

CITY OF LOCUST GROVE

REGULAR MEETING AGENDA
Monday, July 15, 2019 - 6:00 P.M.
Public Safety Building - 3640 Highway 42 S.
Locust Grove, GA 30248

CALL TO ORDER Mayor Robert Price

INVOCATION Community Development Director, Bert Foster

PLEDGE OF ALLEGIANCE Councilman Taylor

APPROVAL OF THE AGENDA (Action Needed)

PUBLIC COMMENTS None

PUBLIC HEARING ITEMS None

NEW BUSINESS/ACTION ITEMS 4 Items

1. Ordinance to set the 2019 Tax Millage at 6.826 mills and roll back said amount to 0.00 mills in reflection of local option sale taxes required for Maintenance and Operations of the City (Motion)
2. Resolution to agree on an Intergovernmental Agreement for SPLOST V (Motion)
3. Ordinance for vote on extended hours for alcohol sales - "Brunch Bill" (Motion)
4. Ordinance to amend the Position and Pay Plan of the Personnel Policy (Motion)

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

- SDS (Service Delivery Strategy) Update
- Transportation Projects Update
- Rezoning of water tanks to TCU in August

Community Development Operations (Monthly Update Report) Bert Foster, Community Development Director

- Special Event Request - Haven House casino night fundraiser - October 5, 2019
- Review of the preliminary plat for a proposed R-2 subdivision along South Bethany Road

ARCHITECTURAL REVIEW BOARD (ARB) (Review and Comment Portion Only, Approve at next regular meeting) 1 Item

5. Architectural plans submitted for Starbucks/Urgent Care Building at 4837 Bill Gardner Parkway

CITY MANAGER'S COMMENTS Tim Young

MAYOR'S COMMENTS Mayor Robert Price

EXECUTIVE SESSION - If needed for property acquisition and/or litigation

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 - July 11, 2019 at 10:00



Administration Department
P. O. Box 900
Locust Grove, Georgia 30248

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

Item Coversheet

Item: Millage Rate Ordinance/Rollback

Action Item: Yes No

Public Hearing Item: Yes No

Executive Session Item: Yes No

Advertised Date: N/A

Budget Item: Yes, all funds except Enterprise or Restricted Funds

Date Received: July 11, 2019

Workshop Date: July 15, 2019

Regular Meeting Date: N/A

Discussion:

Attached is the Ordinance for Millage Rate Rollback for the 2018 Tax Year as required by State Law. The previous year Sales Taxes divided into the Net M & O tax digest of the city of \$318,588,730 is used for the calculation for a millage rate that would've been required for operations being 6.826. This figure represents a substantial drop due to the tremendous increase in property valuation due to development. As the city's done since 1980, the millage rate is rolled back to 0.00 mills, which is reflected on for PT-38 to be submitted to the Department of Revenue.

Recommendation:

Approve Ordinance to set the 2019 Tax Millage at 6.826 mills and roll back said amount to 0.00 mills in reflection of local option sale taxes required for Maintenance and Operations of the City.

ORDINANCE # _____

AN ORDINANCE TO SET THE MILLAGE RATE FOR THE CITY; TO ROLL BACK THE MILLAGE RATE; TO AUTHORIZE THE CITY CLERK TO FILE ALL DOCUMENTS NECESSARY TO EFFECTUATE THIS ORDINANCE; TO PROVIDE AN EFFECTIVE DATE; TO REPEAL INCONSISTENT PROVISIONS; AND FOR OTHER PURPOSES.

WITNESSETH:

WHEREAS, the City of Locust Grove ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia, and is charged with providing public services to local residents; and

WHEREAS, the City wishes to set its millage rate; and

WHEREAS, the City wishes to roll back the mileage rate according to the taxes received by law that are to be credited against the levy; and

WHEREAS, the City finds that it is in the best interest of the citizens of the City of Locust Grove to set the millage rate, roll back the millage rate, and to submit a report of the same to the Department of Revenue on Form PT-38 as attached hereto and incorporated herein as "Exhibit A".

THEREFORE, IT IS NOW ORDAINED BY THE CITY COUNCIL OF LOCUST GROVE AS FOLLOWS:

SECTION 1. Millage Rate. The Mayor and Council of the City of Locust Grove hereby set a millage rate of 6.826 mills for the 2019 year.

SECTION 2. Roll Back. The Mayor and Council of the City of Locust Grove hereby roll back the millage rate for 2019 tax year to a millage rate of 0.000 mills, according to the taxes received by law that are to be credited against the levy.

SECTION 3. Authorization for the City Clerk. The City Clerk is hereby authorized to file **Exhibit A** as well as any and all documents with the Department of Revenue or other entities which are necessary to effectuate this Ordinance.

SECTION 4. Recordation. The City Clerk is hereby directed to record this Ordinance in the official minutes of the City.

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 any 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.** The Ordinance shall become effective immediately upon its adoption by the Mayor and Council of the City of Locust Grove.

SO ORDAINED THIS 15TH DAY OF JULY, 2019.

ROBERT PRICE, MAYOR

ATTEST:

APPROVED AS TO FORM:

MISTY SPURLING, CITY CLERK

CITY ATTORNEY

EXHIBIT A

FORM PT-38 (Rev 01/19)
City Millage Rate Certification

CITY AND INDEPENDENT SCHOOL MILLAGE RATE CERTIFICATION FOR TAX YEAR 2019



<http://www.dor.ga.gov>

Complete this form once the levy is determined, and if zero, report this information in Column 1. Mail a copy to the address below or fax to (404)724-7011 and distribute a copy to your County Tax Commissioner and Clerk of Court. This form also provides the Local Government Services Division with the millage rates for the distribution of Railroad Equipment Tax and Alternative Ad Valorem Tax.

Georgia Department of Revenue
Local Government Services Division
4125 Welcome AII Road
Atlanta, Georgia 30349
Phone: (404) 724-7003

CITY NAME City of Locust Grove		ADDRESS P.O. Box 900		CITY, STATE, ZIP Locust Grove, GA 30248		
CITY CLERK Misty Spurling		PHONE NO. (770) 957-5043		FAX (866) 364-0996		
OFFICE DAYS / HOURS M-F 8:00 AM to 5:00 PM		COUNTY TAX COMMISSIONER Henry County Tax Commissioner, (770) 288-8180		EMAIL misurling@locustgrove-rii.gov		
List below the amount & qualifications for each LOCAL homestead exemption granted by the City and Independent School System.						
EXEMPTION AMOUNT	QUALIFICATIONS	EXEMPTION AMOUNT	QUALIFICATIONS	EXEMPTION AMOUNT	QUALIFICATIONS	
			INDEPENDENT SCHOOL			
If City and School assessment is other than 40%, enter percentage millage is based on _____ % . List below the millage rate in terms of mills. EXAMPLE: 7 mills (or .007) is shown as 7.000. PLEASE SHOW MILLAGE FOR EACH TAXING JURISDICTION EVEN IF THERE IS NO LEVY.						
CITY DISTRICTS	DISTRICT NO.	COLUMN 1 Gross Millage for Maintenance & Operations	COLUMN 2 Less Rollback for Local Option Sales Tax	COLUMN 3 Net Millage for Maintenance & Operation Purpose (Column 1 less Column 2)	COLUMN 4 Bond Millage (If Applicable)	COLUMN 5 Total Millage Column 3 + Column 4
City Millage Rate		6.826	6.826	0.000	0.000	0.000
Independent School System						0.000
Special Districts						0.000
						0.000
						0.000
**Local Option Sales Tax Proceeds must be shown as a mill rate rollback if applicable to Independent School.						

Name of County(s) in which your city is located: Henry

I hereby certify that the rates listed above are the official rates for the Districts indicated for Tax Year 2019

Date: _____ Mayor or City Clerk



Michael Harris
Henry County Tax Commissioner

July 09, 2019

Mayor Robert Price
Locust Grove City Hall
Locust Grove, GA 30248

Dear Mayor Price:

I hereby submit the net taxable value of the 2019 Henry County Digest:

Real and Personal	322,187,382
Motor Vehicles	1,861,590
Timber	0
Mobile Homes	68,693
Heavy Duty Equipment	0
Gross Digest	<u>324,117,665</u>
Less M & O Exemptions	<u>5,528,935</u>
Net M & O Digest	318,588,730

If you have any questions, please feel free to call on me.

Regards,

A handwritten signature in cursive script that reads "Michael Harris".

Michael Harris
Henry County Tax Commissioner



Administration Department
P. O. Box 900
Locust Grove, Georgia 30248

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

Item Coversheet

Item: SPLOST V Intergovernmental Agreement

Action Item: Yes No

Public Hearing Item: Yes No

Executive Session Item: Yes No

Advertised Date: N/A

Budget Item: Capital Fund 320 (SPLOST)

Date Received: July 11, 2019

Workshop Date: July 15, 2019

Regular Meeting Date: N/A

Discussion:

Attached is the Resolution for the consideration and adoption of the Project Listing and the Intergovernmental Agreement (IGA) for the Special Purpose Local Option Sales Tax (SPLOST) proposed for the continuation in its Fifth edition (SPLOST V) to begin in Spring of 2020 through Spring 2026. The proposal here is the requested 30% for the Municipalities 70% for the County. As such, we would pick up as agreed upon with the District 1 Commissioner the Peeksville Road/Leguina Mill Road Intersection engineering and design as well as paving a portion of LG-Griffin Road, bringing the total to \$6,500,000. The bonding amounts would need to be determined later on once the question is ratified by voters.

Note that the County has yet to finalize their project list and moved for the IGA with the original 75%/25% distribution to be approved and sent back with a list of projects by each city. We would send the same list regardless of the final distribution amount to account for any possible excess in funds during the next 6-year period.

What's next? After transmittal, the BOC will make a final determination to either approve the IGA or reject in lieu of a 5-Year SPLOST question with a threatened "Level II" listing that would take up to 18 months of initial project distribution. Alternatively, we hope that an alternative agreement can be worked out before the final call for vote.

Recommendation:

Approve Resolution on SPLOST V Project List, Category Listing and IGA as presented.

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE CITY OF LOCUST GROVE, GEORGIA ("CITY") TO ADOPT A CAPITAL IMPROVEMENT PROJECT LIST TO BE FUNDED THROUGH THE IMPLEMENTATION OF A ONE PERCENT (1%) SPLOST AS PERMITTED BY GEORGIA LAW, AS SET FORTH IN O.C.G.A. § 43-8-110 ET SEQ.; AUTHORIZING THE MAYOR AND CLERK OF THE CITY OF LOCUST GROVE TO EXECUTE THE INTERGOVERNMENTAL AGREEMENT CONCERNING THE DISTRIBUTION OF THE SPLOST PROCEEDS PURSUANT TO O.C.G.A. § 48-8-115(D)(1); AND TO AUTHORIZE THE MAYOR AND CLERK TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH HENRY COUNTY PURSUANT TO ARTICLE 9, SECTION 3, PARAGRAPH 1 OF THE CONSTITUTION OF GEORGIA OF 1983; AND FOR OTHER PURPOSES SET FORTH HEREIN.

WHEREAS, the City's Representative has participated in a number of public hearings that were conducted by a SPLOST V Committee appointed by the Board of Commissioners of Henry County to obtain public input from the public in the formation of a capital improvement project list for Henry County and for each respective City thereof; and

WHEREAS, the Mayor and Council have conducted public hearings concerning the formation and adoption of the capital improvement project list for the City; and

WHEREAS, the Mayor and Council have reviewed and considered a proposed intergovernmental agreement between Henry County and the City concerning the division and use of the SPLOST funds pursuant to the laws of the State of Georgia;

NOW, THEREFORE, UPON MOTION BEING DUTY MADE AND SECONDED, THE FOLLOWING RESOLUTIONS WERE ADOPTED:

1. **Adoption of General Capital Improvement List.** Be it resolved that the Mayor and Council of the City of Locust Grove do hereby adopt Exhibit 1 as the City's General Capital Improvement Project List for Henry County SPLOST V;
2. **Adoption of Capital Improvement Project Plan.** Do hereby adopt Exhibit 2 as the itemized Capital Improvement Project Plan for the City of Locust Grove;
3. **Approval of Intergovernmental Agreement.** Do hereby approve the Intergovernmental Agreement attached hereto, marked Exhibit 3 and made a part hereof;

4. **Approval of Execution.** Do hereby authorize the Mayor and Clerk of the City of Locust Grove to execute said Intergovernmental Agreement and to deliver the same to Henry County;
5. **Additional Action.** The Mayor and Clerk are hereby authorized to take any additional actions that may be needed in order to implement the above stated resolutions.
6. **Severability.** To the extent any portion of this Resolution is declared to be invalid, unenforceable or non-binding, that shall not affect the remaining portions of this Resolution.
7. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
8. **Effective Date.** This Resolution shall take effect immediately.

THIS RESOLUTION adopted this ____ day of _____ 2019.

THE CITY OF LOCUST GROVE, GEORGIA

BY: _____
Robert Price, Mayor

Attest:

Approved as to form:

Misty Spurling, City Clerk

(SEAL)

City Attorney

EXHIBIT 1

**CITY'S GENERAL CAPITAL IMPROVEMENT PROJECT LIST
FOR HENRY COUNTY SPLOST V**

SPLOST V - City of Locust Grove

Bonding Projects

Listing of Projects from July 5, 2019 Meeting

Updated July 10, 2019 - 6-year SPLOST

Category	Tier	Total SPLOST	Bond
CAPITAL ITEMS			
Construction and Renovation of Municipal Buildings		\$ 500,000.00	\$ -
CITY Master Plan - Phase II			
Phase II of Municipal Master Plan	1	\$ 500,000.00	\$ -
<i>Installation of additional Parking adjacent to the Public Safety Building, Formal Park/Veterans' Memorial Area; possible connection of entrance to Frances Ward Drive.</i>			
Subtotal		\$ 500,000.00	\$ -
Parks and Recreation Facilities		\$ 100,000.00	\$ -
Greenway - On and Off Street			
Greenway System Plan	1	\$ 100,000.00	\$ -
<i>Plan for Connected Greenways throughout the City by type of facility (Paved On-System, Paved Off-System, Unpaved trails) as way of alternative transportation and recreation.</i>			
Subtotal		\$ 100,000.00	\$ -
CAPITAL ITEMS - TOTAL		\$ 600,000.00	
Roads, Bridges, Sidewalks and Transportation Facilities		\$ 5,900,000.00	\$ -
Bill Gardner Parkway Improvements - Intersection with SR 42 and along lengths	1	\$ 3,400,000.00	\$ -
<i>Work on redesign of intersection with Bill Gardner and SR 42 with multilane roundabout, including express right turns to SB Highway 42 to maintain stable traffic flow.</i>			
Peeksville Connector - SR 42 to Cleveland Street			
<i>Install travel lanes between Peeksville Road at SR 42 to Cleveland Street to allow for future connections to Frances Ward Drive.</i>	1	\$ 350,000.00	\$ -
State Route 42 Extra Lane - Bill Gardner to Market Place Boulevard			
<i>Install additional lane along SR 42 NB between Bill Gardner Parkway and Market Place Boulevard to provide for adequate receiving lane widths for intersection and provision of turning movements along SR 42 along this section.</i>	1	\$ 650,000.00	\$ -
Peeksville Road - Pedestrian and Intersection			
<i>Install pedestrian linkages between Skyland and Downtown Locust Grove, including linkage to commercial, parks, institutional areas and residential development.</i>	1	\$ 650,000.00	\$ -
Resurfacing Projects			

SPLOST V - City of Locust Grove

Bonding Projects

Listing of Projects from July 5, 2019 Meeting

Updated July 10, 2019 - 6-year SPLOST

Category	Tier	Total SPLOST	Bond
<i>Asphalt resurfacing of city streets, with examples of LG-Griffin Road, Jackson Street, subdivisions, etc.</i>	1	\$ 500,000.00	\$ -
Signal/Intersection Improvement - SR 42 and Bethlehem Road			
<i>Study and develop concept plans/plans for Signalized Intersection or alternate as warranted by study for the Highway 42 and Bethlehem Road Intersection.</i>	2	\$ 250,000.00	
Bikeway (Shared System)			
Bicycle Shared Use Areas	1	\$ 100,000.00	\$ -
<i>Develop rudimentary network of bicycle-friendly areas for shared use ("Sharrows", signage) to provide linkages between key points of interest</i>			
Subtotal		\$ 5,900,000.00	\$ -
Public Utilities			
Utilities lump sum	2	\$ -	\$ -
<i>Lump sum of work for water, sanitary sewer and stormwater, including plans and match for any CDBG - developed project.</i>			
Subtotal		\$ -	
Grand Total		\$ 6,500,000.00	

EXHIBIT 2

CAPITAL IMPROVEMENT PROJECT PLAN FOR THE CITY OF LOCUST GROVE

EXHIBIT "C"

CITY OF LOCUST GROVE

If the 2019 SPLOST Referendum is approved by the voters of Henry County, the City of Locust Grove anticipates it will expend the funds as detailed below. Expenditures for any of the projects described below may also include the repayment of public debt or other obligations of the City of Locust Grove incurred for or associated with such project.

Project	Estimated Cost
Construction and Renovations of Municipal Buildings Example – Phase II of Municipal Complex with additional parking and Veterans’ Memorial	\$500,000
Roads, Bridges, Sidewalks and Transportation Facilities Examples - Bill Gardner @ SR 42 Intersection Improvements, SR 42 Improvements, Peeksville Pedestrian Improvements, Bicycle Shareways, Intersections and resurfacing, etc.	\$5,900,000
Parks and Recreation Facilities Example – Greenway Plan for future development of linkages throughout the City.	\$100,000
Total	\$6,500,000

EXHIBIT 3

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF LOCUST
GROVE AND THE HENRY COUNTY BOARD OF COMMISSIONERS FOR
SPLOST V**

A G R E E M E N T

THIS AGREEMENT is made and entered into on this _____ day of _____, 2019, and is by and among:

HENRY COUNTY, GEORGIA,

by and through the Board of Commissioners of Henry County, a political subdivision of the State of Georgia (hereinafter referred to as the “County”), and the cities of:

HAMPTON, LOCUST GROVE, McDONOUGH and STOCKBRIDGE,

by and through the Mayor and Council of each municipality, each being an incorporated municipality within the State of Georgia, each being located entirely within the geographical boundaries of Henry County, and each being a “qualified municipality” within the meaning of Section 48-8-110 of the Official Code of Georgia Annotated, (hereinafter collectively referred to as the “Municipalities” or “each Municipality”).

W I T N E S S E T H:

WHEREAS, the County is a political subdivision of the State of Georgia, existing and operating under the laws and Constitution of the State of Georgia with full authority and responsibility, among other things, to: provide libraries, arts and sciences, and other educational programs and facilities, construct, maintain, regulate and control the roads, streets and bridges, establish recreation systems and facilities, provide for the construction of judicial and administration buildings, provide for protection of its citizens through jails, police and emergency services programs, and meet public health needs by providing water and sewerage facilities, storm water facilities, hospitals, animal control, and garbage and solid waste collection and disposal; and

WHEREAS, the County desires that all the citizens of Henry County, whether they live in the incorporated or unincorporated areas of the County, be provided certain capital improvements

and services to improve the standard of living and to assure to each of its citizens a high quality of life, to include the capital outlay projects which are described in Exhibit "A"; and

WHEREAS, the Municipalities are incorporated municipalities located wholly within the geographical boundaries of the County and collectively represent all citizens living within the municipalities of Henry County; and

WHEREAS, the governing authority of each Municipality, charged to act in the best interest of the Municipality and to determine the service needs of the citizens within its established municipal boundaries, has examined the needs of the citizens within its incorporated limits and has determined that it is in the best interest of the citizens within its service area to provide certain capital improvements and services to the citizens located within its municipal service area, to include the capital outlay projects listed on Exhibits "B", "C", "D" & "E" hereto attached, which services and capital outlay projects the Municipalities, respectively, are authorized by law to provide; and

WHEREAS, pursuant to Article IX, Section III, Paragraph I of the Constitution of Georgia of 1983, the County and the Municipalities are authorized to contract with one another for a period not exceeding 50 years for joint services, for the provision of services, or for the joint or separate use of facilities or equipment, provided that such contracts must deal with activities, services, or facilities which the contracting parties are authorized by law to undertake or provide; and

WHEREAS, the execution, delivery and performance of this Agreement by the County and the Municipalities has been authorized by resolutions or ordinances duly adopted by the respective governing body of the County and each Municipality; and

WHEREAS, in order to improve the services provided for their respective citizens, the County and the Municipalities deem it appropriate to enter into an agreement to undertake various capital outlay projects, determined by the governing authority of each respective Municipality and

the County to be most needed within their respective areas of control, to continue the high standards for services offered and the quality of life enjoyed by the citizens within the County and the Municipalities; and

WHEREAS, the County and the Municipalities desire to form an agreement among themselves pursuant to Article IX, Section III, Paragraph I of the Constitution of Georgia of 1983, wherein each Municipality will act on behalf of the County to determine the most needed projects within their incorporated areas of the County and to commission and complete (to the extent that funds are made available) the proposed projects within their respective municipal areas, for and in consideration of which the County will pay to each Municipality, from the Special Purpose Local Option Sales Tax (hereinafter referred to as “SPLOST”), an amount as hereinafter set forth; and

WHEREAS, the projects to be financed by the SPLOST include projects for the use and benefit of the citizens of the entire County, including projects to be owned and operated by the Municipalities; and

WHEREAS, the County and the Municipalities desire to clarify the responsibilities of the County and the Municipalities, respectively, with respect to the issuance of the Bonds, the expenditure of the proceeds thereof and certain other matters with respect thereto; and

WHEREAS, the County does desire to fund the various capital improvement projects within the unincorporated and incorporated sections of the County through the implementation of a one percent (1%) SPLOST as permitted by Georgia law as set out in O.C.G.A. § 48-8-110 *et seq.*; and

WHEREAS, O.C.G.A. § 48-8-111(a)(2) allows for collection of SPLOST for a maximum of six (6) years where the County and any or all of the qualified municipalities within the County enter into an Intergovernmental Agreement, and whereby the County and Municipalities elect to levy the aforementioned SPLOST for the full six (6) year term; and

WHEREAS, the County and Municipalities met to discuss possible projects for inclusion in the SPLOST referendum on the 5th day of November, 2019 (the “Referendum”) in conformance with the requirements of O.C.G.A. § 48-8-111, after the County provided written notice of such meeting to the Mayors of the Municipalities at least ten days prior to the date of the meeting; and

WHEREAS, the County and Municipalities have negotiated a division of the SPLOST proceeds as authorized by O.C.G.A. § 48-8-110 *et seq.*; and

WHEREAS, the Agreement has been entered into in accordance with O.C.G.A. § 48-8-115(b)(1); and

WHEREAS, each party acknowledges that the completion of each project of the County and Municipalities is important to the overall goal of improving the services provided to the citizens of Henry County, Georgia; and

WHEREAS, each party further acknowledges that its participation in and adherence to the terms of this Agreement are crucial to the completion of the Henry County and Municipalities of Henry County Capital Improvement Projects.

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter contained, and for Ten (\$10.00) Dollars and that other good and valuable consideration set out herein, given each other the receipt and sufficiency of which is hereby acknowledged, IT IS AGREED AS FOLLOWS:

1.

RECITALS

The foregoing recitals, each being true, are made a part of this Agreement by reference.

2.

TERM

4

The term of this Agreement shall commence upon the last date that this Agreement has been executed and delivered by each of the parties and shall terminate upon the expenditure by the County, whether said expenditure is by the County directly or on behalf of the County by one of the above-named Municipalities, of the last dollar of money collected of the Special Purpose Local Option Sales Tax after the expiration of the Special Purpose Local Option Sales Tax or upon the completion of all projects referenced in Exhibits "A" through "E" hereto attached and the satisfaction of all obligations hereunder, whichever comes later. Notwithstanding the foregoing, this Agreement shall not take effect until the conditions precedent set forth in Paragraph 8 of this Agreement shall have been satisfied. In no event shall the Term of this Agreement exceed fifty years.

3.

DEFINITIONS

The following definitions shall apply in the interpretation and enforcement of this Agreement unless otherwise specifically stated:

(a) **"Bonds"** means the Henry County, Georgia General Obligation Sales Tax Bonds to be issued by the County pursuant to Paragraph 16 hereof for the purpose of financing all or a portion of the cost of the Projects and which will be payable first from the proceeds of the Special Purpose Local Option Sales Tax.

(b) **"Construction Fund"** means that certain Construction Fund established by the County pursuant to the Bond Resolution into which the net proceeds of the Bonds will be deposited, within which there is also established a separate account for the County and for each Municipality.

(c) **"Construction Fund Account"** means each separate account in the Construction Fund established for each of the County and each Municipality, respectively.

(d) **“Construction Fund Custodian”** means the commercial bank or trust company having the power to administer trusts in Georgia designated by the County to be the custodian of the Construction Fund.

(e) **“Debt Share”** means, with respect to any party hereto, that percentage calculated by dividing (i) the proceeds of any issue of the Bonds to be used for the Projects of such party by (ii) the total proceeds of such issue of the Bonds, all as more particularly set forth in a resolution of the County authorizing the issuance of that issuance of the Bonds.

(f) **“Participant”** means a party hereto that opts to have a portion of the proceeds of the Bonds applied to the projects of that party.

(g) **“Percentage Share”** means the percentage share for the County and each Municipality established pursuant to Paragraph 18 of this Agreement, as determined by the respective total amounts set forth on Exhibits “A” through “E”.

(h) **“Projects”** means the projects as described in Exhibits “A” through “E” attached hereto, which together comprise and shall be known as the Henry County and Municipalities of Henry County Capital Improvement Projects. The Projects which the County and each Municipality shall sponsor are set forth in Paragraph 4 below.

(i) **“Sales Tax Fund”** means the fund to be established pursuant to the terms of this Agreement for the purpose of financing the Projects described in Exhibits “A” through “E” to this Agreement. All monies obtained from the imposition of a Special Purpose Local Option Sales Tax as described in this Agreement shall be deposited in said fund, and the funds to be received by each Municipality in accordance with Paragraph 18 hereof shall be transferred from such fund to the Municipal Projects Sales Tax Fund of the respective Municipalities, and the funds to be

received by the County in accordance with Paragraph 18 hereof shall be transferred from said fund to the County Project Sales Tax Fund, as set forth in Paragraph 18 hereof.

(j) **“Special Purpose Local Option Sales Tax or SPLOST”** means a one percent (1%) sales tax to be re-imposed through the Referendum pursuant to the provisions of O.C.G.A. § 48-8-110 *et seq.* for the purpose of funding the Projects described in Exhibits “A” through “E” attached hereto.

(k) **“Sponsoring Local Government Entity”** means each of the parties to this Agreement which serve as a Sponsoring Local Government Entity for one or more of the Projects.

4.

PROJECTS

The County and each Municipality shall undertake and make a bona fide effort to complete within the term of this Agreement, with the proceeds of the SPLOST, the following capital project or projects designed to improve the services offered to the residents of Henry County and to each Municipality, except as otherwise provided in this Agreement:

(a) The County shall undertake and complete the Projects throughout Henry County as shown in the Henry County Project List which is attached hereto as Exhibit “A” and incorporated herein by reference thereto.

(b) The City of Hampton shall undertake and complete the capital improvement projects throughout those incorporated areas of the City of Hampton, Henry County, Georgia, as shown in the City of Hampton List which is attached hereto as Exhibit “B” and incorporated herein by reference thereto.

(c) The City of Locust Grove shall undertake and complete the capital improvement projects throughout those incorporated areas of the City of Locust Grove, Henry County, Georgia,

as shown in the City of Locust Grove Project List which is attached hereto as Exhibit "C" and incorporated herein by reference thereto.

(d) The City of McDonough shall undertake and complete the capital improvement projects throughout these incorporated areas of the City of McDonough, Henry County, Georgia as shown in the City of McDonough Project List which is attached hereto as Exhibit "D" and incorporated herein by reference thereto.

(e) The City of Stockbridge shall undertake and complete the capital improvement projects throughout these incorporated areas of the City of Stockbridge, Henry County, Georgia, as shown in the City of Stockbridge Project List which is attached hereto as Exhibit "E" and incorporated herein by reference thereto.

Each party acknowledges that the dollar amounts of sales tax receipts shown for the projects listed on the County's and each Municipality's respective Exhibit are estimated amounts to be spent on each Project. Said amounts are purely estimates based on the best information available at the time this Agreement is entered into and do not take into account estimated increases in costs over the term of the SPLOST. In the event that a particular listed Project has been satisfactorily completed at a cost below the amount listed for said Project on that party's Exhibit, that party may apply the remaining unexpended amount from that completed Project to another of said party's listed Projects. Said Projects to be selected at said party's discretion.

If a party to this Agreement should determine that a Project listed should be altered or should be reduced in size, the party may apply excess funds resulting from such change to a Project listed to improve the size or the capacity of the Project.

If a Project is determined not to be a Project authorized under O.C.G.A. § 48-8-110, *et seq.*, or if the Sponsoring Local Government Authority is unable to obtain all necessary permits and approvals as required by State or federal agencies, or other funding required for such Project cannot

be obtained, the party affected may apply the unexpended funds to another Project or Projects listed on such affected party's Project List that has not been completed. Said Projects shall be selected by the affected party's discretion.

If any area presently comprising a portion of the corporate limits of a respective municipality lying within Henry County should change, due to annexation or de-annexation of any area, said affected Municipality or the County, as the case may be, covenants that it will continue and complete the proposed Projects that fall within the annexed or de-annexed areas.

If a Project is determined by the Sponsoring Local Government Authority to be infeasible, the provisions of O.C.G.A. § 48-8-123 shall apply notwithstanding anything herein to the contrary.

5.

CONSTRUCTION OF PROJECTS

The Sponsoring Local Government Entities shall proceed with the acquisition, construction and installation of the Projects in an efficient and economical manner, at a reasonable cost, substantially in accordance with the plans and specifications approved by the applicable governing body of the entity that has jurisdiction over the same and in conformity with all applicable laws, ordinances, rules, and regulations of any governmental authority having jurisdiction of the same. O.C.G.A. § 48-8-115(b)(1)(E). All projects shall be funded from proceeds of the Special Purpose Local Option Sales Tax, or from such other funds as are available to the local government undertaking such Project, except as otherwise agreed in this Agreement.

The Sponsoring Local Government Entity may, at its discretion, require as a condition precedent to the letting of any contract for the acquisition, construction, or installation of any Project, the contractor or the other party to post and give payment and a performance bond, such bond to be the usual and customary bond of a reliable insurance or casualty company authorized

to do business in the State of Georgia guaranteeing to the parties hereto that the particular contract of such contractor or other party will be performed as set forth therein and indemnifying the parties against any loss or damage by virtue of the failure by such contractor or other party so to perform.

In the letting of contracts to acquire, construct, or install the Projects, no Sponsoring Local Government Entity shall pledge as collateral, commit as collateral, or otherwise place as collateral any monies in the Sales Tax Fund.

6.

FUNDING

It is the intent of each Sponsoring Local Government Entity to construct the Projects and provide the services listed in Exhibits "A" through "E" attached hereto. However, each Sponsoring Local Government Entity reserves the right to fund and construct said Projects and provide such services in the order that the responsible Sponsoring Local Government Entity deems most in the public interest. All parties to this Agreement recognize that escalating labor and material costs, as well as fluctuations in the larger state and national economy are factors generally beyond the control of the individual Sponsoring Local Government Entity, and that all Projects may not be fully funded.

7.

REPRESENTATIONS AND WARRANTIES

Each party hereto makes the following representations and warranties which are specifically relied upon by all of the other parties as a basis for entering into this Agreement:

(a) Each Sponsoring Local Government Entity has the legal authority to enter into this Agreement under the laws of the State of Georgia and the United States of America.

(b) Each Sponsoring Local Government Entity has validly adopted a resolution authorizing the Sponsoring Local Government Entity to enter into this Agreement.

(c) Each Sponsoring Local Government Entity warrants that any and all funds received from the performance of this Agreement shall be used solely for the purposes set forth herein.

(d) Each Sponsoring Local Government Entity warrants that it will diligently seek to complete the Projects (Exhibits “A” through “E”) for which it has specific responsibility as the Sponsoring Local Government Entity. Each Sponsoring Local Government Entity shall make every reasonable effort to complete the Projects within the time stated in the plans and specifications for the Projects; subject, however, to the provisions of Paragraph 4 which permit application of funds to other Projects on a Sponsoring Local Government Entity’s list and the provisions of Paragraph 6 recognizing the possible insufficiency of funds.

(e) The County waives its right to claim priority for expenditure of funds for Level One or Level Two county-wide projects as defined by O.C.G.A. § 48-8-110-(2)(A) and (B), it being the intent of the Agreement that the Municipalities will receive \$ _0.30_ and the County will receive \$ _0.70_ of each dollar collected under this SPLOST.

(f) Each Municipality warrants that it is a “qualified municipality” within the meaning of O.C.G.A. § 48-8-110(4).

8.

CONDITIONS PRECEDENT

(a) The execution of this Agreement by each of the parties hereto as authorized by each party’s governing body; and

(b) The adoption of a resolution by the Board of Commissioners of the County providing for the Special Purpose Local Option Sales Tax in accordance with the provision of O.C.G.A. § 48-8-111; and

(c) The approval of the implementation of the aforesaid Special Purpose Local Option Sales Tax by the voters of Henry County in a referendum to be held in accordance with O.C.G.A. § 48-8-111.

9.

FUNDING OF PROJECTS

(a) In order to fund the capital outlay projects in Exhibits "A" through "E", the County shall, subject to referendum approval and the other requirements of O.C.G.A. § 48-8-110, *et seq.*, impose a one percent (1%) Special Purpose Local Option Sales Tax for a period of six (6) years for the Projects pursuant to O.C.G.A. § 48-8-111(a)(2). The County hereby undertakes to adopt a resolution on the earliest practicable date following the execution and delivery of this Agreement by the parties hereto calling for a referendum election to be held throughout the County on November 5, 2019, authorizing the imposition of the Special Purpose Local Option Sales Tax. The County further agrees to use its best efforts to obtain all necessary state and federal approvals required to authorize such referendum election.

(b) In order to expedite the construction of a portion of the Projects, the County agrees to take steps to authorize and issue the Bonds in conjunction with the imposition of the Special Purpose Local Option Sales Tax as permitted by Georgia law and to distribute the proceeds of such Bonds pursuant to the provisions of Paragraph 16 of this Agreement.

10.

SALES TAX FUND

(a) Upon the effective imposition of the SPLOST, the County shall create a special trust fund to be designated as the Henry County 2019 Special Purpose Local Option Sales Tax Fund (hereinafter referred to as the “County **Projects Sales Tax Fund**”). The County shall select a bank which shall act as depository and custodian of the County Sales Tax Fund upon such terms and conditions as may be acceptable to the County.

(b) Each Municipality shall create a special fund to be designated as such Municipality’s 2019 Special Purpose Local Option Sales Tax Fund (each, a Municipal Projects Sales Tax Fund), and shall select a bank which shall act as a depository and custodian of the SPLOST proceeds received by such Municipality upon such terms and conditions as may be acceptable to such Municipality.

(c) All SPLOST proceeds shall be maintained by the County and each Municipality in the separate accounts or funds established pursuant to this Section. SPLOST proceeds shall not be commingled with other funds of the County or Municipalities and shall be used exclusively for the purposes detailed in this Agreement. No monies other than proceeds received from the imposition of the SPLOST and interest earned on such proceeds shall be placed in such funds or accounts.

11.

CUSTODIAN OF SALES TAX FUND

All monies and investments held in the Sales Tax **Fund** shall be applied only in accordance with the applicable provisions of law and for the purposes set forth herein and shall not be subject to a lien or attachment by any creditors of the County or of any of the Municipalities. Notwithstanding the foregoing, monies in **the** Sales Tax Fund may be pledged to the payment of

any special obligation debt issued pursuant to Paragraph 9(b). SPLOST monies shall be invested at the direction of the appropriate fiscal officers of the County in accordance with this Paragraph 11 pending their distribution as provided in Paragraph 18(a). All earnings on such investments shall be distributed to funds of the County and the Municipalities as provided in Paragraph 18(a).

No monies shall be deposited or remain on deposit with any depository or custodian of the Sales Tax Fund in excess of the amount guaranteed at such time by the Federal Deposit Insurance Corporation, or any other federal agency, unless such bank or banks shall have pledged with the County or any Municipality, as the case may be, as collateral security for the monies deposited, direct and general obligations of the United States of America or obligations of other entities which are fully guaranteed as to principal and interest by the United States of America.

12.

AUTHORIZED FUND DISBURSEMENTS

Withdrawals from the Sales Tax Fund may be made for the purpose of paying the general obligation debt authorized by Paragraph 9(b) hereof or paying the cost of acquiring, constructing, or installing the Projects and the expenses incident thereto and without intending hereby to limit or restrict or to extend any proper definition of such cost and expenses as now provided by law, said costs shall include but not limited to:

- (a) The cost of premiums on insurance and bonds, including performance and payment bonds, if any, in connection with the Projects until the completion date of such Projects;
- (b) Payments including debt service on obligations issued to advance funds for the Projects;
- (c) The fees and expenses for validating and selling bonds issued for the purpose of funding the Projects;

(d) The fees and expenses of architects and engineers for surveys and estimates, preparation of plans, specifications and recommendations and supervising acquisition, construction and installation of the Projects, as well as for the performance of all other duties of such architects and engineers in relation to the Projects;

(e) The expenses of administration of such acquisition, construction and installation, telephone, telegraph, office, legal and audit expenses, and all expenses incident to the financing of the Projects, and all other expenses preliminary to the acquisition, construction and installation of the Projects;

(f) The taxes and other governmental charges (if any) lawfully levied or assessed upon the Projects prior to the completion date of such Projects;

(g) The cost of acquiring by purchase any lands, machinery and equipment and any easements, rights, or damages incident to or arising as a consequence of the acquisition, construction and installation of the Projects, including but not limited to any finance fees, bank costs, closing costs or legal fees;

(h) The cost for labor, amounts payable to contractors, builders and materialmen in connection with the acquisition, construction and installation of the Projects; and

(i) Such other fees, costs, expenses and charges of whatever nature incidental and pertaining to the acquisition, construction and installation of the Projects.

13.

ACCOUNTING

The County and each Municipality, in conjunction with representatives of the custodian of the Sales Tax Fund, shall keep, as required by law, an accounting of all funds received and disbursed by each entity. A schedule shall be included in each annual audit in conformity with the

requirements set forth in O.C.G.A. § 48-8-121(a)(2). No Sponsoring Local Government Entity shall be responsible for the accounting or handling of SPLOST funds of another.

14.

AUDITS

During the period of this Agreement, all funds deposited in the Sales Tax Fund shall be audited by an independent certified public accounting firm at such time or times as the official audit of all the County funds is made. Each of the parties hereto agrees to cooperate with such independent certified public accounting firm in any such audit by providing any and all necessary information. Each Municipality shall provide the County annually with an audit of the use by such Municipality of its portion of the Special Purpose Local Option Sales Tax proceeds which shows for each Project the original estimated cost, the current estimated cost if it is not the original estimated cost, amounts expended in prior years, and amounts expended in the current year pursuant to O.C.G.A. § 48-8-121(a)(2).

15.

CERTIFICATE OF COMPLETION

Within thirty (30) days after the acquisition, construction or installation of any of the Projects is completed, the Sponsoring Local Governmental Entity shall file with the County a Certificate of Completion signed by the mayor or his or her designee of the respective Municipality, setting forth the date on which the Project was completed.

THE BONDS

(a) **Issuance of the Bonds.** If the imposition of the SPLOST is approved by the voters, the County agrees to use its best efforts to cause the Bonds to be validated and thereafter issued and delivered as early as reasonably practicable.

(b) **Expenditure of Proceeds of the Bonds.** The net proceeds of the Bonds remaining after the payment of costs of issuance of the Bonds and other administrative costs, if any, incurred by the County in connection with the issuance of the Bonds shall be deposited into the Construction Fund and credited to the various accounts therein in accordance with each Participant's Debt Share. With respect to Each Participant's Debt Share of the net proceeds of the Bonds, the County and each Municipality represent, warrant and agree with one another as follows:

(1) The County or such Municipality agrees that the proceeds of the Bonds deposited into such entity's account within the Construction Fund will be expended within three years of the date that the Bonds are actually issued (and that the yield thereon will be restricted, or that yield reduction payments would be made, in accordance with I.R.S. Regulations if not expended within three years); that the County or such Municipality, as applicable, expects to enter into binding obligations to third parties with respect to its portion of the Bond Projects aggregating not less than five percent of the amount deposited to its Construction Fund Account within six months from the date that the Bonds are actually issued, and that work on the County's or such Municipality's portion of the Bond Projects will proceed with due diligence to completion;

(2) All of the facilities to be financed or refinanced by the Bonds is property which is or is to be owned or leased by a governmental entity, and no use will be made (directly or indirectly) of the proceeds of the Bonds or of the facilities financed or refinanced thereby

which would cause any of the Bonds to be a private activity bond within the meaning of Section 141(a) of the Code, including, without limitation, any sale, lease, management or similar use of property acquired with the proceeds of the Bonds to or by any person other than a governmental unit (other than as a member of the general public).

(c) **Investment of Amounts in Construction Fund.** Amounts on deposit in the Construction Fund, including each separate Construction Fund Account, will be invested by the Construction Fund Custodian in investments permitted by Georgia Law for bond proceeds in accordance with directions from the County. Each Municipality acknowledges and agrees that the County shall not be liable to or responsible for the performance of any such investment or for any loss occasioned thereby. Each Municipality agrees to provide the County upon request its expected draw-down schedule with respect to its portion of the proceeds of the Bonds.

(d) **Expenses Allocable to the Bonds.** Each Participant agrees to pay to the County, on demand, its Debt Share of the following costs and expenses with respect to the Bonds, but only to the extent such costs and expenses are not paid from the proceeds of the Bonds or from the proceeds derived from the imposition of the SPLOST or from the investment of either of the foregoing:

(1) **Costs of issuance of the Bonds;**

(2) **Other administrative costs with respect to the Bonds or the administration of the proceeds thereof, including bond registrar and paying agent fees and expenses, legal and accounting fees, fees of any depository or custodian for the Construction Fund or the Debt Service Fund, or any brokerage fees, commissions or administrative costs with respect to the investment of funds on deposit in any fund or account established with respect to the Bonds; and**

(3) Each Participant shall pay to the County on demand all rebatable arbitrage of yield reduction payments payable by the County pursuant to Section 148(f) of the Internal Revenue Code of 1986 and regulations thereto, as amended (the “Code”), with respect to that portion of the proceeds of any issue of Bonds made available to and allocable to such Municipality.

(e) **Payment of Debt Service on the Bonds.** As set forth in Paragraph 18 of this Agreement, the principal of and interest on the Bonds will be payable from the first proceeds received in each year as a result of the imposition of the SPLOST. If and to the extent that proceeds of the SPLOST are not sufficient to pay the principal of and interest on the Bonds when due, the County will be required by Georgia Law to make such payment from its other funds. Accordingly, each Participant hereby agrees to pay to the County, from its general funds and from the levy of ad valorem property tax throughout its corporate limits, its Debt Share of the principal of and interest on the Bonds paid by the County other than from the proceeds of the imposition of the SPLOST.

(f) **Disposition of Bond-Financed Projects.** If the County or any Municipality receives funds in connection with the disposition of any Project financed by the Bonds or if the County or a Municipality shall fail to apply all of the proceeds of the Bonds allocated to it to one or more Projects, then the amounts received from any such disposition or the amounts not so spent, as the case may be, shall be applied to the redemption of Bonds (if redeemable) or otherwise as required to preserve the tax-exempt status of the Bonds, as evidenced by an opinion of nationally-recognized bond counsel to the County.

(g) Allocation of Costs of Issuance.

(1) If the first issuance of Bonds is entirely for projects of Municipalities (the “City Bonds”), then not later than the date of issuance of a subsequent series of Bonds for projects of the County (the “County Bonds”) the County will have reimbursed to such Municipalities’ accounts in the Construction Fund established for the deposit of proceeds of Bonds (in accordance with each such Municipality’s Debt Share) a total amount equal to the “Excess City Cost.” For this purpose, the “Excess City Cost” shall mean the amount by which the costs of issuance of the City Bonds (the “Costs of Issuance of the City Bonds”) exceeds the “City Percentage” of the total amount of Costs of Issuance of the City Bonds and the costs of issuance of the County Bonds. For this purpose, the “City Percentage” means the principal amount of the City Bonds divided by the total of the principal amounts of the City Bonds and the County Bonds.

(2) If the first issuance of Bonds is entirely for County Bonds, then not later than the date of issuance of a subsequent series of City Bonds, the Municipalities participating in the City Bonds (in accordance with each such Municipality’s Debt Share) will have reimbursed to the County’s account in the Construction Fund established for the deposit of proceeds of Bonds an amount equal to the “Excess County Cost.” For this purpose, the “Excess County Cost” shall mean the amount by which the Costs of Issuance of the County Bonds exceed the “County Percentage” of the total amount of the Costs of Issuance of the County Bonds and the Costs of Issuance of the City Bonds. For this purpose, the “County Percentage” means the principal amount of the County Bonds divided by the total of the principal amounts of the County Bonds and the City Bonds.

17.

ARBITRATION

The parties hereby agree to submit any controversy arising under this Agreement to arbitration pursuant to the provisions of O.C.G.A. § 9-9-1, *et seq.*, the Georgia Arbitration Code. Such arbitration shall in all respects be governed by the provisions of the Arbitration Code and the parties hereby agree to comply with and to be governed by the provisions of said Arbitration Code as to any controversy so submitted to arbitration. Prior to submitting any controversy arising under this Agreement to arbitration, written notice setting forth with specificity the nature of the controversy or breach shall be forwarded to each party of this Agreement by certified mail. If the stated controversy or breach is not remedied within thirty (30) days of the receipt of said notice, the aggrieved party shall have the right to submit the stated breach to arbitration as provided above.

18.

**APPORTIONMENT OF SALES TAX FUND TO PROJECTS AND
DISTRIBUTION OF FUNDS**

As required by O.C.G.A. § 48-8-121, the net proceeds of the Special Purpose Local Option Sales Tax received by the County in any year shall first be used to satisfy the respective debt service requirements on the Bonds for each entity participating therein for such year. Thereafter, all Special Purpose Local Option Sales Tax funds received by the County from the imposition of the Special Purpose Local Option Sales Tax shall be apportioned by the County for the payment of construction costs of the various Projects in the following manner:

(a) thirty percent (30%) of all Special Purpose Local Option Sales Tax received by the County shall be distributed to the Project Sales Tax Fund of the respective Municipalities in the percentages set forth on Exhibit "F" hereto attached and made a part hereof. Said funds shall be spent by the respective Municipalities on the Projects detailed in Exhibits "B" through "E"

attached hereto. Said funds shall be distributed to the Project Sales Tax Fund of each Municipality by the County within five (5) business days of receipt of the funds. Any interest earned by the County on the Municipalities' portion of said funds as described in this Paragraph 18(a) shall be distributed to the Project Sales Tax Fund of the respective Municipalities based upon the percentages set forth opposite their respective names in Exhibit "F".

(b) The balance of said funds, to the County Project Sales Tax Fund for the Projects detailed in Exhibit "A".

(c) Notwithstanding the foregoing, and in accordance with applicable law, in the event that a Sponsoring Local Government Entities issues general obligation debt as authorized by Paragraph 9(b), no portion of the Sponsoring Local Government Entity's share of the SPLOST received in any year shall be used for the other purposes for which the SPLOST is being imposed until all debt service requirements of the general obligation debt for that year have first been satisfied from the Sales Tax Fund.

19.

**ALLOCATION OF SALES TAX FUNDS IN EXCESS OF PROJECT ESTIMATES OR
IN EXCESS OF ESTIMATED COLLECTION**

In the event that one or more of the Municipalities complete all Projects listed, the Municipality shall apply excess SPLOST funds, **EITHER FROM FUNDS IN EXCESS OF PROJECT ESTIMATES OR IN EXCESS OF ESTIMATED COLLECTION**, in its sole discretion, to one or more of the following purposes: (1) to reduce any outstanding indebtedness incurred or guaranteed by the Municipality, (2) to reduce taxes on property situated within the Municipality; (3) to transfer funds to another Municipality who is a party to this Agreement, said funds to be applied to outstanding projects listed for which that Municipality lacks sufficient SPLOST proceeds to complete; or (4) to the County to first to reduce county property taxes or second to

reduce indebtedness of the County within the special district. O.C.G.A. § 48-8-121(g)(2). In the event any of these options is not authorized by O.C.G.A. § 48-8-120 *et seq.*, then such excess funds shall be utilized for such purposes as are authorized by law.

20.

NOTICES

Any notices required to be sent under the provisions of this Agreement shall be sent to the following addresses:

- (a) Henry County - Chairman
Henry County Board of Commissioners
140 Henry Parkway
McDonough, Georgia 30253
- (b) City of Hampton - Office of the Mayor
City of Hampton
17 E. Main St., South
Post Office Box 400
Hampton, Georgia 30228
- (c) City of Locust Grove - Office of the Mayor
City of Locust Grove
3644 Highway 42
Post Office Box 900
Locust Grove, Georgia 30248
- (d) City of McDonough - Office of the Mayor
City of McDonough
136 Keys Ferry Street
McDonough, Georgia 30253
- (e) City of Stockbridge - Office of the Mayor
City of Stockbridge
4545 North Henry Boulevard
Stockbridge, Georgia 30281

All notices shall be sent to the successors in office to any of the persons signing this Agreement. Furthermore, each of the foregoing officials shall have the right to designate in writing one project representative to receive notice in their stead.

21.

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

22.

This Agreement is made in accordance with and pursuant to Article IX, Section III, Paragraph I(a) of the Constitution of Georgia of 1983, and Part I of Article 3 of Chapter 8 of Title 48 of the Official Code of Georgia Annotated.

[Execution Begins on the Following Page]

SO AGREED, this _____ day of _____, 2019.

HENRY COUNTY, GEORGIA

By: _____
Chairman, Henry County Board
of Commissioners

(SEAL)

Attest:

County Clerk

SIGNATURES CONTINUED ON NEXT PAGE

SO AGREED, this _____ day of _____, 2019.

CITY OF HAMPTON

By: _____
Mayor

(SEAL)

Attest:

City Clerk

SIGNATURES CONTINUED ON NEXT PAGE

SO AGREED, this _____ day of _____, 2019.

CITY OF LOCUST GROVE

By: _____
Mayor

(SEAL)

Attest:

City Clerk

SIGNATURES CONTINUED ON NEXT PAGE

SO AGREED, this _____ day of _____, 2019.

CITY OF McDONOUGH

By: _____
Mayor

(SEAL)

Attest:

City Clerk

SIGNATURES CONTINUED ON NEXT PAGE

SO AGREED, this _____ day of _____ 2019.

CITY OF STOCKBRIDGE

By: _____
Mayor

(SEAL)

Attest:

City Clerk

EXHIBIT "A"

HENRY COUNTY

If the 2019 SPLOST Referendum is approved by the voters of Henry County, the County anticipates it will expend the funds as detailed below.

Project	Estimated Cost
Total	

EXHIBIT "B"

CITY OF HAMPTON

If the 2019 SPLOST Referendum is approved by the voters of Henry County, the City of Hampton anticipates it will expend the funds as detailed below. Expenditures for any of the projects described below may also include the repayment of public debt or other obligations of the City of Hampton incurred for or associated with such project.

Project	Estimated Cost
Total	

EXHIBIT "C"

CITY OF LOCUST GROVE

If the 2019 SPLOST Referendum is approved by the voters of Henry County, the City of Locust Grove anticipates it will expend the funds as detailed below. Expenditures for any of the projects described below may also include the repayment of public debt or other obligations of the City of Locust Grove incurred for or associated with such project.

Project	Estimated Cost
Construction and Renovations of Municipal Buildings Example – Phase II of Municipal Complex with additional parking and Veterans’ Memorial	\$500,000
Roads, Bridges, Sidewalks and Transportation Facilities Examples - Bill Gardner @ SR 42 Intersection Improvements, SR 42 Improvements, Peeksville Pedestrian Improvements, Bicycle Shareways, Intersections and resurfacing, etc.	\$5,900,000
Parks and Recreation Facilities Example – Greenway Plan for future development of linkages throughout the City.	\$100,000
Total	\$6,500,000

EXHIBIT "D"

CITY OF McDONOUGH

If the 2019 SPLOST Referendum is approved by the voters of Henry County, the City of McDonough anticipates it will expend the funds as detailed below. Expenditures for any of the projects described below may also include the repayment of public debt or other obligations of the City of McDonough incurred for or associated with such project.

Project	Estimated Cost
Total	

EXHIBIT "E"

CITY OF STOCKBRIDGE

If the 2019 SPLOST Referendum is approved by the voters of Henry County, the City of Stockbridge anticipates it will expend the funds as detailed below. Expenditures for any of the projects described below may also include the repayment of public debt or other obligations of the City of Stockbridge incurred for or associated with such project.

Project	Estimated Cost
Total	

EXHIBIT "F"

The 30 % allocation set forth in Paragraph 18 of the Agreement is divided into the following percentages:

City	Percentage
City of Hampton	11.23%
City of Locust Grove	10.22%
City of McDonough	36.54%
City of Stockbridge	42.01%
Total	100.00%



Administration Department

P. O. Box 900
Locust Grove, Georgia 30248

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

Item Coversheet

Item: Ordinance for Vote on Extended Hours for Alcohol Sales

Action Item: Yes No

Public Hearing Item: Yes No

Executive Session Item: Yes No

Advertised Date: N/A

Budget Item: General Fund Revenues and Expenditures/Alcohol Tax

Date Received: February 6, 2019 (Update July 11, 2019)

Workshop Date: July 15, 2019

Regular Meeting Date: N/A

Discussion:

Attached is the revised call for a vote on extending alcohol sales on Sundays from 12:30 AM to 11:00 AM (i.e., the "Brunch Bill"). The original call was too early, and this substitute ordinance will take its place this on the ballot and notify the HC Board of Elections as soon as possible in accordance with our regular vote in November.

Recommendation:

APPROVE ORDINANCE FOR PLACEMENT ON THE BALLOT THE QUESTION TO EXTEND HOURS OF SERVICE FOR ALCOHOL BY THE DRINK BEGINNING AT 11:00 AM ON SUNDAY INSTEAD OF 12:30 PM.

STATE OF GEORGIA

CITY OF LOCUST GROVE

ORDINANCE NO.

1

2 **AN ORDINANCE OF THE CITY OF LOCUST GROVE, GEORGIA**
3 **AUTHORIZING THE SALE OF ALCOHOLIC BEVERAGES FOR ON-**
4 **PREMISES CONSUMPTION ON SUNDAYS FROM 11:00 A.M. UNTIL 12:30 P.M.**
5 **AT CERTAIN LICENSED ESTABLISHMENTS, SUBJECT TO REFERENDUM**
6 **APPROVAL; TO REGULATE AND PROVIDE FOR THE CALLING OF A**
7 **SPECIAL ELECTION AND TO CALL A SPECIAL ELECTION THEREON; AND**
8 **FOR OTHER PURPOSES.**

9 **WHEREAS,** the City of Locust Grove, Georgia Mayor and City Council are
10 authorized by the City Charter to provide for the general health, safety and welfare of the
11 citizens of the City; and

12 **WHEREAS,** the City of Locust Grove has an interest in regulating, through the
13 lawful exercise of its police powers, the sale of alcoholic beverages for the public health,
14 safety and welfare; and

15 **WHEREAS,** currently no alcohol sales for consumption on the premises may take
16 place on Sunday prior to 12:30 p.m.; and

17 **WHEREAS,** during its 2018 session, the Georgia General Assembly passed and
18 the governor subsequently approved Senate Bill (SB) 17 which relates to alcoholic
19 beverages so as to provide that governing authorities of counties and municipalities may
20 authorize sale of alcoholic beverages for consumption on the premises during certain times
21 on Sundays subject to the passage of a referendum; and

22 **WHEREAS,** specifically, SB 17 allows the City of Locust Grove to authorize the
23 sale of alcoholic beverages for consumption on the premises, including the sale of wine

STATE OF GEORGIA

CITY OF LOCUST GROVE

24 and/or malt beverages and the sale of distilled spirits, on Sundays between the hours of
25 11:00 a.m. and 12:00 a.m. Midnight in any licensed establishment which derives at least
26 50 percent of its total annual gross sales from the sale of prepared meals or food in all of
27 the combined retail outlets of the individual establishment where food is served; and in any
28 licensed establishment which derives at least 50 percent of its total annual gross income
29 from the rental of rooms for overnight lodging; and

30 **WHEREAS,** it is the desire of the City of Locust Grove City Council to amend
31 the City of Locust Grove Code of Ordinances to authorize such extended Sunday alcohol
32 sales subject to and effective only upon the passage of a referendum authorizing such.

33 **BE IT AND IT IS HEREBY ORDAINED** by the Mayor and Council of the City of
34 Locust Grove, Georgia, and by the authority thereof:

35 **Section 1:** That there shall be called and there is hereby called a special election
36 to be held in all precincts in the City, on the 5th of November, 2019, for submitting to the
37 voters of the City of Locust Grove the question of authorizing Sunday sales of alcoholic
38 beverages for on-premises consumption in certain licensed establishments between the
39 hours of 11:00 a.m. and 12:30 p.m.

40 **Section 2:** That the Municipal Clerk/Election Superintendent shall “call” said
41 Referendum by publishing notice of the referendum in a newspaper of appropriate general
42 circulation no less than ten nor more than 60 days after the date of approval of this
43 Ordinance.

44 **Section 3:** That the ballot submitting the question of Sunday Sales of alcoholic
45 beverages for on-premises consumption between the hours of 11:00 a.m. and 12:30 p.m.
46 shall have printed the word “YES” and the word “NO” in order that each voter may vote

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47 in either the affirmative or negative as to the question propounded, and shall have written
48 or printed thereon the following:

- 49
50 () YES Shall the governing authority of the City of
51 Locust Grove be authorized to permit and regulate
52 Sunday sales of distilled spirits or alcoholic
53 () NO beverages for beverage purposes by the drink from
54 11:00 A.M. to 12:30 P.M.?"
55

56 **Section 4:** The polls in each of the precincts within the City shall be opened at
57 7:00 a.m. and closed 7:00 p.m. on the day fixed for the election, and the election shall be
58 held at the regular and established places for holding elections in the City. The election
59 shall be held in accordance and in conformity with the Constitution and laws of the United
60 States and the State of Georgia.

61 **Section 5:** That effective upon the passage of the referendum, Title 5
62 ***“BUSINESS TAXES, LICENSES, AND REGULATIONS”, CHAPTER 5.28***
63 ***“ALCOHOLIC BEVERAGES”*** OF THE ***“CODE OF ORDINANCES, CITY OF***
64 ***LOCUST GROVE, GEORGIA”*** shall be amended by revising **SUBSECTION**
65 **5.28.410 (B) ENTITLED *“SALE HOURS”***; to read as follows:

66 **5.28.410 - Sale hours.**
67

68 **B. Except as provided in this chapter retail consumption dealers shall be prohibited**
69 **from engaging in the sale of alcoholic beverages between the hours of twelve**
70 **midnight and eight a.m. Monday through Friday including December 25th; between**
71 **one a.m. and eight a.m. Saturday and on January 1st; and between one a.m. and**
72 **eleven a.m. on Sunday.**

73 **Section 6:** Section 5 of this ordinance shall have no legal force or effect and the
74 City of Locust Grove Code of Ordinances shall not be amended as described therein, should

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75 the referendum described in this ordinance not receive more than one-half of the votes cast
76 on the question for approval of such Sunday sales.

77 **Section 7.** The preamble of this Ordinance shall be considered to be and is hereby
78 incorporated by reference as if fully set out herein.

79 **Section 8.** Upon approval of the Referendum, Section 5 of this Ordinance shall be
80 codified in a manner consistent with the laws of the State of Georgia and the City of Locust
81 Grove. If the Referendum is defeated, this Ordinance shall become null and void by
82 automatic operation of law.

83 **Section 9.** (a) It is hereby declared to be the intention of the Mayor and Council
84 that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were,
85 upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and
86 constitutional.

87 (b) It is hereby declared to be the intention of the Mayor and Council that, to the
88 greatest extent allowed by law, each and every section, paragraph, sentence, clause or
89 phrase of this Ordinance is severable from every other section, paragraph, sentence, clause
90 or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor
91 and Council that, to the greatest extent allowed by law, no section, paragraph, sentence,
92 clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph,
93 sentence, clause or phrase of this Ordinance.

94 (c) In the event that any phrase, clause, sentence, paragraph or section of this
95 Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or
96 otherwise unenforceable by the valid judgment or decree of any court of competent
97 jurisdiction, it is the express intent of the Mayor and Council that such invalidity,

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98 unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not
99 render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases,
100 clauses, sentences, paragraphs or sections of the Ordinance and that, to the greatest extent
101 allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the
102 Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

103 **Section 10.** All ordinances and parts of ordinances in conflict herewith are hereby
104 expressly repealed.

105 **Section 11.** Penalties in effect for violations of Chapter 1 of the Code of
106 Ordinances, City of Locust Grove, Georgia at the time of the effective date of this
107 Ordinance shall be and are hereby made applicable to this Ordinance and shall remain in
108 full force and effect.

109 **Section 12.** The effective date of this Ordinance shall be the date of adoption unless
110 otherwise stated herein.

111 **SO ORDAINED AND EFFECTIVE** this _____ day of _____, 2019.

112 **CITY OF LOCUST GROVE, GEORGIA**

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ATTEST:

MISTY SPURLING, City Clerk

APPROVED AS TO FORM:

ANDY WELCH, City Attorney

ROBERT PRICE, Mayor



Administration Department
P. O. Box 900
Locust Grove, Georgia 30248

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

Item Coversheet

Item: Pay Plan No. 701 of Personnel – Modified Positions

Action Item: Yes No

Public Hearing Item: Yes No

Executive Session Item: Yes No

Advertised Date: N/A

Budget Item: Yes, General Funds with personnel assigned

Date Received: July 11, 2019

Workshop Date: July 15, 2019

Regular Meeting Date: N/A

Discussion:

Previously we have added items for Development Inspector and Planner I in the Community Development Department along with three (3) positions in Administration (Purchasing, Accounting Specialist, and Utility Billing Manager). We have begun our search for Planner I, with little interest or qualified applicants at this time (nearly a month after letting). Furthermore, after discussions with the Mayor, the City Clerk/Accountant and staff, we may not need Purchasing and Accounting at this point in time until the next budget year, and maybe only one additional person.

What we do have is an opportunity to attract a uniquely qualified person for Director in Community Development and advance Bert into Assistant (or Deputy) City Manager. This would be an opportune time with new facilities under construction and our needs for new zoning ordinance, capital projects, and other studies that need to advance very soon. This also affords for future transition as the existing City Manager begins entering retirement years fairly soon. Attached is a revised Job Classification and Pay Scale (701 of Personnel Policy) to account for the recommended course of action that would be revenue neutral.

Recommendation:

RECOMMEND APPROVAL OF ORDINANCE TO AMEND PAY PLAN NO. 701 TO MODIFY POSITION CLASSIFICATION

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 2019 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/idle 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 15th day of July, 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 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 / Deputy 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 / Deputy 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 / Deputy 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: 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: 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: Purchasing Manager (On Hold)

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 Manager II – BS/BA 3 Years Exp (Grade 64)
Purchasing Manager – Certified CPM (Grade 66)

Job Title: Accounting Specialist (On Hold)

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 finance/accounting/banking 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 or banking 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)

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 Clerk, City Auditor, 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 invoice processing 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: Facilities Maintenance Technician (Full/PT) Inactive

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



Community Development Department

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

Item Coversheet

Item: A special event permit request for Haven House to hold a casino night fundraiser on October 5, 2019.

Action Item: Yes No

Public Hearing Item: Yes No

Executive Session Item: Yes No

Advertised Date: NA

Budget Item: NA

Date Received: June 20, 2019

Workshop Date: July 15, 2019

Regular Meeting Date: August 5, 2019

Discussion:

Staff received a request for a Special Events Permit from Katie Tucker, Executive Director of the Flint Circuit Council on Family Violence on behalf of Haven House for a Casino Night Fundraiser to be held at the Locust Grove Event Center on October 5, 2019.

- Music and entertainment
 - until 11PM
- No food is to be sold without obtaining proper permits from the Health Dept.

- Event location(s)
 - **Locust Grove Event Center**
280 Mose Brown Drive
Locust Grove, GA 30248
- The duration of the event (including set up and break down)
 - **Saturday, October 5, 2019 from 3pm until midnight.**
- Contact information for the person who will be onsite during the event
 - **Katie Tucker – 678-938-3814**
- Which merchants will have booths at the event?
 - **To be determined**
- Permission from property owner?
 - **Yes, written permission has been granted by the Henry County Parks and Recreation Department (see attached letter from Tim Coley)**

Comments:

- The Applicant will make arrangements to provide a uniformed officer/deputy for the duration of the event.
- A uniformed uniformed/deputy will be posted at the entry/exit area at all times.
- The Flint Circuit Council on Family (d/b/a Haven House) must present a valid license to sell alcoholic beverages from the Georgia Department of Revenue.
- City ordinances (*Section 5.28.660*) permit licensed Alcoholic Beverage Caterers to serve alcoholic beverages by the drink in conjunction with an Authorized Catered Function which is defined as “an event at a location not otherwise licensed for consumption of alcoholic beverages by the drink....”
- By Ordinance, the Applicant must receive an Alcoholic Beverage Caterers License from the City prior to the event.
- The Alcoholic Beverage Caterer shall maintain a record of all alcoholic beverages transported and shall pay an excise tax to the City covering all such beverages at the rates provided in *Article III* of the Alcoholic Beverages Ordinance.

Recommendation:

I MOVE TO (approve/deny/table) THE REQUEST FOR A SPECIAL EVENT PERMIT FOR THE HAVEN HOUSE CASINO NIGHT FUNDRAISER ON OCTOBER 5, 2019 PROVIDED THE APPLICANT APPLY FOR AND RECEIVE AN *ALCOHOLIC BEVERAGE CATERERS LICENSE* FROM THE CITY PRIOR TO THE EVENT.



SPECIAL EVENTS PERMIT APPLICATION

Applicant: Katie Tucker, Executive Director	Submittal Date: June 20, 2019
Organization: Flint Circuit Council on Family Violence	Event Date(s)*: October 5, 2019
Type of Event: Fundraiser	Event Time(s): 7:00 pm – 11:00 pm

*Please provide the following information a minimum of fifteen (15) days prior to the event date.

This request will be placed on the next available City Council agenda for a hearing.

The applicant (or designated representative) must attend this hearing.

Applicant's local address:	PO Box 1150 McDonough, GA 30253
Location of the Event:	Locust Grove Event Center 280 Mose Brown Drive Locust Grove, GA 30248
Name and telephone number of onsite contact who will be onsite for the duration of the event.	Katie Tucker 678-938-3814
Description of the nature of the special event:	Casino Night Fundraiser for local nonprofit agency
Identify sponsors and/or merchants participating in the event.	Sponsors not yet identified
Identify types of goods to be sold*, if any <i>*Additional permits may be required</i>	Food will not be sold
Duration of the event (including setup and take down)	3:00 pm – 12:00 am (event is 7:00-11:00)
Description of music/entertainment*: <i>*City's Noise Ordinance prohibits loud music/voices after midnight.</i>	DJ and/or live acoustic musician

Additional required information:

- Written permission from the property owner
- Legible copy of the applicant's driver's license (or other State issued ID)
- If the event is a road race, attach a proposed route for review and approval
 - List number of police officers/public works staff requested – additional fees may apply
- If the event is for a non-profit organization wishing to waive the fees, proof of the organization's non-profit status must be submitted.
- Complete the attached "Georgia Bureau of Investigation – Georgia Crime Information Center Consent Form" for a background check.
- Complete the attached "E-Verify Affidavit"
- Complete the attached "Affidavit Verifying Status for Receipt of Public Benefits"
- All fees are payable to the City of Locust Grove as follows:
 - \$150 for fundraisers; community outreach events,
 - \$250 for temporary for-profit events

Signature:

Date: 4/20/19



E-VERIFY AFFIDAVIT

Locust Grove, GA

E-verify Private Employer Affidavit Pursuant to O.C.G.A. § 36-60-6(d)

By executing this affidavit, the undersigned private employer verifies its compliance with O.C.G.A. § 36-60-6(d), stating affirmatively that the individual, firm or corporation has registered with and utilizes the federal work authorization program commonly know as E-Verify, or any subsequent replacement in O.C.G.A. § 36-60-6(d). Furthermore, the undersigned applicant verifies one of the following with respect to my application for the above mentioned document:

- 1. (a) The individual, firm or corporation employed more than ten (10) employees.
- (b) The individual, firm or corporation employed ten (10) or fewer employees.

If the employer selected 1(a) please fill out Section 2 below.

- 2. The undersigned private employer attests that its federal work authorization user identification number and date of authorization are listed below:

58-1851424
Federal Work Authorization User Identification Number

11.5.1999
Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.

Signature of Authorized Officer or Agent

Katie Tucker, Executive Director

Printed Name and Title of Authorized Officer or Agent

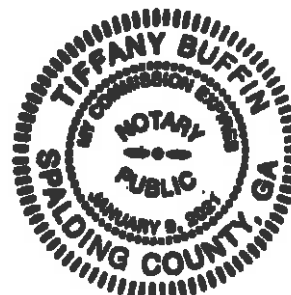
SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

21st DAY OF June, 2019

Tiffany Buffin

NOTARY PUBLIC

My Commission Expires: January 9, 2021





**AFFIDAVIT VERIFYING STATUS for RECEIPT OF PUBLIC BENEFITS
O.C.G.A. § 50-36-1(e)(2) AFFIDAVIT**

By executing this affidavit under oath, as an applicant for the City of Locust Grove, Georgia public benefit (defined below), as supplemented by resolution of the City Council, and as referenced in O.C.G.A. § 50-36-1, I am stating the following with respect to my application to the City of Locust Grove:

I am a United States citizen.

OR

I am a legal permanent resident 18 years of age or older, or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

I understand that "public benefit" includes but is not limited to: Adult education; Authorization to conduct a commercial enterprise or business; Authorization to conduct activities regulated by local government such as flea markets, peddlers, sidewalk vendors, massage therapy, bingo games, adult entertainment, pawn shops, day cares, etc.; Business certificate, license, or registration; Business loan; Cash allowance; Contract for materials or services; Disability assistance or insurance; Down payment assistance; Energy assistance; Food stamps; Gaming license; Health benefits; Housing allowance, grant, guarantee, or loan; Home occupation certificate, license, license and registration; Loan guarantee; Medicaid; Occupational license; Professional license; Registration of a regulated business; Rent assistance or subsidy; Retirement benefits; State grant or loan; State identification card; Tax certificate required to conduct a commercial business; Temporary assistance for needy families (TANF); Unemployment insurance; Vehicles for Hire certificate or license; and Welfare to work.

Katie Tucker
Name of natural person applying on behalf of individual, business, corporation, partnership or other private entity
PO Box 1150 McDonough GA 30253 770.954.1008
Address of applicant named above Telephone Number

Flint circuit Council on Family violence
Name of individual, business, corporation, partnership or other Category of Public Benefit
private entity for whom application is being made

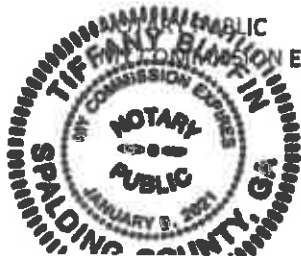
In making the above representations under oath, I understand that any person who knowing and willfully makes a false, fictitious or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20.

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
21st DAY OF June 2019

[Signature] 6/20/19
Signature of Applicant Date

Katie Tucker
Printed Name

*Allen Registration Number for Non-citizens



COMMISSION EXPIRES: January 9 2021

Internal Revenue Service
District Director

NOV 11 1999

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: November 5, 1999

Flint Circuit Council on Family Violence, Inc.
P. O. Box 1241
McDonough, GA 30253

Person to Contact:
Susan E. Renier 31-07244
Customer Service Specialist
Telephone Number:
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
58-1851426

Dear Sir or Madam:

We have received your correspondence of September 9, 1999, along with the copy of your Certificate of Name Change Amendment. This amendment was filed with the State of Georgia on July 22, 1996, indicating that your name has been changed from Association for Prevention of Domestic Violence, Inc. to the name shown above.

Our records indicate that a determination letter issued in April 1990 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Flint Circuit Council on Family Violence, Inc.
58-1851426

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



C. Ashley Bullard
District Director



City of Locust Grove Police Department

Jesse Patton
Chief of Police

Georgia Bureau of Investigation
Georgia Crime Information Center

Consent Form

78 Frances Ward Drive
PO. Box 800
Locust Grove, Georgia
30248
(770) 857-7055
(770) 859-3588 Fax
www.locustgrove-ga.gov

I hereby authorize **THE CITY OF LOCUST GROVE** to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Mary Kathleen Tucker

Full Name (print)

10 Amberwood Court, McDonough, GA 30252

Current Address (include city/state)

F

Sex

W

Race

07/26/1980

Date of Birth

258 57 3162

Social Security Number

By signing below, I give consent to the City of Locust Grove to perform periodic criminal history background checks for the duration of my employment with this company.


Signature

June 20, 2019

Date

USA
Georgia

DRIVER'S LICENSE

DL No. 062689622

DL NO 062689622
CLASS C

DOB 07/28/1980
EXP 07/28/2021



MARY KATHLEEN
TUCKER

10 AMBERWOOD CT
MCDONOUGH, GA 30222-3671

HENRY
Restrictions A End NONE
Iss 07/13/2013

Sex F Eyes GRN
Hgt 5'-08" Wgt 150 lb



DD 167813684010048061

DONOR



Henry County Parks and Recreation
Tim Coley, Director



To Whom It May Concern:

Re: Special Permit Application

This will confirm that the Haven House will be holding their annual event at the Locust Grove Event Center 280 Mose Brown Drive Locust Grove, GA 30248 on Saturday, October 5, 2019. They intend to serve beer and wine at this event through a licensed bartender. Haven House has met the entire special permit requirements by the City of Locust Grove for liquor consumption for this event.

Should you require additional information, please contact the undersigned at 770-288-7300. Once this application has been processed, a representative from the Haven House will pick it up.

Thank you very much for your assistance.

Sincerely,

A handwritten signature in black ink that reads "Tim Coley". The signature is written in a cursive style.

Tim Coley, Director



Community Development Department

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

Item Coversheet

Item: Review of the preliminary plat for a proposed R-2 residential subdivision located along South Bethany Road north of Warren Holder Park.

Action Item: Yes No

Public Hearing Item: Yes No

Executive Session Item: Yes No

Advertised Date: N/A

Budget Item: No

Date Received: June 20, 2019

Workshop Date: July 15, 2019

Regular Meeting Date: August 5, 2019

Discussion:

Applicant/Developer:
David Standard (770-351-6919)
LG Partners LLC
255 Racetrack Road
McDonough, GA 30252

Project Data¹:

- **Location = South Bethany Road, north of the intersection with Mose Brown Dr.**
- **Gross Acreage = approximately 25.5 acres**
- **Property zoning = R-2 (single-family residence)**
- **Lot Count = 47**
- **Open Space = N/A**
- **Minimum Lot Size = 18,000 sq. ft.**
- **Minimum Lot Width = 100'**
- **Minimum House Size = 2,000 sq. ft. ***
 - *The minimum house size is shown incorrectly as 1,300 sq. ft. on the attached preliminary plan. By zoning condition, the minimum square footage is 2,000 sq. ft.*

- **Setbacks:**
 - **Front = 40'**
 - **Side = 15'**
 - **Rear = 40'**
- **Amenities:**
 - **None proposed or required**

Comments:

The subject property was rezoned from RA to R-2 by the City Council on April 1, 2019. The concept plan that was filed with this rezoning application illustrated a subdivision with 50 lots and an entrance off of South Bethany Road located more to the north of the subject property.

After conducting more in-depth engineering on the subject property, the Applicant has decided to relocate the subdivision entrance further south as well as reduce the lot count from 50 down to 47. The Applicant is also adding a north/south connection to the street network on the eastern side of the subdivision. This connection completes a loop which will allow for better infrastructure efficiencies.

Recommendation:

I MOVE TO (APPROVE/DENY/TABLE) THE ORDINANCE APPROVING THE PRELIMINARY PLAT FOR LOCUST GROVE ESTATES LOCATED ALONG BOWDEN STREET.

¹ Preliminary plat "David Standard" prepared by Sibley-Miller Surveying & Planning, Inc., Larry G. Sibley RLS, June 11, 2019.



Community Development Department

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

Item Coversheet

Item: Resolution approving the architectural plans submitted for the Starbucks/Urgent Care facility at 4837 Bill Gardner Park (former Shell gas station).

Action Item: Yes No

Public Hearing Item: Yes No

Executive Session Item: Yes No

Advertised Date: NA

Budget Item: No

Date Received: July 3, 2019

Workshop Date: July 15, 2019

Regular Meeting Date: August 5, 2019

Discussion:

Liz Taylor-Lawrence, agent for GDP Group of Akron, Ohio ("Applicant"), submitted color building elevation examples for a proposed new dual-tenant commercial building to be located at 4837 Bill Gardner Parkway (the former Cook Shell station).

As part of the requirements for building permits for new structures or major renovations, it is necessary for the Mayor and City Council, acting in their capacity as the Architectural Review Board, to review the proposed building exterior elevations for comment and approval.

The general concept is to construct a single-story rectangular building where the main entrance and vehicle access faces Bill Gardner Parkway.

Front (south) Elevation

- A flat roof with parapets of varying heights
- Majority of the elevation consists of a light-colored stucco (tan, beige, gray) with final color choice to be made by tenant.
- Clear, storefront windows with aluminum mullions serve to break-up the expanse of the stucco.
- A dark metal canopy overhangs the storefront windows
- A dark-gray colored brick veneer bump-out will be visible on the western end of the building where the drive-thru window is proposed.

Side (east & west) Elevations

- Continuation of the varying roof elevation and color schemes as found on the front elevation.
- Includes larger expanses of light stucco that the Board may wish to offset with a soldier course or other architectural accent, especially on the East Elevation

Rear (north) Elevation

- Roof elevation is constant along this elevation
- Color is primarily the lighter stucco color offset by several man doors, two of which are covered by awnings.
- Backside of the drive-thru bump-out will be visible
- The north elevation is not readily visible from public right-of-way

Comments:

Corporate logos will inevitably be added to this proposed structure. These logos will be reviewed in accordance with the City's sign ordinance. The ARB may want to consider requiring additional accents to break up the stucco expanse on the east and west elevations.

Recommendation:

I MOVE TO (approve/deny/table) THE RESOLUTION APPROVING THE ARCHITECTURAL PLANS FOR STARBUCKS/URGENT CARE BUILDING TO BE LOCATED AT 4837 BILL GARDNER PARKWAY.

RESOLUTION NO. _____

A RESOLUTION TO APPROVE ARCHITECTURAL PLANS FOR THE PROPOSED STARBUCKS/URGENT CARE CENTER IN ACCORDANCE WITH CHAPTER 15.44 OF THE LOCUST GROVE CITY CODE; TO PROVIDE CONDITIONS FOR APPROVAL; TO IDENTIFY A PUBLIC PURPOSE; TO AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE ANY DOCUMENTS NECESSARY TO CARRY OUT THIS RESOLUTION; TO PROVIDE FOR SEVERABILITY; TO REPEAL INCONSISTENT PROVISIONS; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

W I T N E S S E T H :

WHEREAS, the City of Locust Grove, Georgia (“City”) adopted Chapter 15.44 (“Chapter”) entitled “Architectural Review”, and;

WHEREAS, the purpose of the Chapter is to regulate the aesthetics, quality of exterior building materials and to the promotion of health, safety, prosperity and general welfare of the citizens of Locust Grove, and;

WHEREAS, the Mayor and City Council consist of the Architectural Review Board for the City of Locust Grove (“Board”) per Section 15.44.040, and;

WHEREAS, Liz Taylor-Lawrence (“Applicant”) submitted Architectural Plans (“Proposed plans”) on July 3, 2019, entitled “Bill Gardner-I-75, Locust Grove” attached hereto as **Exhibit “A”**; and;

WHEREAS, the Board reviewed the proposed plans during a workshop meeting held on July 15, 2019; and,

WHEREAS, the proposed plans were found to be generally consistent with the purpose and intent of Chapter 15.44 with placement of certain conditions contained herein, and;

WHEREAS, the Board in the exercise of their sound judgment and discretion, after giving thorough thought to all implications involved, and keeping in mind the public interest and welfare to the citizens of the City, have determined this request for architectural review to be in the best interests of the citizens of the City, that this Resolution be adopted.

THEREFORE, IT IS NOW RESOLVED BY THE ARCHITECTURAL REVIEW BOARD OF THE CITY OF LOCUST GROVE, GEORGIA, AS FOLLOWS:

1. **Finding.** That the Locust Grove Architectural Review Board hereby finds that the architectural plans submitted by the Applicant generally conform to the requirements of Chapter 15.44 of City of Locust Grove Code.
2. **Conditions.** That the Locust Grove Architectural Review Board finding in Item 1 above is subject to the following conditions:
 - a. That any material deviations in exterior architectural features, materials, or colors as depicted in the plans in **Exhibit “A”** require review and approval by the Architectural Review Board.

- b. That said approval shall be in effect for a period of 180 days from the date of this Resolution.
3. **Public Purpose.** The Board finds that the foregoing actions constitute a major stem in preserving the health, safety, well being and economic vitality of the community and are, therefore, consistent with its public purposes and powers.
 4. **Authority.** That the Board hereby authorizes the City Clerk to affix a stamp of the date of approval on the architectural plans in accordance with Section 15.44.060 J, to affix the City Seal if necessary to carry out this Resolution, and to place this Resolution and any related documents among the official records of the City for future reference.
 5. **Severability.** To extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.
 6. **Repeal of Conflicting Provisions.** All Board resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
 7. **Effective Date.** This Resolution shall take effect immediately.

THIS RESOLUTION adopted this 5th day of August 2019.

ROBERT S. PRICE, Mayor

ATTEST:

MISTY SPURLING, City Clerk

(seal)

APPROVED AS TO FORM:

City Attorney

EXHIBIT "A"

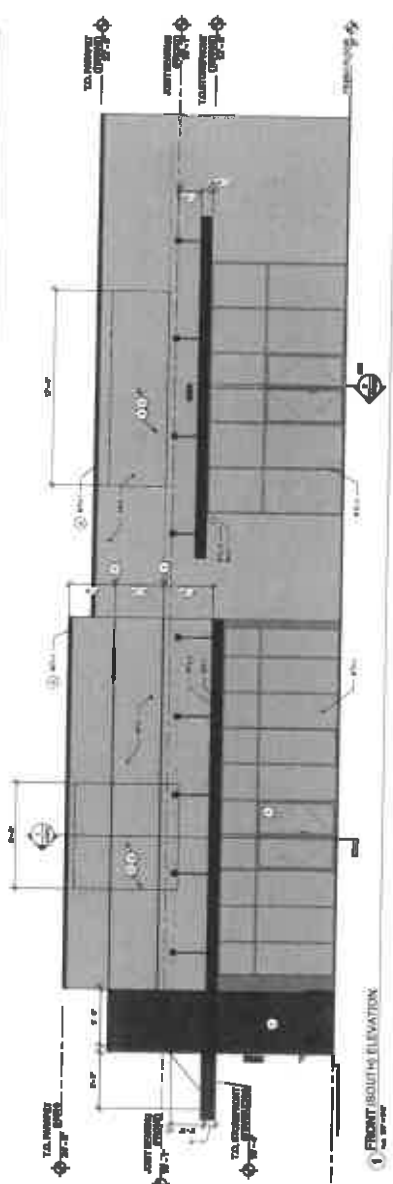
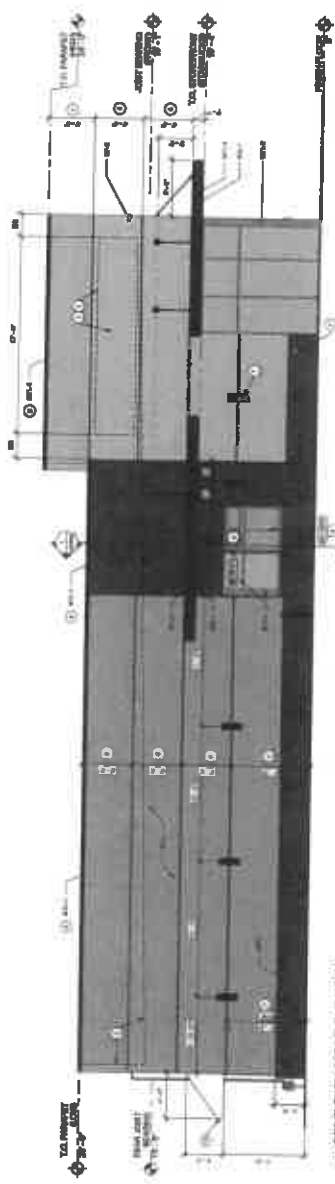


GENERAL NOTES

1. PROVIDE A FINISH TO ALL EXPOSED SURFACES AND MATERIALS AS NOTED ON THE DRAWINGS.
2. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.
3. ALL MATERIALS SHALL BE APPROVED BY THE ARCHITECT PRIOR TO INSTALLATION.
4. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.
5. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.
6. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.
7. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.
8. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.
9. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.
10. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.

REVISIONS

NO.	DATE	DESCRIPTION
1	08/15/2019	ISSUED FOR PERMIT
2	08/15/2019	ISSUED FOR PERMIT
3	08/15/2019	ISSUED FOR PERMIT
4	08/15/2019	ISSUED FOR PERMIT
5	08/15/2019	ISSUED FOR PERMIT
6	08/15/2019	ISSUED FOR PERMIT
7	08/15/2019	ISSUED FOR PERMIT
8	08/15/2019	ISSUED FOR PERMIT
9	08/15/2019	ISSUED FOR PERMIT
10	08/15/2019	ISSUED FOR PERMIT



**BILL GARDNER-78, LOCKST GROVE
LOCKST GROVE, GEORGIA 30148**

**BUILDING EXTERIOR
ELEVATIONS**

NO.	DATE	DESCRIPTION
1	08/15/2019	ISSUED FOR PERMIT
2	08/15/2019	ISSUED FOR PERMIT
3	08/15/2019	ISSUED FOR PERMIT
4	08/15/2019	ISSUED FOR PERMIT
5	08/15/2019	ISSUED FOR PERMIT
6	08/15/2019	ISSUED FOR PERMIT
7	08/15/2019	ISSUED FOR PERMIT
8	08/15/2019	ISSUED FOR PERMIT
9	08/15/2019	ISSUED FOR PERMIT
10	08/15/2019	ISSUED FOR PERMIT

2019.07.29.01
A2002

NO.	DATE	DESCRIPTION
1	08/11/11	ISSUED FOR PERMITS
2	08/11/11	ISSUED FOR PERMITS
3	08/11/11	ISSUED FOR PERMITS
4	08/11/11	ISSUED FOR PERMITS
5	08/11/11	ISSUED FOR PERMITS
6	08/11/11	ISSUED FOR PERMITS
7	08/11/11	ISSUED FOR PERMITS
8	08/11/11	ISSUED FOR PERMITS
9	08/11/11	ISSUED FOR PERMITS
10	08/11/11	ISSUED FOR PERMITS

20130723.01

A2001

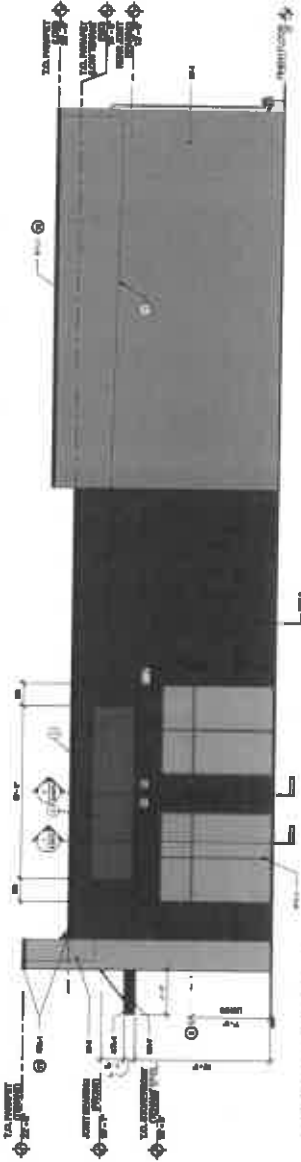
GENERAL NOTES

1. VERIFY ALL CONDITIONS AND MATERIALS BEFORE THE START.
2. VERIFY ALL CONDITIONS BEFORE THE START.
3. VERIFY ALL CONDITIONS BEFORE THE START.
4. VERIFY ALL CONDITIONS BEFORE THE START.
5. VERIFY ALL CONDITIONS BEFORE THE START.
6. VERIFY ALL CONDITIONS BEFORE THE START.
7. VERIFY ALL CONDITIONS BEFORE THE START.
8. VERIFY ALL CONDITIONS BEFORE THE START.
9. VERIFY ALL CONDITIONS BEFORE THE START.
10. VERIFY ALL CONDITIONS BEFORE THE START.

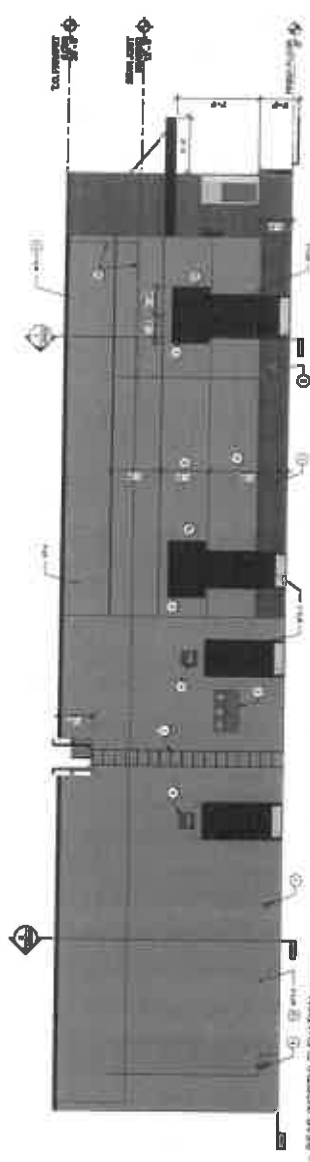
EXISTING NOTES

1. VERIFY ALL CONDITIONS BEFORE THE START.
2. VERIFY ALL CONDITIONS BEFORE THE START.
3. VERIFY ALL CONDITIONS BEFORE THE START.
4. VERIFY ALL CONDITIONS BEFORE THE START.
5. VERIFY ALL CONDITIONS BEFORE THE START.
6. VERIFY ALL CONDITIONS BEFORE THE START.
7. VERIFY ALL CONDITIONS BEFORE THE START.
8. VERIFY ALL CONDITIONS BEFORE THE START.
9. VERIFY ALL CONDITIONS BEFORE THE START.
10. VERIFY ALL CONDITIONS BEFORE THE START.

NO.	REVISION	DATE	DESCRIPTION	BY	CHKD
1	ISSUED FOR PERMITS	08/11/11	ISSUED FOR PERMITS		
2	ISSUED FOR PERMITS	08/11/11	ISSUED FOR PERMITS		
3	ISSUED FOR PERMITS	08/11/11	ISSUED FOR PERMITS		
4	ISSUED FOR PERMITS	08/11/11	ISSUED FOR PERMITS		
5	ISSUED FOR PERMITS	08/11/11	ISSUED FOR PERMITS		
6	ISSUED FOR PERMITS	08/11/11	ISSUED FOR PERMITS		
7	ISSUED FOR PERMITS	08/11/11	ISSUED FOR PERMITS		
8	ISSUED FOR PERMITS	08/11/11	ISSUED FOR PERMITS		
9	ISSUED FOR PERMITS	08/11/11	ISSUED FOR PERMITS		
10	ISSUED FOR PERMITS	08/11/11	ISSUED FOR PERMITS		



2 TENNEY SIDE ELEVATION



1 REAR (NORTH) ELEVATION