

# CITY OF LOCUST GROVE

WORKSHOP MEETING AGENDA  
MONDAY, NOVEMBER 16, 2020 - 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 Daunte' Gibbs

**PLEDGE OF ALLEGIANCE** ..... Councilman Boone

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

**PUBLIC COMMENTS/PRESENTATIONS** .....None

**PUBLIC HEARING ITEMS** ..... 1 Item

1. FY 2021 Operating and Capital Improvements Budget Hearing (Second Hearing).

**NEW BUSINESS/ACTION ITEMS**..... 2 Items

2. Ordinance to update the Police (SOP) Standard Operating Procedures - Sections P-051, P-011, and E-010 – (Motion Required)
3. Ordinance to authorize the installation of four-way stop signs in Patriots Point residential subdivision (Motion Required)

**CITY OPERATIONS REPORTS / WORKSHOP DISCUSSION ITEMS (No Actions Needed unless added 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)..... Bert Foster, Assistant City Manager

- Ordinance to adjust fees paid to the City for certain development services provided

Community Development Operations (Monthly Update Report) ...Daunte' Gibbs, Community Development Director

**ARCHITECTURAL REVIEW BOARD (ARB) (Review and Comment Portion Only)** .....1 Item

4. Architectural plans submitted for Moe's Southwest Grill, located at 660 Market Place Boulevard

**ACTION ITEM**..... 1 Item

5. Resolution to approve architectural plans submitted for Moe's Southwest Grill, located at 660 Market Place Boulevard (Motion Required)

**CITY MANAGER'S COMMENTS (Update of Activities)** ..... Tim Young

- Ordinance on Council meeting schedule for 2021

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

**EXECUTIVE SESSION** – If needed, for property acquisition, personnel, 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 via e-mail at [mspurling@locustgrove-ga.gov](mailto:mspurling@locustgrove-ga.gov).

**POSTED AT CITY HALL– November 10, 2020 at 16:30**



## Administration Department

P. O. Box 900  
Locust Grove, Georgia 30248

Phone: (770) 957-5043  
Facsimile: (866) 364-0996

### Item Coversheet

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**Item:** Fiscal Year 2021 Initial Budget Hearing #2

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** Advertised three weeks beginning 10/28; 11/9; 11/23

**Budget Item:** Yes, all funds

**Date Received:** October 15, 2020 – initial Draft

**First Hearing Date:** November 2, 2020

**Second Hearing:** November 16, 2020

**Regular Meeting Date** December 2020 - Adoption

#### Discussion:

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Attached is the updated FY 2021 Operating and Capital Improvements Budget. The total amounts are changed slightly to account for some clarity and math, in addition to items left off prior sheets but within the control totals and includes additions for revenues and expenditures for the new Street light Districts. Also revised in terms of formatting is the portrayal of revenues and expenditures for better reading in terms of Increases and Decreases in revenues in particular. Highlights are in the attached Narrative. Overall Budget Change from FY 2020 is [now] 9.5% considering the most recent revisions and clarifications.

#### Next Steps:

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**Public Hearings within November and into December for Adoption.**

# CITY OF LOCUST GROVE

## Fiscal Year 2021 - Introduction

Capital Improvements Plan

And Operating Budget (With Enterprise Funds)

Locust Grove, Georgia - Second Hearing November 16, 2020

Behind this cover, one will find the proposed General Operating and Capital Improvements Budget for the City of Locust Grove, a town of over 8,715 residents, nearly 500 businesses and nearly \$380 million in property valuation. The city has grown tremendously in just the past 5 years and realistically should show growth of nearly 80% since 2010 once Census 2020 figures release in April 2021.

This coming year we will focus on Mobility, Safety, and Growth for the City of Locust Grove. Primary to our Capital Projects are those geared to increase the Mobility in key portions of the city with signalized intersections, provision of turning lanes, paving existing streets and extending existing ones. Part of this effort is to further the new Industrial Interchange near Bethlehem Road and I-75 as well as improvement to our existing Exit 212 and a stretch of SR 42. We will continue our efficiency as part of our push for streamline Customer Services such with online permitting and plan review. We also must increase our Safety with new investments in Police and personnel and training. In all of this, we seek our residents to enjoy life in the Grove, which will soon be evidenced by the new Tanger Park providing for more passive recreation space (running/walking track, pavilion with restrooms, dog park, playground, and room for more areas to play and exercise.

For 2021, the General Fund Budget is at \$9,187,190 and includes many of the projects discussed above. The Majority of funding comes from Taxes (LOST and Business Taxes) and User Fees (and NOTE, there are no property taxes proposed in FY 2021 as in the prior 40 years of city operations), with others coming from Fines, Grants, and "Reserve" of funds held for capital expenditures as well as in hard economic times. In terms of USES, the majority is Public Safety (Police and Courts), Street Maintenance, followed by Administration, which also serves as administration of most all of our Enterprise Funds. We are looking into various new sources of revenues in next year and the next two years to facilitate new expansion of services, including Occupation Tax updates along with development fees. Updated from the First Hearing was the inclusion of the Streetlight District Revenues and Expenditures which is relatively new from the prior year.

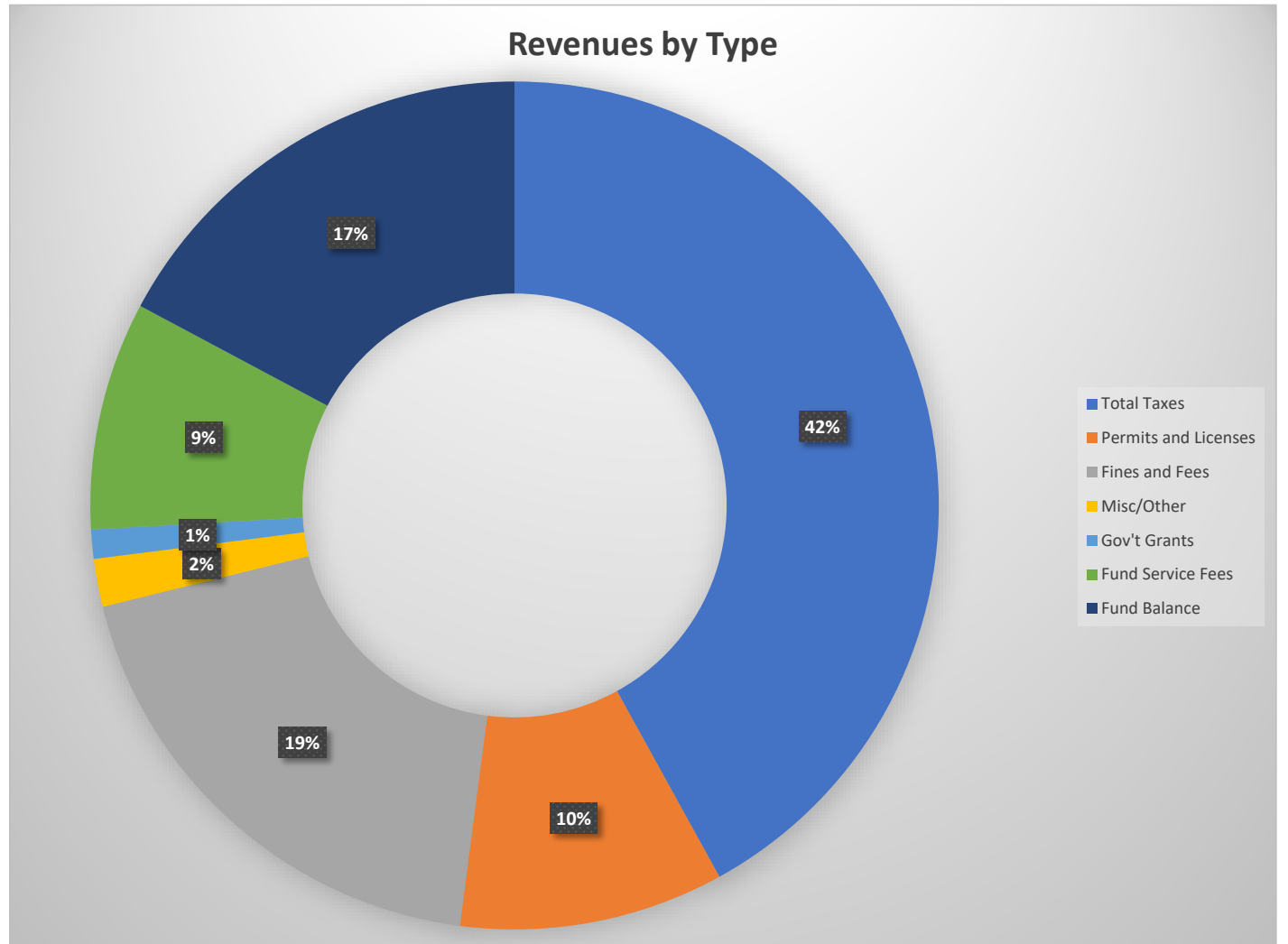
For our Enterprise or "business funds", the Majority of our revenue and expenditures are related to our Utilities (Water, Sewer, Sanitation, Stormwater), with additional funds from Hotel-Motel revenue funds slotted for Tourism and Economic Development as well as our specific capital project accounts in SPLOST IV and Development Impact Fees. The total revenues and expenditures of these funds are \$9,328,770 and also mark expansion in projects listed previously as well as expansion in staffing and scope of services.

In all, the Proposed FY 2021 Combined Budget tops out at \$18,515,960 and is broken out in the charts and tables that follow and is only 9.5% higher than FY 2020. Given our population growth of 10-15% in recent years, this is relatively in line with that growth.

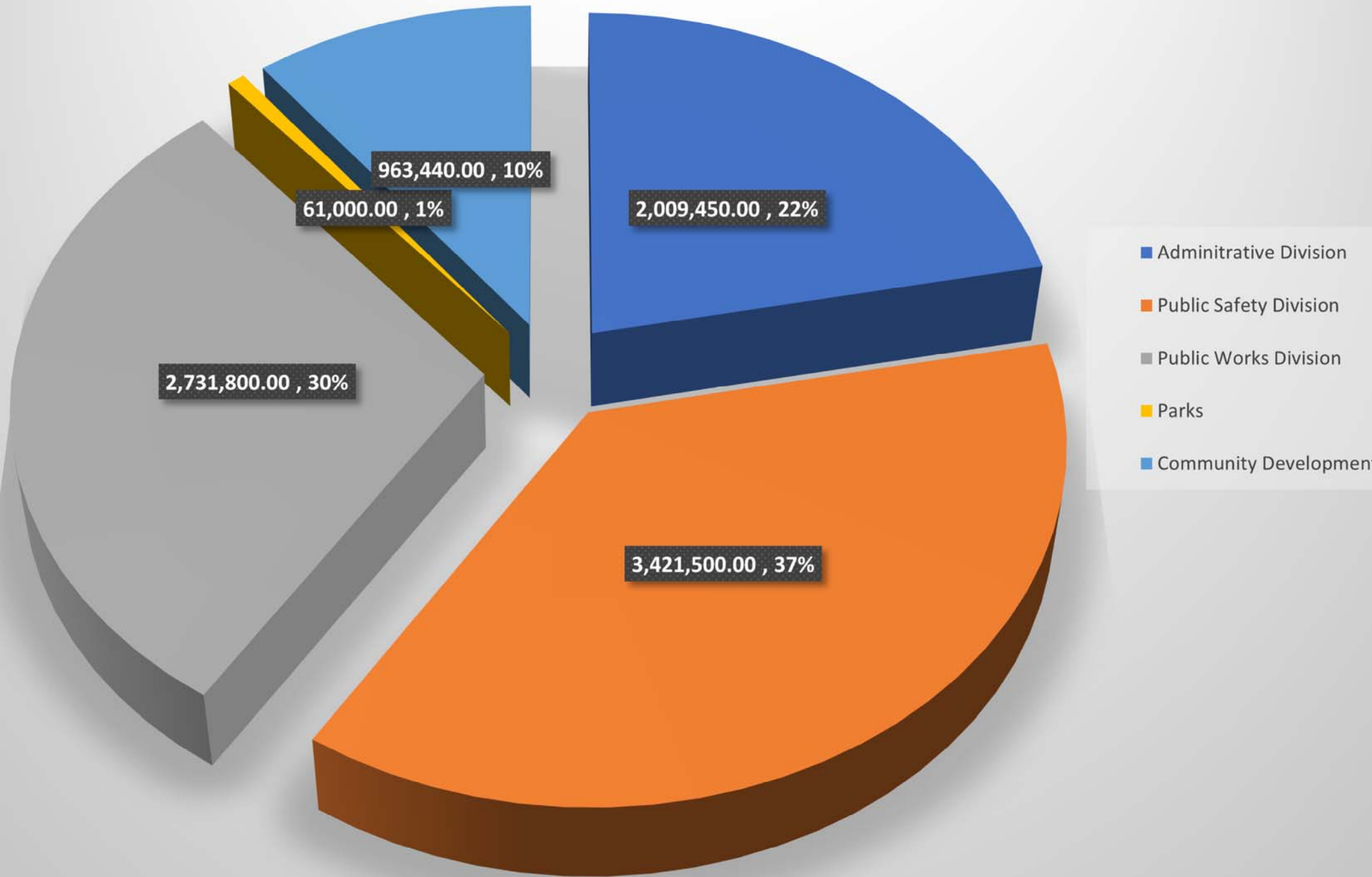
The initial Public Hearing is on Monday, November 2 followed by additional hearing on November 16 and final on December 7, 2020 prior to the adoption for Calendar Year 2021.

## Revenues by Type

Property Taxes	389,750.00
Franchise Taxes	460,000.00
LOST	2,610,000.00
Alcohol Taxes	400,000.00
Business Taxes	895,000.00
<b>Total Taxes</b>	<b>4,365,000.00</b>
<b>Permits and Licenses</b>	<b>1,048,000.00</b>
Alcohol	65,500.00
Budiness/Regulatory	52,500.00
Building Permits	930,000.00
<b>Fines and Fees</b>	<b>1,985,650.00</b>
Development	140,000.00
Fines	635,000.00
<b>Misc/Other</b>	<b>190,400.00</b>
Gov't Grants	115,000.00
<b>Fund Service Fees</b>	<b>905,250.00</b>
<b>Fund Balance</b>	<b>788,540.00</b>
Reserved - Transportation	1,000,000.00
<b>Fund Balance</b>	<b>1,788,540.00</b>
<b>Total Revenues</b>	<b>9,187,190.00</b>



# General Fund Expenditures

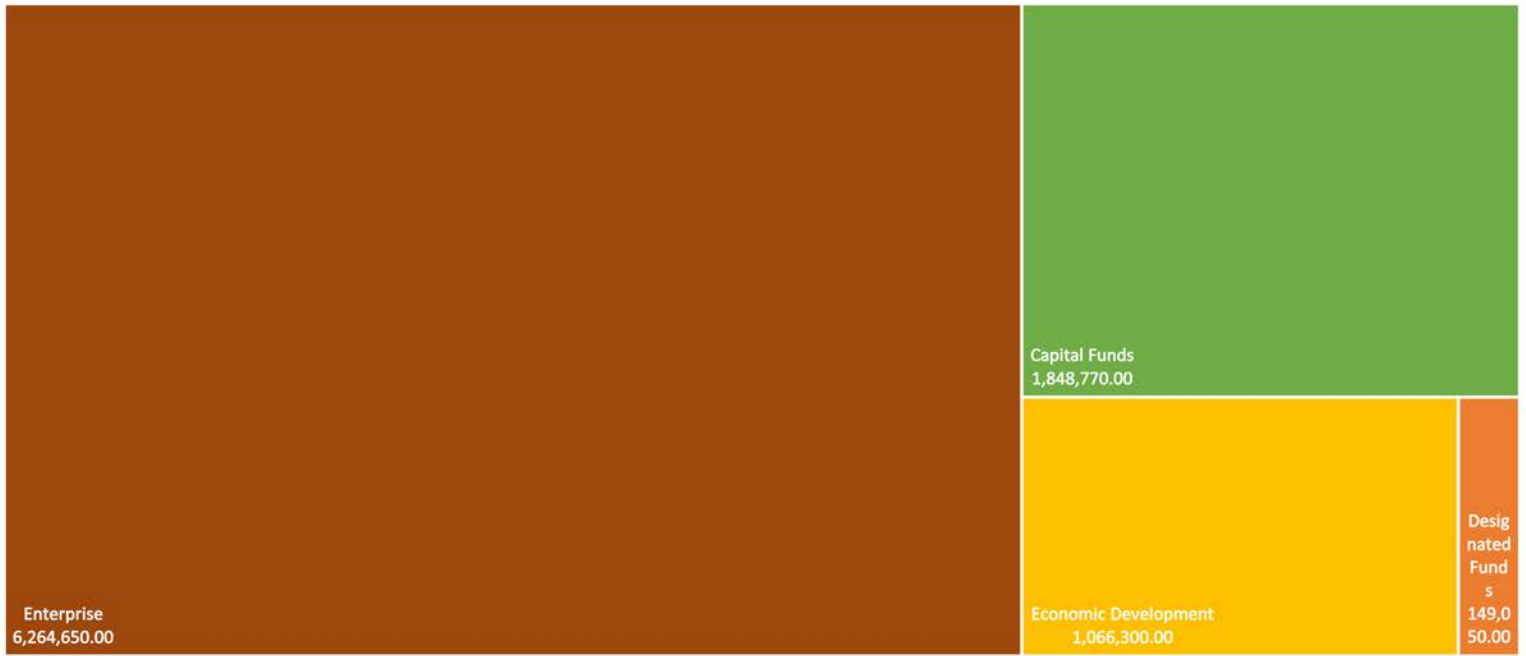


Designated Funds	149,050.00
Economic Development	1,066,300.00
Capital Funds	1,848,770.00
Enterprise	6,264,650.00
Total Other Funds	9,328,770.00
Total FY21	18,515,960.00

Special Funds - Detail	
Tree Replacement	20,000.00
Confiscated Assets	110,000.00
Cemetery Fund	19,050.00
Economic Development	
Hotel/Motel	1,066,300.00
Capital Funds	
SPLOST	1,200,100.00
Development Impact Fee	648,670.00
Enterprise Funds	
Utilities	5,213,800.00
Sanitation	606,000.00
Stormwater	444,850.00

### Other Funds

■ Designated Funds 
 ■ Economic Development 
 ■ Capital Funds 
 ■ Enterprise



FUND	ACCOUNT	DESCRIPTION	Prior 2020 Initial Budget	Proposed 2021 Budget	Variance
100	3-0000-31.1340	INTANGIBLE TAX	(40,000.00)	(40,000.00)	0.00
100	3-0000-31.1350	RAILROAD EQUIPMENT TAX	(1,750.00)	(1,750.00)	0.00
100	3-0000-31.1600	REAL ESTATE TRANSFERS	(20,000.00)	(23,000.00)	3,000.00
100	3-0000-31.1710	FRANCHISE TAX - ELECTRIC	(315,000.00)	(325,000.00)	10,000.00
100	3-0000-31.1711	CAPITAL CREDIT REFUND	0.00	0.00	0.00
100	3-0000-31.1730	FRANCHISE TAX - TELECOMMUNICAT	0.00	0.00	0.00
100	3-0000-31.1750	FRANCHISE TAX - CABLE TV	(75,000.00)	(90,000.00)	15,000.00
100	3-0000-31.1760	FRANCHISE TAX - TELEPHONE	(20,000.00)	(20,000.00)	0.00
100	3-0000-31.1790	FRANCHISE TAX - NATURAL GAS	(25,000.00)	(25,000.00)	0.00
100	3-0000-31.3100	LOCAL OPTION SALES /USE TAX	(2,300,000.00)	(2,500,000.00)	200,000.00
100	3-0000-31.3150	LOST TAVT	(89,300.00)	(100,000.00)	10,700.00
100	3-0000-31.3160	AAVT - MOTOR VEHICLE	(1,000.00)	(10,000.00)	9,000.00
100	3-0000-31.4200	LIQUOR TAX	0.00	0.00	0.00
100	3-0000-31.4201	ALCOHOL TAX	(370,000.00)	(400,000.00)	30,000.00
100	3-0000-31.6100	OCCUPATION TAXES	(300,000.00)	(400,000.00)	100,000.00
100	3-0000-31.6200	INSURANCE PREMIUM TAX	(400,000.00)	(495,000.00)	95,000.00
100	3-0000-32.1110	ALCOHOL BEV-BEER LICENSE	(17,500.00)	(15,000.00)	(2,500.00)
100	3-0000-32.1120	ALCOHOL BEV WINE LICENSE	(15,000.00)	(10,000.00)	(5,000.00)
100	3-0000-32.1130	ALCOHOL BEV - LIQUOR LICENSE	(40,500.00)	(40,500.00)	0.00
100	3-0000-32.1220	GENERAL BUS LIC -INSURANCE	(15,500.00)	(22,500.00)	7,000.00
100	3-0000-32.1900	REGULATORY FEES	(32,500.00)	(30,000.00)	(2,500.00)
100	3-0000-32.2120	BLDG PERMITS /INSPECTIONS -RES	(450,000.00)	(580,000.00)	130,000.00
100	3-0000-32.2130	BLDG PERMIT/INSPECTIONS -COMM	(300,000.00)	(350,000.00)	50,000.00
100	3-0000-32.3100	BUSINESS LICENSE PENALTY	0.00	0.00	0.00
100	3-0000-33.4450	GRANT BULLET PROOF VEST	(500.00)	(500.00)	0.00
100	3-0000-33.4500	GRANT / DONATIONS -COPS	(500.00)	(250.00)	(250.00)
100	3-0000-33.5000	DONATION-PLAYGROUND EQUIP	0.00	0.00	0.00
100	3-0000-33.6100	DONATIONS	(500.00)	0.00	(500.00)
100	3-0000-33.7000	CDBG GRANT	0.00	0.00	0.00
100	3-0000-34.1310	ZONING INSPECTION FEES	(40,000.00)	(25,000.00)	(15,000.00)
100	3-0000-34.1311	LAND DEVELOPMENT FEES	(50,000.00)	(65,000.00)	15,000.00
100	3-0000-34.1312	SITE PLAN REVEIEW FEES	(15,000.00)	(27,500.00)	12,500.00
100	3-0000-34.1321	SOIL EROSION FEES	(500.00)	(2,500.00)	2,000.00
100	3-0000-34.1323	STREET LIGHT DISTRICT REVENUE	0.00	(20,000.00)	20,000.00
100	3-0000-34.1325	TREE REPLACEMENT REVENUE	0.00	0.00	0.00
100	3-0000-34.1910	QUALIFYING FEE FOR ELECTION	(1,000.00)	(3,000.00)	2,000.00
100	3-0000-34.1950	ACCIDENT REPORTS	(7,500.00)	(7,500.00)	0.00
100	3-0000-34.1955	CRIMINAL HISTORY REPORTS	0.00	0.00	0.00
100	3-0000-34.1960	ADM CHARGE ON FINES	(17,500.00)	(15,000.00)	(2,500.00)
100	3-0000-34.1990	ADM CHARGE FOR INCODE	(20,000.00)	(25,000.00)	5,000.00
100	3-0000-34.6100	BACKGROUND CHECK FEES	(3,000.00)	(2,000.00)	(1,000.00)
100	3-0000-34.9001	DONATIONS	0.00	0.00	0.00
100	3-0000-34.9300	BAD CHECK FEES	(100.00)	(100.00)	0.00
100	3-0000-35.1170	FINES & FORFEITURES	(740,000.00)	(635,000.00)	(105,000.00)
100	3-0000-35.1175	BOND ACCOUNT	0.00	0.00	0.00
100	3-0000-36.1000	INTEREST REVENUES	(7,500.00)	(10,000.00)	2,500.00
100	3-0000-38.1000	RENTS & ROYALTIES	(18,000.00)	(15,000.00)	(3,000.00)
100	3-0000-38.1010	SPECIAL EVENT PERMIT	(730.00)	(700.00)	(30.00)
100	3-0000-38.1025	PAVILLION RENTAL	0.00	(500.00)	500.00
100	3-0000-38.1050	HOUSE RENTAL -LOCUST ROAD	(35,000.00)	(30,000.00)	(5,000.00)
100	3-0000-38.3000	INS REIMBURSE DAMAGE PROPERTY	(14,500.00)	(10,000.00)	(4,500.00)
100	3-0000-38.3100	INS REIMBURSE WKS COMP	(500.00)	(500.00)	0.00
100	3-0000-38.3400	INS REIMBURSE FOR OVERPAYMENT	(500.00)	(500.00)	0.00
100	3-0000-38.5000	LMIG PROGRAM	(110,000.00)	(110,000.00)	0.00
100	3-0000-38.6000	SARS-COV-2 CARES Act Relief	0.00	(5,000.00)	5,000.00
100	3-0000-38.9000	MISCELLANEOUS REVENUE	(10,000.00)	(5,000.00)	(5,000.00)
100	3-0000-38.9010	RETURN CHECK FEES	(100.00)	(100.00)	0.00
100	3-0000-38.9100	REFUNDS POLICE DEPT	0.00	0.00	0.00
100	3-0000-38.9200	REFUNDS PUBLIC WORKS	0.00	0.00	0.00
100	3-0000-38.9300	REFUNDS ADMINISTRATIONS	0.00	0.00	0.00
100	3-0000-38.9900	PRIOR YEAR REVENUE	(591,890.00)	(788,540.00)	196,650.00
100	3-0000-38.9910	RESERVE - TRANSPORTATION	(1,000,000.00)	(1,000,000.00)	0.00

FUND	ACCOUNT	DESCRIPTION	Prior 2020 Initial Budget	Proposed 2021 Budget	Variance
100	3-0000-39.1100	OPERATING TRANSFERS	0.00	0.00	0.00
100	3-0000-39.1210	ADMIN FEE - WATER TRANSFER IN	(325,000.00)	(400,000.00)	75,000.00
100	3-0000-39.1220	ADMIN FEE - SEWER TRANSFER IN	(282,500.00)	(300,000.00)	17,500.00
100	3-0000-39.1230	ADMIN FEE - SANIT TRANSFER IN	(47,000.00)	(45,250.00)	(1,750.00)
100	3-0000-39.1240	ADMIN FEE - STORM TRANSFER IN	(64,500.00)	(70,000.00)	5,500.00
100	3-0000-39.1250	ADMIN FEE - H/M TRANSFER IN	(84,000.00)	(90,000.00)	6,000.00
100	3-0000-88.8888	DEBT PROCEEDS	0.00		0.00

<b>Total Revenue for General Fund</b>	<b>(8,315,870.00)</b>	<b>(9,187,190.00)</b>	<b>871,320.00</b>
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<b>General Fund Expenditures by Division</b>
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<b>Administration</b>			
Elected Officials	156,050.00	156,050.00	0.00
Administration	1,747,450.00	1,853,400.00	105,950.00
<b>Administrative Division</b>	<b>1,903,500.00</b>	<b>2,009,450.00</b>	<b>105,950.00</b>
<b>Public Safety</b>			
Municipal Court	408,650.00	387,000.00	(21,650.00)
Police	2,604,600.00	3,034,500.00	429,900.00
<b>Public Safety Division</b>	<b>3,013,250.00</b>	<b>3,421,500.00</b>	<b>408,250.00</b>
<b>Public Works</b>			
Street Maintenance	2,437,730.00	2,645,200.00	207,470.00
Fleet Maintenance	6,900.00	86,600.00	0.00
<b>Public Works Division</b>	<b>2,444,630.00</b>	<b>2,731,800.00</b>	<b>207,470.00</b>
<b>Parks</b>	<b>172,500.00</b>	<b>61,000.00</b>	<b>(111,500.00)</b>
<b>Community Development</b>	<b>783,490.00</b>	<b>963,440.00</b>	<b>179,950.00</b>
<b>Total General Fund Expenditures</b>	<b>8,317,370.00</b>	<b>9,187,190.00</b>	<b>790,120.00</b>

9.5%



FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
100	5-1110-51.1150	MAYOR SALARY	10,800.00	10,800.00	0.00
100	5-1110-51.1155	COUNCIL SALARY	50,400.00	50,400.00	0.00
100	5-1110-51.2200	FICA (SOCIAL SECURITY)	900.00	900.00	0.00
100	5-1110-51.2400	RETIREMENT	25,000.00	20,950.00	(4,050.00)
100	5-1110-51.2750	UNEMPLOYMENT TAX - GEORGIA	650.00	500.00	(150.00)
100	5-1110-52.1200	PROFESSIONAL SERVICES	1,500.00	1,000.00	(500.00)
100	5-1110-52.1230	LEGAL	2,500.00	2,500.00	0.00
100	5-1110-52.1301	TECHNICAL - SOFTWARE	1,000.00	7,500.00	6,500.00
100	5-1110-52.1302	TECHNICAL - HARDWARE	500.00	1,000.00	500.00
100	5-1110-52.3100	RISK MANAGEMENT INSURANCE	15,000.00	17,500.00	2,500.00
100	5-1110-52.3200	COMMUNICATIONS-CELL PHONES	750.00	750.00	0.00
100	5-1110-52.3220	NETWORK/TELEPHONE	1,000.00	1,500.00	500.00
100	5-1110-52.3310	PUBLIC NOTICES	500.00	500.00	0.00
100	5-1110-52.3500	TRAVEL MILEAGE REIMBURSEMENT	5,000.00	2,500.00	(2,500.00)
100	5-1110-52.3510	CAR ALLOWANCE FOR MAYOR	0.00	0.00	0.00
100	5-1110-52.3600	DUES & FEES	300.00	500.00	200.00
100	5-1110-52.3700	EDUCATION & TRAINING	0.00	0.00	0.00
100	5-1110-52.3701	EDUCATION & TRAINING - MAYOR	5,000.00	5,000.00	0.00
100	5-1110-52.3702	EDUCATION & TRAINING - TAYLOR	2,750.00	3,250.00	500.00
100	5-1110-52.3703	EDUCATION & TRAINING - GREER	2,750.00	3,250.00	500.00
100	5-1110-52.3705	EDUCATION & TRAINING - GARDNER	2,750.00	3,250.00	500.00
100	5-1110-52.3707	EDUCATION & TRAINING - BOONE	2,750.00	3,250.00	500.00
100	5-1110-52.3709	EDUCATION & TRAINING BREEDLOVE	2,750.00	3,250.00	500.00
100	5-1110-52.3710	EDUCATION & TRAINING - NEWLY E	2,750.00	1,500.00	(1,250.00)
100	5-1110-52.3711	EDUCATION&TRAINING-SHEAROUSE	2,500.00	3,250.00	750.00
100	5-1110-52.3750	MTGS & CONF (RETREATS /HCMA)	15,000.00	10,000.00	(5,000.00)
100	5-1110-53.1105	OFFICE SUPPLIES	250.00	250.00	0.00
100	5-1110-53.1785	UNIFORMS	1,000.00	1,000.00	0.00
100	5-1110-54.2450	COMPUTER MAINTENANCE	0.00	0.00	0.00
Total Expenditures			156,050.00	156,050.00	0.00

FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
100	5-1510-51.1100	REGULAR EMPLOYEES	626,800.00	668,500.00	41,700.00
100	5-1510-51.1300	OVERTIME	4,000.00	5,000.00	1,000.00
100	5-1510-51.2100	GROUP INSURANCE	57,500.00	62,500.00	5,000.00
100	5-1510-51.2200	FICA (SOCIAL SECURITY)	6,750.00	7,500.00	750.00
100	5-1510-51.2400	RETIREMENT	45,000.00	40,000.00	(5,000.00)
100	5-1510-51.2700	WORKER'S COMPENSATION	17,300.00	30,000.00	12,700.00
100	5-1510-51.2750	UNEMPLOYMENT TAX - GEORGIA	2,500.00	2,000.00	(500.00)
100	5-1510-52.1200	PROFESSIONAL	15,000.00	10,000.00	(5,000.00)
100	5-1510-52.1220	AUDITING	30,000.00	35,000.00	5,000.00
100	5-1510-52.1230	LEGAL	130,000.00	115,000.00	(15,000.00)
100	5-1510-52.1301	TECHNICAL - SOFTWARE	80,000.00	70,000.00	(10,000.00)
100	5-1510-52.1302	TECHNICAL - HARDWARE	20,000.00	20,000.00	0.00
100	5-1510-52.1400	DRUG & MEDICAL	500.00	500.00	0.00
100	5-1510-52.2210	AUTO/TRUCK EXP	2,000.00	2,000.00	0.00
100	5-1510-52.2211	AUTO GAS & FUEL	2,250.00	2,500.00	250.00
100	5-1510-52.2212	CAR ALLOWANCE	4,800.00	3,000.00	(1,800.00)
100	5-1510-52.2240	BUILDING & GROUNDS	0.00	15,000.00	15,000.00
100	5-1510-52.2245	RENTAL PROP - REPAIRS	0.00	5,000.00	5,000.00
100	5-1510-52.2250	OTHER EQUIP. REPAIRS/MAINT	5,000.00	7,500.00	2,500.00
100	5-1510-52.2320	RENTAL OF EQUIPMENT & VEHICLE	14,500.00	10,000.00	(4,500.00)
100	5-1510-52.3100	RISK MANAGEMENT INSURANCE	20,000.00	27,500.00	7,500.00
100	5-1510-52.3200	COMMUNICATIONS-CELL PHONES	1,300.00	1,500.00	200.00
100	5-1510-52.3201	TELEPHONE	5,000.00	3,000.00	(2,000.00)
100	5-1510-52.3205	INTERNET	5,000.00	2,500.00	(2,500.00)
100	5-1510-52.3220	NETWORK/TELEPHONE	60,000.00	60,000.00	0.00
100	5-1510-52.3300	ADVERTISING	750.00	3,000.00	2,250.00
100	5-1510-52.3310	PUBLIC NOTICES	3,000.00	2,500.00	(500.00)
100	5-1510-52.3500	TRAVEL MILEAGE REIMBURSEMENT	3,500.00	2,500.00	(1,000.00)
100	5-1510-52.3600	DUES & FEES	5,000.00	5,000.00	0.00
100	5-1510-52.3700	EDUCATION & TRAINING	20,000.00	12,500.00	(7,500.00)
100	5-1510-52.3750	MEETINGS & CONFERENCE	15,000.00	10,000.00	(5,000.00)
100	5-1510-52.3851	CONTRACTED SVCS - CITY HALL	40,000.00	40,000.00	0.00
100	5-1510-52.3855	CONTRACTS & SPONSORSHIPS	6,500.00	7,000.00	500.00
100	5-1510-52.3970	POSTAGE	15,000.00	20,000.00	5,000.00
100	5-1510-53.1105	OFFICE SUPPLIES	10,000.00	10,000.00	0.00
100	5-1510-53.1107	BANK & CREDIT CARD CHARGES	22,500.00	22,500.00	0.00
100	5-1510-53.1108	CHECK FRAUD PROVISION	0.00	0.00	0.00
100	5-1510-53.1160	OPERATING EQUIPMENT	1,200.00	1,200.00	0.00
100	5-1510-53.1161	GIFTS & FLOWERS	3,000.00	3,000.00	0.00
100	5-1510-53.1164	COVID-19 SUPPLIES	0.00	2,500.00	2,500.00
100	5-1510-53.1165	DISASTER RELIEF SUPPLIES	0.00	500.00	500.00
100	5-1510-53.1205	UTILITIES	32,000.00	30,000.00	(2,000.00)
100	5-1510-53.1210	STORMWATER FEES	1,500.00	1,500.00	0.00
100	5-1510-53.1700	OTHER SUPPLIES	5,500.00	5,500.00	0.00
100	5-1510-53.1728	MAYORS MOTORCADE	1,200.00	1,200.00	0.00
100	5-1510-53.1729	CITY EVENTS	7,500.00	10,000.00	2,500.00
100	5-1510-53.1785	UNIFORMS	2,100.00	2,500.00	400.00
100	5-1510-53.1790	ELECTION EXPENSE	3,000.00	5,000.00	2,000.00
100	5-1510-53.1795	MISCELLANEOUS	0.00	0.00	0.00
100	5-1510-54.1100	ACQUISITION OF PROPERTY	22,500.00	150,000.00	127,500.00
100	5-1510-54.1310	RENOVATIONS TO CITY HALL	200,000.00	100,000.00	(100,000.00)
100	5-1510-54.2200	VEHICLES	0.00	0.00	0.00
100	5-1510-54.2300	FURNITURE & FIXTURES	20,000.00	20,000.00	0.00
100	5-1510-54.2400	COMPUTERS	27,500.00	25,000.00	(2,500.00)
100	5-1510-54.2450	COMPUTER MAINTENANCE	88,000.00	125,000.00	37,000.00
100	5-1510-54.2500	EQUIPMENT	16,000.00	10,000.00	(6,000.00)
100	5-1510-56.1000	DEPRECIATION	0.00	0.00	0.00
100	5-1510-57.9000	CONTINGENCIES	20,000.00	20,000.00	0.00

FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
		Total Expenditures	1,747,450.00	1,853,400.00	105,950.00

FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
100	5-2650-51.1100	REGULAR EMPLOYEES	86,000.00	82,500.00	(3,500.00)
100	5-2650-51.1158	JUDGE SALARY	30,000.00	25,000.00	(5,000.00)
100	5-2650-51.1300	OVERTIME	750.00	500.00	(250.00)
100	5-2650-51.2100	GROUP INSURANCE	8,000.00	8,000.00	0.00
100	5-2650-51.2200	FICA (SOCIAL SECURITY)	600.00	750.00	150.00
100	5-2650-51.2400	RETIREMENT	6,000.00	6,000.00	0.00
100	5-2650-51.2500	TUITION REIMBURSEMENTS	0.00	0.00	0.00
100	5-2650-51.2700	WORKER'S COMPENSATION	3,000.00	4,000.00	1,000.00
100	5-2650-51.2750	UNEMPLOYMENT TAX - GEORGIA	500.00	500.00	0.00
100	5-2650-52.1230	LEGAL	7,500.00	5,000.00	(2,500.00)
100	5-2650-52.1260	SOLICITOR	24,000.00	22,000.00	(2,000.00)
100	5-2650-52.1261	PUBLIC DEFENDER	17,500.00	15,000.00	(2,500.00)
100	5-2650-52.1301	TECHNICAL - SOFTWARE	10,000.00	10,000.00	0.00
100	5-2650-52.1302	TECHNICAL - HARDWARE	7,000.00	10,000.00	3,000.00
100	5-2650-52.1400	DRUG & MEDICAL	200.00	200.00	0.00
100	5-2650-52.2210	AUTO / TRUCK EXPENSE	500.00	0.00	(500.00)
100	5-2650-52.2211	AUTO / TRUCK FUEL	500.00	0.00	(500.00)
100	5-2650-52.2250	OTHER EQUIP. REPAIRS/MAINT	500.00	1,000.00	500.00
100	5-2650-52.3100	RISK MANAGEMENT INSURANCE	4,500.00	5,000.00	500.00
100	5-2650-52.3200	COMMUNICATIONS-CELL PHONES	750.00	500.00	(250.00)
100	5-2650-52.3205	INTERNET	100.00	1,000.00	900.00
100	5-2650-52.3310	PUBLIC NOTICES	100.00	100.00	0.00
100	5-2650-52.3500	TRAVEL-MILEAGE REIMBURSEMENT	400.00	400.00	0.00
100	5-2650-52.3600	DUES & FEES	400.00	400.00	0.00
100	5-2650-52.3700	EDUCATION & TRAINING	4,000.00	3,500.00	(500.00)
100	5-2650-52.3970	POSTAGE	1,000.00	1,500.00	500.00
100	5-2650-52.3995	COURT COST-SUBPEONAS	200.00	200.00	0.00
100	5-2650-53.1105	OFFICE SUPPLIES	500.00	500.00	0.00
100	5-2650-53.1107	BANK & CREDIT CARD CHARGES	500.00	2,500.00	2,000.00
100	5-2650-53.1160	OPERATING EQUIPMENT COM SVC	250.00	100.00	(150.00)
100	5-2650-53.1700	OTHER SUPPLIES	300.00	250.00	(50.00)
100	5-2650-53.1785	UNIFORMS	600.00	600.00	0.00
100	5-2650-53.1786	BOOT ALLOWANCE	0.00	0.00	0.00
100	5-2650-53.1795	MISCELLANEOUS	0.00	0.00	0.00
100	5-2650-54.2200	VEHICLES	0.00	0.00	0.00
100	5-2650-54.2300	FURNITURE & FIXTURES	0.00	0.00	0.00
100	5-2650-54.2400	COMPUTERS	1,200.00	1,500.00	300.00
100	5-2650-54.2420	PAPERLESS COURT SYSTEM	4,000.00	5,000.00	1,000.00
100	5-2650-54.2450	COMPUTER MAINTENANCE	0.00	20,000.00	20,000.00
100	5-2650-54.2500	EQUIPMENT COMMUNITY SERV	800.00	250.00	(550.00)
100	5-2650-54.2550	EQUIPMENT - COURT	0.00	0.00	0.00
100	5-2650-56.1000	DEPRECIATION	0.00	0.00	0.00
100	5-2650-57.2000	JAIL CONSTRUCTION	42,500.00	35,000.00	(7,500.00)
100	5-2650-57.2100	GEORGIA CRIME VICTIMS	1,000.00	1,000.00	0.00
100	5-2650-57.2110	VICTIMS ASSISTANCE FUND	21,500.00	15,000.00	(6,500.00)
100	5-2650-57.2120	POLICE OFFICERS A & B FUND	22,500.00	18,000.00	(4,500.00)
100	5-2650-57.2130	POLICE /PROSCUTOR TRAINING	35,000.00	30,000.00	(5,000.00)
100	5-2650-57.2150	SPINAL INJURY TRUST FUND	2,500.00	2,000.00	(500.00)
100	5-2650-57.2160	GBI CRIME LAB	1,000.00	750.00	(250.00)
100	5-2650-57.2170	INDIGENT DEFENSE -POTFIOF	42,500.00	35,000.00	(7,500.00)
100	5-2650-57.2180	DRUG TREATMENT & EDUCATION	7,000.00	6,500.00	(500.00)
100	5-2650-57.2190	DRIVERS ED & TRAINING FUND	6,000.00	5,000.00	(1,000.00)
100	5-2650-57.9000	CONTINGENCIES	5,000.00	5,000.00	0.00

Total Expenditures	408,650.00	387,000.00	(21,650.00)
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FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
100	5-3230-51.1100	REGULAR EMPLOYEES	1,502,800.00	1,750,000.00	247,200.00
100	5-3230-51.1300	OVERTIME	35,000.00	35,000.00	0.00
100	5-3230-51.2100	GROUP INSURANCE	215,000.00	275,000.00	60,000.00
100	5-3230-51.2200	FICA (SOCIAL SECURITY)	18,000.00	18,000.00	0.00
100	5-3230-51.2400	RETIREMENT	113,000.00	120,000.00	7,000.00
100	5-3230-51.2500	TUITION REIMBURSEMENTS	0.00	0.00	0.00
100	5-3230-51.2700	WORKER'S COMPENSATION	39,000.00	45,000.00	6,000.00
100	5-3230-51.2750	UNEMPLOYMENT TAX - GEORGIA	5,000.00	5,000.00	0.00
100	5-3230-52.1230	LEGAL	5,000.00	5,000.00	0.00
100	5-3230-52.1301	TECHNICAL - SOFTWARE	30,000.00	30,000.00	0.00
100	5-3230-52.1302	TECHNICAL - HARDWARE	20,000.00	25,000.00	5,000.00
100	5-3230-52.1400	DRUG & MEDICAL	2,500.00	2,000.00	(500.00)
100	5-3230-52.2210	AUTO/TRUCK EXPENSES	65,000.00	70,000.00	5,000.00
100	5-3230-52.2211	AUTO GAS & FUEL	60,500.00	62,000.00	1,500.00
100	5-3230-52.2240	BUILDING & GROUNDS	5,000.00	22,500.00	17,500.00
100	5-3230-52.2250	OTHER EQUIP. REPAIRS/MAINT	4,000.00	5,000.00	1,000.00
100	5-3230-52.3100	RISK MANAGEMENT INSURANCE	45,000.00	50,000.00	5,000.00
100	5-3230-52.3200	COMMUNICATIONS-CELL PHONES	15,000.00	15,000.00	0.00
100	5-3230-52.3201	TELEPHONE	2,500.00	5,000.00	2,500.00
100	5-3230-52.3205	INTERNET	(18,000.00)	0.00	18,000.00
100	5-3230-52.3220	NETWORK/TELEPHONE	35,000.00	15,000.00	(20,000.00)
100	5-3230-52.3300	ADVERTISING	1,000.00	250.00	(750.00)
100	5-3230-52.3500	TRAVEL MILEAGE REIMBURSEMENT	1,000.00	1,000.00	0.00
100	5-3230-52.3600	DUES & FEES	2,000.00	2,000.00	0.00
100	5-3230-52.3700	EDUCATION & TRAINING	7,500.00	7,500.00	0.00
100	5-3230-52.3750	MEETINGS & CONFERENCE	10,000.00	7,500.00	(2,500.00)
100	5-3230-52.3850	CONTRACT LABOR	300.00	250.00	(50.00)
100	5-3230-52.3851	CONTRACTED SVCS - PSB	25,000.00	25,000.00	0.00
100	5-3230-52.3950	TASK FORCE EXPENSES	0.00	1,000.00	1,000.00
100	5-3230-52.3970	POSTAGE	3,000.00	4,000.00	1,000.00
100	5-3230-52.3980	INVESTIGATIONS	1,000.00	5,000.00	4,000.00
100	5-3230-53.1105	OFFICE SUPPLIES	6,500.00	5,500.00	(1,000.00)
100	5-3230-53.1107	BANK & CREDIT CARD CHARGES	18,000.00	25,000.00	7,000.00
100	5-3230-53.1150	OPERATING SUPPLIES	0.00	2,500.00	2,500.00
100	5-3230-53.1160	OPERATING EQUIPMENT	45,000.00	47,500.00	2,500.00
100	5-3230-53.1165	K-9 EXPENSE	0.00	0.00	0.00
100	5-3230-53.1170	COPS EXPENSE	5,000.00	5,000.00	0.00
100	5-3230-53.1205	UTILITIES	29,000.00	32,500.00	3,500.00
100	5-3230-53.1210	STORMWATER FEES	1,000.00	1,000.00	0.00
100	5-3230-53.1700	OTHER SUPPLIES	10,000.00	7,500.00	(2,500.00)
100	5-3230-53.1785	UNIFORMS	20,000.00	25,000.00	5,000.00
100	5-3230-53.1795	MISCELLANEOUS	0.00	0.00	0.00
100	5-3230-54.1310	PUBLIC SAFETY BUILDING	0.00	5,000.00	5,000.00
100	5-3230-54.2200	VEHICLES	66,000.00	100,000.00	34,000.00
100	5-3230-54.2300	FURNITURE & FIXTURES	10,000.00	5,000.00	(5,000.00)
100	5-3230-54.2400	COMPUTERS	14,000.00	10,000.00	(4,000.00)
100	5-3230-54.2450	COMPUTER MAINTENANCE	20,000.00	50,000.00	30,000.00
100	5-3230-54.2500	EQUIPMENT	87,500.00	85,000.00	(2,500.00)
100	5-3230-55.2300	JUDGEMENTS	7,500.00	7,500.00	0.00
100	5-3230-56.1000	DEPRECIATION	0.00	0.00	0.00
100	5-3230-57.9000	CONTINGENCIES	15,000.00	12,500.00	(2,500.00)

Total Expenditures	2,604,600.00	3,034,500.00	429,900.00
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FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
100	5-4210-51.1100	REGULAR EMPLOYEES	462,500.00	485,000.00	22,500.00
100	5-4210-51.1200	SEASONAL EMPLOYEES	0.00	5,000.00	5,000.00
100	5-4210-51.1300	OVERTIME	10,000.00	10,000.00	0.00
100	5-4210-51.2100	GROUP INSURANCE	90,000.00	90,000.00	0.00
100	5-4210-51.2200	FICA (SOCIAL SECURITY)	6,000.00	7,500.00	1,500.00
100	5-4210-51.2400	RETIREMENT	40,000.00	45,000.00	5,000.00
100	5-4210-51.2700	WORKER'S COMPENSATION	17,000.00	27,500.00	10,500.00
100	5-4210-51.2750	UNEMPLOYMENT TAX - GEORGIA	2,500.00	2,500.00	0.00
100	5-4210-52.1200	PROFESSIONAL	2,000.00	2,000.00	0.00
100	5-4210-52.1230	LEGAL	0.00	1,000.00	1,000.00
100	5-4210-52.1250	ENGINEERING	50,000.00	55,000.00	5,000.00
100	5-4210-52.1301	TECHNICAL - SOFTWARE	5,000.00	15,000.00	10,000.00
100	5-4210-52.1302	TECHNICAL - HARDWARE	1,500.00	7,500.00	6,000.00
100	5-4210-52.1400	DRUG & MEDICAL	1,500.00	3,000.00	1,500.00
100	5-4210-52.2210	AUTO/TRUCK EXPENSES	16,500.00	20,000.00	3,500.00
100	5-4210-52.2211	AUTO GAS & FUEL	30,000.00	35,000.00	5,000.00
100	5-4210-52.2240	BUILDING & GROUNDS	12,500.00	25,000.00	12,500.00
100	5-4210-52.2250	OTHER EQUIP. REPAIRS/MAINT	20,000.00	30,000.00	10,000.00
100	5-4210-52.2260	STREET MAINTENANCE & PAVING	250,000.00	300,000.00	50,000.00
100	5-4210-52.2320	RENTAL OF EQUIPMENT & VEHICLE	8,000.00	10,000.00	2,000.00
100	5-4210-52.3100	RISK MANAGEMENT INSURANCE	25,000.00	35,000.00	10,000.00
100	5-4210-52.3200	COMMUNICATIONS-CELL PHONES	5,500.00	6,000.00	500.00
100	5-4210-52.3201	TELEPHONE	5,000.00	4,000.00	(1,000.00)
100	5-4210-52.3205	INTERNET	7,500.00	7,500.00	0.00
100	5-4210-52.3310	PUBLIC NOTICES	180.00	200.00	20.00
100	5-4210-52.3600	DUES & FEES	400.00	500.00	100.00
100	5-4210-52.3700	EDUCATION & TRAINING	3,000.00	3,000.00	0.00
100	5-4210-52.3750	MEETINGS & CONFERENCE	1,000.00	1,000.00	0.00
100	5-4210-52.3855	CONTRACTS	0.00	0.00	0.00
100	5-4210-52.3940	TREE MAINTENANCE	25,000.00	25,000.00	0.00
100	5-4210-53.1105	OFFICE SUPPLIES	500.00	1,000.00	500.00
100	5-4210-53.1150	OPERATING SUPPLIES	20,000.00	30,000.00	10,000.00
100	5-4210-53.1160	OPERATING EQUIPMENT	12,000.00	12,000.00	0.00
100	5-4210-53.1205	UTILITIES	8,500.00	25,000.00	16,500.00
100	5-4210-53.1210	STORMWATER FEES	1,600.00	2,000.00	400.00
100	5-4210-53.1225	STREET LIGHTS	120,000.00	125,000.00	5,000.00
100	5-4210-53.1230	STREET LIGHT DISTRICT SERVICES	0.00	20,000.00	20,000.00
100	5-4210-53.1700	OTHER SUPPLIES	16,000.00	10,000.00	(6,000.00)
100	5-4210-53.1720	CHRISTMAS DECORATIONS	15,000.00	10,000.00	(5,000.00)
100	5-4210-53.1725	STREET SIGNS & MARKINGS	35,000.00	40,000.00	5,000.00
100	5-4210-53.1775	REPAIR DAMAGE PROPERTY	1,250.00	2,500.00	1,250.00
100	5-4210-53.1785	UNIFORMS	6,500.00	15,000.00	8,500.00
100	5-4210-53.1786	BOOT ALLOWANCE	1,200.00	1,500.00	300.00
100	5-4210-53.1795	MISCELLANEOUS	0.00	0.00	0.00
100	5-4210-54.1401	BILL GRDNR PKWY/SR 42 IMPROVE	1,000,000.00	1,000,000.00	0.00
100	5-4210-54.2200	VEHICLES	30,000.00	30,000.00	0.00
100	5-4210-54.2300	FURNITURE & FIXTURES	500.00	1,000.00	500.00
100	5-4210-54.2400	COMPUTER	1,600.00	2,000.00	400.00
100	5-4210-54.2450	COMPUTER MAINTENANCE	0.00	0.00	0.00
100	5-4210-54.2500	EQUIPMENT	65,000.00	55,000.00	(10,000.00)
100	5-4210-54.2700	SECURITY SYSTEM	500.00	0.00	(500.00)
100	5-4210-56.1000	DEPRECIATION	0.00	0.00	0.00
100	5-4210-57.3100	CLAIMS	0.00	0.00	0.00
100	5-4210-57.9000	CONTINGENCIES	5,000.00	5,000.00	0.00

Total Expenditures	2,437,730.00	2,645,200.00	207,470.00
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FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
100	5-4220-51.1100	REGULAR EMPLOYEES	0.00	37,500.00	37,500.00
100	5-4220-51.1300	OVERTIME	0.00	1,500.00	1,500.00
100	5-4220-51.2100	GROUP INSURANCE	0.00	5,000.00	5,000.00
100	5-4220-51.2200	FICA (SOCIAL SECURITY)	0.00	250.00	250.00
100	5-4220-51.2400	RETIREMENT	0.00	1,000.00	1,000.00
100	5-4220-51.2500	TUITION REIMBURSEMENTS	0.00	0.00	0.00
100	5-4220-51.2700	WORKER'S COMPENSATION	0.00	2,500.00	2,500.00
100	5-4220-51.2750	UNEMPLOYMENT TAX - GEORGIA	0.00	500.00	500.00
100	5-4220-52.1400	DRUG & MEDICAL	0.00	250.00	250.00
100	5-4220-52.2210	AUTO/TRUCK EXPENSES	0.00	2,500.00	2,500.00
100	5-4220-52.2211	AUTO GAS & FUEL	0.00	2,500.00	2,500.00
100	5-4220-52.2240	BUILDING & GROUNDS	0.00	5,000.00	5,000.00
100	5-4220-52.2250	OTHER EQUIP. REPAIRS/MAINT	2,000.00	5,000.00	3,000.00
100	5-4220-52.3100	RISK MANAGEMENT INSURANCE	0.00	5,000.00	5,000.00
100	5-4220-52.3200	COMMUNICATIONS-CELL PHONES	0.00	250.00	250.00
100	5-4220-52.3205	INTERNET	0.00	1,500.00	1,500.00
100	5-4220-52.3600	DUES & FEES	0.00	200.00	200.00
100	5-4220-52.3700	EDUCATION & TRAINING	0.00	1,500.00	1,500.00
100	5-4220-53.1160	OPERATING EQUIPMENT	400.00	3,500.00	3,100.00
100	5-4220-53.1205	UTILITIES	2,500.00	5,000.00	2,500.00
100	5-4220-53.1700	OTHER SUPPLIES	500.00	1,000.00	500.00
100	5-4220-53.1785	UNIFORMS	0.00	500.00	500.00
100	5-4220-53.1786	BOOT ALLOWANCE	0.00	150.00	150.00
100	5-4220-53.1795	MISCELLANEOUS	0.00	0.00	0.00
100	5-4220-54.2100	MACHINERY	0.00	1,000.00	1,000.00
100	5-4220-54.2200	VEHICLES	0.00	0.00	0.00
100	5-4220-54.2300	FURNITURE & FIXTURES	0.00	1,000.00	1,000.00
100	5-4220-54.2400	COMPUTER	0.00	1,000.00	1,000.00
100	5-4220-54.2450	COMPUTER MAINTENANCE	0.00	0.00	0.00
100	5-4220-54.2500	EQUIPMENT	500.00	500.00	0.00
100	5-4220-56.1000	DEPRECIATION	0.00	0.00	0.00
100	5-4220-57.9000	CONTINGENCIES	1,000.00	1,000.00	0.00

FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
100	5-6220-52.2240	BUILDING & GROUNDS	20,000.00	10,000.00	(10,000.00)
100	5-6220-52.3100	RISK MANAGEMENT INSURANCE	1,000.00	1,000.00	0.00
100	5-6220-53.1205	UTILITIES	6,500.00	6,500.00	0.00
100	5-6220-53.1210	STORMWATER FEES	10,000.00	5,000.00	(5,000.00)
100	5-6220-53.1600	OPERATING SUPPLIES	2,500.00	2,500.00	0.00
100	5-6220-53.1700	OTHER SUPPLIES	7,500.00	5,000.00	(2,500.00)
100	5-6220-54.1100	REPAIRS & MAINTENANCE	0.00	1,000.00	1,000.00
100	5-6220-54.1101	TANGER PARK	100,000.00	25,000.00	(75,000.00)
100	5-6220-54.1300	BUILDINGS	25,000.00	5,000.00	(20,000.00)
Total Expenditures			172,500.00	61,000.00	(111,500.00)



FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
100	5-7220-51.1100	REGULAR EMPLOYEES	365,000.00	425,000.00	60,000.00
100	5-7220-51.1300	OVERTIME	500.00	2,500.00	2,000.00
100	5-7220-51.2100	GROUP INSURANCE	30,000.00	40,000.00	10,000.00
100	5-7220-51.2200	FICA (SOCIAL SECURITY)	3,600.00	6,000.00	2,400.00
100	5-7220-51.2400	RETIREMENT	25,000.00	35,000.00	10,000.00
100	5-7220-51.2700	WORKER'S COMPENSATION	7,000.00	10,500.00	3,500.00
100	5-7220-51.2750	UNEMPLOYMENT TAX - GEORGIA	1,200.00	2,000.00	800.00
100	5-7220-52.1200	PROFESSIONAL	50,000.00	35,000.00	(15,000.00)
100	5-7220-52.1230	LEGAL	20,000.00	10,000.00	(10,000.00)
100	5-7220-52.1250	ENGINEERING	5,500.00	20,000.00	14,500.00
100	5-7220-52.1301	TECHNICAL - SOFTWARE	10,000.00	15,000.00	5,000.00
100	5-7220-52.1302	TECHNICAL - HARDWARE	5,000.00	7,500.00	2,500.00
100	5-7220-52.1400	DRUG & MEDICAL	1,000.00	500.00	(500.00)
100	5-7220-52.2210	AUTO/TRUCK EXPENSES	2,000.00	5,000.00	3,000.00
100	5-7220-52.2211	AUTO GAS & FUEL	5,000.00	7,500.00	2,500.00
100	5-7220-52.2250	OTHER EQUIP. REPAIRS/MAINT	6,000.00	6,000.00	0.00
100	5-7220-52.3100	RISK MANAGEMENT INSURANCE	9,000.00	10,000.00	1,000.00
100	5-7220-52.3200	COMMUNICATIONS-CELL PHONES	2,500.00	1,500.00	(1,000.00)
100	5-7220-52.3201	TELEPHONE	0.00	2,000.00	2,000.00
100	5-7220-52.3205	INTERNET	10,000.00	5,000.00	(5,000.00)
100	5-7220-52.3310	PUBLIC NOTICES	2,500.00	3,500.00	1,000.00
100	5-7220-52.3600	DUES & FEES	1,250.00	2,500.00	1,250.00
100	5-7220-52.3700	EDUCATION & TRAINING	5,000.00	2,500.00	(2,500.00)
100	5-7220-52.3850	CONTRACT LABOR	135,000.00	200,000.00	65,000.00
100	5-7220-52.3900	ABATEMENT	10,000.00	10,000.00	0.00
100	5-7220-52.3970	POSTAGE	2,200.00	2,200.00	0.00
100	5-7220-53.1105	OFFICE SUPPLIES	7,000.00	5,000.00	(2,000.00)
100	5-7220-53.1107	BANK & CREDIT CARD CHARGES	10,000.00	15,000.00	5,000.00
100	5-7220-53.1160	OPERATING EQUIPMENT	1,000.00	1,000.00	0.00
100	5-7220-53.1700	OTHER SUPPLIES	1,000.00	1,000.00	0.00
100	5-7220-53.1785	UNIFORMS	1,500.00	2,500.00	1,000.00
100	5-7220-53.1786	BOOT ALLOWANCE	240.00	240.00	0.00
100	5-7220-53.1795	MISCELLANEOUS	0.00	0.00	0.00
100	5-7220-54.2200	VEHICLES	0.00	30,000.00	30,000.00
100	5-7220-54.2300	FURNITURE & FIXTURES	5,000.00	5,000.00	0.00
100	5-7220-54.2400	COMPUTERS	5,000.00	5,000.00	0.00
100	5-7220-54.2450	COMPUTER MAINTENANCE	31,500.00	25,000.00	(6,500.00)
100	5-7220-54.2500	EQUIPMENT	5,000.00	5,000.00	0.00
100	5-7220-56.1000	DEPRECIATION	0.00	0.00	0.00
100	5-7220-57.9000	CONTINGENCIES	2,000.00	2,000.00	0.00

Total Expenditures	783,490.00	963,440.00	179,950.00
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FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
190	3-0000-34.1325	TREE REPLACEMENT REVENUE	(20,000.00)	(20,000.00)	0.00
190	5-4210-52.3940	TREE REPLACEMENT EXPENSE	20,000.00	20,000.00	0.00

Total Revenues	(20,000.00)	(20,000.00)	0.00
Total Expenditures	20,000.00	20,000.00	0.00

Fund	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
210	3-0000-35.1300	CONF. ASSETS REV.	0.00	(60,000.00)	60,000.00
210	3-0000-38.3000	INSURANCE REIMBURSE DAMAGE PRO	0.00	0.00	0.00
210	3-0000-38.9010	MISCELLANEOUS	0.00	0.00	0.00
210	3-0000-38.9050	PRIOR YEAR REVENUE	(80,000.00)	(50,000.00)	30,000.00
210	5-3230-52.2210	AUTO/TRUCK EXP	0.00	0.00	0.00
210	5-3230-52.3300	ADVERTISING	0.00	0.00	0.00
210	5-3230-53.1795	MISCELLANEOUS	0.00	0.00	0.00
210	5-3230-54.2200	POLICE DEPARTMENT VEHICLES	0.00	60,000.00	60,000.00
210	5-3230-54.2210	K-9 CAR	0.00		0.00
210	5-3230-54.2220	CRIME SCENE VAN	0.00		0.00
210	5-3230-54.2230	CARS CHIEF/CAP	0.00		0.00
210	5-3230-54.2500	OFFICE EQUIPMENT/FURNISHING	0.00		0.00
210	5-3230-54.2510	K-9 EQUIPMENT	0.00		0.00
210	5-3230-54.2520	CRIME SCENE EQUIP.	0.00		0.00
210	5-3230-54.2530	EQUIPMENT FOR CARS	0.00	40,000.00	40,000.00
210	5-3230-54.2540	EQUIPMENT FOR OFFICERS	80,000.00	10,000.00	(70,000.00)
210	5-3230-57.3100	PYMT TO DA OFFICE	0.00	0.00	0.00
<b>Total Revenues</b>			(80,000.00)	(110,000.00)	(30,000.00)
<b>Total Expenditures</b>			80,000.00	110,000.00	30,000.00

FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
230	3-0000-34.9000	DONATIONS/CONTRIBUTIONS	(30,000.00)	0.00	(30,000.00)
230	3-0000-34.9100	OPEN / CLOSE GRAVE FEE	(4,000.00)	(4,000.00)	0.00
230	3-0000-36.1000	INTEREST INCOME	(50.00)	(50.00)	0.00
230	3-0000-38.2000	CEMETERY LOT SALES	0.00	0.00	0.00
230	3-0000-38.9050	PRIOR YEAR REVENUE	(19,900.00)	(15,000.00)	(4,900.00)
230	5-0000-52.2250	MAINTENANCE / REPAIRS EXPENSE	1,950.00	2,500.00	550.00
230	5-0000-53.1107	BANK/ CREDIT CARD CHARGES	0.00	0.00	0.00
230	5-0000-53.1700	OTHER SUPPLIES	100.00	50.00	(50.00)
230	5-0000-54.1200	SCATTER GARDEN ADDITION	50,000.00	15,000.00	(35,000.00)
230	5-0000-54.2500	EQUIPMENT	1,900.00	1,500.00	(400.00)

Total Revenues	(53,950.00)	(19,050.00)	34,900.00
Total Expenditures	53,950.00	19,050.00	(34,900.00)

FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
275	3-0000-31.4100	HOTEL / MOTEL TAX	(650,050.00)	(599,000.00)	(51,050.00)
275	3-0000-36.1000	INTEREST INCOME	(100.00)	(100.00)	0.00
275	3-0000-38.9050	PRIOR YEAR REVENUE	(299,750.00)	(467,100.00)	167,350.00
275	3-0000-38.9060	LCI GRANT - ARC	0.00	0.00	0.00
275	3-0000-38.9080	MISC DONATIONS	(250.00)	(100.00)	(150.00)
275	3-0000-38.9090	MISC INCOME	0.00	0.00	0.00
275	3-7560-34.7400	MARDI-GROWL ADM FEES	0.00	0.00	0.00
275	3-7560-34.7500	CHRISTMAS FOOD SALES	0.00	0.00	0.00
275	3-7560-34.9300	RTN CHECK FEES	0.00	0.00	0.00
275	3-7560-38.9030	DDA DONATIONS	0.00	0.00	0.00
275	5-0000-52.1210	ADMIN FEE - H/M TRANSFER OUT	90,000.00	90,000.00	0.00
275	5-7520-52.1200	PROFESSIONAL SVCS	12,000.00	7,500.00	(4,500.00)
275	5-7520-52.1230	LEGAL	1,000.00	500.00	(500.00)
275	5-7520-52.3250	I-75 LIGHTING	3,500.00	4,000.00	500.00
275	5-7520-52.3300	ADVERTISING	32,500.00	20,000.00	(12,500.00)
275	5-7520-52.3700	EDUCATION & TRAINING DDA	2,500.00	2,500.00	0.00
275	5-7520-52.3710	EDUCATION & TRAINING HPC	2,500.00	2,000.00	(500.00)
275	5-7520-52.3970	POSTAGE	0.00	0.00	0.00
275	5-7520-52.3971	POSTAGE HPC	0.00	0.00	0.00
275	5-7520-53.1105	OFFICE SUPPLIES	0.00	0.00	0.00
275	5-7520-53.1700	OTHER SUPPLIES	0.00	0.00	0.00
275	5-7520-53.1750	PROMOTIONS	21,000.00	20,000.00	(1,000.00)
275	5-7520-54.1100	LAND ACQUISITIONS	0.00	250,000.00	250,000.00
275	5-7520-54.1300	TRAIN PLATFORM	20,000.00	15,000.00	(5,000.00)
275	5-7520-54.1400	BANNER PROGRAM	10,000.00	10,000.00	0.00
275	5-7520-54.1500	WAYFINDING SIGNS	25,000.00	15,000.00	(10,000.00)
275	5-7520-54.1600	ROSENWALD SCHOOL PROJECT	0.00	0.00	0.00
275	5-7520-54.1700	LCI PROJECT - DOWNTOWN/WEST	200,000.00	0.00	(200,000.00)
275	5-7520-57.2300	FURNITURE & FIXTURES	1,500.00	2,000.00	500.00
275	5-7520-57.3300	PARKING LOT LEASE PARHAM LOT	6,500.00	5,000.00	(1,500.00)
275	5-7520-57.3310	TRAIN LOT NORFOLK SO LEASE	500.00	500.00	0.00
275	5-7540-51.1100	REGULAR EMPLOYEES	125,000.00	175,000.00	50,000.00
275	5-7540-51.2100	GROUP INSURANCE	10,500.00	15,000.00	4,500.00
275	5-7540-51.2200	FICA (SOCIAL SECURITY)	800.00	1,000.00	200.00
275	5-7540-51.2400	RETIREMENT	4,500.00	6,500.00	2,000.00
275	5-7540-51.2700	WORKER'S COMPENSATION	1,950.00	5,000.00	3,050.00
275	5-7540-51.2750	UNEMPLOYMENT TAX - GEORGIA	500.00	500.00	0.00
275	5-7540-52.1230	LEGAL	350.00	500.00	150.00
275	5-7540-52.1400	DRUG & MEDICAL	100.00	100.00	0.00
275	5-7540-52.2250	OTHER EQUIP. REPAIRS/MAINT	500.00	500.00	0.00
275	5-7540-52.2320	RENTAL EQUIPMENT	3,000.00	3,000.00	0.00
275	5-7540-52.3100	RISK MANAGEMENT	2,000.00	4,500.00	2,500.00
275	5-7540-52.3200	COMMUNICATIONS-CELL PHONE	800.00	1,000.00	200.00
275	5-7540-52.3205	INTERNET	0.00	0.00	0.00
275	5-7540-52.3300	ADVERTISING	10,000.00	15,000.00	5,000.00
275	5-7540-52.3310	PUBLIC NOTICES	1,000.00	500.00	(500.00)
275	5-7540-52.3500	TRAVEL-MILE REIMBURSEMENT	500.00	500.00	0.00
275	5-7540-52.3600	DUES & FEES	1,200.00	1,200.00	0.00
275	5-7540-52.3700	EDUCATION & TRAINING	3,500.00	3,500.00	0.00
275	5-7540-52.3750	MEETINGS & CONFERENCE	2,500.00	2,000.00	(500.00)
275	5-7540-52.3850	CONTRACTED SERVICES	11,400.00	11,400.00	0.00
275	5-7540-52.3855	EVENT ENTERTAINMENT CONTRACTS	2,500.00	2,500.00	0.00
275	5-7540-52.3970	POSTAGE	0.00	0.00	0.00
275	5-7540-52.3999	MISCELLANEOUS	0.00	0.00	0.00
275	5-7540-53.1105	OFFICE SUPPLIES	3,000.00	1,000.00	(2,000.00)
275	5-7540-53.1107	BANK & CREDIT CARD CHARGES	0.00	0.00	0.00
275	5-7540-53.1160	OPERATING EQUIPMENT	1,500.00	1,500.00	0.00
275	5-7540-53.1700	OTHER SUPPLIES	0.00	0.00	0.00
275	5-7540-53.1720	CHRISTMAS DECORATIONS	15,150.00	15,000.00	(150.00)

Hotel/Motel Fund  
DDA, Econ. Dev./Tourism

FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
275	5-7540-53.1729	CITY/ EVENTS	26,000.00	35,000.00	9,000.00
275	5-7540-53.1750	PROMOTIONS	2,500.00	2,500.00	0.00
275	5-7540-53.1785	UNIFORMS	300.00	600.00	300.00
275	5-7540-53.1795	MISCELLANEOUS	0.00	0.00	0.00
275	5-7540-54.2300	FURNITURE & FIXTURES	1,500.00	1,000.00	(500.00)
275	5-7540-54.2400	COMPUTERS	0.00	1,500.00	1,500.00
275	5-7540-54.2450	COMPUTER MAINTENANCE	0.00	0.00	0.00
275	5-7540-54.2500	EQUIPMENT	0.00	0.00	0.00
275	5-7540-57.3200	PYMT TO CHAMBER	289,100.00	315,000.00	25,900.00
275	5-7560-52.3970	POSTAGE	0.00	0.00	0.00
275	5-7560-53.1100	MARDI GROWL EXPENSE	0.00	0.00	0.00
275	5-7560-53.1107	BANK CHARGES/RTN CK CHARGE	0.00	0.00	0.00
275	5-7560-53.1150	CHRISTMAS FOOD EXPENSE	0.00	0.00	0.00
275	5-7560-53.1700	OTHER SUPPLIES	0.00	0.00	0.00
275	5-7560-54.1150	TRAIN PLATFORM	0.00	0.00	0.00
275	5-7560-54.1250	PROJECT #1 BANNERS	0.00	0.00	0.00

Total Revenues	(950,150.00)	(1,066,300.00)	(116,150.00)
Total Expenditures	950,150.00	1,066,300.00	116,150.00

FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
320	3-0000-31.3200	SPLOST PROCEEDS	(401,900.00)	0.00	(401,900.00)
320	3-0000-36.1000	INTEREST INCOME	(7,000.00)	(5,000.00)	(2,000.00)
320	3-0000-36.1100	INTEREST REVENUE SPLOST 3	(100.00)	0.00	(100.00)
320	3-0000-38.9000	MISCELLANEOUS REVENUE	0.00	0.00	0.00
320	3-0000-38.9050	PRIOR YEAR REVENUE	(642,000.00)	(1,195,100.00)	553,100.00
320	3-0000-38.9055	SPLOST IV ADVANCE FUND	0.00	0.00	0.00
320	3-0000-39.1100	SPLOST BOND PROCEEDS	0.00	0.00	0.00
320	3-0000-39.1200	COUNTY SPLOST IV PROCEEDS	0.00	0.00	0.00
320	5-1510-53.1107	BANK & CREDIT CARD CHARGES	1,000.00	100.00	(900.00)
320	5-1510-54.1100	ACQUISTION OF PROPERTY	0.00	0.00	0.00
320	5-1510-54.1302	BUILDING IMPROVEMENTS	0.00	0.00	0.00
320	5-1510-54.1303	CONST/RENOV MUNICIPAL BLDs	100,000.00	150,000.00	50,000.00
320	5-3230-54.1350	PUBLIC SAFETY FACILITIES/EQUIP	0.00	0.00	0.00
320	5-4210-54.1301	PUBLIC WORKS RELOCATION	0.00	0.00	0.00
320	5-4210-54.1401	ROADS BRIDGES SIDEWALKS ETC.	0.00	0.00	0.00
320	5-4210-54.1402	BOWDEN STREET PROJECT	0.00	0.00	0.00
320	5-4210-54.1403	IMR I-75 STUDY	0.00	0.00	0.00
320	5-4210-54.1404	TANGER BLVD PROJECT	0.00	0.00	0.00
320	5-4210-54.1405	BILL GARDNER IMP PROJECT	950,000.00	950,000.00	0.00
320	5-4210-54.1406	RAILROAD XING STUDY		100,000.00	100,000.00
320	5-4330-54.1410	WASTE WATER TREATMENT	0.00	0.00	0.00
320	5-4332-54.1410	WW PLANT	0.00	0.00	0.00
320	5-4420-54.1415	WELL DEVELOPMENT	0.00	0.00	0.00
320	5-6220-54.1402	TRAIL HEAD PROJECT	0.00	0.00	0.00
320	5-6220-54.1410	PARKS & RECREATION FACILITIES	0.00	0.00	0.00
320	5-6220-54.1500	TANGER SOFTBALL FIELDS	0.00	0.00	0.00
320	5-8000-58.1201	SPLOST BOND PYMT PRINCIPAL	0.00	0.00	0.00
320	5-8000-58.2201	SPLOST BOND PYMTS INTEREST	0.00	0.00	0.00

Total Revenues	(1,051,000.00)	(1,200,100.00)	(149,100.00)
Total Expenditures	1,051,000.00	1,200,100.00	149,100.00

FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
350	3-0000-36.1000	INTEREST PD	(300.00)	(250.00)	(50.00)
350	3-0000-36.1100	INTEREST PAID TO CDS	0.00	0.00	0.00
350	3-0000-38.9900	PRIOR YEAR REVENUE	(404,730.00)	(61,500.00)	(343,230.00)
350	3-1510-34.6950	ADMINISTRATIVE FEE	(10,000.00)	(10,000.00)	0.00
350	3-1510-36.1000	ADMINISTRATIVE INTEREST	(10.00)	(10.00)	0.00
350	3-2500-34.6954	CIE PREP FUND	(3,000.00)	(2,500.00)	(500.00)
350	3-2500-36.1000	CIE INTEREST	(10.00)	(10.00)	0.00
350	3-3230-34.6951	POLICE DEPARTMENT FUND	(20,000.00)	(25,000.00)	5,000.00
350	3-3230-36.1000	POLICE DEPARTMENT INTEREST	0.00	(50.00)	50.00
350	3-4210-34.6953	STREET/ROAD DEPT FUND	(65,000.00)	(65,000.00)	0.00
350	3-4210-36.1000	STREET/ROAD DEPT INTEREST	(50.00)	(100.00)	50.00
350	3-6220-34.6952	PARK/RECREATION FUND	(300,000.00)	(484,000.00)	184,000.00
350	3-6220-36.1000	PARK/RECREATION INTEREST	(50.00)	(250.00)	200.00
350	5-1510-52.1200	ADMIN PROFESSIONAL SERVICES	25,000.00	25,000.00	0.00
350	5-1510-53.1107	ADMIN BANK CHARGES	0.00	0.00	0.00
350	5-2500-52.1200	CIE PROFESSIONAL SERVICES	50,000.00	65,000.00	15,000.00
350	5-3230-54.1302	POLICE DEPT BUILDING	50,000.00	50,000.00	0.00
350	5-4210-52.2260	STREET/ROAD PAVING & FIXTURES	0.00	75,000.00	75,000.00
350	5-6220-52.1200	PARK/RECREATION PROF SVC	20,000.00	5,000.00	(15,000.00)
350	5-6220-52.1250	PARK IMPRVMTS-TANGER WALKING	606,700.00	100,000.00	(506,700.00)
350	5-6220-54.1100	PARKS AND RECREATION CAPITAL SHARE	0.00	241,000.00	241,000.00
350	5-6220-54.1300	BUILDINGS/COMMUNITY CENTER	0.00	0.00	0.00
350	5-6220-54.1302	PARK/RECREATION EQUIPMENT	51,450.00	87,670.00	36,220.00

Total Revenues	(803,150.00)	(648,670.00)	154,480.00
Total Expenditures	803,150.00	648,670.00	(154,480.00)



FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
505	3-0000-38.9050	PRIOR YEAR REVENUE	(280,350.00)	(402,000.00)	121,650.00
505	3-4330-34.4255	SEWER CHARGES	(1,595,000.00)	(1,850,000.00)	255,000.00
505	3-4330-34.4256	SEWER LINE INSPECTIONS	(100.00)	(100.00)	0.00
505	3-4330-34.6902	SEWER TAP FEES	(45,000.00)	(45,000.00)	0.00
505	3-4330-34.6904	SEWER IMPACT FEES	0.00	0.00	0.00
505	3-4330-34.6950	PENALTIES	(20,000.00)	(15,000.00)	(5,000.00)
505	3-4330-34.6995	MISCELLANEOUS REV	0.00	0.00	0.00
505	3-4330-36.1000	INTEREST REVENUE	(1,000.00)	(1,000.00)	0.00
505	3-4420-34.4210	WATER CHARGES	(1,645,000.00)	(2,000,000.00)	355,000.00
505	3-4420-34.4215	WATER LINE INSP	(100.00)	(100.00)	0.00
505	3-4420-34.4220	WATER METER REINSPECTIONS	(250.00)	(100.00)	(150.00)
505	3-4420-34.4425	METER MAINTENANCE FEE	(80,000.00)	(90,000.00)	10,000.00
505	3-4420-34.6901	TAP FEES	(97,500.00)	(90,000.00)	(7,500.00)
505	3-4420-34.6903	WATER IMPACT FEES	0.00	0.00	0.00
505	3-4420-34.6950	PENALTIES	(23,000.00)	(20,000.00)	(3,000.00)
505	3-4420-34.6963	RECONNECT FEES	(32,500.00)	(25,000.00)	(7,500.00)
505	3-4420-34.6964	PHONE CC FEE	(5,500.00)	(5,000.00)	(500.00)
505	3-4420-34.6995	MISCELLANEOUS	0.00	0.00	0.00
505	3-4420-34.9300	BAD CHECK FEES	(2,190.00)	(2,000.00)	(190.00)
505	3-4420-36.1000	INTEREST REVENUES	(500.00)	(500.00)	0.00
505	3-4420-38.1000	RENTS & ROYALTIES	0.00	(18,000.00)	18,000.00
505	5-4330-51.1100	REGULAR EMPLOYEES	165,000.00	243,800.00	78,800.00
505	5-4330-51.1300	OVERTIME	5,500.00	5,500.00	0.00
505	5-4330-51.2100	GROUP INSURANCE	26,000.00	30,000.00	4,000.00
505	5-4330-51.2200	FICA	3,000.00	3,000.00	0.00
505	5-4330-51.2400	RETIREMENT	8,500.00	15,500.00	7,000.00
505	5-4330-51.2700	WORKER'S COMPENSATION	3,500.00	6,500.00	3,000.00
505	5-4330-51.2750	UNEMPLOYMENT TAX - GEORGIA	800.00	1,000.00	200.00
505	5-4330-52.1205	PROFESSIONAL SERVICES	30,000.00	35,000.00	5,000.00
505	5-4330-52.1210	ADMIN FEE - SEWER TRANSFER OUT	255,000.00	300,000.00	45,000.00
505	5-4330-52.1230	LEGAL	500.00	500.00	0.00
505	5-4330-52.1250	ENGINEERING	50,000.00	75,000.00	25,000.00
505	5-4330-52.1400	DRUG & MEDICAL	1,200.00	1,000.00	(200.00)
505	5-4330-52.2210	AUTO / TRUCK EXPENSES	6,000.00	6,000.00	0.00
505	5-4330-52.2211	AUTO GAS & FUEL	5,000.00	5,500.00	500.00
505	5-4330-52.2212	CAR ALLOWANCE	0.00	0.00	0.00
505	5-4330-52.2240	BUILDING & GROUNDS	7,200.00	5,000.00	(2,200.00)
505	5-4330-52.2250	PLANT EQUIP REPAIRS/MAINT	80,000.00	225,000.00	145,000.00
505	5-4330-52.2255	SEW COLLECTION EQUIP REPAIRS/M	100,000.00	225,000.00	125,000.00
505	5-4330-52.2256	REPAIRS TO SEWER LINES	45,000.00	175,000.00	130,000.00
505	5-4330-52.2330	EQUIPMENT LEASING	7,000.00	7,000.00	0.00
505	5-4330-52.3100	RISK MANAGEMENT INSURANCE	7,500.00	10,000.00	2,500.00
505	5-4330-52.3200	COMMUNICATION CELL PHONES	2,000.00	2,500.00	500.00
505	5-4330-52.3201	TELEPHONE	0.00	0.00	0.00
505	5-4330-52.3205	INTERNET	0.00	0.00	0.00
505	5-4330-52.3310	PUBLIC NOTICES	500.00	500.00	0.00
505	5-4330-52.3600	DUES & FEES	2,500.00	3,000.00	500.00
505	5-4330-52.3601	FINES AND PENALTIES	500.00	500.00	0.00
505	5-4330-52.3700	EDUCATION & TRAINING	7,500.00	6,000.00	(1,500.00)
505	5-4330-52.3857	WASTE WATER TESTS	15,000.00	17,500.00	2,500.00
505	5-4330-52.3858	CHEMICALS WASTEWATER	90,000.00	95,000.00	5,000.00
505	5-4330-52.3862	SLUDGE REMOVAL	33,000.00	56,000.00	23,000.00
505	5-4330-52.3970	POSTAGE	6,500.00	7,000.00	500.00
505	5-4330-53.1105	OFFICE SUPPLIES	1,250.00	1,000.00	(250.00)
505	5-4330-53.1107	BANK & CREDIT CARD CHARGES	1,000.00	500.00	(500.00)
505	5-4330-53.1150	OPERATING SUPPLIES	30,000.00	30,000.00	0.00
505	5-4330-53.1161	LAB SUPPLIES	20,500.00	20,000.00	(500.00)
505	5-4330-53.1205	UTILITIES	130,000.00	100,000.00	(30,000.00)
505	5-4330-53.1210	STORMWATER FEES	2,000.00	2,000.00	0.00

FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
505	5-4330-53.1700	OTHER SUPPLIES	6,000.00	500.00	(5,500.00)
505	5-4330-53.1785	UNIFORMS	2,500.00	4,500.00	2,000.00
505	5-4330-53.1786	BOOT ALLOWANCE	480.00	600.00	120.00
505	5-4330-53.1795	MISCELLANEOUS	0.00	0.00	0.00
505	5-4330-54.1202	ABANDON SKYLAND WPCP	0.00	0.00	0.00
505	5-4330-54.1203	ABANDON WEST POND	0.00	0.00	0.00
505	5-4330-54.1420	INDIAN CREEK WPCP	225,000.00	225,000.00	0.00
505	5-4330-54.1421	CLUB DR LIFT STATION	0.00	0.00	0.00
505	5-4330-54.1422	MARKET PLACE SEWER EXTENSION	257,600.00	0.00	(257,600.00)
505	5-4330-54.1423	DAVIS LAKE LINE EXT - NEW	250,000.00	250,000.00	0.00
505	5-4330-54.2130	SCADA SYSTEM	25,000.00	25,000.00	0.00
505	5-4330-54.2200	VEHICLES	16,250.00	20,000.00	3,750.00
505	5-4330-54.2400	COMPUTERS	1,500.00	1,500.00	0.00
505	5-4330-54.2450	COMPUTER MAINTENANCE	0.00	0.00	0.00
505	5-4330-54.2500	EQUIPMENT	20,000.00	60,000.00	40,000.00
505	5-4330-56.1000	DEPRECIATION	0.00	0.00	0.00
505	5-4330-57.4000	BAD DEBT	0.00	0.00	0.00
505	5-4330-57.9000	CONTINGENCIES	20,000.00	20,000.00	0.00
505	5-4330-58.1207	W&S BOND PRINCIPAL	351,000.00	351,000.00	0.00
505	5-4330-58.2207	W/S BOND INTEREST	140,000.00	100,000.00	(40,000.00)
505	5-4420-51.1100	REGULAR EMPLOYEES	160,000.00	289,900.00	129,900.00
505	5-4420-51.1300	OVERTIME	4,000.00	4,500.00	500.00
505	5-4420-51.2100	GROUP INSURANCE	33,000.00	30,000.00	(3,000.00)
505	5-4420-51.2200	FICA (SOCIAL SECURITY)	2,000.00	3,000.00	1,000.00
505	5-4420-51.2400	RETIREMENT	13,500.00	13,500.00	0.00
505	5-4420-51.2700	WORKER'S COMPENSATION	6,500.00	5,000.00	(1,500.00)
505	5-4420-51.2750	UNEMPLOYMENT TAX - GEORGIA	1,000.00	1,000.00	0.00
505	5-4420-52.1200	PROFESSIONAL	7,500.00	5,000.00	(2,500.00)
505	5-4420-52.1210	ADMIN FEE - WATER TRANSFER OUT	295,000.00	400,000.00	105,000.00
505	5-4420-52.1230	LEGAL	1,200.00	1,000.00	(200.00)
505	5-4420-52.1250	ENGINEERING	20,000.00	75,000.00	55,000.00
505	5-4420-52.1400	DRUG & MEDICAL	500.00	500.00	0.00
505	5-4420-52.2210	AUTO / TRUCK EXPENSE	10,000.00	20,000.00	10,000.00
505	5-4420-52.2211	AUTO GAS & FUEL	5,500.00	6,000.00	500.00
505	5-4420-52.2240	BUILDING & GROUNDS	5,000.00	3,000.00	(2,000.00)
505	5-4420-52.2250	TREATMENT - REPAIRS & MAINT.	27,500.00	30,000.00	2,500.00
505	5-4420-52.2256	DISTRIBUTION REPAIR WATER LIN	56,750.00	110,000.00	53,250.00
505	5-4420-52.2257	REPAIR / MAINTENANCE TANKS	56,500.00	65,000.00	8,500.00
505	5-4420-52.2258	WELL REPAIRS	25,000.00	25,000.00	0.00
505	5-4420-52.2320	RENTAL EQUIP / VEHICLE	1,500.00	1,000.00	(500.00)
505	5-4420-52.3100	RISK MANAGEMENT INSURANCE	7,000.00	7,000.00	0.00
505	5-4420-52.3200	COMMUNICATION CELL PHONES	800.00	1,500.00	700.00
505	5-4420-52.3201	TELEPHONE	0.00	0.00	0.00
505	5-4420-52.3205	INTERNET	0.00	0.00	0.00
505	5-4420-52.3310	PUBLIC NOTICES	0.00	0.00	0.00
505	5-4420-52.3600	DUES & FEES	2,000.00	5,000.00	3,000.00
505	5-4420-52.3700	EDUCATION & TRAINING	4,000.00	5,000.00	1,000.00
505	5-4420-52.3750	MEETINGS & CONFERENCES	1,500.00	1,000.00	(500.00)
505	5-4420-52.3855	DRINKING WATER FEES CONTRACT	25,000.00	25,000.00	0.00
505	5-4420-52.3856	WATER TESTING	5,000.00	10,000.00	5,000.00
505	5-4420-52.3859	CHEMICALS FOR WATER	50,000.00	50,000.00	0.00
505	5-4420-52.3970	POSTAGE	3,500.00	2,500.00	(1,000.00)
505	5-4420-53.1105	OFFICE SUPPLIES	1,000.00	500.00	(500.00)
505	5-4420-53.1107	BANK & CREDIT CARD CHARGES	7,500.00	5,000.00	(2,500.00)
505	5-4420-53.1150	OPERATING SUPPLIES	28,500.00	25,000.00	(3,500.00)
505	5-4420-53.1205	UTILITIES	62,500.00	50,000.00	(12,500.00)
505	5-4420-53.1210	STORM WATER FEES	1,200.00	1,200.00	0.00
505	5-4420-53.1510	INV PCH WATER FOR RESALE	150,000.00	225,000.00	75,000.00
505	5-4420-53.1785	UNIFORMS	3,000.00	4,000.00	1,000.00

FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
505	5-4420-53.1786	BOOT ALLOWANCE	360.00	600.00	240.00
505	5-4420-53.1795	MISCELLANEOUS	0.00	0.00	0.00
505	5-4420-54.1430	TEST WELLS	0.00	0.00	0.00
505	5-4420-54.1440	WATER TANK DEVELOPMENT	0.00	0.00	0.00
505	5-4420-54.1442	WELL DEVELOPMENT	0.00	0.00	0.00
505	5-4420-54.1445	WATER SYSTEM IMPROVEMENTS	22,950.00	25,000.00	2,050.00
505	5-4420-54.2110	NEW METER INSTALLATIONS	350,000.00	275,000.00	(75,000.00)
505	5-4420-54.2120	RADIO READ SYSTEM	100,000.00	150,000.00	50,000.00
505	5-4420-54.2130	SCADA SYSTEM	27,500.00	25,000.00	(2,500.00)
505	5-4420-54.2200	VEHICLES	16,250.00	20,000.00	3,750.00
505	5-4420-54.2400	COMPUTERS	1,200.00	1,200.00	0.00
505	5-4420-54.2450	COMPUTER MAINTENANCE	0.00	0.00	0.00
505	5-4420-54.2500	EQUIPMENT	35,000.00	35,000.00	0.00
505	5-4420-56.1000	DEPRECIATION	0.00	0.00	0.00
505	5-4420-56.1100	AMORTIZATION EXPENSE	0.00	0.00	0.00
505	5-4420-57.1000	SDS HCWA IF	0.00	90,000.00	90,000.00
505	5-4420-57.4000	BAD DEBTS	0.00	0.00	0.00
505	5-4420-57.900	CONTINGENCIES	20,000.00	20,000.00	0.00
505	5-4420-58.1208	W/S BOND PRINCIPAL	220,000.00	225,000.00	5,000.00
505	5-4420-58.2208	W&S BOND INTEREST	66,000.00	66,000.00	0.00
506	3-4330-34.6904	SEWER IMPACT FEES	(235,000.00)	(375,000.00)	140,000.00
506	3-4420-34.6903	WATER IMPACT FEES	(345,000.00)	(275,000.00)	(70,000.00)

<b>Total Revenues</b>	<b>(4,407,990.00)</b>	<b>(5,213,800.00)</b>	<b>(805,810.00)</b>
<b>Total Expenditures</b>	<b>4,407,990.00</b>	<b>5,213,800.00</b>	<b>805,810.00</b>

FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
540	3-0000-34.4101	RESIDENTIAL SANITATION	(497,500.00)	(550,000.00)	52,500.00
540	3-0000-34.4102	COMMERCIAL SANITATION	(25,000.00)	(25,000.00)	0.00
540	3-0000-34.4103	CHIPPING FEES	(4,650.00)	(1,000.00)	(3,650.00)
540	3-0000-34.4150	COLLECTION SITE FEES	(18,500.00)	(20,000.00)	1,500.00
540	3-0000-34.4160	RECYCLE PROCEEDS	(3,000.00)	(5,000.00)	2,000.00
540	3-0000-34.4190	SANITATION OTHER CHARGES	0.00	0.00	0.00
540	3-0000-38.9050	PRIOR YEAR REVENUE	0.00	0.00	0.00
540	3-0000-39.1100	OPERATING TRANSFER	0.00	0.00	0.00
540	3-0000-64.6950	SANITATION PENALTIES	(5,500.00)	(5,000.00)	(500.00)
540	5-0000-51.1100	REGULAR EMPLOYEES	38,950.00	125,000.00	86,050.00
540	5-0000-51.1300	OVERTIME	500.00	2,000.00	1,500.00
540	5-0000-51.2100	GROUP INSURANCE	3,400.00	5,000.00	1,600.00
540	5-0000-51.2200	FICA (SOCIAL SECURITY)	700.00	1,000.00	300.00
540	5-0000-51.2400	RETIREMENT	1,000.00	3,500.00	2,500.00
540	5-0000-51.2700	WORKER'S COMPENSATION	700.00	2,000.00	1,300.00
540	5-0000-51.2750	UNEMPLOYMENT TAX - GEORGIA	400.00	500.00	100.00
540	5-0000-52.1210	ADMIN FEE - SANIT TRANSFER OUT	50,000.00	19,750.00	(30,250.00)
540	5-0000-52.1400	DRUG & MEDICAL	200.00	500.00	300.00
540	5-0000-52.2210	AUTO/TRUCK EXPENSES	5,000.00	5,000.00	0.00
540	5-0000-52.2211	AUTO GAS & FUEL	3,500.00	5,000.00	1,500.00
540	5-0000-52.2240	BUILDING & GROUNDS	0.00	2,500.00	2,500.00
540	5-0000-52.2250	OTHER EQUIP. REPAIRS/MAINT	1,000.00	2,000.00	1,000.00
540	5-0000-52.3100	RISK MANAGEMENT INSURANCE	3,000.00	5,000.00	2,000.00
540	5-0000-52.3200	COMMUNICATION CELL PHONE	500.00	1,000.00	500.00
540	5-0000-52.3205	INTERNET	0.00	0.00	0.00
540	5-0000-52.3310	PUBLIC NOTICES	0.00	0.00	0.00
540	5-0000-52.3600	DUES & FEES	100.00	250.00	150.00
540	5-0000-52.3700	EDUCATION & TRAINING	100.00	500.00	400.00
540	5-0000-52.3860	SANITATION CONTRACT	350,700.00	315,000.00	(35,700.00)
540	5-0000-52.3861	TIPPING FEE FOR LANDFILL	500.00	15,000.00	14,500.00
540	5-0000-52.3862	ROLLOFF COLLECTIONS	36,000.00	15,000.00	(21,000.00)
540	5-0000-52.3863	TIRE DISPOSAL FEE	750.00	1,000.00	250.00
540	5-0000-52.3970	POSTAGE	0.00	0.00	0.00
540	5-0000-53.1160	OPERATING EQUIPMENT	5,500.00	7,500.00	2,000.00
540	5-0000-53.1205	UTILITIES	1,200.00	1,500.00	300.00
540	5-0000-53.1700	OTHER SUPPLIES	500.00	2,500.00	2,000.00
540	5-0000-53.1785	UNIFORMS	1,250.00	2,500.00	1,250.00
540	5-0000-53.1786	BOOT ALLOWANCE	200.00	500.00	300.00
540	5-0000-53.1795	MISCELLANEOUS	0.00	0.00	0.00
540	5-0000-54.2200	VEHICLES	46,000.00	50,000.00	4,000.00
540	5-0000-54.2450	COMPUTER MAINTENANCE	0.00	0.00	0.00
540	5-0000-54.2500	EQUIPMENT	2,500.00	15,000.00	12,500.00
540	5-0000-56.1000	DEPRECIATION EXPENSE	0.00	0.00	0.00

<b>Total Revenues</b>	<b>(554,150.00)</b>	<b>(606,000.00)</b>	<b>(51,850.00)</b>
<b>Total Expenditures</b>	<b>554,150.00</b>	<b>606,000.00</b>	<b>51,850.00</b>

FUND	ACCOUNT	DESCRIPTION	Prior Year Initial Budget	Proposed 2021 Budget	Variance
570	3-0000-34.4261	STORM UTILITY FEE	(275,000.00)	(325,000.00)	50,000.00
570	3-0000-38.9050	PRIOR YEAR REVENUE	(74,550.00)	(119,850.00)	45,300.00
570	3-0000-39.1100	OPERATING TRANSFER	0.00	0.00	0.00
570	5-0000-51.1100	REGULAR EMPLOYEES	76,000.00	135,000.00	59,000.00
570	5-0000-51.1300	OVERTIME	600.00	1,500.00	900.00
570	5-0000-51.2100	GROUP INSURANCE	26,000.00	35,000.00	9,000.00
570	5-0000-51.2200	FICA (SOCIAL SECURITY)	800.00	1,000.00	200.00
570	5-0000-51.2400	RETIREMENT	12,500.00	15,000.00	2,500.00
570	5-0000-51.2500	TUITION REIMBURSEMENTS	0.00	0.00	0.00
570	5-0000-51.2700	WORKER'S COMPENSATION	5,000.00	5,000.00	0.00
570	5-0000-51.2750	UNEMPLOYMENT TAX - GEORGIA	500.00	500.00	0.00
570	5-0000-52.1200	PROFESSIONAL	29,000.00	30,000.00	1,000.00
570	5-0000-52.1210	ADMIN FEE - STORM TRANSFER OUT	44,500.00	70,000.00	25,500.00
570	5-0000-52.1230	LEGAL	250.00	250.00	0.00
570	5-0000-52.1280	FLOODPLAIN MAPPING	500.00	500.00	0.00
570	5-0000-52.1400	DRUG & MEDICAL	250.00	250.00	0.00
570	5-0000-52.2210	AUTO/TRUCK EXPENSES	3,500.00	10,000.00	6,500.00
570	5-0000-52.2211	AUTO GAS & FUEL	2,000.00	2,500.00	500.00
570	5-0000-52.2250	OTHER EQUIP. REPAIRS/MAINT	3,950.00	5,500.00	1,550.00
570	5-0000-52.3100	RISK MANAGEMENT INSURANCE	5,100.00	5,000.00	(100.00)
570	5-0000-52.3200	COMMUNICATION CELL PHONES	100.00	1,500.00	1,400.00
570	5-0000-52.3205	INTERNET	0.00	0.00	0.00
570	5-0000-52.3310	PUBLIC NOTICES	0.00	0.00	0.00
570	5-0000-52.3600	DUES & FEES	400.00	500.00	100.00
570	5-0000-52.3700	EDUCATION & TRAINING	2,000.00	3,500.00	1,500.00
570	5-0000-52.3751	PUBLIC OUTREACH	5,000.00	5,000.00	0.00
570	5-0000-52.3800	POND MAINTENANCE	25,000.00	25,000.00	0.00
570	5-0000-52.3855	CONTRACTS	35,000.00	10,000.00	(25,000.00)
570	5-0000-52.3970	POSTAGE	0.00	0.00	0.00
570	5-0000-53.1105	OFFICE SUPPLIES	200.00	200.00	0.00
570	5-0000-53.1150	OPERATING SUPPLIES	6,200.00	5,000.00	(1,200.00)
570	5-0000-53.1160	OPERATING EQUIPMENT	600.00	2,000.00	1,400.00
570	5-0000-53.1200	FEE FOR COLLECTING TAX	2,750.00	2,500.00	(250.00)
570	5-0000-53.1700	OTHER SUPPLIES	2,250.00	2,000.00	(250.00)
570	5-0000-53.1785	UNIFORMS	3,600.00	3,750.00	150.00
570	5-0000-53.1786	BOOT ALLOWANCE	0.00	400.00	400.00
570	5-0000-53.1795	MISCELLANEOUS	0.00	0.00	0.00
570	5-0000-54.2200	VEHICLES	0.00	0.00	0.00
570	5-0000-54.2250	CAPITAL LEASE/BOBCAT W/DH80	51,000.00	55,000.00	4,000.00
570	5-0000-54.2300	FURNITURE / FIXTURES	0.00	0.00	0.00
570	5-0000-54.2400	COMPUTERS	0.00	1,500.00	1,500.00
570	5-0000-54.2450	COMPUTER MAINTENANCE	5,000.00	0.00	(5,000.00)
570	5-0000-54.2500	EQUIPMENT	0.00	10,000.00	10,000.00
570	5-0000-56.1000	DEPRECIATION EXPENSE	0.00	0.00	0.00
570	5-0000-57.1000	INTEREST EXPENSE	0.00	0.00	0.00
Revenue Totals			(349,550.00)	(444,850.00)	(95,300.00)
Expense Totals			349,550.00	444,850.00	95,300.00



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

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

## Item Coversheet

**Item:** Amendment to Police various Standard Operating Procedures (SOP)

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** N/A

**Budget Item:** Incremental – General Fund/Dept. 3230 – Public Safety

**Date Received:** November 2, 2020

**Workshop Date:** November 16, 2020

**Regular Meeting Date:** N/A – action item at Workshop

### Discussion:

Attached is a revision to Section P-055 and P-056 (discussed at the workshop) of the Locust Grove Standard Operating Procedures. As you may recall, the SOP is to be reviewed and brought to you at least annually. In this instance, a recommendation is to amend the section on Courtroom Security to introduce the ability to recruit Bailiffs to work during court time as well as other meetings as needed.

### Recommendation:

**APPROVE ORDINANCE TO AMEND THE “STANDARD OPERATING PROCEDURES” OF THE CITY OF LOCUST GROVE; TO AMEND SECTION E-010 OF THE STANDARD OPERATING PROCEDURES; TO AMEND SECTION P-011 THE STANDARD OPERATING PROCEDURES; TO AMEND SECTION P-051 THE STANDARD OPERATING PROCEDURES; TO REQUIRE A COPY OF SAME TO BE MAINTAINED ON FILE WITH THE OFFICE OF THE CHIEF OF POLICE AND THE OFFICE OF THE CITY CLERK; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

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

**TO AMEND THE "STANDARD OPERATING PROCEDURES" OF THE CITY OF LOCUST GROVE; TO AMEND SECTION E-010 OF THE STANDARD OPERATING PROCEDURES; TO AMEND SECTION P-011 THE STANDARD OPERATING PROCEDURES; TO AMEND SECTION P-051 THE STANDARD OPERATING PROCEDURES; TO REQUIRE A COPY OF SAME TO BE MAINTAINED ON FILE WITH THE OFFICE OF THE CHIEF OF POLICE AND THE OFFICE OF THE CITY CLERK; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

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

**SECTION 1. Amendment of the Police Standard Operating Procedures (SECTION E-010).** The Mayor and Council hereby amend the Standard Operating Procedures of the City of Locust Grove Police Department by repealing the existing Section E-010 and replacing same with the new Section E-010 which is attached hereto and incorporated into the Code by reference and herein as **Exhibit "A"**. A copy of said SOP, as amended, shall be maintained in the office of Chief of Police and the office of City Clerk.

**SECTION 2. Amendment of the Police Standard Operating Procedures (SECTION P-011).** The Mayor and Council hereby amend the Standard Operating Procedures of the City of Locust Grove Police Department by repealing the existing Section P-011 and replacing same with the new Section P-011 which is attached hereto and incorporated into the Code by reference and herein as **Exhibit "B"**. A copy of said SOP, as amended, shall be maintained in the office of Chief of Police and the office of City Clerk.

**SECTION 3. Amendment of the Police Standard Operating Procedures (SECTION P-051).** The Mayor and Council hereby amend the Standard Operating Procedures of the City of Locust Grove Police Department by repealing the existing Section P-051 and replacing same with the new Section P-051 which is attached hereto and incorporated into the Code by reference and herein as **Exhibit "C"**. A copy of said SOP, as amended, shall be maintained in the office of Chief of Police and the office of City Clerk.

**SECTION 4. Codification.** This Ordinance shall be codified in a manner consistent with the laws of the State of Georgia.

**SECTION 5. Severability.**

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

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

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

**SECTION 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 upon its adoption by the Mayor and Council of the City of Locust Grove.

SO ORDAINED this 16<sup>th</sup> day of November, 2020.

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

ATTEST:

APPROVED TO FORM:

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

\_\_\_\_\_  
ANDY WELCH, City Attorney

(Seal)



**EXHIBIT "A"**

**AMENDMENT TO THE POLICE STANDARD OPERATING PROCEDURE FOR  
THE CITY OF LOCUST GROVE, GEORGIA POLICE DEPARTMENT –  
NOVEMBER 16, 2020**

**E-010 SPECIAL OPERATIONS (amended)**

Remove Red Text  
Insert Yellow Text

## **LOCUST GROVE POLICE DEPARTMENT**

### **STANDARD OPERATING PROCEDURE**

#### **SECTION: E-010 SPECIAL OPERATIONS**

**EFFECTIVE DATE: 2020 Update**

**NUMBER OF PAGES: 9**

**REVISED DATE:**

**DISTRIBUTION AUTHORIZATION:**

**Chief Jesse Patton**

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#### **I. POLICY**

The successful outcome of any barricade situation, either with or without hostages, depends upon the use of a team approach, good communication and the effective and efficient coordination of all personnel. It is the objective of this department that working together will enable us to achieve the ultimate goal of a safe and peaceful solution or resolution.

Actions by police in barricaded person situations will vary depending upon the aggressiveness, mental condition, emotional state or criminal background of the barricaded person. Barricaded persons will generally resist forceful action on the part of police personnel. For this reason, it is best to not immediately resort to offensive police tactics, if possible. Officers who come into contact with hostile, barricaded persons or persons with hostages should attempt to avoid confrontation in favor of controlling and containing the situation until the arrival of trained tactical and/or hostage negotiation personnel.

#### **II. SPECIAL OPERATIONS: BARRICADE OR HOSTAGE INCIDENCE**

##### **A. Initial Responding Officer's Responsibility**

When an officer is confronted with a situation in which a potentially armed suspect has seized control of a dwelling, structure or place, immediate steps must be taken to ensure the safety of bystanders and responding officers.

1. Evaluate the situation, avoid confrontation, and control the affected area.
2. If the officer feels he is in direct danger or his presence would endanger civilian personnel, he should retire to a safe position(s) which permits viewing of any possible areas of escape and yet provides for the confinement of the suspect(s).

3. The officer should contain the situation and discourage the incident from becoming mobile by blocking off all escape routes.
4. Maintain firearms discipline. Gunfire by a barricaded suspect in the general direction of officers who are adequately covered does not justify the return of gunfire. If it is necessary to resort to gunfire, it should be limited to self-defense or to the defense of another and then, only without risk to any possible hostage(s) or civilian(s).
5. Notify the Communications Center by the safest means available, advising the following information if available:
  - a. Location and physical description of barricade.
  - b. Number, description and names, (if known), of barricaded suspect(s).
  - c. Reason the suspect(s) is barricaded, if known.
  - d. Whether or not the suspect(s) is armed and if armed, type(s) of weapon(s) suspect(s) is using.
  - e. Number and description of any hostage(s) being held. However, the hostage's name(s) shall not be given out over the air.
  - f. Any areas or streets that may be unsafe for additional units responding to the scene.
  - g. Advise responding units not to go directly to the scene, but to a location near the situation for control purposes.
  - h. If the subject should leave cover, attempts should be made to prevent re-entry if possible.
6. Immediately notify the Shift Supervisor and request that he respond to the scene.
7. Evacuate injured persons, if the situation permits, and arrange for medical treatment or transportation to a medical facility.
8. Brief Shift Supervisor of the status of the situation and the position of all officers around the location.

#### **B. Shift Supervisor at the Scene**

1. Designate responding units to block off all possible vehicular escape routes.
2. Evaluate the situation and assign additional personnel to establish an outer perimeter beyond the line of sight of the barricaded location. Citizens and unauthorized vehicles shall not be allowed within this outer perimeter.
3. Determine the necessity to evacuate civilian personnel from areas of potential danger and assign patrol personnel to effect their removal, paying special consideration to their safety.
4. Designate someone to be a note taker, maintaining timeline of occurrence of events, decisions made, authorization of decisions, time and date.
5. Ensure that all personnel maintain firearms discipline.
6. Update the Communications Center with any new information.
7. If the Shift Supervisor determines the need for negotiators and/or the SWAT Team, immediately notify the Communications Center to contact **the Henry County Police Department SWAT Team** a **Henry County Special Response Unit**.

The Chief of Police is to be notified and report to the scene in any **SWAT** callout **situation involving other departments**.

8. Designate a staging area in a safe location, out of sight of the barricaded location, to which additional units can respond. Advise the dispatcher of its location.
9. Have all civilians who are evacuated from areas of potential danger or who are leaving the inner perimeter on their own, held at a safe location for identification and debriefing.
10. Designate a preliminary news media (press) information area as close to the scene as practicable and safety considerations permit. Establish it closer when it is safe to do so. Also, assign an officer as liaison with media representatives so that those covering the event may be kept "officially" informed of progress.

Generally, the news media area should be no further away than the staging area or closer than the command post. However, for safety reasons and to prevent exposure of officer locations, the locations should not be close enough to allow the viewing of the incident.

11. Request an ambulance, fire engine, rescue and surveillance equipment respond as a non-emergency to the staging area for standby.

**C. Communications Section**

1. Upon being advised of a barricaded or hostage situation, the Communications Center shall:
  - a. Immediately invoke a 10-3.
  - b. Request an ambulance, fire engine, rescue and surveillance equipment respond to the staging area for standby.
  - c. Relay to other responding units the following information as it is received from the field:
    - 1) The location of any areas or streets that may be unsafe.
    - 2) The location of the staging area as designated by the Shift Supervisor.
    - 3) The location of the command post as designated by the Shift Supervisor.
    - 4) The designated emergency response route and any connecting route.
2. Upon receipt of a request from the Shift Supervisor for the Negotiation Team and/or **SWAT Team SRT** to respond, the dispatcher shall notify the following:
  - a. Henry County **Police Department** Negotiation Team.
  - b. Henry County **Police Department SWAT Special Response Team**.
3. The Communications Center shall make the following notifications:
  - a. Chief of Police.
  - b. Other law enforcement agencies (i.e. Henry County Municipal Police Departments, Henry County Sheriff's Office, Georgia State Patrol, Georgia Bureau of Investigation) if assistance is needed.
  - c. Additional equipment available for hostage situations include:

- 1) Canines: the **SWAT SRT** Commander in certain circumstances may call Canine Unit(s) to the scene. Possible uses include:
  - a) To dislodge and remove persons prior to directing firepower or other aggressive action against a building; and
  - b) To effect apprehension if the suspect attempts flight from a structure.
- 2) Helicopters: The Georgia State Patrol has, and other surrounding agencies have helicopters that may be available to the department for air support. The **SWAT SRT** Commander will determine if they are to be called upon to assist.
- 3) Surveillance Equipment: If specialized surveillance equipment is required, it will normally be provided by Henry County **Police personnel or a SWAT Special Response team.**
4. The dispatcher shall also notify the Federal Bureau of Investigation if the barricade involves a bank or political hostage.
5. The dispatcher will advise the other units which are not involved in the incident to switch their radios to a designated channel.
6. The communications center shall maintain contact with the communications centers of surrounding agencies and with all other involved agencies via telephone or radio as dictated by the situation.

### **III. CONTROL OF SCENE**

- A. The officer-in-charge of the scene will establish a central command post in a safe area and shall establish both an inner perimeter (to contain the suspect), and an outer perimeter (to prohibit unauthorized access to the area). When it appears that the situation cannot be resolved promptly and there is the possibility of danger or injury to the police or general public, a request will be made to the Communications Center for a call-out of the Henry County **Police Department SWAT Special Response Team.**
  1. In the event of a SWAT call-out, the officer-in-charge will immediately notify the Chief of Police.
  2. The **SWAT SRT** Commander will proceed to the scene and take charge of the command post and act as the on-scene commander.
  3. If no contact can be made with the **SWAT SRT** Commander, the officer-in-charge of the shift will remain in command and act as the

Incident Commander until relieved by a superior officer. The Chief of Police, upon arrival, will be responsible for command of the incident.

4. Once the **SWAT SRT** Commander, a superior officer or Chief of Police has assumed command, the Shift Supervisor will be free to return to his or her duties as overall Shift Supervisor for the City, if not needed for other assignments.

#### B. Negotiation Team Responsibility

1. Upon arrival of the Negotiation Team, a location should be designated near the incident, but directly out of the range of any danger, to establish communications between the negotiator and the subject(s). This location will be determined by the Negotiation Team.
2. The Negotiation Team will coordinate all communications between subjects, negotiator, **SWAT SRT** (if called) and command personnel.
3. The Negotiation Team commander shall be briefed by the first officer who made verbal contact with the offender.

#### C. **SWAT Special Response Team** Responsibility

1. Upon arrival of the **SWAT Team SRT** Commander or his designee, he or she will establish a tactical command post, which will operate in concert with the Negotiation Team.
2. Responsibility for the containment and apprehension of the subject(s) and the coordination of police personnel involved in the incident will lie with the **SWAT Team SRT** Commander with coordination with the Incident Commander, when possible. Once the tactical incident is over, control shall be returned to the Shift Supervisor.
3. The **SWAT Team SRT** Commander will ensure that patrol personnel who established the initial containment are debriefed and accounted for.
4. Formulate and place a plan of action into operation in coordination with the Negotiation Team.
5. The **SWAT Team SRT** Commander will determine what action will be taken against the barricade, after consultation with the Negotiation Team.

6. The utilization of a gas attack, sniper or armed attack will be the decision of the Chief of Police or SRT Commander.
7. Upon the arrest or neutralization of a barricaded subject(s), the **SWAT Team SRT** shall hold their positions and protect the immediate crime scene (barricaded structure) from entry by unauthorized police personnel or civilians. All other police personnel shall remain at their assigned positions until reassigned to other duties or released by the Shift Supervisor with authorization from the **SWAT Team SRT** Commander.
8. Security of the crime scene and proper processing will be the responsibility of the Shift Supervisor, or his or her designee, when the **SWAT Team SRT** Commander relinquishes control and protection of the crime scene.
9. Upon completion of the **SWAT Team SRT** operation, the **SWAT Team SRT** Commander will ensure that a final report concerning the incident is completed and forwarded to the Chief of Police.

#### D. Objective

All personnel involved in any type of barricade situation must remember that there are both a primary objective and a secondary objective to such situations. These objectives are:

1. Primary objective:
  - a. To preserve life:
    - 1) Hostages
    - 2) Citizens
    - 3) Police personnel



**2. Secondary objective:**

- a. To apprehend the suspect(s).
- b. To recover property.

**E. Assault on a Secured Area and Use of Firepower**

Continued negotiating, a lessening of demands and the uneventful passage of deadlines imposed by the perpetrator may indicate he / she is beginning to weaken. The negotiations will continue to consume time.

If convinced that the suspect has become destructive and/or irrational, the **SWAT SRT** Commander, or his or her designee, should prepare for an assault action. Chemical agents may be utilized at the discretion of the Chief of Police. The authority to commence an assault or to employ firepower will only be given by the Chief of Police.

**F. Mobilization of Hostage Situation**

If it has become necessary to allow a perpetrator to move from the original location of negotiations by vehicle or other means accompanied by a hostage(s), the following plan will take effect:

1. The Incident Commander will notify the Communications Center if there is to be a movement of captor and hostage(s) and the proposed route and destination, if known.
2. The Communications Center will notify commands along the primary and parallel route not to interfere with the progress of the convoy.
3. The Communications Center will notify other agencies, if pertinent, and notify command covering the location of destination if outside of the City.

Responsibility will be maintained unless the incident shifts to another jurisdiction or is relieved by a higher authority.

The Commander of the new area or other jurisdiction will be briefed, and the assistance of the Locust Grove Police Department will be offered if necessary. The Incident Commander will command the hostage transportation convoy and determine its size. Consideration should be given to the number of captors, their armament, the number of hostages and the destination. The convoy should have a minimum of four (4) vehicles.

1. Escape Vehicle
2. First Vehicle - The hostage negotiating team and two members of the **SWAT Team SRT** as a containment unit.
3. Second Vehicle - The remainder of the **SWAT Team SRT** or four members as an assault team.
4. Third Vehicle - Command Car containing the **SWAT SRT** Commander and the Incident Commander.

Communications will be maintained as to the progress and exact location of the convoy.

As defined in subsequent sections of this Chapter, the Chief of Police or the ranking officer taking command of a hostage, barricaded person, sniper or other unusual occurrence will retain such command until some other jurisdictional responsibility arise.

#### **IV. POST INCIDENT ACTIVITIES**

##### **A. Public Information and Media Control**

All injury and casualty information shall be relayed to the Chief of Police or Public Information Officer (PIO) for media briefings. Information shall include, but not be limited to, number of injuries, number treated and released, number of casualties, names and ages of victims and names of casualties once next of kin is notified.

The release of information will be according to the procedures established chapter A-080 of this Manual.

##### **B. After Action Reports**

Immediately after a barricaded person or hostage situation, an after-action debriefing and critique will take place. The on-duty supervisor at the time of the incident shall be responsible for completing a detailed narrative report of the operation, with copies of all logs, case reports, witness statements and other documentation attached. The Chief of Police will attach the SWAT Team Commander's Final Report once received.

##### **C. De-escalation Procedures**

The following actions shall be taken by police personnel to de-escalate adverse conditions as they arise during a barricade situation.

1. **Coordinate activities of all law enforcement support agencies and specialized units involved.**
  2. **Control crowds/disperse assembly.**
  3. **Provide security of barricade incident area.**
  4. **Provide transportation**
  5. **Assist stranded persons or those individuals directly affected by the barricade incident.**
  6. **Direct/control traffic.**
  7. **Assist in evacuation of area, if necessary.**
- D. **Post-occurrence duties will include the continuance of security in affected areas and maintenance of traffic/security checkpoints.**
- E. **Conclusion**

**The Shift Supervisor shall debrief his officers and instruct each to prepare a short summary report about his or duties, actions, observations and forward the report to the Incident commander, or his designee.**

**The Incident commander shall review the officers' summary reports with the Shift Supervisor and evaluate the totality of the incident and ensure all are fully completed.**

**The SWAT SRT Team commander shall review the incident with the Chief of Police.**

**EXHIBIT "B"**

**AMENDMENT TO THE POLICE STANDARD OPERATING PROCEDURE FOR  
THE CITY OF LOCUST GROVE, GEORGIA POLICE DEPARTMENT –  
NOVEMBER 16, 2020**

**P-011 BIAS BASED PROFILING (amended)**

Remove Red Text  
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**LOCUST GROVE POLICE DEPARTMENT**

**STANDARD OPERATING PROCEDURE**

**SECTION: P-011 BIAS BASED PROFILING**

**EFFECTIVE DATE: 2020 Update**

**NUMBER OF PAGES: 3**

**REVISED DATE:**

**DISTRIBUTION AUTHORIZATION:**

**Chief Jesse Patton**

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**I. PURPOSE**

To establish a written policy that prohibits the use of bias based profiling by law enforcement officers of the Locust Grove Police Department.

**II. SCOPE**

This policy shall apply to all sworn police officers of the Locust Grove Police Department.

This Policy and Procedure is for Locust Grove Police Department Personnel use only and does not apply to any criminal or civil proceeding. Departmental Policy should not be interpreted to create a higher legal standard of safety or care in an evidentiary sense with respect to third party claims.

**III. DEFINITIONS**

- A. **DISCRIMINATE** - To make a difference in treatment on a basis other than individual conduct.
- B. **BIAS BASED PROFILING** – is defined by this agency as any law enforcement initiated action that relies upon the race or ethnicity of an individual, rather than the behavior of that individual. Bias based profiling does not include circumstances where the officer has information that includes a racial or ethnic descriptor concerning a suspect for a specific crime where that information is reliable and is likely to lead to the discovery of that individual.

#### **IV. POLICY**

It is the policy of the Locust Grove Police Department that stops of vehicles or persons, detentions, searches or asset seizure and forfeiture efforts based solely on race, ethnicity, gender, sexual orientation, religion, economic status, age, cultural group or any other group identifier by members of this department is strictly prohibited.

All police officers of this Department shall exercise their law enforcement powers in a manner that does not discriminate against individuals based on race or ethnicity.

No police officer of this Department shall endorse or act upon stereotypes, attitudes or beliefs that a person's race or ethnicity increases the probability that the person will act unlawfully.

Police Officers of this Department may consider race and ethnicity in deciding to take law enforcement action only when the officer possesses specific suspect information that is reliable and is likely to lead to the discovery of that individual.

Traffic Stops or field contacts made by police officers of this Department will be based solely on the violation observed, information that the vehicle and occupant were involved in a crime, information that the vehicle and/or occupant fit a lookout description furnished by another law enforcement agency. The race or ethnicity of the vehicle's occupants will not be the sole consideration in deciding whether to stop or search the vehicle.

#### **V. TRAINING**

This Department shall have annual ~~in-service~~ training pertaining to Bias Based profiling for all enforcement personnel to provide guidance on the consideration of race, ethnicity, and legal aspects in the Department's law enforcement activities through compliance with the Governor's initiative of Community Policing.

#### **VI. ADMINISTRATIVE REVIEW**

Annually, the Department will review agency practices and citizen complaints received to ensure that illegal or biased based profiling is not occurring during operations of this department. Additionally, any necessary training issues or policy changes will be addressed.

## **VII. DISCIPLINARY ACTION**

The Department will conduct periodic performance reviews of police officer conduct to ensure compliance with this policy.

Members of the Department found to be in violation of this policy (conducting racial or ethnic profiling) will be subject to disciplinary action administered in accordance with City of Locust Grove Employee Handbook (Progressive Discipline). In addition, members may face civil and criminal liability in accordance with Title 42 U.S.C. 1983, Title 42 U.S.C. 14141 and Title 18 U.S.C. 242.

*This policy was written based on information and training provided by the United States Attorney's Office (Northern District of Georgia) and the Prosecuting Attorney's Council of Georgia.*

**EXHIBIT "C"**

**AMENDMENT TO THE POLICE STANDARD OPERATING PROCEDURE FOR  
THE CITY OF LOCUST GROVE, GEORGIA POLICE DEPARTMENT –  
NOVEMBER 16, 2020**

**P-051 MENTAL ILLNESS (amended)**



**LOCUST GROVE POLICE DEPARTMENT**

**STANDARD OPERATING PROCEDURE**

**SECTION: P-051 MENTAL ILLNESS**

**EFFECTIVE DATE: November 16, 2020**      **NUMBER OF PAGES: 7**

**REVISED DATE:**      **DISTRIBUTION AUTHORIZATION:**

**Chief Jesse Patton**

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**I. PURPOSE**

To establish guidelines for officers to follow when dealing with persons exhibiting mental illness; also known as EDP (emotionally disturbed person). These guidelines should be followed in all contacts whether on the street or during a more formal interview or interrogation.

**II. POLICY**

It shall be the policy of the Locust Grove Police Department to be committed to handling mentally ill persons in an effective manner to minimize injury to the person being dealt with as well as the employees involved. Only medically qualified professionals are qualified to diagnose and treat mental illness. Basic guidelines for the recognition of individuals potentially suffering from mental illness are offered in this directive as a resource for agency personnel.

**III. DISCUSSION**

Mental illness is the 4<sup>th</sup> leading disability in the United States with estimates of anywhere from 3% to 10% of the population affected. Unlike mental retardation, mental illness can occur at any time in a person's life. Dealing with individuals in enforcement and related contexts who are known or suspected to be mentally ill carries the potential for violence, requires an officer to make difficult judgments about the mental state and intent of the individual and requires special police skills and abilities to effectively and legally deal with the person so as to avoid unnecessary violence and potential civil litigation. Given the unpredictable and sometimes violent nature of the mentally ill, officers should never compromise or jeopardize their safety or the safety of others when dealing with individuals displaying symptoms of mental illness. Officers shall use this policy to assist them in defining whether a person's behavior is

indicative of mental illness and dealing with the mentally ill in a constructive and humane manner.

#### **IV. DEFINITION**

**Mental Illness** - A disorder of thought or mood which significantly impairs judgment, behavior, capacity to recognize reality or ability to cope with the ordinary demands of life. Mental illness can occur at any time during a person's life and may be long lasting or it may be a short-lived episode. Some forms of mental illness are treatable and controllable.

#### **V. PROCEDURE**

##### **A. Recognizing Abnormal Behavior**

1. Mental illness is often difficult for even the trained professional to define in a given individual. Officers are not expected to make judgments of mental or emotional disturbance, but rather to recognize behavior that is potentially destructive and/or dangerous to self or others.
2. Listed below are recognition signs of possible mental illness in a person:
  - a. Significant changes in a person's behavior.
  - b. A statement by others that the impaired person is not acting like they normally do.
  - c. They may behave in a way dangerous to themselves or to others.
  - d. They may withdraw into themselves, talking only to themselves.
  - e. They complain of seeing visions, smelling strange odors or hearing voices.
  - f. The impaired person may have unrealistic ideas about themselves.
  - g. They may believe that they are someone they obviously are not.

- h. They may believe that they are worthless (i.e., extreme depression).
- i. They may have delusions (i.e., unrealistic ideas) about the world.
- j. They may exaggerate events that occur.
- k. They may have strange losses of memory or don't know the time, where they are or who they are.

**B. Interaction with a Person Who May be Suffering From Mental Illness**

1. When officers encounter someone who is exhibiting symptoms of mental illness or impairment they should:
  - a. Take time to evaluate the situation.
  - b. Not abuse or threaten the person.
  - c. Avoid unnecessary excitement.
  - d. Not become overly excited or emotional.
  - e. Not lie to the person.
2. Locust Grove Police Department officers will follow the process below when accessing available community health resources:
  - a. **The mental health treatment facility that Locust Grove Police officers will access is Piedmont Henry Hospital in Stockbridge or any hospital system that operates an emergency room 24 hours a day 7 days a week.**
  - b. Admission to Piedmont Henry Hospital Mental Health Unit can only be granted after a screening process is performed at the Piedmont Henry Hospital Emergency Room.
3. Officers should always be prepared to respond to sudden violent outbursts by persons with mental illnesses. The types of impaired behavior that are most dangerous are from persons who exhibit violence, are depressed/suicidal or where physical illness or loss of memory is involved.

4. Impaired behaviors seen most often by law enforcement officers are:
  - a. The psychopathic personality.
  - b. The alcoholic.
  - c. The drug addict.
  - d. The sex offender.
  - e. The mentally retarded.
  - f. The mental disorders associated with old age.
5. During field and in-custody interviews, officers should watch for persons displaying symptoms of mental illness.

## **VI. Tactical Procedures for Handling Mentally Ill Persons**

It is the policy of the Locust Grove Police Department, when dealing with a person who is possibly suffering from a mental illness, to provide the person with immediate assistance when the officer feels the person is a danger to themselves or others. The officer should first attempt to have the person voluntarily request and/or agree to assistance.

**In incidents involving persons who refuse assistance or will not voluntarily request and/or agree to assistance, the officer may, depending on the circumstances:**

- Contact family member(s) and/or treating physician for release and information. In some cases, family members may seek authorization from a physician or the court to have the person involuntarily committed.
- Remain with the person to prevent harm to themselves or others by means of officer presence, unless asked specifically to leave the premises. If asked to leave, the officer should leave the property, but may remain in the area to support EMS or await the arrival of EMS or other resources.
- Be forced to place the person under arrest if a criminal violation has occurred, however this option should be used as final alternative in dealing with a mentally ill person.

- A. The use of force should always be a last resort when handling a disturbed person. Law enforcement officers need to carefully plan their actions before using any physical restraints. Be sure to call for assistance from fellow officers to ensure your own safety during the encounter. Reassure the person that you will not hurt him, but that you are there to get medical attention to him.
- B. The guiding principle for the officer using direct physical action is to have enough manpower available to quickly subdue and overwhelm the individual. Typically, mentally disturbed persons will cease to struggle as soon as they believe it is hopeless to continue. In using overwhelming force, the probability of either the subject or the officers being injured is dramatically reduced.
- C. Officers should communicate with the subject requesting compliance using simple plain language that is easily understood. If action is required, it should be completed as quickly and efficiently as possible using reasonable force. Continue to talk to them, reassuring them that you understand that they are having problems.
- D. Finally, when using restraints it is important to not only know how to use them, but when to use them. Restraints are used for two purposes:
  - 1. To control an individual who is being physically aggressive, and;
  - 2. To remove a resistive person from his environment.
- E. When restraining a mentally ill person, you should use reasonable force necessary to control the individual. Police personnel will use reasonable force when force is used to accomplish lawful objectives as outlined in Locust Grove SOP P-030, Use of Force.
- F. A Locust Grove Police Use of Force Report will be required whenever the officer applies less-than-lethal weapons or use of control techniques or other force options to overcome resistance to the extent it is likely to lead to injury, claim of injury, or allegation of excessive force, as outlined by Locust Grove SOP P-030, Use of Force.
- G. After gaining control of a mentally ill person, the officer then must decide:
  - 1. If the person requires medical attention;
  - 2. If the person is to be charged with a crime;

3. If the person requires psychological/mental health attention;
4. In cases where an officer comes into contact with a mentally ill person, a written report shall be completed if:
  - a. The person has any injuries even if they occurred prior to the officer's arrival;
  - b. If criminal warrants will be taken against the subject;
  - c. If any force is used against the subject.
5. The report should contain:
  - a. The initial reason for the contact;
  - b. Any indicators exhibited by the person or other information that lead the officer to believe the person was mentally ill;
  - c. Any restraint or force used to subdue the person to include justification for the level of restraint or force;
  - d. Justification for transporting the person to a healthcare facility for psychological, mental and/or other medical treatment;
  - e. The final disposition of the person at the healthcare facility.

## **VII. Procedures for Transporting Mental Patients**

- A. The Henry County Sheriff's Office is responsible for transportation of mentally ill patients from Piedmont Henry Hospital to other treatment locations if they are not transported by ambulance.
- B. Officers will not transport mentally ill patients from community based mental health residences operated under the authority of the Georgia Department of Human Resources.
- C. In the event a request is received from a community mental health center, hospital, private citizen or a physician's office requesting transportation of a mentally disturbed patient, the responding officer will have dispatch contact an ambulance from the Henry County Fire and EMS Department. Once the ambulance is on scene, EMT

personnel will determine if the mentally disturbed patient needs to be transported to an area hospital.

1. The caller should be made aware that the primary purpose of the officer's presence is to protect life and maintain order.
2. If EMS determines that transportation of the patient is necessary, then EMS will provide transportation of the person by appropriate vehicle.
  - a. Officers will not ride in an ambulance with a person who is considered mentally ill unless the person is in custody of the officer and the person continues to act in a criminal manner toward EMS.
  - b. Officers will accompany an ambulance to Piedmont Henry Hospital if the person has committed a crime for which they may be arrested in accordance with the laws of arrest for the State of Georgia or if the person is violent. A Locust Grove Police officer will remain with the person until the screening process is completed or the security staff of the hospital agrees to take control of the person until transportation to another facility can be arranged.
  - c. Officers will only guard patients who are involved in Locust Grove Police cases. Officers will not guard an individual who goes to Piedmont Henry Hospital on his or her own accord, brought by family members or other means. The responsibility to guard patients waiting to be committed rests with the Henry County Sheriff's Office or Piedmont Henry Hospital Security Staff.
  - d. If a mentally ill patient is transported in a Locust Grove Police vehicle, the person will be handcuffed per standard operating procedures.

## VIII. Training

- A. Entry level training shall be accomplished with all new police officer recruits in the basic mandate police academy as outlined in the Georgia Peace Officers Reference Text, Section 3, Community Relations, Subsection 3.3, Mental Health, Mental Retardation and Substance Abuse. New officers also receive additional training during

the FTO process. In-service refresher training will be completed for all agency personnel at least once every three years.



**LOCUST GROVE POLICE DEPARTMENT**  
**STANDARD OPERATING PROCEDURE**

**SECTION: P-051 MENTAL ILLNESS**

**EFFECTIVE DATE:** June 1, 2014

**NUMBER OF PAGES:** 7

**REVISED DATE:**

*Current*

**DISTRIBUTION AUTHORIZATION:**

**Chief Jesse Patton**

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**I. PURPOSE**

To establish guidelines for officers to follow when dealing with persons exhibiting mental illness; also known as EDP (emotionally disturbed person). These guidelines should be followed in all contacts whether on the street or during a more formal interview or interrogation.

**II. POLICY**

It shall be the policy of the Locust Grove Police Department to be committed to handling mentally ill persons in an effective manner to minimize injury to the person being dealt with as well as the employees involved. Only medically qualified professionals are qualified to diagnose and treat mental illness. Basic guidelines for the recognition of individuals potentially suffering from mental illness are offered in this directive as a resource for agency personnel.

**III. DISCUSSION**

Mental illness is the 4<sup>th</sup> leading disability in the United States with estimates of anywhere from 3% to 10% of the population affected. Unlike mental retardation, mental illness can occur at any time in a person's life. Dealing with individuals in enforcement and related contexts who are known or suspected to be mentally ill carries the potential for violence, requires an officer to make difficult judgments about the mental state and intent of the individual and requires special police skills and abilities to effectively and legally deal with the person so as to avoid unnecessary violence and potential civil litigation. Given the unpredictable and sometimes violent nature of the mentally ill, officers should never compromise or jeopardize their safety or the safety of others when dealing with individuals displaying symptoms of mental illness. Officers shall use this policy to assist them in defining whether a person's behavior is

indicative of mental illness and dealing with the mentally ill in a constructive and humane manner.

#### **IV. DEFINITION**

**Mental Illness** - A disorder of thought or mood which significantly impairs judgment, behavior, capacity to recognize reality or ability to cope with the ordinary demands of life. Mental illness can occur at any time during a person's life and may be long lasting or it may be a short-lived episode. Some forms of mental illness are treatable and controllable.

#### **V. PROCEDURE**

##### **A. Recognizing Abnormal Behavior**

1. **Mental illness is often difficult for even the trained professional to define in a given individual. Officers are not expected to make judgments of mental or emotional disturbance, but rather to recognize behavior that is potentially destructive and/or dangerous to self or others.**
2. **Listed below are recognition signs of possible mental illness in a person:**
  - a. **Significant changes in a person's behavior.**
  - b. **A statement by others that the impaired person is not acting like they normally do.**
  - c. **They may behave in a way dangerous to themselves or to others.**
  - d. **They may withdraw into themselves, talking only to themselves.**
  - e. **They complain of seeing visions, smelling strange odors or hearing voices.**
  - f. **The impaired person may have unrealistic ideas about themselves.**
  - g. **They may believe that they are someone they obviously are not.**

- h. They may believe that they are worthless (i.e., extreme depression).
- i. They may have delusions (i.e., unrealistic ideas) about the world.
- j. They may exaggerate events that occur.
- k. They may have strange losses of memory or don't know the time, where they are or who they are.

**B. Interaction with a Person Who May be Suffering From Mental Illness**

1. When officers encounter someone who is exhibiting symptoms of mental illness or impairment they should:
  - a. Take time to evaluate the situation.
  - b. Not abuse or threaten the person.
  - c. Avoid unnecessary excitement.
  - d. Not become overly excited or emotional.
  - e. Not lie to the person.
2. Locust Grove Police Department officers will follow the process below when accessing available community health resources:
  - a. The primary mental health treatment facility that Locust Grove Police officers will access is Piedmont Henry Hospital in Stockbridge. A secondary facility is Crescent Pines Hospital or any hospital system that operates an emergency room 24 hours a day 7 days a week.
  - b. Admission to Piedmont Henry Hospital Mental Health Unit can only be granted after a screening process is performed at the Piedmont Henry Hospital Emergency Room.
3. Officers should always be prepared to respond to sudden violent outbursts by persons with mental illnesses. The types of impaired behavior that are most dangerous are from persons who exhibit violence, are depressed/suicidal or where physical illness or loss of memory is involved.

*Crescent  
Pines is  
closed*

4. Impaired behaviors seen most often by law enforcement officers are:
  - a. The psychopathic personality.
  - b. The alcoholic.
  - c. The drug addict.
  - d. The sex offender.
  - e. The mentally retarded.
  - f. The mental disorders associated with old age.
5. During field and in-custody interviews, officers should watch for persons displaying symptoms of mental illness.

#### **VI. Tactical Procedures for Handling Mentally Ill Persons**

It is the policy of the Locust Grove Police Department, when dealing with a person who is possibly suffering from a mental illness, to provide the person with immediate assistance when the officer feels the person is a danger to themselves or others. The officer should first attempt to have the person voluntarily request and/or agree to assistance.

In incidents involving persons who refuse assistance or will not voluntarily request and/or agree to assistance, the officer may, depending on the circumstances:

- Contact family member(s) and/or treating physician for release and information. In some cases, family members may seek authorization from a physician to have the person involuntarily committed.
- Take the person into protective custody, if the officer feels the person is a danger to themselves or others, then immediately transport the person to the closest medical facility for evaluation.
- Be forced to place the person under arrest if a criminal violation has occurred, however this option should be used as final alternative in dealing with a mentally ill person.

- A. The use of force should always be a last resort when handling a disturbed person. Law enforcement officers need to carefully plan their actions before using any physical restraints. Be sure to call for assistance from fellow officers to ensure your own safety during the encounter. Reassure the person that you will not hurt him, but that you are there to get medical attention to him.
- B. The guiding principle for the officer using direct physical action is to have enough manpower available to quickly subdue and overwhelm the individual. Typically, mentally disturbed persons will cease to struggle as soon as they believe it is hopeless to continue. In using overwhelming force, the probability of either the subject or the officers being injured is dramatically reduced.
- C. Officers should communicate with the subject requesting compliance using simple plain language that is easily understood. If action is required, it should be completed as quickly and efficiently as possible using reasonable force. Continue to talk to them, reassuring them that you understand that they are having problems.
- D. Finally, when using restraints it is important to not only know how to use them, but when to use them. Restraints are used for two purposes:
  - 1. To control an individual who is being physically aggressive, and;
  - 2. To remove a resistive person from his environment.
- E. When restraining a mentally ill person, you should use reasonable force necessary to control the individual. Police personnel will use reasonable force when force is used to accomplish lawful objectives as outlined in Locust Grove SOP P-030, Use of Force.
- F. A Locust Grove Police Use of Force Report will be required whenever the officer applies less-than-lethal weapons or use of control techniques or other force options to overcome resistance to the extent it is likely to lead to injury, claim of injury, or allegation of excessive force, as outlined by Locust Grove SOP P-030, Use of Force.
- G. After gaining control of a mentally ill person, the officer then must decide:
  - 1. If the person requires medical attention;
  - 2. If the person is to be charged with a crime;

3. If the person requires psychological/mental health attention;
4. In cases where an officer comes into contact with a mentally ill person, a written report shall be completed if:
  - a. The person has any injuries even if they occurred prior to the officer's arrival;
  - b. If criminal warrants will be taken against the subject;
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5. The report should contain:
  - a. The initial reason for the contact;
  - b. Any indicators exhibited by the person or other information that lead the officer to believe the person was mentally ill;
  - c. Any restraint or force used to subdue the person to include justification for the level of restraint or force;
  - d. Justification for transporting the person to a healthcare facility for psychological, mental and/or other medical treatment;
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## **VII. Procedures for Transporting Mental Patients**

- A. The Henry County Sheriff's Office is responsible for transportation of mentally ill patients from Piedmont Henry Hospital to other treatment locations if they are not transported by ambulance.
- B. Officers will not transport mentally ill patients from community based mental health residences operated under the authority of the Georgia Department of Human Resources.
- C. In the event a request is received from a community mental health center, hospital, private citizen or a physician's office requesting transportation of a mentally disturbed patient, the responding officer will have dispatch contact an ambulance from the Henry County Fire and EMS Department. Once the ambulance is on scene, EMT

personnel will determine if the mentally disturbed patient needs to be transported to an area hospital.

1. The caller should be made aware that the primary purpose of the officer's presence is to protect life and maintain order.
2. If transportation of the patient is necessary, the officer will request an ambulance.
  - a. Officers will not ride in an ambulance with a person who is considered mentally ill unless the person is extremely violent.
  - b. Officers will accompany an ambulance to Piedmont Henry Hospital if the person has committed a crime for which they may be arrested in accordance with the laws of arrest for the State of Georgia or if the person is violent. A Locust Grove Police officer will remain with the person until the screening process is completed or the security staff of the hospital agrees to take control of the person until transportation to another facility can be arranged.
  - c. Officers will only guard patients who are involved in Locust Grove Police cases. Officers will not guard an individual who goes to Piedmont Henry Hospital on his or her own accord, brought by family members or other means. The responsibility to guard patients waiting to be committed rests with the Henry County Sheriff's Office or Piedmont Henry Hospital Security Staff.
  - d. If a mentally ill patient is transported in a Locust Grove Police vehicle, the person will be handcuffed per standard operating procedures.

## **VIII. Training**

- A. Entry level training shall be accomplished with all new police officer recruits in the basic mandate police academy as outlined in the Georgia Peace Officers Reference Text, Section 3, Community Relations, Subsection 3.3, Mental Health, Mental Retardation and Substance Abuse. New officers also receive additional training during the FTO process. In-service refresher training will be completed for all agency personnel at least once every three years.



## Community Development Department

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

### Item Coversheet

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**Item:**        **Approval of an ordinance to authorize the installation of four-way stop signs in Patriot's Point residential subdivision.**

**Action Item:**                        **Yes**                        **No**

**Public Hearing Item:**               **Yes**                        **No**

**Executive Session Item:**          **Yes**                        **No**

**Advertised Date:**                **N/A**

**Budget Item:**                    **Yes**

**Date Received:**                 **N/A**

**Workshop Date:**                **November 16, 2020**

**Regular Meeting Date:**        **TBD**

### Discussion:

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The residents of Patriot's Point subdivision have requested assistance from the Police Department to combat excessive speeding and hazardous intersections in their subdivision. Upon review by the Police Chief, the recommendation is to convert the intersection of Patriot's Point Street and Freedom Walk along with Patriot's Point Street and Palmetto Street to four-way (all way) stops. Currently at these intersections, only the side approach streets must stop. Additional traffic calming measures may be required if this proposal does not prove effective.

### Recommendation:

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**Approval.**



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

**ORDINANCE TO AUTHORIZE THE INSTALLATION OF FOUR-WAY STOP SIGNS IN PATRIOT'S POINT RESIDENTIAL SUBDIVISION; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

*WITNESSETH*

**WHEREAS**, the Locust Grove Mayor and City Council (the "Council") shall have the authority to adopt and provide for the execution of such ordinances, resolutions, rules and regulations, not inconsistent with the City charter, the constitution, and the laws of the State of Georgia, which it shall deem necessary to protect the health, safety and welfare of the public; and,

**WHEREAS**, *Section 10.04.040(A)* permits the police chief or a designee thereof, upon approval by ordinance of the Council, to designate the placement of stop signs upon the public right-of-way; and,

**WHEREAS**, Staff received complaints from drivers and residents of Patriot's Point subdivision regarding traffic safety concerns due to a lack of 4-way stop signs at the intersection of Patriot's Point Street and Palmetto Street along with Patriot's Point Street and Freedom Walk (Exhibit A); and,

**WHEREAS**, the Police Chief has reviewed these complaints and determined that placing four-way stop signs at the intersection of (1) Patriot's Point Street and Palmetto Street and (2) Patriot's Point Street and Freedom Walk is the most appropriate course of action for the present time; and,

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

**SECTION 1.** Four-way stop signs shall be placed at the intersection of (1) Patriot's Point Street and Palmetto Street and (2) Patriot's Point Street and Freedom Walk in accordance with the specifications in the *Manual on Uniform Traffic-Control Devices*.

**SECTION 2. Severability.**

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

B. It is hereby declared to be the intention of the City Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other Section, paragraph, sentence, clause or phrase of

this Ordinance. It is hereby further declared to be the intention of the City Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other Section, paragraph, sentence, clause or phrase of 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 3. Repeal of Conflicting Provision.** Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 4. Effective Date.** This ordinance shall become effective immediately upon adoption by the Council.

**SO ORDAINED** this 16<sup>th</sup> day of November 2020.

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

ATTEST:

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

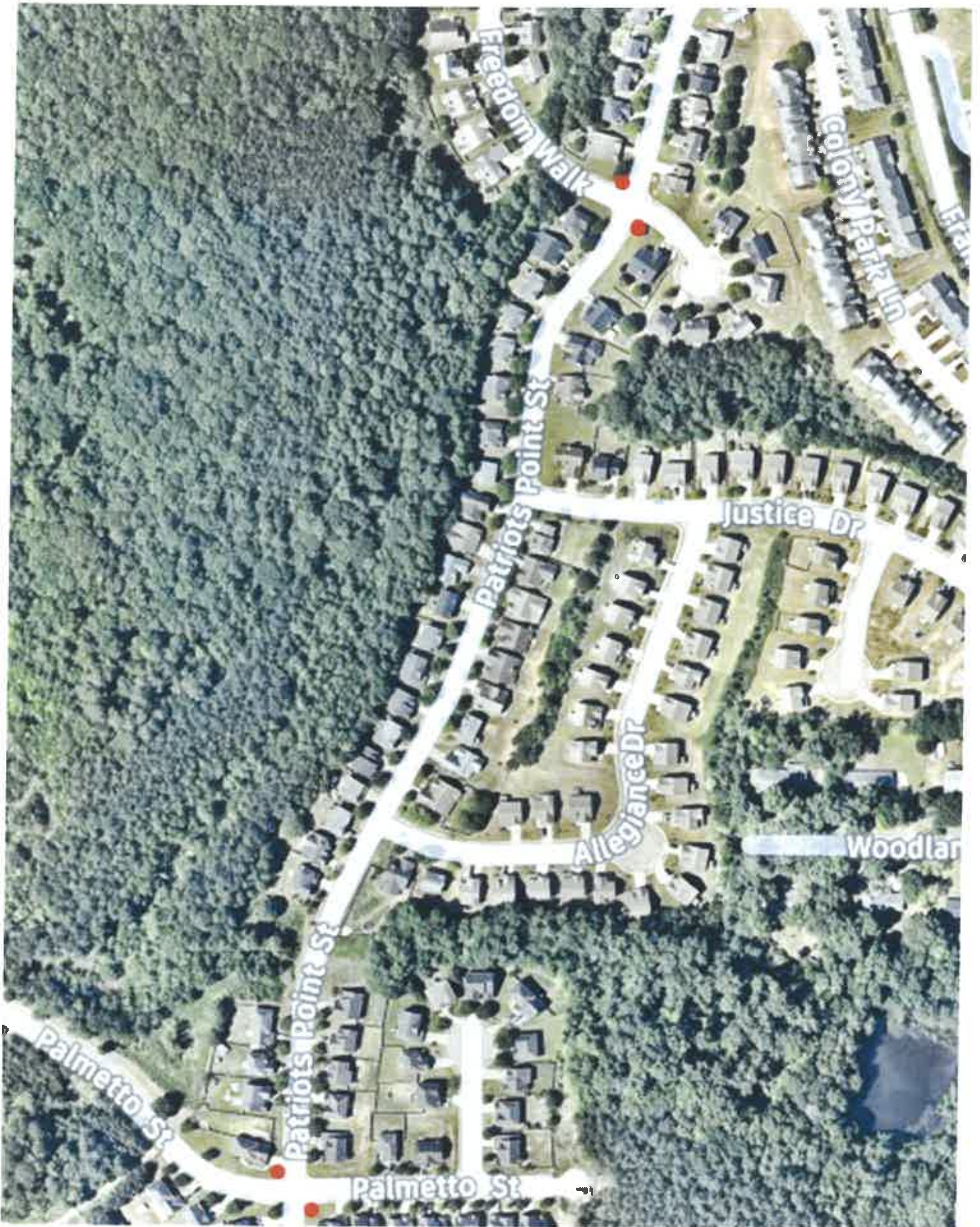
(Seal)

APPROVED AS TO FORM:

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

**Patriots Point Stop Sign Additions**

● **Proposed Stop Sign Locations**





## Community Development Department

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

### Item Coversheet

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**Item:**        **Approval of an ordinance to adjust fees paid to the City for certain development services provided.**

**Action Item:**                        **Yes**                        **No**

**Public Hearing Item:**               **Yes**                        **No**

**Executive Session Item:**          **Yes**                        **No**

**Advertised Date:**                **N/A**

**Budget Item:**                    **Yes**

**Date Received:**                 **N/A**

**Workshop Date:**                **November 16, 2020**  
September 30, 2019 – preliminary introduction during Council Retreat

**Regular Meeting Date:**        **December 7, 2020**

### Discussion:

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With the increase in development and building activity, Staff has become aware that there are items in the Fee Schedule with prices listed that do not fully cover the cost of the service provided by the City. Additionally, these development fees have not been codified in the City's Code of Ordinances as other building-related fees have.

Staff proposes a modest increase to offset inflation as described in the table on the following page as well as inserting these fees into the City Code.

### Recommendation:

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The table below contains current fee amounts and Staff recommendations based on the amount of time spent in the field, conducting plan reviews, and in the office processing the requests.

<b>SERVICE</b>	<b>CURRENT FEE</b>	<b>PROPOSED FEE</b>	
<i>Residential Plan Review</i>		<i>Primary Permittee</i>	<i>Secondary &amp; Tertiary Permittees</i>
< 10 lots	\$400	\$500	\$100 per lot
11 – 50 lots	\$900	\$1,000	
51 – 150 lots	\$1,650	\$1,750	
> 151 lots	\$2,150	\$2,250	
<i>Commercial Plan Review</i>			
< 1.0 acre	\$400	\$500	
1.1 – 5.0 acres	\$650	\$750	
5.1 – 10.0 acres	\$900	\$1,000	
> 10 acres	\$1,125	\$1,225	
First redline review	Included in initial plan review fee		Included in initial plan review fee
Second and subsequent redline reviews	50% of original plan review fee		50% of original plan review fee
<i>Development Permits</i>			
< 1.0 acre	\$100	\$150	
1.1 – 5.0 acres	\$200	\$300	
5.1 – 10.0 acres	\$300	\$400	
10.1 – 20 acres	\$400	\$500	
> 20.1 acres	\$400 + \$6 per acre over 20 acres	\$500 + \$25 per acre over 20 acres	
Expired Development Permit Renewal (no changes to plans)	50% of original development permit fee		50% of original development permit fee
Post-approval revision(s)	50% of original development permit fee		50% of original development permit fee per revision

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

**TO AMEND TITLE 15, CHAPTER 15.40, SECTION 15.40.010 OF THE CITY OF LOCUST GROVE CODE OF ORDINANCES, WHICH PROVIDES A SCHEDULE OF PERMIT FEES FOR SERVICES PROVIDED TO THE PUBLIC BY THE CITY; TO PROVIDE FOR CODIFICATION; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

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

**SECTION 1.** *Section 15.40.010*, entitled "Schedule of Permit Fees" is hereby amended by creating and inserting new *Section 15.40.010(I)* to read as follows:

- I. For development activities requiring land disturbance, the following fees shall apply:

Initial Plan Review	Applicable Fee	
<b>Residential</b>	<b>Primary Permittee</b>	<b>Secondary or Tertiary Permittee</b>
< 10 lots	\$500	\$100 per lot
11 – 50 lots	\$1,000	
51 – 150 lots	\$1,750	
> 151 lots	\$2,250	
<b>Commercial</b>		
< 1.0 acre	\$500	
1.1 – 5.0 acres	\$750	
5.1 – 10.0 acres	\$1,000	
> 10 acres	\$1,225	
<b>First redline review</b>	<b>Included in initial plan review fee</b>	
<b>Second and subsequent redline reviews</b>	<b>50% of original plan review fee</b>	
<b>Post-approval revision(s)</b>	<b>50% of original plan review fee</b>	

Development Permits	Applicable Fee
< 1.0 acre	\$150
1.1 – 5.0 acres	\$300
5.1 – 10.0 acres	\$400
10.1 – 20 acres	\$500
> 20.1 acres	\$500 + \$25 per acre over 20 acres
Expired Development Permit Renewal (no changes to plans)	50% of original development permit fee
Post-approval revision(s)	50% of original development permit fee per revision

**SECTION 2. Codification.** This ordinance shall be codified in a manner consistent with the laws of the State of Georgia.

**SECTION 3. Severability.**

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

B. It is hereby declared to be the intention of the City Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other Section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the City Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other Section, paragraph, sentence, clause or phrase of 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 4. Repeal of Conflicting Provision.** Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 5. Effective Date.** This ordinance shall become effective on January 1, 2021.

**SO ORDAINED** this 7<sup>th</sup> day of December 2020.

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

ATTEST:

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

(Seal)

APPROVED AS TO FORM:

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





## Community Development Department

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

### Item Coversheet

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**Item:** Resolution approving the architectural plans submitted for Moe's Southwest Grill, located at 660 Market Place Blvd.

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** NA

**Budget Item:** No

**Date Received:** October 28, 2020

**Workshop Date:** November 16, 2020

**Regular Meeting Date:** November 16, 2020

#### **Discussion:**

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Tedro Design Group, of Snellville, GA, has submitted color building elevation renderings for a proposed new Moe's Southwest Grill to be located at 660 Market Place Blvd.

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 facing Market Place Boulevard.

The applicant proposes a new 4,320 (+/-) sq. ft. Moe's Southwest Grill. This building is being managed by alternating earth tone colors, primarily shades of gray, with brick, cinder block and stucco type walls on all four sides of the building broken up by accents of the brown and their national branding colors.

#### Chapter 15.44 Architectural Review

##### 15.44.050 - Exterior materials standards.

A. Except where otherwise provided in this chapter or in the Code of Ordinances, the exterior architectural features of buildings and structures within multifamily, office/institutional, commercial and industrial zoning districts shall adhere to the following minimum standards:

1. All primary/accent exterior siding materials shall be limited to:

Primary: Brick; natural stone including granite, marble, sandstone, field stone, or any other natural stone approved by the board; manufactured stone including imitation field stone, marble terrazzo, and wood and any other manufactured architectural finish stone approved by the board as a primary siding material.

Accent: Clay tile with baked-on enamel finish; architecturally treated decorative concrete block; architecturally treated slabs or block either fluted or with exposed aggregate; stucco; EFIS; masonry siding such as cement fiberboard siding ("hardiplank"), wood; or acceptable substitute approved by the board. "Tilt-up" concrete shall be permitted as a primary exterior siding material for buildings in industrial zoning districts or acceptable substitute as approved by the board.

2. All exterior siding material such as aluminum, steel, vinyl, mirrored or reflective glass, cinderblock, unfinished concrete, fiberglass or plastic are prohibited except that architectural fiberglass or plastic can be used to such extent that such material is used as detailing and decorative trim if approved by the board.
3. Fifty percent of the width of the front facade of the building shall consist of fenestration. All fenestration comprised of glass shall be multi-paned in appearance. Single-paned plate glass windows greater than six square feet in surface area without the appearance of being multi-paned shall be prohibited unless approved by the board.
4. All exterior painted surfaces, where visible from the public street shall be painted in earth tones. Colors shall be non-primary colors including darker and cooler shades of green, red, such as brick, yellow including beige, and lighter shades of brown including tan. However, white may be permitted if approved by the board. Corporate graphics, trademarks, corporate logos, corporate service marks and corporate branding items may be permitted by the board to the extent used for decorative trim or for signage as part of the overall exterior features.
5. Roofs on multifamily and commercial or office buildings shall generally consist of a pitch of 7/12 or greater with exception of porches and porticos and be comprised of asphalt, cedar shake, cement tile material. Standing seam metal roofing shall be allowed as approved by the board. Flat roofs shall be permitted in larger commercial

and industrial zoning where rooftop equipment is screened from view by raised parapet walls and shall be consistently flat across the building length with exception of features of fenestration to break up building mass and long, monotonous facades. Flat roofs may be permitted on larger multifamily and office buildings as approved by the board.

6. Burglar bars and steel roll down doors or curtains shall not be visible from the public street, with exception to buildings in industrial zoning districts as approved by the board.
  7. Service bays shall be designed so that the openings of service bays are not visible from a public street (i.e., side entry), with exception to buildings in industrial zoning districts as approved by the board.
  8. Fabric and canvas awnings and all other building materials must be of durable quality and shall be compatible with materials used in adjoining buildings.
  9. All exterior building elevations that face public streets and/or customer parking areas shall be designed so that there are no large expanses of blank walls. This requirement can be met by employing the use of architectural features including, but not limited to, the following: Doors, windows, pilasters, columns, horizontal and vertical offsets, material and color variations, decorative cornices, awnings, canopies, murals, and graphics.
- B. Additional requirements. Properties with material changes of structures lying within the historic preservation district overlay shall abide by the certificate of appropriateness process for the historic preservation district and follow the design guidelines as promulgated by the historic preservation commission. Properties within the Gateway Town Center and/or the Locust Grove Town Center LCI area shall abide by the applicable design guidelines in addition to this chapter.
- C. The exterior architectural features of buildings and structures within the office/institutional and commercial zoning classifications shall adhere to the following additional requirement:
- Front facades and any exterior sides facing public streets shall consist of a minimum of seventy percent of brick or natural or manufactured stone or a combination thereof, except where a building over three stories in height and/or greater than twenty thousand square feet in total building area may reduce this requirement as approved by the board where the structure provides adequate fenestration and design features or where a building is designed under LEED Silver, Gold, or Green standards.

**Comments:**

All mechanical components, such as condensers and vents, should be screened from view from the right-of-way whether these components are at ground-level or on the roof.

**Recommendation:**

**I MOVE TO (approve/deny/table) THE RESOLUTION APPROVING THE ARCHITECTURAL PLANS FOR THE NEW MOE'S SOUTHWEST GRILL TO BE LOCATED AT 660 MARKETPLACE BLVD.**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION TO APPROVE ARCHITECTURAL PLANS FOR THE PROJECT KNOWN MOES SOUTHWEST GRILL IN ACCORDANCE WITH CHAPTER 15.44 OF THE LOCUST GROVE CITY CODE; TO AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE ANY DOCUMENTS NECESSARY TO CARRY OUT THIS RESOLUTION; 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**, Tedrow Design Group of Snellville, GA submitted Architectural Plans (“Plans”) for Moe’s Southwest Grill attached hereto and made part thereof as **Exhibit “A”**, and;

**WHEREAS**, the Board may review and make comment on architectural plans and issue approval per Chapter 15.44 (“Chapter”) of the Code of Ordinances for the City of Locust Grove, 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 Plans submitted by Tedrow Design Group appear to meet 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. **Final Colors.** That final colors and type of materials be reviewed and approved by the Community Development Director to meet all requirements of Chapter 15.44 of City of Locust Grove Code as “earth tone” in nature.

- b. **Material Changes.** 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.
  - c. **Extension of Approved Plans.** That the approval granted herein may be in effect for a period not to exceed eighteen (18) months from the approval 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 revised 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 16<sup>th</sup> day of November, 2020.

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

ATTEST:

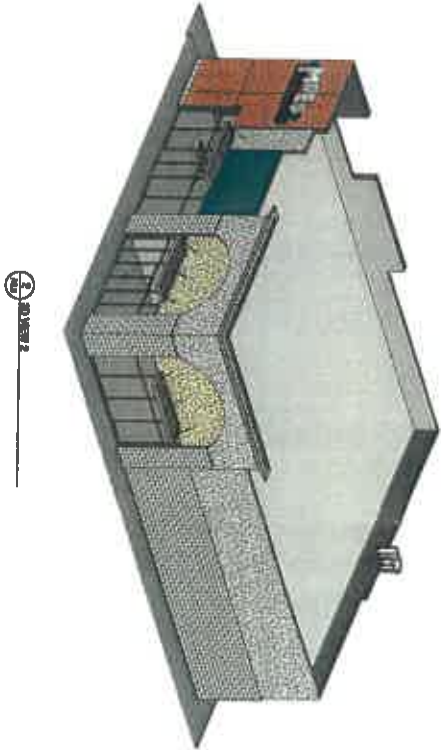
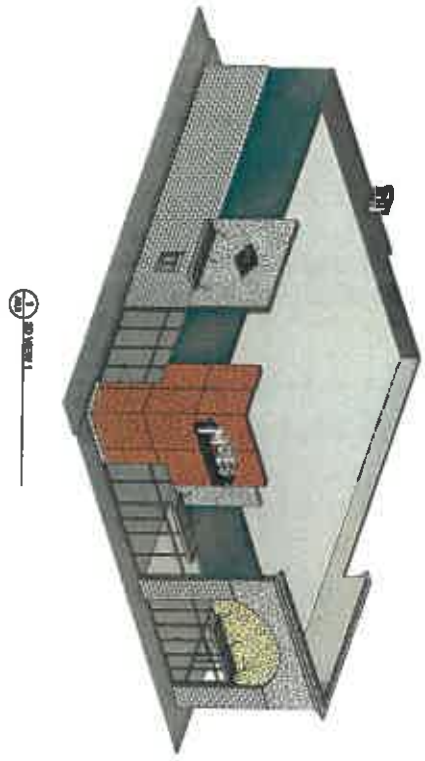
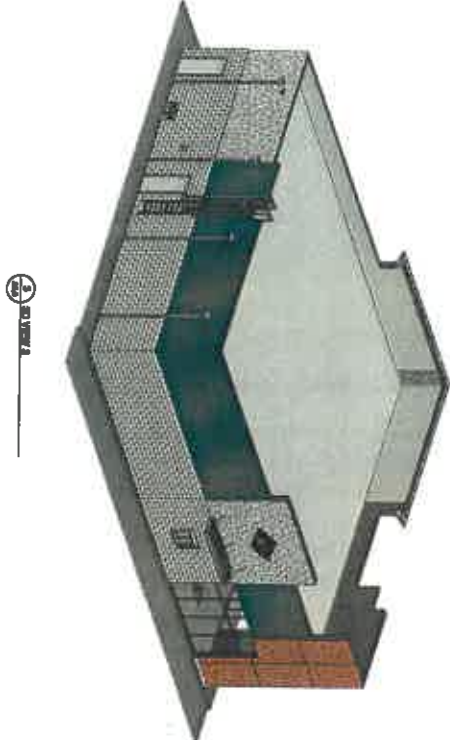
\_\_\_\_\_  
MISTY SPURLING, City Clerk

(Seal)

APPROVED AS TO FORM:

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

**EXHIBIT "A"**



**A0.0**

PROJECT NO:	
DRAWN BY:	AJL
CHECKED BY:	CTB
ISSUE DATE:	10/17/16
<b>3D VIEWS</b>	

Moe's Southwest Grill #103198  
 800 Market Place Blvd.  
 Locust Grove, Georgia 30245



2900 Adams Branch Way  
 Marietta, Georgia  
 30066  
 Phone: (770) 777-6866



THIS DOCUMENT IS THE PROPERTY OF TEDROW DESIGN GROUP. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF TEDROW DESIGN GROUP.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION TO APPROVE ARCHITECTURAL PLANS FOR THE PROJECT KNOWN MOES SOUTHWEST GRILL IN ACCORDANCE WITH CHAPTER 15.44 OF THE LOCUST GROVE CITY CODE; TO AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE ANY DOCUMENTS NECESSARY TO CARRY OUT THIS RESOLUTION; TO REPEAL INCONSISTENT PROVISIONS; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

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**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**, Tedrow Design Group of Snellville, GA submitted Architectural Plans ("Plans") for Moe's Southwest Grill attached hereto and made part thereof as **Exhibit "A"**, and;

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**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.

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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.
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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 16<sup>th</sup> day of November, 2020.

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

ATTEST:

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

(Seal)

APPROVED AS TO FORM:

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



## Administration Department

P. O. Box 900  
Locust Grove, Georgia 30248

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

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### Item Coversheet

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**Item:** Ordinance on Council Meetings for 2021

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** To be posted in Paper for December 2020 and January 2021

**Budget Item:** N/A

**Date Received:** November 9, 2020

**Workshop Date:** November 16, 2020

**Regular Meeting Date:** December 7, 2021

#### Discussion:

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Attached is the ordinance for the 2021 Calendar of Meetings for the Mayor and City Council. Note there are Tuesday Meetings in January for holidays (Rev. Martin Luther King, Jr. Holiday) and on Tuesday July 6, 2021 in lieu of Monday, July 5, 2021 (Independency Day Holiday). Finally, there is the Labor Day Holiday on September 6, 2021 that is traditionally followed by that Tuesday as well. We have examined to make sure that there are no other conflicts with these dates at this time.

#### Recommendation:

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**For Discussion and Review for December 7, 2020 Action.**

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

**TO PRESCRIBE THE SCHEDULING OF REGULAR MEETINGS OF THE MAYOR AND COUNCIL OF THE CITY OF LOCUST GROVE FOR THE CALENDAR YEAR 2021 PURSUANT TO SECTION 2.31 OF THE CITY CHARTER; TO AUTHORIZE THE CITY CLERK TO POST AND PUBLISH NOTICE OF SUCH MEETINGS; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

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

**SECTION 1. Scheduling of Regular Meetings.** Pursuant to Section 2.31 of the City Charter, the Mayor and Council hereby announce that they shall meet on a regular basis on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Monday of each month, except as otherwise noted by asterisk (\*) below. Although the first and third Monday is scheduled for regular meetings and workshops, the Mayor and Council reserve the right to assemble and conduct official business on that date in the manner prescribed by law. The dates for the meetings shall be as follows:

**REGULAR MEETING DATES**

**WORKSHOP MEETING DATES**

January 4, 2021 (Organizational Meeting)	January 19, 2021* (Tuesday)
February 1, 2021	February 15, 2021
March 1, 2021	March 15, 2021
April 5, 2021	April 19, 2021
May 3, 2021	May 17, 2021
June 7, 2021	June 21, 2021
July 6, 2021* (Tuesday)	July 19, 2021
August 2, 2021	August 16, 2021
September 7, 2021* (Tuesday)	September 20, 2021
October 4, 2021	October 18, 2021
November 1, 2021	November 15, 2021
December 6, 2021	December 20, 2021

The meetings shall take place in the Courtroom/Council Chambers at the Locust Grove Public Safety Building at 3640 Highway 42, Locust Grove, GA 30248. They shall begin at **6:00 P.M.** and may be continued or adjourned as necessary. Notwithstanding any designation to the contrary, the Mayor and Council reserve the right to transact business without limitation at such meetings to the extent permitted by applicable law.

**SECTION 2. Authorization to Publish and Post Schedule.** The City Clerk is hereby authorized and directed to post a schedule of regular meetings in City Hall and to publish notice of the same in the legal organ.

**SECTION 3.**

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

**SECTION 5. Effective Date.** This ordinance shall become effective immediately upon its adoption by the Mayor and Council of the City of Locust Grove.

**SO ORDAINED this 7th day of December, 2020.**

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ROBERT S. PRICE, Mayor

ATTEST:

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MISTY SPURLING, City Clerk  
(Seal)

APPROVED AS TO FORM:

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CITY ATTORNEY