impacts:** There are no discernible increases or changes to transportation patterns in the vicinity as a result of this request given the single-family residence is already in existence. Single-family detached dwellings typically generate 9.5 trips on an average weekday<sup>1</sup>.

## Criteria for Evaluation of Rezoning Request

### Section 17.04.315 Procedure for Hearing before City Council.

- (a) All proposed amendments to this chapter or to the official zoning map with required site plans shall be considered at public hearing. The City Council shall consider the following:
- (1) The possible effects of the change in the regulations or map on the character of a zoning district, a particular piece of property, neighborhood, a particular area, or the community. Discussion: No impacts on the character of the particular area are anticipated as a result of this request given the zoning on the Subject Property is going from RA-County to RA-City as part of an annexation request.
  - (2) The relation that the proposed amendment bears to the purpose of the overall zoning scheme with due consideration given to whether or not the proposed change will help carry out the purposes of this Chapter. Discussion: The request will continue the single-family residential/agricultural use of the Subject Property as it transitions from the unincorporated area of Henry County into the city limits of Locust Grove.
  - (3) Consistency with the Land Use Plan. Discussion: The request is consistent with the County's Future Land Use Plan and development patterns in the immediate areas. It is reasonable to assume changes in the development patterns to higher density and more

<sup>1</sup> Institute of Transportation Engineers. *Trip Generation, 7<sup>th</sup> Edition, Volume 2 of 3*. Page 269.



# REZONING EVALUATION REPORT

April 15, 2019

FILE: RZ-19-04-02

## ANNEXATION & REZONING

intensive uses for this area as availability to sanitary sewer is introduced in the near future when the Davis Lake Interceptor comes online.

- (4) **The potential impact of the proposed amendment on City infrastructure including water and sewerage systems.** Discussion: There are no impacts to the City's infrastructure given the Subject Property is already developed under its present zoning and is seeking to establish an equivalent zoning in the City.
- (5) **The impact of the proposed amendment on adjacent thoroughfares and pedestrian vehicular circulation and traffic volumes.** Discussion: No additional impacts on adjacent thoroughfares, pedestrian circulation, and traffic volumes are anticipated as a result of granting this request.
- (6) **The impact upon adjacent property owners should the request be approved.** Discussion: There are no plans to change the manner in which the Subject Property is utilized; therefore, impacts on adjacent property owners should be no more than they are at present. The property owner to the north has a similar annexation/rezoning request pending before the City Council.
- (7) **The ability of the subject land to be developed as it is presently zoned.** Discussion: Currently, the Subject Property contains a single-family dwelling which is consistent with permitted uses granted by the RA (residential agricultural) zoning district both in the City and unincorporated County.
- (8) **The physical conditions of the site relative to its capability to be developed as requested, including topography, drainage, access, and size and shape of the property.** Discussion: There are no known physical conditions or limitations that could preclude the use of the Subject Property, in fact, there exists a single-family residence on the site in accordance with the permitted uses in the RA zoning district.
- (9) **The merits of the requested change in zoning relative to any other guidelines and policies for development which the Community Development Commission and City Council may use in furthering the objectives of the Land Use Plan.** Discussion: The merits are consistent with both the City's zoning ordinance and with future and existing development patterns in the area.

## Recommendation

Staff recommends APPROVAL of this request to annex the Subject Property with an RA (residential agricultural) zoning in the City.

*Preserving the Past... ..Planning the Future*



**EXHIBIT C**

# Henry Herald

38 Sloan Street  
McDonough, Georgia 30253

Phone (770) 957-9161  
Fax (770) 339-5869

## PUBLISHER'S AFFIDAVIT

STATE OF GEORGIA  
COUNTY OF HENRY

Personally appeared before the undersigned, a notary public within and for said county and state, Robert D. McCray, Vice President of SCNI, which publishes the Henry Herald, published at McDonough, County of Henry, State of Georgia, and being the official organ for the publication of legal advertisements for said county, who being duly sworn, states on oath that the report of

Ad No.: 592094  
Name and File No.: **PUBLIC HEARING ANNEX REZONE 4/**  
a true copy of which is hereto attached, was published in said newspaper on the following date(s):  
**03/27/19 Wed**

Public Hearing Notice -  
Rezoning  
City of Locust Grove  
April 15, 2019  
6:00 PM  
Locust Grove Public  
Safety Building  
3640 Highway 42 South  
Locust Grove, GA 30248

The public hearing will be held in the Locust Grove Public Safety Building, located at 3640 Highway 42 South.

Bert Foster  
Community Development  
Director  
City of Locust Grove  
828-592094, 3/27

Notice is hereby given as required by Chapter 66 of Title 36 of the Official Code of Georgia Annotated ("Zoning Procedures Law") and Section 17.04 of the Code of Ordinances, City of Locust Grove, Georgia, that the Locust Grove City Council, on Monday, April 15, 2019 at 6:00 PM, will conduct a public hearing for the purpose of the following:

**ANNEXATION & REZONING**  
RZ-19-04-01 Clarence R. McQueen and Carol C. McQueen request annexation and rezoning from RA (residential agricultural) in unincorporated Henry County to RA (residential agricultural) within the City of Locust Grove for property located at 340 Calvin Drive (Parcel ID 127-02016001) containing approximately 8.97 +/- acres in Land Lot 232 of the 2nd District for the purpose of incorporating property in the City limits.

RZ-19-04-02 Pamela C. Pair requests annexation and rezoning from RA (residential agricultural) in unincorporated Henry County to RA (residential agricultural) within the City of Locust Grove for property located at 1000 Davis Lake Road (Parcel ID 127-02016000) containing approximately 34.82 +/- acres in Land Lot 232 of the 2nd District for the purpose of incorporating property in the City limits.

RZ-19-04-03 Randall L. Crumley requests annexation and rezoning from RA (residential agricultural) in unincorporated Henry County to RA (residential agricultural) within the City of Locust Grove for property located at 1138 Davis Lake Road (Parcel ID 127-02016000) containing approximately 39.28 +/- acres in Land Lot 232 of the 2nd District for the purpose of incorporating property in the City limits.

Robert D. McCray, SCNI Vice President of Sales and Marketing

By Dawn Ward  
Legal Advertising Clerk

Sworn and subscribed before me 03/28/19



Notary Public

**AFFIDAVIT OF SIGN POSTING**

Personally appeared, before the undersigned officer duly authorized to administer oaths, Mr. Richard Cook, who, after being duly sworn, testifies as follows:

1.

My name is Richard Cook. I am over twenty-one years of age and competent to give this, my affidavit, based upon my personal knowledge.

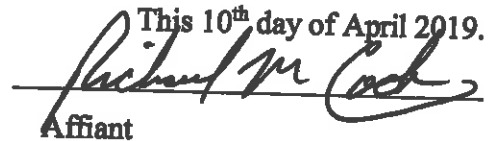
2.

Pamela C. Pair, of Locust Grove, GA, requests rezoning from RA (residential agricultural) County to RA (residential agricultural) City for property located at 1000 Davis Lake Road (Parcel ID 127-02016000), north of the intersection with Colvin Drive in Land Lot 232 of the 2<sup>nd</sup> District. The property consists of approximately 34.82 acres and the request is for annexation into the Locust Grove city limits with a City RA (residential agricultural) zoning.

3.

On the 29<sup>th</sup> day of March 2019 at approximately 10:05am, I, Richard Cook, posted one (1) double-sided sign notification at 1000 Davis Lake Road for the purpose of advertising a public hearing on the above request to be heard by the Locust Grove City Council on the 15<sup>th</sup> day of April 2019, at 6:00 p.m. at the Locust Grove Public Safety Building, 3640 Highway 42, Locust Grove, Georgia 30248. Photographs of same are attached hereto as Exhibit "A" and incorporated herein by reference.

FURTHER AFFIANT SAYETH NOT.

This 10<sup>th</sup> day of April 2019.  
  
Affiant

Sworn and subscribed before me  
this 10 day April, 2019.

  
Notary Public



**Exhibit "A"**



# PUBLIC NOTICE

City of Locust Grove  
City Council Meeting  
Public Safety Building  
3440 Highway 42  
Locust Grove, GA 30248

**ANNEXATION & REZONING**  
FROM: Georgia, GA  
TO: Industrial District #1  
TO: City, GA  
(see official agreement)  
(see official agenda #1)

**DATE:** April 15, 2019

**TIME:** 6:00 PM

For information, please call:  
(770) 692-2391 or visit  
[www.locustgrove.ga.gov](http://www.locustgrove.ga.gov)

03 29 2019 10 07



## Community Development Department

P. O. Box 900  
Locust Grove, Georgia 30248  
Phone: (770) 957-5043  
Facsimile (770) 954-1223

### Item Coversheet

**Item:** An ordinance for annexation from Randall L. Crumbley for annexation of 39.28 +/- acres located at 1138 Davis Lake Road.

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** March 27, 2019 – newspaper  
March 29, 2019 – sign

**Budget Item:** No

**Date Received:** January 18, 2019

**Workshop Date:** April 15, 2019

**Regular Meeting Date:** May 6, 2019  
February 11, 2019 – acceptance of the application

### Discussion:

A request for annexation of approximately 39.28 acres of property located at 1138 Davis Lake Road (127-02018000). The property is zoned RA (residential agricultural) and will remain so if incorporated into the City.

The application was accepted by the City Council at the February 11, 2019 meeting under Resolution (19-02-026). The Henry County Board of Commissioners raised no objections to this annexation during their March 5, 2019 meeting.

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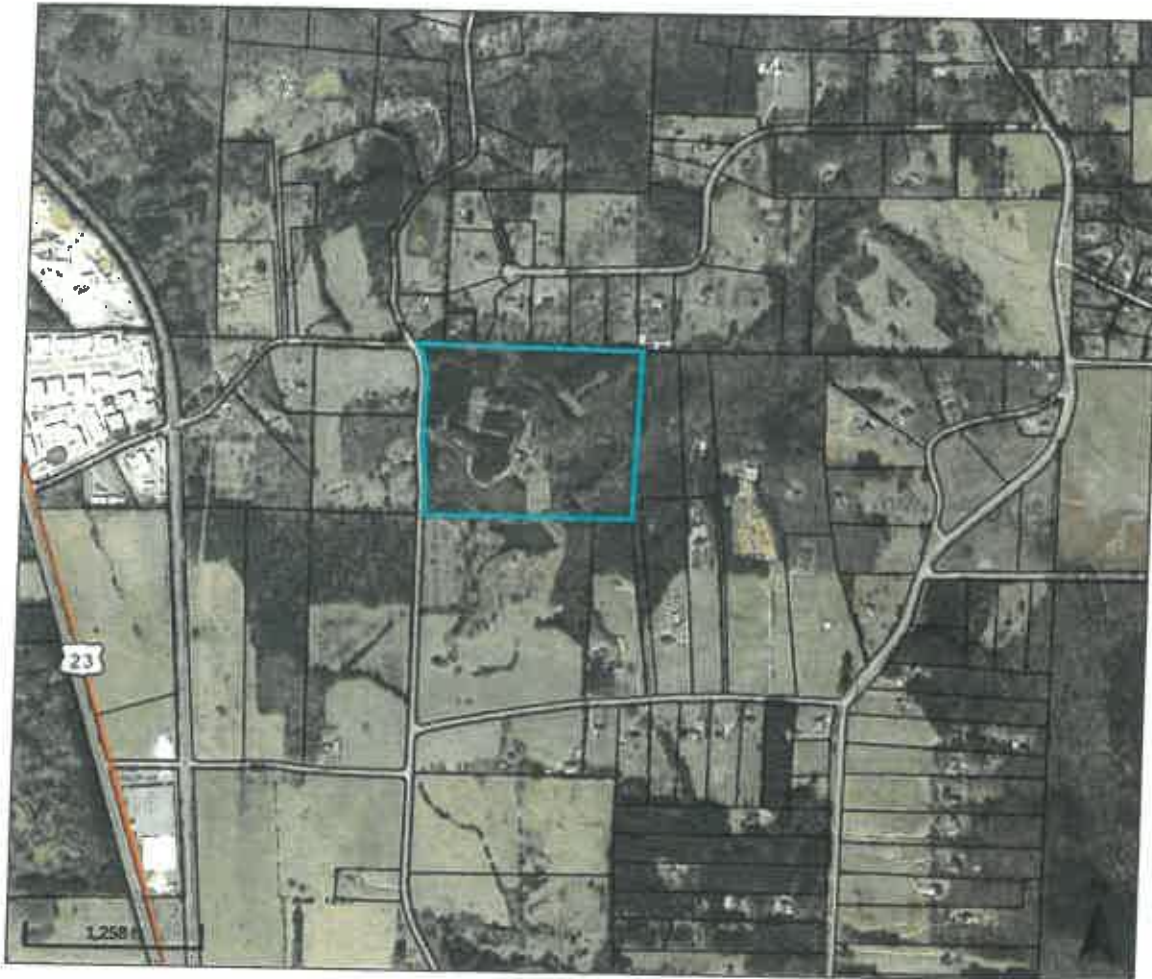
**Recommendation:**

---

**Staff recommends approval of this request.**

**I MOVE TO (approve/deny/table) THE ORDINANCE PERTAINING TO THE REQUEST FROM RANDALL L. CRUMBLY FOR ANNEXATION OF 39.28 +/- ACRES LOCATED AT 1138 DAVIS LAKE ROAD.**





<b>Parcel ID</b>	127-02018000	<b>Class</b>	V	<b>Owner</b>	CRUMBLY	<b>Land Value:</b>	\$173,400								
<b>Property Address</b>	1138 DAVIS LAKE RD	<b>Acreege</b>	39.29	<b>Address</b>	RANDALL L 1138 DAVIS LAKE RD LOCUST GROVE GA 30248	<b>Building Value:</b>	\$115,000	<b>Last 2 Sales Date</b>	1/31/2011	<b>Price</b>	\$0	<b>Reason</b>	FAMILY/GIFT U	<b>Qual</b>	
<b>District</b>	County/UnIncorp					<b>Misc Value:</b>	\$0	1/1/1978	\$0	FAMILY/GIFT U					
						<b>Total Value:</b>	\$288,400								

Parcel lines depicted on the maps do not reflect a true and exact representation of property boundaries and should not be relied upon for said purpose. Property boundary lines are depicted on recorded plats available at the Henry County Courthouse or can be determined by employing the services of a licensed surveyor.

Data created: 4/10/2019  
Last Data Uploaded: 4/9/2019 10:31:31 PM

Developed by  **Schneider**  
GEO SPATIAL

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO ANNEX PROPERTY INTO THE CITY OF LOCUST GROVE PURSUANT TO CHAPTER 36 OF TITLE 36 OF *THE OFFICIAL CODE OF GEORGIA ANNOTATED*; TO PROVIDE FOR APPROPRIATE ENTRIES UPON OR ADDITIONS TO THE OFFICIAL MAP OF THE CITY AND ALL OTHER RECORDS; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE OF ANNEXATION; AND FOR OTHER PURPOSES**

**WHEREAS**, the City of Locust Grove (“City”) is a municipal corporation, duly organized and existing under the laws of the State of Georgia; and,

**SECTION 1.**

**ANNEXATION.**

Randall L. Crumbley (the “Applicant”) petitioned the City to annex property located at 1138 Davis Lake Road consisting of approximately 39.28 acres (Parcel ID-127-02018000) located in Land Lot 232 of the 2<sup>nd</sup> District (the “Property”) as shown in the Boundary Survey attached hereto as **Exhibit A**; and,

**WHEREAS**, the Applicant filed a request to annex the Property into the City of Locust Grove on January 18, 2019 as shown in the application attached hereto as **Exhibit B**; and,

**WHEREAS**, the Mayor and City Council of the City of Locust Grove approved Resolution 19-02-026 accepting the application for annexation on February 11, 2019; and,

**WHEREAS**, the Henry County Board of Commissioners reviewed the Applicant’s request during their March 5, 2019 and raised no objections to said request; and,

**WHEREAS**, said request has been reviewed by the Mayor and City Council at a Public Hearing held on April 15, 2019 as well as by the City Community Development Director; and,

**WHEREAS**, the Applicant further requests that the Property retain the same zoning in the City (RA: residential agricultural) that it had in the County (RA: residential agricultural) which will be addressed under a separate action; and,

**WHEREAS**, notice of this matter (as attached hereto and incorporated herein as **Exhibit C**) has been provided in accordance with applicable state law and local ordinances; and,

**WHEREAS**, the Mayor and City Council have reviewed and considered the Applicant's request and both the recommendations of the public hearing and City staff as presented in the Report.

#### SECTION 2.

#### **OFFICIAL MAP AND RECORDS.**

The Mayor and City Clerk are hereby directed to make entries upon or additions to the official map of the City and all other records to the extent necessary to reflect the annexation of property contemplated herein.

#### SECTION 3.

#### **SEVERABILITY.**

In the event any portion of this ordinance shall be declared or adjudged invalid or unconstitutional, it is the intention of the City Council of Locust Grove that such adjudications shall in no manner affect the other sections, sentences, clauses or phrases of this ordinance which shall remain in full force and effect as if the invalid or unconstitutional section, sentence, clause, or phrase were not originally part of the ordinance.

#### SECTION 4.

#### **REPEAL OF CONFLICTING PROVISIONS.**

Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 5.**

**EFFECTIVE DATE OF ANNEXATION.**

- A. This ordinance shall take effect immediately. Annexation pursuant to this ordinance shall become effective on the first day of the month following adoption of this ordinance.
- B. Notwithstanding the foregoing, no property located in the annexed area shall be subject to ad valorem taxation by the City until January 1<sup>st</sup> of the year following the effective dates solely for the purpose of determining enrollment in any independent school system operating in the City.

**THEREFORE, THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY  
ORDAINS:**

- ( ) That the Applicant's request for annexation is hereby **APPROVED**.
- ( ) That the Applicant's request in said application is hereby **DENIED**.

**SO ORDAINED** by the Council of this City this 6<sup>TH</sup> day of May 2019.

\_\_\_\_\_  
ROBERT S. PRICE, Mayor

ATTEST:

\_\_\_\_\_  
MISTY SPURLING, City Clerk

(Seal)

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**EXHIBIT A**

RETURN TO: Randall Lawrence Crumbley  
1138 Davis Lake Road  
Locust Grove, Ga 30248

STATE OF GEORGIA PT-61 075-20 11 - 668  
COUNTY OF HENRY  
WARRANTY DEED  
DEED OF GIFT

THIS INDENTURE, made this the 31 day of January, in the year two thousand eleven (2011), between PAMELA REBECCA PAIR fka PAMELA REBECCA CRUMBLEY, of the County of Henry, State of Georgia, as party of the first part, hereinafter called Grantor and RANDALL LAWRENCE CRUMBLEY, as party of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that for and in consideration of DEED OF GIFT and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, Grantor has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does hereby grant, bargain, sell, alien, convey and confirm unto the said grantee the following:

ANY AND ALL INTEREST I MAY HAVE IN AND TO:

All that tract or parcel of land, situate, lying and being in Land Lot 232, 1<sup>st</sup> District, Henry County, Georgia and being identified as **Tract 1** containing **39.282** acres and Tract 1A containing 7.616 acres and being more particularly described on that certain plat of survey dated December 30, 2010, entitled "A Boundary Survey Prepared For: RANDALL L. CRUMBLEY", prepared by Charles Lee Iner, Ga RLS #2966, and recorded in Plat Book 51, Page 88, Henry Co., Ga. Records. Said plat and its descriptive data are incorporated herein by reference to same.

This being a portion of that property described in that certain Deed dated January 22, 1978, from Virginia Coker Crumbley, Executrix of the Last Will and Testament of George Lawrence Crumbley to Randall Lawrence Crumbley and Pamela Rebecca Crumbley, recorded in Deed Book 326, Page 212, Henry Co., Ga. Records.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons whomsoever.

IN WITNESS WHEREOF, Grantor has signed and sealed this deed, the day and year first above written.

Signed, sealed and delivered  
in the presence of:

Pamela C. Pair (SEAL)  
PAMELA REBECCA PAIR  
fka PAMELA REBECCA CRUMBLEY

Witness  
Renee V. Moore  
NOTARY PUBLIC - STATE OF GA  
MY COMM. EXP.:  
(SEAL)  
SCRIVENER DOES NOT CERTIFY







**EXHIBIT B**

**APPLICATION FOR ANNEXATION UNDER  
THE ONE HUNDRED PERCENT (100%) METHOD**

Date of Submission: 1-18-19

To the Mayor and City Council of the City of Locust Grove, Henry County, Georgia.

1. We, the undersigned, all of the owners of all real property of the territory described herein respectfully request that the City Council annex this territory to the City of Locust Grove, Georgia, and extend the City boundaries to include the same.
  
2. The territory to be annexed is unincorporated and contiguous (as described in O.C.G.A. 36-36-20) to the existing corporate limits of Locust Grove, Georgia, and the description of such territory is hereto attached as Exhibit A.

OWNERS NAME(S) Randall K Crumley

PROPERTY LOCATION 1138 Davis Lake Rd.

Locust Grove GA 30248

PHONE NUMBER 770-957-5112

ALTERNATE PHONE 770-712-9238

LAND LOT/DISTRICT Land lot 232 2 District

ACREAGE 39.282

MAP CODE NO. 127-020-18000

ZONING CLASSIFICATION RA

SIGNATURE(S) Randall K Crumley Date 1-18-19

Date \_\_\_\_\_

All property owners must sign as their name appears on the Deed.

## **EXHIBIT C**

# Henry Herald

38 Sloan Street  
McDonough, Georgia 30253

Phone (770) 957-9161  
Fax (770) 339-5869

## PUBLISHER'S AFFIDAVIT

STATE OF GEORGIA

COUNTY OF HENRY

Personally appeared before the undersigned, a notary public within and for said county and state, Robert D. McCray, Vice President of SCNI, which publishes the Henry Herald, published at McDonough, County of Henry, State of Georgia, and being the official organ for the publication of legal advertisements for said county, who being duly sworn, states on oath that the report of

Ad No.: 592094

Name and File No.: **PUBLIC HEARING ANNEX REZONE 4/**  
a true copy of which is hereto attached, was published in said newspaper on the following date(s):

03/27/19 Wed

Public Hearing Notice -  
Rezoning  
City of Locust Grove  
April 15, 2019  
6:00 PM  
Locust Grove Public  
Safety Building  
3648 Highway 42 South  
Locust Grove, GA 30248

The public hearing will be held in the Locust Grove Public Safety Building, located at 3640 Highway 42 South.

Bert Foster  
Community Development  
Director  
City of Locust Grove

028-562094, 3/27

Notice is hereby given as required by Chapter 66 of Title 36 of the Official Code of Georgia Annotated ("Zoning Procedures Law") and Section 17.04 of the Code of Ordinances, City of Locust Grove, Georgia, that the Locust Grove City Council, on Monday, April 15, 2019 at 6:00 PM, will conduct a public hearing for the purpose of the following:

### ANNEXATION & REZONING

RZ-19-04-01 Clarence A. McQueen and Carol C. McQueen request annexation and rezoning from RA (residential agricultural) in unincorporated Henry County to RA (residential agricultural) within the City of Locust Grove for property located at 340 Colvin Drive (Parcel ID 127-02018001) containing approximately 9.97 +/- acres in Land Lot 232 of the 2nd District for the purpose of incorporating property in the City limits.

RZ-19-04-02 Pamela C. Pair requests annexation and rezoning from RA (residential agricultural) in unincorporated Henry County to RA (residential agricultural) within the City of Locust Grove for property located at 1000 Davis Lake Road (Parcel ID 127-02018000) containing approximately 34.82 +/- acres in Land Lot 232 of the 2nd District for the purpose of incorporating property in the City limits.

RZ-19-04-03 Randall L. Crumbley requests annexation and rezoning from RA (residential agricultural) in unincorporated Henry County to RA (residential agricultural), within the City of Locust Grove for property located at 1198 Davis Lake Road (Parcel ID 127-02018000) containing approximately 39.28 +/- acres in Land Lot 232 of the 2nd District for the purpose of incorporating property in the City limits.

Robert D. McCray, SCNI Vice President of Sales and Marketing



By Dawn Ward

Legal Advertising Clerk

Sworn and subscribed before me 03/28/19



Notary Public



**AFFIDAVIT OF SIGN POSTING**

Personally appeared, before the undersigned officer duly authorized to administer oaths, Mr. Richard Cook, who, after being duly sworn, testifies as follows:

1.

My name is Richard Cook. I am over twenty-one years of age and competent to give this, my affidavit, based upon my personal knowledge.

2.

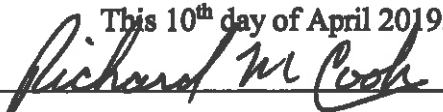
Randall L. Crumbley, of Locust Grove, GA, requests rezoning from RA (residential agricultural) County to RA (residential agricultural) City for property located at 1138 Davis Lake Road (Parcel ID 127-02018000), north of the intersection with Colvin Drive in Land Lot 232 of the 2<sup>nd</sup> District. The property consists of approximately 39.28 acres and the request is for annexation into the Locust Grove city limits with a City RA (residential agricultural) zoning.

3.

On the 29<sup>th</sup> day of March 2019 at approximately 10:10am, I, Richard Cook, posted one (1) double-sided sign notification at 1138 Davis Lake Road for the purpose of advertising a public hearing on the above request to be heard by the Locust Grove City Council on the 15<sup>th</sup> day of April 2019, at 6:00 p.m. at the Locust Grove Public Safety Building, 3640 Highway 42, Locust Grove, Georgia 30248. Photographs of same are attached hereto as Exhibit "A" and incorporated herein by reference.

FURTHER AFFIANT SAYETH NOT.

This 10<sup>th</sup> day of April 2019.

  
Affiant

Sworn and subscribed before me  
this 10 day April, 2019.

  
Notary Public



**Exhibit "A"**



**PUBLIC**  
City of Losel Grove  
City Council Meeting  
Page 1, Item 2  
10000 Losel Grove, CA 95627  
707-527-1234

**ANNEXATION & ZONING**  
DATE: April 15, 2019  
TIME: 6:00 PM  
FOR MORE INFORMATION VISIT:  
[www.ci.loselgrove.ca.us](http://www.ci.loselgrove.ca.us)

**NOTICE**

03 29 2019 10 11





## Community Development Department

P. O. Box 900  
Locust Grove, Georgia 30248  
Phone: (770) 957-5043  
Facsimile (770) 954-1223

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## Item Coversheet

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**Item:** An ordinance to rezone approximately of 39.28 +/- acres located at 1138 Davis Lake Road from RA-County to RA-City.

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** March 27, 2019 – newspaper  
March 29, 2019 – sign

**Budget Item:** No

**Date Received:** January 18, 2019

**Workshop Date:** April 15, 2019

**Regular Meeting Date:** May 6, 2019  
February 11, 2019 – acceptance of the application

### Discussion:

---

A request for rezoning of approximately 39.28 acres of property located at 1138 Davis Lake Road (127-02018000). The property is zoned RA (residential agricultural) in unincorporated Henry County and is seeking annexation into the City with an RA-City designation.

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**Recommendation:**

---

**Staff recommends approval of this request.**

**I MOVE TO (approve/deny/table) THE ORDINANCE TO REZONE 39.28 +/- ACRES LOCATED AT 1138 DAVIS LAKE ROAD FROM RA-COUNTY TO RA-CITY.**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO REZONE APPROXIMATELY 39.28 ACRES LOCATED AT 1138 DAVIS LAKE ROAD IN LAND LOT 232 OF THE 2<sup>ND</sup> DISTRICT WITHIN THE CITY OF LOCUST GROVE, GEORGIA; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

**WHEREAS**, the City of Locust Grove (“City”) is a municipal corporation, duly organized and existing under the laws of the State of Georgia; and,

**WHEREAS**, Randall L. Crumbley (the “Applicant”) of Locust Grove, Georgia, requests rezoning for property located at 1138 Davis Lake Road (Parcel ID – 127-02018000) in Land Lot 232 of the 2<sup>nd</sup> District (the “Property”) as shown in the Boundary Survey attached hereto as **Exhibit A**; and,

**WHEREAS**, the Applicant submitted an application to annex the Property into the City on January 18, 2019 that is included in the Rezoning Evaluation Report (hereinafter referred to as “Report”) attached hereto and incorporated herein by reference as **Exhibit B**; and,

**WHEREAS**, the Mayor and City Council of the City of Locust Grove approved Resolution 19-01-025 accepting the application for annexation on February 11, 2019; and,

**WHEREAS**, the Mayor and City Council of the City of Locust Grove approved the annexation on May 6, 2019; and,

**WHEREAS**, the Applicant requests that the City Council rezone the Property from RA-County (residential agricultural) to RA-City (residential agricultural); and,

**WHEREAS**, said request has been reviewed by the Mayor and City Council at a Public Hearing held on April 15, 2019 as well as by the City Community Development Director; and,

**WHEREAS**, notice of this matter (as attached hereto and incorporated herein as **Exhibit C**) has been provided in accordance with applicable state law and local ordinances; and,

**WHEREAS**, the Mayor and City Council have reviewed and considered the request and both the recommendations of the public hearing and City staff as presented in the Report; and,

**THEREFORE, THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY ORDAINS:**

1.

- That the request for rezoning is hereby **APPROVED**.
- That the request for rezoning is hereby **DENIED**.

2.

That the use of the Property is subject to:

- The condition(s) set forth on **Exhibit D** attached hereto and incorporated herein by reference.
- The terms of the Development Agreement attached hereto as **Exhibit D** and incorporated herein by reference.
- If no **Exhibit D** is attached hereto, then the property is zoned without conditions.

3.

That, if the request is granted, the official zoning map for the City is hereby amended to reflect such zoning classification for the property.

4.

That, if granted, this Ordinance shall become effective immediately subject to the corresponding annexation ordinance under consideration.

**SO ORDAINED** by the Council of this City this 6<sup>th</sup> day of May 2019.

\_\_\_\_\_  
ROBERT S. PRICE, Mayor

**ATTEST:**

**MISTY SPURLING, City Clerk**

**(Seal)**

**APPROVED AS TO FORM:**

**City Attorney**

**EXHIBIT A**

DATE: 11/11/11  
 SHEET NO: 1  
 PROJECT: SUBJECT PROPERTY

**RANDALL L. CRUMBLEY**  
 A PROFESSIONAL SURVEYOR FOR

**POINT TO POINT LAND SURVEYORS**  
 510 Jackson Street  
 Locust Grove, Georgia 30248  
 (770) 578-2824  
 (770) 578-5545  
 info@pointtopoint.com



LAND USE	RESIDENTIAL
DEVELOPER	POINT TO POINT
OWNER	POINT TO POINT
DATE	11/11/11
SCALE	AS SHOWN
PROJECT NO.	11111
FILE NO.	11111
APPROVED BY	[Signature]
DATE	11/11/11

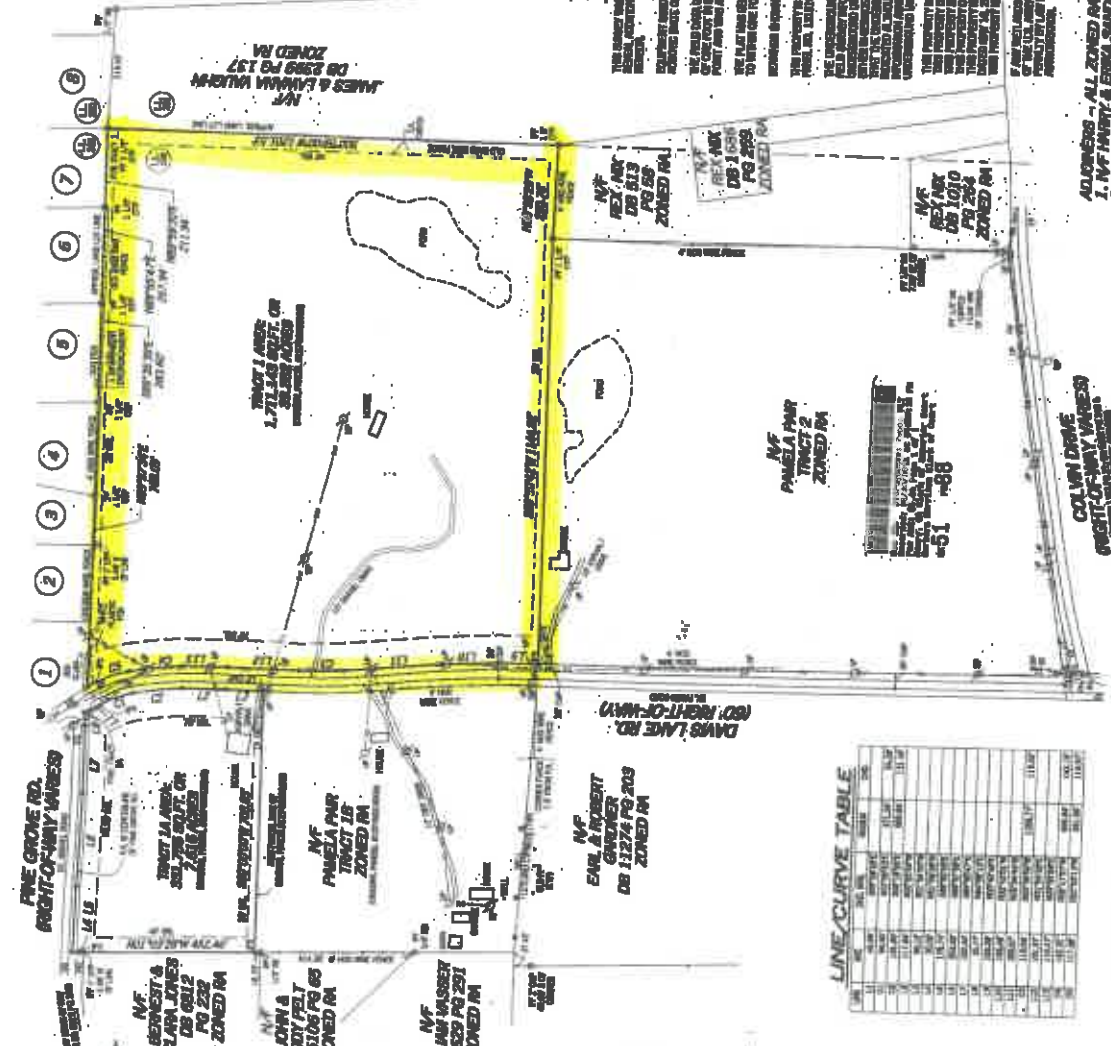
**1**  
 OF 1 SHEET

**SUBJECT PROPERTY**  
 1.711,345 SQ. FT. OR  
 39.46 ACRES  
 TRACT 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

**GENERAL NOTES**

1. THE PROPERTY IS LOCATED IN AN UNINCORPORATED AREA OF THE COUNTY OF DEKALB, GEORGIA.  
 2. THE PROPERTY IS ZONED MF-1 (MULTI-FAMILY RESIDENTIAL) IN ACCORDANCE WITH THE DEKALB COUNTY ZONING ORDINANCE.  
 3. THE PROPERTY IS SUBJECT TO THE DEKALB COUNTY ZONING ORDINANCE, WHICH IS AVAILABLE AT THE DEKALB COUNTY PLANNING DEPARTMENT.  
 4. THE PROPERTY IS SUBJECT TO THE DEKALB COUNTY ZONING ORDINANCE, WHICH IS AVAILABLE AT THE DEKALB COUNTY PLANNING DEPARTMENT.  
 5. THE PROPERTY IS SUBJECT TO THE DEKALB COUNTY ZONING ORDINANCE, WHICH IS AVAILABLE AT THE DEKALB COUNTY PLANNING DEPARTMENT.  
 6. THE PROPERTY IS SUBJECT TO THE DEKALB COUNTY ZONING ORDINANCE, WHICH IS AVAILABLE AT THE DEKALB COUNTY PLANNING DEPARTMENT.  
 7. THE PROPERTY IS SUBJECT TO THE DEKALB COUNTY ZONING ORDINANCE, WHICH IS AVAILABLE AT THE DEKALB COUNTY PLANNING DEPARTMENT.  
 8. THE PROPERTY IS SUBJECT TO THE DEKALB COUNTY ZONING ORDINANCE, WHICH IS AVAILABLE AT THE DEKALB COUNTY PLANNING DEPARTMENT.  
 9. THE PROPERTY IS SUBJECT TO THE DEKALB COUNTY ZONING ORDINANCE, WHICH IS AVAILABLE AT THE DEKALB COUNTY PLANNING DEPARTMENT.  
 10. THE PROPERTY IS SUBJECT TO THE DEKALB COUNTY ZONING ORDINANCE, WHICH IS AVAILABLE AT THE DEKALB COUNTY PLANNING DEPARTMENT.

- ADJACENT - ALL ZONED R1**
1. MF HARRY & ERMA SANDERS DB 10892 PG 264
  2. MF DONNA PRICE DB 6899 PG 501
  3. MF ARTIE & FREDAY JOHNSON DB 8074 PG 189
  4. MF JERRY & ERLINE & ADAM STEWART DB 4000 PG 267
  5. MF GLEN HAYNER DB 1014 PG 270
  6. MF MELISSA ANTHONY DB 3959 PG 28
  7. MF RONALD & DAVID TRIBLE DB 2471 PG 261
  8. MF THE JAMES FRANKLIN COLDEN TRUST AGREEMENT DATED SEPTEMBER 11, 2007 DB 10460 PG 27



**LINE CURVE TABLE**

STATION	PC	PT	PI	LC	EC	STATION
1+00	1+00	1+00	1+00	1+00	1+00	1+00
1+10	1+10	1+10	1+10	1+10	1+10	1+10
1+20	1+20	1+20	1+20	1+20	1+20	1+20
1+30	1+30	1+30	1+30	1+30	1+30	1+30
1+40	1+40	1+40	1+40	1+40	1+40	1+40
1+50	1+50	1+50	1+50	1+50	1+50	1+50
1+60	1+60	1+60	1+60	1+60	1+60	1+60
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9+70	9+70	9+70	9+70	9+70	9+70	9+70
9+80	9+80	9+80	9+80	9+80	9+80	9+80
9+90	9+90	9+90	9+90	9+90	9+90	9+90
10+00	10+00	10+00	10+00	10+00	10+00	10+00

Approved by [Signature]  
 Surveyor  
 State of Georgia



**POINT TO POINT LAND SURVEYORS**  
 510 Jackson Street  
 Locust Grove, Georgia 30248  
 (770) 578-2824  
 (770) 578-5545  
 info@pointtopoint.com



RETURN TO: Randall Lawrence Crumbley  
1138 Davis Lake Road  
Locust Grove, Ga 30248

STATE OF GEORGIA PT-61 075-20 11 - 668  
COUNTY OF HENRY  
**WARRANTY DEED  
DEED OF GIFT**

THIS INDENTURE, made this the 31 day of January, in the year two thousand eleven (2011), between PAMELA REBECCA PAIR *vs* PAMELA REBECCA CRUMBLEY, of the County of Henry, State of Georgia, as party of the first part, hereinafter called Grantor and RANDALL LAWRENCE CRUMBLEY, as party of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that for and in consideration of DEED OF GIFT and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, Grantor has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does hereby grant, bargain, sell, alien, convey and confirm unto the said grantee the following:

ANY AND ALL INTEREST I MAY HAVE IN AND TO:

All that tract or parcel of land, situate, lying and being in Land Lot 232, 2<sup>d</sup> District, Henry County, Georgia and being identified as Tract 1 containing 39.282 acres and Tract 1A containing 7.616 acres and being more particularly described on that certain plat of survey dated December 30, 2010, entitled "A Boundary Survey Prepared For: RANDALL L. CRUMBLEY", prepared by Charles Lee Iner, Ga RLS #2966, and recorded in Plat Book 51, Page 88, Henry Co., Ga. Records. Said plat and its descriptive data are incorporated herein by reference to same.

This being a portion of that property described in that certain Deed dated January 22, 1978, from Virginia Coker Crumbley, Executrix of the Last Will and Testament of George Lawrence Crumbley to Randall Lawrence Crumbley and Pamela Rebecca Crumbley, recorded in Deed Book 326, Page 212, Henry Co., Ga. Records.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons whomsoever.

IN WITNESS WHEREOF, Grantor has signed and sealed this deed, the day and year first above written.

Signed, sealed and delivered in the presence of:

Pamela C. Pair (SEAL)  
PAMELA REBECCA PAIR  
*vs* PAMELA REBECCA CRUMBLEY

Witness  
Reuel Moore  
NOTARY PUBLIC - STATE OF GA  
MY COMM. EXP.:  
(SEAL)  
SCRIVENER DOES NOT CERTIFY



**EXHIBIT B**

# FUTURE LAND USE MAP

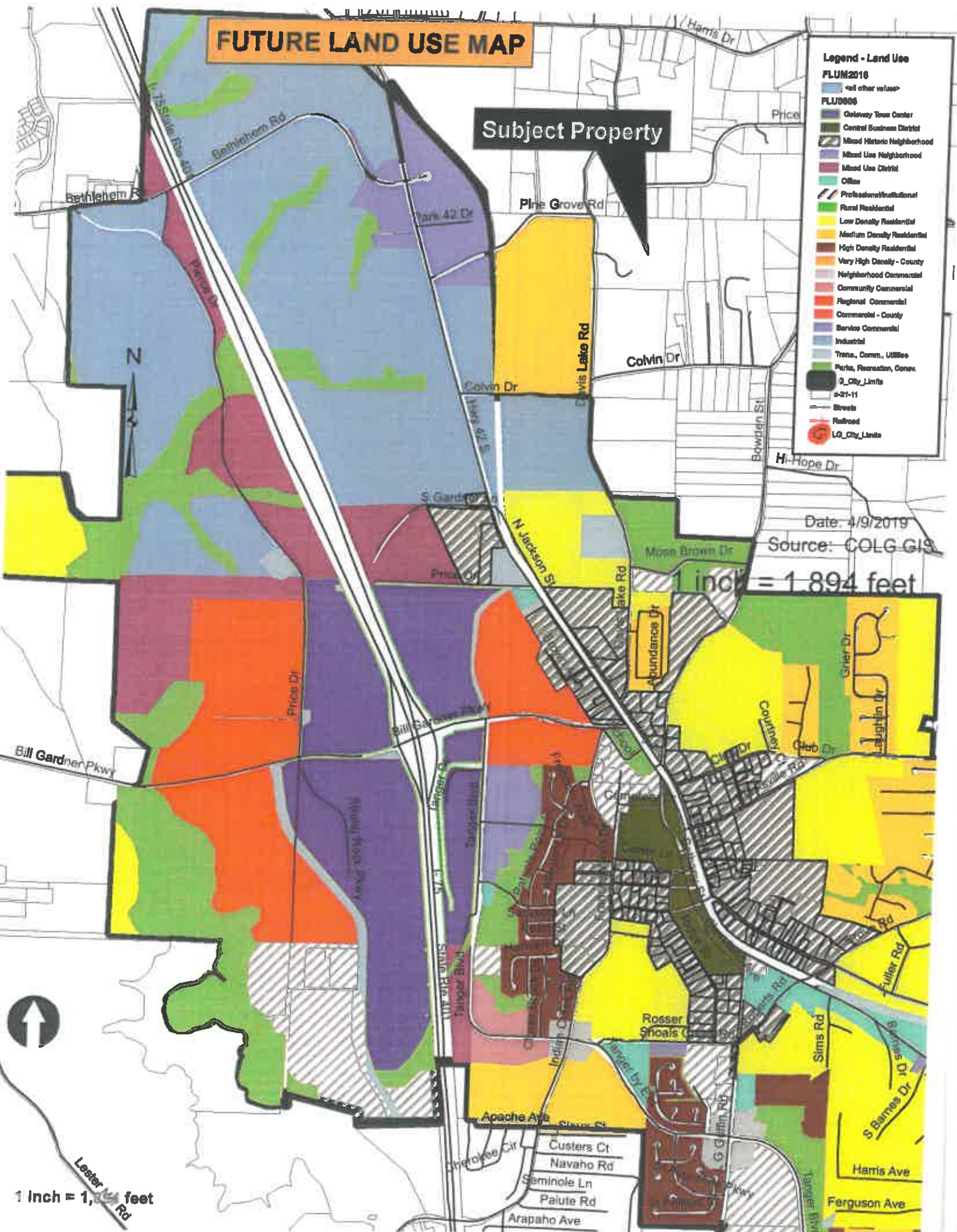
**Subject Property**

- Legend - Land Use**  
**FLUM2016**  
 (all other values)  
**PLU0000**
- Gateway Town Center
  - Central Business District
  - Mixed Historic Neighborhood
  - Mixed Use Neighborhood
  - Mixed Use District
  - Office
  - Professional/Institutional
  - Rural Residential
  - Low Density Residential
  - Medium Density Residential
  - High Density Residential
  - Very High Density - County
  - Neighborhood Commercial
  - Community Commercial
  - Regional Commercial
  - Commercial - County
  - Service Commercial
  - Industrial
  - Transp., Comm., Utilitie
  - Parks, Recreation, Conserv.
  - @\_City\_Limits
  - a-21-11
  - Streets
  - Railroad
  - LG\_City\_Limits

Date: 4/9/2019  
 Source: COLG GIS

1 inch = 1,894 feet

1 Inch = 1,894 feet



**APPLICATION FOR ANNEXATION UNDER  
THE ONE HUNDRED PERCENT (100%) METHOD**

Date of Submission: 1-18-19

To the Mayor and City Council of the City of Locust Grove, Henry County, Georgia.

1. We, the undersigned, all of the owners of all real property of the territory described herein respectfully request that the City Council annex this territory to the City of Locust Grove, Georgia, and extend the City boundaries to include the same.
2. The territory to be annexed is unincorporated and contiguous (as described in O.C.G.A. 36-36-20) to the existing corporate limits of Locust Grove, Georgia, and the description of such territory is hereto attached as Exhibit A.

OWNERS NAME(S) Randall L Crumley

PROPERTY LOCATION 1138 Davis Lake Rd.

Locust Grove Ga 30248

PHONE NUMBER 770-957-5112

ALTERNATE PHONE 770-712-9238

LAND LOT/DISTRICT Land lot 232 2 District

ACREAGE 39.282

MAP CODE NO. 12.7-020-18000

ZONING CLASSIFICATION RA

SIGNATURE(S) Randall L Crumley Date 1-18-19

\_\_\_\_\_  
Date \_\_\_\_\_

All property owners must sign as their name appears on the Deed.





# REZONING EVALUATION REPORT

April 15, 2019

FILE: RZ-19-04-03

**ANNEXATION & REZONING**

## Property Information

<b>Tax ID</b>	<b>127-02018000</b>
<b>Location/address</b>	<b>Land Lot 232 of the 2<sup>nd</sup> District 1138 Davis Lake Road</b>
<b>Parcel Size</b>	<b>Approximately 39.28 acres</b>
<b>Current Zoning</b>	<b>RA (County Residential Agricultural) to RA (City Residential Agricultural)</b>
<b>Request</b>	<b>Annex RA-zoned property in unincorporated Henry County into the City of Locust Grove with an RA zoning</b>
<b>Proposed Use</b>	<b>Residential Agricultural</b>
<b>Existing Land Use</b>	<b>Single-family dwelling / Unincorporated Henry County</b>
<b>Future Land Use</b>	<b>Low-Density Residential (unincorporated Henry County)</b>
<b>Recommendation</b>	<b>Approval</b>

## Summary

Randall L. Crumbley of Locust Grove, Georgia is the owner (the "Applicant") of a tract of land located at 1138 Davis Lake Road and seeks to annex this property into the incorporated limits of the City of Locust Grove in Land Lot 232 of the 2<sup>nd</sup> District (the "Subject Property"). The Subject Property is approximately 39.28 acres in size and contains a single-family residence on site.

The Subject Property is zoned RA (residential agricultural) in the unincorporated area of Henry County. It is the intent of the Applicant to retain this RA (residential agricultural) zoning designation in the City of Locust Grove.

The City Council approved *Resolution (19-02-026)* to accept the application for annexation from the Applicant on February 11, 2019. The Director of Planning and Economic Development for Henry County confirmed via e-mail that the request for annexation was presented to the Henry County Board of Commissioners during their regular meeting on March 5, 2019 with no objections.



# REZONING EVALUATION REPORT

April 15, 2019

FILE: RZ-19-04-03

ANNEXATION & REZONING

## Service Delivery / Infrastructure

**Water and Sewer:** The Subject Property is currently served by a well and a septic tank and is expected to remain so if annexed into the City. The Subject Property is located within the Tussahaw Creek Watershed Protection Area and must meet the guidelines set forth in *Section 17.04.040* of the Code of Ordinance, City of Locust Grove, Georgia.

**Police Services:** When the Subject Property is annexed into the city limits, it will be placed on a regular patrol route.

**Fire:** Fire and emergency services will be performed by Henry County as is the case in other areas of the City.

**Transportation Impacts:** There are no discernible increases or changes to transportation patterns in the vicinity as a result of this request given the single-family residence is already in existence. Single-family detached dwellings typically generate 9.5 trips on an average weekday<sup>1</sup>.

## Criteria for Evaluation of Rezoning Request

### Section 17.04.315 Procedure for Hearing before City Council.

- (a) All proposed amendments to this chapter or to the official zoning map with required site plans shall be considered at public hearing. The City Council shall consider the following:
- (1) The possible effects of the change in the regulations or map on the character of a zoning district, a particular piece of property, neighborhood, a particular area, or the community. Discussion: No impacts on the character of the particular area are anticipated as a result of this request given the zoning on the Subject Property is going from RA-County to RA-City as part of an annexation request.
  - (2) The relation that the proposed amendment bears to the purpose of the overall zoning scheme with due consideration given to whether or not the proposed change will help carry out the purposes of this Chapter. Discussion: The request will continue the single-family residential/agricultural use of the Subject Property as it transitions from the unincorporated area of Henry County into the city limits of Locust Grove.
  - (3) Consistency with the Land Use Plan. Discussion: The request is consistent with the County's Future Land Use Plan and development patterns in the immediate areas. It is reasonable to assume changes in the development patterns to higher density and more

<sup>1</sup> Institute of Transportation Engineers. *Trip Generation, 7<sup>th</sup> Edition, Volume 2 of 3*. Page 269.



# REZONING EVALUATION REPORT

April 15, 2019

FILE: RZ-19-04-03

ANNEXATION & REZONING

intensive uses for this area as availability to sanitary sewer is introduced in the near future when the Davis Lake Interceptor comes online.

- (4) **The potential impact of the proposed amendment on City infrastructure including water and sewerage systems.** Discussion: There are no impacts to the City's infrastructure given the Subject Property is already developed under its present zoning and is seeking to establish an equivalent zoning in the City.
- (5) **The impact of the proposed amendment on adjacent thoroughfares and pedestrian vehicular circulation and traffic volumes.** Discussion: No additional impacts on adjacent thoroughfares, pedestrian circulation, and traffic volumes are anticipated as a result of granting this request.
- (6) **The impact upon adjacent property owners should the request be approved.** Discussion: There are no plans to change the manner in which the Subject Property is utilized; therefore, impacts on adjacent property owners should be no more than they are at present. The property to the south has a similar annexation/rezoning request pending before the City Council.
- (7) **The ability of the subject land to be developed as it is presently zoned.** Discussion: Currently, the Subject Property contains a single-family dwelling which is consistent with permitted uses granted by the RA (residential agricultural) zoning district both in the City and unincorporated County.
- (8) **The physical conditions of the site relative to its capability to be developed as requested, including topography, drainage, access, and size and shape of the property.** Discussion: There are no known physical conditions or limitations that could preclude the use of the Subject Property, in fact, there exists a single-family residence on the site in accordance with the permitted uses in the RA zoning district.
- (9) **The merits of the requested change in zoning relative to any other guidelines and policies for development which the Community Development Commission and City Council may use in furthering the objectives of the Land Use Plan.** Discussion: The merits are consistent with both the City's zoning ordinance and with future and existing development patterns in the area.

## Recommendation

Staff recommends APPROVAL of this request to annex the Subject Property with an RA (residential agricultural) zoning in the City.



**EXHIBIT C**

# Henry Herald

38 Sloan Street  
McDonough, Georgia 30253

Phone (770) 957-9161  
Fax (770) 339-5869

## PUBLISHER'S AFFIDAVIT

STATE OF GEORGIA  
COUNTY OF HENRY

Personally appeared before the undersigned, a notary public within and for said county and state, Robert D. McCray, Vice President of SCNI, which publishes the Henry Herald, published at McDonough, County of Henry, State of Georgia, and being the official organ for the publication of legal advertisements for said county, who being duly sworn, states on oath that the report of

Ad No.: **592094**  
Name and File No.: **PUBLIC HEARING ANNEX REZONE 4/**  
a true copy of which is hereto attached, was published in said newspaper on the following date(s):  
**03/27/19 Wed**

Public Hearing Notice -  
Rezoning  
City of Locust Grove  
April 16, 2019  
6:00 PM  
Locust Grove Public  
Safety Building  
3640 Highway 42 South  
Locust Grove, GA 30248

The public hearing will be held in the Locust Grove Public Safety Building, located at 3640 Highway 42 South.

Bert Foster  
Community Development  
Director  
City of Locust Grove  
928-592094, 3/27

Notice is hereby given as required by Chapter 66 of Title 36 of the Official Code of Georgia Annotated ("Zoning Procedures Law") and Section 17.04 of the Code of Ordinances, City of Locust Grove, Georgia, that the Locust Grove City Council, on Monday, April 15, 2019 at 6:00 PM, will conduct a public hearing for the purpose of the following:

**ANNEXATION & REZONING**  
RZ-19-04-01 Clarence R. McQueen and Carol G. McQueen request annexation and rezoning from RA (residential agricultural) in unincorporated Henry County to RA (residential agricultural) within the City of Locust Grove for property located at 340 Colvin Drive (Parcel ID 127-02018001) containing approximately 9.97 +/- acres in Land Lot 232 of the 2nd District for the purpose of incorporating property in the City limits.

RZ-19-04-02 Pamela C. Pair requests annexation and rezoning from RA (residential agricultural) in unincorporated Henry County to RA (residential agricultural) within the City of Locust Grove for property located at 1000 Davis Lake Road (Parcel ID 127-02018090) containing approximately 34.82 +/- acres in Land Lot 232 of the 2nd District for the purpose of incorporating property in the City limits.

RZ-19-04-03 Randall L. Crumley requests annexation and rezoning from RA (residential agricultural) in unincorporated Henry County to RA (residential agricultural), within the City of Locust Grove for property located at 1138 Davis Lake Road (Parcel ID 127-02018000) containing approximately 39.28 +/- acres in Land Lot 232 of the 2nd District for the purpose of incorporating property in the City limits.

Robert D. McCray, SCNI Vice President of Sales and Marketing



By Dawn Ward

Legal Advertising Clerk

Sworn and subscribed before me 03/28/19



Notary Public



**AFFIDAVIT OF SIGN POSTING**

Personally appeared, before the undersigned officer duly authorized to administer oaths, Mr. Richard Cook, who, after being duly sworn, testifies as follows:

1.

My name is Richard Cook. I am over twenty-one years of age and competent to give this, my affidavit, based upon my personal knowledge.

2.


Randall L. Crumbley, of Locust Grove, GA, requests rezoning from RA (residential agricultural) County to RA (residential agricultural) City for property located at 1138 Davis Lake Road (Parcel ID 127-02018000), north of the intersection with Colvin Drive in Land Lot 232 of the 2<sup>nd</sup> District. The property consists of approximately 39.28 acres and the request is for annexation into the Locust Grove city limits with a City RA (residential agricultural) zoning.

3.

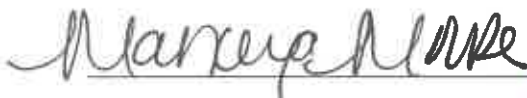
On the 29<sup>th</sup> day of March 2019 at approximately 10:10am, I, Richard Cook, posted one (1) double-sided sign notification at 1138 Davis Lake Road for the purpose of advertising a public hearing on the above request to be heard by the Locust Grove City Council on the 15<sup>th</sup> day of April 2019, at 6:00 p.m. at the Locust Grove Public Safety Building, 3640 Highway 42, Locust Grove, Georgia 30248. Photographs of same are attached hereto as Exhibit "A" and incorporated herein by reference.

FURTHER AFFIANT SAYETH NOT.

This 10<sup>th</sup> day of April 2019.

  
\_\_\_\_\_  
Affiant

Sworn and subscribed before me  
this 10 day April, 2019.



Notary Public



**Exhibit "A"**

**PUBLIC NOTICE**

City of Lecum Grove  
The Council Meeting  
for the  
ANNEXATION &  
REZONING  
10:00 AM  
MON. Dec-17/14

DATE: April 15 2019  
TIME: 5:00 PM

For more information, please call  
707.632.2111  
www.lecumgrove.ca.gov

03 29, 2019 10 11



## Administration Department

P. O. Box 900  
Locust Grove, Georgia 30248

Phone: (770) 957-5043  
Facsimile (770) 954-1223

### Item Coversheet – Informational Only

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**Item:** Fiscal Year 2019 1<sup>st</sup> Quarter Update/Account Status

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** N/A

**Budget Item:** Yes, all funds except Confiscated Assets, Tree Replacement, Cemetery

**Date Received:** April 10, 2019

**Workshop Date:** April 15, 2019 – Informational Only

**Regular Meeting Date** May 6, 2019

#### **Discussion:**

---

Attached are updates stats on the FY 2019 Budget. We are performing amendments related to various capital projects, including the Line F sewer extension, a proposed property acquisition related to the LCI Plan in the downtown area with Hotel/Motel funds, and then changes in the timing of the Bill Gardner Improvement Project pending our discussions with GDOT on impacts related to the I-75 interchange and timing of construction interfering with major holiday traffic.

Budget wise, we are still on track for the most part, with continued growth of new home construction and rezoning activity. We are getting ready for the FY 2018 Audit at the end of the month and will be working on any necessary amendments for May.

#### **Recommendation:**

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**None – Information only.**



**ORDINANCE NO. \_\_\_\_\_**

**TO REVISE THE OPERATING AND CAPITAL IMPROVEMENTS BUDGET OF THE CITY OF LOCUST GROVE FOR 1<sup>st</sup> QUARTER OF THE 2019 FISCAL YEAR PURSUANT TO SECTIONS 6.35 AND 6.36 OF THE CITY CHARTER; TO PROVIDE FOR ADDITIONAL UNAPPROPRIATED FUNDS FOR CERTAIN OPERATING EXPENDITURES; TO AUTHORIZE THE CITY MANAGER AND CITY CLERK TO CARRY OUT ALL NECESSARY PROCEDURES TO INSTALL THE AMENDED BUDGET AND OPERATE FINANCIAL OPERATIONS IN ACCORDANCE WITH THE CODE OF ORDINANCES OF THE CITY OF LOCUST GROVE; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

**THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY ORDAINS**

**SECTION 1. Amendment of Appropriations of General Funds Budget, Hotel/Motel Fund Budget, SPLOST IV Fund Budget, Development Impact Fee Budget, Water and Sewer Fund Budget, Sanitation Fund Budget and Stormwater Fund Budget.** That certain General Fund appropriation accounts are **DECREASED** a net of \$296,500.00; that certain Hotel/Motel Fund appropriation accounts are **INCREASED** a net of \$180,350.00; that certain SPLOST IV Fund appropriation accounts are **DECREASED** a net of \$350,000.00; that certain Water and Sewer Fund appropriation accounts are **INCREASED** a net of \$522,900.00; that certain Sanitation Fund appropriation accounts are **DECREASED** a net of \$5,500.00; and that certain Stormwater Fund appropriation accounts are **DECREASED** a net of \$22,700.00 as shown in Exhibit "A".

**SECTION 2. Amendment of the Fiscal Year 2018 Budget and Capital Improvements Budget.** Pursuant to Section 6.35 and 6.36 of the City Charter, the Mayor and Council hereby amends the Operating and Capital Improvements Budget of the City of Locust Grove, Georgia for the 2018 Fiscal Year, which begins January 1, 2019 and ends on December 31, 2019 as attached hereto and incorporated herein at Exhibit "A".

**SECTION 3. Statement of Legal Level of Control.** That the "legal level of control" as defined in O.C.G.A. 36-81-3 is set at the departmental level, meaning that the City Manager in his capacity as Budget Officer is authorized to move appropriations from one line item to another within a department, but under no circumstances may expenditures or expenses exceed the amount appropriated for a department without a further Budget amendment approved by the Mayor and City Council.

**SECTION 4. Statement of Lapse on All Appropriations.** That all appropriations shall lapse at the end of the fiscal year.

**SECTION 5. Authorization to City Manager and City Clerk.** The City Manager as Budget Officer and City Clerk are hereby authorized to install the Budget and carry out all necessary procedures to operate financial operations of the City in accordance with the Code of Ordinances of the City of Locust Grove.

**SECTION 6. Severability.**



A. It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

B. It is hereby declared to be the intention of the City Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other Section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the City Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other Section, paragraph, sentence, clause or phrase of this Ordinance.

C. In the event that any section, paragraph, sentence, clause or phrase of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the Ordinance and that, to the greatest extent allowed by law, all remaining Sections, paragraphs, sentences, clauses, or phrases of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

**SECTION 7. Repeal of Conflicting Provision.** Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 8. Effective Date.** This ordinance shall become effective immediately upon its adoption by the Mayor and Council of the City of Locust Grove.

SO ORDAINED this 6<sup>th</sup> day of May, 2019

\_\_\_\_\_  
ROBERT PRICE, Mayor

ATTEST:

\_\_\_\_\_  
MISTY SPURLING, City Clerk  
(Seal)

**EXHIBIT "A"**

**AMENDED FINAL OPERATING AND CAPITAL IMPROVEMENTS BUDGET  
FOR THE CITY OF LOCUST GROVE, GEORGIA  
FOR THE FISCAL YEAR 2019 – 1<sup>st</sup> Quarter**

**All funds with exception of Cemetery and Confiscated Asset funds.**

FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp 100%	Balance	Notes	Amendment Q1	Amendment Q1
100	3-0000-31.1340	INTANGIBLE TAX	(40,000.00)	(5,609.17)	(40,000.00)	14.0%	(34,390.83)			(40,000.00)
100	3-0000-31.1350	RAILROAD EQUIPMENT TAX	(750.00)	0.00	(187.50)	0.0%	(750.00)			(750.00)
100	3-0000-31.1600	REAL ESTATE TRANSFERS	(20,000.00)	(2,295.08)	(5,000.00)	11.5%	(17,704.92)			(20,000.00)
100	3-0000-31.1710	FRANCHISE TAX - ELECTRIC	(315,000.00)	0.00	(78,750.00)	0.0%	(315,000.00)			(315,000.00)
100	3-0000-31.1711	CAPITAL CREDIT REFUND	0.00	0.00	0.00	0.0%	0.00			0.00
100	3-0000-31.1730	FRANCHISE TAX - TELECOMMUNICAT	(2,000.00)	0.00	(500.00)	0.0%	(2,000.00)			(2,000.00)
100	3-0000-31.1750	FRANCHISE TAX - CABLE TV	(75,000.00)	0.00	(48,750.00)	0.0%	(75,000.00)			(75,000.00)
100	3-0000-31.1760	FRANCHISE TAX - TELEPHONE	(20,000.00)	0.00	(5,000.00)	0.0%	(20,000.00)			(20,000.00)
100	3-0000-31.1790	FRANCHISE TAX - NATURAL GAS	(15,000.00)	(6,718.05)	(3,750.00)	44.8%	(18,281.95)			(15,000.00)
100	3-0000-31.3100	LOCAL OPTION SALES /USE TAX	(7,200,000.00)	(396,125.71)	(550,000.00)	18.0%	(1,803,874.29)			(1,200,000.00)
100	3-0000-31.3150	LOST TAFT	(85,000.00)	(20,782.25)	(21,250.00)	24.4%	(64,217.75)			(85,000.00)
100	3-0000-31.3160	AAVT - MOTOR VEHICLE	(1,000.00)	0.00	(250.00)	0.0%	(1,000.00)			(1,000.00)
100	3-0000-31.4200	LIQUOR TAX	0.00	0.00	0.00	0.0%	0.00			0.00
100	3-0000-31.4201	ALCOHOL TAX	(370,000.00)	(51,052.04)	(92,500.00)	13.8%	(318,947.96)			(370,000.00)
100	3-0000-31.6100	OCCUPATION TAXES	(275,000.00)	(42,285.41)	(68,750.00)	51.7%	(332,714.59)			(275,000.00)
100	3-0000-31.6120	REGULATORY FEES	(30,000.00)	(15,385.00)	(7,500.00)	51.3%	(14,615.00)			(30,000.00)
100	3-0000-31.6150	COIN OPERATED MACHINES	0.00	0.00	0.00	0.0%	0.00			0.00
100	3-0000-31.6200	INSURANCE PREMIUM TAX	(400,000.00)	0.00	(100,000.00)	0.0%	(400,000.00)			(400,000.00)
100	3-0000-32.1110	ALCOHOL BEV-BEER LICENSE	(17,500.00)	(2,000.00)	(4,375.00)	11.4%	(15,500.00)			(17,500.00)
100	3-0000-32.1120	ALCOHOL BEV WINE LICENSE	(15,000.00)	(2,000.00)	(3,750.00)	13.3%	(13,000.00)			(15,000.00)
100	3-0000-32.1130	ALCOHOL BEV - LIQUOR LICENSE	(40,000.00)	0.00	(40,125.00)	0.0%	(40,500.00)			(40,500.00)
100	3-0000-32.1220	GENERAL BUS LIC - INSURANCE	(15,500.00)	(12,800.00)	(3,875.00)	82.6%	(2,700.00)			(15,500.00)
100	3-0000-32.2120	BLDG PERMITS /INSPECTIONS -RES	(450,000.00)	(79,781.41)	(112,500.00)	17.7%	(370,218.59)			(450,000.00)
100	3-0000-32.2130	BLDG PERMITS/INSPECTIONS -COMM	(500,000.00)	(13,331.25)	(75,000.00)	4.4%	(286,668.75)			(500,000.00)
100	3-0000-32.3100	BUSINESS LICENSE PENALTY	0.00	0.00	0.00	0.0%	0.00			0.00
100	3-0000-33.4450	GRANT BULLET PROOF VEST	(600.00)	0.00	(125.00)	0.0%	(500.00)			(600.00)
100	3-0000-33.4500	GRANT / DONATIONS -COPS	(500.00)	0.00	(125.00)	0.0%	(500.00)			(500.00)
100	3-0000-33.5000	DONATION-PLAYGROUND EQUIP	(500.00)	0.00	(125.00)	0.0%	(500.00)			(500.00)
100	3-0000-33.6100	DONATIONS	(500.00)	0.00	(125.00)	0.0%	(500.00)			(500.00)
100	3-0000-33.7000	CDBG GRANT	0.00	0.00	0.00	0.0%	0.00			0.00
100	3-0000-34.1310	ZONING INSPECTION FEES	(50,000.00)	(14,605.50)	(12,500.00)	29.2%	(35,394.50)			(50,000.00)
100	3-0000-34.1311	LAND DEVELOPMENT FEES	(45,000.00)	(4,900.00)	(11,250.00)	10.9%	(40,100.00)			(45,000.00)
100	3-0000-34.1312	SITE PLAN REVIEW FEES	(20,000.00)	(1,650.00)	(5,000.00)	8.3%	(18,350.00)			(20,000.00)
100	3-0000-34.1321	SOIL EROSION FEES	(500.00)	0.00	(125.00)	0.0%	(500.00)			(500.00)
100	3-0000-34.1325	TREE REPLACEMENT REVENUE	0.00	0.00	0.00	0.0%	0.00			0.00
100	3-0000-34.1910	QUALIFYING FEE FOR ELECTION	(5,000.00)	0.00	(1,250.00)	0.0%	(5,000.00)			(5,000.00)
100	3-0000-34.1950	ACCIDENT REPORTS	(5,000.00)	(820.00)	(4,250.00)	16.4%	(4,180.00)			(5,000.00)
100	3-0000-34.1955	CRIMINAL HISTORY REPORTS	0.00	0.00	0.00	0.0%	0.00			0.00
100	3-0000-34.1960	ADM CHARGE ON FINES	(17,500.00)	(3,494.75)	(4,375.00)	20.0%	(14,005.25)			(17,500.00)
100	3-0000-34.1990	ADM CHARGE FOR INCODE	(20,000.00)	(4,890.97)	(5,000.00)	24.5%	(15,109.03)			(20,000.00)
100	3-0000-34.6100	BACKGROUND CHECK FEES	(3,000.00)	(400.00)	(750.00)	13.3%	(2,600.00)			(3,000.00)
100	3-0000-34.9001	DONATIONS	0.00	0.00	0.00	0.0%	0.00			0.00
100	3-0000-34.9900	BAD CHECK FEES	(100.00)	(35.00)	(25.00)	35.0%	(65.00)			(100.00)
100	3-0000-35.1170	FINES & FORFEITURES	(775,000.00)	(187,395.54)	(193,750.00)	24.2%	(587,604.46)			(775,000.00)
100	3-0000-35.1175	BOND ACCOUNT	0.00	0.00	0.00	0.0%	0.00			0.00
100	3-0000-36.1000	INTEREST REVENUES	(7,500.00)	(1,410.64)	(1,875.00)	18.8%	(6,089.36)			(7,500.00)
100	3-0000-38.1000	RENTS & ROYALTIES	(18,000.00)	0.00	(4,500.00)	0.0%	(18,000.00)			(18,000.00)
100	3-0000-38.1010	SPECIAL EVENT PERMIT	(730.00)	0.00	(182.50)	0.0%	(710.00)			(730.00)
100	3-0000-38.1025	PAVILION RENTAL	0.00	0.00	0.00	0.0%	0.00			0.00
100	3-0000-38.1050	HOUSE RENTAL -LOCLUST ROAD	(35,000.00)	(3,476.95)	(8,750.00)	9.9%	(31,523.05)			(35,000.00)

FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp 100%	Balance	Notes	Amendment Q1	Amend Q1
100	3-0000-38.3000	INS REIMBURSE DAMAGE PROPERTY	(14,500.00)	(8,809.96)	(3,625.00)	60.8%	(5,690.04)			(14,500.00)
100	3-0000-38.3100	INS REIMBURSE WKS COMP	(500.00)	0.00	(125.00)	0.0%	(500.00)			(500.00)
100	3-0000-38.3400	INS REIMBURSE FOR OVERPAYMENT	(500.00)	0.00	(125.00)	0.0%	(500.00)			(500.00)
100	3-0000-38.5000	LMIG PROGRAM	(120,000.00)	0.00	(30,000.00)	0.0%	(120,000.00)			(120,000.00)
100	3-0000-38.9000	MISCELLANEOUS REVENUE	(10,000.00)	(1,117.05)	(2,500.00)	11.2%	(8,882.95)			(10,000.00)
100	3-0000-38.9010	RETURN CHECK FEES	(100.00)	0.00	(25.00)	0.0%	(100.00)			(100.00)
100	3-0000-38.9100	REFUNDS POLICE DEPT	0.00	0.00	0.00	0.0%	0.00			0.00
100	3-0000-38.9200	REFUNDS PUBLIC WORKS	0.00	0.00	0.00	0.0%	0.00			0.00
100	3-0000-38.9300	REFUNDS ADMINISTRATIONS	0.00	0.00	0.00	0.0%	0.00			0.00
100	3-0000-38.9900	PRIOR YEAR REVENUE	(595,290.00)	0.00	(148,822.50)	0.0%	(595,290.00)	Balance	296,500.00	(296,790.00)
100	3-0000-39.1100	OPERATING TRANSFERS	0.00	0.00	0.00	0.0%	0.00			0.00
100	3-0000-39.1210	ADMIN FEE - WATER TRANSFER IN	(265,000.00)	0.00	(66,250.00)	0.0%	(265,000.00)			(265,000.00)
100	3-0000-39.1220	ADMIN FEE - SEWER TRANSFER IN	(235,000.00)	0.00	(58,750.00)	0.0%	(235,000.00)			(235,000.00)
100	3-0000-39.1230	ADMIN FEE - SANIT TRANSFER IN	(40,000.00)	0.00	(10,000.00)	0.0%	(40,000.00)			(40,000.00)
100	3-0000-39.1240	ADMIN FEE - STORM TRANSFER IN	(44,500.00)	0.00	(11,125.00)	0.0%	(44,500.00)			(44,500.00)
100	3-0000-39.1250	ADMIN FEE - H/M TRANSFER IN	(70,000.00)	0.00	(17,500.00)	0.0%	(70,000.00)			(70,000.00)
100	3-0000-88.8888	DEBT PROCEEDS	0.00	0.00	0.00	0.0%	0.00			0.00

**Original Sources of Funds**

Totals		(6,660,970.00)	(7,086,970.00)	(983,171.73)	(1,771,742.50)	13.9%	(6,108,798.27)	296,500.00	(6,790,470.00)
	Orig. Budget	150,350.00	150,350.00	150,350.00	150,350.00	Elected Officials	(5,000.00)	10Qtr2019	(6,790,470.00)
	Increase/(DEC)	1,504,150.00	1,484,150.00	1,484,150.00	1,484,150.00	Administration	65,800.00	Sanitation	(445,950.00)
		389,050.00	389,050.00	389,050.00	389,050.00	Municipal Court	(100.00)	Water	(1,873,460.00)
		2,405,500.00	2,405,500.00	2,405,500.00	2,405,500.00	Police	14,300.00	Sewer	(2,946,030.00)
		1,813,230.00	1,813,230.00	1,813,230.00	1,813,230.00	Street Maint	(351,500.00)	Stormwater	(329,650.00)
		5,850.00	4,900.00	4,900.00	4,900.00	Fleet Maint	0.00	Hotel/Motel	(801,750.00)
		121,500.00	121,500.00	121,500.00	121,500.00	Parks/Rec	(25,000.00)		(13,187,310.00)
		696,290.00	696,290.00	696,290.00	696,290.00	Comm. Dev.	10,000.00		
		7,085,920.00	7,054,970.00	7,054,970.00	7,054,970.00	Tot.General Fund	(291,500.00)		
	In Balance	(13,957,240.00)	129,700.00	129,700.00	129,700.00	(Surplus)/Deficit		0.00	

FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp100%	Balance	Notes	AmendmentQ1	AmendQ1
100	5-1110-51.1150	MAYOR SALARY	10,800.00	3,600.00	2,700.00	33.3%	7,200.00		0.00	10,800.00
100	5-1110-51.1155	COUNCIL SALARY	50,400.00	16,800.00	12,600.00	33.3%	33,600.00		0.00	50,400.00
100	5-1110-51.2200	FICA (SOCIAL SECURITY)	900.00	295.80	225.00	32.9%	604.20		0.00	900.00
100	5-1110-51.2400	RETIREMENT	17,500.00	4,370.37	3,750.00	25.0%	13,129.63		0.00	17,500.00
100	5-1110-51.2750	UNEMPLOYMENT TAX - GEORGIA	650.00	-	162.50	0.0%	650.00		0.00	650.00
100	5-1110-51.2750	PROFESSIONAL SERVICES	1,500.00	-	375.00	0.0%	1,500.00		0.00	1,500.00
100	5-1110-52.1230	LEGAL	2,500.00	-	625.00	0.0%	2,500.00		0.00	2,500.00
100	5-1110-52.3100	RISK MANAGEMENT INSURANCE	15,000.00	1,326.56	3,750.00	8.8%	13,673.44		0.00	15,000.00
100	5-1110-52.3200	COMMUNICATIONS-CELL PHONES	750.00	106.49	187.50	14.2%	643.51		0.00	750.00
100	5-1110-52.3310	PUBLIC NOTICES	500.00	374.40	125.00	74.9%	125.60		0.00	500.00
100	5-1110-52.3500	TRAVEL MILEAGE REIMBURSEMENT	5,000.00	43.04	1,250.00	0.9%	4,956.96		0.00	5,000.00
100	5-1110-52.3510	CAR ALLOWANCE FOR MAYOR	-	-	0.00	0.0%	0.00		0.00	0.00
100	5-1110-52.3600	DUES & FEES	300.00	-	75.00	0.0%	300.00		0.00	300.00
100	5-1110-52.3700	EDUCATION & TRAINING	-	219.00	0.00	0.0%	(119.00)		0.00	0.00
100	5-1110-52.3701	EDUCATION & TRAINING - MAYOR	5,000.00	256.23	1,250.00	5.1%	4,743.77		0.00	5,000.00
100	5-1110-52.3702	EDUCATION & TRAINING - TAYLOR	2,750.00	214.04	687.50	7.8%	2,535.96		0.00	2,750.00
100	5-1110-52.3703	EDUCATION & TRAINING - GREER	2,750.00	-	687.50	0.0%	2,750.00		0.00	2,750.00
100	5-1110-52.3704	EDUCATION & TRAINING - HAMMOCK	2,750.00	-	687.50	0.0%	2,750.00		0.00	2,750.00
100	5-1110-52.3705	EDUCATION & TRAINING - GARDNER	2,750.00	-	687.50	0.0%	2,750.00		0.00	2,750.00
100	5-1110-52.3706	EDUCATION & TRAINING - ASHE	2,750.00	-	687.50	0.0%	2,750.00		0.00	2,750.00
100	5-1110-52.3707	EDUCATION & TRAINING - BOONE	2,750.00	-	687.50	0.0%	2,750.00		0.00	2,750.00
100	5-1110-52.3710	EDUCATION & TRAINING - NEWLY E	800.00	-	200.00	0.0%	800.00		0.00	800.00
100	5-1110-52.3750	MTGS & CONF RETREATS /HCMA	20,000.00	-	5,000.00	0.0%	20,000.00		(5,000.00)	15,000.00
100	5-1110-53.1105	OFFICE SUPPLIES	250.00	-	62.50	0.0%	250.00		0.00	250.00
100	5-1110-53.1785	UNIFORMS	1,000.00	-	250.00	0.0%	1,000.00		0.00	1,000.00
100	5-1110-54.2450	COMPUTER MAINTENANCE	1,000.00	-	250.00	0.0%	1,000.00		0.00	1,000.00
			150,350.00							
Original Budget:			150,350.00							
Total Elected Officials			27,605.93	37,587.50	18.4%	122,744.07	(5,000.00)	145,350.00		

Original Budget:

150,350.00

Total Elected Officials

27,605.93

37,587.50

18.4%

122,744.07

(5,000.00)

145,350.00



FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp100%	Balance	Notes	AmendmentQ1	AmendQ1
100	5-1510-51.1100	REGULAR EMPLOYEES	501,800.00	120,861.96	501,800.00	24.0%	381,138.04	Proposed Positions	100,000.00	601,800.00
100	5-1510-51.1300	OVERTIME	4,000.00	326.40	4,000.00	8.2%	3,673.60			4,000.00
100	5-1510-51.2100	GROUP INSURANCE	50,000.00	12,653.02	50,000.00	25.3%	37,346.98			50,000.00
100	5-1510-51.2200	FICA (SOCIAL SECURITY)	6,750.00	1,732.95	6,750.00	25.7%	5,017.05			6,750.00
100	5-1510-51.2400	RETIREMENT	35,000.00	8,526.47	35,000.00	24.4%	26,473.53			35,000.00
100	5-1510-51.2700	WORKER'S COMPENSATION	18,500.00	19,841.80	18,500.00	74.8%	4,658.20	Pro Rata	(1,200.00)	17,300.00
100	5-1510-51.2750	UNEMPLOYMENT TAX - GEORGIA	2,500.00	-	2,500.00	0.0%	2,500.00			2,500.00
100	5-1510-52.1200	PROFESSIONAL	15,000.00	5,280.00	15,000.00	35.2%	9,720.00			15,000.00
100	5-1510-52.1220	AUDITING	30,000.00	-	30,000.00	0.0%	30,000.00			30,000.00
100	5-1510-52.1230	LEGAL	55,000.00	16,459.13	55,000.00	29.9%	38,540.87			55,000.00
100	5-1510-52.1400	DRUG & MEDICAL	500.00	-	500.00	0.0%	500.00			500.00
100	5-1510-52.2210	AUTO/TRUCK EXP	2,000.00	25.00	2,000.00	1.3%	1,975.00			2,000.00
100	5-1510-52.2211	AUTO GAS & FUEL	2,250.00	185.96	2,250.00	8.3%	2,064.04			2,250.00
100	5-1510-52.2212	CAR ALLOWANCE	4,800.00	1,000.00	4,800.00	20.8%	3,800.00			4,800.00
100	5-1510-52.2240	BUILDING & GROUNDS	35,000.00	15,952.52	35,000.00	45.6%	19,047.48	Repairs	5,000.00	40,000.00
100	5-1510-52.2250	OTHER EQUIP. REPAIRS/MAINT	5,000.00	2,135.86	5,000.00	42.7%	2,864.14			5,000.00
100	5-1510-52.2320	RENTAL OF EQUIPMENT & VEHICLE	14,500.00	1,244.48	14,500.00	8.6%	13,255.52			14,500.00
100	5-1510-52.3100	RISK MANAGEMENT INSURANCE	20,000.00	801.95	20,000.00	4.0%	19,198.05			20,000.00
100	5-1510-52.3200	COMMUNICATIONS-CELL PHONES	1,300.00	206.98	1,300.00	15.9%	1,093.02			1,300.00
100	5-1510-52.3201	TELEPHONE	30,000.00	8,181.37	30,000.00	27.3%	21,818.63			30,000.00
100	5-1510-52.3205	INTERNET	40,000.00	8,051.84	40,000.00	20.1%	31,948.16			40,000.00
100	5-1510-52.3300	ADVERTISING	750.00	-	750.00	0.0%	750.00			750.00
100	5-1510-52.3310	PUBLIC NOTICES	3,000.00	312.00	3,000.00	10.4%	2,688.00			3,000.00
100	5-1510-52.3500	TRAVEL MILEAGE REIMBURSEMENT	3,500.00	321.32	3,500.00	9.2%	3,178.68			3,500.00
100	5-1510-52.3600	DUES & FEES	5,000.00	1,240.00	5,000.00	24.8%	3,760.00			5,000.00
100	5-1510-52.3700	EDUCATION & TRAINING	20,000.00	1,450.45	20,000.00	7.3%	18,549.55			20,000.00
100	5-1510-52.3750	MEETINGS & CONFERENCE	15,000.00	-	15,000.00	0.0%	15,000.00			15,000.00
100	5-1510-52.3855	CONTRACTS & SPONSORSHIPS	6,500.00	(500.00)	6,500.00	-7.7%	7,000.00			6,500.00
100	5-1510-52.3970	POSTAGE	15,000.00	4,075.87	15,000.00	27.2%	10,924.13			15,000.00
100	5-1510-53.1105	OFFICE SUPPLIES	10,000.00	1,265.58	10,000.00	12.7%	8,734.42			10,000.00
100	5-1510-53.1107	BANK & CREDIT CARD CHARGES	22,500.00	1,218.00	22,500.00	5.4%	21,282.00			22,500.00
100	5-1510-53.1108	CHECK FRAUD PROVISION	-	(1,800.00)	0.00	0.0%	1,800.00			0.00
100	5-1510-53.1160	OPERATING EQUIPMENT	1,200.00	-	1,200.00	0.0%	1,200.00			1,200.00
100	5-1510-53.1161	GIFTS & FLOWERS	3,000.00	173.39	3,000.00	5.8%	2,826.61			3,000.00
100	5-1510-53.1165	DISASTER RELIEF SUPPLIES	-	-	0.00	0.0%	0.00			0.00
100	5-1510-53.1205	UTILITIES	35,000.00	5,762.55	35,000.00	16.5%	29,237.45	Pro Rata	(5,000.00)	32,000.00
100	5-1510-53.1210	STORMWATER FEES	1,500.00	-	1,500.00	0.0%	1,500.00			1,500.00
100	5-1510-53.1700	OTHER SUPPLIES	5,500.00	747.24	5,500.00	13.6%	4,752.76			5,500.00
100	5-1510-53.1728	MAYORS MOTORCADE	1,200.00	-	1,200.00	0.0%	1,200.00			1,200.00
100	5-1510-53.1729	CITY EVENTS	7,500.00	500.00	7,500.00	6.7%	7,000.00			7,500.00
100	5-1510-53.1785	UNIFORMS	2,100.00	376.84	2,100.00	17.9%	1,723.16			2,100.00
100	5-1510-53.1790	ELECTION EXPENSE	3,000.00	-	3,000.00	0.0%	3,000.00			3,000.00
100	5-1510-53.1795	MISCELLANEOUS	-	-	0.00	0.0%	0.00			0.00
100	5-1510-54.1100	ACQUISITION OF PROPERTY	7,500.00	-	7,500.00	0.0%	7,500.00	LCI - Related	15,000.00	22,500.00
100	5-1510-54.1310	RENOVATIONS TO CITY HALL	200,000.00	-	200,000.00	0.0%	200,000.00	SPLOST IV	(50,000.00)	150,000.00
100	5-1510-54.2200	VEHICLES	-	-	0.00	0.0%	0.00			0.00

FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp100%	Balance	Notes	AmendmentQ1	AmendQ1
100	5-1510-54.2300	FURNITURE & FIXTURES	20,000.00	-	20,000.00	0.0%	20,000.00			20,000.00
100	5-1510-54.2400	COMPUTERS	17,500.00	-	17,500.00	0.0%	17,500.00			17,500.00
100	5-1510-54.2450	COMPUTER MAINTENANCE	188,000.00	42,950.76	188,000.00	22.8%	145,049.24			188,000.00
100	5-1510-54.2500	EQUIPMENT	16,000.00	-	16,000.00	0.0%	16,000.00			16,000.00
100	5-1510-56.1000	DEPRECIATION	-	-	0.00	0.0%	0.00			0.00
100	5-1510-57.9000	CONTINGENCIES	20,000.00	-	20,000.00	0.0%	20,000.00			20,000.00
		Original Budget	1,504,150.00							
		Total Administration	1,484,150.00	275,961.69	1,504,150.00	18.6%	1,208,788.31		65,800.00	1,569,950.00



FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp100%	Balance	Notes	Amendment(0,1)	Amended(0,1)
100	5-2650-51.1100	REGULAR EMPLOYEES	78,500.00	13,538.55	19,625.00	17.2%	64,961.45			71,500.00
100	5-2650-51.1158	JUDGE SALARY	30,000.00	7,000.00	7,500.00	23.3%	23,000.00			30,000.00
100	5-2650-51.1300	OVERTIME	750.00	16.99	187.50	2.3%	733.01			750.00
100	5-2650-51.2100	GROUP INSURANCE	8,000.00	2,491.87	2,000.00	31.1%	5,508.13			8,000.00
100	5-2650-51.2200	FICA (SOCIAL SECURITY)	600.00	192.29	150.00	32.0%	407.71			600.00
100	5-2650-51.2400	RETIREMENT	2,500.00	1,248.72	625.00	49.9%	1,251.28			2,500.00
100	5-2650-51.2500	TUITION REIMBURSEMENTS	-	-	0.00	0.0%	0.00			0.00
100	5-2650-51.2700	WORKER'S COMPENSATION	3,000.00	2,768.76	750.00	92.3%	231.24			3,000.00
100	5-2650-51.2750	UNEMPLOYMENT TAX - GEORGIA	500.00	-	125.00	0.0%	500.00			500.00
100	5-2650-52.1230	LEGAL	7,500.00	-	1,875.00	0.0%	7,500.00			7,500.00
100	5-2650-52.1260	SOLICITOR	24,000.00	5,200.00	6,000.00	21.7%	18,800.00			24,000.00
100	5-2650-52.1261	PUBLIC DEFENDER	17,500.00	3,000.00	4,375.00	17.1%	14,500.00			17,500.00
100	5-2650-52.1400	DRUG & MEDICAL	200.00	-	50.00	0.0%	200.00			200.00
100	5-2650-52.2210	AUTO / TRUCK EXPENSE	500.00	-	125.00	0.0%	500.00			500.00
100	5-2650-52.2211	AUTO / TRUCK FUEL	500.00	-	125.00	0.0%	500.00			500.00
100	5-2650-52.2250	OTHER EQUIP. REPAIRS/MAINT	500.00	-	125.00	0.0%	500.00			500.00
100	5-2650-52.3100	RISK MANAGEMENT INSURANCE	2,500.00	278.47	625.00	11.1%	2,221.53			2,500.00
100	5-2650-52.3200	COMMUNICATIONS-CELL PHONES	750.00	58.49	187.50	7.8%	691.51			750.00
100	5-2650-52.3205	INTERNET	100.00	-	25.00	0.0%	100.00			100.00
100	5-2650-52.3310	PUBLIC NOTICES	100.00	-	25.00	0.0%	100.00			100.00
100	5-2650-52.3500	TRAVEL-MILEAGE REIMBURSEMENT	200.00	-	50.00	0.0%	200.00			200.00
100	5-2650-52.3600	DUES & FEES	400.00	-	100.00	0.0%	400.00			400.00
100	5-2650-52.3700	EDUCATION & TRAINING	4,600.00	450.00	1,150.00	9.8%	4,150.00	Pro Rata	(600.00)	4,000.00
100	5-2650-52.3970	POSTAGE	500.00	609.45	125.00	121.9%	(109.45)	Notifications - Court	500.00	0.00
100	5-2650-52.3995	COURT COST-SUBPOENAS	200.00	-	50.00	0.0%	200.00			200.00
100	5-2650-53.1105	OFFICE SUPPLIES	500.00	105.03	125.00	21.0%	394.97			500.00
100	5-2650-53.1107	BANK & CREDIT CARD CHARGES	500.00	-	125.00	0.0%	500.00			500.00
100	5-2650-53.1160	OPERATING EQUIPMENT COM SVC	250.00	-	62.50	0.0%	250.00			250.00
100	5-2650-53.1700	OTHER SUPPLIES	300.00	-	75.00	0.0%	300.00			300.00
100	5-2650-53.1785	UNIFORMS	600.00	-	150.00	0.0%	600.00			600.00
100	5-2650-53.1786	BOOT ALLOWANCE	-	-	0.00	0.0%	0.00			0.00
100	5-2650-53.1795	MISCELLANEOUS	-	-	0.00	0.0%	0.00			0.00
100	5-2650-54.2200	VEHICLES	-	-	0.00	0.0%	0.00			0.00
100	5-2650-54.2300	FURNITURE & FIXTURES	-	-	0.00	0.0%	0.00			0.00
100	5-2650-54.2400	COMPUTERS	1,200.00	-	300.00	0.0%	1,200.00			0.00
100	5-2650-54.2420	PAPERLESS COURT SYSTEM	4,000.00	-	1,000.00	0.0%	4,000.00			1,200.00
100	5-2650-54.2450	COMPUTER MAINTENANCE	17,000.00	3,121.01	4,250.00	18.4%	13,878.99			4,000.00
100	5-2650-54.2500	EQUIPMENT COMMUNITY SERV	800.00	-	200.00	0.0%	800.00			17,000.00
100	5-2650-54.2550	EQUIPMENT - COURT	-	-	0.00	0.0%	0.00			800.00
100	5-2650-56.1000	DEPRECIATION	-	-	0.00	0.0%	0.00			0.00
100	5-2650-57.2000	JAIL CONSTRUCTION	40,000.00	6,666.66	10,000.00	16.7%	33,333.34			0.00
100	5-2650-57.2100	GEORGIA CRIME VICTIMS	2,000.00	44.27	500.00	2.2%	1,955.73			40,000.00
100	5-2650-57.2110	VICTIMS ASSISTANCE FUND	20,000.00	3,501.89	5,000.00	17.5%	16,498.11			2,000.00
100	5-2650-57.2120	POLICE OFFICERS A & B FUND	22,500.00	3,495.29	5,625.00	15.5%	19,004.71			20,000.00
100	5-2650-57.2130	POLICE /PROSCUTOR TRAINING	35,000.00	5,781.15	8,750.00	16.5%	29,218.85			22,500.00
										35,000.00

FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp100%	Balance	Notes	AmendmentQ1	Amnt'dQ1
100	5-2650-57.2150	SPINAL INIURY TRUST FUND	2,000.00	219.74	500.00	11.0%	1,780.26			2,000.00
100	5-2650-57.2160	GBI CRIME LAB	500.00	80.09	125.00	16.0%	419.91			500.00
100	5-2650-57.2170	INDIGENT DEFENSE -POTFIOF	40,000.00	6,591.35	10,000.00	16.5%	33,408.65			40,000.00
100	5-2650-57.2180	DRUG TREATMENT & EDUCATION	7,000.00	308.57	1,750.00	4.4%	6,691.43			7,000.00
100	5-2650-57.2190	DRIVERS ED & TRAINING FUND	6,000.00	855.53	1,500.00	14.3%	5,144.47			6,000.00
100	5-2650-57.9000	CONTINGENCIES	5,000.00	-	1,250.00	0.0%	5,000.00			5,000.00

Original Budget 389,050.00

<b>Total Municipal Court</b>	<b>389,050.00</b>	<b>67,624.17</b>	<b>96,012.50</b>	<b>17.4%</b>	<b>316,425.83</b>	<b>(100.00)</b>	<b>383,950.00</b>
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FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Compl.00%	Balance	Notes	AmendmentQ1	AmendQ1
100	5-3230-51.1100	REGULAR EMPLOYEES	1,395,000.00	335,590.08	348,750.00	24.1%	1,059,409.92			1,395,000.00
100	5-3230-51.1300	OVERTIME	30,000.00	6,094.04	7,500.00	20.3%	23,905.96			30,000.00
100	5-3230-51.2100	GROUP INSURANCE	165,000.00	55,707.14	41,250.00	33.8%	109,292.86			165,000.00
100	5-3230-51.2200	FICA (SOCIAL SECURITY)	18,000.00	4,730.65	4,500.00	26.3%	13,269.35			18,000.00
100	5-3230-51.2400	RETIREMENT	88,000.00	16,574.40	22,000.00	18.8%	71,425.60			88,000.00
100	5-3230-51.2500	TUITION REIMBURSEMENTS	-	-	0.00	0.0%	0.00			0.00
100	5-3230-51.2700	WORKER'S COMPENSATION	44,000.00	31,836.14	11,000.00	72.4%	12,163.86	Pro Rata	(5,000.00)	39,000.00
100	5-3230-51.2750	UNEMPLOYMENT TAX - GEORGIA	5,000.00	-	1,250.00	0.0%	5,000.00			5,000.00
100	5-3230-52.1230	LEGAL	5,000.00	891.00	1,250.00	17.8%	4,109.00			5,000.00
100	5-3230-52.1400	DRUG & MEDICAL	2,500.00	335.00	625.00	13.4%	2,165.00			2,500.00
100	5-3230-52.2210	AUTO/TRUCK EXPENSES	65,000.00	11,265.53	16,250.00	17.3%	53,734.47			65,000.00
100	5-3230-52.2211	AUTO GAS & FUEL	60,500.00	9,202.55	15,125.00	15.2%	51,297.45			60,500.00
100	5-3230-52.2240	BUILDING & GROUNDS	30,000.00	6,995.39	7,500.00	23.3%	23,004.61			30,000.00
100	5-3230-52.2250	OTHER EQUIP. REPAIRS/MAINT	4,000.00	1,864.39	1,000.00	46.6%	2,135.61			4,000.00
100	5-3230-52.3100	RISK MANAGEMENT INSURANCE	45,000.00	2,115.01	11,250.00	4.7%	42,884.99			45,000.00
100	5-3230-52.3200	COMMUNICATIONS-CELL PHONES	15,000.00	2,810.45	3,750.00	18.7%	12,189.55			15,000.00
100	5-3230-52.3201	TELEPHONE	19,500.00	2,111.12	4,875.00	10.8%	17,388.88			19,500.00
100	5-3230-52.3205	INTERNET	2,000.00	-	500.00	0.0%	2,000.00			2,000.00
100	5-3230-52.3300	ADVERTISING	200.00	499.20	50.00	249.6%	(299.20)	Recruitment	300.00	500.00
100	5-3230-52.3500	TRAVEL MILEAGE REIMBURSEMENT	1,000.00	-	250.00	0.0%	1,000.00			1,000.00
100	5-3230-52.3600	DUES & FEES	2,000.00	7.50	500.00	0.4%	1,992.50			2,000.00
100	5-3230-52.3700	EDUCATION & TRAINING	7,500.00	10.37	1,875.00	0.1%	7,489.63			7,500.00
100	5-3230-52.3750	MEETINGS & CONFERENCE	1,000.00	-	250.00	0.0%	1,000.00			1,000.00
100	5-3230-52.3850	CONTRACT LABOR	300.00	-	75.00	0.0%	300.00			300.00
100	5-3230-52.3950	TASK FORCE EXPENSES	-	-	0.00	0.0%	0.00			0.00
100	5-3230-52.3970	POSTAGE	2,000.00	667.45	500.00	33.4%	1,332.55	Notifications - Court	1,000.00	3,000.00
100	5-3230-52.3980	INVESTIGATIONS	1,000.00	-	250.00	0.0%	1,000.00			1,000.00
100	5-3230-53.1105	OFFICE SUPPLIES	6,500.00	1,250.80	1,625.00	19.2%	5,249.20			6,500.00
100	5-3230-53.1107	BANK & CREDIT CARD CHARGES	20,000.00	1,843.84	5,000.00	9.2%	18,156.16	Pro Rata	(2,000.00)	18,000.00
100	5-3230-53.1150	OPERATING SUPPLIES	-	41.93	0.00	0.0%	(41.93)			0.00
100	5-3230-53.1160	OPERATING EQUIPMENT	45,000.00	2,246.58	11,250.00	5.0%	42,753.42			45,000.00
100	5-3230-53.1165	K-9 EXPENSE	-	-	0.00	0.0%	0.00			0.00
100	5-3230-53.1170	COPS EXPENSE	1,500.00	-	375.00	0.0%	1,500.00			1,500.00
100	5-3230-53.1205	UTILITIES	29,000.00	6,078.78	7,250.00	21.0%	22,921.22			29,000.00
100	5-3230-53.1210	STORMWATER FEES	1,000.00	-	250.00	0.0%	1,000.00			1,000.00
100	5-3230-53.1700	OTHER SUPPLIES	10,000.00	607.75	2,500.00	6.1%	9,392.25			10,000.00
100	5-3230-53.1785	UNIFORMS	20,000.00	3,897.69	5,000.00	19.5%	16,102.31			20,000.00
100	5-3230-53.1795	MISCELLANEOUS	-	-	0.00	0.0%	0.00			0.00
100	5-3230-54.1310	PUBLIC SAFETY BUILDING	15,000.00	-	3,750.00	0.0%	15,000.00			15,000.00
100	5-3230-54.2200	VEHICLES	65,000.00	34,825.00	16,250.00	53.6%	30,175.00	Growth - Department	25,000.00	90,000.00
100	5-3230-54.2300	FURNITURE & FIXTURES	10,000.00	-	2,500.00	0.0%	10,000.00			10,000.00
100	5-3230-54.2400	COMPUTERS	9,000.00	-	2,250.00	0.0%	9,000.00			9,000.00
100	5-3230-54.2450	COMPUTER MAINTENANCE	70,000.00	26,257.51	17,500.00	37.5%	43,742.49			70,000.00
100	5-3230-54.2500	EQUIPMENT	67,500.00	25,712.88	16,375.00	38.1%	41,787.12			67,500.00
100	5-3230-55.2300	JUDGEMENTS	7,500.00	-	1,875.00	0.0%	7,500.00			7,500.00

FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp100%	Balance	Notes	AmendmentQ1	AmendQ1
100	5-3230-56.1000	DEPRECIATION	-	-	0.00	0.0%	0.00			0.00
100	5-3230-57.9000	CONTINGENCIES	20,000.00	-	5,000.00	0.0%	20,000.00	Pro Rata	(5,000.00)	15,000.00
100	5-3230-58.1204	PD INCODE SOFTWARE PRINCIPAL	-	-	0.00	0.0%	0.00			0.00
100	5-3230-58.1205	LEASE BUILDING FOR SQUAD RM	-	-	0.00	0.0%	0.00			0.00

Original Budget: 2,405,500.00

<b>Total Police</b>			2,405,500.00	592,070.17	601,375.00	24.6%	1,813,429.83		14,300.00	2,419,800.00
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FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp100%	Balance	Notes	AmendmentQ1	AmendQ1
100	5-4210-51.1100	REGULAR EMPLOYEES	494,500.00	117,254.48	121,125.00	24.2%	367,245.52			484,500.00
100	5-4210-51.1200	SEASONAL EMPLOYEES	-	-	0.00	0.0%	0.00			0.00
100	5-4210-51.1300	OVERTIME	10,000.00	1,867.21	2,500.00	18.7%	8,132.79			10,000.00
100	5-4210-51.2100	GROUP INSURANCE	70,000.00	24,861.46	17,500.00	35.5%	45,138.54			70,000.00
100	5-4210-51.2200	FICA (SOCIAL SECURITY)	6,000.00	1,657.71	1,500.00	27.6%	4,342.29			6,000.00
100	5-4210-51.2400	RETIREMENT	40,000.00	8,354.76	10,000.00	20.9%	31,645.24			40,000.00
100	5-4210-51.2700	WORKER'S COMPENSATION	18,500.00	15,225.78	4,625.00	82.3%	3,274.22	Pro Rata	(1,500.00)	17,000.00
100	5-4210-51.2750	UNEMPLOYMENT TAX - GEORGIA	2,500.00	-	625.00	0.0%	2,500.00			2,500.00
100	5-4210-52.1200	PROFESSIONAL	2,000.00	-	500.00	0.0%	2,000.00			1,000.00
100	5-4210-52.1230	LEGAL	-	-	0.00	0.0%	0.00			0.00
100	5-4210-52.1250	ENGINEERING	50,000.00	-	12,500.00	0.0%	50,000.00			50,000.00
100	5-4210-52.1400	DRUG & MEDICAL	1,500.00	205.00	375.00	13.7%	1,295.00			1,500.00
100	5-4210-52.2210	AUTO/TRUCK EXPENSES	16,500.00	3,314.64	4,125.00	20.1%	13,185.36			16,500.00
100	5-4210-52.2211	AUTO GAS & FUEL	30,000.00	5,024.28	7,500.00	16.7%	24,975.72			30,000.00
100	5-4210-52.2240	BUILDING & GROUNDS	15,000.00	6,889.05	3,750.00	45.9%	8,110.95			15,000.00
100	5-4210-52.2250	OTHER EQUIP. REPAIRS/MAINT	15,000.00	11,765.61	3,750.00	78.4%	3,234.39			15,000.00
100	5-4210-52.2260	STREET MAINTENANCE & PAVING	200,000.00	59,706.66	50,000.00	29.9%	140,293.34			200,000.00
100	5-4210-52.2320	RENTAL OF EQUIPMENT & VEHICLE	8,000.00	218.42	2,000.00	2.7%	7,781.58			8,000.00
100	5-4210-52.3100	RISK MANAGEMENT INSURANCE	25,000.00	352.77	6,250.00	1.4%	24,647.23			25,000.00
100	5-4210-52.3200	COMMUNICATIONS-CELL PHONES	5,500.00	965.60	1,375.00	17.6%	4,534.40			5,500.00
100	5-4210-52.3701	TELEPHONE	5,000.00	191.83	1,250.00	3.8%	4,808.17			5,000.00
100	5-4210-52.3205	INTERNET	7,500.00	1,620.00	1,875.00	21.6%	5,880.00			7,500.00
100	5-4210-52.3310	PUBLIC NOTICES	180.00	-	45.00	0.0%	180.00			180.00
100	5-4210-52.3600	DUES & FEES	400.00	-	100.00	0.0%	400.00			400.00
100	5-4210-52.3700	EDUCATION & TRAINING	3,000.00	-	750.00	0.0%	3,000.00			3,000.00
100	5-4210-52.3750	MEETINGS & CONFERENCE	1,000.00	-	250.00	0.0%	1,000.00			1,000.00
100	5-4210-52.3855	CONTRACTS	-	-	0.00	0.0%	0.00			0.00
100	5-4210-52.3940	TREE MAINTENANCE	25,000.00	2,097.82	6,250.00	8.4%	22,902.18			25,000.00
100	5-4210-53.1105	OFFICE SUPPLIES	500.00	-	125.00	0.0%	500.00			500.00
100	5-4210-53.1160	OPERATING SUPPLIES	-	3,957.13	0.00	0.0%	(3,957.13)			0.00
100	5-4210-53.1160	OPERATING EQUIPMENT	12,000.00	72.77	3,000.00	0.6%	11,927.23			12,000.00
100	5-4210-53.1205	UTILITIES	8,500.00	2,062.71	2,125.00	24.3%	6,437.29			8,500.00
100	5-4210-53.1225	STORMWATER FEES	1,600.00	-	400.00	0.0%	1,600.00			1,600.00
100	5-4210-53.1225	STREET LIGHTS	120,000.00	19,357.93	30,000.00	16.1%	100,642.07			120,000.00
100	5-4210-53.1700	OTHER SUPPLIES	16,000.00	892.84	4,000.00	5.6%	15,107.16			16,000.00
100	5-4210-53.1720	CHRISTMAS DECORATIONS	15,000.00	-	3,750.00	0.0%	15,000.00			15,000.00
100	5-4210-53.1725	STREET SIGNS & MARKINGS	35,000.00	1,420.90	8,750.00	4.1%	33,579.10			35,000.00
100	5-4210-53.1775	REPAIR DAMAGE PROPERTY	1,250.00	-	312.50	0.0%	1,250.00			1,250.00
100	5-4210-53.1785	UNIFORMS	4,500.00	1,139.66	1,125.00	25.3%	3,360.34			4,500.00
100	5-4210-53.1786	BOOT ALLOWANCE	1,200.00	-	300.00	0.0%	1,200.00			1,200.00
100	5-4210-53.1795	MISCELLANEOUS	-	-	0.00	0.0%	0.00			0.00
100	5-4210-54.1401	BILL GRDNR PKWY/SR 42 IMPROVE	500,000.00	-	125,000.00	0.0%	500,000.00	Move to 2020 left date	(150,000.00)	150,000.00
100	5-4210-54.2200	VEHICLES	30,000.00	-	7,500.00	0.0%	30,000.00			30,000.00
100	5-4210-54.2300	FURNITURE & FIXTURES	500.00	-	125.00	0.0%	500.00			500.00
100	5-4210-54.2400	COMPUTER	1,600.00	-	400.00	0.0%	1,600.00			1,600.00

FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp1.00%	Balance	Notes	Amendment Q1	Amend Q1
100	5-4210-54.2450	COMPUTER MAINTENANCE	3,000.00	1,822.17	750.00	60.7%	1,177.83			3,000.00
100	5-4210-54.2500	EQUIPMENT	15,000.00	11.50	3,750.00	0.1%	14,988.50			15,000.00
100	5-4210-54.2700	SECURITY SYSTEM	500.00	-	125.00	0.0%	500.00			500.00
100	5-4210-56.1000	DEPRECIATION	-	-	0.00	0.0%	0.00			0.00
100	5-4210-57.3100	CLAIMS	-	-	0.00	0.0%	0.00			0.00
100	5-4210-57.9000	CONTINGENCIES	5,000.00	-	1,250.00	0.0%	5,000.00			5,000.00
Original Budget			1,813,230.00							
<b>Total Street Maintenance</b>			<b>1,813,230.00</b>	<b>292,310.69</b>	<b>453,307.50</b>	<b>16.1%</b>	<b>1,520,919.31</b>		<b>(351,500.00)</b>	<b>1,461,730.00</b>



FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp100%	Balance	Notes	AmendmentQ1	AmendmQ1
100	5-4220-51.1100	REGULAR EMPLOYEES	-	-	-	0.0%	0.00		0.00	0.00
100	5-4220-51.1300	OVERTIME	-	-	-	0.0%	0.00			0.00
100	5-4220-51.2100	GROUP INSURANCE	-	-	-	0.0%	0.00			0.00
100	5-4220-51.2200	FICA (SOCIAL SECURITY)	-	-	-	0.0%	0.00			0.00
100	5-4220-51.2400	RETIREMENT	-	-	-	0.0%	0.00			0.00
100	5-4220-51.2500	TUITION REIMBURSEMENTS	-	-	-	0.0%	0.00			0.00
100	5-4220-51.2700	WORKER'S COMPENSATION	-	-	-	0.0%	0.00			0.00
100	5-4220-51.2750	UNEMPLOYMENT TAX - GEORGIA	-	-	-	0.0%	0.00			0.00
100	5-4220-52.1400	DRUG & MEDICAL	-	-	-	0.0%	0.00			0.00
100	5-4220-52.2210	AUTO/TRUCK EXPENSES	-	-	-	0.0%	0.00			0.00
100	5-4220-52.2211	AUTO GAS & FUEL	-	-	-	0.0%	0.00			0.00
100	5-4220-52.2240	BUILDING & GROUNDS	-	-	-	0.0%	0.00			0.00
100	5-4220-52.2250	OTHER EQUIP. REPAIRS/MAINT	2,000.00	-	500.00	0.0%	2,000.00			0.00
100	5-4220-52.3100	RISK MANAGEMENT INSURANCE	-	91.88	-	0.0%	(91.88)			2,000.00
100	5-4220-52.3200	COMMUNICATIONS-CELL PHONES	-	-	-	0.0%	0.00			0.00
100	5-4220-52.3205	INTERNET	-	-	-	0.0%	0.00			0.00
100	5-4220-52.3600	DUES & FEES	-	-	-	0.0%	0.00			0.00
100	5-4220-52.3700	EDUCATION & TRAINING	-	-	-	0.0%	0.00			0.00
100	5-4220-53.1160	OPERATING EQUIPMENT	400.00	-	100.00	0.0%	400.00			0.00
100	5-4220-53.1205	UTILITIES	2,500.00	249.92	625.00	10.0%	2,250.08			400.00
100	5-4220-53.1700	OTHER SUPPLIES	500.00	-	125.00	0.0%	500.00			2,500.00
100	5-4220-53.1785	UNIFORMS	-	-	-	0.0%	0.00			500.00
100	5-4220-53.1786	BOOT ALLOWANCE	-	-	-	0.0%	0.00			0.00
100	5-4220-53.1795	MISCELLANEOUS	-	-	-	0.0%	0.00			0.00
100	5-4220-54.2100	MACHINERY	-	-	-	0.0%	0.00			0.00
100	5-4220-54.2200	VEHICLES	-	-	-	0.0%	0.00			0.00
100	5-4220-54.2300	FURNITURE & FIXTURES	-	-	-	0.0%	0.00			0.00
100	5-4220-54.2400	COMPUTER	-	-	-	0.0%	0.00			0.00
100	5-4220-54.2450	COMPUTER MAINTENANCE	-	-	-	0.0%	0.00			0.00
100	5-4220-54.2500	EQUIPMENT	500.00	-	125.00	0.0%	500.00			0.00
100	5-4220-56.1000	DEPRECIATION	-	-	-	0.0%	0.00			500.00
100	5-4220-57.9000	CONTINGENCIES	1,000.00	-	250.00	0.0%	1,000.00			0.00
		Original Budget	5,850.00	-	-	-	-			1,000.00
<b>Total Fleet Maintenance</b>			<b>4,900.00</b>	<b>341.80</b>	<b>1,725.00</b>	<b>7.0%</b>	<b>6,558.20</b>		<b>0.00</b>	<b>6,900.00</b>

FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp100%	Balance	Notes	Amendment01	Amendment01
100	5-6220-52.2240	BUILDING & GROUNDS	25,000.00	685.22	6,250.00	2.7%	24,314.78		0.00	5,000.00
100	5-6220-52.3100	RISK MANAGEMENT INSURANCE	1,000.00	-	250.00	0.0%	1,000.00		0.00	1,000.00
100	5-6220-53.1205	UTILITIES	6,500.00	1,343.35	1,625.00	20.7%	5,156.65		0.00	6,500.00
100	5-6220-53.1210	STORMWATER FEES	4,000.00	-	1,000.00	0.0%	4,000.00			4,000.00
100	5-6220-53.1600	OPERATING SUPPLIES	2,500.00	-	625.00	0.0%	2,500.00			2,500.00
100	5-6220-53.1700	OTHER SUPPLIES	7,500.00	-	1,875.00	0.0%	7,500.00			7,500.00
100	5-6220-54.1300	BUILDINGS	75,000.00	-	18,750.00	0.0%	75,000.00	Pro Rata	(25,000.00)	50,000.00
Original Budget			121,500.00							
Total Parks and Rec			121,500.00	2,028.57	30,375.00	1.7%	119,171.43		(25,000.00)	96,500.00

FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp100%	Balance	Noties	AmendmentQ1	AmendQ1
100	5-7220-51.1100	REGULAR EMPLOYEES	345,000.00	65,648.29	86,250.00	19.0%	279,351.71			345,000.00
100	5-7220-51.1300	OVERTIME	500.00	-	125.00	0.0%	500.00			500.00
100	5-7220-51.2100	GROUP INSURANCE	30,000.00	4,252.21	7,500.00	14.2%	25,747.79			30,000.00
100	5-7220-51.2200	FICA (SOCIAL SECURITY)	3,600.00	932.11	900.00	25.9%	2,667.89			3,600.00
100	5-7220-51.2400	RETIREMENT	15,000.00	3,280.89	3,750.00	21.9%	11,719.11			15,000.00
100	5-7220-51.2700	WORKER'S COMPENSATION	8,000.00	5,536.72	2,000.00	69.2%	2,463.28	Pro Rata	(1,000.00)	7,000.00
100	5-7220-51.2750	UNEMPLOYMENT TAX - GEORGIA	1,200.00	-	300.00	0.0%	1,200.00			1,200.00
100	5-7220-52.1200	PROFESSIONAL	30,000.00	4,226.25	7,500.00	14.1%	25,773.75			30,000.00
100	5-7220-52.1230	LEGAL	20,000.00	3,798.02	5,000.00	19.0%	16,201.98			20,000.00
100	5-7220-52.1250	ENGINEERING	5,500.00	2,088.23	1,375.00	38.0%	3,411.77			5,500.00
100	5-7220-52.1400	DRUG & MEDICAL	1,000.00	-	250.00	0.0%	1,000.00			1,000.00
100	5-7220-52.2210	AUTO/TRUCK EXPENSES	500.00	1,445.55	125.00	289.1%	(945.55)	Repair of Code Truck	1,500.00	2,000.00
100	5-7220-52.2211	AUTO GAS & FUEL	5,000.00	673.96	1,250.00	13.5%	4,326.04			5,000.00
100	5-7220-52.2250	OTHER EQUIP. REPAIRS/MAINT	6,000.00	1,637.94	1,500.00	27.3%	4,362.06			6,000.00
100	5-7220-52.3100	RISK MANAGEMENT INSURANCE	10,000.00	247.28	2,500.00	2.5%	9,752.72	Pro Rata	(1,000.00)	9,000.00
100	5-7220-52.3200	COMMUNICATIONS-CELL PHONES	2,500.00	600.53	625.00	24.0%	1,899.47			2,500.00
100	5-7220-52.3201	TELEPHONE	6,000.00	29.99	1,500.00	0.5%	5,970.01			6,000.00
100	5-7220-52.3205	INTERNET	5,000.00	-	1,250.00	0.0%	5,000.00			5,000.00
100	5-7220-52.3310	PUBLIC NOTICES	2,500.00	181.50	625.00	7.3%	2,318.50			2,500.00
100	5-7220-52.3600	DUES & FEES	1,250.00	564.00	312.50	45.1%	686.00			1,250.00
100	5-7220-52.3700	EDUCATION & TRAINING	5,000.00	816.48	1,250.00	16.3%	4,183.52			5,000.00
100	5-7220-52.3850	CONTRACT LABOR	125,000.00	49,828.00	31,250.00	39.9%	75,172.00	Growth	10,000.00	135,000.00
100	5-7220-52.3900	ABATEMENT	10,000.00	-	2,500.00	0.0%	10,000.00			10,000.00
100	5-7220-52.3970	POSTAGE	500.00	640.87	125.00	128.2%	(140.87)	Noties	500.00	1,000.00
100	5-7220-53.1105	OFFICE SUPPLIES	7,000.00	788.21	1,750.00	11.3%	6,211.79			7,000.00
100	5-7220-53.1107	BANK & CREDIT CARD CHARGES	5,000.00	1,538.94	1,250.00	30.8%	3,461.06			5,000.00
100	5-7220-53.1160	OPERATING EQUIPMENT	1,000.00	-	250.00	0.0%	1,000.00			1,000.00
100	5-7220-53.1700	OTHER SUPPLIES	1,000.00	-	250.00	0.0%	1,000.00			1,000.00
100	5-7220-53.1785	UNIFORMS	1,500.00	112.33	375.00	7.5%	1,387.67			1,500.00
100	5-7220-53.1786	BOOT ALLOWANCE	240.00	-	60.00	0.0%	240.00			240.00
100	5-7220-53.1795	MISCELLANEOUS	-	-	0.00	0.0%	0.00			0.00
100	5-7220-54.2200	VEHICLES	-	-	0.00	0.0%	0.00			0.00
100	5-7220-54.2300	FURNITURE & FIXTURES	20,000.00	-	5,000.00	0.0%	20,000.00			20,000.00
100	5-7220-54.2400	COMPUTERS	3,000.00	-	750.00	0.0%	3,000.00			3,000.00
100	5-7220-54.2450	COMPUTER MAINTENANCE	11,500.00	3,922.68	2,875.00	34.1%	7,577.32			11,500.00
100	5-7220-54.2500	EQUIPMENT	5,000.00	-	1,250.00	0.0%	5,000.00			5,000.00
100	5-7220-56.1000	DEPRECIATION	-	-	0.00	0.0%	0.00			0.00
100	5-7220-57.9000	CONTINGENCIES	2,000.00	-	500.00	0.0%	2,000.00		0.00	2,000.00
100	5-7220-57.9100	TRANSFER TO WALKWAY NET	-	-	1000	0.0%	0.00		0.00	0.00
100	5-7220-57.9100	TRANSFER TO SANITATION	-	-	0.00	0.0%	0.00	0.00	0.00	0.00
100	5-7220-57.9100	TRANSFER TO SEWER/WATER	-	-	0.00	0.0%	0.00	0.00	0.00	0.00
100	5-7220-57.9100	CAPITAL EXPENDITURES	-	-	0.00	0.0%	0.00	0.00	0.00	0.00
Original Budget			696,990.00							
Total Community Development			696,990.00	152,791.98	174,072.50	21.9%	543,198.02		10,000.00	706,290.00
										0.00

FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp100%	Balance	Notes	AmendmentQ1	AmendQ1
275	3-0000-31.4100	HOTEL / MOTEL TAX	(550,050.00)	(35,499.97)	(137,512.50)	6.5%	(514,550.03)		0.00	(550,050.00)
275	3-0000-36.1000	INTEREST INCOME	(100.00)	(11.91)	(25.00)	11.9%	(88.09)			(100.00)
275	3-0000-38.9050	PRIOR YEAR REVENUE	(71,000.00)	0.00	(17,750.00)	0.0%	(71,000.00)	Balance	(180,350.00)	(251,350.00)
275	3-0000-38.9060	LCI GRANT - ARC	0.00	0.00	0.00	0.0%	0.00			0.00
275	3-0000-38.9080	MISC DONATIONS	(250.00)	0.00	(62.50)	0.0%	(250.00)			(250.00)
275	3-0000-38.9090	MISC INCOME	0.00	0.00	0.00	0.0%	0.00			0.00
275	3-7560-34.7400	MARDI-GROWL ADM FEES	0.00	0.00	0.00	0.0%	0.00			0.00
275	3-7560-34.7500	CHRISTMAS FOOD SALES	0.00	0.00	0.00	0.0%	0.00			0.00
275	3-7560-34.9300	RTN CHECK FEES	0.00	0.00	0.00	0.0%	0.00			0.00
275	3-7560-38.9030	DDA DONATIONS	0.00	0.00	0.00	0.0%	0.00			0.00
275	5-0000-52.1210	ADMIN FEE - H/M TRANSFER OUT	70,000.00	0.00	17,500.00	0.0%	70,000.00			0.00
275	5-7520-52.1200	PROFESSIONAL SVCS	20,000.00	0.00	5,000.00	0.0%	20,000.00			70,000.00
275	5-7520-52.1230	LEGAL	1,000.00	0.00	250.00	0.0%	1,000.00			20,000.00
275	5-7520-52.3250	I-75 LIGHTING	3,500.00	441.00	875.00	12.6%	3,059.00			1,000.00
275	5-7520-52.3300	ADVERTISING	7,500.00	0.00	1,875.00	0.0%	7,500.00			3,500.00
275	5-7520-52.3700	EDUCATION & TRAINING DDA	2,500.00	0.00	625.00	0.0%	2,500.00			7,500.00
275	5-7520-52.3710	EDUCATION & TRAINING HPC	2,500.00	0.00	625.00	0.0%	2,500.00			2,500.00
275	5-7520-52.3970	POSTAGE	0.00	0.00	0.00	0.0%	0.00			2,500.00
275	5-7520-52.3971	POSTAGE HPC	0.00	0.00	0.00	0.0%	0.00			0.00
275	5-7520-53.1105	OFFICE SUPPLIES	0.00	0.00	0.00	0.0%	0.00			0.00
275	5-7520-53.1700	OTHER SUPPLIES	0.00	0.00	0.00	0.0%	0.00			0.00
275	5-7520-53.1750	PROMOTIONS	0.00	0.00	0.00	0.0%	0.00			0.00
275	5-7520-54.1100	LAND ACQUISITIONS	11,000.00	5,000.00	2,750.00	45.5%	6,000.00	125th and Branding	10,000.00	21,000.00
275	5-7520-54.1300	TRAIN PLATFORM	5,000.00	0.00	1,250.00	0.0%	5,000.00	LCI Linkage	185,000.00	190,000.00
275	5-7520-54.1400	BANNER PROGRAM	40,000.00	0.00	10,000.00	0.0%	40,000.00	Pro Rata	(10,000.00)	30,000.00
275	5-7520-54.1500	WAYFINDING SIGNS	15,000.00	0.00	3,750.00	0.0%	15,000.00	Pro Rata	(5,000.00)	10,000.00
275	5-7520-54.1600	ROSENWALD SCHOOL PROJECT	35,000.00	0.00	8,750.00	0.0%	35,000.00	Pro Rata	(10,000.00)	25,000.00
275	5-7520-54.1700	LCI PROJECT - DOWNTOWN/WEST	0.00	0.00	0.00	0.0%	0.00			0.00
275	5-7520-57.2300	FURNITURE & FIXTURES	1,500.00	0.00	375.00	0.0%	0.00			0.00
275	5-7520-57.3300	PARKING LOT LEASE PARHAM LOT	6,500.00	0.00	1,625.00	0.0%	1,500.00			1,500.00
275	5-7520-57.3310	TRAIN LOT NORFOLK SO LEASE	500.00	394.28	125.00	78.9%	6,500.00			6,500.00
275	5-7540-51.1100	REGULAR EMPLOYEES	75,000.00	13,586.51	18,750.00	18.1%	105.72			500.00
275	5-7540-51.2100	GROUP INSURANCE	7,000.00	1,752.65	1,750.00	25.0%	61,413.49			75,000.00
275	5-7540-51.2400	FICA (SOCIAL SECURITY)	800.00	179.20	200.00	22.4%	5,247.35			7,000.00
275	5-7540-51.2700	RETIREMENT	2,500.00	624.39	625.00	25.0%	620.80			800.00
275	5-7540-51.2750	WORKER'S COMPENSATION	2,100.00	1,384.18	525.00	65.9%	1,875.61			2,500.00
275	5-7540-52.1230	UNEMPLOYMENT TAX - GEORGIA	500.00	0.00	125.00	0.0%	715.82	Pro Rata	(650.00)	1,450.00
275	5-7540-52.1230	LEGAL	350.00	45.00	87.50	12.9%	500.00			500.00
275	5-7540-52.1400	DRUG & MEDICAL	100.00	0.00	25.00	0.0%	305.00			350.00
275	5-7540-52.2250	OTHER EQUIP. REPAIRS/MAINT	500.00	0.00	125.00	0.0%	100.00			100.00
275	5-7540-52.2320	RENTAL EQUIPMENT	3,000.00	0.00	750.00	0.0%	500.00			500.00
275	5-7540-52.3100	RISK MANAGEMENT	2,000.00	100.95	500.00	5.0%	3,000.00			3,000.00
275	5-7540-52.3200	COMMUNICATIONS-CELL PHONE	800.00	90.00	200.00	11.3%	1,899.05			2,000.00
275	5-7540-52.3205	INTERNET	0.00	0.00	0.00	0.0%	710.00			800.00
275	5-7540-52.3300	ADVERTISING	20,000.00	1,540.00	5,000.00	7.7%	18,460.00			0.00
275	5-7540-52.3310	PUBLIC NOTICES	500.00	581.60	125.00	116.3%	(81.60)			20,000.00
275	5-7540-52.3500	TRAVEL-MILE REIMBURSEMENT	500.00	0.00	125.00	0.0%	500.00			500.00





FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp100%	Balance	Notes	AmendmentQ1	AmendQ1
320	3-0000-31.3200	SPLST PROCEEDS	(1,101,900.00)	(158,283.81)	(275,475.00)	14.4%	(943,616.19)	Adj. for Collections	350,000.00	(751,600.00)
320	3-0000-36.1000	INTEREST INCOME	(7,000.00)	(2,339.48)	(1,750.00)	33.4%	(4,660.52)			(7,000.00)
320	3-0000-36.1100	INTEREST REVENUE SPLST 3	(100.00)	0.00	(25.00)	0.0%	(100.00)			(100.00)
320	3-0000-38.9000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.0%	0.00			0.00
320	3-0000-38.9050	PRIOR YEAR REVENUE	(227,000.00)	0.00	(56,750.00)	0.0%	(227,000.00)			(227,000.00)
320	3-0000-38.9055	SPLST IV ADVANCE FUND	0.00	0.00	0.00	0.0%	0.00			0.00
320	3-0000-39.1100	SPLST BOND PROCEEDS	0.00	0.00	0.00	0.0%	0.00			0.00
320	3-0000-39.1200	COUNTY SPLST IV PROCEEDS	0.00	0.00	0.00	0.0%	0.00			0.00
320	5-1510-53.1107	BANK & CREDIT CARD CHARGES	1,000.00	28.00	250.00	2.8%	972.00			1,000.00
320	5-1510-54.1100	ACQUISITION OF PROPERTY	0.00	0.00	0.00	0.0%	0.00			0.00
320	5-1510-54.1302	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.0%	0.00			0.00
320	5-1510-54.1303	CONST/RENOV MUNICIPAL BLDG	0.00	0.00	0.00	0.0%	0.00	Admin Building	100,000.00	100,000.00
320	5-3230-54.1350	PUBLIC SAFETY FACILITIES/EQUIP	0.00	0.00	0.00	0.0%	0.00			0.00
320	5-4210-54.1301	PUBLIC WORKS RELOCATION	0.00	0.00	0.00	0.0%	0.00			0.00
320	5-4210-54.1401	ROADS BRIDGES SIDEWALKS ETC.	100,000.00	0.00	25,000.00	0.0%	100,000.00			0.00
320	5-4210-54.1402	BOWDEN STREET PROJECT	0.00	0.00	0.00	0.0%	0.00			0.00
320	5-4210-54.1403	IMR I-75 STUDY	0.00	0.00	0.00	0.0%	0.00			0.00
320	5-4210-54.1404	TANGER BLVD PROJECT	0.00	0.00	0.00	0.0%	0.00			0.00
320	5-4210-54.1405	BILL GARDNER IMP PROJECT	600,000.00	25,424.80	150,000.00	4.2%	574,575.20	Change in Scope	(450,000.00)	150,000.00
320	5-4330-51.1100	REGULAR EMPLOYEES	0.00	0.00	0.00	0.0%	0.00			0.00
320	5-4330-54.1410	WASTE WATER TREATMENT	0.00	0.00	0.00	0.0%	0.00			0.00
320	5-4332-54.1410	WW PLANT	0.00	0.00	0.00	0.0%	0.00			0.00
320	5-4420-54.1415	WELL DEVELOPMENT	0.00	0.00	0.00	0.0%	0.00			0.00
320	5-6220-54.1401	TRAIL HEAD PROJECT	0.00	0.00	0.00	0.0%	0.00			0.00
320	5-6220-54.1402	PARKS & RECREATION FACILITIES	0.00	0.00	0.00	0.0%	0.00			0.00
320	5-6220-54.1410	TANGER SOFTBALL FIELDS	0.00	0.00	0.00	0.0%	0.00			0.00
320	5-6220-54.1500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.0%	0.00			0.00
320	5-8000-58.1201	SPLST BOND PYMT PRINCIPAL	545,000.00	0.00	136,250.00	0.0%	545,000.00			0.00
320	5-8000-58.2201	SPLST BOND PYMTS INTEREST	90,000.00	0.00	22,500.00	0.0%	90,000.00			0.00
	350,000.00		1,336,000.00							
	IN Balance		(1,336,000.00)	(160,623.29)	(334,000.00)	12.0%	(1,175,376.71)		0.00	0.00
	Total SPLST									



FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp.100%	Balance	Notes	AmendmentQ1	AmendQ1
350	3-0000-36.1000	INTEREST PD	(300.00)	(70.36)	(75.00)	23.5%	(229.64)		0.00	(300.00)
350	3-0000-36.1100	INTEREST PAID TO CDS	0.00	0.00	0.00	0.0%	0.00		0.00	0.00
350	3-0000-38.9900	PRIOR YEAR REVENUE	(31,080.00)	0.00	(7,770.00)	0.0%	(31,080.00)			(31,080.00)
350	3-1510-34.6950	ADMINISTRATIVE FEE	(14,500.00)	(3,857.26)	(3,625.00)	26.6%	(10,642.74)			(14,500.00)
350	3-1510-36.1000	ADMINISTRATIVE INTEREST	(10.00)	0.00	(2.50)	0.0%	(10.00)			(10.00)
350	3-2500-34.6954	CIE PREP FUND	(4,650.00)	(954.97)	(1,162.50)	20.5%	(3,695.03)			(4,650.00)
350	3-2500-36.1000	CIE INTEREST	(10.00)	0.00	(2.50)	0.0%	(10.00)			(10.00)
350	3-3230-34.6951	POLICE DEPARTMENT FUND	(26,500.00)	(5,413.87)	(6,625.00)	20.4%	(21,086.13)			(26,500.00)
350	3-3230-36.1000	POLICE DEPARTMENT INTEREST	0.00	0.00	0.00	0.0%	0.00			0.00
350	3-4210-34.6953	STREET/ROAD DEPT FUND	(65,000.00)	(14,916.40)	(16,250.00)	22.9%	(50,083.60)			(65,000.00)
350	3-4210-36.1000	STREET/ROAD DEPT INTEREST	(50.00)	0.00	(12.50)	0.0%	(50.00)			(50.00)
350	3-6220-34.6952	PARK/RECREATION FUND	(391,000.00)	(108,221.33)	(97,750.00)	27.7%	(282,778.67)			(391,000.00)
350	3-6220-36.1000	PARK/RECREATION INTEREST	(50.00)	0.00	(12.50)	0.0%	(50.00)			(50.00)
350	5-1510-52.1200	ADMIN PROFESSIONAL SERVICES	25,000.00	0.00	6,250.00	0.0%	25,000.00			25,000.00
350	5-1510-53.1107	ADMIN BANK CHARGES	0.00	0.00	0.00	0.0%	0.00			0.00
350	5-2500-52.1200	CIE PROFESSIONAL SERVICES	0.00	0.00	0.00	0.0%	0.00			0.00
350	5-3230-54.1302	POLICE DEPT BUILDING	15,000.00	0.00	3,750.00	0.0%	15,000.00			15,000.00
350	5-4210-52.2260	STREET/ROAD PAVING & FIXTURES	75,000.00	0.00	18,750.00	0.0%	75,000.00			75,000.00
350	5-6220-52.1200	PARK/RECREATION PROF SVC	60,000.00	0.00	15,000.00	0.0%	60,000.00			60,000.00
350	5-6220-52.1250	PARK IMPROVEMENTS-CLAUDE GRAY	306,700.00	1,325.00	76,675.00	0.4%	305,375.00			306,700.00
350	5-6220-54.1300	BUILDINGS/COMMUNITY CENTER	0.00	0.00	0.00	0.0%	0.00		0.00	0.00
350	5-6220-54.1302	PARK/RECREATION EQUIPMENT	51,450.00	0.00	12,862.50	0.0%	51,450.00		0.00	51,450.00
		Total Dev. Impact Fee Revenues	(533,150.00)	(133,434.19)	0.00	25.0%	(399,715.81)		0.00	(533,150.00)
		Total Dev. Impact Fees	533,150.00	1,325.00	133,287.50	0.2%	(133,287.50)		0.00	533,150.00

FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp100%	Balance	Notes	Amendment Q1	Amend Q1
505	12.5308	2013 REFUNDING BONDS	0.00	0.00	0.00	0.0%	0.00		0.00	0.00
505	3-0000-38.9050	PRIOR YEAR REVENUE	(614,250.00)	0.00	(153,562.50)	0.0%	(614,250.00)	Line F Extension	(5,20,900.00)	(1,135,150.00)
505	3-4330-34.4255	SEWER CHARGES	(1,445,000.00)	(389,835.18)	(861,250.00)	27.0%	(1,055,164.82)			(1,445,000.00)
505	3-4330-34.4256	SEWER LINE INSPECTIONS	(100.00)	0.00	(25.00)	0.0%	(100.00)			(100.00)
505	3-4330-34.6902	SEWER TAP FEES	(70,000.00)	(7,200.00)	(17,500.00)	10.3%	(62,800.00)			(70,000.00)
505	3-4330-34.6904	SEWER IMPACT FEES	0.00	0.00	0.00	0.0%	0.00			0.00
505	3-4330-34.6995	PENALTIES	(18,000.00)	(3,966.13)	(4,500.00)	22.0%	(14,033.87)			(18,000.00)
505	3-4330-36.1000	MISCELLANEOUS REV	0.00	0.00	0.00	0.0%	0.00			0.00
505	3-4330-36.4210	INTEREST REVENUE	(500.00)	(59.49)	(125.00)	11.9%	(440.51)			(500.00)
505	3-4420-34.4210	WATER CHARGES	(1,495,000.00)	(410,324.10)	(373,750.00)	27.4%	(1,084,675.90)			(1,495,000.00)
505	3-4420-34.4215	WATER LINE INSP	(100.00)	0.00	(25.00)	0.0%	(100.00)			(100.00)
505	3-4420-34.4220	WATER METER REINSPCTIONS	(250.00)	0.00	(62.50)	0.0%	(250.00)			(250.00)
505	3-4420-34.4425	METER MAINTENANCE FEE	(95,000.00)	(24,192.29)	(23,750.00)	25.5%	(70,807.71)			(95,000.00)
505	3-4420-34.6901	TAP FEES	(137,500.00)	(11,520.00)	(34,375.00)	8.4%	(125,980.00)			(137,500.00)
505	3-4420-34.6903	WATER IMPACT FEES	0.00	0.00	0.00	0.0%	0.00			0.00
505	3-4420-34.6950	PENALTIES	(20,700.00)	(4,822.09)	(5,175.00)	23.3%	(15,877.97)			(20,700.00)
505	3-4420-34.6963	RECONNECT FEES	(30,000.00)	(8,400.00)	(7,500.00)	28.0%	(21,600.00)			(30,000.00)
505	3-4420-34.6964	PHONE CC FEE	(5,500.00)	(1,252.50)	(1,375.00)	22.8%	(4,247.50)			(5,500.00)
505	3-4420-34.6995	MISCELLANEOUS	(2,000.00)	(1,425.00)	(500.00)	71.3%	(575.00)	Adj. for Collections	(2,000.00)	(4,000.00)
505	3-4420-34.9300	BAD CHECK FEES	(2,190.00)	(350.00)	(547.50)	16.0%	(1,840.00)			(2,190.00)
505	3-4420-36.1000	INTEREST REVENUES	(500.00)	(167.96)	(125.00)	33.6%	(332.04)			(500.00)
505	3-4420-38.1000	RENTS & ROYALTIES	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4330-51.1100	REGULAR EMPLOYEES	125,000.00	27,412.00	31,250.00	21.9%	97,588.00			125,000.00
505	5-4330-51.1300	OVERTIME	5,500.00	400.54	1,375.00	7.3%	5,099.46			5,500.00
505	5-4330-51.2100	GROUP INSURANCE	11,000.00	4,983.33	2,750.00	45.3%	6,016.67	Adj. for Expenses	19,000.00	30,000.00
505	5-4330-51.2200	FICA	3,000.00	372.34	750.00	12.4%	2,627.66			3,000.00
505	5-4330-51.2400	RETIREMENT	8,500.00	1,658.15	2,125.00	19.5%	6,841.85			8,500.00
505	5-4330-51.2700	WORKER'S COMPENSATION	4,100.00	2,768.36	1,025.00	67.5%	1,331.64	Adj. for Expenses	(600.00)	3,500.00
505	5-4330-51.2750	UNEMPLOYMENT TAX - GEORGIA	800.00	0.00	200.00	0.0%	800.00			800.00
505	5-4330-52.1205	PROFESSIONAL SERVICES	20,000.00	5,700.00	5,000.00	28.5%	14,300.00			20,000.00
505	5-4330-52.1210	ADMIN FEE - SEWER TRANSFER OUT	235,000.00	0.00	58,750.00	0.0%	235,000.00			235,000.00
505	5-4330-52.1230	LEGAL	500.00	0.00	125.00	0.0%	500.00			500.00
505	5-4330-52.1250	ENGINEERING	40,000.00	23,790.00	10,000.00	59.5%	16,210.00	Adj. for Expenses	25,000.00	65,000.00
505	5-4330-52.1400	DRUG & MEDICAL	1,200.00	0.00	300.00	0.0%	1,200.00			1,200.00
505	5-4330-52.2210	AUTO / TRUCK EXPENSES	4,000.00	479.00	1,000.00	12.0%	3,521.00			4,000.00
505	5-4330-52.2211	AUTO GAS & FUEL	6,000.00	522.42	1,500.00	8.7%	5,477.58			6,000.00
505	5-4330-52.2212	CAR ALLOWANCE	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4330-52.2240	BUILDING & GROUNDS	7,200.00	899.90	1,800.00	12.5%	6,300.10			7,200.00
505	5-4330-52.2250	PLANT EQUIP REPAIRS/MAINT	80,000.00	7,984.79	20,000.00	10.0%	72,015.21			80,000.00
505	5-4330-52.2255	SEW COLLECTION EQUIP REPAIRS/M	100,000.00	15,361.39	25,000.00	15.4%	84,638.61			100,000.00
505	5-4330-52.2256	REPAIRS TO SEWER LINES	45,000.00	1,717.54	11,250.00	3.8%	43,282.46			45,000.00
505	5-4330-52.2330	EQUIPMENT LEASING	7,000.00	865.68	1,750.00	12.4%	6,134.32			7,000.00

Sewer - 4330

Water - 4420

FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp100%	Balance	Notes	AmendmentQ1	AmendQ1
505	5-4330-52.3100	RISK MANAGEMENT INSURANCE	7,500.00	626.14	1,875.00	8.3%	6,873.86			7,500.00
505	5-4330-52.3200	COMMUNICATION CELL PHONES	2,000.00	268.49	500.00	13.4%	1,731.51			2,000.00
505	5-4330-52.3201	TELEPHONE	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4330-52.3205	INTERNET	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4330-52.3310	PUBLIC NOTICES	500.00	0.00	125.00	0.0%	500.00			500.00
505	5-4330-52.3600	DUES & FEES	1,500.00	1,588.85	375.00	105.9%	(88.85)	Adj. for Expenses	1,000.00	2,500.00
505	5-4330-52.3601	FINES AND PENALTIES	500.00	0.00	125.00	0.0%	500.00			500.00
505	5-4330-52.3700	EDUCATION & TRAINING	7,500.00	0.00	1,875.00	0.0%	7,500.00			7,500.00
505	5-4330-52.3857	WASTE WATER TESTS	15,000.00	1,748.00	3,750.00	11.7%	13,252.00			15,000.00
505	5-4330-52.3858	CHEMICALS WASTEWATER	75,000.00	22,545.02	18,750.00	30.1%	52,454.98	Phosphorous/Growth	15,000.00	90,000.00
505	5-4330-52.3862	SLUDGE REMOVAL	33,000.00	3,650.86	8,250.00	11.1%	29,349.14			33,000.00
505	5-4330-52.3970	POSTAGE	6,500.00	634.35	1,625.00	9.8%	5,865.65			6,500.00
505	5-4330-53.1105	OFFICE SUPPLIES	1,250.00	111.95	312.50	9.0%	1,138.05			1,250.00
505	5-4330-53.1107	BANK & CREDIT CARD CHARGES	1,000.00	0.00	250.00	0.0%	1,000.00			1,000.00
505	5-4330-53.1150	OPERATING SUPPLIES	30,000.00	6,883.88	7,500.00	22.9%	23,116.12			30,000.00
505	5-4330-53.1161	LAB SUPPLIES	20,500.00	526.77	5,125.00	2.6%	19,973.23			20,500.00
505	5-4330-53.1205	UTILITIES	140,000.00	19,602.99	35,000.00	14.0%	120,397.01	Pro Rata	(10,000.00)	130,000.00
505	5-4330-53.1210	STORMWATER FEES	2,000.00	0.00	500.00	0.0%	2,000.00			2,000.00
505	5-4330-53.1700	OTHER SUPPLIES	6,000.00	888.24	1,500.00	14.8%	5,111.76			6,000.00
505	5-4330-53.1785	UNIFORMS	2,500.00	471.07	625.00	18.8%	2,028.93			2,500.00
505	5-4330-53.1786	BOOT ALLOWANCE	480.00	0.00	120.00	0.0%	480.00			480.00
505	5-4330-53.1795	MISCELLANEOUS	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4330-54.1202	ABANDON SKYLAND WPCP	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4330-54.1203	ABANDON WEST POND	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4330-54.1420	INDIAN CREEK WPCP	25,000.00	3,009.31	6,250.00	12.0%	21,990.69			25,000.00
505	5-4330-54.1421	CLUB DR LIFT STATION	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4330-54.1422	MARKET PLACE SEWER EXTENSION	737,600.00	0.00	184,400.00	0.0%	737,600.00			0.00
505	5-4330-54.2130	SCADA SYSTEM	25,000.00	1,675.00	6,250.00	6.7%	23,325.00	Bid Price	520,000.00	1,257,600.00
505	5-4330-54.2200	VEHICLES	0.00	0.00	0.00	0.0%	0.00			25,000.00
505	5-4330-54.2400	COMPUTERS	1,500.00	0.00	375.00	0.0%	1,500.00			0.00
505	5-4330-54.2450	COMPUTER MAINTENANCE	0.00	0.00	0.00	0.0%	0.00			1,500.00
505	5-4330-54.2500	EQUIPMENT	20,000.00	0.00	5,000.00	0.0%	20,000.00			0.00
505	5-4330-56.1000	DEPRECIATION	0.00	0.00	0.00	0.0%	0.00			20,000.00
505	5-4330-57.4000	BAD DEBT	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4330-57.9000	CONTINGENCIES	20,000.00	0.00	5,000.00	0.0%	20,000.00			0.00
505	5-4330-58.1207	W&S BOND PRINCIPAL	351,000.00	126,750.00	87,750.00	0.0%	20,000.00			20,000.00
505	5-4330-58.2207	W/S BOND INTEREST	140,000.00	24,461.68	35,000.00	36.1%	224,250.00			351,000.00
505	5-4420-51.1100	REGULAR EMPLOYEES	150,000.00	39,752.51	37,500.00	17.5%	115,538.32			140,000.00
505	5-4420-51.1300	OVERTIME	4,000.00	817.59	1,000.00	26.5%	110,247.49			150,000.00
505	5-4420-51.2100	GROUP INSURANCE	27,500.00	8,346.14	6,875.00	20.4%	3,182.41			4,000.00
505	5-4420-51.2200	FICA (SOCIAL SECURITY)	2,000.00	551.87	500.00	30.3%	19,153.86			27,500.00
505	5-4420-51.2400	RETIREMENT	10,000.00	3,102.66	2,500.00	27.6%	1,448.13			2,000.00
				3,102.66	2,500.00	31.0%	6,897.34			10,000.00

Sewer - 4330

Water - 4420



FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp100%	Balance	Notes	AmendmentQ1	AmendQ1
505	5-4420-51.2700	WORKER'S COMPENSATION	7,500.00	5,536.72	1,875.00	73.8%	1,963.28	Adj. for Expenses	(1,000.00)	6,500.00
505	5-4420-51.2750	UNEMPLOYMENT TAX - GEORGIA	1,000.00	0.00	250.00	0.0%	1,000.00			1,000.00
505	5-4420-52.1200	PROFESSIONAL	7,500.00	1,504.00	1,875.00	20.1%	5,996.00			7,500.00
505	5-4420-52.1210	ADMIN FEE - WATER TRANSFER OUT	265,000.00	0.00	66,250.00	0.0%	265,000.00			265,000.00
505	5-4420-52.1230	LEGAL	1,200.00	0.00	300.00	0.0%	1,200.00			1,200.00
505	5-4420-52.1250	ENGINEERING	20,000.00	0.00	5,000.00	0.0%	20,000.00			20,000.00
505	5-4420-52.1400	DRUG & MEDICAL	500.00	0.00	125.00	0.0%	500.00			500.00
505	5-4420-52.2210	AUTO / TRUCK EXPENSE	5,000.00	2,891.38	1,250.00	57.8%	2,108.62			5,000.00
505	5-4420-52.2211	AUTO GAS & FUEL	6,500.00	602.05	1,625.00	9.3%	5,897.95	Pro Rata	(1,000.00)	5,500.00
505	5-4420-52.2240	BUILDING & GROUNDS	5,000.00	0.00	1,250.00	0.0%	5,000.00			5,000.00
505	5-4420-52.2250	TREATMENT - REPAIRS & MAINT.	30,000.00	33.71	7,500.00	0.1%	29,966.29	Pro Rata	(2,500.00)	27,500.00
505	5-4420-52.2256	DISTRIBUTION REPAIR WATER LIN	58,750.00	4,993.33	14,687.50	8.5%	53,756.67	Pro Rata	(2,000.00)	56,750.00
505	5-4420-52.2257	REPAIR / MAINTENANCE TANKS	56,500.00	12,028.25	14,125.00	21.3%	44,471.75			56,500.00
505	5-4420-52.2258	WELL REPAIRS	25,000.00	0.00	6,250.00	0.0%	25,000.00			25,000.00
505	5-4420-52.2320	RENTAL EQUIP / VEHICLE	1,500.00	0.00	375.00	0.0%	1,500.00			1,500.00
505	5-4420-52.3100	RISK MANAGEMENT INSURANCE	7,000.00	415.15	1,750.00	5.9%	6,584.85			7,000.00
505	5-4420-52.3200	COMMUNICATION CELL PHONES	800.00	175.47	200.00	21.9%	624.53			800.00
505	5-4420-52.3201	TELEPHONE	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4420-52.3205	INTERNET	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4420-52.3310	PUBLIC NOTICES	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4420-52.3600	DUES & FEES	2,000.00	1,948.86	500.00	97.4%	51.14			2,000.00
505	5-4420-52.3700	EDUCATION & TRAINING	5,000.00	0.00	1,250.00	0.0%	5,000.00	Pro Rata	(1,000.00)	4,000.00
505	5-4420-52.3750	MEETINGS & CONFERENCES	1,500.00	0.00	375.00	0.0%	1,500.00			1,500.00
505	5-4420-52.3855	DRINKING WATER FEES CONTRACT	25,000.00	0.00	6,250.00	0.0%	25,000.00			25,000.00
505	5-4420-52.3856	WATER TESTING	5,000.00	0.00	1,250.00	0.0%	5,000.00	Pro Rata	(5,000.00)	5,000.00
505	5-4420-52.3859	CHEMICALS FOR WATER	55,000.00	17.76	13,750.00	0.0%	54,982.24			50,000.00
505	5-4420-52.3970	POSTAGE	3,500.00	0.00	875.00	0.0%	3,500.00			3,500.00
505	5-4420-53.1105	OFFICE SUPPLIES	1,000.00	195.21	250.00	19.5%	804.79			1,000.00
505	5-4420-53.1107	BANK & CREDIT CARD CHARGES	7,500.00	0.00	1,875.00	0.0%	7,500.00			7,500.00
505	5-4420-53.1150	OPERATING SUPPLIES	30,000.00	2,242.84	7,500.00	7.5%	27,757.16	Pro Rata	(1,500.00)	28,500.00
505	5-4420-53.1205	UTILITIES	65,000.00	6,252.29	16,250.00	9.6%	58,747.71	Pro Rata	(2,500.00)	62,500.00
505	5-4420-53.1210	STORM WATER FEES	1,200.00	0.00	300.00	0.0%	1,200.00			1,200.00
505	5-4420-53.1510	INV PCH WATER FOR RESALE	150,000.00	8,272.80	37,500.00	5.5%	141,727.20			150,000.00
505	5-4420-53.1785	UNIFORMS	3,000.00	413.17	750.00	13.8%	2,586.83			3,000.00
505	5-4420-53.1786	BOOT ALLOWANCE	360.00	0.00	90.00	0.0%	360.00			360.00
505	5-4420-53.1795	MISCELLANEOUS	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4420-54.1430	TEST WELLS	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4420-54.1440	WATER TANK DEVELOPMENT	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4420-54.1442	WELL DEVELOPMENT	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4420-54.1445	WATER SYSTEM IMPROVEMENTS	22,950.00	0.00	0.00	0.0%	0.00			0.00
505	5-4420-54.2110	NEW METER INSTALLATIONS	450,000.00	46,548.67	112,500.00	10.3%	403,451.33	Adj. for Growth	(100,000.00)	350,000.00
505	5-4420-54.2120	RADIO READ SYSTEM	30,000.00	0.00	7,500.00	0.0%	30,000.00	AMI Installation	70,000.00	100,000.00

Sewer - 4130

Water - 4420

FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp100%	Balance	Notes	AmendmentQ1	AmendQ1
505	5-4420-54.2130	SCADA SYSTEM	27,500.00	825.00	6,875.00	3.0%	26,675.00			27,500.00
505	5-4420-54.2200	VEHICLES	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4420-54.2400	COMPUTERS	1,200.00	0.00	300.00	0.0%	1,200.00			1,200.00
505	5-4420-54.2450	COMPUTER MAINTENANCE	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4420-54.2500	EQUIPMENT	35,000.00	0.00	8,750.00	0.0%	35,000.00			35,000.00
505	5-4420-56.1000	DEPRECIATION	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4420-56.1100	AMORTIZATION EXPENSE	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4420-57.1000	SDS HCWA IF	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4420-57.4000	BAD DEBITS	0.00	0.00	0.00	0.0%	0.00			0.00
505	5-4420-57.9000	CONTINGENCIES	20,000.00	0.00	5,000.00	0.0%	20,000.00			20,000.00
505	5-4420-58.1208	W/S BOND PRINCIPAL	220,000.00	68,250.00	55,000.00	31.0%	151,750.00			220,000.00
505	5-4420-58.2208	W&S BOND INTEREST	66,000.00	13,171.64	16,500.00	20.0%	52,828.36			66,000.00
506	3-4330-34.6804	SEWER IMPACT FEES	(175,000.00)	(38,308.20)	(43,750.00)	21.9%	(136,691.80)			(175,000.00)
506	3-4420-34.6803	WATER IMPACT FEES	(185,000.00)	(40,585.44)	(46,250.00)	21.9%	(144,414.56)			(185,000.00)
	522,900.00	Original Combined Budget	4,296,590.00			-12%				0.00
		Sanitary Sewer	2,376,630.00	142,728.87	2,178,577.50	6.0%	2,233,901.13		567,400.00	2,946,030.00
		Water	1,919,960.00	297,854.11	1,759,963.33	15.5%	1,622,105.89		(116,500.00)	1,873,460.00
		Combined	4,296,590.00	440,582.98	3,938,540.83	10.3%	3,856,007.02		450,900.00	4,819,490.00
		Rev - SS	(2,722,025.00)						(520,900.00)	(4,819,490.00)
		Balance Check								0.00

Sewer - 4330  
Water - 4420

FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp100%	Balance	Notes	AmendmentQ1	AmendQ1
540	3-0000-34.4101	RESIDENTIAL SANITATION	(398,900.00)	(104,436.00)	(99,725.00)	26.2%	(294,464.00)			(398,900.00)
540	3-0000-34.4102	COMMERCIAL SANITATION	(19,000.00)	(2,367.00)	(4,750.00)	12.5%	(16,633.00)	Adj. for Collections	2,500.00	(16,500.00)
540	3-0000-34.4103	CHIPPING FEES	(4,650.00)	0.00	(1,162.50)	0.0%	(4,650.00)	Adj. for Collections	1,000.00	(3,650.00)
540	3-0000-34.4150	COLLECTION SITE FEES	(18,500.00)	(2,845.00)	(4,625.00)	15.9%	(15,555.00)	Adj. for Collections	2,000.00	(16,500.00)
540	3-0000-34.4160	RECYCLE PROCEEDS	0.00	(898.10)	0.00	0.0%	898.10			0.00
540	3-0000-34.4190	SANITATION OTHER CHARGES	0.00	0.00	0.00	0.0%	0.00			0.00
540	3-0000-38.9050	PRIOR YEAR REVENUE	0.00	0.00	0.00	0.0%	0.00			0.00
540	3-0000-38.1100	OPERATING TRANSFER	0.00	0.00	0.00	0.0%	0.00			0.00
540	3-0000-64.6950	SANITATION PENALTIES	(4,900.00)	(1,130.81)	(1,225.00)	23.1%	(3,769.19)			(4,900.00)
540	5-0000-51.1100	REGULAR EMPLOYEES	38,950.00	860.86	9,737.50	2.2%	38,089.14	Pro Rata	(15,000.00)	23,950.00
540	5-0000-51.1300	OVERTIME	500.00	0.00	125.00	0.0%	500.00			500.00
540	5-0000-51.2100	GROUP INSURANCE	4,900.00	105.87	1,225.00	2.2%	4,794.13	Adj. for Expenses	(1,000.00)	3,900.00
540	5-0000-51.2200	FICA (SOCIAL SECURITY)	700.00	11.91	175.00	1.7%	688.09			700.00
540	5-0000-51.2400	RETIREMENT	3,000.00	0.00	750.00	0.0%	3,000.00	Adj. for Expenses	(1,000.00)	2,000.00
540	5-0000-51.2700	WORKER'S COMPENSATION	1,700.00	0.00	425.00	0.0%	1,700.00	Adj. for Expenses	(700.00)	1,000.00
540	5-0000-51.2750	UNEMPLOYMENT TAX - GEORGIA	400.00	0.00	100.00	0.0%	400.00			400.00
540	5-0000-52.1210	ADMIN FEE - SANIT TRANSFER OUT	40,000.00	0.00	10,000.00	0.0%	40,000.00			40,000.00
540	5-0000-52.1400	DRUG & MEDICAL	200.00	0.00	50.00	0.0%	200.00			200.00
540	5-0000-52.2210	AUTO/TRUCK EXPENSES	5,000.00	1,837.50	1,250.00	36.8%	3,162.50			5,000.00
540	5-0000-52.2211	AUTO GAS & FUEL	3,500.00	0.00	875.00	0.0%	3,500.00			3,500.00
540	5-0000-52.2240	BUILDING & GROUNDS	0.00	0.00	0.00	0.0%	0.00			0.00
540	5-0000-52.2250	OTHER EQUIP. REPAIRS/MAINT	1,000.00	0.00	250.00	0.0%	1,000.00			1,000.00
540	5-0000-52.3100	RISK MANAGEMENT INSURANCE	3,000.00	73.16	750.00	2.4%	2,926.84			3,000.00
540	5-0000-52.3200	COMMUNICATION CELL PHONE	500.00	0.00	125.00	0.0%	500.00			500.00
540	5-0000-52.3205	INTERNET	0.00	0.00	0.00	0.0%	0.00			0.00
540	5-0000-52.3310	PUBLIC NOTICES	0.00	0.00	0.00	0.0%	0.00			0.00
540	5-0000-52.3600	DUES & FEES	100.00	0.00	25.00	0.0%	100.00			100.00
540	5-0000-52.3700	EDUCATION & TRAINING	100.00	0.00	25.00	0.0%	100.00			100.00
540	5-0000-52.3860	SANITATION CONTRACT	300,000.00	84,924.00	75,000.00	28.9%	215,076.00	Growth in Volume	17,200.00	317,200.00
540	5-0000-52.3861	TIPPING FEE FOR LANDFILL	500.00	0.00	125.00	0.0%	500.00			500.00
540	5-0000-52.3862	ROLLOFF COLLECTIONS	35,000.00	5,040.33	8,750.00	14.4%	29,959.67	Pro Rata	(5,000.00)	30,000.00
540	5-0000-52.3863	TIRE DISPOSAL FEE	750.00	204.00	187.50	27.2%	546.00			750.00
540	5-0000-52.3970	POSTAGE	0.00	0.00	0.00	0.0%	0.00			0.00
540	5-0000-53.1160	OPERATING EQUIPMENT	500.00	0.00	125.00	0.0%	500.00			500.00
540	5-0000-53.1205	UTILITIES	1,200.00	968.35	300.00	30.7%	831.65			1,200.00
540	5-0000-53.1700	OTHER SUPPLIES	500.00	0.00	125.00	0.0%	500.00			500.00
540	5-0000-53.1785	UNIFORMS	1,250.00	0.00	312.50	0.0%	1,250.00			1,250.00
540	5-0000-53.1786	BOOT ALLOWANCE	200.00	0.00	50.00	0.0%	200.00			200.00
540	5-0000-53.1795	MISCELLANEOUS	0.00	0.00	0.00	0.0%	0.00			0.00
540	5-0000-54.2200	VEHICLES	0.00	0.00	0.00	0.0%	0.00			0.00
540	5-0000-54.2450	COMPUTER MAINTENANCE	0.00	0.00	0.00	0.0%	0.00			0.00
540	5-0000-54.2500	EQUIPMENT	2,500.00	0.00	625.00	0.0%	2,500.00			2,500.00
540	5-0000-56.1000	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.0%	0.00			0.00

5,500.00	Original Budget:	445,950.00
IN Balance	Total Sanitation	(445,950.00)
		(108,960.77)
		(111,487.50)
		24.4%
		(238,139.23)
		0.00
		0.00



FUND	ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp100%	Balance	Notes	AmendmentQ1	AmendQ1
570	3-0000-34.4261	STORM UTILITY FEE	(250,000.00)	(11,886.03)	(62,500.00)	4.8%	(238,113.97)			
570	3-0000-38.9050	PRIOR YEAR REVENUE	(79,650.00)	0.00	(19,912.50)	0.0%	(79,650.00)	Balance	22,700.00	(250,000.00)
570	3-0000-39.1100	OPERATING TRANSFER	0.00	0.00	0.00	0.0%	0.00			(56,950.00)
570	5-0000-51.1100	REGULAR EMPLOYEES	101,000.00	7,235.33	25,250.00	7.2%	93,764.67	Adj. for Expenses	(25,000.00)	76,000.00
570	5-0000-51.1300	OVERTIME	600.00	0.00	150.00	0.0%	600.00			600.00
570	5-0000-51.2100	GROUP INSURANCE	9,000.00	5,840.28	2,250.00	64.9%	3,159.72			9,000.00
570	5-0000-51.2200	FICA (SOCIAL SECURITY)	800.00	96.36	200.00	12.0%	703.64			800.00
570	5-0000-51.2400	RETIREMENT	7,500.00	2,084.48	1,875.00	27.8%	5,415.52			7,500.00
570	5-0000-51.2500	TUITION REIMBURSEMENTS	0.00	0.00	0.00	0.0%	0.00			0.00
570	5-0000-51.2700	WORKER'S COMPENSATION	4,050.00	4,152.54	1,012.50	102.5%	(102.54)	Adj. for Expenses	950.00	5,000.00
570	5-0000-51.2750	UNEMPLOYMENT TAX - GEORGIA	500.00	0.00	125.00	0.0%	500.00			500.00
570	5-0000-52.1200	PROFESSIONAL	40,000.00	0.00	10,000.00	0.0%	40,000.00	Pro Rata	(5,000.00)	35,000.00
570	5-0000-52.1210	ADMIN FEE - STORM TRANSFER OUT	44,500.00	0.00	11,125.00	0.0%	44,500.00			44,500.00
570	5-0000-52.1230	LEGAL	250.00	0.00	62.50	0.0%	250.00			250.00
570	5-0000-52.1280	FLOODPLAIN MAPPING	500.00	0.00	125.00	0.0%	500.00			500.00
570	5-0000-52.1400	DRUG & MEDICAL	250.00	0.00	62.50	0.0%	250.00			250.00
570	5-0000-52.2210	AUTO/TRUCK EXPENSES	3,500.00	640.38	875.00	18.3%	2,859.62			3,500.00
570	5-0000-52.2211	AUTO GAS & FUEL	6,000.00	838.72	1,500.00	14.0%	5,161.28			6,000.00
570	5-0000-52.2250	OTHER EQUIP. REPAIRS/MAINT	8,950.00	613.40	2,237.50	6.9%	8,336.60			8,950.00
570	5-0000-52.3100	RISK MANAGEMENT INSURANCE	5,100.00	242.17	1,275.00	4.7%	4,857.83	Pro Rata	(3,000.00)	2,100.00
570	5-0000-52.3200	COMMUNICATION CELL PHONES	2,200.00	148.49	550.00	6.7%	2,051.51	Pro Rata	(300.00)	1,900.00
570	5-0000-52.3205	INTERNET	0.00	0.00	0.00	0.0%	0.00			0.00
570	5-0000-52.3310	PUBLIC NOTICES	0.00	0.00	0.00	0.0%	0.00			0.00
570	5-0000-52.3600	DUES & FEES	0.00	160.00	0.00	0.0%	(160.00)	ASFPM Membership	400.00	400.00
570	5-0000-52.3700	EDUCATION & TRAINING	2,000.00	55.00	500.00	2.8%	1,945.00			2,000.00
570	5-0000-52.3751	PUBLIC OUTREACH	9,000.00	0.00	2,250.00	0.0%	9,000.00			9,000.00
570	5-0000-52.3855	CONTRACTS	25,000.00	31,093.66	6,250.00	124.4%	(6,093.66)	Adj. for Expenses	10,000.00	35,000.00
570	5-0000-52.3970	POSTAGE	0.00	0.00	0.00	0.0%	0.00			0.00
570	5-0000-53.1105	OFFICE SUPPLIES	0.00	16.82	0.00	0.0%	(16.82)	Adj. for Expenses	200.00	200.00
570	5-0000-53.1150	OPERATING SUPPLIES	0.00	94.22	0.00	0.0%	(94.22)	Adj. for Expenses	200.00	200.00
570	5-0000-53.1160	OPERATING EQUIPMENT	1,000.00	0.00	250.00	0.0%	1,000.00	Pro Rata	(400.00)	600.00
570	5-0000-53.1200	FEE FOR COLLECTING TAX	2,750.00	0.00	687.50	0.0%	2,750.00			2,750.00
570	5-0000-53.1700	OTHER SUPPLIES	3,000.00	90.32	750.00	3.0%	2,909.68	Pro Rata	(750.00)	2,250.00
570	5-0000-53.1785	UNIFORMS	1,200.00	478.29	300.00	39.9%	721.71			1,200.00
570	5-0000-53.1786	BOOT ALLOWANCE	0.00	0.00	0.00	0.0%	0.00			0.00
570	5-0000-53.1795	MISCELLANEOUS	0.00	0.00	0.00	0.0%	0.00			0.00
570	5-0000-54.2200	VEHICLES	0.00	0.00	0.00	0.0%	0.00			0.00

FUND ACCOUNT	DESCRIPTION	BUDGET (New)	YTD	Quarter 1	Comp100%	Balance	Notes	AmendmentQ1	AmendQ1
570 5-0000-54.2250	CAPITAL LEASE/BOBCAT W/DH80	26,000.00	0.00	6,500.00	0.0%	26,000.00			26,000.00
570 5-0000-54.2300	FURNITURE / FIXTURES	0.00	0.00	0.00	0.0%	0.00			0.00
570 5-0000-54.2400	COMPUTERS	0.00	0.00	0.00	0.0%	0.00			0.00
570 5-0000-54.2450	COMPUTER MAINTENANCE	0.00	0.00	0.00	0.0%	0.00			0.00
570 5-0000-54.2500	EQUIPMENT	25,000.00	0.00	6,250.00	0.0%	25,000.00			25,000.00
570 5-0000-56.1000	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.0%	0.00			0.00
570 5-0000-57.1000	INTEREST EXPENSE	0.00	0.00	0.00	0.0%	0.00			0.00
22,700.00	Original Budget	329,650.00							
IN Balance	Total Stormwater	(329,650.00)	9,615.46	(82,412.50)	-2.9%	(41,994.43)		0.00	0.00



## Administration Department

P. O. Box 900  
Locust Grove, Georgia 30248

Phone: (770) 957-5043  
Facsimile (770) 954-1223

### Item Coversheet

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**Item:** Pay Plan No. 701 of Personnel – New/Added Positions

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** N/A

**Budget Item:** Yes, all funds with personnel assigned

**Date Received:** April 10, 2019

**Workshop Date:** April 15, 2019

**Regular Meeting Date** May 6, 2019

#### Discussion:

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Attached are New/Appended job descriptions for various City Departments: Administration (Purchasing Manager/Accounting Specialist/Utility Billing Manager), Community Development (Planner) and Public Safety (Bailiff) along with revised Job Classification and Pay Scale (701 of Personnel Policy) to accompany these items.

Purchasing Manager will be responsible for the Implementation of the Purchasing Policy and general procurement throughout the City either directly or through the assistance and training to various department directors and will work with the City Accountant (City Clerk)/City Manager and the accounts payable staff in streamlining overall operations.

Accounting Specialist will provide support to the City Accountant (City Clerk) in the reconciliation of bank statements and general accounting functions, including the preparation of the annual audit. Works with the City Manager in the preparation and update of the City Budget.

Utility Billing Manager will be responsible for overseeing Billing Clerks and the oversight of revenue collections for all Enterprise Funds and in the preparation of forecasts for these revenues in the budget preparation. Also overseeing customer and vendor relations.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND THE CITY OF LOCUST GROVE PERSONNEL POLICY; TO AMEND NO. 701 ENTITLED "THE PAY PLAN"; TO PROVIDE FOR CODIFICATION IN THE CITY OF LOCUST GROVE PERSONNEL POLICY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

**WHEREAS**, the City of Locust Grove, Georgia ("City") approved a Fiscal Year 2018 Operating and Capital Budget authorizing the expenditure for certain departments throughout the City, namely, Community Development, and Administration and other operating and capital funds; and,

**WHEREAS**, in accordance with Section 3.50 of the City Charter, the City Manager has the additional job descriptions within the Administration and Community Development Departments; and,

**WHEREAS**, the Pay Plan per Section 701 of the Personnel Policy, as shown in **Exhibit "A"**; must reflect certain classification of the designated new positions,

**WHEREAS**, pursuant to the Section 3.51 of the charter of the City of Locust Grove, Georgia, the Mayor and City Council hereby amend the Job Classification Manual and the Pay Plan to provide for these additional positions and pay classifications.

**THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY ORDAINS**

**SECTION 1. Acceptance of new positions.** The City of Locust Grove Personnel Budget allocation is adjusted for additional job classifications as shown in the Pay Plan Scale.

**SECTION 2. Amendment of The Pay Plan No. 701.** The City of Locust Grove Personnel Policy is hereby amended by deleting the prior Pay Plan in lieu of the amended Pay Plan No. 701 as attached as **Exhibit "A"** incorporated herein.

**SECTION 3.** The City Clerk is hereby directed to record this Ordinance in the official minutes of the City.

**SECTION 4.** The Personnel Policy adopted and dated July 12, 2004 is hereby re-adopted in its entirety except as amended as the Personnel Policy of the City of Locust Grove.

**SECTION 5.**

A. It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

B. It is hereby declared to be the intention of the City Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other Section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the City Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other Section, paragraph, sentence, clause or phrase of this Ordinance.

C. In the event that any section, paragraph, sentence, clause or phrase of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the Ordinance and that, to the greatest extent allowed by law, all remaining Sections, paragraphs, sentences, clauses, or phrases of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

**SECTION 6. REPEAL OF CONFLICTING PROVISION**

Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 7. Effective Date.** This ordinance shall become effective immediately as adopted by the Mayor and Council of the City of Locust Grove.

SO ORDAINED this 6<sup>th</sup> day of May, 2019

\_\_\_\_\_  
ROBERT S. PRICE, Mayor

ATTEST:

\_\_\_\_\_  
MISTY SPURLING City Clerk

(Seal)

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**EXHIBIT "A"**

**AMENDMENT TO PAY PLAN (SECTION 701 OF PERSONNEL POLICY) TO  
PROVIDE FOR NEW CERTAIN POSITIONS:  
(COMMUNITY DEVELOPMENT, ADMINISTRATION)**



# **Administration**

**Job Title: City Manager**

**Job Summary:** This is a high-level executive management position that is responsible for directing and supervising the operations of the City of Locust Grove. Work involves managing and supervising all departments of the City to achieve goals using available resources. Responsibilities include preparing the annual budget, providing leadership and direction in the development of short and long range plans, advising the Mayor and City Council of financial conditions and current and future needs of the City, and monitoring and ensuring compliance with State/Federal regulations.

**Major Duties:**

- Manages activities of City departments by assigning priorities and objectives to department heads and professional staff; reviews/approves management reports regarding department and administrative activities;
- Ensures that all City operations are performed within available resources;
- Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations for decision-making purposes;
- Provides professional advice to the Mayor and City Council and direction to department heads;
- Communicates official plans, policies and procedures to staff and the general public;
- Prepares and administers annual City budget; monitors revenues and expenditures by assigned area to ensure that City operations are performed within budget and to ensure sound fiscal control;
- Advises the Mayor and City Council of financial conditions and of current and future City needs;
- Prepares a variety of studies, reports, and related information for decision-making purposes;
- Supervises the purchase of all materials, supplies and equipment after soliciting bids from qualified contractors, which are necessary for the operations and maintenance of city services;
- Determines work procedures, evaluates workflow and process, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations;
- Ensures that all operations are performed according to City policies, procedures, and ordinances as well as according to Federal, State, and Local laws;
- Tracks legislative issues and ensures that the City stays abreast of and in compliance with new laws;
- Attends all City Council meetings;
- Attends local, regional, and state meetings regarding policies and issues that impact the City;
- Serves as liaison to City Boards and communicates directives and addresses issues of City Council;
- Performs other related duties as assigned.

**Job Title: City Manager (continued)**

**Knowledge Required by the Position:**

- Knowledge of modern policies and practices of municipal government;
- Knowledge of personnel management practices;
- Knowledge of personnel management, progressive disciplinary policies and State and Federal guidelines;
- Knowledge of electric utility, water, and sewer operations;
- Knowledge of City codes, ordinances, resolutions, policies, and guidelines regarding City organization and operations;
- Knowledge of functions and activities of City departments;
- Knowledge of principles and practices of municipal government budget preparation and administration;
- Knowledge of state laws, regulations, and guidelines governing City operations;
- Skill in preparing and administering municipal budgets;
- Skill in planning, organizing, staffing, and directing the efficient and effective delivery of City services, programs and functions through subordinate staff;
- Skill in providing responsive advice and staff support to the Mayor and Council;
- Ability to prepare and analyze comprehensive reports;
- Ability to establish priorities and direct the allocation of City resources;
- Ability to communicate clearly and concisely, effectively, verbally and in writing;
- Ability to establish and maintain effective working relationships with employees, City officials and the public;
- Ability to efficiently and effectively administer a municipal government.

**Supervisory Controls:** Work is performed based on policy directives of the Mayor and City Council.

**Guidelines:** Guidelines include City and departmental policies and procedures; City codes and ordinances and other Federal, State and Local laws.

**Complexity:** The work consists of a variety of highly administrative, technical and supervisory duties.

**Scope and Effect:** The purpose of this position is to effectively and efficiently manage the operations of the City.

**Personal Contacts:** Contacts are typically with co-workers, vendors, developers, State, Federal, County and Local governments, and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information, resolve conflicts and solve problems.

**Physical Demands:** The work is typically performed with the employee sitting at a desk.

**Job Title: City Manager (continued)**

**Work Environment:** The work is typically performed in an office.

**Supervisory and Management Responsibility:**

This position is responsible for managing and supervising all departments in the City.

**Minimum Qualifications:**

Bachelor's degree in Public Administration or related field; Master's degree preferred; twelve (12) years of progressively responsible experience in local government, or related field; equivalent combination of education and experience.

**Pay Grade(s):**

**City Manager I (Grade 78)**

**City Manager II (over 5 Years – Grade 79)**

**City Manager III (Certified ICMA/GMA – Grade 80)**

**Job Title: Assistant City Manager**

**Job Summary:** This is a high-level executive management position that assists with the duties of the City Manager for directing and supervising the operations of the City of Locust Grove. Work involves managing and supervising assigned departments of the City to achieve goals using available resources. Responsibilities include preparing the annual budget, providing leadership and direction in the development of short and long range plans, advising the Mayor and City Council of financial conditions and current and future needs of the City, and monitoring and ensuring compliance with State/Federal regulations.

**Major Duties:**

- Manages activities of one or more City departments through assisting the City Manager in all aspects of the respective job duties;
- Provides assistance in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations for decision-making purposes;
- Serves as liaison between the City Manager and the Department Heads as well as between the City Manager and the Mayor and City Council as directed.
- Communicates official plans, policies and procedures to staff and the general public;
- Assists in the preparation annual City budget; monitors revenues and expenditures by assigned area to ensure that City operations are performed within budget and to ensure sound fiscal control;
- Prepares a variety of studies, reports, and related information for decision-making purposes;
- Supervises the purchase of materials, supplies and equipment, including the preparation and solicitation of bids from qualified contractors per the purchasing policy and the Code of Ordinances;
- Determines work procedures, evaluates workflow and process, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations;
- Ensures that all operations are performed according to City policies, procedures, and ordinances as well as according to Federal, State, and Local laws;
- Attends all City Council meetings;
- Attends local, regional, and state meetings regarding policies and issues that impact the City;
- Serves as liaison to City Boards and communicates directives and addresses issues of City Council;
- Performs other related duties as assigned.

**Knowledge Required by the Position:**

- Knowledge of modern policies and practices of municipal government;
- Knowledge of personnel management practices;

**Job Title: Assistant City Manager (continued)**

- Knowledge of personnel management, progressive disciplinary policies and State and Federal guidelines;
- Knowledge of electric utility, water, and sewer operations;
- Knowledge of City codes, ordinances, resolutions, policies, and guidelines regarding City organization and operations;
- Knowledge of functions and activities of City departments;
- Knowledge of principles and practices of municipal government budget preparation and administration;
- Knowledge of state laws, regulations, and guidelines governing City operations;
- Skill in preparing and administering municipal budgets;
- Skill in planning, organizing, staffing, and directing the efficient and effective delivery of City services, programs and functions through subordinate staff;
- Skill in providing responsive advice and staff support to the Mayor and Council;
- Ability to prepare and analyze comprehensive reports;
- Ability to establish priorities and direct the allocation of City resources;
- Ability to communicate clearly and concisely, effectively, verbally and in writing;
- Ability to establish and maintain effective working relationships with employees, City officials and the public;
- Ability to efficiently and effectively administer a municipal government.

**Supervisory Controls:** Work is performed based on policy directives of the Mayor and City Council and through the direct supervision of the City Manager.

**Guidelines:** Guidelines include City and departmental policies and procedures; City codes and ordinances and other Federal, State and Local laws.

**Complexity:** The work consists of a variety of highly administrative, technical and supervisory duties.

**Scope and Effect:** The purpose of this position is to effectively and efficiently manage the operations of the City in conjunction with the City Manager.

**Personal Contacts:** Contacts are typically with co-workers, vendors, developers, State, Federal, County and Local governments, and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information, resolve conflicts and solve problems.

**Physical Demands:** The work is typically performed with the employee sitting at a desk.

**Work Environment:** The work is typically performed in an office, although frequent visits out in the field are not uncommon with meetings on construction sites and with residents.



**Job Title: Assistant City Manager (continued)**

**Supervisory and Management Responsibility:**

This position is responsible for managing and supervising several or all departments/divisions in the City.

**Minimum Qualifications:**

Assistant City Manager I: Bachelor's degree in Public Administration or related field; Master's degree preferred; six (6) years of progressively responsible experience in local government, or related field; equivalent combination of education and experience.

Assistant City Manager II: Successful completion of Assistant City Manager I job for a minimum of five (5) years; alternative is Master's degree in Public Policy/Public Administration, Urban Planning, City Management, MBA or related field and a minimum of seven (7) years of responsible experience in local government; equivalent combination of education and experience.

Assistant City Manager III: Certification of City Manager through ICMA and/or GMA and a minimum of seven (7) years of experience; alternative is Master's degree in Public Policy/Public Administration, Urban Planning, City Management, MBA or related field and a minimum of ten (10) years of responsible experience in local government; equivalent combination of education and experience.

**Pay Grade(s):**

Assistant City Manager I (Grade 77)

Assistant City Manager II (Grade 78)

Assistant City Manager III (Grade 79)

**Job Title: Executive Administrative Assistant/Assistant City Clerk**

**Job Summary:** This position performs administrative duties for executive management, including the Mayor and City Council, City Manager and City Clerk. Responsibilities may include screening calls, making travel and meeting arrangements, preparing reports and financial data, training and supervising other administrative support staff, and customer relations. Requires strong computer and internet research skills. Also calls for flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside contacts, general public and vendors.

**Major Duties:**

- Relieve management of administrative detail, all projects including RFPs, Bidding, and Project Updates
- Coordinate work flow of Administrative Department
- Update and chase delegated tasks to ensure progress to deadlines
- Take initiative where necessary
- Keep projects on schedule
- Develop and maintain procedures manual in conjunction with the City Clerk and City Manager to ensure consistent performance of routines
- Types letters, reports and other documents as assigned;
- Receives, sorts and distributes mail
- Assists in creation of payroll and employee benefits plans.
- Performs other duties as assigned.

**Communication**

- Compose correspondence/reports for own or executive signature
- Arrange essential mail in priority action order for executive staff.
- Check deadlines on incoming requests and put preliminary work in play
- Process replies on own initiative or from executive dictation or notes
- Research, draft or abstract reports

**Phone**

- Handle all inquiries within reasonable and assigned capacity
- Arrange "callbacks" to protect executive time
- Provide back-up materials for callbacks
- Route calls elsewhere as needed
- Do phone surveys/inquiries as needed

**Appointments / Internal Meetings**

- Prepare agenda in advance as required
- Arrange meeting facilities

- Serves as recording secretary for various group meetings; attends meetings and transcribes minutes of group meetings as directed;

**Confidentiality**

- Perform to ensure executive management's full confidence, including Human Resource data and other sensitive documents.
- Assure discreet handling of all business

**Visitors**

- Greets visitors and receives and responds to inquiries verbally and in writing; directs visitors/callers to appropriate person or department;
- Screen to control interruptions
- Provide back-up data as needed
- Arrange amenities as needed
- Schedule visits away from primary executive work area to protect priority/private tasks

**Travel**

- Arrange travel through internal or outside agents, facilities, etc.
- Arrange travel cash and reimbursement documentation in advance
- Prepare itinerary, trip file and supplies
- Prepare expense report tools for those assigned to travel and training
- Assist in the completion of expense reports after trip

**Data/Supply Management**

- Receive records retention requests and forward to the City Clerk
- Initial contact for Open Records Requests under Georgia Law and FIOA
- Improve/tighten storage/retrieval systems
- Update and manage index where necessary for document retrieval
- Creation and update of an administrative/clerical desk manual
- Set up "tickler" system
- Set up "exception reporting" system to handle routines without supervision
- Maintains inventory of general office supplies;
- Routinely re-order department supplies
- Update Outlook Contacts

**Projects**

- Handle administrative detail, all projects
- Seek greater role in projects within administrative and other areas of competence
- Seek training on projects outside my range

- Assist in the creation and distribution of Requests for Proposals (RFP's), Requests for Qualifications (RFQ's) and Requests for Bids for capital projects, major purchases, and professional services.

**Knowledge Required by the Position:**

- Knowledge of City and department policies and procedures;
- Knowledge of general office principles and practices;
- Skill in operating modern office equipment, including ability to type accurately a minimum of 45 WPM;
- Skill in computer applications for word processing, spreadsheets, database management and presentations;
- Skill in organizing and maintaining filing systems;
- Skill in oral and written communications;
- Ability to handle multiple interruptions and adjustments to priorities throughout the day to meet critical deadlines;
- Ability to use tact and courtesy in dealing with the general public, as well as with employees of other City departments the various county offices in all types of contacts arising during daily work activities;
- Ability to research public records and interpret and apply information appropriately;
- Ability to transcribe reports and business correspondence;
- Ability to understand and accurately carry out oral and written instructions;
- Ability to maintain confidentiality.

**Supervisory Controls:** Work is assigned by the City Manager and Mayor in terms of department goals and objectives. Work is spot-checked and reviewed for accuracy and nature and propriety of final results.

**Guidelines:** Guidelines include department policies and procedures, City ordinances and regulations pertaining to planning, development and zoning issues.

**Complexity:** The work consists of a variety of administrative and clerical duties.

**Scope and Effect:** The purpose of this position is to support the efficient operation of the department through coordination of a wide variety of administrative and clerical duties.

**Personal Contacts:** Contacts are typically with co-workers, elected and appointed officials as well as the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information and provide services.

**Physical Demands:** The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring a moderate degree of dexterity.

**Work Environment:** The work is typically performed in an office.

**Supervisory and Management Responsibility:** Coordinates the training of other administrative assistants and clerks through the guidance of the City Manager but has no direct supervision or management responsibilities.

**Minimum Qualifications:**

High School diploma or equivalent; experience in general office environment; prefer experience in government and/or limited supervisory experience. Equivalent combination of education and experience may be considered.

**Pay Grade(s):**

Executive Administrative Assistant (Grade 59)  
Assistant City Clerk I–Noncertified (Grade 59)  
Assistant City Clerk II–Certified (Grade 62)

## Job Title: Utility Billing Manager

**Job Summary:** Under general direction, plans, manages and oversees the activities of the Utility Billing Division and (public works purchase order processing to the degree required); oversees all aspects of billing, payment collection, cash balancing and customer relations; develops and maintains utility billing procedures and work load assignments; coordinates activities with other City departments and the public; supervises assigned staff; performs other related duties as required.

The Utility Billing Manager is the supervisory level class within the Utility Billing Division and exercises considerable independent judgment in supervising, coordinating and monitoring the work of staff assigned to the Division. The incumbent is expected to ensure work quality and accuracy and oversee the maintenance of appropriate accounting records.

**Major Duties:** Essential and other important responsibilities may include, but are not limited to, the following:

- Plans, organizes and directs the activities of the Utility Billing Division and (Purchase Order Processing) for Public Works items; oversees and participates in all aspects of payables, billing, payment collection, cash balancing and customer relations; establish schedules; supervises and participates in the establishment of goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving division performance and meeting goals; ensures that goals are achieved.
- Supervises and participates in the processing of applications for water, sewer and garbage services; oversees all aspects of the billing process and account maintenance; plans, coordinates and reviews the work plan for assigned projects and responsibilities; ensures the preparation of service orders. Prepares and maintains journal tapes, ledgers, and supporting financial records.
- Researches and recommends improvements in billing technologies and customer service response; provides technical assistance and keeps current on new technologies in the area of utility billing and customer services; represents the utility billing division in a variety of City meetings as may be needed.
- Maintains detailed financial records of all revenue billed and collected for water, sewer and sanitation accounts; prepares statistical and/or analytical reports on operations as necessary; oversees and performs special account research and analysis for the department, City staff and the public; prepares and updates informational materials for the public related to utility billing programs.
- Performs the more difficult and complex billing duties of the work division including resolution of customer complaints, interpreting administrative policies and resolving payment and service issues; coordinates the division's activities with other City departments and the public; establishes and maintains a customer service orientation within the division.
- Coordinates in the selection and training of division personnel; assumes responsibility for motivating and evaluating assigned personnel; identifies and resolves staff deficiencies; provides necessary training; initiates discipline procedures as is appropriate; recruits, hires and manages division staff; assigns work to staff and



- office personnel; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures.
- Oversees and participates in the development of the utility billing budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; monitors the approved budget; discusses and resolves budget issues with appropriate staff.
  - Prepares and provides complex reports, correspondence, staff reports, ordinances, and resolutions to the City Manager, City Council, City departments, outside agencies and the public; makes oral presentations and participates in organizational and community group meetings as needed; responds to questions and inquiries and investigates complaints.
  - Establishes positive working relationships with representatives of community organizations, State/local agencies and associations, City management and staff, and the public.
  - Monitors current utility accounts on an on-going basis to spot fluctuations that may warrant further attention;
  - Performs other duties as required.

**Knowledge Required by the Position:**

- Knowledge of basic accounting and auditing principles and practices;
- Knowledge of Georgia record maintenance and retention laws;
- Knowledge of Modern methods and techniques of supervision, training and motivation;
- Knowledge of database access and standard report generation;
- Knowledge of public relations techniques;
- Knowledge of City codes dealing with utilities;
- Skill in operating modern office equipment;
- Ability to plan, assign, supervise and participate in the work of staff involved in utility billing and collections activities;
- Ability to analyze and interpret accounting records;
- Ability to prepare and present reports related to billing operations and financial condition;
- Ability to analyze complex issues, evaluate alternatives and reach sound conclusions;
- Ability to make adjustments to operating procedures as necessary to improve organizational effectiveness;
- Ability to apply bookkeeping principles to the maintenance of standard fiscal and accounting records;
- Ability to make arithmetic computations and tabulations rapidly and accurately;
- Ability communicate clearly, concisely, and effectively, verbally and in writing;
- Ability to understand and follow oral and written instructions;

**Supervisory Controls:** Work is assigned by the City Manager in terms of overall city goals and objectives. Directly in charge of Utility Billing Clerks and any purchasing agents involved with the various Utility Enterprise Funds of the City.

**Guidelines:** Guidelines include the City fiscal and purchasing policies and procedures, City Budget and Budgetary Process, the Personnel Policy and Procedures Manual as well

as local, state and federal law for records retention and management.

**Complexity:** The work consists of a variety of both routine office tasks along with complex tasks involving analysis, preparation, travel, training, and knowledge of the bid and purchasing processes.

**Scope and Effect:** The purpose of this position is to oversee the revenue generation of the City's Utility Enterprise Funds through the various employees who receive and process various utility payments.

**Personal Contacts:** Contacts are typically with co-workers, elected and appointed officials and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information and provide services.

**Physical Demands:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard.

Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone service and communicating in person. The need to lift, drag, and push files, computer reports or other materials weighing up to 25 pounds also is required.

**Work Environment:** The work is typically performed in an office.

**Supervisory and Management Responsibility:** In charge of Utility Billing Clerks and any purchasing agents involved with the various Utility Enterprise Funds of the City.

**Minimum Qualifications:**

High school diploma or equivalent; preferred associate degree or higher in the fields of Accounting, Business or Finance; five (5) to ten (10) years' experience in general office, customer service, finance or related field; equivalent combination of education and experience.

**Pay Grade(s):**

Utility Billing Manager I (Grade 62)

Utility Billing Manager II (Grade 64)

**Job Title: Utility Billing Clerk I/II/III**

**Job Summary:** This position is responsible for generating and processing water bills, payments and account information.

**Major Duties:**

- Process and print water bills generated from meter readings; distribute via US mail to City residents;
- Collect and process bill payments; process overdue accounts and arrange for cut off and reconnection of service;
- Receive and process, in a timely manner, requests for new water and garbage service;
- Calculate water and sewer impact fees to be applied;
- Receive and address customer concerns, complaints and suggestions regarding water, sewer and sanitation service;
- Monitors current utility accounts on an on-going basis to spot fluctuations that may warrant further attention;
- Types documents, forms and other correspondences as necessary;
- Prepares work orders for repairs.
- Processes invoices and prepares purchase orders as required by purchasing and accounting procedures.
- Processes requests for utility locates from UPC and other agencies.
- Performs other duties as required.

**Knowledge Required by the Position:**

- Knowledge of basic accounting principles;
- Knowledge of Georgia record maintenance and retention laws;
- Knowledge of Modern organization and management principles;
- Knowledge of office procedures and equipment;
- Knowledge of public relations techniques;
- Knowledge of City codes dealing with utilities;
- Skill in operating modern office equipment;
- Ability to communicate clearly, concisely, and effectively, verbally and in writing;
- Ability to understand and follow oral and written instructions;
- Ability to apply bookkeeping principles to the maintenance of standard fiscal and accounting records;
- Ability to make arithmetic computations and tabulations rapidly and accurately;
- Ability to maintain strict confidentiality;
- Ability to work cooperatively with other City employees and the public.

**Supervisory Controls:** Work is assigned by the City Manager in terms of overall city goals and objectives.

**Guidelines:** Guidelines include the City fiscal and purchasing policies and procedures and the Personnel Policy and Procedures Manual as well as local, state and federal law for records retention and management.

**Complexity:** The work consists of a variety of both routine office tasks along with complex tasks involving travel, training, and bid processes.

**Scope and Effect:** The purpose of this position is to receive and process various utility payments.

**Personal Contacts:** Contacts are typically with co-workers and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information and provide services.

**Physical Demands:** The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

**Work Environment:** The work is typically performed in an office.

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**

High school diploma or equivalent; one (1) to three (3) years' experience in general office, customer service, finance or related field; equivalent combination of education and experience.

Completion of competency in city Incode Billing and water/sewer operations required for consideration for Level II.

Completion of water meter inputs, billing, work orders and deposit maintenance for Level III.

**Pay Grade(s):**

Utility Billing Clerk I (Grade 53)

Utility Billing Clerk II (Grade 56)

Utility Billing Clerk III (Grade 59)

**Job Title: Business/Alcohol License Clerk**

**Job Summary:** The purpose of this position is to accept, review, and process applications for various licenses required by all businesses operating within the City.

**Major Duties:**

- Accepts and processes applications for business and alcohol licenses;
- Prepares mailings for renewal of existing business license (occupation tax and/or regulatory fee) and alcohol licenses on an annual basis.
- Receives and responds to questions, in person and over the phone, about the business license process;
- Compiles comprehensive application files, notes and reports which meet established standard policy requirements and procedures;
- Collects and records business license payments;
- Demonstrates continuous ability to work cooperatively and jointly to provide quality seamless customer service;
- Performs other related duties as assigned.

**Knowledge Required by the Position:**

- Knowledge of basic accounting principles;
- Knowledge of Georgia record maintenance and retention laws;
- Knowledge of Modern organization and management principles.
- Knowledge of office procedures and equipment;
- Knowledge of public relations techniques;
- Knowledge of City alcoholic beverage, business license and occupation/regulatory fee code;
- Skill in operating modern office equipment;
- Ability to communicate clearly, concisely, and effectively, verbally and in writing;
- Ability to understand and follow oral and written instructions;
- Ability to apply bookkeeping principles to the maintenance of standard fiscal and accounting records;
- Ability to make arithmetic computations and tabulations rapidly and accurately;
- Ability to maintain strict confidentiality;
- Ability to work cooperatively with other City employees and the public.

**Supervisory Controls:** This position works under the supervision of the City Manager.

**Guidelines:** Guidelines include general bookkeeping practices, City ordinances and City and departmental policies and procedures. These guidelines are clear and specific, but may require interpretation in application.

**Complexity:** The work consists of a variety of administrative and clerical duties.

**Job Title: Business License Clerk (continued)**

**Scope and Effect:** The purpose of this position is to accept and apply various payments and fees to the appropriate accounts and provide general clerical support to the department. Successful performance helps ensure the efficient and effective operation of City services.

**Personal Contacts:** Contacts are typically with co-workers, other City employees, and the general public.

**Purpose of Contacts:** Contacts are typically to give or exchange information and provide services.

**Physical Demands:** The work is typically performed with the employee sitting at a desk.

**Work Environment:** The work is typically performed in an office.

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**

High School diploma or equivalent; one (1) to two (2) years of related experience; equivalent combination of education and experience.

**Pay Grade(s):**

Utility/Alcohol License Clerk I (Grade 53)

Utility/Alcohol License Clerk II (Grade 56)

Utility/Alcohol License Clerk III (Grade 59)



**Job Title: Accounts Payable Clerk**

**Job Summary:** This position handles all accounts from the city's various vendors to verify delivery of product and services and schedules payments in a timely fashion. Position is responsible for generating reports for the Mayor and Council and Staff for budgeting and financial reporting and acts as a liaison between the city and major vendors such as utility providers and solid waste collection..

**Major Duties:**

- Processes accounts payable including receipt, processing and payment of invoices;
- Responsible for managing the city's account with telecommunications providers including ordering new phones as necessary, coordinating repairs and replacement of lost phones and remitting regular payment to the proper service provider(s);
- Assists utility billing clerk with preparing service cut-offs; issuing past due notices and receiving and processing payments;
- Assists City Manager and City Clerk in financial and budgeting reports, including encumbrances and flagging accounts that are over budget.
- Receives and responds to complaints, concerns and suggestions regarding sanitation service;
- Generates weekly delivery list of cans for new residents;
- Calculates monthly sanitation charges and process bills;
- Supports the maintenance of City records and public documents;
- Performs related work as required.

**Knowledge Required by the Position:**

- Knowledge of modern office practices, methods, equipment, and standard clerical procedures;
- Knowledge of or ability to learn municipal laws, policies, codes, and regulations;
- Skill in the operation of modern office equipment;
- Ability to understand complex legal issues and requirements;
- Ability complete internal core courses as determined by the City;
- Ability to handle confidential financial matters with discretion;
- Ability to prepare clear and concise reports and maintain minutes and important records;
- Ability to understand and follow oral and written instructions;
- Ability to communicate clearly and effectively, orally and in writing;
- Ability to establish and maintain effective working relationships with City employees, City officials and the general public.

**Supervisory Controls:** Work is performed under the general supervision of the City Manager and reviewed through the inspection of records and the evaluation of the efficiency and effectiveness of operations.

**Job Title: Accounts Payable Clerk (continued)**

**Guidelines:** Guidelines include City and departmental policies and procedures, State of Georgia Sunshine law and City Charter.

**Complexity:** The work consists of a variety of administrative, record keeping and clerical duties.

**Scope and Effect:** The purpose of this position is to maintain official city records and provide administrative and clerical support.

**Personal Contacts:** Contacts are typically with City Manager, Mayor, City Council, Department Directors, other City employees and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information and provide services.

**Physical Demands:** The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

**Work Environment:** The work is typically performed in an office.

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**

High school diploma or equivalent; prefer associates degree or completed coursework in related field; Two or more years related experience; equivalent combination of education and experience.

**Pay Grade(s):**

Accounts Payable Clerk – Grade 57

Accounts Payable Clerk II – Grade 59

Senior A/P Clerk – Grade 61

**Job Title: City Clerk**

**Job Summary:** This is a highly responsible position involving varied administrative and technical responsibilities including serving as custodian of official city records and public documents; the official recorder of all city council meetings and coordinating legislative actions with other departments and agencies; the chief financial accounting official of the city; and the personnel officer responsible for processing new and separated employees in addition to the actions prescribed in the City's personnel policy.

**Major Duties:**

- Attends regular and special Council meetings; oversees or performs an accurate recording of the proceedings and preparation of the minutes proper legislative terminology, indexing and filing for the public record; distributes information as requested;
- Signs, certifies and preserves city ordinances, resolutions, contracts, reports and other documents; maintains files;
- Serves as official secretary and offers clerical support for the governing authority, prepares city council meeting agendas, issues meeting notices, records and preserves official meeting minutes and other official documents, and receives legal service of papers;
- Supports the maintenance of City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds or other documents requiring City certification; catalogs and files all City records;
- Reconciles monthly bank and financial statements;
- Ensures the proper processing of payroll and supplemental payables;
- Serve as City's personnel officer in lieu of HR Manager; assist with hiring and recruiting; prepare new hire information packet; conduct orientation for new employees; schedule drug-screening and physicals, as necessary; process employee termination and separation documentation; enroll employees in benefit programs;
- Responds to open record requests;
- Performs related work as required.

**Knowledge Required by the Position:**

- Knowledge of modern office practices, methods, equipment, and standard clerical procedures;
- Knowledge of or ability to learn municipal laws, policies, codes, and regulations;
- Knowledge of or ability to learn the legal requirements related to keeping and preserving Council minutes and all official City records;
- Knowledge of human resources practices and principles;
- Skill in the operation of modern office equipment;
- Skill in shorthand or speed writing;
- Ability to understand complex legal issues and requirements;

**Job Title: City Clerk (continued)**

- Ability to handle confidential matters with discretion;
- Ability to obtain city clerk certification within 28 months;
- Ability complete internal core courses as determined by the City;
- Ability to maintain certification as dictated by the Georgia Municipal Association, City/State Code, or other guiding regulation;
- Ability to prepare clear and concise reports and maintain minutes and important records;
- Ability to understand and follow oral and written instructions;
- Ability to communicate clearly and effectively, orally and in writing;
- Ability to establish and maintain effective working relationships with City employees, City officials and the general public.

**Supervisory Controls:** Work is performed under the general supervision of the City Manager and reviewed through the inspection of records and the evaluation of the efficiency and effectiveness of operations. Coordinates work with HR Manager/Specialist staff as directed, as well as with the Assistant City Clerk.

**Guidelines:** Guidelines include City and departmental policies and procedures, State of Georgia Sunshine law and City Charter.

**Complexity:** The work consists of a variety of administrative, record keeping and clerical duties.

**Scope and Effect:** The purpose of this position is to maintain official city records and provide administrative and clerical support to the Mayor and Council.

**Personal Contacts:** Contacts are typically with City Manager, Mayor, City Council, Department Directors, City Attorney, other City employees and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information and provide services.

**Physical Demands:** The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

**Work Environment:** The work is typically performed in an office.

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**

High school with minimum of six (6) to eight (8) years related experience; Bachelor's degree in Business Management, Records Management, Public Administration or related

field with two (2) to five (5) years related experience; State of Georgia Municipal Clerk Certification preferred; equivalent combination of education and experience.

**Pay Grade(s):**

City Clerk with High School/Bachelor's and no Certification – Minimum of 2 to 5 years of experience (Grade 62)

City Clerk with Bachelor's / no Certification (Grade 69)

City Clerk – Certified/2 -5 Years' Experience or greater (Grade 69)

City Clerk – Certified/5 Years' Experience or greater (Grade 71)

**Job Title: Facilities Maintenance Technician (Full/Part Time) Idle**

**Job Summary:** This position is responsible for the general maintenance and clean-up of City Hall grounds and buildings. Duties include the routine and regular cleaning, trimming and pruning trees and bushes sanitizing and minor equipment and facility repairs.

**Major Duties:**

- Cut grass, trim bushes, prune trees and spray for insects;
- Wet and dry mops floors, operates power-cleaning equipment;
- Cleans and changes out floor mats and carpet runners as needed.
- Vacuums, spot-cleans and shampoos carpets; empties and cleans waste receptacles; dusts, waxes, washes and polishes furniture, counters, woodwork, and metalwork;
- Cleans and washes windows, walls, windowsills and screens, as assigned;
- Sweeps sidewalks and performs grounds maintenance duties such as watering lawns and plants, as required;
- Performs simple maintenance and repairs on buildings;
- Orders and maintains inventory of custodial supplies as directed;
- Runs errands throughout the city and the immediate vicinity for mail, bank deposits, change, and small purchases.
- Perform other related duties as required.

**Knowledge Required by the Position:**

- Knowledge of, or ability to learn, standard cleaning methods and equipment used in custodial work such as brooms, mops, dust mops, vacuums, scouring devices, and wax applicators;
- Ability to understand and carry out oral and written instructions;
- Ability to perform routine, repetitive tasks on a continuous basis;
- Ability to work independently in maintaining a clean and orderly area after a sufficient training period;
- Ability to exert continuous physical effort including frequent bending, walking, manipulating and heavy lifting of equipment.
- Able to possess and maintain a driver's license and operate city vehicles and equipment.

**Supervisory Controls:** City Manager assigns work in terms of general instructions.

**Guidelines:** Guidelines include city codes, city personnel regulations, and established practices. These guidelines are clear and specific, but may require some interpretation in application.

**Complexity:** The work consists of a variety of building and facility maintenance duties.

**Scope and Effect:** Independently performs work of a recurring and regular nature in accordance with established and well-known policies, procedures, and practices. Progress



of work is checked and instruction is provided on accomplishing work involving unusual problems or the use of unfamiliar equipment.

**Personal Contacts:** Contacts are typically with other city hall employees.

**Purpose of Contacts:** Contacts are typically to give or exchange information, resolve problems, and provide services.

**Physical Demands:** The employee frequently lifts light objects and uses tools or equipment requiring dexterity.

**Work Environment:** Work is performed both indoors and outside using cleaning chemicals that may be potentially hazardous and requires moderate physical effort in using equipment and moving furniture and other heavy items. Outside work involves gasoline and electric powered mowers, trimmers, blowers, etc. that must be used with extreme care to prevent injury to self and to others. Utilizes any of the equipment authorized and available to accomplish the work.

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**

High School Diploma or equivalent; one (1) to two (2) years of related experience preferred.

**Pay Grade(s):**

Facilities Maintenance Technician – Part Time (Grade 52)

**Job Title: Customer Service Representative/Receptionist**

**Job Summary:** Under general supervision performs a variety of specialized clerical duties, greets visitors, and provides administrative support citywide, assists with collecting payments, answers phones, and provides general assistance to the public. This position is responsible for the first-line of communication between the general public and the City in all forms of communication, including phone calls, face-to-face contact, and written communication via mail, fax and e-mail and is critical in making the initial impression of the city.

**Chain of Command/ Reports To:** City Clerk/Administration Division Head

**Major Duties:**

- Follows and promotes Policy and Procedures of the City of Locust Grove
- Receives, directs and relays telephone messages.
- Greets visitors to the city; screens and handle inquiries of a general or specific nature; and takes messages for staff.
- Handles confidential files and materials.
- Opens and date stamps general correspondence.
- Receives, sorts and direct incoming department mail, prepares a wide variety of materials for individual and bulk mailing.
- Maintains postal machine supplies, ink cartridge, postage strips for larger envelopes and prepares registered mail.
- Maintains and orders adequate inventory of general office supplies.
- Distributes employee applications and accepts completed applications from candidates.
- Assists the public with obtaining factual information.
- Maintains newspaper and media archives of City activities.
- Assists utility customers with on-line and phone payments.
- Processes and accepts payments over the counter and runs daily cash receipts report to verify daily deposits amount; balances with daily deposit reconciliation receipts.
- Assists with matching bank deposits to deposit slips for various departments.
- Processes online payments.
- Serves as Notary Public.
- Performs public noticing and posting requirements.
- Performs related duties as assigned.

**Knowledge, Skills, and Ability:**

- Knowledge of general office practices and procedures
- Knowledge of Microsoft Word and Excel.

- Ability to perform a full range of secretarial, general clerical and routine administrative and programmatic work.
- Ability to operate a variety of office equipment (i.e. phones, fax, printers, computer, etc.).
- Ability to effectively be accountable for the proper care of receipting of payments.
- Ability to communicate orally as needed to exchange information with other employees, other professionals and the public.
- Ability to establish and maintain effective working relationships with employees, public officials, professionals and the general public as needed to answer questions and provide general information.
- Ability to Type and/or word-process at a minimum rate of 40 words per minute.
- Ability to use standard City software as intended.
- Ability to interact effectively with a variety of individuals and groups with varying educational, ethnic, and socio-economic backgrounds.
- Ability to promote a positive work environment.
- Ability to maintain confidentiality.
- Ability to present department documents.
- Ability to work routinely under highly stressful conditions.
- Ability to follow the chain of command.
- Ability to pass drug testing as noted in policy.
- Ability to maintain high ethical standards, both on and off duty.
- Skill in understanding and following oral and/or written instructions.
- Skill in establishing and maintaining effective working relationships with City employees and the public.

**Licenses and Certifications Required:** Notary Public (ability)

**Qualifications**

- High School diploma or GED.
- Minimum of 21 years of age.
- One (1) year of clerical experience.
- Never been convicted of a Felony.
- Must be a citizen of the United States.
- Work evenings, weekends and/or holidays as may be required.
- Must be able to be bonded and pass a credit check.

**Physical Requirements:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. The employee is occasionally required to stoop, kneel, and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision,

peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and/or move up to 35 pounds. Hearing: Hear in the normal audio range with or without correction. Able to hear in person; as well as, distinguish radio and telephone conversations, recognize differences or changes in sound patterns and loudness or pitch. Attendance: Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, the department and the public.

**Working Conditions:**

This position works in an office environment. While performing essential duties of the job, employees work in an environment under constant deadlines, frequent interruptions and a high degree of contact with the employees and public. This position may be exposed to dust, cleaning fumes, and works around office equipment. The noise level in the work environment may be moderate to loud. Some travel may be required to maintain training requirements.

**Supervisory Controls/Responsibility: None.**

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time*

**Pay Grade: 52**

**EEO Category: Administrative Support**

**Status: Non-Exempt**

## Job Title: Purchasing Manager

**Job Summary** –Under the general direction of the City Manager, this employee is responsible for the administration and supervision of all central purchasing and warehouse functions for City departments. Work involves a high level of interdepartmental cooperation with all department directors. The incumbent must be able to work within the framework of the general policies set by the Mayor and City Council. Work is reviewed by the City Manager through observation, written reports, conferences, and results obtained. A wide degree of creativity and latitude is expected. Performs other work as required.

### Major Duties:

- Manages the day to day operations of the Procurement Division and provides advice on the interpretation of the Procurement policy and procedures to resolve business issues and questions.
- Responsible for negotiating, preparing, executing and managing diverse procurements including, but not limited to: contracts/agreements, Requests For Proposal (RFPs)/Invitations to Bid (ITBs).
- Acts as an advisory resource on large and/or complex sourcing.
- Champions best practice for procurement.
- Identifies and implements improvements to processes, procedures and systems to increase efficiency and effectiveness within the supply chain.
- Ensures a structured schedule is in place to enable adequate contract management and administration.
- Ensures the appropriate terms and conditions are applied in order to best allocate, manage and control risk.
- Reviews and updates purchasing policies under the guidance of the City Manager and provides policy training to City department/division staffs.
- Assists City department/division staffs in the preparation of bid packages, requests for proposals, procurement contracts, amendments, and other related procurement documents.
- Reviews, analyzes, and approves bid/quote proposals for City supplies and services.
- Communicates effectively with City department/division staffs and vendors to ensure contracted services comply with contract requirements; and evaluates and reviews contracts on a continuing basis to ensure financial and functional requirements are met.
- Monitors City service contracts; maintains a complete and accurate file of all contract documents pertaining to the execution, implementation, renewals and completion of all contracts administered by the City Manager and City Accountant; and monitors all contract changes, amendments, or negotiations made between the City and the supplier/service provider.
- Maintains a central file for all lease agreements and provides annual audit data as required.

- Provides purchasing support in the issuance of notices, making of payment, updating of bonds and insurance, audits, and general compliance with all contract terms, conditions, and conformity to legal, fiscal, and administrative requirements.
- Conducts research on City-wide purchasing trends to determine bid/proposal needs for large-volume commodities and services
- Assists with the resolution of bid protests and contract discrepancies; and recommends terminations to the City Manager/City Council, as required.
- Reviews and approves purchase requisitions and supervises the issuance of purchase orders and purchase order maintenance.
- Monitors purchase threshold levels and ensures proper approval and documentation is submitted throughout the purchase approval process.
- Spot checks any on-site kept inventory, recommends inventory levels, and analyzes market trends to obtain best quality and price of needed purchases.
- Assists and monitors the sale and disposal of surplus equipment and materials, and the sale of City real estate.
- Assists in the preparation of Procurement in the budget.
- Reviews acquisition of tags and titles for City vehicles.
- Maintains vendor catalog files and division property records.
- Prepares special reports and papers as needed.
- Functions in various capacities and completes special projects as required by the City Manager.
- Plans, assigns, directs, and evaluates the work of subordinates as may be assigned.
- Attends training classes and conferences and engages in professional development to attain or retain professional certifications.

**Knowledge, Skills and Abilities Required by the Position:**

- Knowledge of Georgia Statutes, City of Locust Grove Code of Ordinances, and City of Locust Grove Purchasing Policy.
- Knowledge of modern methods, principles, and practices of purchasing administration.
- Knowledge of purchasing methods, competitive bidding practices, volume buying, contracts, and procedures.
- Knowledge of the various grades and qualities of commodities purchased, and the sources of supply and price trends.
- Ability to read, understand, interpret, and write complex specifications.
- Skilled in utilizing sophisticated financial software applications and Microsoft Office suite of applications.
- Skilled in general business writing.
- Ability to work effectively with department/division directors, government agencies, vendors, contractors, and the general public.
- Experience in preparing contracts.
- Strong leadership, organizational and interpersonal skills.
- Effective communication skills.
- Ability to focus on efficiency, accuracy, quality, results.



- Ability to maintain compliance with standards and procedures.
- Strong technical and analytical skills
- Ability to work independently or as part of a team, perform under pressure in a fast-changing environment, manage several projects at once and handle set deadlines.
- Aptitude for distinguishing between first-level and second-level priorities.
- Works closely with the Accounts Payable Staff to ensure efficient and effective procure to pay process
- Extensive experience in vendor/contract management.
- Knowledge of Procurement in the public sector environment.
- Thorough knowledge of purchasing and contracting principles and practices, contract preparation, bid procedures.

**Supervisory Controls:** Work is performed under the general supervision of the City Manager and reviewed through the inspection of records and the evaluation of the efficiency and effectiveness of operations. Coordinates work with HR Manager/Specialist staff as directed, as well as with the City Clerk.

**Guidelines:** Guidelines include City and departmental policies and procedures, State of Georgia law and City Charter.

**Complexity:** The work consists of a high level of administrative, analytical, and record keeping duties.

**Scope and Effect:** The purpose of this position is to properly coordinate the purchasing and procurement of capital and operational items in a cost-effective, sound, compliant manner.

**Personal Contacts:** Contacts are typically with City Manager, Mayor, City Clerk, City Council, Department Directors, City Attorney, other City employees and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information and provide services.

**Physical Demands:** The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity. Ability to learn complex tasks and remember how to complete tasks without assistance once trained. Ability to walk, stand, and sit for periods longer than 30 minutes but not to exceed 2 hours consecutively.

**Work Environment:** The work is typically performed in an office.

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**

- High school/Associate's Degree with minimum of three (3) to five (5) years related experience; Bachelor's degree from an accredited four-year college or university in business or a related field supplemented by three-years progressively responsible contracts and procurement experience in municipal, county, or state government or a combination of education and experience providing the qualifications necessary to perform the required functions of the position
- Preference will be given to individuals possessing certification as a Certified Purchasing Manager (CPM) and/or Certified Public Purchasing Officer (CPPO) and municipal government purchasing experience.
- Proficient in using computers and modern software applications.
- Must possess and maintain a valid State of Georgia driver's license.
- Applicants may possess a valid out of state driver's license and obtain the Georgia license within 10 days of employment.

**Pay Grade(s):**

Purchasing Manager I – HS/Assoc. Degree, 3 to 5 Years (Grade 62)  
Purchasing Manger II – BS/BA 3 Years Exp (Grade 64)  
Purchasing Manager – Certified CPM (Grade 66)

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**Job Title: Accounting Specialist**

**Job Summary.** Under the general direction of the City Accountant/City Clerk, performs a variety of accounting activities necessary to maintain accounting records and financial data as required for effective management of fiscal affairs. Incumbent may be required to work in excess of the standard 40-hour work week during critical periods with the approval of the Department Director. Work is reviewed through audit, observation, conferences, reports, reconciliations with other fiscal records, and from results obtained. Performs other work as required.

**Major Duties:**

**A. ESSENTIAL FUNCTIONS**

- Prepares monthly bank reconciliations, merchant fee statements, and quarterly bank analysis.
- Prepares monthly utility allocations.
- Monitors and prepares the monthly purchasing card statement.
- Prepares journal entries and performs account reconciliations.
- Prepares technical reports for various financial requirements.
- Performs daily maintenance of accounting records via MUNIS and personal computer network accounting systems.
- Compiles detailed analysis and reconciliation for annual audit and financial statement preparation.
- Designs and maintains Microsoft Excel spreadsheets at an intermediate level.
- Prepares form letters and division correspondence utilizing Microsoft Word.
- Researches and prepares specialized reports for senior management's use.
- Helps other staff and supervisors as needed.
- Communicates effectively with the public and City staff.
- Reads, listens, and communicates orally and in writing with other City staff about financial matters.

**B. OTHER FUNCTIONS**

- Assists in auditing of the travel expense reports.
- Assists in annual inventory.

**Knowledge, Skills and Abilities Required by the Position:**

- Knowledge of the principles and practices of accounting and ability to apply this knowledge to work situations.
- Knowledge of specific principles and practices of governmental accounting.
- Knowledge of the laws, rules and regulations regarding financial record keeping in the State of Georgia.
- Ability to plan and organize work to meet deadlines.
- Ability to prepare and maintain complex financial reports.

- Ability to work quickly and accurately to meet deadlines.
- Skilled in the use of computer-based data information systems, personal computers and network arrangements.
- Ability to work with little supervision.
- Ability to communicate clearly, both orally and in writing.
- Ability to maintain a good working relationship with associates and the general public.
- Ability to read technical accounting rules and regulations and apply to financial records of the City.

**Supervisory Controls:** Work is performed under the general supervision of the City Clerk and reviewed through the inspection of records and the evaluation of the efficiency and effectiveness of operations. Coordinates work with the City Manager.

**Guidelines:** Guidelines include City and departmental policies and procedures, State of Georgia law, Generally Accepted Accounting Procedures, and City Charter.

**Complexity:** The work consists of a high level of administrative, analytical, record keeping duties.

**Scope and Effect:** The purpose of this position is to properly account for revenues and expenses that affects the entire city's financial position.

**Personal Contacts:** Contacts are typically with City Manager, Mayor, City Clerk, City Council, Department Directors, City Attorney, the City Auditor other City employees and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information and provide reports.

**Physical Demands:** The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity. Work also requires the following:

- Ability to hear and comprehend conversation spoken in English.
- Ability to sit for long periods of time not to exceed two (2) hours at one time.
- Ability to see, read, and comprehend writing and computer printouts in English.
- Ability to lift and carry materials not to exceed 20 lbs.
- Ability to operate office equipment such as a telephone, computer, adding machine, calculator, and copy machine.
- Ability to stand for periods of time not to exceed 30 minutes at one time.
- Ability to stoop, kneel and reach overhead for books or supplies.
- Ability to control behavior when encountering stressful situations.
- Ability to perform at a very high level of accuracy with short deadlines.
- Ability to maintain high level of concentration despite constant interruptions.

- Ability to be flexible and change job priorities at a moment's notice.

**Work Environment:** The work is typically performed in an office.

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**

- High school/Associate's Degree in Accounting/Business with minimum of five (5) to seven (7) years related experience; PREFERRED: Bachelor's degree (B.S.) in Accounting or Finance from an accredited college supplemented by two years of accounting experience utilizing financial software for a small to medium-sized organization. Local government financial accounting experience is a plus.
- Proficient in using computers and modern software applications.
- Must possess and maintain a valid State of Georgia driver's license.
- Applicants may possess a valid out of state driver's license and obtain the Georgia license within 10 days of employment.

**Pay Grade(s):**

Accounting Specialist I – HS/Assoc. Degree, 3 to 5 Years (Grade 62)

Accounting Specialist II – BS/BA 3 Years Exp (Grade 64)

Accounting Specialist – Certified by Carl Vinson for Financial Clerk (Grade 66)

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