

**City of Locust Grove**  
**Council Workshop Meeting Minutes**  
**Public Safety Building – Courtroom Chamber**  
**3640 Highway 42 S. – Locust Grove, GA 30248**  
**Tuesday, July 6, 2021**  
**6:00 PM**

<b>Members Present:</b>	<b>Staff Present:</b>
Robert Price – Mayor	Tim Young – City Manager
Carlos Greer – Councilman	Bert Foster – Assistant City Manager
Willie Taylor – Councilman	Misty Spurling – City Clerk
Keith Boone – Councilman	Jennifer Adkins – Assistant City Clerk
Rod Shearouse – Councilman	Daunte’ Gibbs – Community Development Director
Rudy Breedlove – Councilman	Derrick Austin - Police Chief
Vincent Williams – Councilman	Jack Rose – Public Works Director
	Anna W. Ogg – Main Street Director
	Andy Welch - Attorney

Mayor Price called the meeting to order at 6:00 PM

Invocation given by Community Development Director Daunte’ Gibbs

Councilman Greer led the Pledge of Allegiance.

**APPROVAL OF AGENDA –**

Mayor Price asked for a motion to amend the agenda to defer items four and five until July 19, 2021 workshop meeting and add an additional Item number ten (#10). Councilman Boone made the motion to approve the July 6, 2021 meeting agenda as amended.

RESULT	APPROVED AGENDA AS AMENDED
MADE MOTION	COUNCILMAN BOONE
2 <sup>ND</sup> MOTION	COUNCILMAN WILLIAMS
VOTE	MOTION CARRIED - ALL IN FAVOR

**PUBLIC COMMENTS –**

- **Mrs. Barbara Coleman – Connecting Henry, Inc – Update**

Mrs. Barbara Coleman: Executive Director with Connecting Henry, Inc stepped forward to present an update and reviewed the PowerPoint on the overhead screen. Mrs. Coleman said this organization is celebrating 25 years this year serving and representing Henry County. Discussion took place about the lack of homeless shelters in Henry County. Mrs. Coleman said within the Henry County Schools, there are hundreds of families who are homeless. This organization helps provide the needs of those families. Discussion took place about the Emergency Solutions Grant that is available for families who are approved, and further discussion regarding the aid spent for families in Henry County. Mrs. Coleman said there is a list of programs for training to help people obtain employment and maintain an employed status. The organization has helped families in

Locust Grove; however, they would like to offer more help. Further, Mrs. Coleman said the organization is [nearly] one hundred percent grant funded along with some donations.

Councilman Williams made a comment this seems to be a very successful organization and said he appreciates the update.

Councilman Greer asked if the organizations assist in other counties and Mrs. Coleman replied the chart reviewed is strictly for Henry County; however, the organization does serve other jurisdictions.

Councilman Boone asked who funds the organization and Mrs. Coleman replied the organization receives some Federal funding, CDBG, DCA, private and business donations. Nothing further.

**PUBLIC HEARING ITEMS – NONE**

**APPROVAL OF THE MINUTES –**

**1. JUNE 7, 2021- REGULAR MEETING MINUTES –**

Mayor Price asked for a motion. Councilman Greer made the motion to approve the June 7, 2021 regular meeting minutes.

RESULT	APPROVED JUNE 7, 2021 REGULAR MEETING MINUTES
MADE MOTION	COUNCILMAN GREER
2 <sup>ND</sup> MOTION	COUNCILMAN BOONE
FAVOR	MOTION CARRIED – ALL IN FAVOR

**2. JUNE 21, 2021- WORKSHOP MEETING MINUTES –**

Mayor Price asked for a motion. Councilman Williams made the motion to approve the June 21, 2021 workshop meeting minutes.

RESULT	APPROVED JUNE 21, 2021 WORKSHOP MEETING MINUTES
MADE MOTION	COUNCILMAN WILLIAMS
2 <sup>ND</sup> MOTION	COUNCILMAN GREER
FAVOR	MOTION CARRIED – ALL IN FAVOR

**ACCEPTANCE OF THE FINANCIAL STATEMENT –**

**3. JUNE 2021 FINANCIAL STATEMENT –**

Mayor Price asked for a motion. Councilman Greer made the motion to approve the June 2021 Financial Statement.

RESULT	APPROVED JUNE 2021 FINANCIAL STATEMENT
MADE MOTION	COUNCILMAN GREER
2 <sup>ND</sup> MOTION	COUNCILMAN BOONE
FAVOR	MOTION CARRIED – ALL IN FAVOR

**UNFINISHED BUSINESS/ACTION ITEMS –**

- 4. Ordinance for annexation of 39.08 +/- acres and 156.82 +/- acres located North of Bethlehem Road between Interstate 75 and SR 42 (Parcel IDs: 110-01019002 & 110-01023000) in LL 230, 246, 250, 251 of the 2<sup>nd</sup> and 7<sup>th</sup> districts -**

Item deferred until July 19, 2021 workshop meeting as part of amending the agenda prior to approval of the agenda.

- 5. Ordinance for rezoning of 39.08 +/- acres and 156.82 +/- acres located North of Bethlehem Road between Interstate 75 and SR 42 (Parcel IDs: 110-01019002 & 110-01023000) in LL 230, 246, 250, 251 of the 2<sup>nd</sup> and 7<sup>th</sup> districts –**

Item deferred until July 19, 2021, workshop meeting as part of amending the agenda prior to approval of agenda.

- 6. Resolution to create a streetlight district in Liberty Grove subdivision (f/k/a Derringstone at Locust Grove Station, Phase 2) –**

Mayor Price asked for a motion. Councilman Greer made the motion to approve the request by approving resolution #21-07-045.

RESULT	APPROVED RESOLUTION #21-07-045
MADE MOTION	COUNCILMAN GREER
2 <sup>ND</sup> MOTION	COUNCILMAN BREEDLOVE
FAVOR	MOTION CARRIED – ALL IN FAVOR

- 7. Ordinance to approve the final plat for Berkley Lakes Phase 2A, single family residential subdivision, located at 71 Singley Circle –**

Mayor Price asked for a motion. Councilman Shearouse made the motion to approve the request by approving ordinance 21-07-046.

RESULT	APPROVED ORDINANCE #21-07-046
MADE MOTION	COUNCILMAN SHEAROUSE
2 <sup>ND</sup> MOTION	COUNCILMAN BREEDLOVE
FAVOR	MOTION CARRIED – ALL IN FAVOR

- 8. Preliminary Plat for Peeksville Road subdivision, a single-family residential subdivision, located off Peeksville Road –**

Mayor Price asked for a motion. Councilman Williams made the motion to approve the request by approving ordinance #21-07-047

RESULT	APPROVED ORDINANCE #21-07-047
MADE MOTION	COUNCILMAN WILLIAMS
2 <sup>ND</sup> MOTION	COUNCILMAN SHEAROUSE
FAVOR	MOTION CARRIED – ALL IN FAVOR

**9. Ordinance to amend the FY 2021 Operating and Capital Improvements Budget, 2<sup>nd</sup> Quarter –**

Mayor Price asked for a motion. Councilman Greer made the motion to approve the request by approving ordinance 21-07-048.

RESULT	APPROVED ORDINANCE #21-07-048
MADE MOTION	COUNCILMAN GREER
2 <sup>ND</sup> MOTION	COUNCILMAN TAYLOR
FAVOR	MOTION CARRIED – ALL IN FAVOR

**ADD ITEM –**

**10. Resolution to approve assignment, release, and indemnification between City of Locust Grove and GBLG Development, LLC –**

City Manager Tim Young stepped forward and led discussion Council approved two items related to Colvin Drive at the May 17<sup>th</sup> workshop meeting. One item for Norfolk Southern and the other item with Scannell; however, this agreement for action tonight would apply to GBLG for the work they are performing (or via N-S) in the crossing area we are required by Norfolk Southern to handle the legalities for us acting as agent on their behalf.

Attorney Andy Welch said the DRI attached to the development agreement needed to be executed. Scannell is doing the project work and reimbursing the city back and an agreement was needed so the city would not have any liability. Nothing further.

Mayor Price asked for a motion. Councilman Shearouse made the motion to approve the request by approving resolution #21-07-049

RESULT	APPROVED RESOLUTION 21-07-049
MADE MOTION	COUNCILMAN SHEAROUSE
2 <sup>ND</sup> MOTION	COUNCILMAN BREEDLOVE
FAVOR	MOTION CARRIED – ALL IN FAVOR

**NEW BUSINESS/ACTION ITEMS – NONE**

**CITY MANAGER'S COMMENTS –**

• **T-SPLOST update of projects and IGA**

Mr. Young gave an update this is the draft T-SPLOST list for the Joint Henry County/Cities transportation sales tax. This project list now more closely aligns some of the discussion from the recent mini-retreat with the bulk of the expenditures centered on the outcome of the planning study along SR-42 by GDOT and the City, with the next largest amount designated for general repaving of streets throughout all areas of the city. Mr. Young said city along with folks from Henry County delivered checks to GDOT on June 28, 2021 to go towards the \$120 million dollar Bethlehem Road Interchange project.

Attorney Andy Welch said we are in with final negotiations with the County staff on the IGA. It is important the city receives the money that is bonding with the County; however, the county has



eliminated the ability for the city to jointly bond with them [County] because they chose to only bond their projects. This means the city does not get the benefit of the AAA bond rating. The city wants to be able to bond our projects so that we can receive the cash up front versus receiving in increments (to avoid slowing the process down). The IGA says the city could not bond; therefore, we will have to do independently, and we wanted to ensure this IGA does not keep the city from being able to bond. Attorney Andy Welch said Tim has been dedicated to this process and said he is doing a great job in overseeing each step along the way. Further discussion took place and then nothing further

Councilman Boone asked if there are any modifications on unnecessary projects the county had listed, and discussion took place.

Councilman Shearouse asked why the County did not want to bond with the city. Mr. Young replied the city has dates as to when we must spend money related to the SPLOST bonds to avoid arbitrage penalties, which some cities failed to do. Therefore, the county had to pay federal taxes. Discussion took place.

Mr. Young asked if Council had any changes for the project list and Councilman Greer made a comment the street improvement list could be revised because some streets listed do not seem to be high priority as others that are not listed. Mr. Young replied a third party does the assessment and we apply accordingly. Nothing further.

Mr. Young closed this section with review of the tax digest for this year and said our tax digest has grown by more than 170 percent since 2013. Discussion took place and Mr. Young reviewed percentages by city and nothing further.

**MAYOR'S COMMENTS – NONE**

**EXECUTIVE SESSION – LITIGATION AND PROPERTY ACQUISITION**

Mayor Price asked for a motion to enter executive session for the purpose of litigation and property acquisition. Councilman Greer made the motion with second by Councilman Breedlove. All in favor and motion carried. Council entered executive session at 6:48 PM.

Mayor Price asked for a motion to reconvene to regular session from executive session at 7:31 PM. Councilman Greer made the motion with second by Councilman Boone. All in favor and motion carried.

**ADJOURNMENT –**

Mayor Price asked for a motion to adjourn. Councilman Greer made the motion to adjourn.

RESULT	APPROVED – ADJOURN MEETING
MADE MOTION	COUNCILMAN GREER
2 <sup>ND</sup> MOTION	COUNCILMAN BOONE
FAVOR	MOTION CARRIED MEETING ADJOURNED @ 7:31 PM.

Notes taken by:

\_\_\_\_\_  
Misty Spurling, City Clerk

**City of Locust Grove  
 Council Workshop Meeting Minutes  
 Public Safety Building – 3640 Highway 42 S.  
 Locust Grove, GA 30248  
 Monday, July 19, 2021  
 6:00 PM**

<b>Members Present:</b>	<b>Staff Present:</b>
Robert Price – Mayor	Tim Young – City Manager
Willie Taylor – Councilman	Bert Foster – Assistant City Manager
Keith Boone – Councilman	Jennifer Adkins – Assistant City Clerk
Rod Shearouse – Councilman	Daunté Gibbs – Community Development Director
Rudy Breedlove - Councilman	Anna W. Ogg – Main Street Manager
Vincent Williams - Councilman	Jack Rose – Public Works Director
Carlos Greer – Councilman	Warren Tillery - Attorney
	<b>Staff Not Present:</b>
	Misty Spurling – City Clerk
	Derrick Austin – Police Chief (Conference)
	Andy Welch - Attorney

Mayor Price called the meeting to order at 6:00 PM.

Invocation given by City Manager Tim Young.

Councilman Taylor led the Pledge of Allegiance.

**APPROVAL OF AGENDA –**

Mayor Price asked for a motion. Councilman Boone made the motion to approve the July 19, 2021, meeting agenda.

RESULT	APPROVED
MADE MOTION	COUNCILMAN SHEAROUSE
2 <sup>ND</sup> MOTION	COUNCILMAN BOONE
VOTE	MOTION CARRIED - ALL IN FAVOR

**PUBLIC COMMENTS –**

**Introduction of new hire – Officer Joshua Duke –**

Mayor Price said Mr. Duke could not be here due to scheduling conflict. Nothing further.

**PUBLIC HEARING ITEMS – NONE**

**OLD BUSINESS/ACTION ITEMS –**

- 1. Ordinance for annexation of 39.08 +/- acres and 156.82 +/- acres located North of Bethlehem Road between Interstate 75 and SR 42 (Parcel IDs: 110-01019002 and 110-01023000) in LL 230, 246,250,251 of the 2<sup>nd</sup> and 7<sup>th</sup> districts –**

Mayor Price asked for a motion. Councilman Shearouse made the motion to approve the request by approving resolution **#21-07-050.**

RESULT	APPROVED RESOLUTION #21-07-050
MADE MOTION	COUNCILMAN SHEAROUSE
2 <sup>ND</sup> MOTION	COUNCILMAN TAYLOR
VOTE	MOTION CARRIED – FOUR IN FAVOR (SHEAROUSE, TAYLOR, BOONE, BREEDLOVE) AND TWO OPPOSED (GREER, WILLIAMS)

- 2. Ordinance for rezoning of 39.08 +/- acres and 156.82 +/- acres located North of Bethlehem Road between Interstate 75 and SR 42 (Parcel IDs: 110-01019002 and 110-01023000) in LL 230, 246,250,251 of the 2<sup>nd</sup> and 7<sup>th</sup> districts –**

Community Development Director Daunté Gibbs stepped forward and stated a letter received from Norfolk Southern which was read aloud by Mr. Gibbs to be entered in the minutes (attached hereto and made part of these minutes as “**Exhibit A**”).

Mayor Price asked for a motion. Councilman Shearouse made the motion to approve the request by approving ordinance **#21-07-051.**

RESULT	APPROVED ORDINANCE #21-07-051
MADE MOTION	COUNCILMAN SHEAROUSE
2 <sup>ND</sup> MOTION	COUNCILMAN BREEDLOVE
VOTE	MOTION CARRIED – FOUR IN FAVOR (SHEAROUSE, TAYLOR, BOONE, BREEDLOVE) AND TWO OPPOSED (GREER, WILLIAMS)

- 3. Resolution to approve the T-SPLOST IGA and project list –**

City Manager Tim Young stepped forward and stated the county has already approved the IGA, and we are recommending approval. He stated the distribution is based on 2019 census figures which are more favorable to us, and the project list includes major mobility projects and provides for repaving in areas all around the city to benefit all citizens.

Mayor Price asked for a motion. Councilman Williams made the motion to approve the request by approving ordinance **#21-07-052.**

RESULT	APPROVED ORDINANCE #21-07-052
MADE MOTION	COUNCILMAN WILLIAMS
2 <sup>ND</sup> MOTION	COUNCILMAN SHEAROUSE
VOTE	MOTION CARRIED - ALL IN FAVOR

#### **4. Ordinance to approve Millage Rate rollback –**

City Manager Tim Young led discussion stating our digest grew by 17.3% to \$444,000,000. He said the new calculation for the millage rate would be 5.769 mils, and the city has been rolling the millage back to 0.00 since the year 1980. He stated this is needed to meet an annual requirement by the Department of Revenue.

Mayor Price asked for a motion. Councilman Breedlove made the motion to approve the request by approving ordinance #21-07-053.

RESULT	APPROVED ORDINANCE #21-07-053
MADE MOTION	COUNCILMAN BREEDLOVE
2 <sup>ND</sup> MOTION	COUNCILMAN BOONE
VOTE	MOTION CARRIED - ALL IN FAVOR

#### **CITY OPERATION REPORTS / WORKSHOP DISCUSSION ITEMS**

##### **MAIN STREET OPERATIONS – ANNA W. OGG**

Mrs. Ogg gave an update on the tax credit project for Wessels & Gerber, stating the Georgia Department of Community Affairs has approved the rural zone tax credit. Mrs. Ogg said we may also see a few new tenants downtown in the upcoming months. There was no quorum for Main Street to meet. City staff has started working on Christmas in the Grove and a large Christmas-light order was placed today to truly light up the city on the holidays. Mrs. Ogg said that a façade grant application has been received for Planter's Walk Antiques. The HPC received no COAs and work on the historic resource survey continues. Further, Mrs. Ogg said staff posted a social media campaign to encourage residents and visitors to take better care of our parks. Mrs. Ogg stated the next Yoga in the Park event is coming up on the second Saturday in August. Nothing further.

##### **PUBLIC SAFETY OPERATIONS – CHIEF DERRICK AUSTIN**

Mayor Robert Price stated the Chief Derrick Austin is not present as he is attending chiefs training out of town.

City Manager Tim Young stepped forward to update on a murder in Skyland on July 4<sup>th</sup>. The suspect turned himself in last week after a prolonged search in a nearby county.

##### **PUBLIC WORKS – JACK ROSE**

Public Works Director Jack Rose stepped forward with an update everything is operating as normal. We purchase a camera truck for wastewater. He stated we are working on some new technology to improve the gas problems at our lift stations. We had one employee, Michael Owens, resign. Mr. Rose said there are several new subdivisions going in, and we have installed 38 new meters this month. Nothing further.

##### **ADMINISTRATION – BERT FOSTER**

Mr. Foster gave an update on the Peeksville Road extension; a final offer order was sent to the property owner, and we are waiting on his decision. Mr. Foster gave an update on Chase Maddox Park stating there are ponding issues on the track surface. The project engineer and design professionals have developed a solution, and we are waiting on the manufacturer to sign off. The ID sign is up at the park and is covered while we schedule a time for the dedication ceremony. We are also doing some work to the playground fence and creating a new walkway to the play area. Mr. Foster said the brick columns in front of city hall were removed as the next step in the right-of-way certification process that GDOT goes through for the extra lane project on Hwy 42. He added that he emailed out the latest toolkit regarding the MMIP (Commercial Vehicle Lane) and that project continues to move forward. Mr. Foster gave an update on the signal at Market Place and Hwy 42, we have received one easement from Georgia Transmission Corporation, and we are waiting to hear from the railroad on the other. The contract for the lightning arrestors at City Hall and the Public Safety Building was sent to Vickery Lightning, and we are waiting on some final details from their insurance. An estimate from Falcon Design Group on the additions we requested to the Scatter Garden/Veteran's Memorial is expected soon. Mr. Foster said some surveying work should begin this week on the drainage issue at Jackson and Arnold Street. There are no new updates from GDOT on the Downtown Corridor study, and we should have some no truck signs up next week on Jackson Street and Davis Lake Road.

- **Resolution to create a streetlight district in Grove Village subdivision**

Mr. Foster continued with discussion staff received a petition to create a streetlight district in Grove Village, it is a private subdivision. It includes 250 lots for a proposed 47 lights. The annual fee will be \$26.40 per lot and will be collected through the Tax District fees. This will be brought back in August for action.

#### **COMMUNITY DEVELOPMENT OPERATIONS – DAUNTÉ GIBBS**

Community Development Director Daunté Gibbs gave an update his department has issued a total 1,717 permits including 308 new house permits for 2021. We have issued 191 COs [124 residential and 67 commercial permits] with a total of 378 business licenses issued for 2021. Further, Mr. Gibbs said there are currently 20 active residential developments, 10 commercial developments and 9 industrial developments. Nothing further.

#### **ARCHITECTURAL REVIEW BOARD (ARB) – NONE**

#### **CITY MANAGER'S COMMENTS –**

Mr. Young gave an update on staffing. We had one employee resign, Brandi Berry, and we are transferring Joan from Community Development to the Water department to fill the position. We also are releasing our stormwater plan reviewer and will be working a job description for a Development Inspector. We are continuing reviews and budget work for the coming year. Mr. Young said GMA conference items should be arriving in the mail this week. Mr. Young thanked Council for approving T-SPLOST. Nothing further.

#### **MAYOR'S COMMENTS – NONE**

#### **EXECUTIVE SESSION – NONE**

#### **ADJOURNMENT-**

Mayor Price asked for a motion to adjourn. Councilman Breedlove made the motion to adjourn.

RESULT	ADOPTED
MADE MOTION	COUNCILMAN BREEDLOVE
2 <sup>ND</sup> MOTION	COUNCILMAN WILLIAMS
VOTE	MOTION CARRIED - ALL IN-FAVOR MEETING ADJOURNED @ 6:31 PM.

Notes taken by:

---

Jennifer Adkins, Assistant City Clerk

DRAFT

**EXHIBIT A**  
**LETTER DATED July 12, 2021**  
**FROM THE NORFOLK SOUTHERN CORPORATION**

DRAFT



Norfolk Southern Corporation  
1200 Peachtree St, NE  
Atlanta, GA 30309

Malcolm G. Roop  
AVP Real Estate & Facility Services  
Phone: 404-962-5802  
Fax: 404-897-3037  
E-mail: [Malcolm.Roop@nscorp.com](mailto:Malcolm.Roop@nscorp.com)

July 12, 2021

Mr. Daunte Gibbs  
Community Development Director  
City of Locust Grove  
3644 Highway 42  
Locust Grove, Georgia 30248

Dear Mr. Gibbs,

I am writing on behalf of Norfolk Southern Railway Company ("NSR") with respect to an Application for Annexation Under the One Hundred Percent (100%) Method that NSR submitted to the Mayor and City Council of Locust Grove, GA (collectively, "Locust Grove"), on or about March 23, 2021 (the "Application").

NSR is contemplating the construction of a logistics facility potentially comprised of two phases (the "Facility"), the second phase of which may be located on a portion of the property that is subject of the Application. I am writing to inform Locust Grove that, if NSR completes construction of the second phase of the Facility, NSR would be willing to work with Locust Grove with respect to the possible construction of a private roadway across the Facility that would connect with Kings Mill Court on one end and with either Bethlehem Road or a proposed new Bethlehem interchange on the other end, which roadway would be for the sole purpose of facilitating alternative routes of ingress to and egress from the Facility for property owners, developers and lessees at, or other parties having commercial interests in, the Facility.

Nothing in the Application or this letter has any bearing on any railroad operations or facilities of NSR, and NSR hereby reserves all rights under law, including the ICC Termination Act, 49 U.S.C. § 10502 *et seq.*, with respect to such railroad operations and facilities.

Sincerely,

A handwritten signature in cursive script that reads "Malcolm G. Roop".





## Community Development Department

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

# Item Coversheet

---

**Item:** A Resolution to create a streetlight district in Grove Village, a residential subdivision

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** NA

**Budget Item:** NA

**Date Received:** June 17, 2021

**Workshop Date:** July 19, 2021

**Regular Meeting Date:** August 2, 2021

## Discussion:

---

Staff received a petition to create a streetlight district in Grove Village, a residential subdivision.

- Number of Lots: 250
- Number of Lights: 47 (Central GA EMC)
- Type of Lights: Colonial LED
- Cost per Light: 10 @ \$11.75 and 37 @ \$9.75
- Cost per Month: \$478.25
- Cost per Year: \$5,739.00
- Administrative Cost: 15% of annual cost = \$860.85
- Pro Rata Cost per Lot:  $\$5,739 + \$860.85 / 250 \text{ lots} = \underline{\$26.40 \text{ per year}}$

**Comments:**

---

The City's Street Light Tax District Ordinance permits the Council to create streetlight districts by resolution. The City will pay the electricity usage fees on the lights each month then be reimbursed annually for these fees by way of a pro rata cost that is added to each property tax statement. This pro rata cost includes each lot's share of the electricity usage fees and administrative costs.

**Recommendation:**

---

Staff recommends approval of the Resolution to create a new streetlight district in Grove Village.

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

**A RESOLUTION TO APPROVE A REQUEST TO CREATE A STREET LIGHT TAX DISTRICT IN GROVE VILLAGE SUBDIVISION IN ACCORDANCE WITH CHAPTER 3.10 OF THE CITY OF LOCUST GROVE CODE OF ORDINANCES; TO PROVIDE CONDITIONS FOR APPROVAL; TO IDENTIFY A PUBLIC PURPOSE; TO AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE ANY DOCUMENTS NECESSARY TO CARRY OUT THIS RESOLUTION; TO PROVIDE FOR SEVERABILITY; TO REPEAL INCONSISTENT PROVISIONS; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

**W I T N E S S E T H :**

**WHEREAS**, the City of Locust Grove, Georgia (“City”) adopted Article II, Chapter 3.10 (“Chapter”) entitled “Street Light Tax Districts”; and,

**WHEREAS**, the purpose of the Chapter is to provide the City with a procedure for the installation, maintenance and operation of street lights in certain public rights-of-way in the City of Locust Grove and for the promotion of health, safety, prosperity and general welfare of the citizens of Locust Grove; and,

**WHEREAS**, various owners, (“Owners”) submitted a *Petition for Special Tax District – Street Lighting* and a *Petition for Special Tax District – Street Lighting* (“Application”) attached as **Exhibit “A”** for the subdivision known as Grove Village, (the “Subdivision”); and,

**WHEREAS**, the Owners submitted a copy of the *Central Georgia Electric Membership Corporation Underground Wiring / Outdoor Lighting Agreement for the Subdivision* (“Request”) outlining the costs, quantities, locations, terms and conditions associated with the Request attached as **Exhibit “B”**; and,

**WHEREAS**, the City agrees to pay the monthly streetlight fee of \$478.25 (\$5,739 annually) to Central Georgia EMC in accordance with the Request and to be reimbursed for such payments by way of assessments imposed upon all property owners within this subdivision in the amount of \$26.40 (includes a 15% administrative fee) per lot annually; and,

**WHEREAS**, the Mayor and City Council (“Council”) reviewed the Application and Request during a workshop meeting held on July 19, 2021; and,

**WHEREAS**, the Request was found to be generally consistent with the purpose and intent of the Chapter; and,

**WHEREAS**, the Council, 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 the creation of a streetlight tax district to be in the best interests of the citizens of the City, that this Resolution be adopted.

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

1. **Finding.** That the Council hereby finds that the Application submitted by the Owners generally conforms to the requirements of Chapter 3.10 of City of Locust Grove Code.
2. **Public Purpose.** The Council 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.
3. **Authority.** That the Council hereby authorizes the Mayor to execute the *Central Georgia Underground Wiring / Outdoor Lighting Agreement* for the Subdivision and any other documents 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.
4. **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.
5. **Repeal of Conflicting Provisions.** All Council resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
6. **Effective Date.** This Resolution shall take effect immediately.

THIS RESOLUTION adopted this 2<sup>nd</sup> day of August 2021.

\_\_\_\_\_  
ROBERT S. PRICE, MAYOR

ATTEST:

\_\_\_\_\_  
MISTY SPURLING, CITY CLERK

(seal)

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

**EXHIBIT "A"**


*Petition for Special Tax District – Street Lighting*

**EXHIBIT "A"**

*Petition for Special Tax District – Street Lighting*

# Petition for Street Lighting


Please copy this page if additional forms are necessary.

Property Owner(s) <i>(Print)</i>	Signature	Address	Yes	No	Witness
Capshaw Development Company		1179 Hartwell Road	x		
Capshaw Development Company		6003 Prodigy Lane	x		
Capshaw Development Company		6005 Prodigy Lane	x		
Capshaw Development Company		6007 Prodigy Lane	x		
Capshaw Development Company		6009 Prodigy Lane	x		
Capshaw Development Company		6011 Prodigy Lane	x		
Capshaw Development Company		6013 Prodigy Lane	x		
Capshaw Development Company		6015 Prodigy Lane	x		
Capshaw Development Company		6017 Prodigy Lane	x		
Capshaw Development Company		6019 Prodigy Lane	x		
Capshaw Development Company		6023 Prodigy Lane	x		
Capshaw Development Company		6025 Prodigy Lane	x		
Capshaw Development Company		6027 Prodigy Lane	x		
Capshaw Development Company		6029 Prodigy Lane	x		
Capshaw Development Company		6031 Prodigy Lane	x		
Capshaw Development Company		6033 Prodigy Lane	x		
Capshaw Development Company	6035 Prodigy Lane	x			
Capshaw Development Company	6037 Prodigy Lane	x			
Capshaw Development Company	6041 Prodigy Lane	x			
Capshaw Development Company	6043 Prodigy Lane	x			



# Petition for Street Lighting

Please copy this page if additional forms are necessary.


Property Owner(s) (Print)	Signature	Address	Yes	No	Witness
Capshaw Development Company		6047 Prodigy Lane	x		
Capshaw Development Company		6053 Prodigy Lane	x		
Capshaw Development Company		6055 Prodigy Lane	x		
Capshaw Development Company		9060 Holder Road	x		
Capshaw Development Company		6039 Prodigy Lane	x		
Capshaw Development Company		6021 Prodigy Lane	x		
Capshaw Development Company		7040 Prune Lane	x		
Capshaw Development Company		7036 Prune Lane	x		
Capshaw Development Company		7032 Prune Lane	x		
Capshaw Development Company		7028 Prune Lane	x		
Capshaw Development Company		7024 Prune Lane	x		
Capshaw Development Company		7020 Prune Lane	x		
Capshaw Development Company		7016 Prune Lane	x		
Capshaw Development Company		7012 Prune Lane	x		
Capshaw Development Company		7008 Prune Lane	x		
Capshaw Development Company		7004 Prune Lane	x		
Capshaw Development Company	6012 Prodigy Lane	x			
Capshaw Development Company	7005 Prune Lane	x			
Capshaw Development Company	7009 Prune Lane	x			
Capshaw Development Company	7013 Prune Lane	x			

*WWWW*



# Petition for Street Lighting

Please copy this page if additional forms are necessary.

Property Owner(s) (Print)	Signature	Address	Yes	No	Witness
Capshaw Development Company		7017 Prune Lane	x		
Capshaw Development Company		7021 Prune Lane	x		
Capshaw Development Company		7025 Prune Lane	x		
Capshaw Development Company		7029 Prune Lane	x		
Capshaw Development Company		7033 Prune Lane	x		
Capshaw Development Company		7037 Prune Lane	x		
Capshaw Development Company		7041 Prune Lane	x		
Capshaw Development Company		7045 Prune Lane	x		
Capshaw Development Company		6056 Prodigy Lane	x		
Capshaw Development Company		6054 Prodigy Lane	x		
Capshaw Development Company		6050 Prodigy Lane	x		
Capshaw Development Company		6048 Prodigy Lane	x		
Capshaw Development Company		6046 Prodigy Lane	x		
Capshaw Development Company		6044 Prodigy Lane	x		
Capshaw Development Company		6042 Prodigy Lane	x		
Capshaw Development Company		6040 Prodigy Lane	x		
Capshaw Development Company	6038 Prodigy Lane	x			
Capshaw Development Company	6036 Prodigy Lane	x			
Capshaw Development Company	6034 Prodigy Lane	x			
Capshaw Development Company	6032 Prodigy Lane	x			

*MM*

**EXHIBIT "B"**

*Central Georgia Electric Membership Corporation  
Underground Wiring / Outdoor Lighting Agreement*

CENTRAL GEORGIA ELECTRIC MEMBERSHIP CORPORATION  
923 SOUTH MULBERRY STREET  
JACKSON, GEORGIA 30233

**UNDERGROUND WIRING / OUTDOOR LIGHTING AGREEMENT**

Name: LOCUST GROVE CITY OF Acct. No.: 12223-032 Loc. No.: 111111701  
(Print Name as Listed on Bill Card)

Address: GROVE VILLAGE STREETLIGHTS

I (we) hereby apply for a lease of outdoor lighting equipment to Central Georgia EMC under the terms and conditions set forth below:

**1. INFORMATION AND COST**

Lights, Fixtures, and Poles:

Quantity 10 Rate 12 Class 5 Cost Per Month \$ 11.75 each Total Cost \$ 117.50 per month Description: COLONIAL LED  
Quantity 37 Rate 13 Class 5 Cost Per Month \$ 9.75 each Total Cost \$ 360.75 per month Description: COLONIAL LED DISC  
Quantity     Rate     Class     Cost Per Month \$     each Total Cost \$     per month Description:      
Quantity     Rate     Class     Cost Per Month \$     each Total Cost \$     per month Description:    

TOTAL COST PER MONTH \$ 478.25

Total CIAC (Contribution in Aid of Construction) = \$ 0.00

3. The corporation reserves the right to increase or decrease rates of outdoor lighting without prior written notice to each individual lessee.
4. Fixtures served by underground wiring will be available at these rates when the underground cable is buried in the same trench with the underground distribution system and the excess trench required does not exceed thirty (30) feet per fixture for a small LED fixture or eighty (80) feet per fixture for a large LED fixture or post top LED fixture. A contribution in aid of construction shall be paid in advance for the footage in excess of the base allowance.
5. I (we) will perform all trenching, install duct furnished by the Corporation, backfill, and complete the paving to the mutual satisfaction of all parties concerned where underground wiring is desired and paving or other obstacles exist.
6. I (we) will pay in advance a contribution in aid of construction in the amount of the current installed cost of additional pole(s) if more than one pole must be installed. The additional pole(s) will remain the property of the Corporation.
7. All lighting equipment, wiring, etc. will be furnished by the Corporation.
8. The Corporation will perform ordinary maintenance of light and equipment which will be done during normally scheduled working hours. Current overtime fee per service call shall be paid to the serviceperson making the repairs when requested at any time other than the normal working hours.
9. I (we) will pay for replacement of any equipment damaged or destroyed by vehicle collision or vandalism.
10. I (we) will pay the lease for the light(s) at the rates above according to current billing procedures. The Corporation may discontinue service without further notice if the bill is not paid.
11. The corporation shall use reasonable care to maintain constant service but shall not be liable for interruption through acts of God, strikes, labor troubles, or any other causes beyond the control of the Corporation.
12. I (we) will pay a Membership or Additional Service fee and be bound by the provisions of the Articles of Incorporation, Bylaws, and rules of the Corporation that may be adopted from time to time.

13. This agreement shall become effective on the date of service is first delivered and shall remain in effect for 5 years and thereafter until terminated by either party's giving three month notice.

14. This agreement shall be binding upon the successors, legal representative, and assigns of the respective parties hereto.

15. The Corporation reserves the right to shield the light or relocate the pole and light if objected by the adjacent landowners.

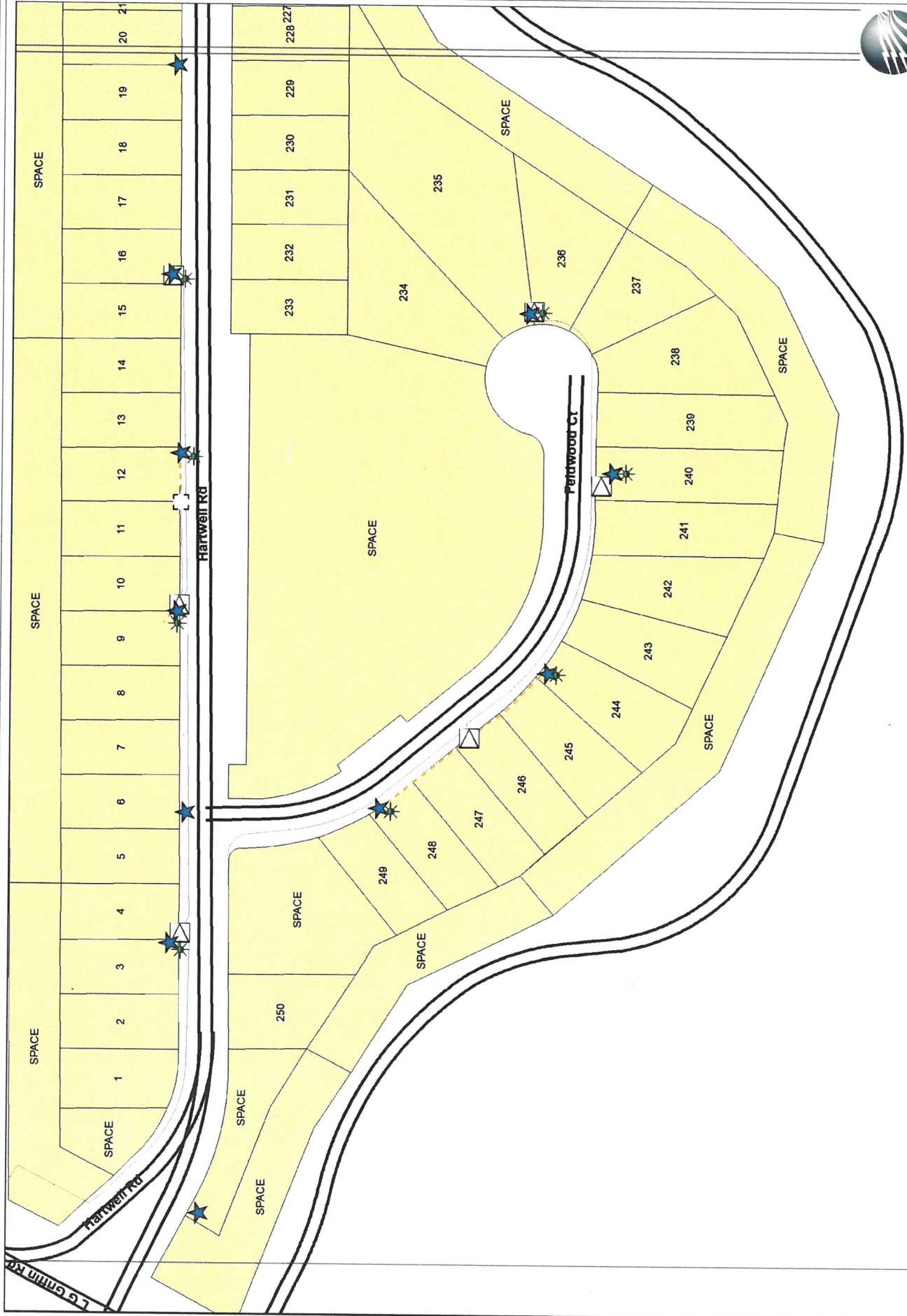
16. I (we) will grant, bargain, sell, and convey unto the Corporation, its successors, and assign an easement and right-of-way for the purpose of constructing, inspecting, maintaining, operating, repairing, or replacing its facilities. The Corporation shall have the right to egress to and egress from the easement over the lands of the lessee adjacent to the easement and lying between public and private roads and easements.

Signature: \_\_\_\_\_

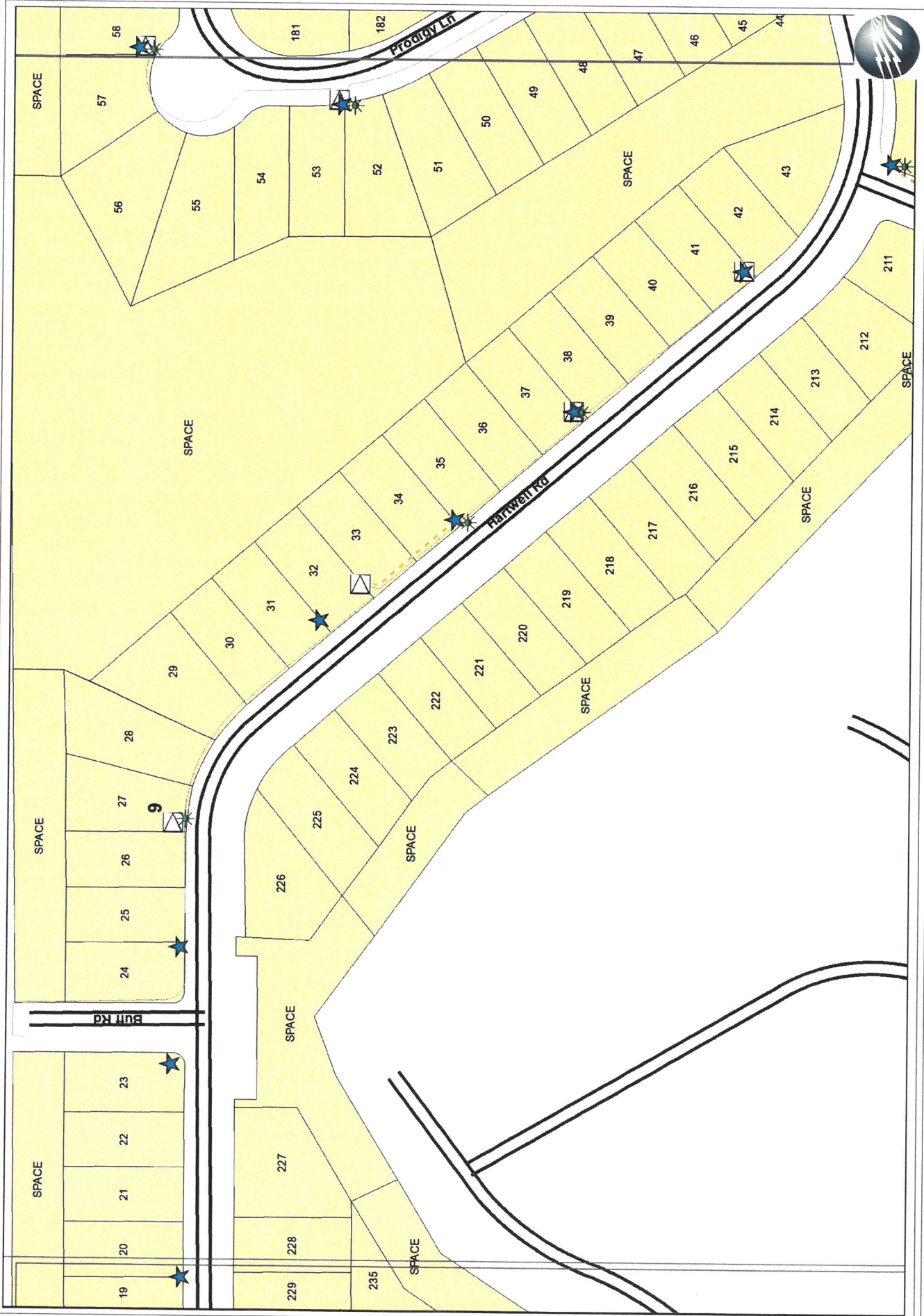
Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

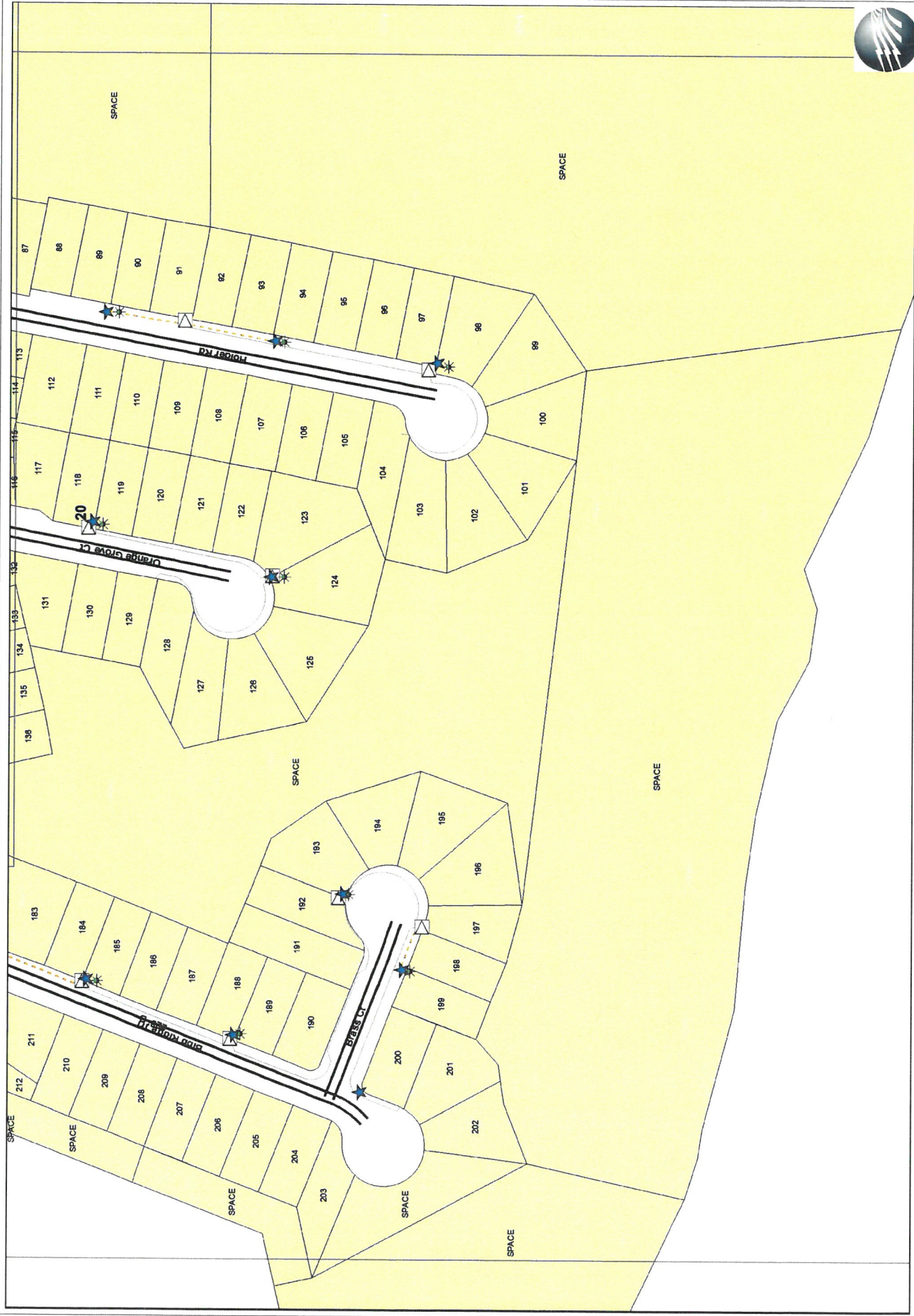
Date: \_\_\_\_\_



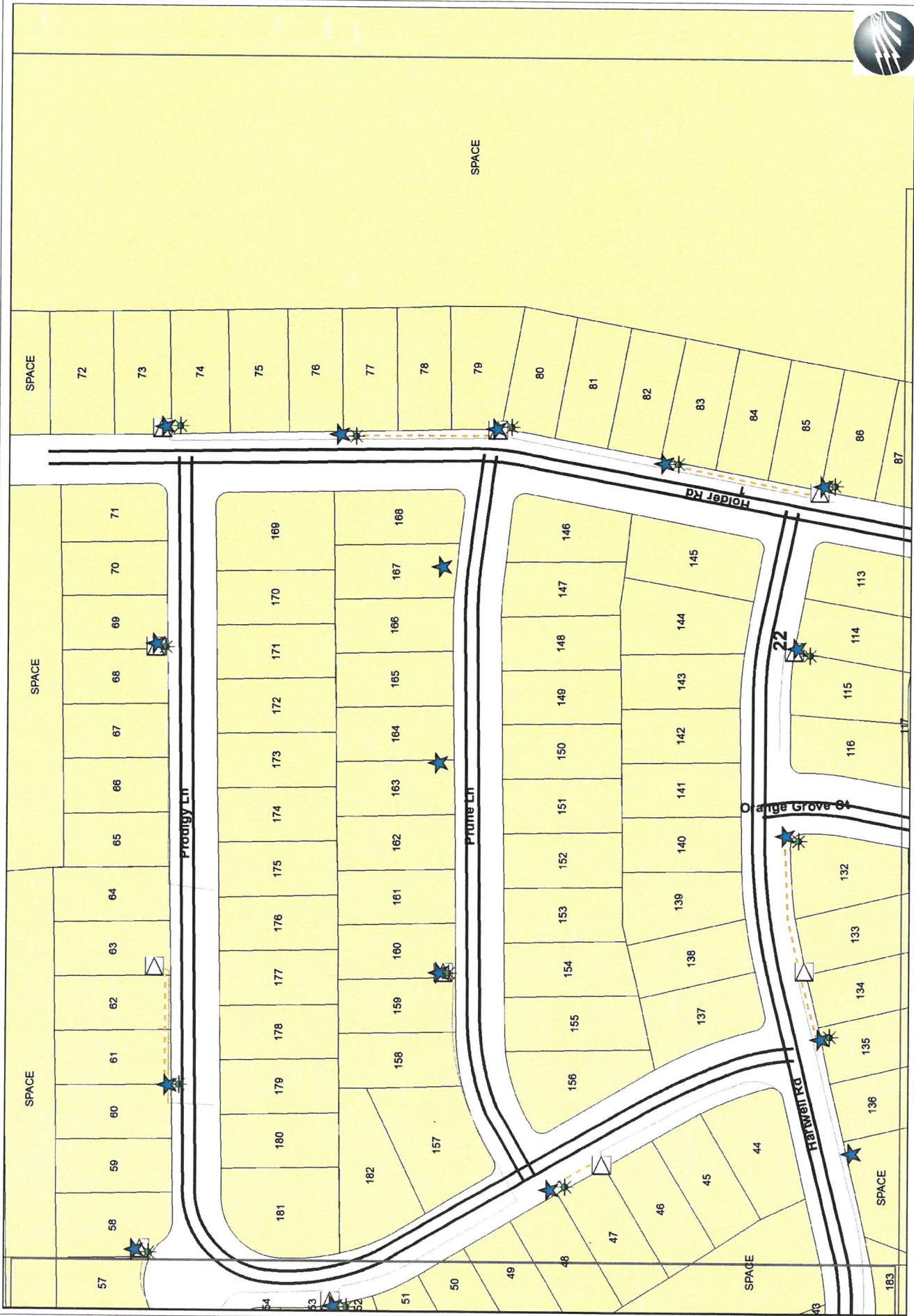
















## Community Development Department

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

# Item Coversheet

---

**Item:** A special event permit request for Cricket Wireless to hold a Back to School Event on August 14, 2021.

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** NA

**Budget Item:** NA

**Date Received:** July 23, 2021

**Workshop Date:** N/A

**Regular Meeting Date:** August 2, 2021

## Discussion:

---

The Community Development Department received a request for a Special Events Permit from Anna Sweeney, on behalf of Cricket Wireless, for a Back to School Event to be held at 4930 Bill Gardner Parkway on August 14, 2021.

- Ruffling away a Chromebook, phones, and passing out school supplies to students; giving away \$100 in gift cards to teachers; Music will be pop/rap/R&B; Bounce House on site with a local ice cream vendor.
  - 11:30 AM – 3:00 PM
- Event location(s)  
Ingles Shopping Center Parking Lot  
4930 Bill Gardner Pkwy.

**Locust Grove, GA 30248**

- The duration of the event (including set up and break down)
  - **Saturday, August 14, 2021, from 11:30AM until 3PM.**
- Contact information for the person who will be onsite during the event
  - **Shanika Jackson – 225-572-9448**
- Which merchants will have booths at the event?
  - **One ice cream vendor will be at the event**
- Permission from property owner?
  - **Written permission from the property owner must be received by the Community Development Department before the Special Event permit is released to the applicant.**

**Comments:**

---

- The Applicant will make arrangements to provide a uniformed officer/deputy for the duration of the event.

**Recommendation:**

---

**I MOVE TO (approve/deny/table) THE REQUEST FOR A SPECIAL EVENT PERMIT FOR CRICKET WIRELESS TO HOST A BACK TO SCHOOL EVENT ON AUGUST 14, 2021.**



## SPECIAL EVENTS PERMIT APPLICATION

Applicant: <a href="#">Anna Sweeney</a>	Submittal Date: <a href="#">7/23/2021</a>
Organization: <a href="#">Cricket Wireless</a>	Event Date(s)*: <a href="#">8/14/2021</a>
Type of Event: <a href="#">Parking Lot Event - Back to School</a>	Event Time(s): <a href="#">12 - 3 pm</a>

**\*Please provide the following information a minimum of thirty (30) days prior to the event date.**

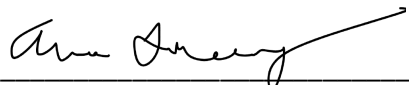
**This request will be placed on the next available City Council agenda for a hearing.**

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

Applicant's local address:	12808 W Airport Blvd Ste 200-49 Sugar Land, TX 77478
Applicant's e-mail address:	<a href="mailto:asweeney@suncommobile.com">asweeney@suncommobile.com</a>
Location of the Event:	4930 Bill Gardner Pkwy Locust Grove, GA 30248
Name and telephone number of onsite contact who will be onsite for the duration of the event.	<a href="#">Shanika Jackson - 2255729448</a>
Description of the nature of the special event:	<a href="#">Back to School Event</a>
Identify sponsors and/or merchants participating in the event.	<a href="#">Atlanta Legends, DJ Fly Guy, Children's book author Janelle Webb</a>
Identify types of goods to be sold*, if any <i>*Additional permits may be required</i>	<a href="#">None</a>
Duration of the event (including setup and take down)	<a href="#">11:30 - 3:30</a>
Description of music/entertainment*: <i>*City's Noise Ordinance prohibits loud music/voices after midnight.</i>	<a href="#">Raffeling away chromebook, phones and passing out school supplies for local ATL residents. also giving away \$100 (10) giftcards to local ATL teachers. Music will be POP/RAP/R&amp;B Bounce House on site with a local ice cream vendor.</a>

### Additional required information:

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

Signature:  Date: [7/23/2021](#)



# CITY OF LOCUST GROVE SPECIAL EVENT PERMIT

**APPLICANT:**

**CRICKET WIRELESS; ANNA SWEENEY**

**EVENT LOCATION:**

**4930 BILL GARDNER PKWY.**

**EVENT DESCRIPTION:**

**BACK TO SCHOOL EVENT**

**DATE AND TIME:**

**AUGUST 14, 2021 (11:30 AM – 3:00 PM)**

**COUNCIL APPROVAL DATE:**

**August 2, 2021, with conditions\***

**\*WRITTEN PERMISSION FROM THE PROPERTY OWNER SHALL BE RECEIVED BY THE COMMUNITY DEVELOPMENT DEPARTMENT PRIOR TO THE ISSUANCE OF THIS SPECIAL EVENT PERMIT.**

\_\_\_\_\_  
Issued by the Community Development Director

\_\_\_\_\_  
Date Issued

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



## Administration Department

P. O. Box 900  
Locust Grove, Georgia 30248

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

---

### Item Coversheet

---

**Item:** Pay Plan No. 701 of Personnel – COLA/Progression Levels

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** N/A

**Budget Item:** Yes, General / Enterprise Funds with personnel assigned

**Date Received:** July 27, 2021

**Workshop Date:** N/A

**Regular Meeting Date** August 2, 2021

#### Discussion:

---

Attached is the Ordinance to amend Chapter 701 of the Personnel Policy reflecting changes related to personnel staffing and mobility among existing employees. Primarily are the positions of FIRE MARSHAL, MECHANIC, and DEVELOPMENT INSPECTOR. Mechanic is being activated, and we have a job description for it and Development Inspector. Fire Marshal has been added to Community Development, although the position may, like many, be contracted if no qualified applicants are available.

Additionally, we added some more progression in the pay scale in the prior year to allow some movement beyond just beyond longevity as we grow our overall operations. This enables some further movement as we look at more of our overall operations. Primary to this is our “Master Level” for our Administrative personnel and that of Lieutenant as well.

#### Recommendation:

---

**Recommend approval of the Ordinance to Amend Chapter 701 of the Personnel Policy “The Pay Plan” and approve the amended/added Positions and Salary Schedule.**

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

**AN ORDINANCE TO AMEND THE CITY OF LOCUST GROVE PERSONNEL POLICY; TO AMEND NO. 701 ENTITLED “THE PAY PLAN”; TO APPROVE THE NEW SALARY SCHEDULE ACCOUNTING FOR PROGRESSION ADJUSTMENTS AND ADDED OR ACTIVATED POSITIONS; TO PROVIDE FOR CODIFICATION IN THE CITY OF LOCUST GROVE PERSONNEL POLICY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

**WHEREAS**, the City of Locust Grove, Georgia (“City”) approved a Fiscal Year 2021 Operating and Capital Budget authorizing the expenditure for certain departments throughout the City and other operating and capital funds; and,

**WHEREAS**, the Salary Schedule per Section 701 of the Personnel Policy, as shown in **Exhibit “A”**; must show all classifications including new/idle positions as per the approved salary scale along with any adjustments, as amended,

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

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

**SECTION 1. Additions of Position in Community Development.** The City of Locust Grove Personnel Policy is hereby amended by adding the new job description of “Fire Marshal” as attached hereto and incorporated herein as **Exhibit “A”**.

**SECTION 2. Adoption of the amended Salary Schedule to Section 701.** The following amended to Section 701 of the Personnel Policy entitled “The Pay Plan” is hereby amended by adopting the new Salary Schedule as attached hereto and incorporated herein as **Exhibit “B”**.

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

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

**SECTION 5.**

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

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

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

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

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

SO ORDAINED this 2<sup>nd</sup> day of August, 2021

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

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
CITY ATTORNEY

(Seal)

**EXHIBIT "A"**

**AMENDMENT COMMUNITY DEVELOPMENT JOB DESCRIPTIONS TO ADD  
POSITION OF FIRE MARSHAL WITH AMENDED FOR DEVELOPMENT  
INSPECTOR**



# **Community Development**

**Job Title: Community Development Director**

**Job Summary:** This position directs operations and activities of the Community Development Department, including activities involving urban planning, data collection and analysis, zoning matters, code enforcement, construction plan review, building permits, building inspections and housing inspections, and administrative functions.

**Major Duties:**

- Plans, directs, and supervises City Planning & Zoning and Building employees engaged in the day-to-day zoning code implementation, long-term comprehensive plan activities, permit issuances and regulation and buildings and structure inspections;
- Schedules, assigns, inspects, and evaluates work; instructs and trains in correct methods and procedures; monitors work on a daily basis; reviews and evaluates employee performance;
- Administers development and land-use regulations;
- Administers policies and procedures of the City’s zoning ordinances;
- Conducts research and field investigations, and makes recommendations and decisions as appropriate; interprets development regulations;
- Implements the Comprehensive Plan through the preparation or revision of development regulations;
- Establishes policies for the administration of zoning, building and site inspection;
- Makes recommendations to Mayor and Council regarding planning and zoning matters;
- Develops and makes recommendations for amending the zoning ordinance and regulations, the land use plan, related maps and building codes;
- Prepares work programs and budgets for the department and is responsible for adherence to approved budgets;
- Consults with citizens, department heads, and other officials of municipal, county, state, and federal governments in order to coordinate all phases of community development;
- Attends all regularly scheduled meetings of the City Council and Historic Preservation Commission;
- Represents the City on various boards, commissions, and special task forces related to planning and zoning;
- Reviews all site plans and zoning requests;
- Performs related work as required.

**Knowledge Required by the Position:**

- Knowledge of comprehensive and current planning principles, procedures, techniques, and their implications;
- Knowledge of development regulations concerning land use and environmental matters;
- Knowledge of principles and practices of engineering and physical design as related to city planning;

**Job Title: Community Development Director (continued)**

- Knowledge of principles and practices of Public Administration;
- Knowledge of supervisory and management principles and practices;
- Skill in dealing with the public;
- Skill in oral and written communication;
- Ability to prepare reports, plans, and studies and to accurately interpret ordinances and codes;
- Ability to write reports clearly and in an interesting manner while conveying technical information to the general public;
- Ability to establish and maintain effective working relationships with departmental personnel, City personnel, developers, and the public;
- Ability to deal courteously and tactfully with the public.

**Supervisory Controls:** This person works in the department of Community Development under the direct supervision of the City Manager.

**Guidelines:** Guidelines include land use laws, planning principles, State and Federal laws, real estate law, City codes, construction codes, fire codes, and the federal ADA. These guidelines require judgment, selection and interpretation in application.

**Complexity:** This position consists of varied analytical, supervisory and technical assistance tasks.

**Scope and Effect:** The purpose of this position is to manage the development of the City. Successful performance helps ensure the orderly development of the City, affects the quality of economic opportunity for city residents, and affects the image of the City.

**Personal Contacts:** Contacts are typically with the general public, property owners, real estate developers, attorneys, architects, engineers, bankers, landscape architects, elected officials, and Local, State and Federal officials.

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

**Physical Demands:** Work is typically performed with the employee sitting, standing, walking, bending, crouching or stooping. The employee must occasionally lift light to moderately heavy objects and use tools that require a high degree of dexterity.

**Work Environment:** The work is typically performed in an office with occasional field trips to work sites.

**Supervisory and Management Responsibility:** This position has direct supervision over the permit process and the Administrative coordinator.

**Job Title: Community Development Director (continued)**

**Minimum Qualifications:**

Bachelor's degree required in Urban Planning, Public Administration or related field; Master's degree preferred; AICP preferred; at least eight (8) years of progressively responsible experience in planning, zoning and development review, must possess valid State of Georgia driver's license; equivalent combination of education and experience.

**Pay Grade – Community Development Director I      Grade 73**

## Job Title: Planner

---

**Job Summary.** The purpose of this classification is to perform professional planning and community development tasks by processing applications, building permits, and business license requests while monitoring zoning ordinance and code compliance. Attends a variety of meetings to present information and provide professional recommendations concerning various planning issues

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

### Major Duties:

- Communicates with the development community and the general public to gather and provide information regarding planning, zoning, and development issues; provides information and answers to the public concerning zoning regulations; assists applicants in completing application forms; attends various board meetings to provide information and answers regarding applications and related issues; advises board members of zoning ordinances and code requirements; notifies code enforcement staff when site visits and citations may be necessary.
- Conducts technical review and analysis of information; reviews files to present information; reviews board applications and plans for code compliance; reviews administrative variances and exception plats and forwards for approval; reviews final plats and division plats for completeness and approval; ensures plans are drawn to architectural or engineering scale.
- Performs tasks involving various applications; reviews applications for compliance with zoning ordinances; assists in determining if any additional review of an application is necessary; meets with applicants to discuss project; prepares correspondence notifying applicants of information missing from applications; reviews rejected applications to determine missing information; revises and formulates recommendations and conditions for approval of applications; researches approved applications to determine compliance with Board requests; visits application sites, visually examines and photographs site; reviews photographs of sites; forwards application materials and related information to Board members; reviews sign permit applications for compliance and issues approval or rejection.
- Receives, reviews, and processes rezoning applications; reviews and approves the surveys, site plans, and variance requests within the rezoning applications; inspects the site during the rezoning process; photographs the area involved in the rezoning; coordinates and attends neighborhood meetings affected by the

Job Title: Planner (Continued)

---

- rezoning; gathers historical information involving the rezoning area; writes the initial draft of
- the staff report, submits to supervisor for review, and revises the report as directed; presents the rezoning application to the commission; notifies applicant of incomplete application and deficiencies within the plan; discusses issues involved in the rezoning with outside agencies; reviews and approves related media ads and signs; writes action letters regarding rezoning outcome.
  - Maintains and updates the City's Comprehensive Plan: provides information and interpretation of the plan to City officials and the public; coordinates or assists with the annual update; and coordinates with the Department of Community Affairs and the Atlanta Regional Commission in regard to meeting the state mandated legal requirements necessary to maintain the City's "Local Qualified Government" status.
  - Performs technical tasks in completing daily duties; assesses proposed commercial development to determine if further approval by a board is necessary; assigns addresses to new projects; researches complex issues; conducts special research projects as assigned.
  - Attends and participates in a variety of meetings and sessions; coordinates and conducts interagency meetings; attends legal meetings to review zoning applications; attends weekly staff meetings to provide updates and present issues or concerns; attends development plan review meetings; attends public meetings.
  - Processes requests for building permits; review building permit plans for compliance with all zoning codes and additional conditions as set forth by the board; informs building permit applicants of zoning deficiencies in their submittal; reviews correspondence prepared for building permit applicants; issues denial of permit request based on zoning issues.
  - Processes business license requests from the Business License Clerk; determines if a proposed business is allowed at requested site under zoning ordinances; visits business license sites to determine need for further approval by board; approves business licenses requests; forwards business information to appropriate department for notification; reviews denial of business license requests for applicants and provides information regarding the situation.
  - Receives and review land disturbing permit plans; approves or denies plans based on compliance; attends land development permitting meetings.

Job Title: Planner (Continued)

---

**Knowledge Required by the Position:**

- Knowledge of comprehensive and current planning principles, procedures, techniques, and their implications;
- Knowledge of development regulations concerning land use and environmental matters;
- Knowledge of principles and practices of engineering and physical design as related to city planning;
- Knowledge of principles and practices of urban and regional planning;
- Skill in dealing with the public;
- Skill in oral and written communication;
- Ability to prepare reports, plans, and studies and to accurately interpret ordinances and codes;
- Ability to write reports clearly and in an interesting manner while conveying technical information to the general public;
- Ability to establish and maintain effective working relationships with departmental personnel, City personnel, developers, and the public;
- Ability to deal courteously and tactfully with the public.

**Supervisory Controls:** This person works in the department of Community Development under the direct supervision of the Community Development Director.

**Guidelines:** Guidelines include land use laws, planning principles, State and Federal laws, real estate law, City codes, construction codes, fire codes, and the federal ADA. These guidelines require judgment, selection and interpretation in application.

**Complexity:** This position consists of varied analytical, supervisory and technical assistance tasks.

**Scope and Effect:** The purpose of this position is to manage the development of the City. Successful performance helps ensure the orderly development of the City, affects the quality of economic opportunity for city residents, and affects the image of the City.

**Personal Contacts:** Contacts are typically with the general public, property owners, real estate developers, attorneys, architects, engineers, bankers, landscape architects, elected officials, and Local, State and Federal officials.

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

Job Title: Planner (continued)

---

**Physical Demands:** Work is typically performed with the employee sitting, standing, walking, bending, crouching or stooping. The employee must occasionally lift light to moderately heavy objects and use tools that require a high degree of dexterity. Operates a personal computer, printer, fax machine, copier, phone system, measuring wheel, architect and engineering scale, light table, Planimeter, tape measure, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, and other system software utilized by the department.

**Work Environment:** The work is typically performed in an office with occasional field trips to work sites.

**Supervisory and Management Responsibility:** This position has direct supervision over the permit process and the Administrative coordinator.

Bachelor's degree in Urban and Regional Planning, Construction Management or closely related field; three years of experience in planning or property development activities preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

**Minimum Qualifications:**

Bachelor's degree required in Urban Planning, Public Administration or related field; Master's degree preferred; AICP preferred; at least eight (8) years of progressively responsible experience in planning, zoning and development review, must possess valid State of Georgia driver's license; equivalent combination of education and experience.

**Pay Grade – Planner I – Grade 62**  
**Planner II – Grade 65**



**Job Title: Code Enforcement Officer**

**Job Summary:** This position is responsible for on-site inspections of commercial and residential properties in the City including the investigation of potential violations and the enforcement of municipal codes, ordinances and regulations.

**Major Duties:**

- Investigates complaints of violation of City code, appropriate zoning ordinances, sign regulation and related laws, ordinances, or codes; issues courtesy notices, notices of violation, citations, correction notices, and stop work orders to ensure compliance; conducts follow-up investigations to ensure compliance with applicable codes and ordinances;
- Patrols and monitors assigned area including demolition, new construction, renovation, housing violations and basic building and mechanical inspections;
- Seeks compliance with City ordinances from citizens and businesses; acts as liaison between the complainants, alleged violators and the City;
- Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements, violations and/or potential violations; secures code compliance;
- Prepares written reports of inspections as specified by department procedures; issues warnings and citations when violations are proven;
- Maintains files and records related to citations and violations; prepares a variety of written reports, memoranda and correspondence;
- Inputs and retrieves a variety of information using a computer terminal;
- Answers, inquiries and provides information to the general public regarding existing code regulations and policies;
- Performs other related duties as assigned.

**Knowledge Required by the Position:**

- Knowledge of general codes, ordinances, laws and regulations;
- Knowledge of safe and efficient work practices as they relate to code enforcement;
- Knowledge of principles, practices, methods and techniques of code violation investigation and enforcement;
- Knowledge of general City services and municipal organizational structure as they relate to code enforcement;
- Knowledge of City codes, ordinances, laws and regulations pertaining to code enforcement;
- Ability to learn principles, practices, methods and techniques of code violation investigation and enforcement;
- Ability to learn City codes, ordinances, laws and regulations pertaining to code enforcement;
- Ability to learn, interpret and apply State and local policies, procedures, laws and regulations;

**Job Title: Code Enforcement Officer (continued)**

- Ability to maintain and update records, logs and reports;
- Ability to learn enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency;
- Ability to learn respond to inquiries, complaints and requests for service in a fair, tactful and firm manner;
- Ability to learn work independently in the absence of supervision;
- Ability to learn operate and use modern office equipment including a computer;
- Ability to learn communicate clearly and concisely, both orally and in writing;
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

**Supervisory Controls:** The Community Development Director assigns work in terms of general instructions.

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

**Complexity:** The work consists of related administrative and technical support tasks. The variety of tasks and frequent interruptions contribute to the complexity of the work.

**Scope and Effect:** The purpose of this position is to provide technical and administrative support to the department. Successful performance helps ensure the efficient and effective operation of the department.

**Personal Contacts:** Contacts are typically with residents, business owners, land owners, co-workers, department heads, other City employees, developers, engineers, architects, contractors, consultants, attorneys, real estate personnel, vendors, board members and the general public.

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

**Physical Demands:** Although some of the work is performed sitting at a desk with intermittent standing, walking and stooping, most is done outside and requires bending, crouching, climbing ladders and frequently lifting light objects. This position also requires time spent sitting in an automobile in transit to inspection sites.

**Work Environment:** Work is typically performed outdoors on construction sites where the employee is exposed to hot/cold/inclement weather, dust, dirt, construction machinery and noise. Work is also performed in an office setting.

**Supervisory and Management Responsibility:** None.

**Job Title: Code Enforcement Officer (continued)**

**Minimum Qualifications:**

Associate's degree or two (2) years of course work at a trade or vocational school in inspection or code enforcement; two (2) to three (3) years of experience in inspections or code enforcement; possession of a valid State of Georgia driver's license (Class C) and a satisfactory motor vehicle record (MVR); equivalent combination of education and experience.

**Job Title: Development Inspector (SESC/Stormwater/Plans)**

**Job Summary:** This is a technical and routine position. Work involves moderately difficulty inspection activities to ensure compliance with soil erosion, stormwater, development and subdivision site development regulations, including zoning.

**Major Duties:**

- Reviews plans; performs field inspections before, during, and after construction; files inspection reports to ensure compliance with approved plans, specifications, proper construction records, and general project compliance;
- Posts site violations, gathers and secures necessary evidence which may be used in court proceedings;
- Investigates citizen complaints, and when appropriate, recommends changes to insure compliance with the intent of applicable soil erosion and stormwater regulations;
- Prepares and maintains accurate records and reports on inspection and office activities;
- Prepares updates the Storm Water Management Program documents on an annual basis and as required by changes in the General Permit.
- Assists and advises consultants, engineers, developers, and subordinate Environmental Inspectors and staff on compliance with erosion control, floodplain, and other environmental ordinances and regulations;
- Disseminates technical information, both verbally and by written correspondence, on a variety of environmental issues, including floodplains, soil conditions, and building requirements concerning land disturbance activities and stormwater management;
- Coordinates with other federal, state, and local government agency representatives, including scheduling meetings, to ensure all applicable ordinances and regulations are met;
- Perform other related duties as assigned.

**Knowledge Required by the Position:**

- Knowledge of and experience with the laws, ordinances, and regulations of the activities administered;
- Knowledge and experience with the geography, geomorphology, and mapping of the City, including soil erosion, floodplains and wetlands;
- Knowledge and experience with Stormwater Management programs;
- Ability to read, analyze, and interpret professional documents, technical procedures or governmental regulations;
- Ability to effectively present information and respond to questions from supervisors, customers, and the general public;
- Ability to solve practical problems and deal with a variety of variables in situations where limited standardization exists;
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Ability to use a computer. Good knowledge of PC operations and software (Word processing and spreadsheet) are required. Good typing skills are also required.

**Job Title: Development Inspector (Continued)**

- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**Supervisory Controls:** This position works under the direction of the Community Development Director.

**Guidelines:** Pertinent Federal, State, and Local laws, codes and regulations.

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

**Scope and Effect:** The purpose of this position is to inspect development sites to ensure compliance with soil erosion site development regulations. Lack of accuracy may result in unsafe and hazardous sites and developments.

**Personal Contacts:** Contacts are typically with co-workers, a builder, developers, engineers other City employees, vendors and the general public.

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

**Physical Demands:** Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**Work Environment:** The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Environment: Inside and outside environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights.

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**

Associates degree from an accredited college or university with coursework in civil engineering, geology, soil science, geography, and related subjects; Five (5) years of experience as a Soil Erosion and/or Development/Stormwater Inspector; equivalent combination of education and experience. Level IA, IB, and II Soil Erosion Cert.

**Pay Grade:** This is a pay classification of **Grade 64**

**Job Title: Building Official**

**Job Summary:** This position is responsible for ensuring residential and commercial project safety and code compliance through regular field inspections including foundations, electrical, plumbing, HVAC, erosion and sedimentation control, and final inspections for occupancy.

**CLASS CHARACTERISTICS**

BUILDING OFFICIAL

This is an entry-level position.

CHIEF BUILDING OFFICIAL

This is a skilled, lead worker position; supervises Building Inspector I.

**Major Duties:**

- Conducts field inspections of residential and commercial construction sites and structures to ensure compliance with city, county, state and federal codes, ordinances and regulations; maintains inspection log;
- Conducts pre-construction meetings;
- Reviews plan and construction documents;
- Reviews, inspects and recommends corrective action for drainage and erosion and sedimentation control on individual subdivision and/or commercially developed lots;
- Interprets codes and ordinances for contractors and property owners, answers questions related to building construction, codes and regulations;
- Inspects unsafe buildings to include those that are burned or abandoned and recommends abatement procedures if appropriate;
- Inspects buildings for type of occupancy in relation to building type;
- Issues warnings; stop work orders and citations for non-compliance;
- Inputs inspection reports in computer for access and storage;
- Attends and participates in meetings regarding assigned site locations and projects;
- Performs other duties as assigned.

**Knowledge Required by the Position:**

- Knowledge of City and department policies and procedures;
- Knowledge of City, State and National building codes;
- Knowledge of erosion and sedimentation control standards, construction methods and materials;
- Knowledge of occupational hazards and safety precautions;
- Knowledge of generally accepted engineering, construction and building practices;
- Skill in using independent judgment and discretion;
- Skill in prioritizing and scheduling assignments;
- Skill in communicating effectively with contractors, builders, developers, the general public and members of diverse cultural and linguistic backgrounds;
- Skill in basic computer applications for word processing and spreadsheets;
- Skill in operating voltage/ amperage testers;

**Job Title: Building Official (continued)**

- Ability to maintain routine records;
- Ability to establish and maintain cooperative and effective working relationships with others;
- Ability to operate City vehicles.

**Supervisory Controls:** The Community Development Director assigns work in terms of detailed and general instructions. Work is spot-checked and reviewed for accuracy and the nature and propriety of the final results.

**Guidelines:** Guidelines include City and department policies and procedures, City codes and ordinances, zoning ordinances, national building codes and regulations. These guidelines require sound judgment and interpretation in application.

**Complexity:** The work consists of varied duties in the inspection of residential and commercial construction and development.

**Scope and Effect:** The purpose of this position is to inspect residential and commercial construction and development projects to ensure compliance with city regulations and specifications, to ensure a safe work environment and to ensure work is performed in compliance with approved erosion and sedimentation control procedures.

**Personal Contacts:** Contacts are typically with co-workers, contractors, builders, developers and the general public.

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

**Physical Demands:** Work is typically performed with the employee walking, sitting, standing, bending, kneeling, crouching or crawling. The employee must occasionally lift light to moderately heavy objects, climb ladders, use tools or equipment that require a high degree of dexterity, and distinguish between shades of color.

**Work Environment:** The work is typically performed outside at construction sites and may include occasional exposure to hot, cold or inclement weather, rough terrain, noise, dust, dirt and machinery with moving parts. At times the employee may be required to wear protective equipment.

**Supervisory and Management Responsibility:** The Chief Building Inspector position holds supervisory and management responsibility over the Building Inspector I position.

**Job Title: Building Official (continued)**

**Minimum Qualifications:**

**BUILDING OFFICIAL** – Associates degree of technical coursework in related field; two (2) years of related experience; must possess certification by International Code Council as Commercial Combination Inspector, Residential Combination Inspector and ICC; must be licensed by State Construction Board and hold certification from International Code Council by each construction trade/practice; must possess valid State of Georgia driver's license; equivalent combination of education and experience.

**CHIEF BUILDING OFFICIAL** – Bachelor's degree or college coursework in architecture or engineering; minimum of five (5) years of related experience in construction trade; must possess certification by International Code Council as Commercial Combination Inspector; Residential Combination Inspector and ICC Building Plans Examiner; must be licensed by State Construction Board and hold certification from International Code Council by each construction trade/practice; must possess valid State of Georgia driver's license; equivalent combination of education and experience.



**Job Title: Fire Marshal**

**Job Summary:** The Fire Marshal directly oversees and manages fire prevention activities conducted by the City of Stockbridge, including fire investigations, plan review process, community education, fire code inspection / enforcement, permit issuance, educating citizens in the relevant areas of fire prevention, and is responsible for the overall administration of the Fire Prevention Division's programs and services; Works closely with the planning & zoning, businesses services, code enforcement, and building divisions; Coordinates and collaborates with the County's fire departments and fire agencies regarding fire code development, adoption of standards and fire code enforcement; advocates for fire service issues.

The Fire Marshall reports first to the City Manager and then to the Asst. City Manager and the Community Development Director to keep them informed of all functions and important matters concerning fire prevention activities. The majority of work is performed in an office environment with trips to locations within the surrounding community for the purpose of performing inspections, investigating fires and emergency scenes, and speaking before community groups.

**CLASS CHARACTERISTICS**

FIRE MARSHAL This is a skilled, technical position that is subject to appointment by the Mayor under the approval of the City Council and *may sometimes be subject to a contracted position.*

**Major Duties:**

*Essential functions will vary according to the work environment and may include, but are not limited to, the following:*

- Develop, implement, and oversee a comprehensive Fire Prevention Division and associated community risk reduction programs. Evaluate Fire Prevention Division activities and goals on a regular basis and make adjustments as appropriate. Coordinate the fire prevention activities with other programs of the City.
- Oversee and review annual inspection program. Interpret codes and provide mitigating solutions for Fire Prevention and Suppression personnel and building/business owners.
- Develop, implement and conduct procedural methods and practices for reviewing plans, conducting inspections and investigating fire loss incidents.
- Conduct field inspections of construction projects and inspect buildings and facilities as necessary. Evaluate and enforce existing fire safety conditions and Federal, State and local codes applicable to fire safety.
- Assist in the development and implementation of City policies, goals, objectives and priorities and recommend policy, procedure and ordinance revisions as necessary.

**Job Title: Fire Marshal (continued)**

- Prepare and administer Fire Prevention budget, based on goals and objectives of Fire Prevention Division and the City. Make presentations before the city council, boards and committees on fire prevention matters, as necessary.
- Meet with and assist architects, engineers, contractors and others involved in development and construction activities where fire codes, ordinances or standards may affect such activities.
- Provide fire prevention content training to City personnel.
- Conduct and oversee emergency scene and fire investigations, determine cause and origin, and coordinate activities with law enforcement.
- Maintain complete and permanent records of all Fire Prevention Division activities including: public education contacts, inspections made, conditions corrected, citizen complaints, special hazards, the cause of fires occurring within the City, the owner and occupant of the property involved, and loss of such property and other information considered necessary.
- Submit monthly and annual reports to the Community Development Director summarizing fire prevention activities.
- Attend regional and state meetings of related agencies, and other relevant meetings/conferences to maintain current knowledge of regional affairs, with impact to Fire Prevention activities. Stay current with code interpretations, fire investigation and public education programs/techniques.

**Knowledge, Skill, and Abilities:**

*Knowledge of:*

- Principles, methods and practices of modern fire prevention management, fire suppression activities and investigation techniques;
- Pertinent Federal, State, and local laws, codes and regulations;
- Hazardous materials, associated properties of those materials, and the ability to apply applicable codes regulating those materials;
- Principles and practices of personnel management including training, performance evaluation, and conflict management;
- Fire investigation procedures;
- Budget preparation and administration;
- Current computer applications utilized by the City and utilize applications to perform and complete tasks and/or requirements of the job and ability to learn and apply new technologies and skills;
- Business letter writing, basic report preparation, and principles and procedures of record keeping;
- Modern office procedures, methods and equipment.

*Skills in:*

- Effectively handling difficult or sensitive issues, using professionalism and an understanding of organizational culture;

**Job Title: Fire Marshal (continued)**

- Using interpersonal skills in a tactful, patient and courteous manner;
- Strong problem-solving skills including anticipating, analyzing, diagnosing and resolving problems;
- Using initiative and independent judgment within established guidelines;
- Delivering effective instructor-led training, both formal and informal, to various audiences and ability to effectively present information to moderate size groups.

*Abilities to:*

- Evaluate programs, policies and procedures, analyze Fire Prevention Division activities and take effective action to improve Fire Prevention division operations or resolve problems;
- Understand, interpret and apply documents such as operating instructions, applicable policies, procedures, codes, adopted ordinances and safety rules;
- Perform under considerable stress while confronted with emergency situations related to the job of a Fire Marshal;
- Maintain confidentiality;
- Maintain and establish effective and cooperative working relationships with City employees, public and public officials and to work effectively in a team environment;
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations;
- Conduct oneself in a professional manner as defined by City policy;
- Learn and possess working knowledge of geography and street locations of City response areas;
- Communicate in English clearly, concisely, and effectively, both orally and in writing;
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Supervisory Controls:** Work may be assigned by the City Manager in addition to overall tasks and direction within his/her own technical demands and skill for knowledge of necessary work tasks in this field. This position supervises assigned employees; provides technical support to operations personnel regarding code compliance matters; directs operations personnel during an incident's investigation phase.

**Minimum Qualifications:**

*Education/Experience:*

- 2 years of college level course work in Fire Science, Public Administration or related field AND 10 years of progressive experience in fire service with at least 5 years of experience in fire prevention involving fire investigation, code enforcement, public education, instructional techniques and methodology OR equivalent education/experience.

**Job Title: Fire Marshal (continued)**

- Supervisory experience is preferred.

*Certificates and Licenses:*

- A valid Georgia State Driver's License is required.
- International Code Council or IFSAC Fire Inspector I & II certifications are required.
- International Code Council Fire Plans Examiner, National Fire Protection Assessment certification or equivalent education/experience is required.
- IFSAC or IAAI Fire Investigator certification is preferred (Must attain within 12 months)
- NIMS certifications (as determined by the Fire Chief) are required within 90 days of hire.
- IFSAC Fire Instructor I certification is preferred.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, an employee is regularly required to talk and hear; use hands or fingers to handle and feel; and frequent use of the telephone and computer while communicating with internal and external customers; requires manual dexterity and visual acuity to operate personal computer or other standard office equipment, job site inspections and investigations. Employee may sit for several hours each day but will also need mobility and ability to stand and walk continuously for long periods of time. Employee may seldom lift, push, or pull up to 50-100 pounds in the course of an investigation. Work may occasionally require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl. This position may require the employee to work under stressful conditions due to deadlines and time constraints.

*This position will require the employee to perform strenuous work seldom, for extended periods of time, while performing some or all of the following:*

- Wear a respirator (SCBA);
- Wear and/or carry over 50lbs of protective clothing/equipment;
- Work in an overheated, extreme cold or wet environment;
- Work under adverse or stressful conditions.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work area will encompass a wide variety of settings including: administrative duties in an office setting; occasionally works outside, in poor weather conditions, in hazardous traffic areas, in and around structures that may be hazardous

and/or unstable, and under unfavorable or unsanitary conditions, which may include biohazards, air and blood-borne pathogens. The noise level in the work environment is usually moderate but may reach extremes where hearing protection is required.

**Special Requirements/Tasks/Duties**

- Requires ability to pass a pre-employment drug screening examination and any subsequent testing.
- Requires ability to pass a comprehensive background check.
- Employee must be insurable under the City's existing vehicle and umbrella liability insurance carrier.

**Pay Grade:** This is a pay classification range of Level 71 – 74, depending on level of qualifications and experience.

## **Job Title: Permit Coordinator I/II**

**Job Summary:** This position is responsible for assisting in implementing the City building license and permit process. Work involves a variety of routine clerical and administrative work to support the day-to-day operations of the Community Development Department.

### **Major Duties:**

- Reviews and processes residential and commercial permit applications; compile and distribute plans; arranges preconstruction meetings with various agencies; issues permits; collects fees; receives inspection requests; issue certificates of occupancy;
- Secures inspection approval and records project completion;
- Reviews plans to ensure applicant has filled out the required forms and that submitted plans are routed to review officials;
- Traces and monitors the review process; calculates permit fees for applicants; ensures proper allocation and collection verification of development impact fees and water and sewer tap fees.
- Receives visitors, schedules appointments, and receives calls for information requests, directing caller or relaying information to the appropriate party; may open, sort and distribute mail;
- Coordinates activities to ensure timely submission of documents or information that may be required of several staff personnel to complete a major project;
- Coordinates with the Occupational Tax/Regulatory Fee licensing process to maintain proper certificates of occupancy are kept on existing business locations when there are changes to ownership or occupancy.
- Types drafts and finished documents of a variety of materials from written or verbal instruction;
- Composes a variety of letters, memoranda, instructions, and other documents on own initiative or from brief notes or verbal instructions;
- Performs other related duties as required.

### **Knowledge Required by the Position:**

- Knowledge of basic office skills, practices and procedures, including filing and general clerical functions;
- Knowledge of rules, regulations and ordinances pertaining to business licensing;
- Knowledge of business and general accounting principles including the ability to prepare purchase orders, deposit slips and invoices;
- Skill in operating modern office equipment;
- Ability to schedule, organize, and execute assigned tasks and understand and follow oral and written instructions;
- Ability to communicate, meet and deal with the public and employees in a pleasant, courteous manner;
- Ability to handle multiple interruptions and adjustments to priorities throughout day;
- Ability to accurately record and transfer data from one source to another, and maintain strict confidentiality.
- Level II proficiency in Incode Building Project Module, including editing and adjustment to fees and inspections as directed by the Community Development Director and/or the Chief Building Official.

**Job Title: Permit Coordinator I/II (continued)**

**Supervisory Controls:** The Director of Community Development assigns work in terms of department goals and objectives.

**Guidelines:** Guidelines include City and departmental policies and procedures, City zoning ordinances, City building codes as adopted, City development impact fee ordinance as adopted, the State NAIC Code book and Secretary of State policies and regulations. Guidelines require sound judgment and interpretation.

**Complexity:** The work consists of a variety of technical and administrative duties. The level of complexity and problem solving increases for Level II proficiency.

**Scope and Effect:** The purpose of this position is to coordinate and implement activities related to the issuance of certificates of occupancy of lawful business license holders and construction permits.

**Personal Contacts:** Contacts are typically with co-workers and the general public, including builders, developers, other government agencies, and business owners.

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

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

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

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**

(Level I) High School diploma or equivalent; three (3) years of professional experience in permit issuance; equivalent combination of education and experience.

(Level II) High School diploma or equivalent; Associates Degree or advance degree preferred; five (5) years of professional experience in permit issuance in a government setting; equivalent combination of education and experience.

**Pay Grade(s):**

Permit Coordinator I (Grade 53)  
Permit Coordinator II (Grade 56)

**Job Title: Administrative Coordinator—Community Development**

**Job Summary:** This position is responsible for a wide variety of routine clerical and administrative duties. Work includes assisting the development of the Planning and Zoning staff with a variety of tasks.

**Major Duties:**

- Greets visitors and receives and responds to inquiries verbally and in writing; directs visitors/callers to appropriate person or department;
- Provides clerical and administrative support for the Community Development Department;
- Manage department accounts payable;
- Attend various meetings; record minutes;
- Coordinates communications with other departments and City employees;
- Organizes and maintains files;
- Maintains various databases;
- Assists customers with completing and submitting zoning applications;
- Coordinates meetings for Community Development staff as needed;
- Serves as recording secretary for various group meetings; attends meetings and transcribes minutes;
- Types letters, reports and other documents as assigned;
- Receives, sorts and distributes mail;
- Maintains inventory of general office supplies;
- Researches public records to determine legal description of properties;
- Responsible for maintaining invoices, finances, billing and other related duties;
- Performs other duties as assigned.

**Knowledge Required by the Position:**

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



**Job Title: Administrative Coordinator—Community Development**

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

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

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

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

**Personal Contacts:** Contacts are typically with co-workers, developers, real estate and design professionals and the general public.

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

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

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

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**

High School diploma or equivalent; experience in general office environment; equivalent combination of education and experience.

## Job Title: Economic Development Coordinator

**Job Summary:** The primary purpose of this position is to coordinate economic development activities for the City including the Better Hometown program, downtown development and other downtown and city special events.

### **Major Duties:**

- Assists with the development and implementation of strategies to attract businesses to the downtown district;
- Insures compliance of Better Hometown program with the State program office;
- Prepares reports, expenditures, purchasing, record keeping and inventory management;
- Composes all materials for use in print, media and the internet;
- Maintains an inventory of downtown businesses and jobs created; businesses sold or bought;
- Coordinate and attend various city special events and ribbon cutting ceremonies;
- Works with public and private sector organizations to facilitate downtown improvements, including beautification, landscaping, street furnishings, and infrastructure;
- Works with the Chamber of Commerce, regional tourism organizations, and other local organizations to promote tourism within the City;
- Writes grant applications and administers grants for downtown projects;
- Helps build strong working relationships with appropriate public agencies;
- Attends conferences and training sessions and remains current with professional material;
- Performs other related duties as required.

### **Knowledge required by the Position:**

- Knowledge of Federal and Better Hometown Program principles and goals;
- Knowledge of general business principles;
- Knowledge of economic development and business retention and recruitment;
- Knowledge of the City's operations, zoning ordinances and land use plans;
- Skill in dealing with both public and private enterprises;
- Skill in operating modern office equipment;
- Skill in oral and written communication;
- Ability to network and develop relationships with real estate and site selection professionals;
- Ability to research, compose and submit grant applications with respect to the Main Street Program;
- Ability to schedule, organize, and execute assigned tasks and understand and follow oral and written instructions;
- Ability to accurately record and transfer data from one source to another, and maintain strict confidentiality.

**Job Title: Economic Development Coordinator (continued)**

**Supervisory Controls:** This person works in the Community Development Department under the direct supervision of the Director.

**Guidelines:** Guidelines include land use laws, State and Federal laws, real estate law, City codes, construction codes, fire codes, and the Federal ADA. These guidelines require judgment, selection and interpretation in application.

**Complexity:** This position consists of varied analytical, supervisory and technical assistance tasks.

**Scope and Effect:** The purpose of this position is to assist in the development of the City. Successful performance helps ensure the orderly development of the City, affects the quality of economic opportunity for City residents, and affects the image of the City.

**Personal Contacts:** Contacts are typically with the general public, property owners, real estate developers, attorneys, architects, engineers, bankers, landscape architects, elected officials, and Local, State and Federal officials.

**Supervisory and Management Responsibility:** None.

**Minimum Requirements:**

Bachelor's degree in related field required; five (5) years of professional experience in Economic Development field; experience with the Main Street or Better Hometown Program desired; must possess valid State of Georgia driver's license; equivalent combination of education and experience.

**EXHIBIT "B"**

**AMENDMENT TO PAY PLAN (SECTION 701 OF PERSONNEL POLICY) TO  
PROVIDE FOR NEW / ACTIVE POSITIONS AND FOR FURTHER ADVANCEMENT  
LEVELS WITHIN THE SALARY SCHEDULE**

The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position(s)/Mastery						
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour	
50	Part Time Seasonal Maintenance (inactive)	\$ 24,892.38	N/A	N/A	N/A	N/A	\$ 11.97	
51	Administration/Comm. Dev. Intern (PT - Inactive)	\$ 26,137.12	\$ 39,718.18	\$ 29,532.39	\$ 32,927.65	\$ 36,322.92	\$ 12.57	
52	Maintenance Worker I	\$ 29,090.01	\$ 41,704.85	\$ 32,243.72	\$ 35,397.43	\$ 38,551.14	\$ 13.99	
	Facilities Maintenance Technician I (inactive)							
	Stormwater Maintenance Technician I							
	CSR/Receptionist (PT/FT) Admin							
	Main Street Administrative Asst (PT/FT)							
53	Administrative Assistant I	\$ 30,544.51	\$ 43,790.47	\$ 33,856.00	\$ 37,167.49	\$ 40,478.98	\$ 14.68	
	Administrative Assitant I (Police/Public Safety)							
	Facilities Maintenance Technician II (inactive)							
	Business/Alcohol License Clerk I							
	Maintenance Worker II							
	Stormwater Maintenance Technician II							
	Permit Coordinator I							
	Utility Billing Clerk I							
54	Facilities Maintenance Supervisor (inactive)	\$ 32,071.73	\$ 45,978.85	\$ 35,548.51	\$ 39,025.29	\$ 42,502.07	\$ 15.42	
	Water Meter Maintenance Technician I							
55	Water/ Sewer Operator Trainee (provisional)	\$ 32,405.17	\$ 48,277.61	\$ 36,373.28	\$ 40,341.39	\$ 44,309.50	\$ 15.58	
	Stormwater Maintenance Technician III							
	Maintenance Worker III							
	Assistant Municipal Court Clerk I							
56	Administrative Assistant II	\$ 34,026.08	\$ 50,692.44	\$ 38,192.67	\$ 42,359.26	\$ 46,525.85	\$ 16.36	
	Permit Coordinator II							
	Utility Billing Clerk II							
	Business/Alcohol License Clerk II							
	Heavy Equipment Operator I							

The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position(s)/Mastery					
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour
	Maintenance Crew Leader I						
	Water Meter Maintenance Technician II						
	Assistant Municipal Court Clerk II						
	Water/ Sewer Operator Trainee (confirmed)						
57	Accounts Payable Clerk I	\$ 35,727.45	\$ 53,227.15	\$ 40,102.37	\$ 44,477.30	\$ 48,852.23	\$ 17.18
	Municipal Court/Police Records Clerk I						
	Court Bailiff (uncertified)/PT						
58	Maintenance Crew Leader II	\$ 37,514.38	\$ 55,889.37	\$ 42,108.13	\$ 46,701.88	\$ 51,295.62	\$ 18.04
	Water/Sewer Operator III						
	Water Meter Maintenance Technician III						
	Heavy Equipment Operator II						
	Utility Billing Clerk III						
	Administrative Assistant III						
	Business/Alcohol License Clerk III						
	Permit Coordinator III						
	Accounts Payable Clerk II						
	Police Officer (In Training - Uncertified)						
59	Planning Technician (Comm. Dev. - FT) I	\$ 39,390.74	\$ 58,684.79	\$ 44,214.25	\$ 49,037.77	\$ 53,861.28	\$ 18.94
	Executive Administrative Assistant I						
	Assistant City Clerk I (non certified)						
	Municipal Court/Police Records Clerk II						
	Accounts Payable Clerk III						
60	Water/Sewer Operator II	\$ 41,360.35	\$ 61,619.12	\$ 46,425.04	\$ 51,489.74	\$ 56,554.43	\$ 19.88
	Code Enforcement Officer (uncertified)						
	Maintenance Crew Leader III						
	Planning Technician (Comm. Dev. - FT) II						
	Executive Administrative Assistant II						

The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position(s)/Mastery					
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour
	Assistant City Clerk II (non certified)						
	Municipal Court/Police Records Clerk III						
ACTIVATE	Mechanic I						
	<i>Master Level - Permit Clerk/Bus. License Clerk/ Utility Billing/AP Clerk</i>						
61	Water/Sewer Operator I	\$ 43,428.30	\$ 64,699.98	\$ 48,746.22	\$ 54,064.14	\$ 59,382.06	\$ 20.88
	Police Officer I						\$ 19.88
	Mechanic II						
	Bailiff (P.O.S.T. Certified)						
	Code Enforcement Officer (POST certification)						
62	Public Works Manager	\$ 45,375.09	\$ 67,934.98	\$ 51,015.06	\$ 56,655.04	\$ 62,295.01	\$ 21.81
inactive	Corporal I						\$ 20.78
	Police Officer II						
	Fleet Manager - PW						
	Assistant City Clerk II (certified)						
	<i>Utility Billing Manager I</i>						
inactive	Purchasing Manager I (HS/AD 3/5 Years exp)						
inactive	Accounting Specialist I						
inactive	Planner I - no interest/study in future for need						
63	Investigator I	\$ 47,879.69	\$ 71,331.73	\$ 53,742.70	\$ 59,605.71	\$ 65,468.72	\$ 23.02
inactive	Corporal II						
	Police Officer III						\$ 21.92
	Human Resources Specialist (2-5 Years)						
	City Clerk - (uncertified - HS/BA 2 - 5 years)						
64	GIS Coordinator/Stormwater Specialist	\$ 50,273.69	\$ 74,898.32	\$ 56,429.85	\$ 62,586.01	\$ 68,742.16	\$ 24.17
inactive	Corporal III						
	Police Sergeant I						\$ 23.02
	Investigator II						
	Professional Standards Specialist - I (Police)						

The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position(s)/Mastery						
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour	
	Building Inspector I (Residential/Commercial)							
<b>ACTIVATE</b>	<b>Development Inspector (Storm/Erosion/Plans)</b>							
	Assistant City Clerk III (post certification)							
	Utility Billing Manager II							
inactive	Purchasing Manager II (BS/BA 3 Years exp)							
inactive	Accounting Specialist II							
65	Planner II (A.I.C.P.)	\$ 52,787.36	\$ 78,643.24	\$ 59,251.33	\$ 65,715.30	\$ 72,179.27	\$ 25.38	
	Human Resources Specialist II (5+ Years)							
	Main Street Manager/Economic Development							
66	Police Sergeant II	\$ 55,426.74	\$ 82,575.40	\$ 62,213.90	\$ 69,001.07	\$ 75,788.23	\$ 26.65	
	Professional Standards Specialist - II (Police)							
inactive	Purchasing Manager - Certified CPM						\$ 25.38	
inactive	Accounting Specialist Certified Financial CVI							
	Building Inspector II (Residential/Commercial)							
67	Chief Building Official	\$ 58,198.08	\$ 86,704.17	\$ 65,324.60	\$ 72,451.12	\$ 79,577.64	\$ 27.98	
	Lieutenant I						\$ 26.65	
	Planner III (A.I.C.P. with 3+ years experience)							
68	Asst. Community Development Director	\$ 61,107.97	\$ 91,039.38	\$ 68,590.82	\$ 76,073.67	\$ 83,556.52	\$ 29.38	
69	Stormwater Utility Manager	\$ 64,163.37	\$ 95,591.34	\$ 72,020.37	\$ 79,877.36	\$ 87,734.35	\$ 30.85	
	Lieutenant II						\$ 29.38	
	Public Works Manager - Street Maintenance							
	Public Works Manager - Utilities Distribution							
	City Clerk - (Cert. or Uncert. - BA >5 years)							
70	Water and Wastewater Manager	\$ 67,371.55	\$ 100,370.91	\$ 75,621.39	\$ 83,871.23	\$ 92,121.07	\$ 32.39	
	Police Captain						\$ 30.85	
	Lieutenant III						\$ 30.85	



The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position(s)/Mastery					
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour
71	City Clerk (Certified 5+ Years) Police Captain II	\$ 70,740.13	\$ 105,389.46	\$ 79,402.46	\$ 88,064.79	\$ 96,727.12	\$ 34.01
72	Public Works and Facilities Director	\$ 74,277.13	\$ 110,658.93	\$ 83,372.58	\$ 92,468.03	\$ 101,563.48	\$ 35.71
73	Community Development Director	\$ 77,990.99	\$ 116,191.88	\$ 87,541.21	\$ 97,091.43	\$ 106,641.65	\$ 37.50
74	Police Chief Public Safety Director (inactive)	\$ 81,890.55	\$ 122,001.47	\$ 91,918.28	\$ 101,946.01	\$ 111,973.74	\$ 39.37
75	Human Resources Director (Inactive/Future)	\$ 85,985.06	\$ 128,101.54	\$ 96,514.18	\$ 107,043.30	\$ 117,572.42	\$ 41.34
76	Finance Director (Inactive/Future) Police Chief (over 5 Years) Community Development Director (5+ Years/Cert)	\$ 90,284.32	\$ 134,506.62	\$ 101,339.90	\$ 112,395.47	\$ 123,451.05	\$ 43.41
77	Assistant / Deputy City Manager (Active)	\$ 94,798.52	\$ 141,231.95	\$ 106,406.88	\$ 118,015.24	\$ 129,623.59	\$ 45.58
78	City Manager I Assistant / Deputy City Manager II (over 5 Years)	\$ 99,538.46	\$ 148,293.55	\$ 111,727.23	\$ 123,916.00	\$ 136,104.78	\$ 47.86
79	City Manager II (over 5 Years) Asst./Deputy City Manager III (Certified ICMA/GMA)	\$ 104,515.38	\$ 155,708.23	\$ 117,313.59	\$ 130,111.80	\$ 142,910.02	\$ 50.25
80	City Manager III (Certified ICMA/GMA)	\$ 109,741.15	\$ 163,493.64	\$ 123,179.27	\$ 136,617.40	\$ 150,055.52	\$ 52.76