AGENDA
Regular Scheduled Meeting
CITY OF GRIFFIN BOARD OF COMMISSIONERS
December 12, 2023
W. ELMER GEORGE MUNICIPAL HALL
6:00 PM

Present:

Call to order by Mayor Hollberg

Pledge of Allegiance

Invocation

Approval of Agenda

PRESENTATIONS AND DELEGATIONS

1. Recognize Jimmy Smith, Fire Lieutenant, as the November 2023 Strongest Link in the Chain award recipient. *Fire Operations Officer, Brian Brock, will address.*

2. Presentation of the Water Distribution System Excellence Gold Award to the Water Distribution team by Eric Osborne, Georgia Section of American Water Works Association. *Director of Water and Wastewater, Brandon Lewis, will address.*

3. Review financial reports for October 2023. *Finance Director, Deborah Manning-Gilbert will address.*

CITIZEN COMMENTS

At this time, the Mayor opens the floor to comments from the audience. Comments should relate to a specific agenda item, not listed on the agenda for a Public Hearing, or to a concern within the jurisdiction of the City. Commission meetings serve the purpose of conducting city business and are not a forum for the unlimited expression of opinion. The Mayor reserves the right to limit comments to matters germane to city business and may refer speakers to the City Manager or other staff for resolution.

PUBLIC HEARINGS

Public Hearings are conducted to allow public comment on specific advertised issues such as rezoning, ordinances, policy development, operating budgets and other legislative actions to be considered by the City Commission.

4. Receive comments regarding the 2024 City of Griffin Comprehensive Plan update draft at a required public hearing. *Director of Planning & Development, Chad Jacobs will address.*

CONSENT AGENDA

5. Consider an agreement with ADS Environmental Services, Sole Source, in the amount of $121,728.00 for a 12-month sewer monitoring program. *Director of Watershed Management, Brandon Lewis, will address.*

6. Consider the purchase of 311 65-gallon recycling carts and 400 96-gallon trash carts in the amount of $37,144.35 from Toter, lowest quote. *Director of Solid Waste Todd Ennis, will address* .

7. Consider declaring as surplus the following: Unit #916, a 1193 Peterbilt Rear Load Garbage Truck, Unit #949, a 1981 GMC Fuel Truck, Unit #983, and a 2008 Dodge Ram 1500, all used within Solid Waste. *Solid Waste Director, Todd Ennis, will address*.

8. Consider declaring as surplus the following units: Unit #471, a 2008 Dodge Ram 1500 Truck, Unit #449, a

2008 Grasshopper 325D Mower, Unit #451, a 2008 Grasshopper 325D Mower, Unit #2202, a 2002 Elign Street Sweeper all used within Public Works. *Public Works Director, Mariza Eller, will address.*

9. Consider the purchase of a 2023 Ford F-150 XL in the amount of $47,535.00 from Fayetteville Ford, LLC, lowest quote. *Public Works Director, Mariza Eller, will address.*

10. Consider an amendment to the 2024 holiday schedule. *Director of Human Resources, Stephanie Woods, will address.*

11. Consider the purchase of 8 flashing beacons from TranSafe, lowest responsible, responsive quote, in the amount of $28,110.64. *Public Works Director, Mariza Eller, will address.*

REGULAR AGENDA

The Regular Agenda includes items on which the Commission will individually consider and possibly take action.

12. Consider the minutes of the City of Griffin Board of Commissioners' Workshop Meeting on November 28, 2023.

13. Consider the minutes of the City of Griffin Board of Commissioners' Regular Meeting on November 28, 2023.

14. Consider the acceptance of a Norfolk Southern Safety First Grant in the amount of $15,000.00 for the Fire Department, and amend the budget accordingly. *Fire Chief John Hamilton will address.*

15. Consider acceptance of the BRACE Grant in the amount of $5,000.00, and amend the budget accordingly. *Griffin Environmental Council will address.*

16. Consider Resolution approving the standardized form for a League Contract to be utilized at the Griffin Golf Course for league play and fee structure. *Public Works Director, Mariza Eller, will address.*

17. Consider Resolution approving the standardized form for a Tournament Contract to be utilized at the Griffin Golf Course. *Public Works Director, Mariza Eller, will address.*

18. Consider a Resolution adopting the updated Language Access Plan required by the Georgia Department of Community Affairs in conjunction with the award of the 2023 Community Development Block Grant funds. *Director of Planning & Development, Chad Jacobs will address.*

19. Consider a Master Purchasing License Agreement and associated order documents for the AXOS Framework, Calix Cloud Foundation, and Calix Support Cloud from Calix, sole source, in the amount of $4,795.00 for telecommunications service expansion. *Chief Technology Officer, Gibb Cotton, will address*.

20. Consider GMA Hotel Motel Revenue Administration Master Services Agreement with Hinderliter De llamas & Associates (HdL), which replaces the previous agreement with The Resource Professionals Group (TRPG). HdL partnered with TRPG to facilitate a smooth transition. *Finance Director, Deborah Manning-Gilbert will address.*

21. Consider Resolution adopting revisions to the City of Griffin Customer Service Policy. *Customer Service Manager, Rita Bagwell, will address.*

22. Consider Resolution approving the standardized form for the Service Contract and Blanket Service Contract for the provision of utility services to customers of the City's combined utility system. *Customer Service Manager, Rita Bagwell, will address.*

23. Consider a Resolution adopting the proposed changes to the Personnel Policy to be effective on January 1, 2024. *Stephanie Woods, Human Resources Director, will address.*

24. Consider the Griffin-Spalding County Hospital Authority grant allocations for the year 2024, requiring City and County approval. *City Manager, Jessica O'Connor will address.*

25. Consider a resolution adopting revisions to certain City of Griffin organizational charts. *City Manager, Jessica O'Connor, will address.*

CITY MANAGER'S REPORT

The City Manager will update the Commission on pending items, upcoming workshops, meetings, conferences and other pertinent issues.

CITY ATTORNEY COMMENTS

CITY COMMISSIONER COMMENTS

Commissioners will provide updates regarding issues of interest from their respective districts and/or committee reports.

ADJOURN

The City of Griffin is committed to providing equal access to all of its programs, services and activities regardless of race, color, religion, marital status, gender, gender identity, genetic information, sexual orientation, national origin, age, physical or mental disability, past or present membership in the Uniformed Services, applicants to the Uniformed Services, any protected concerted activity or any other legally protected status. Any individual who needs an accommodation because of a disability should contact ***Stephanie Woods at (770) 233-2923 or hr@cityofgriffin.com*** *as far in advance of a meeting as possible.*

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Recognize Jimmy Smith, Fire Lieutenant, as the November 2023 Strongest Link in the Chain award recipient. *Fire Operations Officer, Brian Brock, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The "Strongest Link in the Chain" award is given monthly to a deserving employee who has demonstrated excellent performance and productivity, loyalty, professional pride, and other noteworthy accomplishments. The award recognizes that all City employees link together to form a chain that provides the residents of the City with excellent service. That service is only as strong as its weakest link in the chain. Therefore, all employees should strive to be a "strong link" in the chain. Nominations are received from any City employee and are vetted by Department Directors who recommend the award recipient to the City Manager.

The recognized employee receives one day off with pay, a gift certificate to a local restaurant, a "Strongest Link in the Chain" plaque, and the symbolic "chain", which he or she will be the custodian of until a subsequent employee is recognized.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:
Stephanie Woods

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Lt. Jimmy Smith 11.23.pdf

Griffin
Growing TOGETHER

Strongest Link in the Chain (Individual) Nomination Form

Nominee Name Lt. Jimmy Smith Department Fire

Nominee Dept. Director signature required to move forward. Nominator to get this before submitting this form to Human Resources to be considered.

Nominee Department Director Approval for submission [signature] Date 11/22/23

Your (Nominator) Name Brian A. Brock Department Fire

Submission Date to HR 11-22-23

Is this monthly nomination? (Yes) No If yes, which month November 2023

Is this an annual nomination? Yes (No) If yes, which year _____

Reason for the Nomination

Using the program criteria, explain in detail why the employee deserves to be recognized as the *Strongest Link in the Chain*. Use a separate sheet if necessary.

See Attached.

Griffin
Department of Fire and Emergency Services and Emergency Management, John Hamilton
Fire Administration | 1420 Ellis Rd. | Griffin, GA 30223
P 770.229.6415 W cityofgriffin.com

Strongest Link in the Chain Nomination

Lt. Jimmy Smith has been with Griffin Fire-Rescue for more than 12 years. In that time, Jimmy has always been very engaged in the Department in various ways. Jimmy has completed various projects at the Fire Stations as he works to make the Department better. He was moved to Fire Station #3 recently and has proven that the Fire Station is a Firefighters "Home away from Home". Jimmy has used his own equipment to complete various projects at Station #3 because he "wants it to be nice". He and his crew cut down a tree that was dead, grinded a couple of stumps (Jimmy has a stump grinder), and re-planted new trees. He also cleared a side hill of brush and coordinated with Public Works to have several large stumps pulled from the side hill. He said that he still has plans for that hill. He then graded and placed rock in a walkway in front of station #3 where there is a newly added Emergency Exit. He has more plans on planting a small garden that Firefighters and the public can pick from. These are just a few of the projects that Jimmy has taken on, without being asked, at Station #3. He undoubtedly has money tied up in these projects as he refuses to say so, and countless hours have been spent as well. Jimmy is well deserving of the Strongest Link in the Chain Award and we are thankful for his willingness to consistently go above and beyond.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Presentation of the Water Distribution System Excellence Gold Award to the Water Distribution team by Eric Osborne, Georgia Section of American Water Works Association. *Director of Water and Wastewater, Brandon Lewis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

Applicants compete against a scorecard to achieve bronze, silver, gold, or platinum awards to recognize excellence in management, operation, and maintenance of their water distribution systems. Through participation in this award, utilities can: 1. Prepare their utility for the Georgia EPD Sanitary Survey; 2. Gain recognition and demonstrate to their customers the quality of their utility; 3. In striving to earn the award, push themselves to improve their utility; and, 4. As volunteer award inspectors, collaborate and learn from the successes of other utilities.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:
Brandon Lewis

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Water Distribution Award.pdf

Georgia Section
American Water Works Association

Georgia Association of Water Professionals

WATER DISTRIBUTION SYSTEM EXCELLENCE AWARD

AWARDED TO

City of Griffin

In Recognition of OUTSTANDING OPERATION of a

Water Distribution System

during the calendar year of 2023

Gold Award

Kathy Nguyen

Kathy Nguyen, 2023-2024 GAWP President

Angelique RS Young

Angelique Young, Distribution Systems Committee Chair

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Review financial reports for October 2023. *Finance Director, Deborah Manning-Gilbert will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:

Deborah Gilbert

Meeting Date:

12/12/2023

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

Cash Balance 10312023.pdf

Interim Statements by Fund 10312023.pdf

LOST 10312023.pdf

TSPLOST 10312023.pdf

	6/30/2023	10/31/2023		
	ALL FUNDS	**OPERATING**	**RESTRICTED**	**RESERVED**
CASH AND CASH EQUIVALENTS				
Cash				
101-General Fund	$13,516,837.99	$11,297,757.48	$335,557.06	
210-Confiscated Assets Fund	142,773.92		135,511.92	
233-Community Development Block Grant 2021			2,250.00	
235-Community Development Block Grant 2022			1,519.00	
251-Multiple Grant Fund	131,624.93		131,682.96	
253-Neighborhood Stabilization Program	163,493.78		163,493.78	
255-Neighborhood Stabilization Program NSP3	151,868.23		151,868.23	
270-Tax Incentive Program (TIP)	21,101.53		21,101.53	
271-Tax Allocation District (TAD #1)	800,917.03		814,674.60	
272-Tax Allocation District (TAD #2)	2,338,768.35		2,343,407.07	
282-Court Technology Fund	178,172.00		184,825.75	
283-Police Donations Fund	8,479.48		8,479.48	
321-SPLOST Fund 2016	9,967,083.19		9,835,252.53	
335-T-SPLOST Fund 2022	4,913,830.37		6,403,848.92	
505-Water/Wastewater Utility Fund	4,802,993.52	4,887,997.34		
510-Electric Utility Fund	2,792,038.20	7,504,405.62	160,891.64	
540-Solid Waste Fund	1,009,822.02	266,143.17		648,911.60
550-Airport Fund	991,299.90	1,151,588.49	838.98	
560-Stormwater Utility Fund	861,101.74	825,789.11		
591-Golf Course Fund	1,229,040.04	1,439,906.87		
601-Internal Service Fund - Motor Pool Fund	1,479,038.47	1,483,896.68		
610-Internal Service Fund - Payroll	70,451.33		137,665.99	
611-ISF-Employee Benefits Fund	780,951.72			
745-Municipal Court Fund	332,057.38		324,292.76	
771-OPEB Fund	39,412.59		39,412.59	
791-Cemetery Trust Fund	1,179,484.75		1,204,474.75	
792-Mausoleum Trust Fund	315,501.25		315,501.25	
952-Main Street Fund	52,182.04		52,412.17	
953-Downtown Development Fund	132,940.16		132,937.82	
Total Cash	48,403,265.91	28,857,484.76	22,901,900.78	648,911.60
Investments				
101-General Fund	20,959,005.29	22,216,172.04		649,773.60
505-Water/Wastewater Utility Fund	3,946,474.63		5,545,935.82	
510-Electric Utility Fund	47,500,201.25	172,953.44	4,154,029.95	43,345,086.30
540-Solid Waste Fund	681,709.96	432,987.99	249,966.25	
591-Golf Course Fund	97,008.77	97,008.77		
771-OPEB Fund	2,459,749.00		2,459,749.00	
791-Cemetery Trust Fund	4,090,969.81		3,933,527.61	
792-Mausoleum Trust Fund	496,922.74		494,646.59	
793-Light Water Sewer (LWS) Emergency Trust Fund	1,043,037.02		1,037,840.42	
Total Investments	81,275,078.47	22,919,122.24	17,875,695.64	43,994,859.90
Total Cash and Investments	**$129,678,344.38**	**$51,776,607.00**	**$40,777,596.42**	**$44,643,771.50**

INTERIM STATEMENTS by Fund

All Funds: City-Wide

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING REVENUE							
TAXES							
Real property - current year	$2,800	$14,249	$5,205,585	($5,191,336)	0.27%	$37,807	$5,343,133
Public utility			20,480	(20,480)			44,838
Real property - prior year	9,081	55,329	191,280	(135,951)	28.93%	132,564	218,452
Motor vehicle	2,609	8,284	23,090	(14,806)	35.88%	9,116	28,951
Intangible		12,603	50,000	(37,397)	25.21%	19,003	45,231
Railroad equipment	7,372	7,372	7,500	(128)	98.29%	7,239	7,239
Property not on digest			5,000	(5,000)			
Real estate transfer (intangible)		4,683	10,675	(5,992)	43.87%	5,701	16,943
Total Taxes	21,862	102,520	5,513,610	5,411,090	1.86%	211,430	5,704,787
Motor vehicle title ad valorem tax fee	55,152	235,292	750,000	(514,708)	31.37%	246,228	740,090
Franchise taxes:							
Electric			75,000	(75,000)			82,718
Gas		47,802	190,000	(142,198)	25.16%	47,266	142,870
Television cable		50,351	210,000	(159,649)	23.98%		155,533
Telephone		1,459	25,000	(23,541)	5.84%	118	26,048
Payment In Lieu of Tax GHA			25,000	(25,000)			15,585
Video		3,699	20,000	(16,301)	18.50%		13,784
Total Franchise taxes		103,311	545,000	(441,689)	18.96%	47,384	436,538
Total Taxes and Franchise taxes	77,014	441,123	6,808,610	6,367,487	6.48%	505,042	6,881,415
Local option sales and use taxes	462,562	1,880,687	5,300,000	(3,419,313)	35.48%	1,823,600	5,574,715
Hotel/Motel		48,645	132,000	(83,355)	36.85%	65,753	143,939
Alcoholic beverage excise	52,779	220,848	684,000	(463,152)	32.29%	169,659	593,829
Total selective sales and use taxes	52,779	269,493	816,000	(546,507)	33.03%	235,412	737,768
Business taxes:							
Business and occupation taxes	91,890	102,360	430,000	(327,640)	23.80%	19,205	458,554
Insurance premium taxes	2,084,942	2,084,942	1,955,000	129,942	106.65%	1,937,372	1,937,372
Financial institutions taxes			115,000	(115,000)			108,843
Total business taxes	2,176,832	2,187,302	2,500,000	(312,698)	87.49%	1,956,577	2,504,769
Penalties and interest on deliquent taxes							
Real	8,230	20,071	55,000	(34,929)	36.49%	46,194	103,021
Business		189	3,000	(2,811)	6.30%	948	4,926
Total penalties and interest on deliquent taxes	8,230	20,260	58,000	(37,740)	34.93%	47,142	107,947
TOTAL TAXES	**2,777,417**	**4,798,865**	**15,482,610**	**(10,683,745)**	**31.00%**	**4,567,773**	**15,806,614**
LICENSE AND PERMITS							
Business licenses:							
Alcoholic beverages:							
Beer	10,900	12,575	62,000	(49,425)	20.28%	9,950	58,275
Wine	10,900	12,575	60,000	(47,425)	20.96%	9,950	57,275
Liquor	18,500	20,500	120,000	(99,500)	17.08%	9,750	115,450
Total alcoholic beverage licenses	40,300	45,650	242,000	(196,350)	18.86%	29,650	231,000
General business licenses:							
Insurance	75	600	35,000	(34,400)	1.71%	225	35,738
Total general business licenses	75	600	35,000	(34,400)	1.71%	225	35,738
Total Business licenses	40,375	46,250	277,000	(230,750)	16.70%	29,875	266,738
Non-business licenses and permits:							
Building and signs:							
Zoning and land use permits	(262)	838	12,000	(11,162)	6.98%	5,950	17,250
House moving permit			500	(500)			
Sign permits	1,050	3,985	12,500	(8,515)	31.88%	4,010	13,690
Other permits		100	1,500	(1,400)	6.67%	500	1,550
Catering	200	700	3,200	(2,500)	21.88%	950	3,600

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Total building and sign permits	988	5,623	29,700	(24,077)	18.93%	11,410	36,090
Regulatory fees (permits):							
Building structures and equipment permits:							
Protective	9,100	28,300	41,500	(13,200)	68.19%	17,600	55,185
Building	47,123	123,376	250,000	(126,624)	49.35%	69,589	294,358
Plumbing	3,591	8,073	20,000	(11,927)	40.37%	5,659	22,642
Electrical	5,712	16,504	40,000	(23,496)	41.26%	8,420	47,111
Gas	1,035	3,225	2,000	1,225	161.25%	250	910
Mechanical	2,901	6,543	20,000	(13,457)	32.72%	4,259	20,094
Total building structures and equipment permits	69,462	186,021	373,500	187,479	49.80%	105,777	440,300
Total non-business licenses and permits	70,450	191,644	403,200	(211,556)	47.53%	117,187	476,390
Penalties and interest on deliquent licenses and permits							
Interest on business licenses		120		120		377	1,635
Total penalties and interest on deliquent licenses and permits		120		120		377	1,635
TOTAL LICENSES AND PERMITS	**110,825**	**238,014**	**680,200**	**(442,186)**	**34.99%**	**147,439**	**744,763**
CHARGES FOR SERVICES							
General government:							
Fees - plan reviews	17,366	39,656	72,000	(32,344)	55.08%	23,286	92,814
Fees - demolition recovery	5,452	10,775	35,000	(24,225)	30.79%	27,672	70,652
Fees - zoning applications	350	1,102	5,000	(3,898)	22.04%	2,210	6,505
Fees - reimbursements	650	2,500	25,000	(22,500)	10.00%	1,208	2,768
Information technology fees	300	1,200		1,200		900	3,600
Indirect cost allocation	561,747	2,246,989	6,801,802	(4,554,813)	33.04%	2,087,785	6,271,225
IT equipment cost allocation						389,037	1,167,112
GIS cost allocation	27,856	83,568	334,273	(250,705)	25.00%		
Motor pool charges	71,862	337,063	1,186,895	(849,832)	28.40%	368,833	1,071,380
Publication Sales						60	340
Business occupation tax admin fee	9,200	11,690	65,000	(53,310)	17.98%	6,160	63,910
Total general government	694,783	2,734,543	8,524,970	5,790,427	32.08%	2,907,151	8,750,306
Public safety - fire inspections	1,000	3,162	3,000	162	105.40%	1,151	4,801
Public safety - prisoner housing fees	6,488	26,019	80,000	(53,981)	32.52%	40,994	99,539
Streets and public improvements							219
Utilities / enterprise charges and fees							
Fees - Collection - Residential	241,520	968,810	3,271,350	(2,302,540)	29.61%	731,617	2,813,943
Fees - Collection - Commercial	104,784	417,898	1,220,575	(802,677)	34.24%	305,328	1,180,860
Fees - Transfer Station	118,778	451,767	1,714,000	(1,262,233)	26.36%	506,943	1,587,379
Fees - Special Handling	1,635	6,150	22,050	(15,900)	27.89%	6,595	16,760
Fees - Rolloff Containers	67,377	271,052	654,942	(383,890)	41.39%	202,382	645,843
Fees - Yard Waste Disposal	73,012	292,334	895,730	(603,396)	32.64%	221,408	849,662
Fees - Yard Waste Special Handling		(105)		(105)		(100)	(278)
Sale of Recycled Materials	3,054	12,651	8,000	4,651	158.14%	12,570	45,191
Permit Fees - Commercial Hauler	700	1,100	3,000	(1,900)	36.67%	1,000	3,200
Fees - Landfill Use	221,015	926,972	2,300,000	(1,373,028)	40.30%	754,643	2,455,399
Water Institutional	23,114	102,794	435,273	(332,479)	23.62%	105,956	305,378
Fees - Water Industrial	57,815	229,122	628,335	(399,213)	36.46%	234,750	728,806
Fees - Water Residential	376,953	1,531,736	4,636,113	(3,104,377)	33.04%	1,136,057	4,305,717
Fees - Water Commercial	108,092	418,336	1,573,194	(1,154,858)	26.59%	268,497	1,327,544
Pass-Thru Water Spalding County	(475,316)	(1,402,959)	(4,139,029)	2,736,070	33.90%	(1,289,075)	(4,979,260)
Fees - Fire Hydrant Water	14,911	32,635	53,522	(20,887)	60.97%	30,628	68,864

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Fees - Water Lock Cut	175	625	1,500	(875)	41.67%	350	1,175
Bulk Water - Spalding County	872,973	3,559,799	9,653,475	(6,093,676)	36.88%	2,594,541	9,569,263
Bulk Water - Williamson	7,110	32,424	95,092	(62,668)	34.10%	23,057	80,925
Bulk Water - Zebulon	30,080	119,046	502,087	(383,041)	23.71%	165,598	460,886
Bulk Water - Butts County	3,727	12,531	37,553	(25,022)	33.37%	12,235	36,567
Bulk Water - Coweta County	566,400	2,177,100	6,472,710	(4,295,610)	33.64%	1,904,648	6,294,248
Bulk Water - City of Concord	426	430	2,572	(2,142)	16.72%	466	3,611
Fees - Water Irrigation	46,190	244,807	308,381	(63,574)	79.38%	193,375	380,568
Fees - Meter Install	3,270	17,375	15,800	1,575	109.97%	7,870	25,255
Sewer Flat - Industrial	77,900	266,476	730,927	(464,451)	36.46%	243,283	720,316
Sewer Flat - Residential	514,610	2,074,045	5,824,019	(3,749,974)	35.61%	1,520,055	5,793,085
Sewer Flat - Commercial	243,953	998,977	2,689,631	(1,690,654)	37.14%	772,252	2,794,760
Sewer Tap Fee	2,100	6,300	21,000	(14,700)	30.00%	8,400	4,200
Stormwater - Residential Upper Tier	35,084	140,579	442,469	(301,890)	31.77%	104,379	404,166
Stormwater - Residential Lower Tier	19,403	77,791	226,402	(148,611)	34.36%	53,217	212,583
Stormwater - Commercial Fees	188,055	752,750	2,259,649	(1,506,899)	33.31%	592,775	2,171,204
Sewer - Sun City	121,936	482,854		482,854		333,824	1,385,346
Sewer - Greyson Parc	6,807	22,603		22,603			3,635
Fees - Electric Residential Service	1,701,628	8,208,131	20,123,566	(11,915,435)	40.79%	5,505,007	17,821,233
Fees - Electric Commercial Service	1,749,575	7,261,128	20,526,121	(13,264,993)	35.38%	5,091,562	18,086,561
Fees - Electric Industrial Service	737,193	3,051,428	8,129,452	(5,078,024)	37.54%	2,091,793	7,827,256
Fees - Electric Fuel Adjustment	727,730	3,189,136	8,427,273	(5,238,137)	37.84%	2,564,253	7,118,640
Fees - Electric Temporary Service	150	800	5,000	(4,200)	16.00%	1,500	3,000
Fees - Pole Rental Current Year		2,775	253,000	(250,225)	1.10%	225	304,278
ECCR Adjustment	137,307	601,723	1,590,052	(988,329)	37.84%	644,697	1,764,540
Telecom - Telephone Revenue	811	811	52,200	(51,389)	1.55%		
Telecom - Telephone Internal Customer Fees	4,492	17,826		17,826		17,232	54,282
Total utilities / enterprise charges and fees	8,736,529	37,580,563	101,666,986	(64,086,423)	36.96%	27,675,793	94,676,591
Other / enterprise charges and fees							
Green Fees	26,815	110,003	218,000	(107,997)	50.46%	78,371	315,258
Handicap Fees	35	140	800	(660)	17.50%		
Golf Cart Rentals	40,852	139,133	198,000	(58,867)	70.27%	77,853	165,976
Merchandise Sales	2,850	18,616	48,000	(29,384)	38.78%	18,679	56,542
Driving Range Fees	3,280	11,355	22,000	(10,645)	51.61%	8,037	25,227
Membership Fees	2,450	11,100	20,000	(8,900)	55.50%	4,900	37,100
Food & Beverage	3,348	15,019	33,000	(17,981)	45.51%	12,689	33,175
Beer Sales	2,402	9,893	14,000	(4,107)	70.66%	5,566	19,365
Pull Cart Rentals		8,316	1,000	7,316	831.60%		
Tournament Fees	4,915	14,385	18,000	(3,615)	79.92%	14,070	45,474
Golf Balls	2,955	4,445		4,445			
Fuel Sales - AVGAS	17,611	71,730	172,610	(100,880)	41.56%	65,991	149,764
Fuel Sales - Jet A	13,030	48,264	176,700	(128,436)	27.31%	66,688	166,035
Airport Services - Tug Fees	900	950		950		140	240
Fiber Fees	46,237	181,722	550,000	(368,278)	33.04%	136,912	533,308
Fiber Fees - Internal Customer Fees	39,616	157,465	477,671	(320,206)	32.97%	128,429	443,118
Total other / enterprise charges and fees	207,296	802,536	1,949,781	(1,147,245)	41.16%	618,325	1,990,582
Other fees							
General Fund-Customer Service -Charges for Serv- -	59,256	237,379	705,850	(468,471)	33.63%	185,983	709,517
Fuel Flowage Fees	6,400	9,520	22,400	(12,880)	42.50%	7,200	24,800

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Landfill Capital Surcharge Fee	6,965	29,718	66,516	(36,798)	44.68%	26,695	84,252
Landfill Closure Surcharge Fee	6,965	29,718	66,516	(36,798)	44.68%	25,130	82,616
Container Fees	3,720	17,340	44,605	(27,265)	38.87%	17,820	44,880
Pole Installation	4,517	4,517	10,000	(5,483)	45.17%		4,550
After Hours Service Fee	1,300	4,850	25,000	(20,150)	19.40%	22,339	26,539
Connection Fees	16,975	71,530	200,000	(128,470)	35.77%	67,325	195,350
Surge Protection Fees	406	1,617	4,800	(3,183)	33.69%	1,286	4,896
Reconnect Fees	23,290	94,645	205,000	(110,355)	46.17%	87,420	154,775
Underground Trenching	9,037	18,299	30,000	(11,701)	61.00%		29,566
UGA Contracted Services							616
Credit Card Fees	1,492	(6,558)		(6,558)		3,337	(20,796)
Power Resoration Aid		7,921	75,000	(67,079)	10.56%		
Overnight Fees		50	300	(250)	16.67%	150	240
Total other fees	140,323	520,546	1,455,987	(935,441)	35.75%	444,685	1,341,801
Culture and recreation							
Pavilion Fees						2,630	2,425
Still Branch WTP Gate Receipts	341	2,362	7,695	(5,333)	30.70%	3,472	8,329
Total culture and recreation	341	2,362	7,695	(5,333)	30.70%	6,102	10,754
Other charges for services							
Site Sales	60	21,010		21,010		19,300	103,200
Cemetery Fees	16,950	46,230	150,000	(103,770)	30.82%	50,700	162,500
Niche Engraving		200		200		80	200
Internment Fees	2,250	6,300	30,000	(23,700)	21.00%	7,650	24,750
Monument Fees	500	4,000	10,000	(6,000)	40.00%	3,400	8,400
Returned Check Fees	2,190	8,490	23,000	(14,510)	36.91%	8,160	22,350
Delinquent Penalties	152,344	600,354	1,460,000	(859,646)	41.12%	571,155	1,549,288
Total other charges for services	174,294	686,584	1,673,000	(986,416)	41.04%	660,445	1,870,688
TOTAL CHARGES FOR SERVICES	**9,961,054**	**42,356,315**	**115,361,419**	**(73,005,104)**	**36.72%**	**32,354,646**	**108,745,281**
FINES AND FORFEITURES							
Court							
Police Revenue	7,926	10,730	15,000	(4,270)	71.53%	4,699	12,750
Traffic Fines	71,133	272,218	950,000	(677,782)	28.65%	432,417	1,053,624
Fine Surcharge - Technology - Court	1,639	6,816	25,000	(18,184)	27.26%	15,254	32,341
School Zone Speed Safety Program	2,650	43,050	500,025	(456,975)	8.61%	199,320	608,790
Total court revenues and fines	83,348	332,814	1,490,025	(1,157,211)	22.34%	651,690	1,707,505
Bond confiscations							
Confiscations						6,670	27,455
Total Bond Confiscations						6,670	27,455
Confiscations							
State Confiscations							999
Federal Confiscations						8,716	43,837
Total state and federal confiscations						8,716	44,836
National Opioid Settlement Payments		4,348		4,348			65,941
TOTAL FINES AND FORFEITURES	**83,348**	**337,162**	**1,490,025**	**(1,152,863)**	**22.63%**	**667,076**	**1,845,737**
RENTS AND ROYALTIES							
Property Rental	10,868	45,786	158,000	(112,214)	28.98%	60,274	173,662
Water Tower	5,779	27,338	50,000	(22,662)	54.68%	17,338	69,352
Sale of Excess Capacity	3,144	3,144	300,000	(296,856)	1.05%	95,286	287,291
Third-party Sales	59,741	327,005	755,790	(428,785)	43.27%	406,002	946,768

INTERIM STATEMENTS by Fund

All Funds: City-Wide

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Equipment Rental Fees	1,437	5,307	14,000	(8,693)	37.91%	5,388	16,173
MEAG Refunding Flexible Operating	3,144	3,144		3,144		95,286	287,292
AMR from MEAG Trust	1,025	3,725	9,780	(6,055)	38.09%	3,260	9,016
T-Hangar Rentals	100	3,175	11,880	(8,705)	26.73%	3,960	10,830
Tie Down Rentals		300	1,000	(700)	30.00%	500	1,100
Ground Leases	13,229	54,358	218,367	(164,009)	24.89%	72,019	206,396
MEAG Year End Settlement			750,000	(750,000)			869,863
Settlements from Insurance Claims	357	6,832		6,832		3,637	38,678
Settlements from Insurance Claims	326,066	336,158	50,000	286,158	672.32%	15,906	86,627
Cash Over/Short	(208)	132		132		(344)	(534)
Misc Revenue	6,993	20,772	49,500	(28,728)	41.96%	2,870,202	2,958,239
TOTAL RENTS AND ROYALTIES	**431,675**	**837,176**	**2,368,317**	**(1,531,141)**	**35.35%**	**3,648,714**	**5,960,753**
TOTAL OPERATING REVENUE	**13,364,319**	**48,567,532**	**135,382,571**	**(86,815,039)**	**35.87%**	**41,385,648**	**133,103,148**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	1,854,453	7,458,662	25,507,139	18,048,477	29.24%	6,682,180	22,442,748
Employee Benefits	270,209	1,883,068	12,171,906	10,288,838	15.47%	3,264,990	10,652,627
Total Personal Services and Employee Benefits	2,124,662	9,341,730	37,679,045	28,337,315	24.79%	9,947,170	33,095,375
Purchased or Contracted Services	1,936,484	6,012,738	17,263,050	11,250,312	34.83%	4,311,324	25,041,260
Utilities:							
Water/Sewerage	16,466	88,977	236,161	147,184	37.68%	56,422	220,977
Natural Gas	2,836	11,544	59,560	48,016	19.38%	10,582	52,674
Electricity	214,094	906,392	2,773,003	1,866,611	32.69%	797,951	2,486,743
Propane	105	9,150	124,000	114,850	7.38%	14,212	36,777
Gasoline	109,805	411,398	2,273,335	1,861,937	18.10%	456,078	1,478,875
Stormwater	73,772	295,144	952,020	656,876	31.00%	278,691	847,742
Customer Service Fee	367	1,485	4,995	3,510	29.73%	1,619	4,794
Total Utilities	417,445	1,724,090	6,423,074	4,698,984	26.84%	1,615,555	5,128,582
Supplies	511,030	1,532,042	7,308,034	5,775,992	20.96%	1,441,969	5,875,945
Electricity for Resale	3,604,507	15,739,074	43,734,558	27,995,484	35.99%	14,599,453	43,409,917
Capital Outlay:							
Property (Land and Buildings)	1,408,493	2,480,604	10,542,504	8,061,900	23.53%	2,499,511	14,679,954
Machinery and Equipment	192,561	1,039,301	2,864,641	1,825,340	36.28%	2,140,441	3,690,954
Capital Outlay - Reclass to Balance Sheet	(888,693)	(1,807,512)		1,807,512		(2,840,741)	(12,681,202)
Total Capital Outlay	712,361	1,712,393	13,407,145	11,694,752	12.77%	1,799,211	5,689,706
Depreciation Expense	331,446	1,330,892	7,028,940	5,698,048	18.93%	542,009	1,703,376
Bad Debt	68,668	133,322	393,000	259,678	33.92%	154,805	552,260
Inter-Departmental Charges	599,750	2,488,091	7,636,075	5,147,984	32.58%	2,591,558	7,816,604
Miscellaneous		40,409	321,200	280,791	12.58%	42,750	83,273
TOTAL OPERATING EXPENSE	**10,306,353**	**40,054,781**	**141,194,121**	**101,139,340**	**28.37%**	**37,045,804**	**128,396,298**
OPERATING INCOME (LOSS)	**3,057,966**	**8,512,751**	**(5,811,550)**	**14,324,301**	**(146.48%)**	**4,339,844**	**4,706,850**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Operating - Categorical							
Direct							131,795
Total Operating - Categorical							131,795
Capital							
Direct		1,000	1,991,250	(1,990,250)	0.05%		42,655
Indirect		294		294		1,313	10,542

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Net Capital		1,294	1,991,250	(1,989,956)	0.06%	1,313	53,197
Total Federal Government Grants		1,294	1,991,250	(1,989,956)	0.06%	1,313	184,992
Federal Government Transfers (Non-Grant)							
America Rescue Plan (ARP) Act of 2021 Fiscal Recovery Funds							1,269,458
State Government Grants							
Operating - Categorical							
Direct							
GA DOT Grant			285,000	(285,000)			290,118
Total Direct			285,000	285,000			290,118
Total Operating - Categorical			285,000	(285,000)			290,118
Direct							
GEFA Loan Forgiveness Grant							6,510
Total Direct					0.00%		6,510
Capital							
Direct (CDBG Grant Proceeds)	459,557	639,997	110,625	529,372	578.53%	177,868	932,718
Total Capital		1,294	1,991,250	(1,989,956)	0.06%	1,313	53,197
Total State Government Grants	459,557	639,997	395,625	244,372	161.77%	177,868	1,229,346
Local Government Unit Grants							
FEMA/State Disaster Grant							9,768
Spalding Co. Contribution		15,512	544,507	(528,995)	2.85%	15,512	154,806
Board of Education - RESA		30,879	212,295	(181,416)	14.55%	23,897	88,195
Spalding County Contribution			99,150	(99,150)			69,689
Spalding County Contribution			55,313	(55,313)			
City of Griffin Contribution							(175,575)
Total Local Government Unit Grants		46,391	911,265	864,874	5.09%	39,409	146,883
Transportation Special purpose local option sales and use taxes	375,853	1,509,766	3,727,500	(2,217,734)	40.50%	1,470,052	4,479,412
Total Intergovernmental revenue	835,410	2,197,448	7,025,640	(4,828,192)	31.28%	1,688,642	7,310,091
Intergovernmental - Exp	(56,371)	(78,993)	(617,054)	538,061	12.80%	(36,133)	(477,254)
Total Intergovernmental - net	779,039	2,118,455	6,408,586	(4,290,131)	33.06%	1,652,509	6,832,837
Interest Income							
Bank Account Interest	227	907		907		907	2,722
Bank Account Interest	98,504	386,220		386,220		155,176	825,264
Bank Account Interest	27,531	123,516		123,516		130,809	437,091
Dividends	139,780	508,676		508,676		204,515	869,675
P-Card Rebate Program						8,942	8,942
Unrealized Gain/Loss on Investments	(152,167)	(655,068)		(655,068)		(1,330,737)	(286,776)
Total Interest/Investment Income	113,875	364,251		364,251		(830,388)	1,856,918
Principal	(23,461)	(93,484)	(297,800)	204,316	31.39%	(62,543)	(271,406)
Interest Expense	(49,792)	(734,943)	(1,484,670)	749,727	49.50%	(3,925,085)	(4,380,410)
Total principal and interest expense	(73,253)	(828,427)	(1,782,470)	954,043	46.48%	(3,987,628)	(4,651,816)
Contributions and donations							
Contributions & Donations	15,936	42,608		42,608		206	22,988
Contributed Capital						5,000	5,000
GMA Safety Grant							20,000
Total contributions and donations	15,936	42,608		42,608		5,206	47,988

INTERIM STATEMENTS by Fund

All Funds: City-Wide

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets	6,185	6,185		6,185		59,333	218,429
GMA Lease Proceeds			642,144	(642,144)		1,069,668	1,283,220
Total gain (loss) on sale of capital assets	6,185	6,185	642,144	(635,959)	0.96%	1,129,001	1,501,649
TOTAL NON-OPERATING INCOME (EXPENSE)	**841,782**	**1,703,072**	**5,268,260**	**(3,565,188)**	**32.33%**	**(2,031,300)**	**5,587,576**
INCOME (LOSS) BEFORE TRANSFERS	**3,899,748**	**10,215,823**	**(543,290)**	**10,759,113**	**(1,880.36%)**	**2,308,544**	**10,294,426**
TRANSFERS							
Transfers - in	1,030,230	4,229,255	14,131,445	(9,902,190)	29.93%	4,288,917	12,260,953
Transfers - out	(1,030,230)	(4,229,255)	(14,809,063)	10,579,808	28.56%	(4,288,917)	(12,260,953)
TOTAL TRANSFERS - NET			**(677,618)**	**677,618**			
CHANGE IN NET POSITION	**$3,899,748**	**$10,215,823**	**($1,220,908)**	**$11,436,731**	**(836.74%)**	**$2,308,544**	**$10,294,426**
CONTROL TOTALS							
Total Revenues	$15,365,953	$55,407,275	$157,181,799	($101,774,524)	35.25%	$47,667,028	$156,080,751
Total Expenditures	11,466,208	45,191,456	158,402,708	113,211,252	28.53%	45,358,481	145,786,323
Revenues less expenditures	3,899,745	10,215,819	(1,220,909)	(11,436,728)	(836.74%)	2,308,547	10,294,428
Difference	$3	$4	$1	($3)	400.00%	($3)	($2)

	FISCAL YEAR 2024			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Real property - current year	$2,800	$14,249	$5,205,585	($5,191,336)	0.27%	$37,807	$5,343,133
Public utility			20,480	(20,480)			44,838
Real property - prior year	9,081	55,329	191,280	(135,951)	28.93%	132,564	218,452
Motor vehicle	2,609	8,284	23,090	(14,806)	35.88%	9,116	28,951
Intangible		12,603	50,000	(37,397)	25.21%	19,003	45,231
Railroad equipment	7,372	7,372	7,500	(128)	98.29%	7,239	7,239
Property not on digest			5,000	(5,000)			
Real estate transfer (intangible)		4,683	10,675	(5,992)	43.87%	5,701	16,943
Total Taxes	21,862	102,520	5,513,610	5,411,090	1.86%	211,430	5,704,787
Motor vehicle title ad valorem tax fee	55,152	235,292	750,000	(514,708)	31.37%	246,228	740,090
Franchise taxes:							
Electric			75,000	(75,000)			82,718
Gas		47,802	190,000	(142,198)	25.16%	47,266	142,870
Television cable		50,351	210,000	(159,649)	23.98%		155,533
Telephone		1,459	25,000	(23,541)	5.84%	118	26,048
Payment In Lieu of Tax GHA			25,000	(25,000)			15,585
Video		3,699	20,000	(16,301)	18.50%		13,784
Total Franchise taxes		103,311	545,000	(441,689)	18.96%	47,384	436,538
Total Taxes and Franchise taxes	77,014	441,123	6,808,610	6,367,487	6.48%	505,042	6,881,415
Local option sales and use taxes	462,562	1,880,687	5,300,000	(3,419,313)	35.48%	1,823,600	5,574,715
Hotel/Motel		48,645	132,000	(83,355)	36.85%	65,753	143,939
Alcoholic beverage excise	52,779	220,848	684,000	(463,152)	32.29%	169,659	593,829
Total selective sales and use taxes	52,779	269,493	816,000	(546,507)	33.03%	235,412	737,768
Business taxes:							
Business and occupation taxes	91,890	102,360	430,000	(327,640)	23.80%	19,205	458,554
Insurance premium taxes	2,084,942	2,084,942	1,955,000	129,942	106.65%	1,937,372	1,937,372
Financial institutions taxes			115,000	(115,000)			108,843
Total business taxes	2,176,832	2,187,302	2,500,000	(312,698)	87.49%	1,956,577	2,504,769
Penalties and interest on deliquent taxes							
Real	8,230	20,071	55,000	(34,929)	36.49%	46,194	103,021
Business		189	3,000	(2,811)	6.30%	948	4,926
Total penalties and interest on deliquent taxes	8,230	20,260	58,000	(37,740)	34.93%	47,142	107,947
TOTAL TAXES	**2,777,417**	**4,798,865**	**15,482,610**	**(10,683,745)**	**31.00%**	**4,567,773**	**15,806,614**
LICENSE AND PERMITS							
Business licenses:							
Alcoholic beverages:							
Beer	10,900	12,575	62,000	(49,425)	20.28%	9,950	58,275
Wine	10,900	12,575	60,000	(47,425)	20.96%	9,950	57,275
Liquor	18,500	20,500	120,000	(99,500)	17.08%	9,750	115,450
Total alcoholic beverage licenses	40,300	45,650	242,000	(196,350)	18.86%	29,650	231,000
General business licenses:							
Insurance	75	600	35,000	(34,400)	1.71%	225	35,738
Total general business licenses	75	600	35,000	(34,400)	1.71%	225	35,738
Total Business licenses	40,375	46,250	277,000	(230,750)	16.70%	29,875	266,738
Non-business licenses and permits:							
Building and signs:							
Zoning and land use permits	(262)	838	12,000	(11,162)	6.98%	5,950	17,250
House moving permit			500	(500)			
Sign permits	1,050	3,985	12,500	(8,515)	31.88%	4,010	13,690
Other permits		100	1,500	(1,400)	6.67%	500	500
Catering	200	700	3,200	(2,500)	21.88%	950	3,600
Total building and sign permits	988	5,623	29,700	(24,077)	18.93%	11,410	35,040

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Regulatory fees (permits):							
Building structures and equipment permits:							
Protective	9,100	28,300	41,500	(13,200)	68.19%	17,600	55,185
Building	47,123	123,376	250,000	(126,624)	49.35%	69,589	294,358
Plumbing	3,591	8,073	20,000	(11,927)	40.37%	5,659	22,642
Electrical	5,712	16,504	40,000	(23,496)	41.26%	8,420	47,111
Gas	1,035	3,225	2,000	1,225	161.25%	250	910
Mechanical	2,901	6,543	20,000	(13,457)	32.72%	4,259	20,094
Total building structures and equipment permits	69,462	186,021	373,500	187,479	49.80%	105,777	440,300
Total non-business licenses and permits	70,450	191,644	403,200	(211,556)	47.53%	117,187	475,340
Penalties and interest on deliquent licenses and permits							
Interest on business licenses		120		120		377	1,635
Total penalties and interest on deliquent licenses and permits		120		120		377	1,635
TOTAL LICENSES AND PERMITS	**110,825**	**238,014**	**680,200**	**(442,186)**	**34.99%**	**147,439**	**743,713**
CHARGES FOR SERVICES							
General government:							
Fees - plan reviews	17,366	39,656	72,000	(32,344)	55.08%	23,286	92,814
Fees - demolition recovery	5,452	10,775	35,000	(24,225)	30.79%	27,672	70,652
Fees - zoning applications	350	1,102	5,000	(3,898)	22.04%	2,210	6,505
Fees - reimbursements	650	2,500	25,000	(22,500)	10.00%	1,208	2,768
Information technology fees	300	1,200		1,200		900	3,600
Indirect cost allocation	561,747	2,246,989	6,801,802	(4,554,813)	33.04%	2,087,785	6,271,225
IT equipment cost allocation						389,037	1,167,112
GIS cost allocation	27,856	83,568	334,273	(250,705)	25.00%		
Publication Sales						60	340
Business occupation tax admin fee	9,200	11,690	65,000	(53,310)	17.98%	6,160	63,910
Total general government	622,921	2,397,480	7,338,075	4,940,595	32.67%	2,538,318	7,678,926
Public safety - fire inspections	1,000	3,162	3,000	162	105.40%	1,151	4,801
Public safety - prisoner housing fees	6,488	26,019	80,000	(53,981)	32.52%	40,994	99,539
Utilities / enterprise charges and fees							
Sale of Recycled Materials		69		69			6,138
Total utilities / enterprise charges and fees		69		69			6,138
Other fees							
Credit Card Fees	1,492	(6,558)		(6,558)		3,337	(20,796)
Total other fees	1,492	(6,558)		(6,558)		3,337	(20,796)
Culture and recreation							
Pavilion Fees						2,630	2,425
Total culture and recreation						2,630	2,425
Other charges for services							
Site Sales	60	21,010		21,010		19,300	103,200
Cemetery Fees	16,950	46,230	150,000	(103,770)	30.82%	50,700	162,500
Niche Engraving		200		200		80	200
Internment Fees	2,250	6,300	30,000	(23,700)	21.00%	7,650	24,750
Monument Fees	500	4,000	10,000	(6,000)	40.00%	3,400	8,400
Returned Check Fees							90
Total other charges for services	19,760	77,740	190,000	(112,260)	40.92%	81,130	299,140

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TOTAL CHARGES FOR SERVICES	**651,661**	**2,497,912**	**7,611,075**	**(5,113,163)**	**32.82%**	**2,667,560**	**8,070,173**
FINES AND FORFEITURES							
Court							
Police Revenue	7,926	10,730	15,000	(4,270)	71.53%	4,699	12,750
Traffic Fines	71,133	272,218	950,000	(677,782)	28.65%	432,417	1,053,624
Fine Surcharge - Technology - Court	1,639	6,816	25,000	(18,184)	27.26%	15,254	32,341
School Zone Speed Safety Program	2,650	43,050	500,025	(456,975)	8.61%	199,320	608,790
Total court revenues and fines	83,348	332,814	1,490,025	(1,157,211)	22.34%	651,690	1,707,505
Bond confiscations							
Confiscations						6,670	27,455
Total Bond Confiscations						6,670	27,455
Confiscations							
State Confiscations							999
Federal Confiscations						8,716	43,837
Total state and federal confiscations						8,716	44,836
National Opioid Settlement Payments		4,348		4,348			65,941
TOTAL FINES AND FORFEITURES	**83,348**	**337,162**	**1,490,025**	**(1,152,863)**	**22.63%**	**667,076**	**1,845,737**
RENTS AND ROYALTIES							
Property Rental	10,868	45,786	158,000	(112,214)	28.98%	60,274	172,462
Third-party Sales		120		120		225	450
Ground Leases	1,540	6,160	76,000	(69,840)	8.11%	25,654	76,962
Settlements from Insurance Claims						2,059	8,525
Settlements from Insurance Claims	21,643	29,859	50,000	(20,141)	59.72%	13,794	84,502
Cash Over/Short						20	20
Misc Revenue	4,708	10,889	10,000	889	108.89%	9,680	52,204
TOTAL RENTS AND ROYALTIES	**38,759**	**92,814**	**294,000**	**(201,186)**	**31.57%**	**111,706**	**395,125**
TOTAL OPERATING REVENUE	**3,662,010**	**7,964,767**	**25,557,910**	**(17,593,143)**	**31.16%**	**8,161,554**	**26,861,362**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	1,078,592	4,267,378	14,205,229	9,937,851	30.04%	3,700,673	13,014,743
Employee Benefits	157,730	1,079,690	6,889,666	5,809,976	15.67%	1,798,405	5,934,764
Allocated Payroll Costs	(23,452)	(93,807)	(281,422)	(187,615)	33.33%	(71,755)	(215,265)
Total Personal Services and Employee Benefits	1,212,870	5,253,261	20,813,473	15,560,212	25.24%	5,427,323	18,734,242
Purchased or Contracted Services	688,216	2,806,999	5,294,990	2,487,991	53.01%	1,365,155	14,989,310
Utilities:							
Water/Sewerage	4,597	21,994	79,770	57,776	27.57%	22,914	58,541
Natural Gas	1,742	6,878	24,600	17,722	27.96%	4,856	26,261
Electricity	46,072	200,555	617,150	416,595	32.50%	183,699	542,900
Propane	105	105	5,450	5,345	1.93%	49	1,257
Gasoline	41,360	162,928	822,848	659,920	19.80%	183,764	540,795
Stormwater	68,340	273,416	884,840	611,424	30.90%	258,221	785,401
Customer Service Fee	146	595	2,039	1,444	29.18%	702	2,090
Total Utilities	162,362	666,471	2,436,697	1,770,226	27.35%	654,205	1,957,245
Supplies	184,988	390,632	1,901,010	1,510,378	20.55%	320,105	1,734,755
Capital Outlay:							
Property (Land and Buildings)	523,991	904,281	4,242,504	3,338,223	21.31%	713,361	3,804,991
Machinery and Equipment	188,370	808,113	1,893,169	1,085,056	42.69%	1,030,585	1,761,161

INTERIM STATEMENTS by Fund
Governmental Funds
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Total Capital Outlay	712,361	1,712,394	6,135,673	4,423,279	27.91%	1,743,946	5,566,152
Inter-Departmental Charges	291,345	1,231,071	4,000,290	2,769,219	30.77%	1,276,711	4,001,909
Miscellaneous		37,500	256,200	218,700	14.64%	37,500	40,548
TOTAL OPERATING EXPENSE	**3,252,142**	**12,098,328**	**40,838,333**	**28,740,005**	**29.62%**	**10,824,945**	**47,024,161**
OPERATING INCOME (LOSS)	**409,868**	**(4,133,561)**	**(15,280,423)**	**11,146,862**	**27.05%**	**(2,663,391)**	**(20,162,799)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Operating - Categorical							
Direct							131,795
Total Operating - Categorical							131,795
Total Federal Government Grants							131,795
Federal Government Transfers (Non-Grant)							
America Rescue Plan (ARP) Act of 2021 Fiscal Recovery Funds							1,269,458
State Government Grants							
Operating - Categorical							
Direct							
GA DOT Grant			285,000	(285,000)			290,118
Total Direct			285,000	285,000			290,118
Total Operating - Categorical			285,000	(285,000)			290,118
Direct (CDBG Grant Proceeds)	459,557	639,926		639,926		124,972	814,014
Total State Government Grants	459,557	639,926	285,000	354,926	224.54%	124,972	1,104,132
Local Government Unit Grants							
FEMA/State Disaster Grant							9,768
Board of Education - RESA		30,879	212,295	(181,416)	14.55%	23,897	88,195
Spalding County Contribution			99,150	(99,150)			69,689
Total Local Government Unit Grants		30,879	311,445	280,566	9.91%	23,897	167,652
Transportation Special purpose local option sales and use taxes	375,853	1,509,766	3,727,500	(2,217,734)	40.50%	1,470,052	4,479,412
Total Intergovernmental revenue	835,410	2,180,571	4,323,945	(2,143,374)	50.43%	1,618,921	7,152,449
Intergovernmental - Exp	(37,123)	(59,745)	(389,054)	329,309	15.36%	(36,133)	(319,475)
Total Intergovernmental - net	798,287	2,120,826	3,934,891	(1,814,065)	53.90%	1,582,788	6,832,974
Interest Income							
Bank Account Interest	96,602	379,786		379,786		153,276	815,058
Bank Account Interest	4,307	13,327		13,327		12,969	46,313
Dividends	12,403	32,224		32,224		29,691	77,973
Unrealized Gain/Loss on Investments	(59,763)	(213,713)		(213,713)		(17,561)	322,557
Total Interest/Investment Income	53,549	211,624		211,624		178,375	1,261,901
Principal	(17,478)	(69,658)	(297,800)	228,142	23.39%	(51,923)	(213,980)
Interest Expense	(2,259)	(9,288)	(67,090)	57,802	13.84%	(8,159)	(58,649)
Total principal and interest expense	(19,737)	(78,946)	(364,890)	285,944	21.64%	(60,082)	(272,629)
Contributions and donations							
Contributions & Donations	15,936	36,608		36,608			
Contributed Capital						5,000	5,000
GMA Safety Grant							7,203

INTERIM STATEMENTS by Fund
Governmental Funds
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Total contributions and donations	15,936	36,608		36,608		5,000	12,203
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets	1,375	1,375		1,375		7,453	166,549
GMA Lease Proceeds			642,144	(642,144)		241,168	454,720
Total gain (loss) on sale of capital assets	1,375	1,375	642,144	(640,769)	0.21%	248,621	621,269
TOTAL NON-OPERATING INCOME (EXPENSE)	**849,410**	**2,291,487**	**4,212,145**	**(1,920,658)**	**54.40%**	**1,954,702**	**8,455,718**
INCOME (LOSS) BEFORE TRANSFERS	**1,259,278**	**(1,842,074)**	**(11,068,278)**	**9,226,204**	**16.64%**	**(708,689)**	**(11,707,081)**
TRANSFERS							
Transfers - in	1,030,230	4,229,255	11,855,269	(7,626,014)	35.67%	4,288,917	12,260,953
Transfers - out		(27,363)	(2,358,426)	2,331,063	1.16%	(116,986)	(651,084)
TOTAL TRANSFERS - NET	**1,030,230**	**4,201,892**	**9,496,843**	**(5,294,951)**	**44.25%**	**4,171,931**	**11,609,869**
CHANGE IN NET POSITION	**$2,289,508**	**$2,359,818**	**($1,571,435)**	**$3,931,253**	**(150.17%)**	**$3,463,242**	**($97,212)**
CONTROL TOTALS							
Total Revenues	$5,598,508	$14,624,200	$42,379,268	($27,755,068)	34.51%	$14,501,390	$48,170,138
Total Expenditures	3,309,004	12,264,382	43,950,702	31,686,320	27.90%	11,038,146	48,267,349
Revenues less expenditures	2,289,504	2,359,818	(1,571,434)	(3,931,252)	(150.17%)	3,463,244	(97,211)
Difference	$4		($1)	($1)	0.00%	($2)	($1)

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Real property - current year			$4,563,085	($4,563,085)		$26,761	$4,691,222
Public utility			20,480	(20,480)			44,838
Real property - prior year	9,081	55,329	191,280	(135,951)	28.93%	132,564	218,452
Motor vehicle	2,609	8,284	23,090	(14,806)	35.88%	9,116	28,951
Intangible		12,603	50,000	(37,397)	25.21%	19,003	45,231
Railroad equipment	7,372	7,372	7,500	(128)	98.29%	7,239	7,239
Property not on digest			5,000	(5,000)			
Real estate transfer (intangible)		4,683	10,675	(5,992)	43.87%	5,701	16,943
Total Taxes	19,062	88,271	4,871,110	4,782,839	1.81%	200,384	5,052,876
Motor vehicle title ad valorem tax fee	55,152	235,292	750,000	(514,708)	31.37%	246,228	740,090
Franchise taxes:							
Electric			75,000	(75,000)			82,718
Gas		47,802	190,000	(142,198)	25.16%	47,266	142,870
Television cable		50,351	210,000	(159,649)	23.98%		155,533
Telephone		1,459	25,000	(23,541)	5.84%	118	26,048
Payment In Lieu of Tax GHA			25,000	(25,000)			15,585
Video		3,699	20,000	(16,301)	18.50%		13,784
Total Franchise taxes		103,311	545,000	(441,689)	18.96%	47,384	436,538
Total Taxes and Franchise taxes	74,214	426,874	6,166,110	5,739,236	6.92%	493,996	6,229,504
Local option sales and use taxes	462,562	1,880,687	5,300,000	(3,419,313)	35.48%	1,823,600	5,574,715
Alcoholic beverage excise	52,779	220,848	684,000	(463,152)	32.29%	169,659	593,829
Total selective sales and use taxes	52,779	220,848	684,000	(463,152)	32.29%	169,659	593,829
Business taxes:							
Business and occupation taxes	91,890	102,360	430,000	(327,640)	23.80%	19,205	458,554
Insurance premium taxes	2,084,942	2,084,942	1,955,000	129,942	106.65%	1,937,372	1,937,372
Financial institutions taxes			115,000	(115,000)			108,843
Total business taxes	2,176,832	2,187,302	2,500,000	(312,698)	87.49%	1,956,577	2,504,769
Penalties and interest on deliquent taxes							
Real	8,230	20,071	55,000	(34,929)	36.49%	46,194	103,021
Business		189	3,000	(2,811)	6.30%	948	4,926
Total penalties and interest on deliquent taxes	8,230	20,260	58,000	(37,740)	34.93%	47,142	107,947
TOTAL TAXES	**2,774,617**	**4,735,971**	**14,708,110**	**(9,972,139)**	**32.20%**	**4,490,974**	**15,010,764**
LICENSE AND PERMITS							
Business licenses:							
Alcoholic beverages:							
Beer	10,900	12,575	62,000	(49,425)	20.28%	9,950	58,275
Wine	10,900	12,575	60,000	(47,425)	20.96%	9,950	57,275
Liquor	18,500	20,500	120,000	(99,500)	17.08%	9,750	115,450
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General business licenses:							
Insurance	75	600	35,000	(34,400)	1.71%	225	35,738
Total general business licenses	75	600	35,000	(34,400)	1.71%	225	35,738
Total Business licenses	40,375	46,250	277,000	(230,750)	16.70%	29,875	266,738
Non-business licenses and permits:							
Building and signs:							
Zoning and land use permits	(262)	838	12,000	(11,162)	6.98%	5,950	17,250
House moving permit			500	(500)			
Sign permits	1,050	3,985	12,500	(8,515)	31.88%	4,010	13,690
Other permits		100	1,500	(1,400)	6.67%	500	500
Catering	200	700	3,200	(2,500)	21.88%	950	3,600
Total building and sign permits	988	5,623	29,700	(24,077)	18.93%	11,410	35,040
Regulatory fees (permits):							

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Building	47,123	123,376	250,000	(126,624)	49.35%	69,589	294,358
Plumbing	3,591	8,073	20,000	(11,927)	40.37%	5,659	22,642
Electrical	5,712	16,504	40,000	(23,496)	41.26%	8,420	47,111
Gas	1,035	3,225	2,000	1,225	161.25%	250	910
Mechanical	2,901	6,543	20,000	(13,457)	32.72%	4,259	20,094
Total building structures and equipment permits	69,462	186,021	373,500	187,479	49.80%	105,777	440,300
Total non-business licenses and permits	70,450	191,644	403,200	(211,556)	47.53%	117,187	475,340
Penalties and interest on deliquent licenses and permits							
Interest on business licenses		120		120		377	1,635
Total penalties and interest on deliquent licenses and permits		120		120		377	1,635
TOTAL LICENSES AND PERMITS	**110,825**	**238,014**	**680,200**	**(442,186)**	**34.99%**	**147,439**	**743,713**
CHARGES FOR SERVICES							
General government:							
Fees - plan reviews	17,366	39,656	72,000	(32,344)	55.08%	23,286	92,814
Fees - demolition recovery	5,452	10,775	35,000	(24,225)	30.79%	27,672	70,652
Fees - zoning applications	350	1,102	5,000	(3,898)	22.04%	2,210	6,505
Fees - reimbursements	650	2,500	25,000	(22,500)	10.00%	1,208	2,768
Information technology fees	300	1,200		1,200		900	3,600
Indirect cost allocation	561,747	2,246,989	6,801,802	(4,554,813)	33.04%	2,087,785	6,271,225
IT equipment cost allocation						389,037	1,167,112
GIS cost allocation	27,856	83,568	334,273	(250,705)	25.00%		
Publication Sales						60	340
Business occupation tax admin fee	9,200	11,690	65,000	(53,310)	17.98%	6,160	63,910
Total general government	622,921	2,397,480	7,338,075	4,940,595	32.67%	2,538,318	7,678,926
Public safety - fire inspections	1,000	3,162	3,000	162	105.40%	1,151	4,801
Public safety - prisoner housing fees	6,488	26,019	80,000	(53,981)	32.52%	40,994	99,539
Utilities / enterprise charges and fees							
Sale of Recycled Materials		69		69			6,138
Total utilities / enterprise charges and fees		69		69			6,138
Other fees							
Credit Card Fees	1,492	(6,558)		(6,558)		3,337	(20,796)
Total other fees	1,492	(6,558)		(6,558)		3,337	(20,796)
Culture and recreation							
Pavilion Fees						2,630	2,425
Total culture and recreation						2,630	2,425
Other charges for services							
Cemetery Fees	16,950	46,230	150,000	(103,770)	30.82%	50,700	162,500
Internment Fees	2,250	6,300	30,000	(23,700)	21.00%	7,650	24,750
Monument Fees	500	4,000	10,000	(6,000)	40.00%	3,400	8,400
Returned Check Fees							90
Total other charges for services	19,700	56,530	190,000	(133,470)	29.75%	61,750	195,740
TOTAL CHARGES FOR SERVICES	**651,601**	**2,476,702**	**7,611,075**	**(5,134,373)**	**32.54%**	**2,648,180**	**7,966,773**
FINES AND FORFEITURES							

INTERIM STATEMENTS by Fund
101-General Fund
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Court							
Police Revenue	7,926	10,730	15,000	(4,270)	71.53%	4,699	12,750
Traffic Fines	71,133	272,218	950,000	(677,782)	28.65%	432,417	1,053,624
School Zone Speed Safety Program	2,650	43,050	500,025	(456,975)	8.61%	199,320	608,790
Total court revenues and fines	81,709	325,998	1,465,025	(1,139,027)	22.25%	636,436	1,675,164
TOTAL FINES AND FORFEITURES	**81,709**	**325,998**	**1,465,025**	**(1,139,027)**	**22.25%**	**636,436**	**1,675,164**
RENTS AND ROYALTIES							
Property Rental	10,868	45,786	158,000	(112,214)	28.98%	60,274	172,462
Ground Leases	1,540	6,160	76,000	(69,840)	8.11%	25,654	76,962
Settlements from Insurance Claims						2,059	8,525
Settlements from Insurance Claims	21,643	29,859	50,000	(20,141)	59.72%	13,794	84,502
Cash Over/Short						20	20
Misc Revenue	4,708	10,889	10,000	889	108.89%	9,680	42,004
TOTAL RENTS AND ROYALTIES	**38,759**	**92,694**	**294,000**	**(201,306)**	**31.53%**	**111,481**	**384,475**
TOTAL OPERATING REVENUE	**3,657,511**	**7,869,379**	**24,758,410**	**(16,889,031)**	**31.78%**	**8,034,510**	**25,780,889**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	1,078,592	4,266,031	14,205,229	9,939,198	30.03%	3,664,945	12,248,152
Employee Benefits	157,730	1,079,690	6,889,666	5,809,976	15.67%	1,776,429	5,892,921
Allocated Payroll Costs	(23,452)	(93,807)	(281,422)	(187,615)	33.33%	(71,755)	(215,265)
Total Personal Services and Employee Benefits	1,212,870	5,251,914	20,813,473	15,561,559	25.23%	5,369,619	17,925,808
Purchased or Contracted Services	431,366	1,650,099	5,281,540	3,631,441	31.24%	1,292,843	4,822,134
Utilities:							
Water/Sewerage	4,597	21,994	79,770	57,776	27.57%	22,914	58,541
Natural Gas	1,742	6,878	24,600	17,722	27.96%	4,856	26,261
Electricity	46,072	200,555	617,150	416,595	32.50%	183,699	542,900
Propane	105	105	5,450	5,345	1.93%	49	1,257
Gasoline	41,360	162,928	822,848	659,920	19.80%	183,764	540,745
Stormwater	68,340	273,416	884,840	611,424	30.90%	258,221	785,401
Customer Service Fee	146	595	2,039	1,444	29.18%	702	2,090
Total Utilities	162,362	666,471	2,436,697	1,770,226	27.35%	654,205	1,957,195
Supplies	181,024	373,912	1,900,010	1,526,098	19.68%	314,902	1,563,172
Capital Outlay:							
Property (Land and Buildings)		850		(850)		7,200	7,200
Machinery and Equipment	188,370	771,770	1,893,169	1,121,399	40.77%	1,030,585	1,409,288
Total Capital Outlay	188,370	772,620	1,893,169	1,120,549	40.81%	1,037,785	1,416,488
Inter-Departmental Charges	291,345	1,231,071	4,000,290	2,769,219	30.77%	1,275,915	3,989,519
Miscellaneous		37,500	256,200	218,700	14.64%	37,500	37,500
TOTAL OPERATING EXPENSE	**2,467,337**	**9,983,587**	**36,581,379**	**26,597,792**	**27.29%**	**9,982,769**	**31,711,816**
OPERATING INCOME (LOSS)	**1,190,174**	**(2,114,208)**	**(11,822,969)**	**9,708,761**	**17.88%**	**(1,948,259)**	**(5,930,927)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
State Government Grants							
Operating - Categorical							
Direct							
GA DOT Grant			285,000	(285,000)			290,118
Total Direct			285,000	285,000			290,118
Total Operating - Categorical			285,000	(285,000)			290,118
Total State Government Grants			285,000	(285,000)			290,118

INTERIM STATEMENTS by Fund
101-General Fund
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Local Government Unit Grants							
Board of Education - RESA		30,879	212,295	(181,416)	14.55%	23,897	88,195
Spalding County Contribution			99,150	(99,150)			69,689
Total Local Government Unit Grants		30,879	311,445	280,566	9.91%	23,897	157,884
Total Intergovernmental revenue		30,879	596,445	(565,566)	5.18%	23,897	448,002
Intergovernmental - Exp	(37,123)	(38,463)	(331,304)	292,841	11.61%	(4,905)	(252,156)
Total Intergovernmental - net	(37,123)	(7,584)	265,141	(272,725)	(2.86%)	18,992	195,846
Interest Income							
Bank Account Interest	96,181	375,632		375,632		149,170	800,194
Bank Account Interest	2,059	6,588		6,588		5,846	12,629
Unrealized Gain/Loss on Investments	(842)	(5,740)		(5,740)		(17,381)	(10,708)
Total Interest/Investment Income	97,398	376,480		376,480		137,635	802,115
Principal	(17,478)	(69,658)	(272,060)	202,402	25.60%	(51,923)	(189,236)
Interest Expense	(2,259)	(9,288)	(38,170)	28,882	24.33%	(8,159)	(28,739)
Total principal and interest expense	(19,737)	(78,946)	(310,230)	231,284	25.45%	(60,082)	(217,975)
Contributions and donations							
Contributions & Donations	15,936	36,608		36,608			
GMA Safety Grant							7,203
Total contributions and donations	15,936	36,608		36,608			7,203
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets	1,375	1,375		1,375		7,453	166,549
GMA Lease Proceeds			642,144	(642,144)		241,168	454,720
Total gain (loss) on sale of capital assets	1,375	1,375	642,144	(640,769)	0.21%	248,621	621,269
TOTAL NON-OPERATING INCOME (EXPENSE)	**57,849**	**327,933**	**597,055**	**(269,122)**	**54.93%**	**345,166**	**1,408,458**
INCOME (LOSS) BEFORE TRANSFERS	**1,248,023**	**(1,786,275)**	**(11,225,914)**	**9,439,639**	**15.91%**	**(1,603,093)**	**(4,522,469)**
TRANSFERS							
Transfers - in	938,168	3,780,034	11,340,265	(7,560,231)	33.33%	3,648,986	10,956,966
Transfers - out			(2,001,176)	2,001,176			(290,118)
TOTAL TRANSFERS - NET	**938,168**	**3,780,034**	**9,339,089**	**(5,559,055)**	**40.48%**	**3,648,986**	**10,666,848**
CHANGE IN NET POSITION	**$2,186,191**	**$1,993,759**	**($1,886,825)**	**$3,880,584**	**(105.67%)**	**$2,045,893**	**$6,144,379**
CONTROL TOTALS							
Total Revenues	$4,710,386	$12,094,756	$37,337,264	($25,242,508)	32.39%	$12,093,650	$38,616,444
Total Expenditures	2,524,199	10,100,996	39,224,088	29,123,092	25.75%	10,047,756	32,472,065
Revenues less expenditures	2,186,187	1,993,760	(1,886,824)	(3,880,584)	(105.67%)	2,045,894	6,144,379
Difference	$4	($1)	($1)		100.00%	($1)	

INTERIM STATEMENTS by Fund
Special Revenue Funds
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Real property - current year	$2,800	$14,249	$642,500	($628,251)	2.22%	$11,046	$651,911
Total Taxes	2,800	14,249	642,500	628,251	2.22%	11,046	651,911
Total Taxes and Franchise taxes	2,800	14,249	642,500	628,251	2.22%	11,046	651,911
Hotel/Motel		48,645	132,000	(83,355)	36.85%	65,753	143,939
Total selective sales and use taxes		48,645	132,000	(83,355)	36.85%	65,753	143,939
TOTAL TAXES	**2,800**	**62,894**	**774,500**	**(711,606)**	**8.12%**	**76,799**	**795,850**
FINES AND FORFEITURES							
Court							
Fine Surcharge - Technology - Court	1,639	6,816	25,000	(18,184)	27.26%	15,254	32,341
Total court revenues and fines	1,639	6,816	25,000	(18,184)	27.26%	15,254	32,341
Bond confiscations							
Confiscations						6,670	27,455
Total Bond Confiscations						6,670	27,455
Confiscations							
State Confiscations							999
Federal Confiscations						8,716	43,837
Total state and federal confiscations						8,716	44,836
National Opioid Settlement Payments		4,348		4,348			65,941
TOTAL FINES AND FORFEITURES	**1,639**	**11,164**	**25,000**	**(13,836)**	**44.66%**	**30,640**	**170,573**
RENTS AND ROYALTIES							
Misc Revenue							10,200
TOTAL RENTS AND ROYALTIES							**10,200**
TOTAL OPERATING REVENUE	**4,439**	**74,058**	**799,500**	**(725,442)**	**9.26%**	**107,439**	**976,623**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages		1,347		(1,347)		35,728	766,591
Employee Benefits						21,976	41,843
Total Personal Services and Employee Benefits		1,347		(1,347)		57,704	808,434
Purchased or Contracted Services	256,850	1,156,545	13,450	(1,143,095)	8,598.85%	72,312	10,166,320
Utilities:							
Gasoline							50
Total Utilities							50
Supplies	3,964	16,721	1,000	(15,721)	1,672.10%	5,203	171,584
Capital Outlay:							
Property (Land and Buildings)	523,991	903,431	4,242,504	3,339,073	21.29%	706,161	3,797,791
Machinery and Equipment		36,343		(36,343)			351,873
Total Capital Outlay	523,991	939,774	4,242,504	3,302,730	22.15%	706,161	4,149,664
Inter-Departmental Charges						797	12,390
Miscellaneous							3,048
TOTAL OPERATING EXPENSE	**784,805**	**2,114,387**	**4,256,954**	**2,142,567**	**49.67%**	**842,177**	**15,311,490**
OPERATING INCOME (LOSS)	**(780,366)**	**(2,040,329)**	**(3,457,454)**	**1,417,125**	**59.01%**	**(734,738)**	**(14,334,867)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							

INTERIM STATEMENTS by Fund

Special Revenue Funds

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Operating - Categorical Direct							131,795
Total Operating - Categorical							131,795
Total Federal Government Grants							131,795
Federal Government Transfers (Non-Grant)							
America Rescue Plan (ARP) Act of 2021 Fiscal Recovery Funds							1,269,458
State Government Grants							
Direct (CDBG Grant Proceeds)	459,557	639,926		639,926		124,972	814,014
Total State Government Grants	459,557	639,926		639,926		124,972	814,014
Local Government Unit Grants							
FEMA/State Disaster Grant							9,768
Total Local Government Unit Grants							9,768
Transportation Special purpose local option sales and use taxes	375,853	1,509,766	3,727,500	(2,217,734)	40.50%	1,470,052	4,479,412
Total Intergovernmental revenue	835,410	2,149,692	3,727,500	(1,577,808)	57.67%	1,595,024	6,704,447
Intergovernmental - Exp		(21,282)	(57,750)	36,468	36.85%	(31,228)	(67,320)
Total Intergovernmental - net	835,410	2,128,410	3,669,750	(1,541,340)	58.00%	1,563,796	6,637,127
Interest Income							
Bank Account Interest	15	58		58		10	77
Total Interest/Investment Income	15	58		58		10	77
Principal			(25,740)	25,740			(24,744)
Interest Expense			(28,920)	28,920			(29,910)
Total principal and interest expense			(54,660)	54,660			(54,654)
TOTAL NON-OPERATING INCOME (EXPENSE)	**835,425**	**2,128,468**	**3,615,090**	**(1,486,622)**	**58.88%**	**1,563,806**	**6,582,550**
INCOME (LOSS) BEFORE TRANSFERS	**55,059**	**88,139**	**157,636**	**(69,497)**	**55.91%**	**829,068**	**(7,752,317)**
TRANSFERS							
Transfers - in	92,062	449,221	515,004	(65,783)	87.23%	639,931	1,303,988
Transfers - out		(27,363)	(357,250)	329,887	7.66%	(36,986)	(80,966)
TOTAL TRANSFERS - NET	**92,062**	**421,858**	**157,754**	**264,104**	**267.42%**	**602,945**	**1,223,022**
CHANGE IN NET POSITION	**$147,121**	**$509,997**	**$315,390**	**$194,607**	**161.70%**	**$1,432,013**	**($6,529,295)**
CONTROL TOTALS							
Total Revenues	$931,927	$2,673,029	$5,042,004	($2,368,975)	53.02%	$2,342,404	$8,985,135
Total Expenditures	784,805	2,163,031	4,726,614	2,563,583	45.76%	910,389	15,514,429
Revenues less expenditures	147,122	509,998	315,390	(194,608)	161.70%	1,432,015	(6,529,294)
Difference	($1)	($1)		$1	0.00%	($2)	($1)

INTERIM STATEMENTS by Fund
210-Confiscated Assets Fund
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
FINES AND FORFEITURES							
Bond confiscations							
Confiscations						$6,670	$27,455
Total Bond Confiscations						6,670	27,455
Confiscations							
State Confiscations							999
Federal Confiscations						8,716	43,837
Total state and federal confiscations						8,716	44,836
TOTAL FINES AND FORFEITURES						**15,386**	**72,291**
TOTAL OPERATING REVENUE						**15,386**	**72,291**
OPERATING EXPENSE							
Purchased or Contracted Services	3,900	4,012		(4,012)		112	3,593
Supplies		3,250		(3,250)		5,203	5,684
Capital Outlay:							
Machinery and Equipment							39,172
Total Capital Outlay							39,172
Miscellaneous							3,048
TOTAL OPERATING EXPENSE	**3,900**	**7,262**		**(7,262)**		**5,315**	**51,497**
OPERATING INCOME (LOSS)	**(3,900)**	**(7,262)**		**(7,262)**		**10,071**	**20,794**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Intergovernmental - Exp						(2,461)	(4,346)
Total Intergovernmental - net						(2,461)	(4,346)
TOTAL NON-OPERATING INCOME (EXPENSE)						**(2,461)**	**(4,346)**
INCOME (LOSS) BEFORE TRANSFERS	**(3,900)**	**(7,262)**		**(7,262)**		**7,610**	**16,448**
CHANGE IN NET POSITION	**($3,900)**	**($7,262)**		**($7,262)**	**0.00%**	**$7,610**	**$16,448**
CONTROL TOTALS							
Total Revenues					0.00%	$15,386	$72,291
Total Expenditures	3,900	7,262		(7,262)	0.00%	7,776	55,842
Revenues less expenditures	(3,900)	(7,262)		7,262	0.00%	7,610	16,449
Difference					0.00%		($1)

INTERIM STATEMENTS by Fund
213-National Opioid Settlement
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
FINES AND FORFEITURES							
National Opioid Settlement Payments		$4,348		$4,348			$65,941
TOTAL FINES AND FORFEITURES		**4,348**		**4,348**			**65,941**
TOTAL OPERATING REVENUE		**4,348**		**4,348**			**65,941**
OPERATING EXPENSE							
Supplies							4,700
TOTAL OPERATING EXPENSE							**4,700**
OPERATING INCOME (LOSS)		**4,348**		**4,348**			**61,241**
Intergovernmental							
INCOME (LOSS) BEFORE TRANSFERS		**4,348**		**4,348**			**61,241**
CHANGE IN NET POSITION		**$4,348**		**$4,348**	**0.00%**		**$61,241**
CONTROL TOTALS							
Total Revenues		$4,348		$4,348	0.00%		$65,941
Total Expenditures					0.00%		4,700
Revenues less expenditures		4,348		(4,348)	0.00%		61,241

INTERIM STATEMENTS by Fund
220-COPS Hiring Program Grant
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages						$35,728	$89,952
Employee Benefits						21,976	41,843
Total Personal Services and Employee Benefits						57,704	131,795
TOTAL OPERATING EXPENSE						**57,704**	**131,795**
OPERATING INCOME (LOSS)						**(57,704)**	**(131,795)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Operating - Categorical							
Direct							131,795
Total Operating - Categorical							131,795
Total Federal Government Grants							131,795
Total Intergovernmental revenue							131,795
Total Intergovernmental - net							131,795
TOTAL NON-OPERATING INCOME (EXPENSE)							**131,795**
INCOME (LOSS) BEFORE TRANSFERS						**(57,704)**	
CHANGE IN NET POSITION					**0.00%**	**($57,704)**	
CONTROL TOTALS							
Total Revenues					0.00%		$131,795
Total Expenditures					0.00%	57,703	131,795
Revenues less expenditures					0.00%	(57,703)	
Difference					0.00%	($1)	

INTERIM STATEMENTS by Fund
Community Development Block Grants
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services	$4,100	$15,540		($15,540)		$9,760	$52,940
Capital Outlay:							
Property (Land and Buildings)	511,946	709,910	515,004	(194,906)	137.85%	686,158	2,110,469
Total Capital Outlay	511,946	709,910	515,004	(194,906)	137.85%	686,158	2,110,469
TOTAL OPERATING EXPENSE	**516,046**	**725,450**	**515,004**	**(210,446)**	**140.86%**	**695,918**	**2,163,409**
OPERATING INCOME (LOSS)	**(516,046)**	**(725,450)**	**(515,004)**	**(210,446)**	**140.86%**	**(695,918)**	**(2,163,409)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
State Government Grants							
Direct (CDBG Grant Proceeds)	459,557	639,926		639,926		124,972	814,014
Total State Government Grants	459,557	639,926		639,926		124,972	814,014
Total Intergovernmental revenue	459,557	639,926		639,926		124,972	814,014
Total Intergovernmental - net	459,557	639,926		639,926		124,972	814,014
TOTAL NON-OPERATING INCOME (EXPENSE)	**459,557**	**639,926**		**639,926**		**124,972**	**814,014**
INCOME (LOSS) BEFORE TRANSFERS	**(56,489)**	**(85,524)**	**(515,004)**	**429,480**	**16.61%**	**(570,946)**	**(1,349,395)**
TRANSFERS							
Transfers - in	92,062	449,221	515,004	(65,783)	87.23%	639,931	1,013,870
TOTAL TRANSFERS - NET	**92,062**	**449,221**	**515,004**	**(65,783)**	**87.23%**	**639,931**	**1,013,870**
CHANGE IN NET POSITION	**$35,573**	**$363,697**		**$363,697**	**0.00%**	**$68,985**	**($335,525)**
CONTROL TOTALS							
Total Revenues	$551,619	$1,089,147	$515,004	$574,143	211.48%	$764,903	$1,827,884
Total Expenditures	516,046	725,450	515,004	(210,446)	140.86%	695,918	2,163,409
Revenues less expenditures	35,573	363,697		(363,697)	0.00%	68,985	(335,525)

INTERIM STATEMENTS by Fund

232-Community Development Block Grant 2019

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services						$4,650	$6,150
Capital Outlay:							
Property (Land and Buildings)						675,347	675,347
Total Capital Outlay						675,347	675,347
TOTAL OPERATING EXPENSE						**679,997**	**681,497**
OPERATING INCOME (LOSS)						**(679,997)**	**(681,497)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
State Government Grants							
Direct (CDBG Grant Proceeds)						114,161	114,161
Total State Government Grants						114,161	114,161
Total Intergovernmental revenue						114,161	114,161
Total Intergovernmental - net						114,161	114,161
TOTAL NON-OPERATING INCOME (EXPENSE)						**114,161**	**114,161**
INCOME (LOSS) BEFORE TRANSFERS						**(565,836)**	**(567,336)**
TRANSFERS							
Transfers - in						632,851	634,351
TOTAL TRANSFERS - NET						**632,851**	**634,351**
CHANGE IN NET POSITION					**0.00%**	**$67,015**	**$67,015**
CONTROL TOTALS							
Total Revenues					0.00%	$747,012	$748,512
Total Expenditures					0.00%	679,997	681,497
Revenues less expenditures					0.00%	67,015	67,015

INTERIM STATEMENTS by Fund

233-Community Development Block Grant 2021

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services	$1,100	$5,540		($5,540)		$5,110	$21,190
Capital Outlay:							
Property (Land and Buildings)	24,520	27,758		(27,758)		10,811	1,326,798
Total Capital Outlay	24,520	27,758		(27,758)		10,811	1,326,798
TOTAL OPERATING EXPENSE	**25,620**	**33,298**		**(33,298)**		**15,921**	**1,347,988**
OPERATING INCOME (LOSS)	**(25,620)**	**(33,298)**		**(33,298)**		**(15,921)**	**(1,347,988)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
State Government Grants							
Direct (CDBG Grant Proceeds)						10,811	699,854
Total State Government Grants						10,811	699,854
Total Intergovernmental revenue						10,811	699,854
Total Intergovernmental - net						10,811	699,854
TOTAL NON-OPERATING INCOME (EXPENSE)						**10,811**	**699,854**
INCOME (LOSS) BEFORE TRANSFERS	**(25,620)**	**(33,298)**		**(33,298)**		**(5,110)**	**(648,134)**
TRANSFERS							
Transfers - in	81,385	422,829		422,829		7,080	249,444
TOTAL TRANSFERS - NET	**81,385**	**422,829**		**422,829**		**7,080**	**249,444**
CHANGE IN NET POSITION	**$55,765**	**$389,531**		**$389,531**	**0.00%**	**$1,970**	**($398,690)**
CONTROL TOTALS							
Total Revenues	$81,385	$422,829		$422,829	0.00%	$17,891	$949,297
Total Expenditures	25,620	33,298		(33,298)	0.00%	15,921	1,347,988
Revenues less expenditures	55,765	389,531		(389,531)	0.00%	1,970	(398,691)
Difference					0.00%		$1

INTERIM STATEMENTS by Fund

235-Community Development Block Grant 2022

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services	$3,000	$10,000		($10,000)			$25,600
Capital Outlay:							
Property (Land and Buildings)	487,426	682,153	515,004	(167,149)	132.46%		108,325
Total Capital Outlay	487,426	682,153	515,004	(167,149)	132.46%		108,325
TOTAL OPERATING EXPENSE	**490,426**	**692,153**	**515,004**	**(177,149)**	**134.40%**		**133,925**
OPERATING INCOME (LOSS)	**(490,426)**	**(692,153)**	**(515,004)**	**(177,149)**	**134.40%**		**(133,925)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
State Government Grants							
Direct (CDBG Grant Proceeds)	459,557	639,926		639,926			
Total State Government Grants	459,557	639,926		639,926			
Total Intergovernmental revenue	459,557	639,926		639,926			
Total Intergovernmental - net	459,557	639,926		639,926			
TOTAL NON-OPERATING INCOME (EXPENSE)	**459,557**	**639,926**		**639,926**			
INCOME (LOSS) BEFORE TRANSFERS	**(30,869)**	**(52,227)**	**(515,004)**	**462,777**	**10.14%**		**(133,925)**
TRANSFERS							
Transfers - in	10,677	26,392	515,004	(488,612)	5.12%		130,075
TOTAL TRANSFERS - NET	**10,677**	**26,392**	**515,004**	**(488,612)**	**5.12%**		**130,075**
CHANGE IN NET POSITION	**($20,192)**	**($25,835)**		**($25,835)**	**0.00%**		**($3,850)**
CONTROL TOTALS							
Total Revenues	$470,234	$666,318	$515,004	$151,314	129.38%		$130,075
Total Expenditures	490,426	692,153	515,004	(177,149)	134.40%		133,925
Revenues less expenditures	(20,192)	(25,835)		25,835	0.00%		(3,850)

INTERIM STATEMENTS by Fund

234-ARPA American Rescue Plan Act

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services						$39,890	$198,313
Capital Outlay:							
Property (Land and Buildings)	2,000	62,170		(62,170)			758,443
Machinery and Equipment		36,343		(36,343)			312,702
Total Capital Outlay	2,000	98,513		(98,513)			1,071,145
TOTAL OPERATING EXPENSE	**2,000**	**98,513**		**(98,513)**		**39,890**	**1,269,458**
OPERATING INCOME (LOSS)	**(2,000)**	**(98,513)**		**(98,513)**		**(39,890)**	**(1,269,458)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Transfers (Non-Grant)							
America Rescue Plan (ARP) Act of 2021 Fiscal Recovery Funds							1,269,458
Total Intergovernmental revenue							1,269,458
Total Intergovernmental - net							1,269,458
TOTAL NON-OPERATING INCOME (EXPENSE)							**1,269,458**
INCOME (LOSS) BEFORE TRANSFERS	**(2,000)**	**(98,513)**		**(98,513)**		**(39,890)**	
CHANGE IN NET POSITION	**($2,000)**	**($98,513)**		**($98,513)**	**0.00%**	**($39,890)**	
CONTROL TOTALS							
Total Revenues					0.00%		$1,269,458
Total Expenditures	2,000	98,512		(98,512)	0.00%	39,890	1,269,458
Revenues less expenditures	(2,000)	(98,512)		98,512	0.00%	(39,890)	
Difference		($1)		$1	0.00%		

INTERIM STATEMENTS by Fund

251-Multiple Grant Fund

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest	$15	$58		$58		$10	$77
Total Interest/Investment Income	15	58		58		10	77
TOTAL NON-OPERATING INCOME (EXPENSE)	**15**	**58**		**58**		**10**	**77**
INCOME (LOSS) BEFORE TRANSFERS	**15**	**58**		**58**		**10**	**77**
CHANGE IN NET POSITION	**$15**	**$58**		**$58**	**0.00%**	**$10**	**$77**
CONTROL TOTALS							
Total Revenues	$15	$58		$58	0.00%	$10	$77
Revenues less expenditures	15	58		(58)	0.00%	10	77

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
RENTS AND ROYALTIES							
Misc Revenue							$200
TOTAL RENTS AND ROYALTIES							**200**
TOTAL OPERATING REVENUE							**200**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages		1,347		(1,347)			676,639
Total Personal Services and Employee Benefits		1,347		(1,347)			676,639
Purchased or Contracted Services	246,850	1,116,220		(1,116,220)			8,453,831
Utilities:							
Gasoline							50
Total Utilities							50
Supplies	3,964	13,471		(13,471)			161,200
Capital Outlay:							
Property (Land and Buildings)							672,798
Total Capital Outlay							672,798
Inter-Departmental Charges							10,000
TOTAL OPERATING EXPENSE	**250,814**	**1,131,038**		**(1,131,038)**			**9,974,518**
OPERATING INCOME (LOSS)	**(250,814)**	**(1,131,038)**		**(1,131,038)**			**(9,974,318)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Local Government Unit Grants							
FEMA/State Disaster Grant							9,768
Total Local Government Unit Grants							9,768
Total Intergovernmental revenue							9,768
Total Intergovernmental - net							9,768
TOTAL NON-OPERATING INCOME (EXPENSE)							**9,768**
INCOME (LOSS) BEFORE TRANSFERS	**(250,814)**	**(1,131,038)**		**(1,131,038)**			**(9,964,550)**
CHANGE IN NET POSITION	**($250,814)**	**($1,131,038)**		**($1,131,038)**	**0.00%**		**($9,964,550)**
CONTROL TOTALS							
Total Revenues					0.00%		$9,968
Total Expenditures	250,814	1,131,038		(1,131,038)	0.00%		9,974,518
Revenues less expenditures	(250,814)	(1,131,038)		1,131,038	0.00%		(9,964,550)

INTERIM STATEMENTS by Fund

271-Tax Allocation District (TAD #1)

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Real property - current year	$2,800	$13,943	$210,000	($196,057)	6.64%	$4,149	$224,686
Total Taxes	2,800	13,943	210,000	196,057	6.64%	4,149	224,686
Total Taxes and Franchise taxes	2,800	13,943	210,000	196,057	6.64%	4,149	224,686
TOTAL TAXES	**2,800**	**13,943**	**210,000**	**(196,057)**	**6.64%**	**4,149**	**224,686**
TOTAL OPERATING REVENUE	**2,800**	**13,943**	**210,000**	**(196,057)**	**6.64%**	**4,149**	**224,686**
OPERATING INCOME (LOSS)	**2,800**	**13,943**	**210,000**	**(196,057)**	**6.64%**	**4,149**	**224,686**
Intergovernmental							
INCOME (LOSS) BEFORE TRANSFERS	**2,800**	**13,943**	**210,000**	**(196,057)**	**6.64%**	**4,149**	**224,686**
TRANSFERS							
Transfers - out			(283,000)	283,000			
TOTAL TRANSFERS - NET			**(283,000)**	**283,000**			
CHANGE IN NET POSITION	**$2,800**	**$13,943**	**($73,000)**	**$86,943**	**(19.10%)**	**$4,149**	**$224,686**
CONTROL TOTALS							
Total Revenues	$2,800	$13,943	$210,000	($196,057)	6.64%	$4,149	$224,686
Total Expenditures			283,000	283,000	0.00%		
Revenues less expenditures	2,800	13,943	(73,000)	(86,943)	(19.10%)	4,149	224,686

INTERIM STATEMENTS by Fund

272-Tax Allocation District (TAD #2)

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Real property - current year		$307	$432,500	($432,193)	0.07%	$6,897	$427,225
Total Taxes		307	432,500	432,193	0.07%	6,897	427,225
Total Taxes and Franchise taxes		307	432,500	432,193	0.07%	6,897	427,225
TOTAL TAXES		**307**	**432,500**	**(432,193)**	**0.07%**	**6,897**	**427,225**
TOTAL OPERATING REVENUE		**307**	**432,500**	**(432,193)**	**0.07%**	**6,897**	**427,225**
OPERATING INCOME (LOSS)		**307**	**432,500**	**(432,193)**	**0.07%**	**6,897**	**427,225**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental Principal			(25,740)	25,740			(24,744)
Interest Expense			(28,920)	28,920			(29,910)
Total principal and interest expense			(54,660)	54,660			(54,654)
TOTAL NON-OPERATING INCOME (EXPENSE)			**(54,660)**	**54,660**			**(54,654)**
INCOME (LOSS) BEFORE TRANSFERS		**307**	**377,840**	**(377,533)**	**0.08%**	**6,897**	**372,571**
CHANGE IN NET POSITION		**$307**	**$377,840**	**($377,533)**	**0.08%**	**$6,897**	**$372,571**
CONTROL TOTALS							
Total Revenues		$307	$432,500	($432,193)	0.07%	$6,897	$427,225
Total Expenditures			54,660	54,660	0.00%		54,654
Revenues less expenditures		307	377,840	377,533	0.08%	6,897	372,571

INTERIM STATEMENTS by Fund
275-Hotel / Motel Tax Fund
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Hotel/Motel		$48,645	$132,000	($83,355)	36.85%	$65,753	$143,939
Total selective sales and use taxes		48,645	132,000	(83,355)	36.85%	65,753	143,939
TOTAL TAXES		**48,645**	**132,000**	**(83,355)**	**36.85%**	**65,753**	**143,939**
TOTAL OPERATING REVENUE		**48,645**	**132,000**	**(83,355)**	**36.85%**	**65,753**	**143,939**
OPERATING INCOME (LOSS)		**48,645**	**132,000**	**(83,355)**	**36.85%**	**65,753**	**143,939**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Intergovernmental - Exp		(21,282)	(57,750)	36,468	36.85%	(28,767)	(62,973)
Total Intergovernmental - net		(21,282)	(57,750)	36,468	36.85%	(28,767)	(62,973)
TOTAL NON-OPERATING INCOME (EXPENSE)		**(21,282)**	**(57,750)**	**36,468**	**36.85%**	**(28,767)**	**(62,973)**
INCOME (LOSS) BEFORE TRANSFERS		**27,363**	**74,250**	**(46,887)**	**36.85%**	**36,986**	**80,966**
TRANSFERS							
Transfers - out		(27,363)	(74,250)	46,887	36.85%	(36,986)	(80,966)
TOTAL TRANSFERS - NET		**(27,363)**	**(74,250)**	**46,887**	**36.85%**	**(36,986)**	**(80,966)**
CONTROL TOTALS							
Total Revenues		$48,645	$132,000	($83,355)	36.85%	$65,753	$143,939
Total Expenditures		48,645	132,000	83,355	36.85%	65,753	143,939

INTERIM STATEMENTS by Fund
282-Court Technology Fund
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
FINES AND FORFEITURES							
Court							
Fine Surcharge - Technology - Court	$1,639	$6,816	$25,000	($18,184)	27.26%	$15,254	$32,341
Total court revenues and fines	1,639	6,816	25,000	(18,184)	27.26%	15,254	32,341
TOTAL FINES AND FORFEITURES	**1,639**	**6,816**	**25,000**	**(18,184)**	**27.26%**	**15,254**	**32,341**
TOTAL OPERATING REVENUE	**1,639**	**6,816**	**25,000**	**(18,184)**	**27.26%**	**15,254**	**32,341**
OPERATING EXPENSE							
Purchased or Contracted Services		12,438	13,450	1,012	92.48%	12,240	13,371
Supplies			1,000	1,000			
Inter-Departmental Charges						797	2,390
TOTAL OPERATING EXPENSE		**12,438**	**14,450**	**2,012**	**86.08%**	**13,037**	**15,761**
OPERATING INCOME (LOSS)	**1,639**	**(5,622)**	**10,550**	**(16,172)**	**(53.29%)**	**2,217**	**16,580**
Intergovernmental							
INCOME (LOSS) BEFORE TRANSFERS	**1,639**	**(5,622)**	**10,550**	**(16,172)**	**(53.29%)**	**2,217**	**16,580**
CHANGE IN NET POSITION	**$1,639**	**($5,622)**	**$10,550**	**($16,172)**	**(53.29%)**	**$2,217**	**$16,580**
CONTROL TOTALS							
Total Revenues	$1,639	$6,816	$25,000	($18,184)	27.26%	$15,254	$32,341
Total Expenditures		12,438	14,450	2,012	86.08%	13,037	15,761
Revenues less expenditures	1,639	(5,622)	10,550	16,172	(53.29%)	2,217	16,580

INTERIM STATEMENTS by Fund

321-SPLOST Fund 2016

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
RENTS AND ROYALTIES							
Misc Revenue							$10,000
TOTAL RENTS AND ROYALTIES							**10,000**
TOTAL OPERATING REVENUE							**10,000**
OPERATING EXPENSE							
Purchased or Contracted Services	2,000	8,335		(8,335)		10,310	922,871
Capital Outlay:							
Property (Land and Buildings)	10,045	108,310		(108,310)		20,003	228,514
Total Capital Outlay	10,045	108,310		(108,310)		20,003	228,514
TOTAL OPERATING EXPENSE	**12,045**	**116,645**		**(116,645)**		**30,313**	**1,151,385**
OPERATING INCOME (LOSS)	**(12,045)**	**(116,645)**		**(116,645)**		**(30,313)**	**(1,141,385)**
Intergovernmental							
INCOME (LOSS) BEFORE TRANSFERS	**(12,045)**	**(116,645)**		**(116,645)**		**(30,313)**	**(1,141,385)**
CHANGE IN NET POSITION	**($12,045)**	**($116,645)**		**($116,645)**	**0.00%**	**($30,313)**	**($1,141,385)**
CONTROL TOTALS							
Total Revenues					0.00%		$10,000
Total Expenditures	12,045	116,645		(116,645)	0.00%	30,313	1,151,385
Revenues less expenditures	(12,045)	(116,645)		116,645	0.00%	(30,313)	(1,141,385)

INTERIM STATEMENTS by Fund
335-Transportation SPLOST
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services							$521,402
Capital Outlay:							
Property (Land and Buildings)		23,042	3,727,500	3,704,458	0.62%		27,566
Total Capital Outlay		23,042	3,727,500	3,704,458	0.62%		27,566
TOTAL OPERATING EXPENSE		**23,042**	**3,727,500**	**3,704,458**	**0.62%**		**548,968**
OPERATING INCOME (LOSS)		**(23,042)**	**(3,727,500)**	**3,704,458**	**0.62%**		**(548,968)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Transportation Special purpose local option sales and use taxes	375,853	1,509,766	3,727,500	(2,217,734)	40.50%	1,470,052	4,479,412
Total Intergovernmental revenue	375,853	1,509,766	3,727,500	(2,217,734)	40.50%	1,470,052	4,479,412
Total Intergovernmental - net	375,853	1,509,766	3,727,500	(2,217,734)	40.50%	1,470,052	4,479,412
TOTAL NON-OPERATING INCOME (EXPENSE)	**375,853**	**1,509,766**	**3,727,500**	**(2,217,734)**	**40.50%**	**1,470,052**	**4,479,412**
INCOME (LOSS) BEFORE TRANSFERS	**375,853**	**1,486,724**		**1,486,724**		**1,470,052**	**3,930,444**
TRANSFERS							
Transfers - in							290,118
TOTAL TRANSFERS - NET							**290,118**
CHANGE IN NET POSITION	**$375,853**	**$1,486,724**		**$1,486,724**	**0.00%**	**$1,470,052**	**$4,220,562**
CONTROL TOTALS							
Total Revenues	$375,853	$1,509,766	$3,727,500	($2,217,734)	40.50%	$1,470,052	$4,769,530
Total Expenditures		23,042	3,727,500	3,704,458	0.62%		548,968
Revenues less expenditures	375,853	1,486,724		(1,486,724)	0.00%	1,470,052	4,220,562

INTERIM STATEMENTS by Fund
Agency / Permanent / Trust Funds
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Other charges for services							
Site Sales	$60	$21,010		$21,010		$19,300	$103,200
Niche Engraving		200		200		80	200
Total other charges for services	60	21,210		21,210		19,380	103,400
TOTAL CHARGES FOR SERVICES	**60**	**21,210**		**21,210**		**19,380**	**103,400**
RENTS AND ROYALTIES							
Third-party Sales		120		120		225	450
TOTAL RENTS AND ROYALTIES		**120**		**120**		**225**	**450**
TOTAL OPERATING REVENUE	**60**	**21,330**		**21,330**		**19,605**	**103,850**
OPERATING EXPENSE							
Purchased or Contracted Services		355		(355)			855
TOTAL OPERATING EXPENSE		**355**		**(355)**			**855**
OPERATING INCOME (LOSS)	**60**	**20,975**		**20,975**		**19,605**	**102,995**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest	406	4,096		4,096		4,096	14,787
Bank Account Interest	2,248	6,738		6,738		7,123	33,684
Dividends	12,403	32,224		32,224		29,691	77,973
Unrealized Gain/Loss on Investments	(58,921)	(207,973)		(207,973)		(180)	333,265
Total Interest/Investment Income	(43,864)	(164,915)		(164,915)		40,730	459,709
Contributions and donations							
Contributed Capital						5,000	5,000
Total contributions and donations						5,000	5,000
TOTAL NON-OPERATING INCOME (EXPENSE)	**(43,864)**	**(164,915)**		**(164,915)**		**45,730**	**464,709**
INCOME (LOSS) BEFORE TRANSFERS	**(43,804)**	**(143,940)**		**(143,940)**		**65,335**	**567,704**
TRANSFERS							
Transfers - out						(80,000)	(280,000)
TOTAL TRANSFERS - NET						**(80,000)**	**(280,000)**
CHANGE IN NET POSITION	**($43,804)**	**($143,940)**		**($143,940)**	**0.00%**	**($14,665)**	**$287,704**
CONTROL TOTALS							
Total Revenues	($43,804)	($143,585)		($143,585)	0.00%	$65,336	$568,559
Total Expenditures		355		(355)	0.00%	80,000	280,855
Revenues less expenditures	(43,804)	(143,940)		143,940	0.00%	(14,664)	287,704
Difference					0.00%	($1)	

INTERIM STATEMENTS by Fund
771-OPEB Fund
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Intergovernmental							
TRANSFERS							
Transfers - out						($80,000)	($280,000)
TOTAL TRANSFERS - NET						**(80,000)**	**(280,000)**
CHANGE IN NET POSITION					**0.00%**	**($80,000)**	**($280,000)**
CONTROL TOTALS							
Total Expenditures					0.00%	80,000	280,000
Revenues less expenditures					0.00%	(80,000)	(280,000)

INTERIM STATEMENTS by Fund
791-Cemetery Trust Fund
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Other charges for services							
Site Sales	$60	$21,010		$21,010		$19,300	$103,200
Niche Engraving		200		200		80	200
Total other charges for services	60	21,210		21,210		19,380	103,400
TOTAL CHARGES FOR SERVICES	**60**	**21,210**		**21,210**		**19,380**	**103,400**
RENTS AND ROYALTIES							
Third-party Sales		120		120		225	450
TOTAL RENTS AND ROYALTIES		**120**		**120**		**225**	**450**
TOTAL OPERATING REVENUE	**60**	**21,330**		**21,330**		**19,605**	**103,850**
OPERATING EXPENSE							
Purchased or Contracted Services		229		(229)			580
TOTAL OPERATING EXPENSE		**229**		**(229)**			**580**
OPERATING INCOME (LOSS)	**60**	**21,101**		**21,101**		**19,605**	**103,270**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Dividends	12,403	32,224		32,224		29,691	77,973
Unrealized Gain/Loss on Investments	(56,824)	(189,666)		(189,666)		48,019	373,223
Total Interest/Investment Income	(44,421)	(157,442)		(157,442)		77,710	451,196
Contributions and donations							
Contributed Capital						5,000	5,000
Total contributions and donations						5,000	5,000
TOTAL NON-OPERATING INCOME (EXPENSE)	**(44,421)**	**(157,442)**		**(157,442)**		**82,710**	**456,196**
INCOME (LOSS) BEFORE TRANSFERS	**(44,361)**	**(136,341)**		**(136,341)**		**102,315**	**559,466**
CHANGE IN NET POSITION	**($44,361)**	**($136,341)**		**($136,341)**	**0.00%**	**$102,315**	**$559,466**
CONTROL TOTALS							
Total Revenues	($44,361)	($136,112)		($136,112)	0.00%	$102,315	$560,047
Total Expenditures		229		(229)	0.00%		580
Revenues less expenditures	(44,361)	(136,341)		136,341	0.00%	102,315	559,467
Difference					0.00%		($1)

INTERIM STATEMENTS by Fund
792-Mausoleum Trust Fund
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services		$25		($25)			$73
TOTAL OPERATING EXPENSE		**25**		**(25)**			**73**
OPERATING INCOME (LOSS)		**(25)**		**(25)**			**(73)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest	406	4,096		4,096		4,096	14,787
Unrealized Gain/Loss on Investments	(115)	(6,372)		(6,372)		(15,768)	(11,983)
Total Interest/Investment Income	291	(2,276)		(2,276)		(11,672)	2,804
TOTAL NON-OPERATING INCOME (EXPENSE)	**291**	**(2,276)**		**(2,276)**		**(11,672)**	**2,804**
INCOME (LOSS) BEFORE TRANSFERS	**291**	**(2,301)**		**(2,301)**		**(11,672)**	**2,731**
CHANGE IN NET POSITION	**$291**	**($2,301)**		**($2,301)**	**0.00%**	**($11,672)**	**$2,731**
CONTROL TOTALS							
Total Revenues	$291	($2,276)		($2,276)	0.00%	($11,671)	$2,804
Total Expenditures		25		(25)	0.00%		73
Revenues less expenditures	291	(2,301)		2,301	0.00%	(11,671)	2,731
Difference					0.00%	($1)	

INTERIM STATEMENTS by Fund

793-Light Water Sewer (LWS) Emergency Trust Fund

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services		$102		($102)			$203
TOTAL OPERATING EXPENSE		**102**		**(102)**			**203**
OPERATING INCOME (LOSS)		**(102)**		**(102)**			**(203)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest	2,248	6,738		6,738		7,123	33,684
Unrealized Gain/Loss on Investments	(1,983)	(11,935)		(11,935)		(32,431)	(27,976)
Total Interest/Investment Income	265	(5,197)		(5,197)		(25,308)	5,708
TOTAL NON-OPERATING INCOME (EXPENSE)	**265**	**(5,197)**		**(5,197)**		**(25,308)**	**5,708**
INCOME (LOSS) BEFORE TRANSFERS	**265**	**(5,299)**		**(5,299)**		**(25,308)**	**5,505**
CHANGE IN NET POSITION	**$265**	**($5,299)**		**($5,299)**	**0.00%**	**($25,308)**	**$5,505**
CONTROL TOTALS							
Total Revenues	$265	($5,197)		($5,197)	0.00%	($25,308)	$5,708
Total Expenditures		102		(102)	0.00%		203
Revenues less expenditures	265	(5,299)		5,299	0.00%	(25,308)	5,505

	FISCAL YEAR 2024			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING REVENUE							
LICENSE AND PERMITS							
Non-business licenses and permits:							
Building and signs:							
Other permits							$1,050
Total building and sign permits							1,050
Total non-business licenses and permits							1,050
TOTAL LICENSES AND PERMITS							**1,050**
CHARGES FOR SERVICES							
General government:							
Motor pool charges	71,862	337,063	1,186,895	(849,832)	28.40%	368,833	1,071,380
Total general government	71,862	337,063	1,186,895	849,832	28.40%	368,833	1,071,380
Streets and public improvements							219
Utilities / enterprise charges and fees							
Fees - Collection - Residential	241,520	968,810	3,271,350	(2,302,540)	29.61%	731,617	2,813,943
Fees - Collection - Commercial	104,784	417,898	1,220,575	(802,677)	34.24%	305,328	1,180,860
Fees - Transfer Station	118,778	451,767	1,714,000	(1,262,233)	26.36%	506,943	1,587,379
Fees - Special Handling	1,635	6,150	22,050	(15,900)	27.89%	6,595	16,760
Fees - Rolloff Containers	67,377	271,052	654,942	(383,890)	41.39%	202,382	645,843
Fees - Yard Waste Disposal	73,012	292,334	895,730	(603,396)	32.64%	221,408	849,662
Fees - Yard Waste Special Handling		(105)		(105)		(100)	(278)
Sale of Recycled Materials	3,054	12,582	8,000	4,582	157.28%	12,570	39,054
Permit Fees - Commercial Hauler	700	1,100	3,000	(1,900)	36.67%	1,000	3,200
Fees - Landfill Use	221,015	926,972	2,300,000	(1,373,028)	40.30%	754,643	2,455,399
Water Institutional	23,114	102,794	435,273	(332,479)	23.62%	105,956	305,378
Fees - Water Industrial	57,815	229,122	628,335	(399,213)	36.46%	234,750	728,806
Fees - Water Residential	376,953	1,531,736	4,636,113	(3,104,377)	33.04%	1,136,057	4,305,717
Fees - Water Commercial	108,092	418,336	1,573,194	(1,154,858)	26.59%	268,497	1,327,544
Pass-Thru Water Spalding County	(475,316)	(1,402,959)	(4,139,029)	2,736,070	33.90%	(1,289,075)	(4,979,260)
Fees - Fire Hydrant Water	14,911	32,635	53,522	(20,887)	60.97%	30,628	68,864
Fees - Water Lock Cut	175	625	1,500	(875)	41.67%	350	1,175
Bulk Water - Spalding County	872,973	3,559,799	9,653,475	(6,093,676)	36.88%	2,594,541	9,569,263
Bulk Water - Williamson	7,110	32,424	95,092	(62,668)	34.10%	23,057	80,925
Bulk Water - Zebulon	30,080	119,046	502,087	(383,041)	23.71%	165,598	460,886
Bulk Water - Butts County	3,727	12,531	37,553	(25,022)	33.37%	12,235	36,567
Bulk Water - Coweta County	566,400	2,177,100	6,472,710	(4,295,610)	33.64%	1,904,648	6,294,248
Bulk Water - City of Concord	426	430	2,572	(2,142)	16.72%	466	3,611
Fees - Water Irrigation	46,190	244,807	308,381	(63,574)	79.38%	193,375	380,568
Fees - Meter Install	3,270	17,375	15,800	1,575	109.97%	7,870	25,255
Sewer Flat - Industrial	77,900	266,476	730,927	(464,451)	36.46%	243,283	720,316
Sewer Flat - Residential	514,610	2,074,045	5,824,019	(3,749,974)	35.61%	1,520,055	5,793,085
Sewer Flat - Commercial	243,953	998,977	2,689,631	(1,690,654)	37.14%	772,252	2,794,760
Sewer Tap Fee	2,100	6,300	21,000	(14,700)	30.00%	8,400	4,200
Stormwater - Residential Upper Tier	35,084	140,579	442,469	(301,890)	31.77%	104,379	404,166
Stormwater - Residential Lower Tier	19,403	77,791	226,402	(148,611)	34.36%	53,217	212,583
Stormwater - Commercial Fees	188,055	752,750	2,259,649	(1,506,899)	33.31%	592,775	2,171,204
Sewer - Sun City	121,936	482,854		482,854		333,824	1,385,346
Sewer - Greyson Parc	6,807	22,603		22,603			3,635
Fees - Electric Residential Service	1,701,628	8,208,131	20,123,566	(11,915,435)	40.79%	5,505,007	17,821,233
Fees - Electric Commercial Service	1,749,575	7,261,128	20,526,121	(13,264,993)	35.38%	5,091,562	18,086,561

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Fees - Electric Industrial Service	737,193	3,051,428	8,129,452	(5,078,024)	37.54%	2,091,793	7,827,256
Fees - Electric Fuel Adjustment	727,730	3,189,136	8,427,273	(5,238,137)	37.84%	2,564,253	7,118,640
Fees - Electric Temporary Service	150	800	5,000	(4,200)	16.00%	1,500	3,000
Fees - Pole Rental Current Year		2,775	253,000	(250,225)	1.10%	225	304,278
ECCR Adjustment	137,307	601,723	1,590,052	(988,329)	37.84%	644,697	1,764,540
Telecom - Telephone Revenue	811	811	52,200	(51,389)	1.55%		
Telecom - Telephone Internal Customer Fees	4,492	17,826		17,826		17,232	54,282
Total utilities / enterprise charges and fees	8,736,529	37,580,494	101,666,986	(64,086,492)	36.96%	27,675,793	94,670,454
Other / enterprise charges and fees							
Green Fees	26,815	110,003	218,000	(107,997)	50.46%	78,371	315,258
Handicap Fees	35	140	800	(660)	17.50%		
Golf Cart Rentals	40,852	139,133	198,000	(58,867)	70.27%	77,853	165,976
Merchandise Sales	2,850	18,616	48,000	(29,384)	38.78%	18,679	56,542
Driving Range Fees	3,280	11,355	22,000	(10,645)	51.61%	8,037	25,227
Membership Fees	2,450	11,100	20,000	(8,900)	55.50%	4,900	37,100
Food & Beverage	3,348	15,019	33,000	(17,981)	45.51%	12,689	33,175
Beer Sales	2,402	9,893	14,000	(4,107)	70.66%	5,566	19,365
Pull Cart Rentals		8,316	1,000	7,316	831.60%		
Tournament Fees	4,915	14,385	18,000	(3,615)	79.92%	14,070	45,474
Golf Balls	2,955	4,445		4,445			
Fiber Fees	46,237	181,722	550,000	(368,278)	33.04%	136,912	533,308
Fiber Fees - Internal Customer Fees	39,616	157,465	477,671	(320,206)	32.97%	128,429	443,118
Total other / enterprise charges and fees	175,755	681,592	1,600,471	(918,879)	42.59%	485,506	1,674,543
Other fees							
General Fund-Customer Service -Charges for Serv- -	59,256	237,379	705,850	(468,471)	33.63%	185,983	709,517
Landfill Capital Surcharge Fee	6,965	29,718	66,516	(36,798)	44.68%	26,695	84,252
Landfill Closure Surcharge Fee	6,965	29,718	66,516	(36,798)	44.68%	25,130	82,616
Container Fees	3,720	17,340	44,605	(27,265)	38.87%	17,820	44,880
Pole Installation	4,517	4,517	10,000	(5,483)	45.17%		4,550
After Hours Service Fee	1,300	4,850	25,000	(20,150)	19.40%	22,339	26,539
Connection Fees	16,975	71,530	200,000	(128,470)	35.77%	67,325	195,350
Surge Protection Fees	406	1,617	4,800	(3,183)	33.69%	1,286	4,896
Reconnect Fees	23,290	94,645	205,000	(110,355)	46.17%	87,420	154,775
Underground Trenching	9,037	18,299	30,000	(11,701)	61.00%		29,566
UGA Contracted Services							616
Power Resoration Aid		7,921	75,000	(67,079)	10.56%		
Total other fees	132,431	517,534	1,433,287	(915,753)	36.11%	433,998	1,337,557
Culture and recreation							
Still Branch WTP Gate Receipts	341	2,362	7,695	(5,333)	30.70%	3,472	8,329
Total culture and recreation	341	2,362	7,695	(5,333)	30.70%	3,472	8,329
Other charges for services							
Returned Check Fees	2,190	8,490	23,000	(14,510)	36.91%	8,160	22,260
Delinquent Penalties	152,344	600,354	1,460,000	(859,646)	41.12%	571,155	1,549,288
Total other charges for services	154,534	608,844	1,483,000	(874,156)	41.05%	579,315	1,571,548
TOTAL CHARGES FOR SERVICES	**9,271,452**	**39,727,889**	**107,378,334**	**(67,650,445)**	**37.00%**	**29,546,917**	**100,334,030**
RENTS AND ROYALTIES							
Water Tower	5,779	27,338	50,000	(22,662)	54.68%	17,338	69,352
Sale of Excess Capacity	3,144	3,144	300,000	(296,856)	1.05%	95,286	287,291
Third-party Sales	59,741	326,885	755,790	(428,905)	43.25%	405,777	946,318

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Equipment Rental Fees	1,437	5,307	14,000	(8,693)	37.91%	5,388	16,173
MEAG Refunding Flexible Operating	3,144	3,144		3,144		95,286	287,292
MEAG Year End Settlement			750,000	(750,000)			869,863
Settlements from Insurance Claims	357	6,832		6,832		1,578	30,153
Settlements from Insurance Claims	304,423	306,299		306,299		2,112	2,125
Cash Over/Short	(208)	132		132		(364)	(554)
Misc Revenue	2,286	9,883	39,500	(29,617)	25.02%	2,860,522	2,906,034
TOTAL RENTS AND ROYALTIES	**380,103**	**688,964**	**1,909,290**	**(1,220,326)**	**36.08%**	**3,482,923**	**5,414,047**
TOTAL OPERATING REVENUE	**9,651,555**	**40,416,853**	**109,287,624**	**(68,870,771)**	**36.98%**	**33,029,840**	**105,749,127**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	757,674	3,116,736	11,055,886	7,939,150	28.19%	2,927,837	9,252,914
Employee Benefits	110,044	786,568	5,162,909	4,376,341	15.23%	1,442,552	4,640,754
Allocated Payroll Costs	23,452	93,807	281,422	187,615	33.33%	71,755	215,265
Total Personal Services and Employee Benefits	891,170	3,997,111	16,500,217	12,503,106	24.22%	4,442,144	14,108,933
Purchased or Contracted Services	1,227,472	3,131,890	11,766,263	8,634,373	26.62%	2,904,428	9,890,440
Utilities:							
Water/Sewerage	11,656	66,367	153,641	87,274	43.20%	32,431	159,903
Natural Gas	892	3,855	30,910	27,055	12.47%	5,112	22,824
Electricity	167,174	701,563	2,140,853	1,439,290	32.77%	609,220	1,931,271
Propane		9,045	118,550	109,505	7.63%	14,163	35,519
Gasoline	68,036	246,439	1,443,144	1,196,705	17.08%	269,823	932,160
Stormwater	3,079	12,318	39,220	26,902	31.41%	11,592	35,320
Customer Service Fee	179	715	2,361	1,646	30.28%	722	2,135
Total Utilities	251,016	1,040,302	3,928,679	2,888,377	26.48%	943,063	3,119,132
Supplies	298,640	1,027,429	5,071,189	4,043,760	20.26%	1,004,533	3,874,493
Electricity for Resale	3,604,507	15,739,074	43,734,558	27,995,484	35.99%	14,599,453	43,409,917
Capital Outlay:							
Property (Land and Buildings)	878,668	1,569,051	3,850,000	2,280,949	40.75%	1,659,961	10,642,908
Machinery and Equipment	4,190	222,747	971,472	748,725	22.93%	1,109,856	1,929,793
Capital Outlay - Reclass to Balance Sheet	(882,858)	(1,791,798)		1,791,798		(2,714,552)	(12,449,146)
Total Capital Outlay			4,821,472	4,821,472		55,265	123,555
Depreciation Expense	319,643	1,283,820	6,890,740	5,606,920	18.63%	494,919	1,562,985
Bad Debt	68,668	133,322	393,000	259,678	33.92%	154,805	552,260
Inter-Departmental Charges	288,037	1,175,547	3,391,363	2,215,816	34.66%	1,221,107	3,533,477
Miscellaneous			40,000	40,000			20,975
TOTAL OPERATING EXPENSE	**6,949,153**	**27,528,495**	**96,537,481**	**69,008,986**	**28.52%**	**25,819,717**	**80,196,167**
OPERATING INCOME (LOSS)	**2,702,402**	**12,888,358**	**12,750,143**	**138,215**	**101.08%**	**7,210,123**	**25,552,960**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
State Government Grants							
Direct							
GEFA Loan Forgiveness Grant							6,510
Total Direct					0.00%		6,510
Total State Government Grants							6,510
Total Intergovernmental revenue							6,510
Intergovernmental - Exp	(19,247)	(19,247)	(228,000)	208,753	8.44%		(157,779)
Total Intergovernmental - net	(19,247)	(19,247)	(228,000)	208,753	8.44%		(151,269)

INTERIM STATEMENTS by Fund

Business-Type Activities

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Interest Income							
Bank Account Interest	227	907		907		907	2,722
Bank Account Interest	23,225	110,190		110,190		117,840	390,778
Dividends	127,377	476,452		476,452		174,824	791,702
P-Card Rebate Program						8,942	8,942
Unrealized Gain/Loss on Investments	(92,404)	(441,355)		(441,355)		(1,313,176)	(609,333)
Total Interest/Investment Income	58,425	146,194		146,194		(1,010,663)	584,811
Principal	(5,983)	(23,826)		(23,826)		(10,620)	(57,427)
Interest Expense	(50,091)	(661,689)	(1,277,200)	615,511	51.81%	(3,846,383)	(4,190,737)
Total principal and interest expense	(56,074)	(685,515)	(1,277,200)	591,685	53.67%	(3,857,003)	(4,248,164)
Contributions and donations							
GMA Safety Grant							12,797
Total contributions and donations							12,797
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets	3,925	3,925		3,925		51,880	51,880
GMA Lease Proceeds						828,500	828,500
Total gain (loss) on sale of capital assets	3,925	3,925		3,925		880,380	880,380
TOTAL NON-OPERATING INCOME (EXPENSE)	**(12,971)**	**(554,643)**	**(1,505,200)**	**950,557**	**36.85%**	**(3,987,286)**	**(2,921,445)**
INCOME (LOSS) BEFORE TRANSFERS	**2,689,431**	**12,333,715**	**11,244,943**	**1,088,772**	**109.68%**	**3,222,837**	**22,631,515**
TRANSFERS							
Transfers - in			1,159,420	(1,159,420)			
Transfers - out	(1,030,230)	(4,201,893)	(12,450,637)	8,248,744	33.75%	(4,171,931)	(11,609,870)
TOTAL TRANSFERS - NET	**(1,030,230)**	**(4,201,893)**	**(11,291,217)**	**7,089,324**	**37.21%**	**(4,171,931)**	**(11,609,870)**
CHANGE IN NET POSITION	**$1,659,201**	**$8,131,822**	**($46,274)**	**$8,178,096**	**(17,573.20...**	**($949,094)**	**$11,021,645**
CONTROL TOTALS							
Total Revenues	$9,713,902	$40,566,967	$110,447,044	($69,880,077)	36.73%	$32,899,558	$107,233,627
Total Expenditures	8,054,705	32,435,151	110,493,318	78,058,167	29.35%	33,848,649	96,211,980
Revenues less expenditures	1,659,197	8,131,816	(46,274)	(8,178,090)	(17,573.19...	(949,091)	11,021,647
Difference	$4	$6		($6)	0.00%	($3)	($2)

	FISCAL YEAR 2024			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING REVENUE							
LICENSE AND PERMITS							
Non-business licenses and permits:							
Building and signs:							
Other permits							$1,050
Total building and sign permits							1,050
Total non-business licenses and permits							1,050
TOTAL LICENSES AND PERMITS							**1,050**
CHARGES FOR SERVICES							
Streets and public improvements							219
Utilities / enterprise charges and fees							
Fees - Collection - Residential	241,520	968,810	3,271,350	(2,302,540)	29.61%	731,617	2,813,943
Fees - Collection - Commercial	104,784	417,898	1,220,575	(802,677)	34.24%	305,328	1,180,860
Fees - Transfer Station	118,778	451,767	1,714,000	(1,262,233)	26.36%	506,943	1,587,379
Fees - Special Handling	1,635	6,150	22,050	(15,900)	27.89%	6,595	16,760
Fees - Rolloff Containers	67,377	271,052	654,942	(383,890)	41.39%	202,382	645,843
Fees - Yard Waste Disposal	73,012	292,334	895,730	(603,396)	32.64%	221,408	849,662
Fees - Yard Waste Special Handling		(105)		(105)		(100)	(278)
Sale of Recycled Materials	2,111	8,653	8,000	653	108.16%	6,862	31,921
Permit Fees - Commercial Hauler	700	1,100	3,000	(1,900)	36.67%	1,000	3,200
Fees - Landfill Use	221,015	926,972	2,300,000	(1,373,028)	40.30%	754,643	2,455,399
Water Institutional	23,114	102,794	435,273	(332,479)	23.62%	105,956	305,378
Fees - Water Industrial	57,815	229,122	628,335	(399,213)	36.46%	234,750	728,806
Fees - Water Residential	376,953	1,531,736	4,636,113	(3,104,377)	33.04%	1,136,057	4,305,717
Fees - Water Commercial	108,092	418,336	1,573,194	(1,154,858)	26.59%	268,497	1,327,544
Pass-Thru Water Spalding County	(475,316)	(1,402,959)	(4,139,029)	2,736,070	33.90%	(1,289,075)	(4,979,260)
Fees - Fire Hydrant Water	14,911	32,635	53,522	(20,887)	60.97%	30,628	68,864
Fees - Water Lock Cut	175	625	1,500	(875)	41.67%	350	1,175
Bulk Water - Spalding County	872,973	3,559,799	9,653,475	(6,093,676)	36.88%	2,594,541	9,569,263
Bulk Water - Williamson	7,110	32,424	95,092	(62,668)	34.10%	23,057	80,925
Bulk Water - Zebulon	30,080	119,046	502,087	(383,041)	23.71%	165,598	460,886
Bulk Water - Butts County	3,727	12,531	37,553	(25,022)	33.37%	12,235	36,567
Bulk Water - Coweta County	566,400	2,177,100	6,472,710	(4,295,610)	33.64%	1,904,648	6,294,248
Bulk Water - City of Concord	426	430	2,572	(2,142)	16.72%	466	3,611
Fees - Water Irrigation	46,190	244,807	308,381	(63,574)	79.38%	193,375	380,568
Fees - Meter Install	3,270	17,375	15,800	1,575	109.97%	7,870	25,255
Sewer Flat - Industrial	77,900	266,476	730,927	(464,451)	36.46%	243,283	720,316
Sewer Flat - Residential	514,610	2,074,045	5,824,019	(3,749,974)	35.61%	1,520,055	5,793,085
Sewer Flat - Commercial	243,953	998,977	2,689,631	(1,690,654)	37.14%	772,252	2,794,760
Sewer Tap Fee	2,100	6,300	21,000	(14,700)	30.00%	8,400	4,200
Stormwater - Residential Upper Tier	35,084	140,579	442,469	(301,890)	31.77%	104,379	404,166
Stormwater - Residential Lower Tier	19,403	77,791	226,402	(148,611)	34.36%	53,217	212,583
Stormwater - Commercial Fees	188,055	752,750	2,259,649	(1,506,899)	33.31%	592,775	2,171,204
Sewer - Sun City	121,936	482,854		482,854		333,824	1,385,346
Sewer - Greyson Parc	6,807	22,603		22,603			3,635
Fees - Electric Residential Service	1,701,628	8,208,131	20,123,566	(11,915,435)	40.79%	5,505,007	17,821,233
Fees - Electric Commercial Service	1,749,575	7,261,128	20,526,121	(13,264,993)	35.38%	5,091,562	18,086,561
Fees - Electric Industrial Service	737,193	3,051,428	8,129,452	(5,078,024)	37.54%	2,091,793	7,827,256
Fees - Electric Fuel Adjustment	727,730	3,189,136	8,427,273	(5,238,137)	37.84%	2,564,253	7,118,640

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Fees - Electric Temporary Service	150	800	5,000	(4,200)	16.00%	1,500	3,000
Fees - Pole Rental Current Year		2,775	253,000	(250,225)	1.10%	225	304,278
ECCR Adjustment	137,307	601,723	1,590,052	(988,329)	37.84%	644,697	1,764,540
Telecom - Telephone Revenue	811	811	52,200	(51,389)	1.55%		
Telecom - Telephone Internal Customer Fees	4,492	17,826		17,826		17,232	54,282
Total utilities / enterprise charges and fees	8,735,586	37,576,565	101,666,986	(64,090,421)	36.96%	27,670,085	94,663,321
Other / enterprise charges and fees							
Green Fees	26,815	110,003	218,000	(107,997)	50.46%	78,371	315,258
Handicap Fees	35	140	800	(660)	17.50%		
Golf Cart Rentals	40,852	139,133	198,000	(58,867)	70.27%	77,853	165,976
Merchandise Sales	2,850	18,616	48,000	(29,384)	38.78%	18,679	56,542
Driving Range Fees	3,280	11,355	22,000	(10,645)	51.61%	8,037	25,227
Membership Fees	2,450	11,100	20,000	(8,900)	55.50%	4,900	37,100
Food & Beverage	3,348	15,019	33,000	(17,981)	45.51%	12,689	33,175
Beer Sales	2,402	9,893	14,000	(4,107)	70.66%	5,566	19,365
Pull Cart Rentals		8,316	1,000	7,316	831.60%		
Tournament Fees	4,915	14,385	18,000	(3,615)	79.92%	14,070	45,474
Golf Balls	2,955	4,445		4,445			
Fiber Fees	46,237	181,722	550,000	(368,278)	33.04%	136,912	533,308
Fiber Fees - Internal Customer Fees	39,616	157,465	477,671	(320,206)	32.97%	128,429	443,118
Total other / enterprise charges and fees	175,755	681,592	1,600,471	(918,879)	42.59%	485,506	1,674,543
Other fees							
General Fund-Customer Service -Charges for Serv- -	59,256	237,379	705,850	(468,471)	33.63%	185,983	709,517
Landfill Capital Surcharge Fee	6,965	29,718	66,516	(36,798)	44.68%	26,695	84,252
Landfill Closure Surcharge Fee	6,965	29,718	66,516	(36,798)	44.68%	25,130	82,616
Container Fees	3,720	17,340	44,605	(27,265)	38.87%	17,820	44,880
Pole Installation	4,517	4,517	10,000	(5,483)	45.17%		4,550
After Hours Service Fee	1,300	4,850	25,000	(20,150)	19.40%	22,339	26,539
Connection Fees	16,975	71,530	200,000	(128,470)	35.77%	67,325	195,350
Surge Protection Fees	406	1,617	4,800	(3,183)	33.69%	1,286	4,896
Reconnect Fees	23,290	94,645	205,000	(110,355)	46.17%	87,420	154,775
Underground Trenching	9,037	18,299	30,000	(11,701)	61.00%		29,566
UGA Contracted Services							616
Power Resoration Aid		7,921	75,000	(67,079)	10.56%		
Total other fees	132,431	517,534	1,433,287	(915,753)	36.11%	433,998	1,337,557
Culture and recreation							
Still Branch WTP Gate Receipts	341	2,362	7,695	(5,333)	30.70%	3,472	8,329
Total culture and recreation	341	2,362	7,695	(5,333)	30.70%	3,472	8,329
Other charges for services							
Returned Check Fees	2,190	8,490	23,000	(14,510)	36.91%	8,160	22,260
Delinquent Penalties	152,344	600,354	1,460,000	(859,646)	41.12%	571,155	1,549,288
Total other charges for services	154,534	608,844	1,483,000	(874,156)	41.05%	579,315	1,571,548
TOTAL CHARGES FOR SERVICES	**9,198,647**	**39,386,897**	**106,191,439**	**(66,804,542)**	**37.09%**	**29,172,376**	**99,255,517**
RENTS AND ROYALTIES							
Water Tower	5,779	27,338	50,000	(22,662)	54.68%	17,338	69,352
Sale of Excess Capacity	3,144	3,144	300,000	(296,856)	1.05%	95,286	287,291
Third-party Sales	59,741	326,885	755,790	(428,905)	43.25%	405,777	946,318
Equipment Rental Fees	1,437	5,307	14,000	(8,693)	37.91%	5,388	16,173

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
MEAG Refunding Flexible Operating	3,144	3,144		3,144		95,286	287,292
MEAG Year End Settlement			750,000	(750,000)			869,863
Settlements from Insurance Claims	357	6,832		6,832		1,578	30,153
Settlements from Insurance Claims	304,423	306,299		306,299		2,112	2,125
Cash Over/Short	(208)	132		132		(364)	(554)
Misc Revenue	2,286	9,883	37,000	(27,117)	26.71%	2,860,522	2,905,866
TOTAL RENTS AND ROYALTIES	**380,103**	**688,964**	**1,906,790**	**(1,217,826)**	**36.13%**	**3,482,923**	**5,413,879**
TOTAL OPERATING REVENUE	**9,578,750**	**40,075,861**	**108,098,229**	**(68,022,368)**	**37.07%**	**32,655,299**	**104,670,446**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	726,791	2,992,397	10,582,031	7,589,634	28.28%	2,815,864	8,878,001
Employee Benefits	107,331	759,049	4,951,127	4,192,078	15.33%	1,387,354	4,458,654
Allocated Payroll Costs	23,452	93,807	281,422	187,615	33.33%	71,755	215,265
Total Personal Services and Employee Benefits	857,574	3,845,253	15,814,580	11,969,327	24.31%	4,274,973	13,551,920
Purchased or Contracted Services	1,221,341	3,107,896	11,683,053	8,575,157	26.60%	2,882,086	9,825,968
Utilities:							
Water/Sewerage	10,606	62,098	146,041	83,943	42.52%	30,563	152,011
Natural Gas	377	1,610	17,910	16,300	8.99%	3,410	13,313
Electricity	165,183	692,884	2,116,495	1,423,611	32.74%	601,927	1,911,281
Propane		9,045	118,550	109,505	7.63%	14,163	35,519
Gasoline	67,555	244,900	1,434,049	1,189,149	17.08%	268,217	927,097
Stormwater	2,652	10,607	34,085	23,478	31.12%	9,982	30,415
Customer Service Fee	169	676	2,243	1,567	30.14%	683	2,018
Total Utilities	246,542	1,021,820	3,869,373	2,847,553	26.41%	928,945	3,071,654
Supplies	236,360	762,197	4,335,539	3,573,342	17.58%	755,752	2,997,058
Electricity for Resale	3,604,507	15,739,074	43,734,558	27,995,484	35.99%	14,599,453	43,409,917
Capital Outlay:							
Property (Land and Buildings)	878,668	1,569,051	3,850,000	2,280,949	40.75%	1,659,961	10,642,908
Machinery and Equipment	4,190	222,747	909,472	686,725	24.49%	1,012,658	1,797,728
Capital Outlay - Reclass to Balance Sheet	(882,858)	(1,791,798)		1,791,798		(2,617,354)	(12,317,081)
Total Capital Outlay			4,759,472	4,759,472		55,265	123,555
Depreciation Expense	319,643	1,283,820	6,845,320	5,561,500	18.75%	477,045	1,497,882
Bad Debt	68,668	133,322	393,000	259,678	33.92%	154,805	552,260
Inter-Departmental Charges	276,638	1,106,617	3,264,467	2,157,850	33.90%	1,167,472	3,371,530
Miscellaneous			40,000	40,000			20,975
TOTAL OPERATING EXPENSE	**6,831,273**	**26,999,999**	**94,739,362**	**67,739,363**	**28.50%**	**25,295,796**	**78,422,719**
OPERATING INCOME (LOSS)	**2,747,477**	**13,075,862**	**13,358,867**	**(283,005)**	**97.88%**	**7,359,503**	**26,247,727**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
State Government Grants							
Direct							
GEFA Loan Forgiveness Grant							6,510
Total Direct					0.00%		6,510
Total State Government Grants							6,510
Total Intergovernmental revenue							6,510
Intergovernmental - Exp	(19,247)	(19,247)	(228,000)	208,753	8.44%		(157,779)
Total Intergovernmental - net	(19,247)	(19,247)	(228,000)	208,753	8.44%		(151,269)

INTERIM STATEMENTS by Fund
Enterprise Funds
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Interest Income							
Bank Account Interest	227	907		907		907	2,722
Bank Account Interest	23,225	110,190		110,190		117,840	390,778
Dividends	127,377	476,452		476,452		174,824	791,702
P-Card Rebate Program						8,942	8,942
Unrealized Gain/Loss on Investments	(92,404)	(441,355)		(441,355)		(1,313,176)	(609,333)
Total Interest/Investment Income	58,425	146,194		146,194		(1,010,663)	584,811
Principal	(5,983)	(23,826)		(23,826)		(10,620)	(57,427)
Interest Expense	(50,091)	(661,689)	(1,277,200)	615,511	51.81%	(3,846,383)	(4,190,737)
Total principal and interest expense	(56,074)	(685,515)	(1,277,200)	591,685	53.67%	(3,857,003)	(4,248,164)
Contributions and donations							
GMA Safety Grant							12,797
Total contributions and donations							12,797
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets	3,925	3,925		3,925		51,880	51,880
GMA Lease Proceeds						828,500	828,500
Total gain (loss) on sale of capital assets	3,925	3,925		3,925		880,380	880,380
TOTAL NON-OPERATING INCOME (EXPENSE)	**(12,971)**	**(554,643)**	**(1,505,200)**	**950,557**	**36.85%**	**(3,987,286)**	**(2,921,445)**
INCOME (LOSS) BEFORE TRANSFERS	**2,734,506**	**12,521,219**	**11,853,667**	**667,552**	**105.63%**	**3,372,217**	**23,326,282**
TRANSFERS							
Transfers - in			596,116	(596,116)			
Transfers - out	(1,030,230)	(4,201,893)	(12,450,637)	8,248,744	33.75%	(4,171,931)	(11,609,870)
TOTAL TRANSFERS - NET	**(1,030,230)**	**(4,201,893)**	**(11,854,521)**	**7,652,628**	**35.45%**	**(4,171,931)**	**(11,609,870)**
CHANGE IN NET POSITION	**$1,704,276**	**$8,319,326**	**($854)**	**$8,320,180**	**(974,159.9...**	**($799,714)**	**$11,716,412**
CONTROL TOTALS							
Total Revenues	$9,641,097	$40,225,976	$108,694,345	($68,468,369)	37.01%	$32,525,017	$106,154,945
Total Expenditures	7,936,826	31,906,653	108,695,199	76,788,546	29.35%	33,324,729	94,438,533
Revenues less expenditures	1,704,271	8,319,323	(854)	(8,320,177)	(974,159.6...	(799,712)	11,716,412
Difference	$5	$3		($3)	0.00%	($2)	

	FISCAL YEAR 2024			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
LICENSE AND PERMITS							
Non-business licenses and permits:							
Building and signs:							
Other permits							$1,050
Total building and sign permits							1,050
Total non-business licenses and permits							1,050
TOTAL LICENSES AND PERMITS							**1,050**
CHARGES FOR SERVICES							
Utilities / enterprise charges and fees							
Sale of Recycled Materials	345	345	8,000	(7,655)	4.31%	1,208	5,303
Water Institutional	23,114	102,794	435,273	(332,479)	23.62%	105,956	305,378
Fees - Water Industrial	57,815	229,122	628,335	(399,213)	36.46%	234,750	728,806
Fees - Water Residential	376,953	1,531,736	4,636,113	(3,104,377)	33.04%	1,136,057	4,305,717
Fees - Water Commercial	108,092	418,336	1,573,194	(1,154,858)	26.59%	268,497	1,327,544
Pass-Thru Water Spalding County	(475,316)	(1,402,959)	(4,139,029)	2,736,070	33.90%	(1,289,075)	(4,979,260)
Fees - Fire Hydrant Water	14,911	32,635	53,522	(20,887)	60.97%	30,628	68,864
Fees - Water Lock Cut	175	625	1,500	(875)	41.67%	350	1,175
Bulk Water - Spalding County	872,973	3,559,799	9,653,475	(6,093,676)	36.88%	2,594,541	9,569,263
Bulk Water - Williamson	7,110	32,424	95,092	(62,668)	34.10%	23,057	80,925
Bulk Water - Zebulon	30,080	119,046	502,087	(383,041)	23.71%	165,598	460,886
Bulk Water - Butts County	3,727	12,531	37,553	(25,022)	33.37%	12,235	36,567
Bulk Water - Coweta County	566,400	2,177,100	6,472,710	(4,295,610)	33.64%	1,904,648	6,294,248
Bulk Water - City of Concord	426	430	2,572	(2,142)	16.72%	466	3,611
Fees - Water Irrigation	46,190	244,807	308,381	(63,574)	79.38%	193,375	380,568
Fees - Meter Install	3,270	17,375	15,800	1,575	109.97%	7,870	25,255
Sewer Flat - Industrial	77,900	266,476	730,927	(464,451)	36.46%	243,283	720,316
Sewer Flat - Residential	514,610	2,074,045	5,824,019	(3,749,974)	35.61%	1,520,055	5,793,085
Sewer Flat - Commercial	243,953	998,977	2,689,631	(1,690,654)	37.14%	772,252	2,794,760
Sewer Tap Fee	2,100	6,300	21,000	(14,700)	30.00%	8,400	4,200
Sewer - Sun City	121,936	482,854		482,854		333,824	1,385,346
Sewer - Greyson Parc	6,807	22,603		22,603			3,635
Total utilities / enterprise charges and fees	2,603,571	10,927,401	29,550,155	(18,622,754)	36.98%	8,267,975	29,316,192
Culture and recreation							
Still Branch WTP Gate Receipts	341	2,362	7,695	(5,333)	30.70%	3,472	8,329
Total culture and recreation	341	2,362	7,695	(5,333)	30.70%	3,472	8,329
Other charges for services							
Delinquent Penalties			404,860	(404,860)			
Total other charges for services			404,860	(404,860)			
TOTAL CHARGES FOR SERVICES	**2,603,912**	**10,929,763**	**29,962,710**	**(19,032,947)**	**36.48%**	**8,271,447**	**29,324,521**
RENTS AND ROYALTIES							
Water Tower	5,779	27,338	50,000	(22,662)	54.68%	17,338	69,352
Settlements from Insurance Claims	289	289		289		200	7,434
Settlements from Insurance Claims						2,112	2,112
Misc Revenue	115	186		186		22	13,673
TOTAL RENTS AND ROYALTIES	**6,183**	**27,813**	**50,000**	**(22,187)**	**55.63%**	**19,672**	**92,571**
TOTAL OPERATING REVENUE	**2,610,095**	**10,957,576**	**30,012,710**	**(19,055,134)**	**36.51%**	**8,291,119**	**29,418,142**
OPERATING EXPENSE							

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Personal Services and Employee Benefits:							
Salaries and Wages	259,154	1,076,266	3,851,477	2,775,211	27.94%	1,019,265	3,331,509
Employee Benefits	41,237	285,729	1,889,615	1,603,886	15.12%	512,769	1,641,460
Allocated Payroll Costs	40,155	160,619	481,858	321,239	33.33%	132,563	397,690
Total Personal Services and Employee Benefits	340,546	1,522,614	6,222,950	4,700,336	24.47%	1,664,597	5,370,659
Purchased or Contracted Services	189,885	764,116	3,705,953	2,941,837	20.62%	635,121	2,328,454
Utilities:							
Water/Sewerage	9,333	57,232	130,000	72,768	44.02%	26,476	139,338
Natural Gas	244	954	14,760	13,806	6.46%	2,884	10,925
Electricity	160,129	670,281	2,019,410	1,349,129	33.19%	581,623	1,839,593
Propane		9,045	118,550	109,505	7.63%	14,163	35,519
Gasoline	18,698	52,582	386,787	334,205	13.59%	52,065	165,530
Stormwater	758	3,031	10,110	7,079	29.98%	2,852	8,690
Customer Service Fee	127	507	1,690	1,183	30.00%	514	1,511
Total Utilities	189,289	793,632	2,681,307	1,887,675	29.60%	680,577	2,201,106
Supplies	109,477	464,159	2,846,887	2,382,728	16.30%	486,914	1,850,531
Capital Outlay:							
Property (Land and Buildings)	786,109	786,109	2,200,000	1,413,891	35.73%	637,642	7,211,505
Machinery and Equipment		12,333	61,000	48,667	20.22%	96,147	335,727
Capital Outlay - Reclass to Balance Sheet	(786,109)	(798,442)		798,442		(688,935)	(7,489,397)
Total Capital Outlay			2,261,000	2,261,000		44,854	57,835
Depreciation Expense	178,396	719,016	4,384,680	3,665,664	16.40%		
Bad Debt	19,042	36,971	108,980	72,009	33.92%	43,731	156,007
Inter-Departmental Charges	98,997	410,990	1,177,655	766,665	34.90%	389,659	1,180,807
Miscellaneous			40,000	40,000			20,975
TOTAL OPERATING EXPENSE	**1,125,632**	**4,711,498**	**23,429,412**	**18,717,914**	**20.11%**	**3,945,453**	**13,166,374**
OPERATING INCOME (LOSS)	**1,484,463**	**6,246,078**	**6,583,298**	**(337,220)**	**94.88%**	**4,345,666**	**16,251,768**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
State Government Grants							
Direct							
GEFA Loan Forgiveness Grant							6,510
Total Direct					0.00%		6,510
Total State Government Grants							6,510
Total Intergovernmental revenue							6,510
Total Intergovernmental - net							6,510
Interest Income							
Bank Account Interest	2,522	14,258		14,258		17,600	51,434
Unrealized Gain/Loss on Investments	(3,998)	(35,797)		(35,797)		(93,402)	(62,582)
Total Interest/Investment Income	(1,476)	(21,539)		(21,539)		(75,802)	(11,148)
Interest Expense	(42,133)	(632,574)	(1,181,890)	549,316	53.52%	(3,815,586)	(4,091,145)
Total principal and interest expense	(42,133)	(632,574)	(1,181,890)	549,316	53.52%	(3,815,586)	(4,091,145)
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets						43,032	43,032
Total gain (loss) on sale of capital assets						43,032	43,032

INTERIM STATEMENTS by Fund

505-Water/Wastewater Utility Fund

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TOTAL NON-OPERATING INCOME (EXPENSE)	**(43,609)**	**(654,113)**	**(1,181,890)**	**527,777**	**55.34%**	**(3,848,356)**	**(4,052,751)**
INCOME (LOSS) BEFORE TRANSFERS	**1,440,854**	**5,591,965**	**5,401,408**	**190,557**	**103.53%**	**497,310**	**12,199,017**
TRANSFERS							
Transfers - out	(242,062)	(1,049,221)	(2,992,622)	1,943,401	35.06%	(1,239,931)	(2,813,870)
TOTAL TRANSFERS - NET	**(242,062)**	**(1,049,221)**	**(2,992,622)**	**1,943,401**	**35.06%**	**(1,239,931)**	**(2,813,870)**
CHANGE IN NET POSITION	**$1,198,792**	**$4,542,744**	**$2,408,786**	**$2,133,958**	**188.59%**	**($742,621)**	**$9,385,147**
CONTROL TOTALS							
Total Revenues	$2,608,619	$10,936,035	$30,012,710	($19,076,675)	36.44%	$8,258,349	$29,456,537
Total Expenditures	1,409,825	6,393,292	27,603,923	21,210,631	23.16%	9,000,970	20,071,388
Revenues less expenditures	1,198,794	4,542,743	2,408,787	(2,133,956)	188.59%	(742,621)	9,385,149
Difference	($2)	$1	($1)	($2)	(100.00%)		($2)

INTERIM STATEMENTS by Fund
510-Electric Utility Fund
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING REVENUE							
CHARGES FOR SERVICES							
Utilities / enterprise charges and fees							
Sale of Recycled Materials						$3,906	
Fees - Electric Residential Service	1,701,628	8,208,131	20,123,566	(11,915,435)	40.79%	5,505,007	17,821,233
Fees - Electric Commercial Service	1,749,575	7,261,128	20,526,121	(13,264,993)	35.38%	5,091,562	18,086,561
Fees - Electric Industrial Service	737,193	3,051,428	8,129,452	(5,078,024)	37.54%	2,091,793	7,827,256
Fees - Electric Fuel Adjustment	727,730	3,189,136	8,427,273	(5,238,137)	37.84%	2,564,253	7,118,640
Fees - Electric Temporary Service	150	800	5,000	(4,200)	16.00%	1,500	3,000
Fees - Pole Rental Current Year		2,775	253,000	(250,225)	1.10%	225	304,278
ECCR Adjustment	137,307	601,723	1,590,052	(988,329)	37.84%	644,697	1,764,540
Total utilities / enterprise charges and fees	5,053,583	22,315,121	59,054,464	(36,739,343)	37.79%	15,902,943	52,925,508
Other fees							
General Fund-Customer Service -Charges for Serv- -	59,256	237,379	705,850	(468,471)	33.63%	185,983	709,517
Pole Installation	4,517	4,517	10,000	(5,483)	45.17%		4,550
After Hours Service Fee	1,300	4,850	25,000	(20,150)	19.40%	22,339	26,539
Connection Fees	16,975	71,530	200,000	(128,470)	35.77%	67,325	195,350
Surge Protection Fees	406	1,617	4,800	(3,183)	33.69%	1,286	4,896
Reconnect Fees	23,290	94,645	205,000	(110,355)	46.17%	87,420	154,775
Underground Trenching	9,037	18,299	30,000	(11,701)	61.00%		29,566
UGA Contracted Services							616
Power Resoration Aid		7,921	75,000	(67,079)	10.56%		
Total other fees	114,781	440,758	1,255,650	(814,892)	35.10%	364,353	1,125,809
Other charges for services							
Returned Check Fees	2,190	8,430	23,000	(14,570)	36.65%	8,160	22,200
Delinquent Penalties	152,344	600,354	863,530	(263,176)	69.52%	571,155	1,549,288
Total other charges for services	154,534	608,784	886,530	(277,746)	68.67%	579,315	1,571,488
TOTAL CHARGES FOR SERVICES	**5,322,898**	**23,364,663**	**61,196,644**	**(37,831,981)**	**38.18%**	**16,846,611**	**55,622,805**
RENTS AND ROYALTIES							
Sale of Excess Capacity	3,144	3,144	300,000	(296,856)	1.05%	95,286	287,291
Third-party Sales	59,741	326,885	755,790	(428,905)	43.25%	405,777	946,318
Equipment Rental Fees	1,264	5,058	14,000	(8,942)	36.13%	5,058	15,173
MEAG Refunding Flexible Operating	3,144	3,144		3,144		95,286	287,292
MEAG Year End Settlement			750,000	(750,000)			869,863
Settlements from Insurance Claims		6,139		6,139		1,303	21,264
Settlements from Insurance Claims		127		127			
Cash Over/Short	(216)	(156)		(156)		(319)	(1,074)
Misc Revenue	2,171	7,945	37,000	(29,055)	21.47%	2,860,452	2,891,429
TOTAL RENTS AND ROYALTIES	**69,248**	**352,286**	**1,856,790**	**(1,504,504)**	**18.97%**	**3,462,843**	**5,317,556**
TOTAL OPERATING REVENUE	**5,392,146**	**23,716,949**	**63,053,434**	**(39,336,485)**	**37.61%**	**20,309,454**	**60,940,361**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	246,666	1,032,662	3,639,664	2,607,002	28.37%	971,590	2,856,880
Employee Benefits	31,906	243,465	1,502,508	1,259,043	16.20%	466,237	1,518,089

INTERIM STATEMENTS by Fund

510-Electric Utility Fund

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Allocated Payroll Costs	(19,693)	(78,772)	(236,316)	(157,544)	33.33%	(71,143)	(213,428)
Total Personal Services and Employee Benefits	258,879	1,197,355	4,905,856	3,708,501	24.41%	1,366,684	4,161,541
Purchased or Contracted Services	391,974	885,262	2,715,751	1,830,489	32.60%	783,760	2,672,637
Utilities:							
Water/Sewerage	184	865	2,441	1,576	35.44%	647	2,912
Natural Gas	44	176	750	574	23.47%	127	507
Electricity	2,292	10,098	41,435	31,337	24.37%	8,957	34,774
Gasoline	8,775	34,025	181,230	147,205	18.77%	38,622	147,576
Stormwater	409	1,637	5,295	3,658	30.92%	1,541	4,695
Customer Service Fee	10	39	83	44	46.99%	39	117
Total Utilities	11,714	46,840	231,234	184,394	20.26%	49,933	190,581
Supplies	86,916	157,612	436,604	278,992	36.10%	57,075	275,016
Electricity for Resale	3,604,507	15,739,074	43,734,558	27,995,484	35.99%	14,599,453	43,409,917
Capital Outlay:							
Property (Land and Buildings)	75,382	641,648	1,350,000	708,352	47.53%	509,843	2,622,490
Machinery and Equipment	4,190	81,204	433,472	352,268	18.73%	42,070	281,752
Capital Outlay - Reclass to Balance Sheet	(79,572)	(722,852)		722,852		(551,913)	(2,851,381)
Total Capital Outlay			1,783,472	1,783,472			52,861
Depreciation Expense			1,220,290	1,220,290			
Bad Debt	40,615	78,857	232,450	153,593	33.92%	91,799	327,490
Inter-Departmental Charges	72,135	276,277	845,258	568,981	32.69%	330,644	999,977
TOTAL OPERATING EXPENSE	**4,466,740**	**18,381,277**	**56,105,473**	**37,724,196**	**32.76%**	**17,279,348**	**52,090,020**
OPERATING INCOME (LOSS)	**925,406**	**5,335,672**	**6,947,961**	**(1,612,289)**	**76.79%**	**3,030,106**	**8,850,341**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest	20,703	95,932		95,932		100,240	339,344
Dividends	123,169	467,960		467,960		170,823	781,714
Unrealized Gain/Loss on Investments	(85,387)	(398,311)		(398,311)		(1,205,111)	(538,053)
Total Interest/Investment Income	58,485	165,581		165,581		(934,048)	583,005
Contributions and donations							
GMA Safety Grant							5,140
Total contributions and donations							5,140
TOTAL NON-OPERATING INCOME (EXPENSE)	**58,485**	**165,581**		**165,581**		**(934,048)**	**588,145**
INCOME (LOSS) BEFORE TRANSFERS	**983,891**	**5,501,253**	**6,947,961**	**(1,446,708)**	**79.18%**	**2,096,058**	**9,438,486**
TRANSFERS							
Transfers - out	(788,168)	(3,152,672)	(9,458,015)	6,305,343	33.33%	(2,932,000)	(8,796,000)
TOTAL TRANSFERS - NET	**(788,168)**	**(3,152,672)**	**(9,458,015)**	**6,305,343**	**33.33%**	**(2,932,000)**	**(8,796,000)**
CHANGE IN NET POSITION	**$195,723**	**$2,348,581**	**($2,510,054)**	**$4,858,635**	**(93.57%)**	**($835,942)**	**$642,486**
CONTROL TOTALS							
Total Revenues	$5,450,630	$23,882,530	$63,053,434	($39,170,904)	37.88%	$19,375,406	$61,528,508
Total Expenditures	5,254,908	21,533,949	65,563,487	44,029,538	32.84%	20,211,349	60,886,021
Revenues less expenditures	195,722	2,348,581	(2,510,053)	(4,858,634)	(93.57%)	(835,943)	642,487
Difference	$1		($1)	($1)	0.00%	$1	($1)

INTERIM STATEMENTS by Fund
540-Solid Waste Utility Fund
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Utilities / enterprise charges and fees							
Fees - Collection - Residential	$241,520	$968,810	$3,271,350	($2,302,540)	29.61%	$731,617	$2,813,943
Fees - Collection - Commercial	104,784	417,898	1,220,575	(802,677)	34.24%	305,328	1,180,860
Fees - Transfer Station	118,778	451,767	1,714,000	(1,262,233)	26.36%	506,943	1,587,379
Fees - Special Handling	1,635	6,150	22,050	(15,900)	27.89%	6,595	16,760
Fees - Rolloff Containers	67,377	271,052	654,942	(383,890)	41.39%	202,382	645,843
Fees - Yard Waste Disposal	73,012	292,334	895,730	(603,396)	32.64%	221,408	849,662
Fees - Yard Waste Special Handling		(105)		(105)		(100)	(278)
Sale of Recycled Materials	1,765	8,038		8,038		1,666	26,131
Permit Fees - Commercial Hauler	700	1,100	3,000	(1,900)	36.67%	1,000	3,200
Fees - Landfill Use	221,015	926,972	2,300,000	(1,373,028)	40.30%	754,643	2,455,399
Total utilities / enterprise charges and fees	830,586	3,344,016	10,081,647	(6,737,631)	33.17%	2,731,482	9,578,899
Other fees							
Landfill Capital Surcharge Fee	6,965	29,718	66,516	(36,798)	44.68%	26,695	84,252
Landfill Closure Surcharge Fee	6,965	29,718	66,516	(36,798)	44.68%	25,130	82,616
Container Fees	3,720	17,340	44,605	(27,265)	38.87%	17,820	44,880
Total other fees	17,650	76,776	177,637	(100,861)	43.22%	69,645	211,748
Other charges for services							
Returned Check Fees		60		60			60
Delinquent Penalties			147,420	(147,420)			
Total other charges for services		60	147,420	(147,360)	0.04%		60
TOTAL CHARGES FOR SERVICES	**848,236**	**3,420,852**	**10,406,704**	**(6,985,852)**	**32.87%**	**2,801,127**	**9,790,707**
RENTS AND ROYALTIES							
Settlements from Insurance Claims	68	404		404		75	1,454
Settlements from Insurance Claims	304,423	306,172		306,172			13
Misc Revenue		2		2			351
TOTAL RENTS AND ROYALTIES	**304,491**	**306,578**		**306,578**		**75**	**1,818**
TOTAL OPERATING REVENUE	**1,152,727**	**3,727,430**	**10,406,704**	**(6,679,274)**	**35.82%**	**2,801,202**	**9,792,525**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	124,240	496,169	1,740,012	1,243,843	28.52%	476,557	1,571,899
Employee Benefits	20,024	137,246	899,205	761,959	15.26%	244,649	780,972
Allocated Payroll Costs	2,172	8,686	26,059	17,373	33.33%	8,401	25,204
Total Personal Services and Employee Benefits	146,436	642,101	2,665,276	2,023,175	24.09%	729,607	2,378,075
Purchased or Contracted Services	578,922	1,285,588	4,598,904	3,313,316	27.95%	1,355,634	4,352,291
Utilities:							
Water/Sewerage	443	1,606	7,350	5,744	21.85%	1,480	4,729
Electricity	700	3,859	36,750	32,891	10.50%	5,579	19,389
Gasoline	33,598	136,391	747,950	611,559	18.24%	156,312	551,157
Stormwater	348	1,393	5,000	3,607	27.86%	1,311	3,995
Customer Service Fee	23	91	350	259	26.00%	91	273
Total Utilities	35,112	143,340	797,400	654,060	17.98%	164,773	579,543
Supplies	10,521	26,639	331,973	305,334	8.02%	69,542	229,900
Capital Outlay:							
Property (Land and Buildings)		113,030	200,000	86,970	56.52%		
Machinery and Equipment		129,211	150,000	20,789	86.14%	828,500	901,283

INTERIM STATEMENTS by Fund

540-Solid Waste Utility Fund

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Capital Outlay - Reclass to Balance Sheet		(242,241)		242,241		(828,500)	(901,283)
Total Capital Outlay			350,000	350,000			
Depreciation Expense	83,480	332,247	667,520	335,273	49.77%	250,512	813,561
Bad Debt	6,933	13,461	39,680	26,219	33.92%	14,678	52,362
Inter-Departmental Charges	52,139	217,174	614,360	397,186	35.35%	294,437	720,262
TOTAL OPERATING EXPENSE	**913,543**	**2,660,550**	**10,065,113**	**7,404,563**	**26.43%**	**2,879,183**	**9,125,994**
OPERATING INCOME (LOSS)	**239,184**	**1,066,880**	**341,591**	**725,289**	**312.33%**	**(77,981)**	**666,531**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Intergovernmental - Exp	(19,247)	(19,247)	(151,000)	131,753	12.75%		(122,723)
Total Intergovernmental - net	(19,247)	(19,247)	(151,000)	131,753	12.75%		(122,723)
Interest Income							
Dividends	4,209	8,492		8,492		4,001	9,988
P-Card Rebate Program						8,942	8,942
Unrealized Gain/Loss on Investments	(3,019)	(7,248)		(7,248)		(14,663)	(8,698)
Total Interest/Investment Income	1,190	1,244		1,244		(1,720)	10,232
Principal	(5,983)	(23,826)		(23,826)		(10,620)	(57,427)
Interest Expense	(4,316)	(17,793)	(49,160)	31,367	36.19%	(17,854)	(57,632)
Total principal and interest expense	(10,299)	(41,619)	(49,160)	7,541	84.66%	(28,474)	(115,059)
Contributions and donations							
GMA Safety Grant							5,109
Total contributions and donations							5,109
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets	3,000	3,000		3,000			
GMA Lease Proceeds						828,500	828,500
Total gain (loss) on sale of capital assets	3,000	3,000		3,000		828,500	828,500
TOTAL NON-OPERATING INCOME (EXPENSE)	**(25,356)**	**(56,622)**	**(200,160)**	**143,538**	**28.29%**	**798,306**	**606,059**
INCOME (LOSS) BEFORE TRANSFERS	**213,828**	**1,010,258**	**141,431**	**868,827**	**714.31%**	**720,325**	**1,272,590**
CHANGE IN NET POSITION	**$213,828**	**$1,010,258**	**$141,431**	**$868,827**	**714.31%**	**$720,325**	**$1,272,590**
CONTROL TOTALS							
Total Revenues	$1,156,918	$3,731,676	$10,406,704	($6,675,028)	35.86%	$3,627,982	$10,636,364
Total Expenditures	943,090	2,721,417	10,265,273	7,543,856	26.51%	2,907,655	9,363,775
Revenues less expenditures	213,828	1,010,259	141,431	(868,828)	714.31%	720,327	1,272,589
Difference		($1)		$1	0.00%	($2)	$1

INTERIM STATEMENTS by Fund
560-Stormwater Utility Fund
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Utilities / enterprise charges and fees							
Sale of Recycled Materials		$269		$269		$82	$487
Stormwater - Residential Upper Tier	35,084	140,579	442,469	(301,890)	31.77%	104,379	404,166
Stormwater - Residential Lower Tier	19,403	77,791	226,402	(148,611)	34.36%	53,217	212,583
Stormwater - Commercial Fees	188,055	752,750	2,259,649	(1,506,899)	33.31%	592,775	2,171,204
Total utilities / enterprise charges and fees	242,542	971,389	2,928,520	(1,957,131)	33.17%	750,453	2,788,440
Other charges for services							
Delinquent Penalties			44,190	(44,190)			
Total other charges for services			44,190	(44,190)			
TOTAL CHARGES FOR SERVICES	**242,542**	**971,389**	**2,972,710**	**(2,001,321)**	**32.68%**	**750,453**	**2,788,440**
RENTS AND ROYALTIES							
Misc Revenue		625		625			165
TOTAL RENTS AND ROYALTIES		**625**		**625**			**165**
TOTAL OPERATING REVENUE	**242,542**	**972,014**	**2,972,710**	**(2,000,696)**	**32.70%**	**750,453**	**2,788,605**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	50,655	195,611	748,254	552,643	26.14%	207,859	608,654
Employee Benefits	8,023	50,922	401,404	350,482	12.69%	108,640	325,995
Allocated Payroll Costs	(2,794)	(11,176)	(33,529)	(22,353)	33.33%	(10,126)	(30,377)
Total Personal Services and Employee Benefits	55,884	235,357	1,116,129	880,772	21.09%	306,373	904,272
Purchased or Contracted Services	23,796	87,380	345,096	257,716	25.32%	55,179	251,622
Utilities:							
Water/Sewerage	323	986	2,750	1,764	35.85%	379	1,588
Natural Gas	89	480	2,400	1,920	20.00%	399	1,881
Electricity	648	3,131	8,500	5,369	36.84%	2,461	7,531
Gasoline	3,812	11,461	74,194	62,733	15.45%	9,017	30,326
Stormwater	360	1,442	4,350	2,908	33.15%	1,357	4,135
Customer Service Fee	7	26	80	54	32.50%	26	78
Total Utilities	5,239	17,526	92,274	74,748	18.99%	13,639	45,539
Supplies	726	11,574	281,825	270,251	4.11%	47,736	230,001
Capital Outlay:							
Property (Land and Buildings)						491,347	749,764
Machinery and Equipment			234,000	234,000		10,411	159,851
Capital Outlay - Reclass to Balance Sheet						(491,347)	(899,204)
Total Capital Outlay			234,000	234,000		10,411	10,411
Depreciation Expense	45,327	182,800	439,230	256,430	41.62%	174,806	538,437
Bad Debt	2,078	4,034	11,890	7,856	33.93%	4,597	16,401
Inter-Departmental Charges	26,113	98,724	303,955	205,231	32.48%	87,602	275,095
TOTAL OPERATING EXPENSE	**159,163**	**637,395**	**2,824,399**	**2,187,004**	**22.57%**	**700,343**	**2,271,778**
OPERATING INCOME (LOSS)	**83,379**	**334,619**	**148,311**	**186,308**	**225.62%**	**50,110**	**516,827**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Intergovernmental - Exp			(77,000)	77,000			(35,055)
Total Intergovernmental - net			(77,000)	77,000			(35,055)

INTERIM STATEMENTS by Fund
560-Stormwater Utility Fund
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Interest Income							
Bank Account Interest	227	907		907		907	2,722
Total Interest/Investment Income	227	907		907		907	2,722
Interest Expense	(3,643)	(11,322)	(46,150)	34,828	24.53%	(12,943)	(41,960)
Total principal and interest expense	(3,643)	(11,322)	(46,150)	34,828	24.53%	(12,943)	(41,960)
Contributions and donations							
GMA Safety Grant							2,548
Total contributions and donations							2,548
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets	925	925		925		8,026	8,026
Total gain (loss) on sale of capital assets	925	925		925		8,026	8,026
TOTAL NON-OPERATING INCOME (EXPENSE)	**(2,491)**	**(9,490)**	**(123,150)**	**113,660**	**7.71%**	**(4,010)**	**(63,719)**
INCOME (LOSS) BEFORE TRANSFERS	**80,888**	**325,129**	**25,161**	**299,968**	**1,292.19%**	**46,100**	**453,108**
CHANGE IN NET POSITION	**$80,888**	**$325,129**	**$25,161**	**$299,968**	**1,292.19%**	**$46,100**	**$453,108**
CONTROL TOTALS							
Total Revenues	$243,693	$973,846	$2,972,710	($1,998,864)	32.76%	$759,386	$2,801,902
Total Expenditures	162,806	648,715	2,947,547	2,298,832	22.01%	713,286	2,348,794
Revenues less expenditures	80,887	325,131	25,163	(299,968)	1,292.10%	46,100	453,108
Difference	$1	($2)	($2)		100.00%		

INTERIM STATEMENTS by Fund
570-Telecommunications Fund
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Utilities / enterprise charges and fees							
Telecom - Telephone Revenue	$811	$811	$52,200	($51,389)	1.55%		
Telecom - Telephone Internal Customer Fees	4,492	17,826		17,826		17,232	54,282
Total utilities / enterprise charges and fees	5,303	18,637	52,200	(33,563)	35.70%	17,232	54,282
Other / enterprise charges and fees							
Fiber Fees	46,237	181,722	550,000	(368,278)	33.04%	136,912	533,308
Fiber Fees - Internal Customer Fees	39,616	157,465	477,671	(320,206)	32.97%	128,429	443,118
Total other / enterprise charges and fees	85,853	339,187	1,027,671	(688,484)	33.01%	265,341	976,426
TOTAL CHARGES FOR SERVICES	**91,156**	**357,824**	**1,079,871**	**(722,047)**	**33.14%**	**282,573**	**1,030,708**
TOTAL OPERATING REVENUE	**91,156**	**357,824**	**1,079,871**	**(722,047)**	**33.14%**	**282,573**	**1,030,708**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	16,071	64,858	203,661	138,803	31.85%	31,605	132,713
Employee Benefits	2,204	15,497	96,139	80,642	16.12%	14,984	62,796
Allocated Payroll Costs	6,000	24,000	71,999	47,999	33.33%	21,242	63,727
Total Personal Services and Employee Benefits	24,275	104,355	371,799	267,444	28.07%	67,831	259,236
Purchased or Contracted Services	29,688	41,871	178,858	136,987	23.41%	21,313	85,282
Utilities:							
Gasoline	158	819	4,592	3,773	17.84%	449	1,613
Total Utilities	158	819	4,592	3,773	17.84%	449	1,613
Supplies	11,866	56,145	262,900	206,755	21.36%	54,091	255,494
Capital Outlay:							
Property (Land and Buildings)	17,177	28,264	100,000	71,736	28.26%	21,128	49,331
Machinery and Equipment							33,118
Capital Outlay - Reclass to Balance Sheet	(17,177)	(28,264)		28,264		(21,128)	(80,001)
Total Capital Outlay			100,000	100,000			2,448
Depreciation Expense	7,080	28,319	85,060	56,741	33.29%	28,319	84,958
Inter-Departmental Charges	7,859	26,792	94,304	67,512	28.41%	12,461	37,382
TOTAL OPERATING EXPENSE	**80,926**	**258,301**	**1,097,513**	**839,212**	**23.54%**	**184,464**	**726,413**
OPERATING INCOME (LOSS)	**10,230**	**99,523**	**(17,642)**	**117,165**	**(564.13%)**	**98,109**	**304,295**
Intergovernmental							
INCOME (LOSS) BEFORE TRANSFERS	**10,230**	**99,523**	**(17,642)**	**117,165**	**(564.13%)**	**98,109**	**304,295**
CHANGE IN NET POSITION	**$10,230**	**$99,523**	**($17,642)**	**$117,165**	**(564.13%)**	**$98,109**	**$304,295**
CONTROL TOTALS							
Total Revenues	$91,155	$357,823	$1,079,871	($722,048)	33.14%	$282,573	$1,030,708
Total Expenditures	80,926	258,300	1,097,513	839,213	23.54%	184,464	726,413
Revenues less expenditures	10,229	99,523	(17,642)	(117,165)	(564.13%)	98,109	304,295
Difference	$1				0.00%		

INTERIM STATEMENTS by Fund

591-Golf Course Fund

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Streets and public improvements							$219
Other / enterprise charges and fees							
Green Fees	26,815	110,003	218,000	(107,997)	50.46%	78,371	315,258
Handicap Fees	35	140	800	(660)	17.50%		
Golf Cart Rentals	40,852	139,133	198,000	(58,867)	70.27%	77,853	165,976
Merchandise Sales	2,850	18,616	48,000	(29,384)	38.78%	18,679	56,542
Driving Range Fees	3,280	11,355	22,000	(10,645)	51.61%	8,037	25,227
Membership Fees	2,450	11,100	20,000	(8,900)	55.50%	4,900	37,100
Food & Beverage	3,348	15,019	33,000	(17,981)	45.51%	12,689	33,175
Beer Sales	2,402	9,893	14,000	(4,107)	70.66%	5,566	19,365
Pull Cart Rentals		8,316	1,000	7,316	831.60%		
Tournament Fees	4,915	14,385	18,000	(3,615)	79.92%	14,070	45,474
Golf Balls	2,955	4,445		4,445			
Total other / enterprise charges and fees	89,902	342,405	572,800	(230,395)	59.78%	220,165	698,117
TOTAL CHARGES FOR SERVICES	**89,902**	**342,405**	**572,800**	**(230,395)**	**59.78%**	**220,165**	**698,336**
RENTS AND ROYALTIES							
Equipment Rental Fees	172	250		250		330	1,000
Cash Over/Short	7	287		287		(45)	519
Misc Revenue		1,125		1,125		48	248
TOTAL RENTS AND ROYALTIES	**179**	**1,662**		**1,662**		**333**	**1,767**
TOTAL OPERATING REVENUE	**90,081**	**344,067**	**572,800**	**(228,733)**	**60.07%**	**220,498**	**700,103**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	30,004	126,831	398,965	272,134	31.79%	108,988	376,345
Employee Benefits	3,937	26,190	162,256	136,066	16.14%	40,075	129,343
Allocated Payroll Costs	(2,387)	(9,550)	(28,649)	(19,099)	33.33%	(9,184)	(27,551)
Total Personal Services and Employee Benefits	31,554	143,471	532,572	389,101	26.94%	139,879	478,137
Purchased or Contracted Services	7,076	43,679	138,492	94,813	31.54%	31,078	135,681
Utilities:							
Water/Sewerage	323	1,409	3,500	2,091	40.26%	1,581	3,445
Electricity	1,415	5,516	10,400	4,884	53.04%	3,307	9,995
Gasoline	2,514	9,623	39,296	29,673	24.49%	11,753	30,896
Stormwater	776	3,104	9,330	6,226	33.27%	2,921	8,900
Customer Service Fee	3	13	40	27	32.50%	13	39
Total Utilities	5,031	19,665	62,566	42,901	31.43%	19,575	53,275
Supplies	16,855	46,068	175,350	129,282	26.27%	40,394	156,116
Capital Outlay:							
Property (Land and Buildings)							9,818
Machinery and Equipment			31,000	31,000		35,530	85,997
Capital Outlay - Reclass to Balance Sheet						(35,530)	(95,815)
Total Capital Outlay			31,000	31,000			
Depreciation Expense	5,360	21,439	48,540	27,101	44.17%	23,409	60,927
Inter-Departmental Charges	19,396	76,660	228,936	152,276	33.49%	52,669	158,007
TOTAL OPERATING EXPENSE	**85,272**	**350,982**	**1,217,456**	**866,474**	**28.83%**	**307,004**	**1,042,143**
OPERATING INCOME (LOSS)	**4,809**	**(6,915)**	**(644,656)**	**637,741**	**1.07%**	**(86,506)**	**(342,040)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Gain (loss) on sale of capital assets							

INTERIM STATEMENTS by Fund
591-Golf Course Fund
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Gain / Loss on Sale of Assets						822	822
Total gain (loss) on sale of capital assets						822	822
TOTAL NON-OPERATING INCOME (EXPENSE)						**822**	**822**
INCOME (LOSS) BEFORE TRANSFERS	**4,809**	**(6,915)**	**(644,656)**	**637,741**	**1.07%**	**(85,684)**	**(341,218)**
TRANSFERS							
Transfers - in			596,116	(596,116)			
TOTAL TRANSFERS - NET			**596,116**	**(596,116)**			
CHANGE IN NET POSITION	**$4,809**	**($6,915)**	**($48,540)**	**$41,625**	**14.25%**	**($85,684)**	**($341,218)**
CONTROL TOTALS							
Total Revenues	$90,081	$344,065	$1,168,916	($824,851)	29.43%	$221,321	$700,926
Total Expenditures	85,271	350,980	1,217,456	866,476	28.83%	307,006	1,042,142
Revenues less expenditures	4,810	(6,915)	(48,540)	(41,625)	14.25%	(85,685)	(341,216)
Difference	($1)				0.00%	$1	($2)

INTERIM STATEMENTS by Fund

Internal Service Funds

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
General government:							
Motor pool charges	$71,862	$337,063	$1,186,895	($849,832)	28.40%	$368,833	$1,071,380
Total general government	71,862	337,063	1,186,895	849,832	28.40%	368,833	1,071,380
Utilities / enterprise charges and fees							
Sale of Recycled Materials	943	3,929		3,929		5,708	7,133
Total utilities / enterprise charges and fees	943	3,929		3,929		5,708	7,133
TOTAL CHARGES FOR SERVICES	**72,805**	**340,992**	**1,186,895**	**(845,903)**	**28.73%**	**374,541**	**1,078,513**
RENTS AND ROYALTIES							
Misc Revenue			2,500	(2,500)			169
TOTAL RENTS AND ROYALTIES			**2,500**	**(2,500)**			**169**
TOTAL OPERATING REVENUE	**72,805**	**340,992**	**1,189,395**	**(848,403)**	**28.67%**	**374,541**	**1,078,682**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	30,883	124,340	473,855	349,515	26.24%	111,973	374,913
Employee Benefits	2,713	27,519	211,782	184,263	12.99%	55,199	182,100
Total Personal Services and Employee Benefits	33,596	151,859	685,637	533,778	22.15%	167,172	557,013
Purchased or Contracted Services	6,131	23,994	83,210	59,216	28.84%	22,342	64,472
Utilities:							
Water/Sewerage	1,050	4,270	7,600	3,330	56.18%	1,868	7,892
Natural Gas	515	2,246	13,000	10,754	17.28%	1,701	9,510
Electricity	1,992	8,679	24,358	15,679	35.63%	7,293	19,991
Gasoline	481	1,540	9,095	7,555	16.93%	1,606	5,062
Stormwater	428	1,711	5,135	3,424	33.32%	1,610	4,906
Customer Service Fee	10	39	118	79	33.05%	39	117
Total Utilities	4,476	18,485	59,306	40,821	31.17%	14,117	47,478
Supplies	62,279	265,232	735,650	470,418	36.05%	248,781	877,435
Capital Outlay:							
Machinery and Equipment			62,000	62,000		97,198	132,065
Capital Outlay - Reclass to Balance Sheet						(97,198)	(132,065)
Total Capital Outlay			62,000	62,000			
Depreciation Expense			45,420	45,420		17,873	65,103
Inter-Departmental Charges	11,399	68,930	126,896	57,966	54.32%	53,636	161,947
TOTAL OPERATING EXPENSE	**117,881**	**528,500**	**1,798,119**	**1,269,619**	**29.39%**	**523,921**	**1,773,448**
OPERATING INCOME (LOSS)	**(45,076)**	**(187,508)**	**(608,724)**	**421,216**	**30.80%**	**(149,380)**	**(694,766)**
Intergovernmental							
INCOME (LOSS) BEFORE TRANSFERS	**(45,076)**	**(187,508)**	**(608,724)**	**421,216**	**30.80%**	**(149,380)**	**(694,766)**
TRANSFERS							
Transfers - in			563,304	(563,304)			
TOTAL TRANSFERS - NET			**563,304**	**(563,304)**			
CHANGE IN NET POSITION	**($45,076)**	**($187,508)**	**($45,420)**	**($142,088)**	**412.83%**	**($149,380)**	**($694,766)**
CONTROL TOTALS							
Total Revenues	$72,805	$340,992	$1,752,699	($1,411,707)	19.46%	$374,541	$1,078,682
Total Expenditures	117,880	528,497	1,798,119	1,269,622	29.39%	523,920	1,773,447
Revenues less expenditures	(45,075)	(187,505)	(45,420)	142,085	412.82%	(149,379)	(694,765)
Difference	($1)	($3)		$3	0.00%	($1)	($1)

INTERIM STATEMENTS by Fund
Internal Service Funds
For the Four Months Ending Tuesday, October 31, 2023

FISCAL YEAR 2024			Variance with	PRIOR FYTD	
Actual		Amended	Amended Budget	10/31/2022	6/30/2023
MTD	FYTD	Budget	$ Over / (Under) %	Actual	Actual

INTERIM STATEMENTS by Fund

601-Internal Service Fund - Motor Pool Fund

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
General government:							
Motor pool charges	$71,862	$337,063	$1,186,895	($849,832)	28.40%	$368,833	$1,071,380
Total general government	71,862	337,063	1,186,895	849,832	28.40%	368,833	1,071,380
Utilities / enterprise charges and fees							
Sale of Recycled Materials	943	3,929		3,929		5,708	7,133
Total utilities / enterprise charges and fees	943	3,929		3,929		5,708	7,133
TOTAL CHARGES FOR SERVICES	**72,805**	**340,992**	**1,186,895**	**(845,903)**	**28.73%**	**374,541**	**1,078,513**
RENTS AND ROYALTIES							
Misc Revenue			2,500	(2,500)			169
TOTAL RENTS AND ROYALTIES			**2,500**	**(2,500)**			**169**
TOTAL OPERATING REVENUE	**72,805**	**340,992**	**1,189,395**	**(848,403)**	**28.67%**	**374,541**	**1,078,682**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	30,883	124,340	473,855	349,515	26.24%	111,973	374,913
Employee Benefits	2,713	27,519	211,782	184,263	12.99%	55,199	182,100
Total Personal Services and Employee Benefits	33,596	151,859	685,637	533,778	22.15%	167,172	557,013
Purchased or Contracted Services	6,131	23,994	83,210	59,216	28.84%	22,342	64,472
Utilities:							
Water/Sewerage	1,050	4,270	7,600	3,330	56.18%	1,868	7,892
Natural Gas	515	2,246	13,000	10,754	17.28%	1,701	9,510
Electricity	1,992	8,679	24,358	15,679	35.63%	7,293	19,991
Gasoline	481	1,540	9,095	7,555	16.93%	1,606	5,062
Stormwater	428	1,711	5,135	3,424	33.32%	1,610	4,906
Customer Service Fee	10	39	118	79	33.05%	39	117
Total Utilities	4,476	18,485	59,306	40,821	31.17%	14,117	47,478
Supplies	62,279	265,232	735,650	470,418	36.05%	248,781	877,435
Capital Outlay:							
Machinery and Equipment			62,000	62,000		97,198	132,065
Capital Outlay - Reclass to Balance Sheet						(97,198)	(132,065)
Total Capital Outlay			62,000	62,000			
Depreciation Expense			45,420	45,420		17,873	65,103
Inter-Departmental Charges	11,399	68,930	126,896	57,966	54.32%	53,636	161,947
TOTAL OPERATING EXPENSE	**117,881**	**528,500**	**1,798,119**	**1,269,619**	**29.39%**	**523,921**	**1,773,448**
OPERATING INCOME (LOSS)	**(45,076)**	**(187,508)**	**(608,724)**	**421,216**	**30.80%**	**(149,380)**	**(694,766)**
Intergovernmental							
INCOME (LOSS) BEFORE TRANSFERS	**(45,076)**	**(187,508)**	**(608,724)**	**421,216**	**30.80%**	**(149,380)**	**(694,766)**
TRANSFERS							
Transfers - in			563,304	(563,304)			
TOTAL TRANSFERS - NET			**563,304**	**(563,304)**			
CHANGE IN NET POSITION	**($45,076)**	**($187,508)**	**($45,420)**	**($142,088)**	**412.83%**	**($149,380)**	**($694,766)**
CONTROL TOTALS							
Total Revenues	$72,805	$340,992	$1,752,699	($1,411,707)	19.46%	$374,541	$1,078,682
Total Expenditures	117,880	528,497	1,798,119	1,269,622	29.39%	523,920	1,773,447
Revenues less expenditures	(45,075)	(187,505)	(45,420)	142,085	412.82%	(149,379)	(694,765)
Difference	($1)	($3)		$3	0.00%	($1)	($1)

INTERIM STATEMENTS by Fund
601-Internal Service Fund - Motor Pool Fund
For the Four Months Ending Tuesday, October 31, 2023

FISCAL YEAR 2024			Variance with	PRIOR FYTD	
Actual		Amended	Amended Budget	10/31/2022	6/30/2023
MTD	FYTD	Budget	$ Over / (Under) %	Actual	Actual

INTERIM STATEMENTS by Fund
Component Units
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Other / enterprise charges and fees							
Fuel Sales - AVGAS	$17,611	$71,730	$172,610	($100,880)	41.56%	$65,991	$149,764
Fuel Sales - Jet A	13,030	48,264	176,700	(128,436)	27.31%	66,688	166,035
Airport Services - Tug Fees	900	950		950		140	240
Total other / enterprise charges and fees	31,541	120,944	349,310	(228,366)	34.62%	132,819	316,039
Other fees							
Fuel Flowage Fees	6,400	9,520	22,400	(12,880)	42.50%	7,200	24,800
Overnight Fees		50	300	(250)	16.67%	150	240
Total other fees	6,400	9,570	22,700	(13,130)	42.16%	7,350	25,040
TOTAL CHARGES FOR SERVICES	**37,941**	**130,514**	**372,010**	**(241,496)**	**35.08%**	**140,169**	**341,079**
RENTS AND ROYALTIES							
Property Rental							1,200
AMR from MEAG Trust	1,025	3,725	9,780	(6,055)	38.09%	3,260	9,016
T-Hangar Rentals	100	3,175	11,880	(8,705)	26.73%	3,960	10,830
Tie Down Rentals		300	1,000	(700)	30.00%	500	1,100
Ground Leases	11,689	48,198	142,367	(94,169)	33.85%	46,365	129,434
TOTAL RENTS AND ROYALTIES	**12,814**	**55,398**	**165,027**	**(109,629)**	**33.57%**	**54,085**	**151,580**
TOTAL OPERATING REVENUE	**50,755**	**185,912**	**537,037**	**(351,125)**	**34.62%**	**194,254**	**492,659**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	18,186	74,547	246,024	171,477	30.30%	53,670	175,091
Employee Benefits	2,434	16,810	119,331	102,521	14.09%	24,033	77,109
Total Personal Services and Employee Benefits	20,620	91,357	365,355	273,998	25.00%	77,703	252,200
Purchased or Contracted Services	20,796	73,849	201,798	127,949	36.60%	41,741	161,509
Utilities:							
Water/Sewerage	213	615	2,750	2,135	22.36%	1,077	2,533
Natural Gas	202	811	4,050	3,239	20.02%	614	3,589
Electricity	847	4,273	15,000	10,727	28.49%	5,032	12,571
Gasoline	409	2,031	7,344	5,313	27.66%	2,490	5,920
Stormwater	2,352	9,409	27,960	18,551	33.65%	8,878	27,021
Customer Service Fee	42	176	595	419	29.58%	195	569
Total Utilities	4,065	17,315	57,699	40,384	30.01%	18,286	52,203
Supplies	27,403	113,981	335,835	221,854	33.94%	117,332	266,696
Capital Outlay:							
Property (Land and Buildings)	5,835	7,272	2,450,000	2,442,728	0.30%	126,189	232,056
Machinery and Equipment		8,441		(8,441)			
Capital Outlay - Reclass to Balance Sheet	(5,835)	(15,713)		15,713		(126,189)	(232,056)
Total Capital Outlay			2,450,000	2,450,000			
Depreciation Expense	11,803	47,072	138,200	91,128	34.06%	47,091	140,391
Inter-Departmental Charges	20,368	81,474	244,421	162,947	33.33%	93,739	281,218
Miscellaneous		2,909	25,000	22,091	11.64%	5,250	21,750
TOTAL OPERATING EXPENSE	**105,055**	**427,957**	**3,818,308**	**3,390,351**	**11.21%**	**401,142**	**1,175,967**
OPERATING INCOME (LOSS)	**(54,300)**	**(242,045)**	**(3,281,271)**	**3,039,226**	**7.38%**	**(206,888)**	**(683,308)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Capital							

INTERIM STATEMENTS by Fund

Component Units

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Direct		1,000	1,991,250	(1,990,250)	0.05%		42,655
Indirect		294		294		1,313	10,542
Net Capital		1,294	1,991,250	(1,989,956)	0.06%	1,313	53,197
Total Federal Government Grants		1,294	1,991,250	(1,989,956)	0.06%	1,313	53,197
State Government Grants							
Capital							
Direct (CDBG Grant Proceeds)		72	110,625	(110,553)	0.07%	52,896	118,704
Total Capital		1,294	1,991,250	(1,989,956)	0.06%	1,313	53,197
Total State Government Grants		72	110,625	(110,553)	0.07%	52,896	118,704
Local Government Unit Grants							
Spalding Co. Contribution		15,512	544,507	(528,995)	2.85%	15,512	154,806
Spalding County Contribution			55,313	(55,313)			
City of Griffin Contribution							(175,575)
Total Local Government Unit Grants		15,512	599,820	584,308	2.59%	15,512	(20,769)
Total Intergovernmental revenue		16,878	2,701,695	(2,684,817)	0.62%	69,721	151,132
Total Intergovernmental - net		16,878	2,701,695	(2,684,817)	0.62%	69,721	151,132
Interest Income							
Bank Account Interest	1,902	6,434		6,434		1,900	10,206
Total Interest/Investment Income	1,902	6,434		6,434		1,900	10,206
Interest Expense	2,558	(63,966)	(140,380)	76,414	45.57%	(70,543)	(131,024)
Total principal and interest expense	2,558	(63,966)	(140,380)	76,414	45.57%	(70,543)	(131,024)
Contributions and donations							
Contributions & Donations		6,000		6,000		206	22,988
Total contributions and donations		6,000		6,000		206	22,988
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets	885	885		885			
Total gain (loss) on sale of capital assets	885	885		885			
TOTAL NON-OPERATING INCOME (EXPENSE)	**5,345**	**(33,769)**	**2,561,315**	**(2,595,084)**	**(1.32%)**	**1,284**	**53,302**
INCOME (LOSS) BEFORE TRANSFERS	**(48,955)**	**(275,814)**	**(719,956)**	**444,142**	**38.31%**	**(205,604)**	**(630,006)**
TRANSFERS							
Transfers - in			1,116,756	(1,116,756)			
TOTAL TRANSFERS - NET			**1,116,756**	**(1,116,756)**			
CHANGE IN NET POSITION	**($48,955)**	**($275,814)**	**$396,800**	**($672,614)**	**(69.51%)**	**($205,604)**	**($630,006)**
CONTROL TOTALS							
Total Revenues	$53,543	$216,108	$4,355,488	($4,139,380)	4.96%	$266,081	$676,986
Total Expenditures	102,499	491,923	3,958,688	3,466,765	12.43%	471,686	1,306,993
Revenues less expenditures	(48,956)	(275,815)	396,800	672,615	(69.51%)	(205,605)	(630,007)
Difference	$1	$1		($1)	0.00%	$1	$1

INTERIM STATEMENTS by Fund

550-Griffin-Spalding Airport Authority Fund

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Other / enterprise charges and fees							
Fuel Sales - AVGAS	$17,611	$71,730	$172,610	($100,880)	41.56%	$65,991	$149,764
Fuel Sales - Jet A	13,030	48,264	176,700	(128,436)	27.31%	66,688	166,035
Airport Services - Tug Fees	900	950		950		140	240
Total other / enterprise charges and fees	31,541	120,944	349,310	(228,366)	34.62%	132,819	316,039
Other fees							
Fuel Flowage Fees	6,400	9,520	22,400	(12,880)	42.50%	7,200	24,800
Overnight Fees		50	300	(250)	16.67%	150	240
Total other fees	6,400	9,570	22,700	(13,130)	42.16%	7,350	25,040
TOTAL CHARGES FOR SERVICES	**37,941**	**130,514**	**372,010**	**(241,496)**	**35.08%**	**140,169**	**341,079**
RENTS AND ROYALTIES							
AMR from MEAG Trust	1,025	3,725	9,780	(6,055)	38.09%	3,260	9,016
T-Hangar Rentals	100	3,175	11,880	(8,705)	26.73%	3,960	10,830
Tie Down Rentals		300	1,000	(700)	30.00%	500	1,100
Ground Leases	11,689	48,198	142,367	(94,169)	33.85%	46,365	129,434
TOTAL RENTS AND ROYALTIES	**12,814**	**55,398**	**165,027**	**(109,629)**	**33.57%**	**54,085**	**150,380**
TOTAL OPERATING REVENUE	**50,755**	**185,912**	**537,037**	**(351,125)**	**34.62%**	**194,254**	**491,459**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	14,589	60,037	199,369	139,332	30.11%	53,670	175,091
Employee Benefits	1,871	14,491	89,320	74,829	16.22%	24,033	77,067
Total Personal Services and Employee Benefits	16,460	74,528	288,689	214,161	25.82%	77,703	252,158
Purchased or Contracted Services	19,482	61,339	163,130	101,791	37.60%	38,121	120,125
Utilities:							
Water/Sewerage	213	615	2,750	2,135	22.36%	1,077	2,533
Natural Gas	202	811	4,050	3,239	20.02%	614	3,589
Electricity	847	4,273	15,000	10,727	28.49%	5,032	12,571
Gasoline	409	2,031	7,344	5,313	27.66%	2,490	5,920
Stormwater	2,297	9,189	27,000	17,811	34.03%	8,648	26,350
Customer Service Fee	36	150	475	325	31.58%	156	468
Total Utilities	4,004	17,069	56,619	39,550	30.15%	18,017	51,431
Supplies	27,399	112,602	329,235	216,633	34.20%	116,911	256,976
Capital Outlay:							
Property (Land and Buildings)	5,835	7,272	2,200,000	2,192,728	0.33%	126,189	232,056
Machinery and Equipment		8,441		(8,441)			
Capital Outlay - Reclass to Balance Sheet	(5,835)	(15,713)		15,713		(126,189)	(232,056)
Total Capital Outlay			2,200,000	2,200,000			
Depreciation Expense	11,803	47,072	138,200	91,128	34.06%	47,091	140,391
Inter-Departmental Charges	5,287	21,149	63,448	42,299	33.33%	20,803	62,408
TOTAL OPERATING EXPENSE	**84,435**	**333,759**	**3,239,321**	**2,905,562**	**10.30%**	**318,646**	**883,489**
OPERATING INCOME (LOSS)	**(33,680)**	**(147,847)**	**(2,702,284)**	**2,554,437**	**5.47%**	**(124,392)**	**(392,030)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Capital							
Direct		1,000	1,991,250	(1,990,250)	0.05%		42,655
Indirect		294		294		1,313	10,542

INTERIM STATEMENTS by Fund

550-Griffin-Spalding Airport Authority Fund

For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Net Capital		1,294	1,991,250	(1,989,956)	0.06%	1,313	53,197
Total Federal Government Grants		1,294	1,991,250	(1,989,956)	0.06%	1,313	53,197
State Government Grants							
Capital							
Direct (CDBG Grant Proceeds)		72	110,625	(110,553)	0.07%	52,896	118,704
Total Capital		1,294	1,991,250	(1,989,956)	0.06%	1,313	53,197
Total State Government Grants		72	110,625	(110,553)	0.07%	52,896	118,704
Local Government Unit Grants							
Spalding Co. Contribution		15,512	544,507	(528,995)	2.85%	15,512	154,806
Spalding County Contribution			55,313	(55,313)			
City of Griffin Contribution							(175,575)
Total Local Government Unit Grants		15,512	599,820	584,308	2.59%	15,512	(20,769)
Total Intergovernmental revenue		16,878	2,701,695	(2,684,817)	0.62%	69,721	151,132
Total Intergovernmental - net		16,878	2,701,695	(2,684,817)	0.62%	69,721	151,132
Interest Income							
Bank Account Interest	1,863	6,277		6,277		1,872	9,996
Total Interest/Investment Income	1,863	6,277		6,277		1,872	9,996
Interest Expense	2,558	(63,966)	(140,380)	76,414	45.57%	(70,543)	(131,024)
Total principal and interest expense	2,558	(63,966)	(140,380)	76,414	45.57%	(70,543)	(131,024)
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets	885	885		885			
Total gain (loss) on sale of capital assets	885	885		885			
TOTAL NON-OPERATING INCOME (EXPENSE)	**5,306**	**(39,926)**	**2,561,315**	**(2,601,241)**	**(1.56%)**	**1,050**	**30,104**
INCOME (LOSS) BEFORE TRANSFERS	**(28,374)**	**(187,773)**	**(140,969)**	**(46,804)**	**133.20%**	**(123,342)**	**(361,926)**
TRANSFERS							
Transfers - in			537,770	(537,770)			
TOTAL TRANSFERS - NET			**537,770**	**(537,770)**			
CHANGE IN NET POSITION	**($28,374)**	**($187,773)**	**$396,801**	**($584,574)**	**(47.32%)**	**($123,342)**	**($361,926)**
CONTROL TOTALS							
Total Revenues	$53,503	$209,951	$3,776,502	($3,566,551)	5.56%	$265,847	$652,587
Total Expenditures	81,878	397,727	3,379,702	2,981,975	11.77%	389,189	1,014,515
Revenues less expenditures	(28,375)	(187,776)	396,800	584,576	(47.32%)	(123,342)	(361,928)
Difference	$1	$3	$1	($2)	300.00%		$2

INTERIM STATEMENTS by Fund
952-Main Street Program Fund
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	$3,597	$14,510	$46,654	$32,144	31.10%		
Employee Benefits	564	2,318	30,011	27,693	7.72%		41
Total Personal Services and Employee Benefits	4,161	16,828	76,665	59,837	21.95%		41
Purchased or Contracted Services	1,314	6,746	28,467	21,721	23.70%	3,569	21,042
Supplies	4	1,378	6,300	4,922	21.87%	421	9,586
Inter-Departmental Charges	8,058	32,234	96,701	64,467	33.33%	36,468	109,405
TOTAL OPERATING EXPENSE	**13,537**	**57,186**	**208,133**	**150,947**	**27.48%**	**40,458**	**140,074**
OPERATING INCOME (LOSS)	**(13,537)**	**(57,186)**	**(208,133)**	**150,947**	**27.48%**	**(40,458)**	**(140,074)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Contributions and donations							
Contributions & Donations						206	13,988
Total contributions and donations						206	13,988
TOTAL NON-OPERATING INCOME (EXPENSE)						**206**	**13,988**
INCOME (LOSS) BEFORE TRANSFERS	**(13,537)**	**(57,186)**	**(208,133)**	**150,947**	**27.48%**	**(40,252)**	**(126,086)**
TRANSFERS							
Transfers - in			208,133	(208,133)			
TOTAL TRANSFERS - NET			**208,133**	**(208,133)**			
CHANGE IN NET POSITION	**($13,537)**	**($57,186)**		**($57,186)**	**0.00%**	**($40,252)**	**($126,086)**
CONTROL TOTALS							
Total Revenues			$208,133	($208,133)	0.00%	$206	$13,988
Total Expenditures	13,537	57,186	208,133	150,947	27.48%	40,458	140,074
Revenues less expenditures	(13,537)	(57,186)		57,186	0.00%	(40,252)	(126,086)

INTERIM STATEMENTS by Fund
953-Downtown Development Authority Fund
For the Four Months Ending Tuesday, October 31, 2023

	FISCAL YEAR 2024			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			10/31/2022	6/30/2023
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
RENTS AND ROYALTIES							
Property Rental							$1,200
TOTAL RENTS AND ROYALTIES							**1,200**
TOTAL OPERATING REVENUE							**1,200**
OPERATING EXPENSE							
Purchased or Contracted Services		5,764	10,200	4,436	56.51%	51	20,343
Utilities:							
Stormwater	55	220	960	740	22.92%	230	671
Customer Service Fee	7	26	120	94	21.67%	39	101
Total Utilities	62	246	1,080	834	22.78%	269	772
Supplies			300	300			134
Capital Outlay:							
Property (Land and Buildings)			250,000	250,000			
Total Capital Outlay			250,000	250,000			
Inter-Departmental Charges	7,023	28,091	84,273	56,182	33.33%	36,468	109,405
Miscellaneous		2,909	25,000	22,091	11.64%	5,250	21,750
TOTAL OPERATING EXPENSE	**7,085**	**37,010**	**370,853**	**333,843**	**9.98%**	**42,038**	**152,404**
OPERATING INCOME (LOSS)	**(7,085)**	**(37,010)**	**(370,853)**	**333,843**	**9.98%**	**(42,038)**	**(151,204)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest	39	157		157		27	211
Total Interest/Investment Income	39	157		157		27	211
Contributions and donations							
Contributions & Donations		6,000		6,000			9,000
Total contributions and donations		6,000		6,000			9,000
TOTAL NON-OPERATING INCOME (EXPENSE)	**39**	**6,157**		**6,157**		**27**	**9,211**
INCOME (LOSS) BEFORE TRANSFERS	**(7,046)**	**(30,853)**	**(370,853)**	**340,000**	**8.32%**	**(42,011)**	**(141,993)**
TRANSFERS							
Transfers - in			370,853	(370,853)			
TOTAL TRANSFERS - NET			**370,853**	**(370,853)**			
CHANGE IN NET POSITION	**($7,046)**	**($30,853)**		**($30,853)**	**0.00%**	**($42,011)**	**($141,993)**
CONTROL TOTALS							
Total Revenues	$39	$6,157	$370,853	($364,696)	1.66%	$27	$10,411
Total Expenditures	7,084	37,010	370,853	333,843	9.98%	42,039	152,404
Revenues less expenditures	(7,045)	(30,853)		30,853	0.00%	(42,012)	(141,993)
Difference	($1)				0.00%	$1	

CITY OF GRIFFIN
SALES TAX ANALYSIS

LOCAL OPTION SALES TAX (LOSTT)

Month	FY 2020 MTD	FY 2020 FYTD Total	FY 2020 FYTD % of Budget	FY 2021 MTD	FY 2021 FYTD Total	FY 2021 FYTD % of Budget	FY 2022 MTD	FY 2022 FYTD Total	FY 2022 FYTD % of Budget	FY 2023 MTD	FY 2023 FYTD Total	FY 2023 FYTD % of Budget	FY 2024 MTD	FY 2024 FYTD Total	FY 2024 FYTD % of Budget	MTD Change from Prior Year	Percent
July	$ 327,874	$ 327,874	8.56%	$ 367,813	$ 367,813	9.20%	$ 441,145	$ 441,145	9.29%	$ 458,324	$ 458,324	8.85%	$ 473,019	$ 473,019	8.92%	$ 14,695	3.21%
August	345,643	673,518	17.59%	363,115	730,929	18.27%	425,603	866,748	18.25%	452,002	910,327	17.58%	493,024	966,043	18.23%	$ 41,022	9.08%
September	343,743	1,017,261	26.56%	535,474	1,266,402	31.66%	410,717	1,277,465	26.89%	450,187	1,360,514	26.28%	452,082	1,418,125	26.76%	$ 1,895	0.42%
October	346,846	1,364,106	35.62%	371,230	1,637,632	40.94%	417,442	1,694,907	35.68%	463,086	1,823,600	35.22%	462,562	1,880,687	35.48%	$ (525)	
Distribution				-												$ -	
November	342,504	1,706,610	44.56%	416,315	2,053,947	51.35%	411,967	2,106,874	44.36%	468,213	2,291,813	44.27%				$ -	
December	350,132	2,056,742	53.70%	371,318	2,425,265	60.63%	442,119	2,548,993	53.66%	465,265	2,757,078	53.25%				$ -	
January	393,630	2,450,371	63.98%	459,874	2,885,139	72.13%	509,457	3,058,450	64.39%	545,958	3,303,035	63.80%				$ -	
February	325,150	2,775,521	72.47%	377,671	3,262,810	81.57%	397,730	3,456,180	72.76%	415,351	3,718,386	71.82%				$ -	
March	328,669	3,104,190	81.05%	358,504	3,621,314	90.53%	406,709	3,862,889	81.32%	420,772	4,139,158	79.95%				$ -	
April	360,784	3,464,974	90.47%	450,033	4,071,348	101.78%	472,417	4,335,306	91.27%	492,846	4,632,004	89.47%				$ -	
Distribution				-												$ -	
May	338,322	3,803,296	99.30%	436,995	4,508,343	112.71%	443,309	4,778,615	100.60%	460,159	5,092,163	98.35%				$ -	
Jun	390,985	4,194,282	109.51%	443,708	4,952,051	123.80%	451,702	5,230,317	110.11%	467,858	5,560,021	107.39%				$ -	
Total	**$ 4,194,282**			**$ 4,952,051**			**$ 5,230,317**			**$ 5,560,021**			**$ 1,880,687**				
% of Budget	109.51%			123.80%			110.11%			107.39%			35.48%				
Budget	$ 3,830,000			$ 4,000,000			$ 4,750,000			$ 5,177,373			$ 5,300,000				
Average	$ 349,523			$ 412,671			$ 435,860			$ 463,335			$ 470,172				

CITY OF GRIFFIN
SALES TAX ANALYSIS

TRANSPORTATION - SPECIAL PURPOSE LOCAL OPTION SALES TAX 2022 (T-SPLOST)

	FY 2022			FY 2023			FY 2024		
Month	**MTD**	**FYTD Total**	**FYTD % of Budget**	**MTD**	**FYTD Total**	**FYTD % of Budget**	**MTD**	**FYTD Total**	**FYTD % of Budget**
July	$ -	$ -		$ 364,041	$ 364,041	9.77%	$ 388,417	$ 388,417	10.42%
August	-			359,820	723,861	19.42%	370,885	$ 759,302	20.37%
September	-			372,168	1,096,029	29.40%	374,611	$ 1,133,913	30.42%
October	-			374,023	1,470,053	39.44%	375,853	$ 1,509,766	40.50%
November	-			373,411	1,843,464	49.46%		$ -	
December	-			440,751	2,284,214	61.28%		$ -	
January	-			331,213	2,615,427	70.17%		$ -	
February	-			342,395	2,957,822	79.35%		$ -	
March	-			395,641	3,353,463	89.97%		$ -	
April	349,959	349,959	47.05%	367,844	3,721,307	99.83%		$ -	
May	355,568	705,527	94.86%	378,958	4,100,265	110.00%		$ -	
Jun	366,889	1,072,416	144.19%	379,147	4,479,412	120.17%		$ -	
Total	**$ 1,072,416**			**$ 4,479,412**			**$ 1,509,766**		
% of Budget	144.19%			120.17%			40.50%		
Budget	$ 743,750			$ 3,727,500			$ 3,727,500		
Average	$ 357,472			$ 373,284			$ 377,441		
% Increase PY				4.42%			1.11%		
Actual Inception to Date	$ 1,072,416			$ 5,551,828			$ 7,061,594		
Cummulative Budget	$ 743,750			$ 4,471,250			$ 8,198,750		

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Receive comments regarding the 2024 City of Griffin Comprehensive Plan update draft at a required public hearing. *Director of Planning & Development, Chad Jacobs will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The City of Griffin, in coordination with the City's Consultant, GMC, is nearing completion of the 2024 Comprehensive Plan update. As a reminder, the Comprehensive Plan is a planning document which serves to establish the vision and goals for how the City should grow, usually over a twenty year period. We kicked off the planning process on November 22, 2023. During this process a survey to gather public input was conducted along with two public visioning sessions, three Technical Advisory Committee meetings, three Steering Committee meetings and Stakeholder interviews. Attached is a draft copy of the plan for the public's consideration. We will be transmitting the Plan to the Three Rivers Regional Development Commission and Department of Community Affairs for their review. Once they approve, we will return with a resolution to adopt.

STAFF RECOMMENDATION:

No action required.

FINANCIAL IMPACT:

N/A

Submitted By:
Chad Jacobs

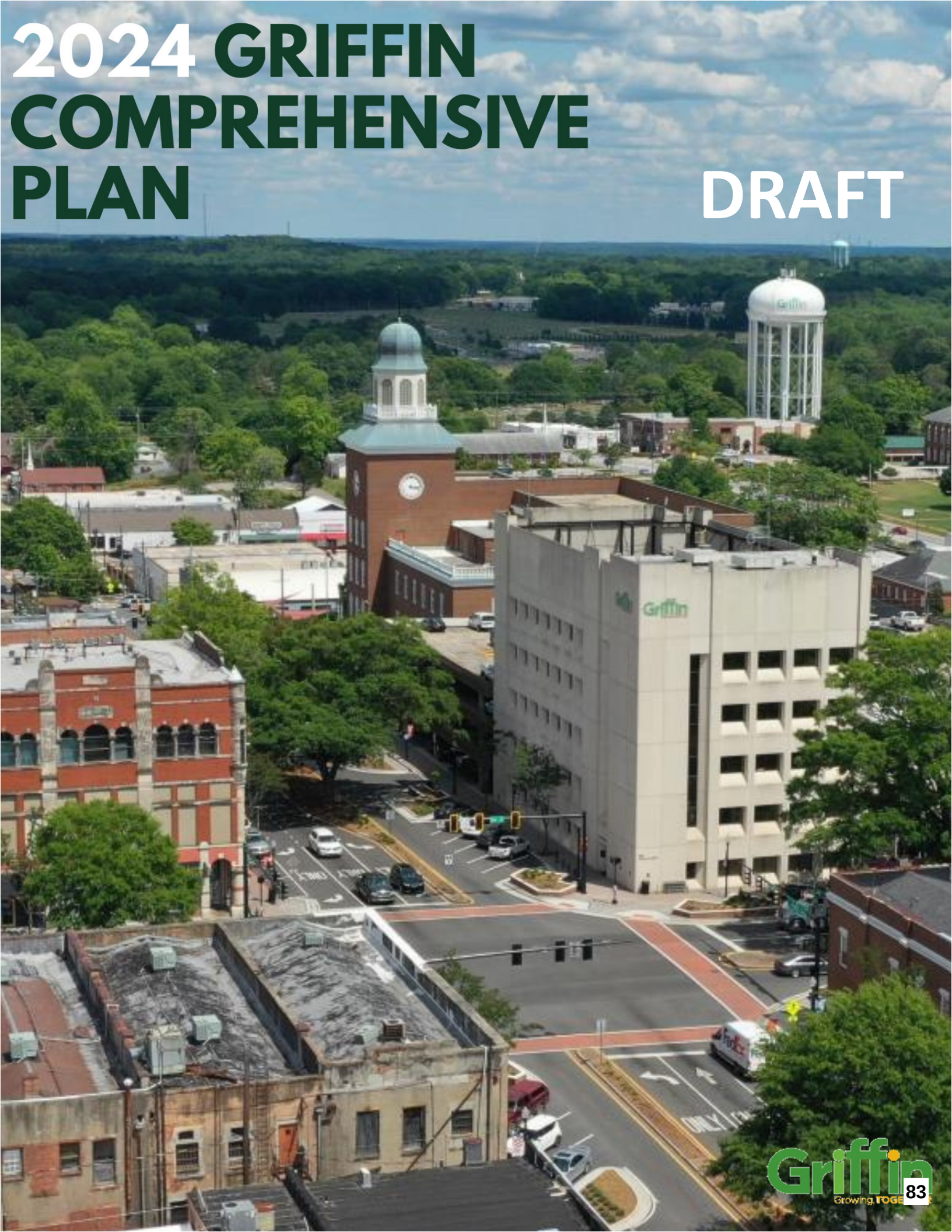
Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Chapter 1 Introduction December 5 Draft.pdf
Chapter 2 Existing Conditions December 5 Draft.pdf
Chapter_3_Community Engagement_December 5 Draft.pdf
Chapter_4_Needs _and_Issues December 5 Draft.pdf
Chapter 5 Community Vision December 5 Draft.pdf
Chapter 6 CWP (ROA-STWP-LTWP) December 5 Draft.pdf

2024 GRIFFIN COMPREHENSIVE PLAN

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INTRODUCTION

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How to Use This Plan

This plan is a guiding document for Griffin's future. It was designed to be used by the Griffin community -- residents, elected leaders, city staff, local organizations, business owners, and workers alike. The information and ideas provided in this document are meant to help the community reach individual and collective goals, pointing to resources and strategies that can support meaningful work along the way. The 2018 Griffin Comprehensive Plan offered a strong starting point, and this update aims to strengthen that foundation with new analyses, community engagement, and implementation strategies created for both short- and long-term projects and programs. This plan update also satisfies the Georgia Department of Community Affairs (DCA) requirements to keep Griffin eligible for funding opportunities and programs DCA provides.

Each section focuses on a different aspect of the comprehensive plan, allowing the reader to navigate easily to their area of interest. The summaries below are intended to help all users of this plan find the information they need while also providing opportunities to explore different aspects of Griffin they may not already know.



Photo courtesy of Griffin Planning & Development Department

EXISTING CONDITIONS

This section provides maps, data, and summary analyses that were used to create the Comprehensive Plan update. Utilizing spatial and Census data and additional information gathered from Griffin staff, this section establishes the baseline of where Griffin is now, which in turn helps identify ways to move forward together.

COMMUNITY ENGAGEMENT

Through a variety of community outreach methods and events, the Community Engagement section shares perspectives from Griffin's diverse and growing community. It captures what residents and commuters love about the City as well as their major concerns for the present and the future. These insights are used in conjunction with the information collected through the Existing Conditions analysis to develop the proposals detailed in subsequent sections.

NEEDS + OPPORTUNITIES

The Needs & Opportunities section synthesizes the information gathered in the Existing Conditions analysis and Community Engagement activities to identify appropriate projects and programs for Griffin's future. It is organized into a table with nine (9) focus areas: Housing, Transportation, Land Use, Economic Development, Intergovernmental Cooperation, County Facilities & Services, Natural & Cultural Resources, Parks & Recreation, and Broadband.

COMMUNITY VISION

This section expands on the Needs & Opportunities section, providing more detailed direction and a deeper dive into City-wide goals. It explains Griffin's new Character Area map and positions it as a planning tool to propose targeted projects and programs to address community priorities. These priorities are reflected in the Goals, Objectives, and Actions sub-section which offers proposals to address the Needs & Opportunities previously listed. This section also provides a brief in depth analysis of each of the nine elements covered in this plan along with actionable recommendations.

COMMUNITY WORK PROGRAM

The Community Work Program (CWP), formatted as a user-friendly table, includes prospective timelines, responsible parties and partners, and funding sources that can bring each item to fruition. The CWP is presented in three parts:

- Report of Accomplishments (ROA);
- Short-Term Work Program (STWP); and
- Long-Term Work Program (LTWP)

APPENDIX

The Appendix provides more detailed information on multiple sources referenced throughout the Comprehensive Plan Update. Documentation includes City Council Meeting Summaries, Planning Commission Meeting Summaries, Core Team Meeting Summaries, public outreach event sign-in sheets, full survey data reports, Stakeholder Interview summaries and more.

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Griffin
Growing TOGETHER

Plan Methodology

The Griffin Comprehensive Plan Update was a 12-month long process. As shown in the infographic below, the resulting document was created by multiple processes coming together over this period. Each plan element is explored in-depth in its respective section in the plan.

While most of the planning process is linear, it also requires constant review, revision, and reflection. This iterative approach was made possible through close collaboration with a large team, listed on the next page.

Figure 1: Plan Methodology



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Acknowledgements

The Planning Team wishes to express our sincere thanks to the people who devoted their time and talent to bring this Comprehensive Plan Update to fruition:

The City Leadership, staff, residents, business owners and visitors who attended the public open houses, participated in the online community survey and provided comments, feedback and suggestions.

CITY COMMISSION

- Douglas S. Hollberg, Mayor
- Cynthia Ward, District 1
- Cora Flowers, District 2
- Holly Murray, District 3
- David Brock, District 4
- Truman L. Tinsley III, District 5
- Rodney McCord, District 6

STEERING COMMITTEE TEAM MEMBERS

- Jessica O'Connor
- Douglas Hollberg
- Cora Flowers Taylor
- Bruce Ballard
- Robert Dull
- Josh Abernathy
- Tarsha Hall
- Earl Shivers
- Jason Chance
- Dr. Yoshanda Jones
- Eva Morales
- Hannah Hope
- Gloria Treadway
- Cindy Jones
- Clisha Beck
- Terrell Jacobs
- Charles Reese

TECHNICAL ADVISORY COMMITTEE TEAM MEMBERS

- Jessica O'Connor, City Manager
- Michelle Haynes, Principal Planner
- Brandon Lewis, Watershed Management Director
- Mariza Eller, Public Works Director
- Gibb Cotton, IT Director
- Jeremy Stratton, Economic Development Director
- John Hamilton, Fire Chief
- Mike Yates, Police Chief
- Brian Haynes, GIS
- Jennifer Freeman, Electric Director
- Brice Martin, Storm Water Director
- Robert Mohl, Airport Authority Director

STAKEHOLDERS INTERVIEWED

- Cynthia Ward, City Commissioner
- Rodney McCord, City Commissioner
- Holly Murray, City Commissioner
- Truman Tinsley, City Commissioner
- Kim Ray, Griffin Spalding County School System
- Andrew Whalen, City Attorney
- Cindy Barton, City Archivist
- Debbie Hammond and Bonnie Pfrogner, Griffin Area Arts Alliance and Chair for the Griffin Spalding Business and Tourism
- David Luckie, Griffin Spalding Development Authority Director
- Brian Upson, Paragon Consulting/City Engineer, Vice President of the Hospital Authority, Local Boy Scouts

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GRIFFIN PLANNING & DEVELOPMENT STAFF

- Chad Jacobs, Planning and Development Director
- Michelle Haynes, Planner

GMC TEAM

- Glenn Coyne
- Kalanos Johnson
- Kealan Millies-Lucke
- Julianne Harper
- Ed DiTommaso
- Ellie Swenson
- Caitlin Roman




GRIFFIN
ESTABLISHED
1840
Hill St
N Hill St
Solomon St


Griffin
Griffin
Hill St

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Chapter 2: EXISTING CONDITIONS

HISTORY + COMMUNITY PROFILE

Located 40 miles south of Atlanta, the City of Griffin, Georgia is the county seat of Spalding County. Incorporated in 1843, today Griffin encompasses 14 square miles and is home to over 23,000 residents. Originally inhabited by the Creek Indians, Europeans began settling in the area in the early 1820s. The City of Griffin was founded in 1840 as a railroad boomtown situated along the Macon Railroad. The city was named after General Lewis Lawrence Griffin, the president of the Monroe Railroad Company who established the City of Griffin after purchasing 800 acres of land where, by his calculations, the Monroe Railroad would eventually intersect with other major rail lines. In 1840 he began auctioning off lots in what would eventually become the City of Griffin. Unfortunately, soon after an economic depression began and the Monroe Railroad and Banking Company collapsed.

The city experienced several periods of both economic growth and decline. The greatest changes were brought about by the rise and fall of the textile industry which acted as the economic engine of the city beginning in the 1880s. In 1883, the first textile mill, Griffin Manufacturing, was founded by Seaton Grantland at what is now the Thomaston Mills site. The textile industry steadily grew through the 1920s. Eventually a majority of the cotton mills became consolidated under Georgia-Kincaid Mills, owned by the Cheatham family. This was later named Dundee Mills, after the famous towel brand during the 1920s. The Shapard Family also consolidated ownership of the majority of the knitting mills by the 1950s. Mill villages sprouted around the large mills which employed thousands of Griffin residents and shaped the development of the city. Many of the homes located along the railroad were built for the mill workers and are still lived in today. The textile industry experienced a sharp decline in the early 2000s as companies relocated manufacturing operations out of the United States. Today, however, the textile manufacturing industry lives on as one of the largest employers in Spalding County with 1888 Mills LLC, a textile mill specializing in the manufacturing of hotel towels.

Over the years Griffin has been home to several notable residents. It is perhaps most well known as the birthplace of dentist and gunslinger John Henry “Doc” Holliday. Today visitors can see the Holliday Family Home and the Soloman Street Dental Office where Doc Holliday practiced dentistry as a young man. Griffin also boasts as the birthplace of famous aviator Janet Harmon Bragg, one of the first black female aviators and one of the first black women to hold a commercial pilot’s license. Mrs. Bragg was inducted into the Georgia Aviation Hall of Fame in 2022. Today Janet Bragg is remembered with a mural designed by Brian Keith Miller prominently located in downtown Griffin.

Today, Griffin enjoys a reputation as the filming location for many notable motion picture and television productions including Fried Green Tomatoes, The Walking Dead, and most recently Black Panther. Visitors may explore the many film and TV wayfinding markers throughout the city.

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EXISTING CONDITIONS

PEOPLE

Population

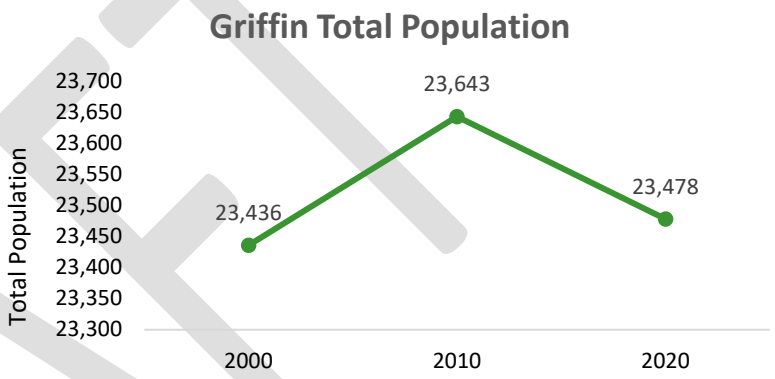
The population of Griffin has remained steady over the last 20 years. In 2020 the population was 23,478, an increase of 42 people since 2000. This is significantly less growth than Spalding County which has experienced a population increase of 15% in the past two decades. In 2020 Griffin, which is the County Seat, makes up 35% of the total population of Spalding County. This does not account for the possibility that the Covid-19 pandemic resulted in an under counting of population in certain areas of the city.

Table 1: Historic Population, 2000, 2010, and 2020

	2000	2010	2020
Griffin	23,436	23,643	23,478
Spalding County	58,417	64,073	67,306
Georgia	818,6453	9,687,653	10,711,908

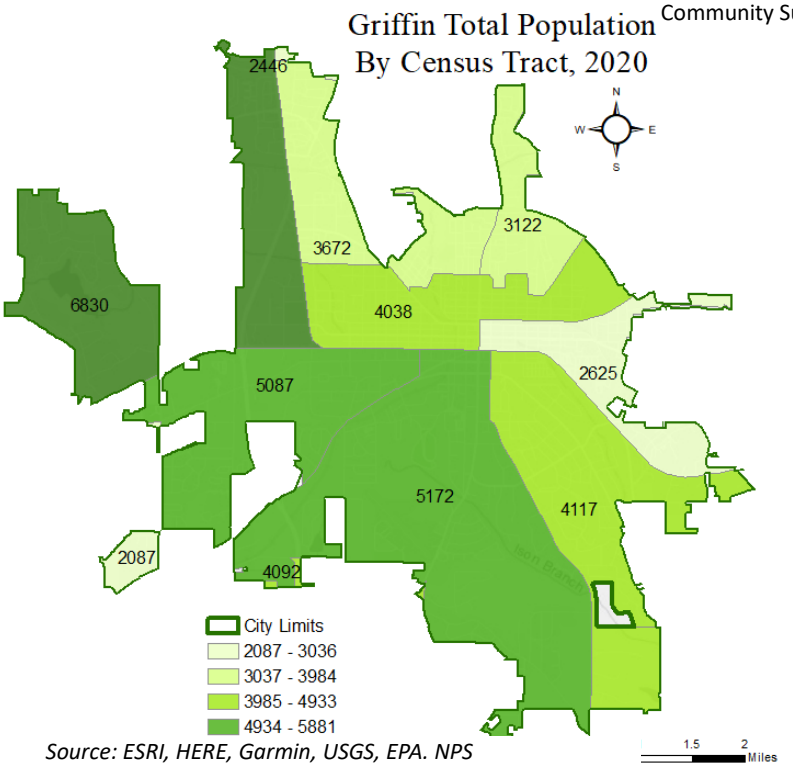
Source: 2000 Decennial Census, 2010 Decennial Census & 2020 American Community Survey

Figure 1: Griffin Total Population



Source: 2000 Decennial Census, 2010 Decennial Census & 2020 American Community Survey

Figure 2: 2020 Population Density



Source: ESRI, HERE, Garmin, USGS, EPA. NPS

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POPULATION PROJECTIONS

The method used to calculate population projections takes into account the fact that Spalding County has historically grown faster than the City of Griffin. Accounting for the city making up a smaller and smaller portion of the overall county population, the average change in the city proportion of the total county population is calculated, then applied each decade to the percent proportion of the county from the previous year. Resulting in an estimated city population of 26,952 in 2060.

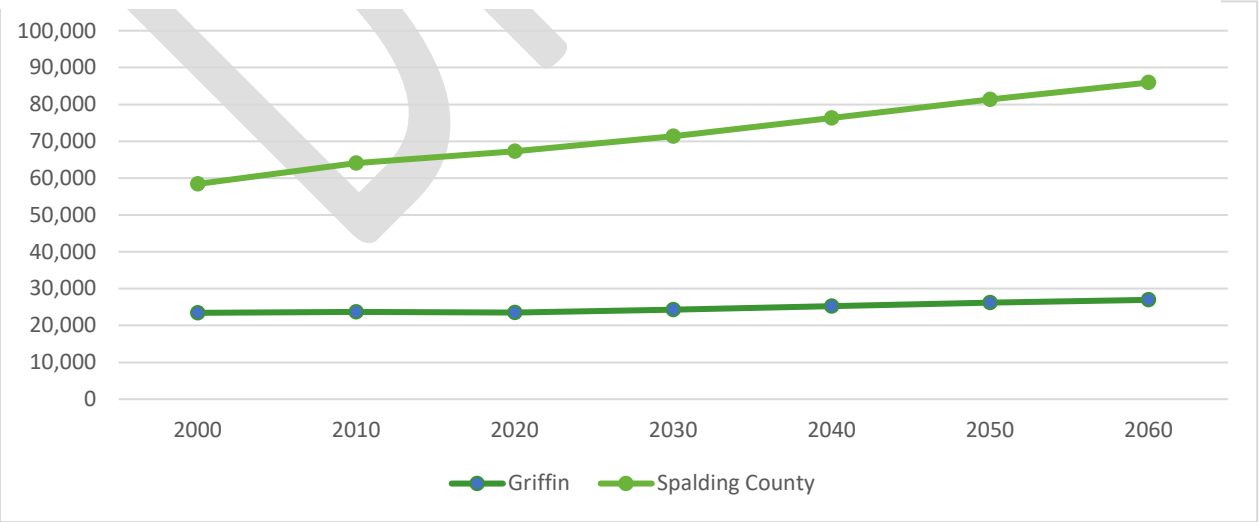
The future population projections are calculated by multiplying the county projected population by the previous decade percent of the county population multiplied by the previous decade percent of the county population multiplied by the average percent change.

Example: Griffin 2030 pop = (71,390 x (35%+(35% x -2.62%))

Table 2: Griffin Population Projections, 2060

Rolling as % of County	2000	2010	2020	(2000-2010)	(2010-2020)	2030	2040	2050	2060
Griffin	23,436	23,643	23,478	1%	-0.7%	24,251	25,248	26,209	26,952
Spalding County	58,417	64,073	67,306	10%	5%	71,390	76,325	81,359	85,916
Griffin as % of Spalding County	40%	37%	35%	-3.22%	-2.02%	34%	33.08%	32.21%	31.37%
Average change per decade: -2.62%									
Source: Governor's Office of Planning and Budget, Population Projections									

Figure 3: Griffin Population Projections 2000-2060



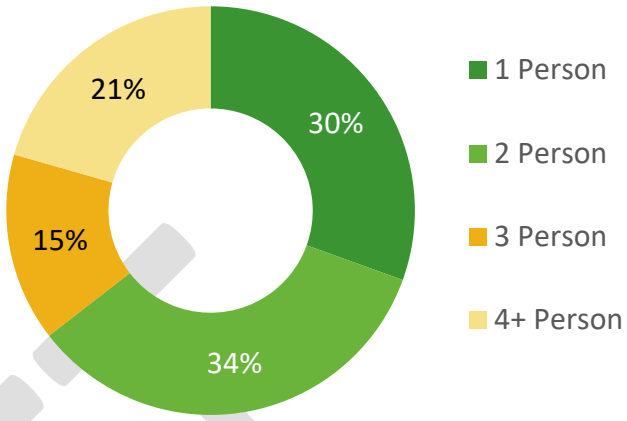
Source: Governor's Office of Planning and Budget, Population Projections

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Households

According to the 2020 US Census there were 10,290 housing units in the City of Griffin and 9,343 households, equating to an average household size of 2.41 people. While the total population of Griffin has remained relatively unchanged in the past two decades, the number of housing units and households has increased by roughly 5%. This has resulted in a similar decrease in the average household size and average family size. Significantly, the number of families with children under 18 years old has decreased by 25% (869 families) since 2000. Similarly, the number of non-family households increased by 24% (679 households) resulting in the number of non-family households making up 38% of all households.

Figure 4: Household Size, 2020



Source: 2000 Decennial Census, 2010 Decennial Census, & 2020

Household size has not changed significantly over the last two decades and in 2020 the majority of households consisted on 1 and 2 person households, making up 64% of all households.

Table 3: Household Data, 2000-2020

	2000		2020		Percent Change
Total Housing Units	9,669		10,290		6%
Total Households	8,860		9,343		5%
Families	6,018	68%	5,822	62%	-3%
With Children	3,507	40%	2,638	34%	-25%
With Older Adults	2,978	34%	2,783	30%	-7%
Non-Family	2,842	32%	3,521	38%	24%
Average Household size	2.6		2.41		-4%
Average family size	3.16		3.03		-7%

Source: 2000 Decennial Census, 2010 Decennial Census, & 2020 American Community Survey

Age

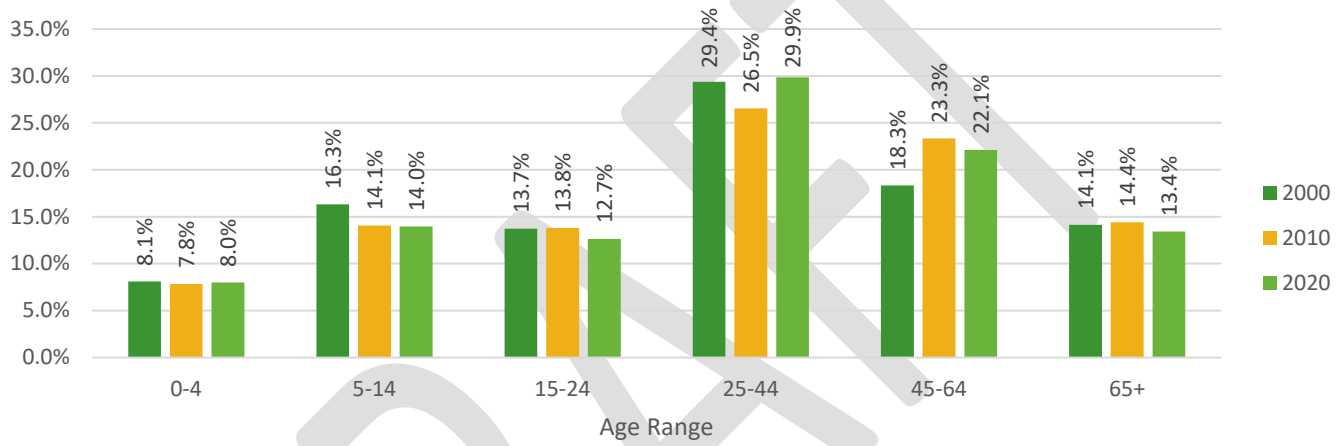
Age plays a significant role in the types of needs required by residents. While Griffin has not seen significant demographic changes in the distribution of the age of residents over the past 20 years, there is a noticeable difference between the age distribution of Griffin when compared to the state as a whole. Particularly, Griffin has roughly 3% more young adults aged 25-44 and consequently 3% fewer middle-aged adults aged 45-64 than the state. This is also reflected in the median age, which was 32.8 in 2020, 4.1 years younger than the state's median age of 36.9. Likely as a result of the larger population of

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young adults who are the most likely to have young children, Griffin's population of children aged 0-4 years old is 1.8% higher than the state.

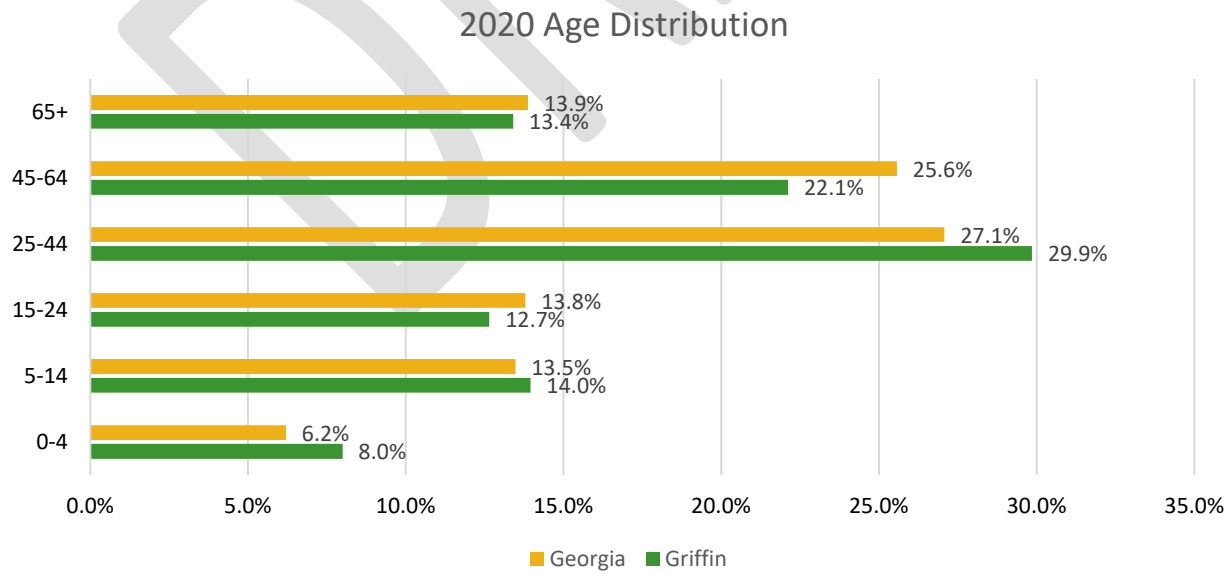
According to the U.S. Census Bureau's Population Projections for 2020 to 2060, the year 2030 will mark an important demographic turning point in U.S. history. By 2030, all baby boomers will be older than 65 and by 2035 it is projected that there will be 76.7 million people under the age of 18, but 78 million people above the age of 65 (US Census Bureau, 2021). This trend is certainly reflected in Griffin where residents older than 45 years old make up 36% of the city population and children aged 15 and younger make up only 22%.

Figure 5: Griffin Age Distribution 2000-2020



Source: 2000 Decennial Census, 2010 Decennial Census & 2020 American Community Survey

Figure 6: Age Distribution, 2020

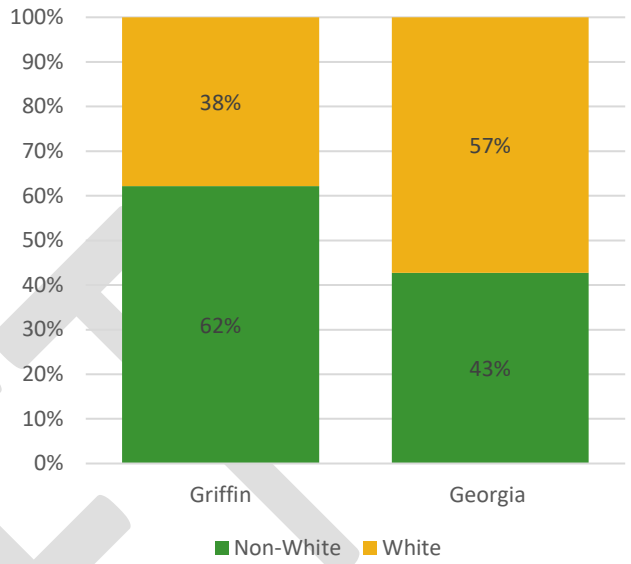


Source: 2020 American Community Survey

Racial & Ethnic Diversity

According to the 2020 Census, the City of Griffin is comprised of a majority of African-American residents making up 53% of the total population, followed by white residents at 38%, multiracial at 5%, some other race at 3%, and Asian at 1%. The "Some Other Race" category was initially introduced to the U.S. Census in 2000. The U.S. census does not currently recognize Hispanic or Latino as a race and therefore many people who identify as having Mexican, Mexican American, Hispanic, Latin American, Latino or Latin ancestry will select "Some Other Race" when answering the race question. Today those who identify as "Some Other Race" make up the third largest racial group in the United States (Parker, Menasce Horowitz, Morin, & Hugo Lopez, 2015).

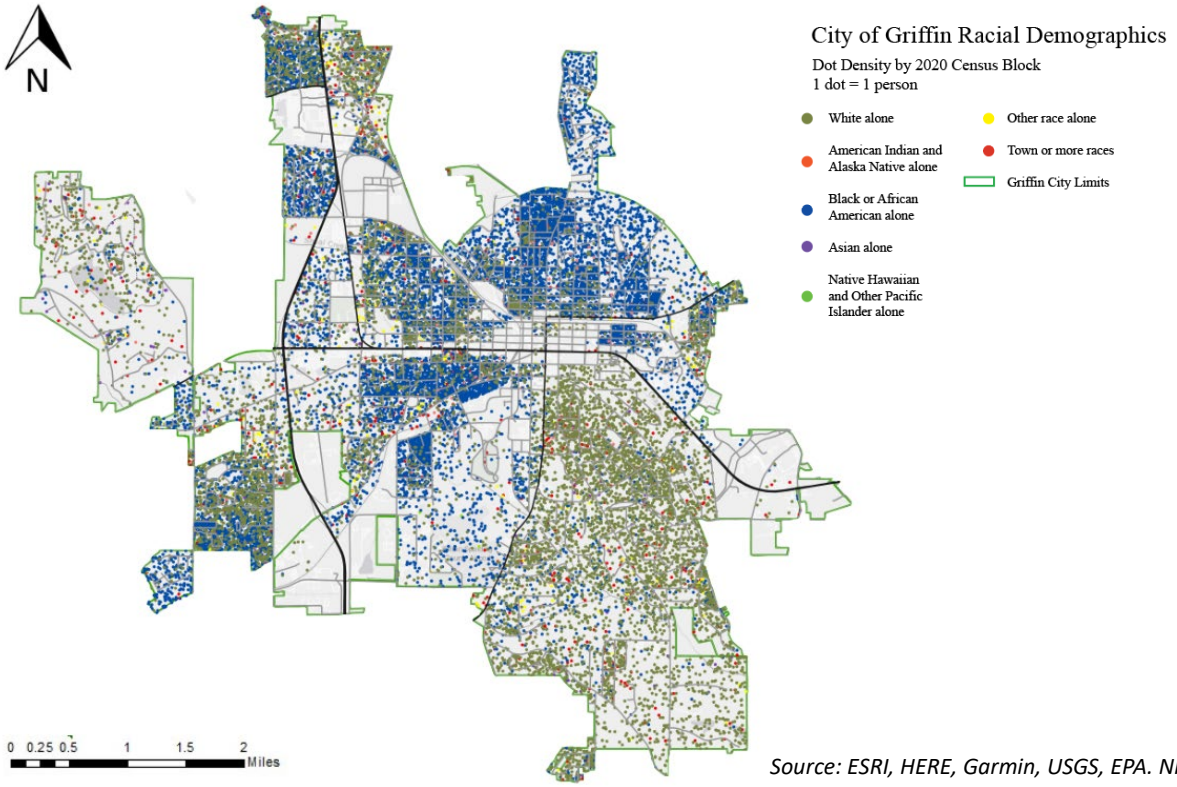
Figure 7: White vs. Non-White Residents, 2020



Source: 2020 American Community Survey

While the racial make-up of the city has not changed drastically in the past 20 years, there has been a 9% decrease in the proportion of white residents, a difference of roughly 2,150 people as well as a 4% increase in residents who identify as multiracial, an increase of 930 residents. Compared to the State and

Figure 8: Griffin Racial Demographic Density, 2020



Source: ESRI, HERE, Garmin, USGS, EPA. NPS

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Spalding County as a whole, Griffin has a relatively small proportion of white residents and higher proportion of non-white residents.

Figure 9: Griffin Population by Race, 2020

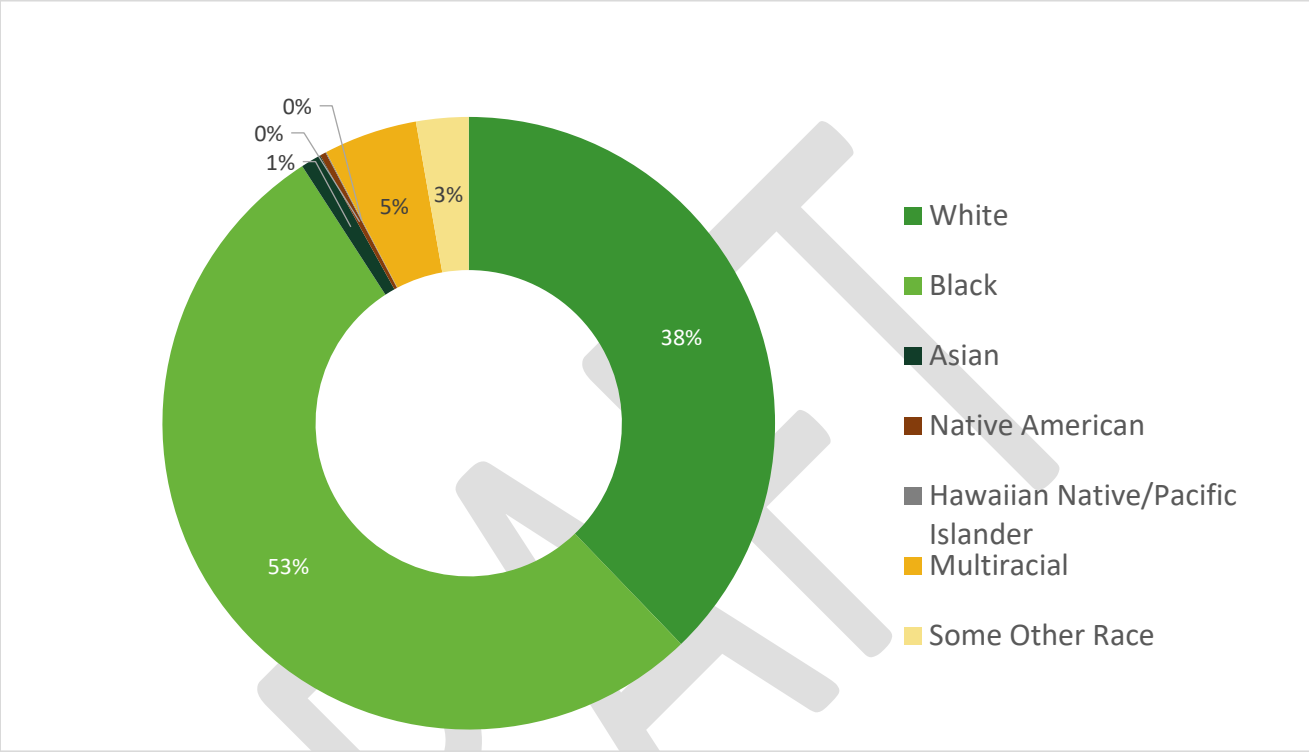
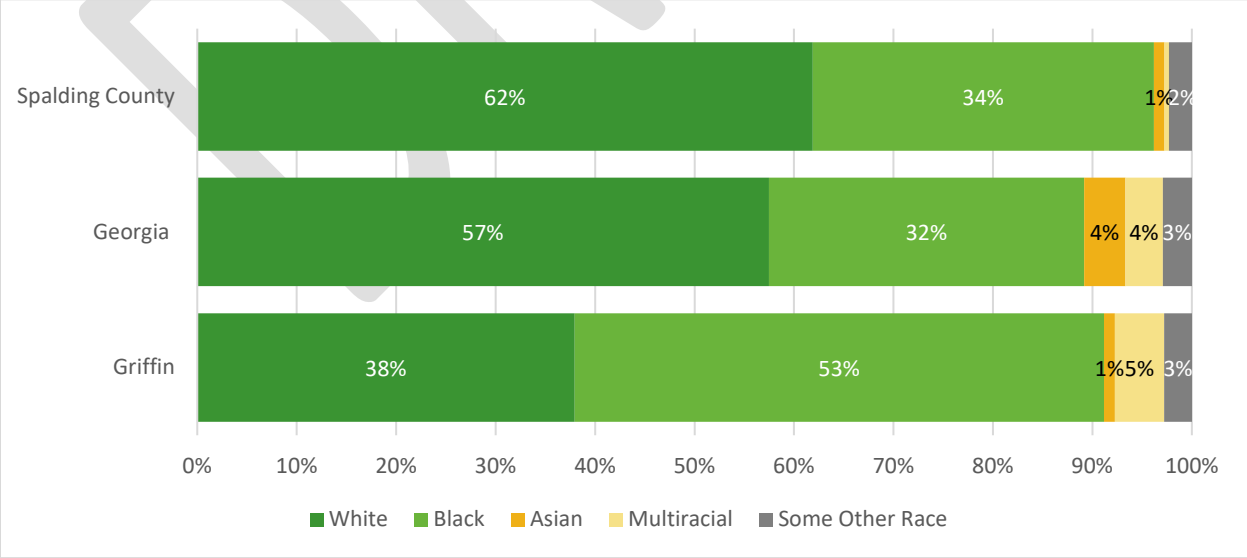


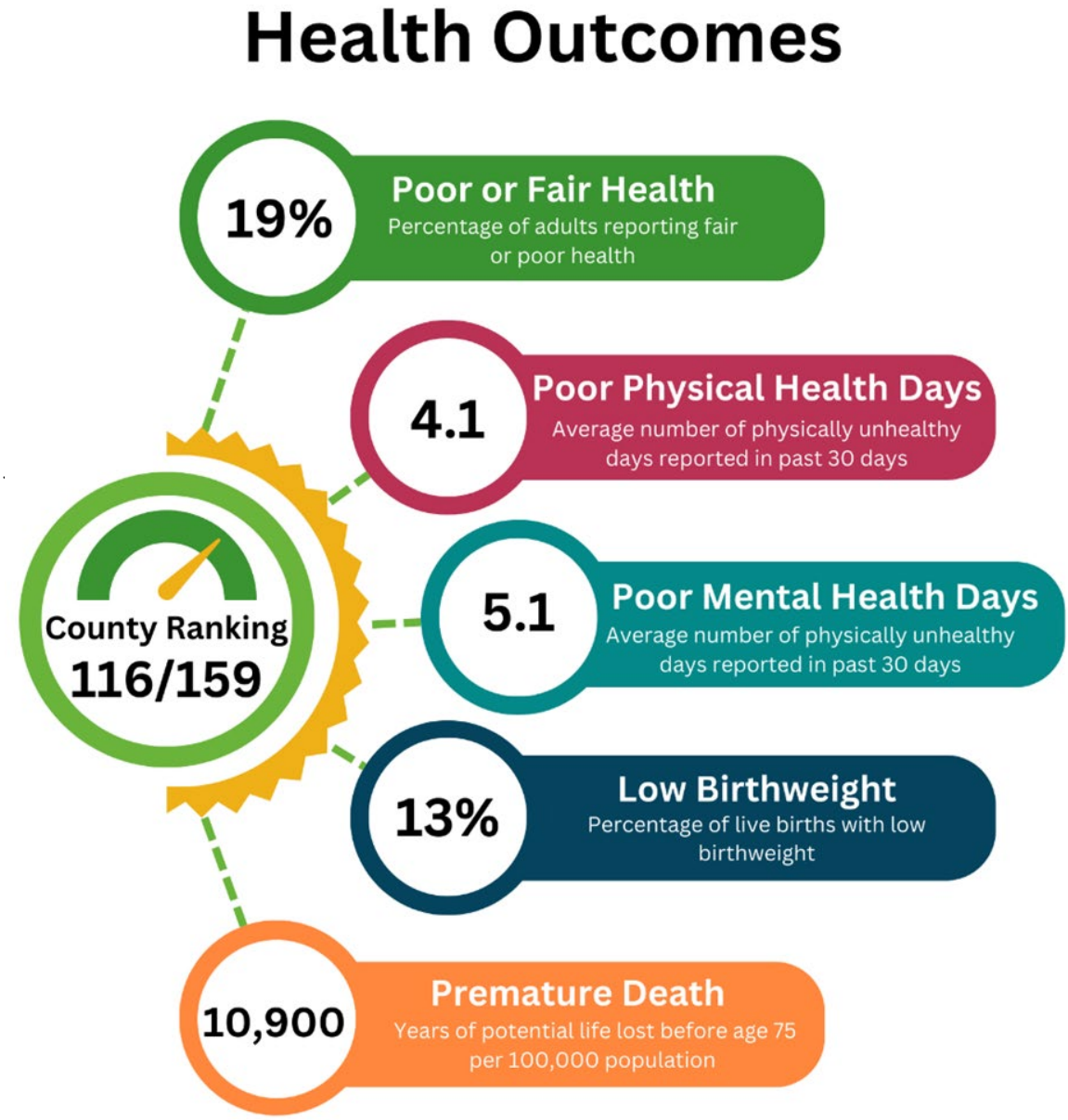
Figure 10: Racial Distribution, 2020



Health & Wellness

Source: University of Wisconsin Population Health Institute 2023 County Health According to the University of Wisconsin Population Health Institute, Spalding County ranks 116th out of 159 for Health Outcomes. Health outcomes represent how healthy a county is right now, in terms of length of life but also quality of life. Length of life is measured by premature death, defined as the years of potential life lost before age 75 per 100,000 population. Quality of life is measured through several factors including poor or fair health, poor physical health days, poor mental health days, and low birthweight.

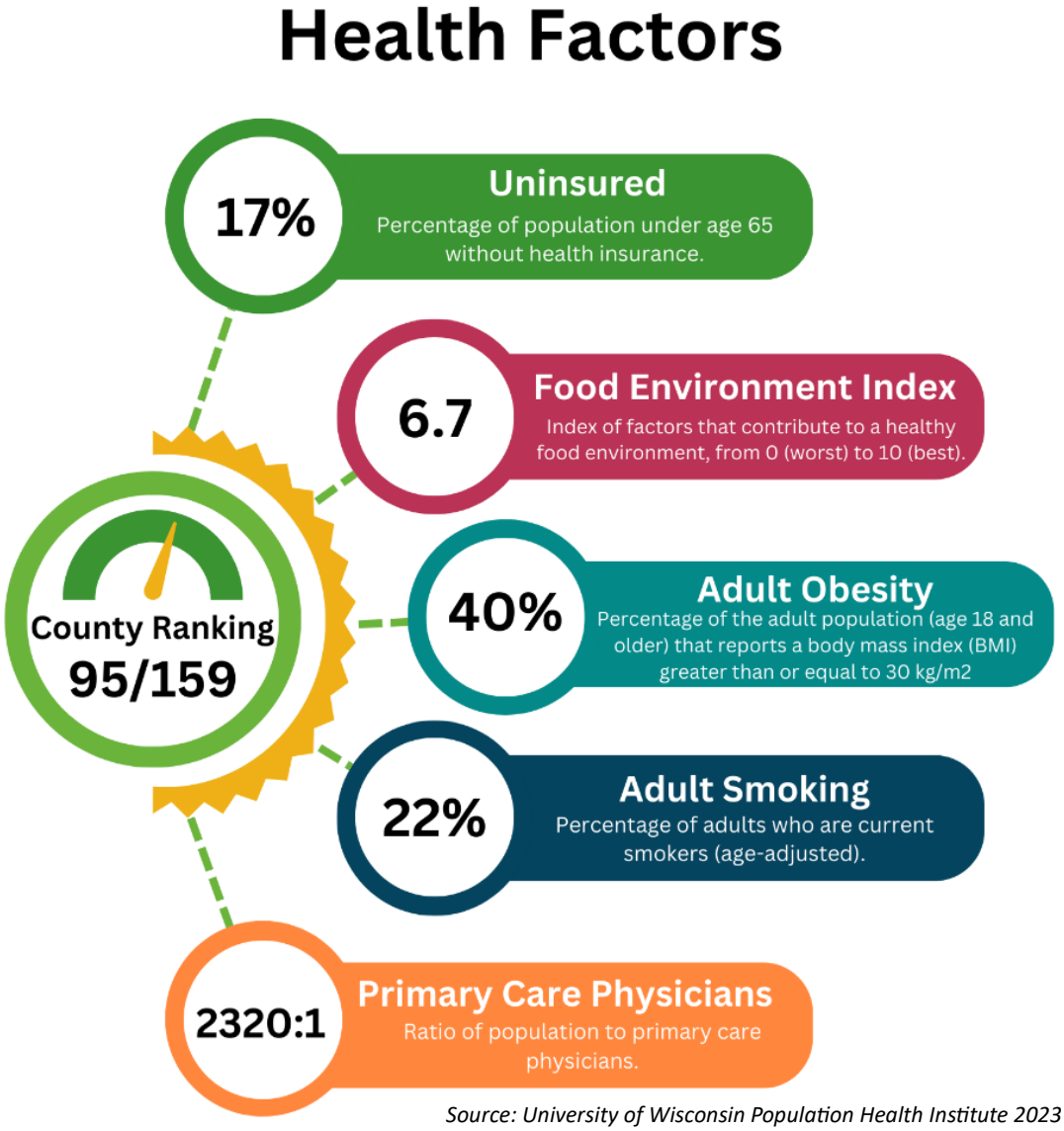
Figure 9: County Health Rankings, 2023



Source: University of Wisconsin Population Health Institute 2023 County Health Rankings

Spalding county also ranks 95th out of 159 counties in Georgia for Health Factors. Health Factors represent those things we can modify to improve the length and quality of life for residents. 29 individual factors are used to calculate health factor rankings but these factors can generally be grouped under health behaviors, clinical care, social and economic factors, and physical environment. The majority of health factors have remained stagnant over time or improved with the exception of sexually transmitted diseases which has seen an increase of 54 cases over the previous year. The ratio of primary care physicians to population has also increased resulting in 170 additional people per physician over previous years. Children in poverty has also seen a sharp increase in 2023 returning to levels experienced in 2013 and 2015. Today 35% of children in Spalding County are living in poverty.

Figure 10: Spalding County Health Factors



Source: University of Wisconsin Population Health Institute 2023 County Health Rankings

Education

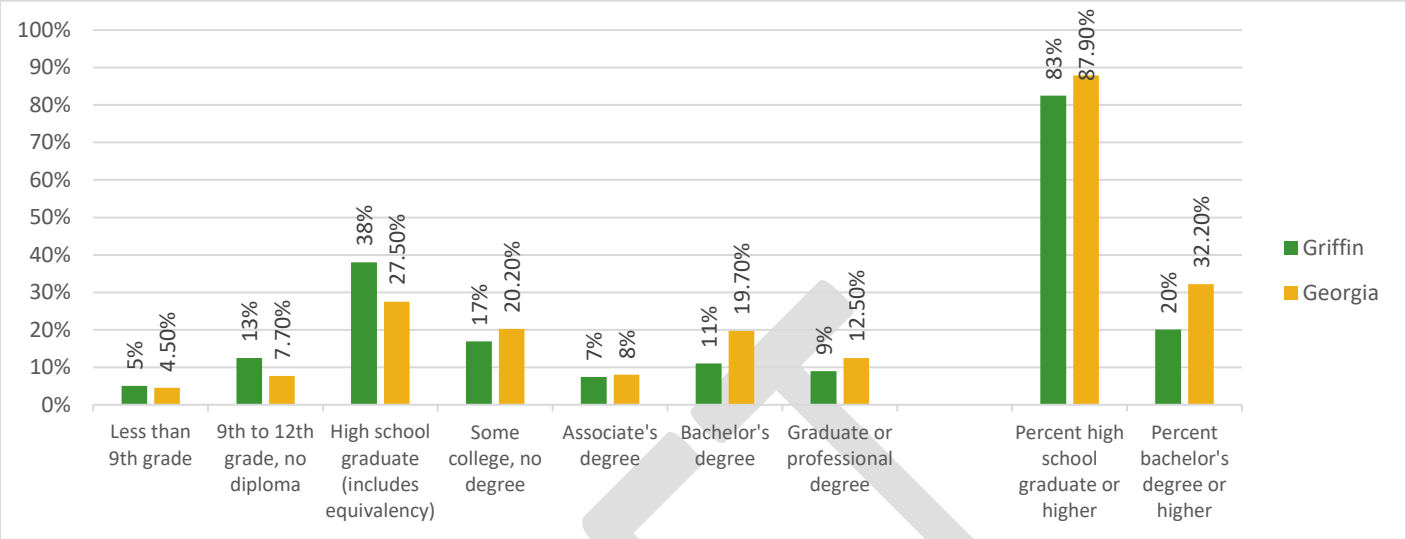
Today the vast majority of Griffin residents older than 25 years old have a high school diploma or higher. There has been a distinct increase in educational attainment in the past 2 decades. In 2000, 36% of the population of Griffin had less than a high school diploma, which had decreased to 18% in 2020, a decrease of 51% since 2000. That said however, the Griffin-Spalding County School District remains behind the state of Georgia as a whole in terms of educational attainment as well as content mastery. In 2020, 88% of the population of Georgia had graduated high school compared to 83% in Griffin. This discrepancy increases for populations with a bachelor's degree or higher where in 2020, 32% of the population of the state and only 20% of the population of Griffin had achieved a degree from a 4-year college or university. Content mastery is an element of the Georgia Department of Education College and Career Ready Performance Index (CCRPI) that measures whether students are achieving at the level necessary to be prepared for the next grade, college, or a career. In 2022, Griffin-Spalding County School District elementary schools scored 41.1 out of a possible 100 while the state of Georgia scored 63. Additionally, for middle schools Griffin-Spalding County scored 37.3 while the state score was 60 and for high schools Griffin-Spalding County scored 40.3 compared to the state score of 64.7.

Table 4: Griffin Education Data

	2000	2010	2020
Less than 9th grade	12.7%	10.1%	5%
9th to 12th grade, no diploma	23.4%	18.4%	13%
High school graduate (includes equivalency)	29%	32%	38%
Some college, no degree	15.2%	17.7%	17%
Associate's degree	3.2%	4.2%	7%
Bachelor's degree	11.2%	11.2%	11%
Graduate or professional degree	5.2%	6.2%	9%
Percent high school diploma or higher	63.90%	71.50%	83%
Percent bachelor's degree or higher	16.4	17.4	20%
Less than high school diploma	36%	29%	18%
Source: 2000 Decennial Census, 2010 Decennial Census, & 2020 American Community Survey			

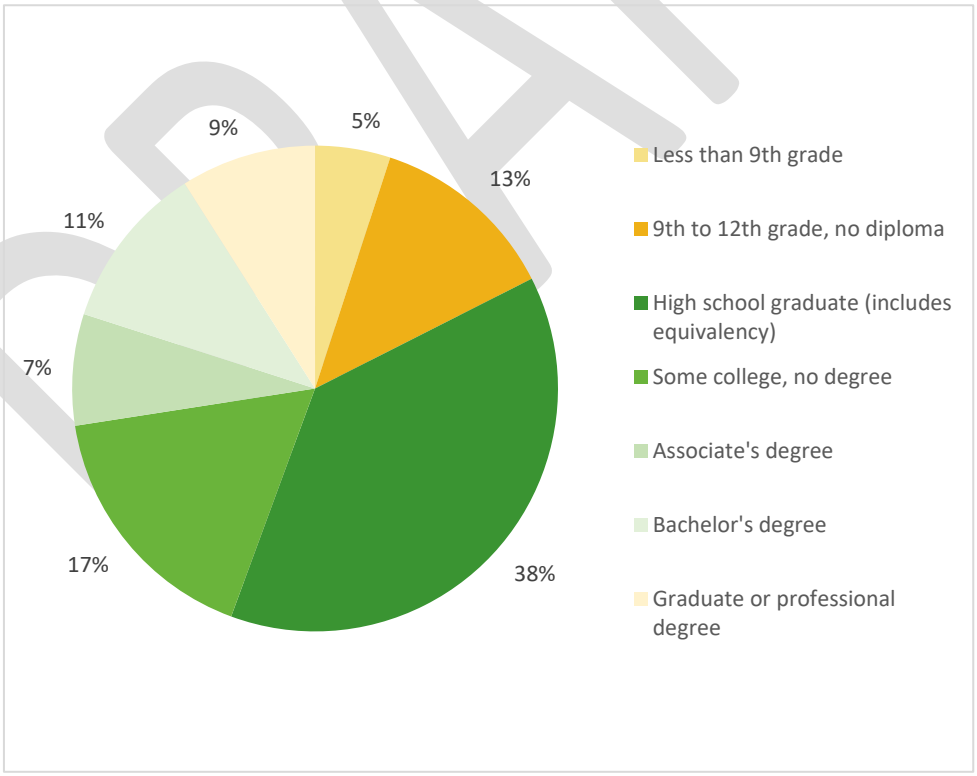
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Figure 11: Educational Attainment (25+), 2020



Source: 2020 American Community Survey

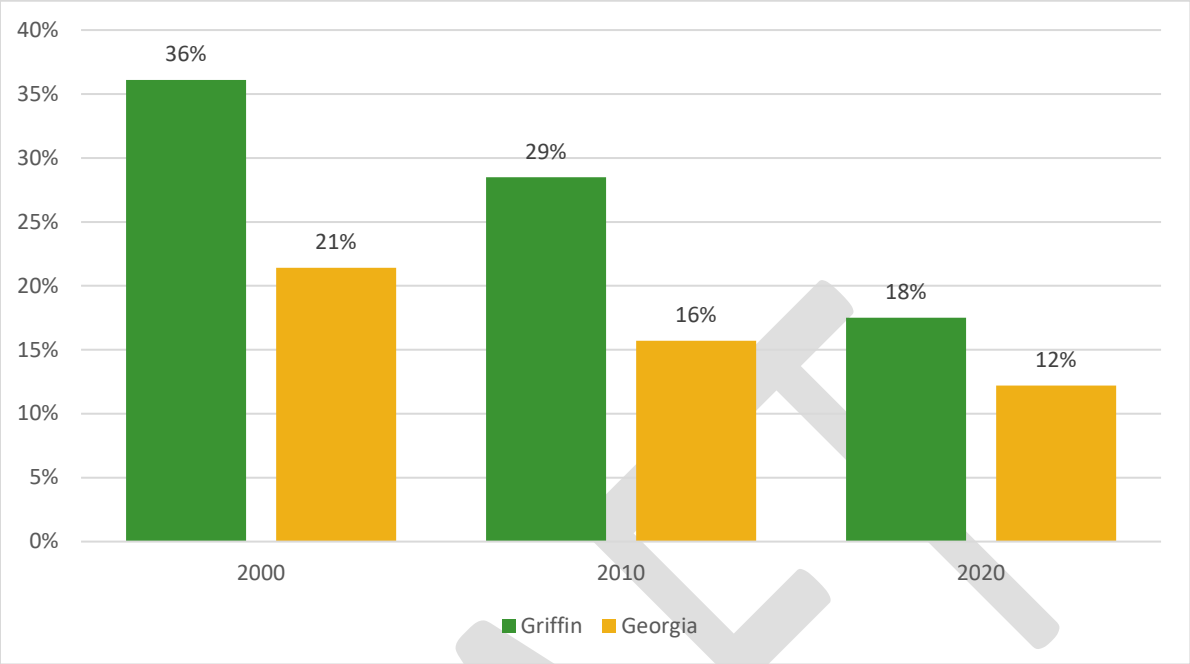
Figure 12: Griffin Educational Attainment, 2020



Source: 2020 American Community Survey

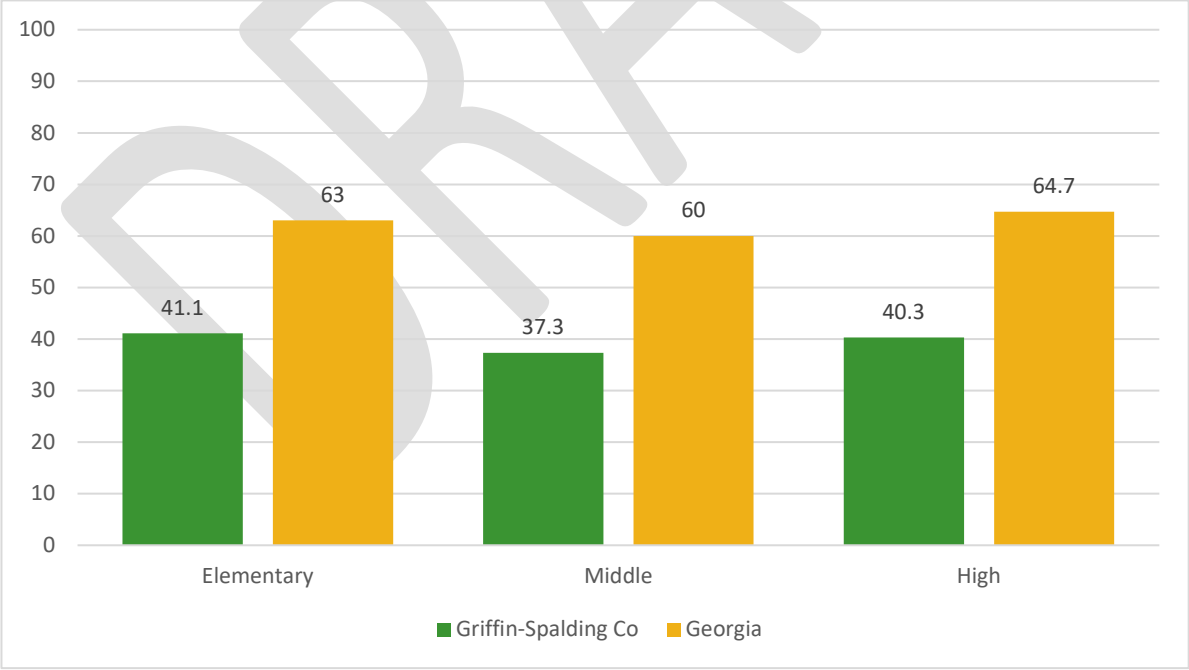
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Figure 13: Population with Less Than a High School Diploma, 2020



Source: 2000 Decennial Census, 2010 Decennial Census, & 2020 American Community Survey

Figure 14: Content Mastery, 2022



Source: Georgia Department of Education, College and Career Ready Performance Index

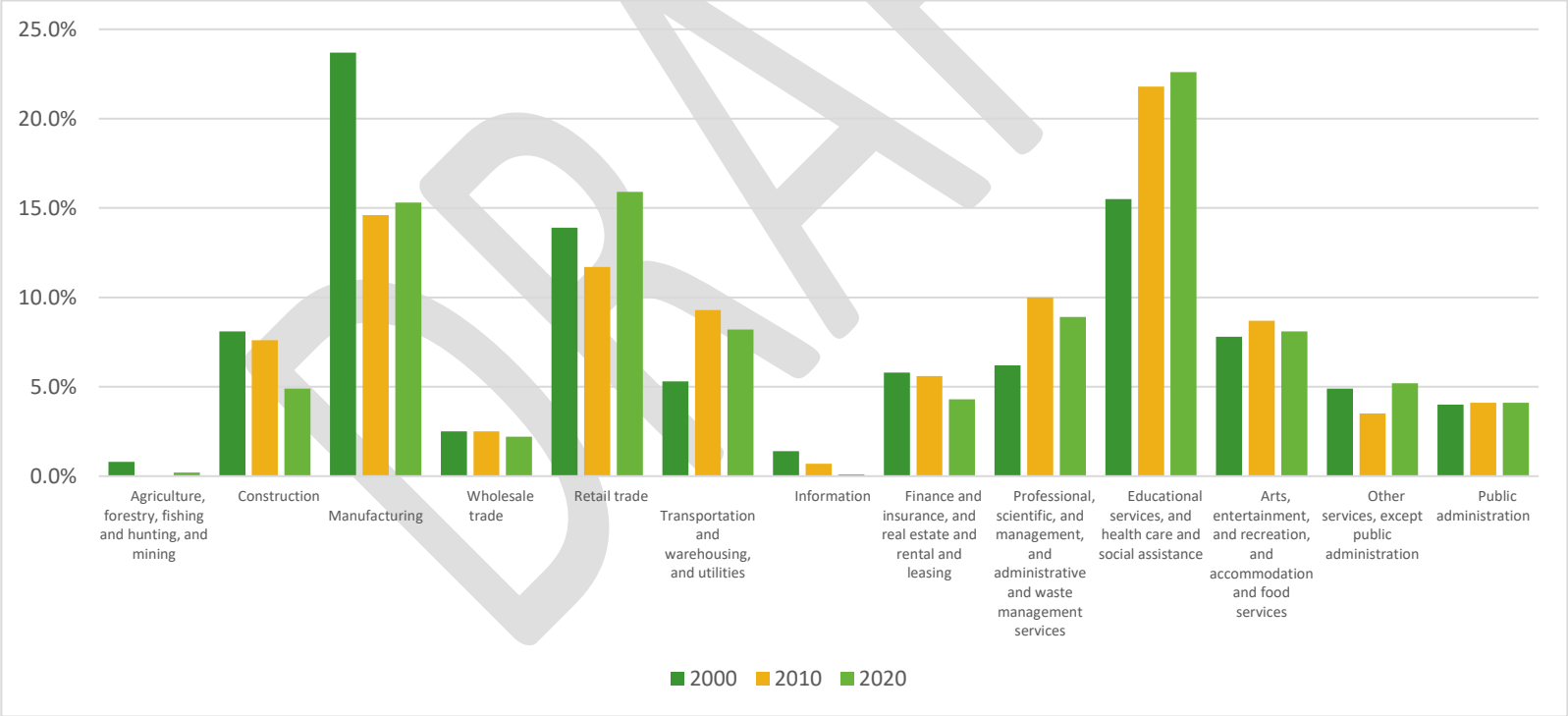
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Employment

Educational attainment is a factor often used by employers to determine the qualifications of a workforce. Industries offering higher quality jobs with more opportunities for economic mobility typically locate in areas with an educated workforce and training opportunities. Employment in Griffin has changed significantly over the past decade. The unemployment rate in Griffin, one of the key measures of a city's economic health, was 5% in 2000. Following the economic recession of 2008-2010, the unemployment rate in Griffin jumped to 15% but has since returned to below pre-recession levels and in 2020 was 3.7%. In 2020, the unemployment rate in Griffin was significantly lower than the US (5.4%) or State (5.6%).

The industries in which residents of Griffin are employed, have experienced shifts over the last 20 years. This is predominantly in the realm of Educational Services, Health Care, and Social Assistance, which has seen an increase from 15.5% of the employed residents in 2000 to 22.6% in 2020. Inversely, industries such as Manufacturing and Construction have experienced significant decline with manufacturing employing 23.7% of Griffin residents in 2000, down to 15.3% in 2020 and construction experiencing a similar decline from 8.1% in 2000 to 4.9% in 2020.

Figure 15: Employment by Industry, 2000-2020



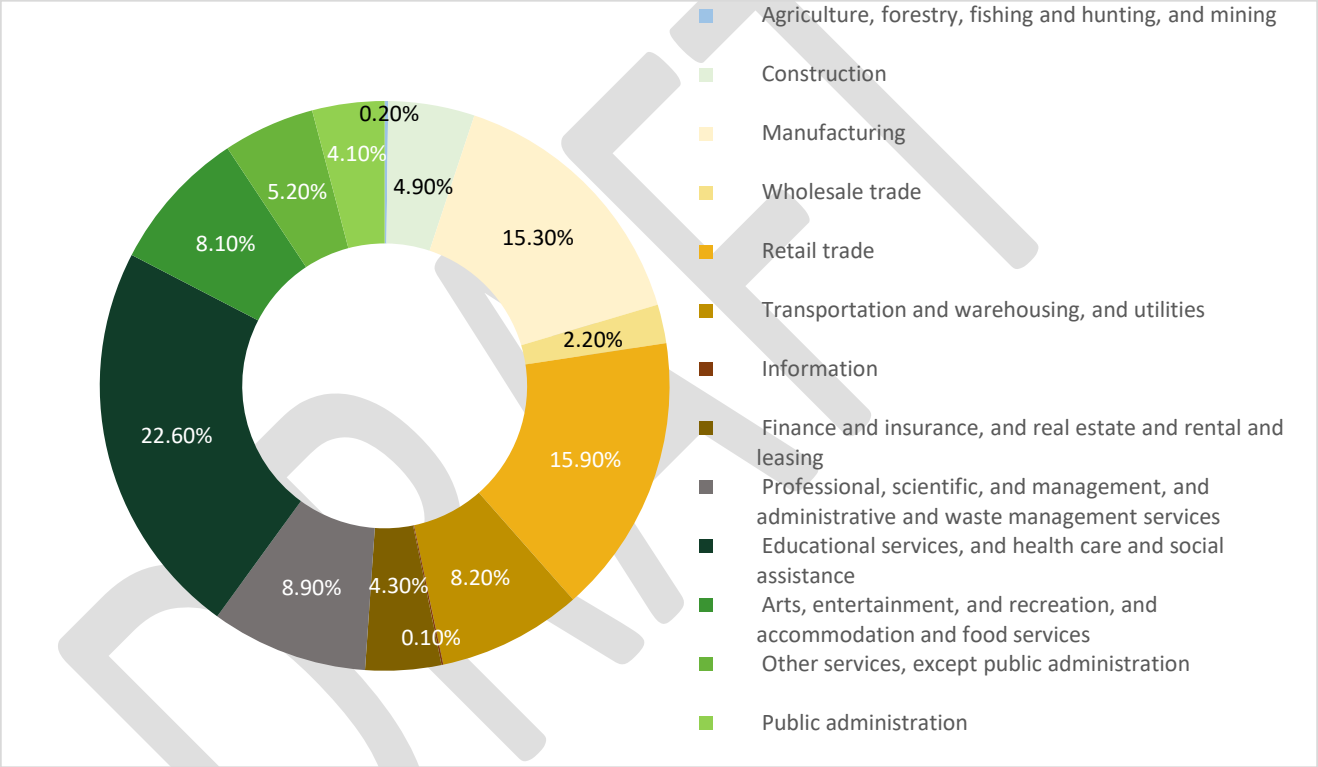
Source: 2000 Decennial Census, 2010 Decennial Census, & 2020 American Community Survey

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Occupations

Reflecting the changes in industry employing residents in Griffin, occupations held by the residents of the city has also seen significant changes of the past two decades. Since 2000, occupations in Management, Business, Science and the Arts haves increased by 4.3% while Production, Transportation, and Materials Moving occupations have decreased by 3%. This trend away from manual labor occupations has resulted in 29% of the residents in Griffin being employed in Management, Business, Science, and Arts occupations, 24% in Sales and Office occupations, and 15% in Service occupations.

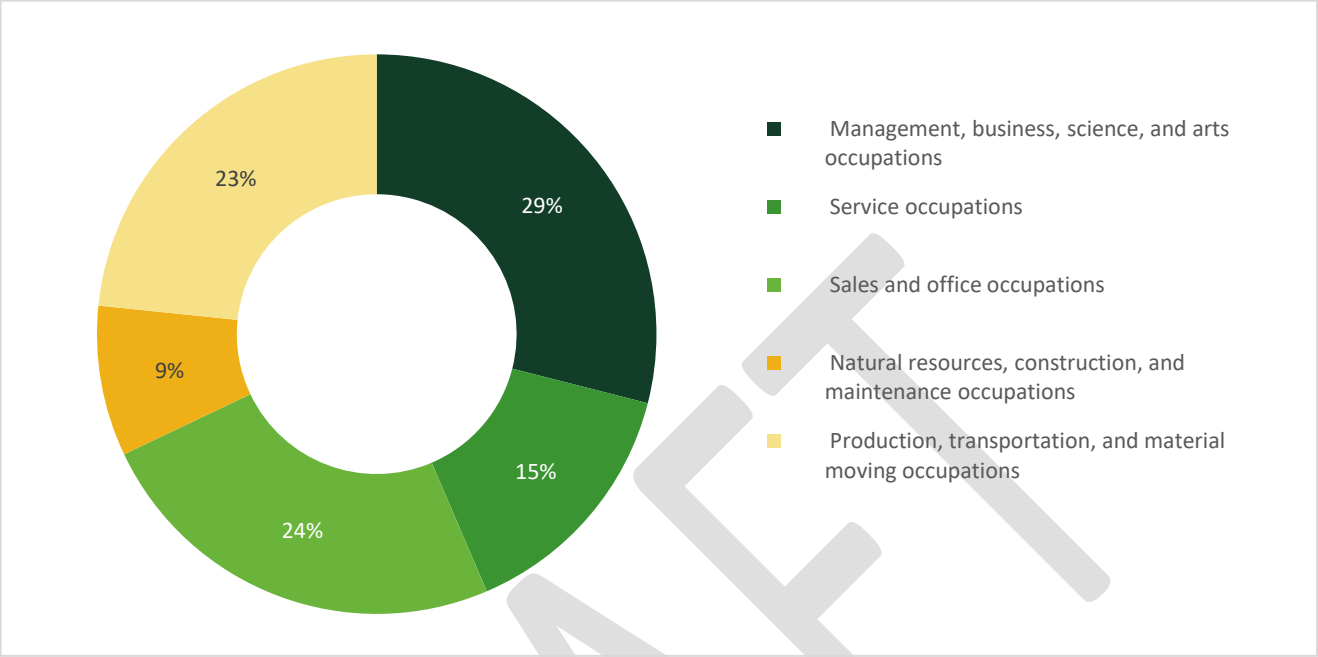
Figure 16: Employment Industry, 2020



Source: 2020 American Community Survey

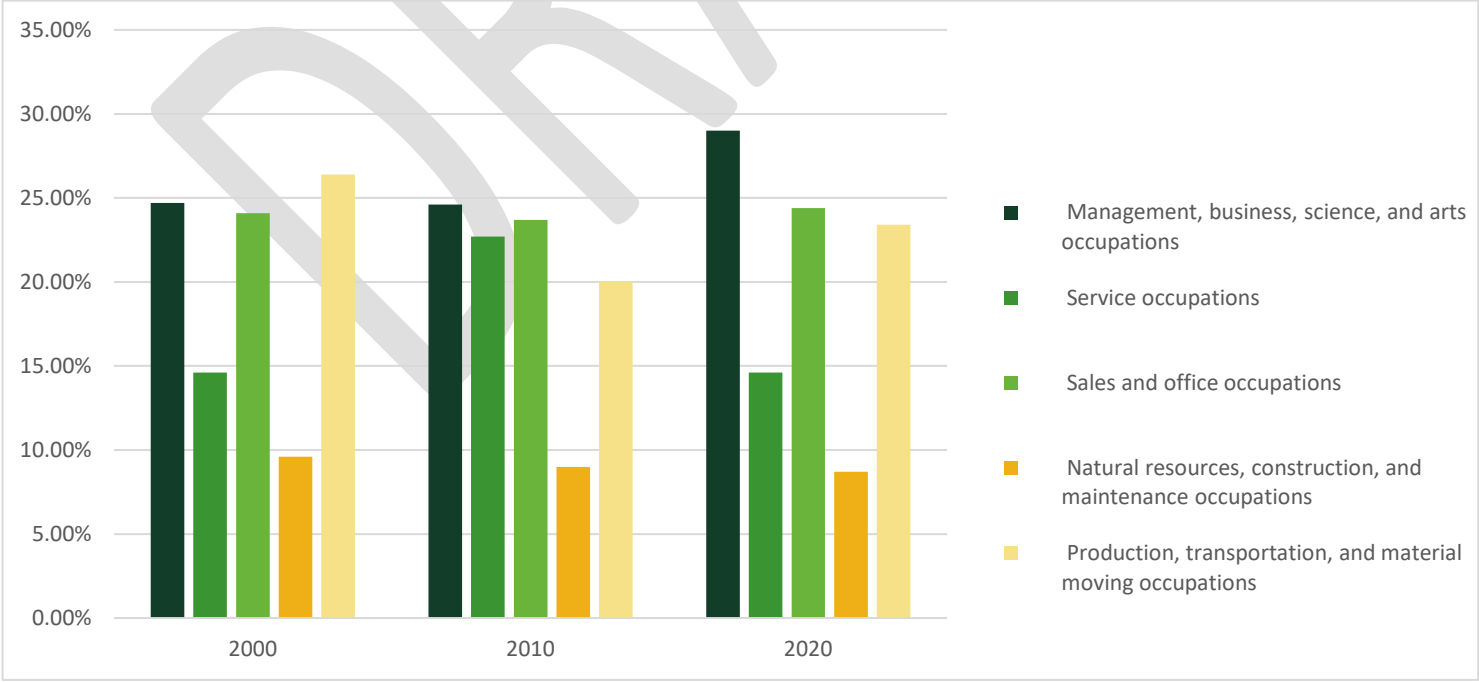
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Figure 17: Griffin Occupations, 2020



Source: 2020 American Community Survey

Figure 18: Griffin Occupation 2000-2020



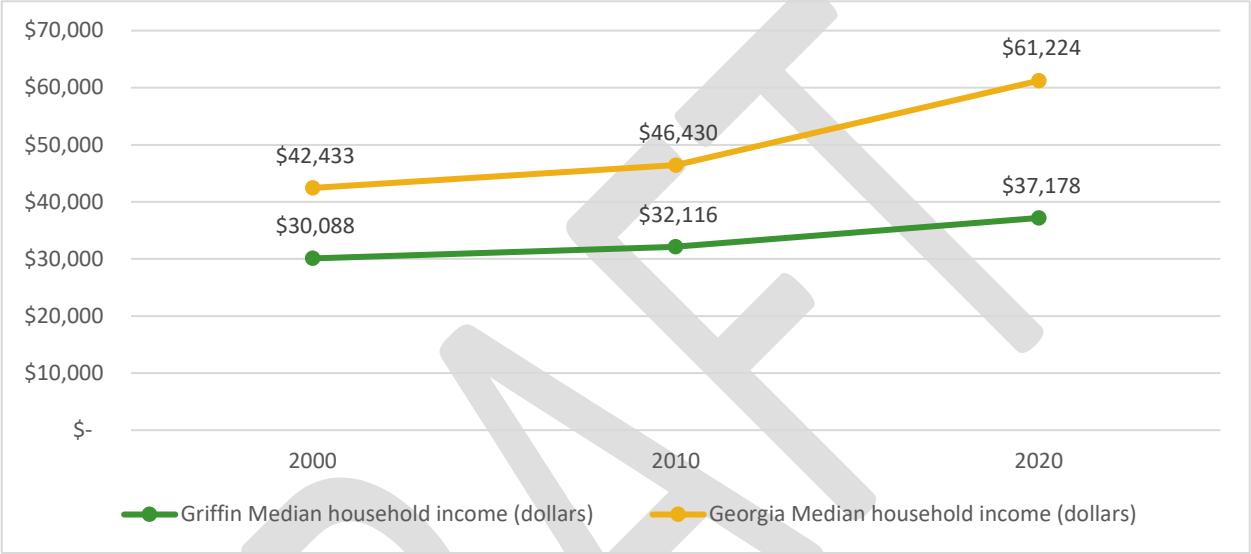
Source: 2000 Decennial Census, 2010 Decennial Census, & 2020 American Community Survey

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Personal Prosperity

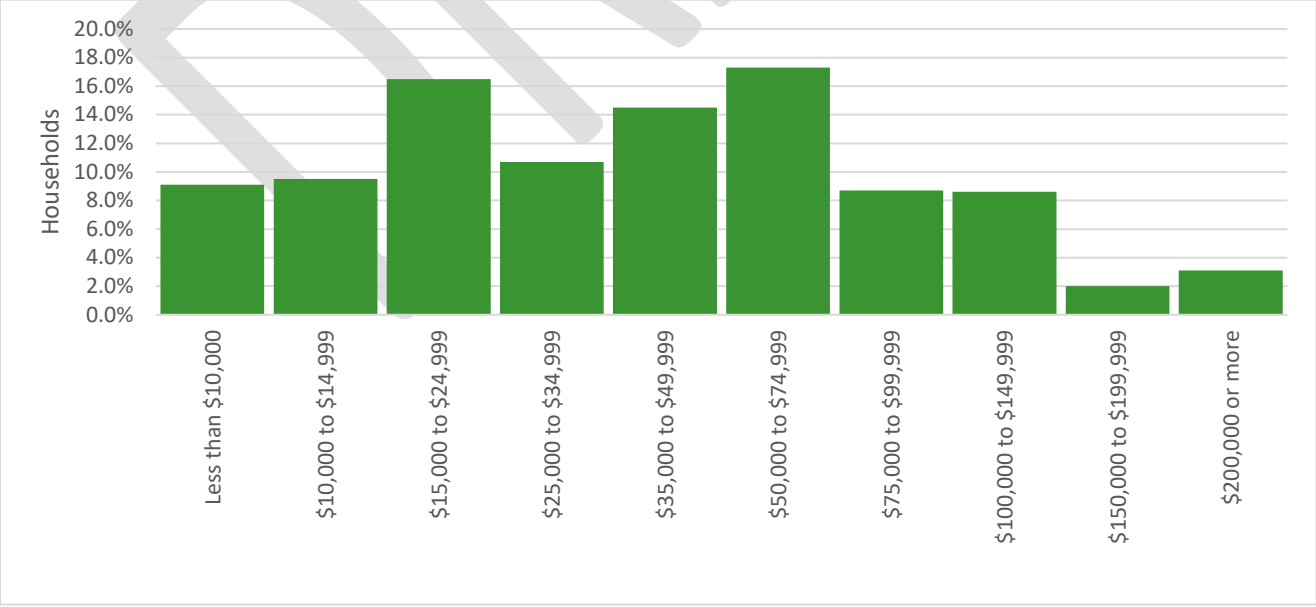
Trends in employment industry and occupation have a major effect on the quality of life of workers. Jobs in white collar occupations tend to pay a higher annual income. This trend towards additional professional service workers may explain the slight increase of $7,000 in the median household income in Griffin. However, the median household income in Griffin, which has always been significantly less that the state income, has not kept pace with the State's income growth. In 2020 Griffin's median household income was $37,178 per year, which is $24,046 or 65% less than the state median household income.

Figure 19: Median Household Income (adjusted for inflation)



Source: 2000 Decennial Census, 2010 Decennial Census, & 2020 American Community Survey

Figure 20: Household Income Distribution, 2020

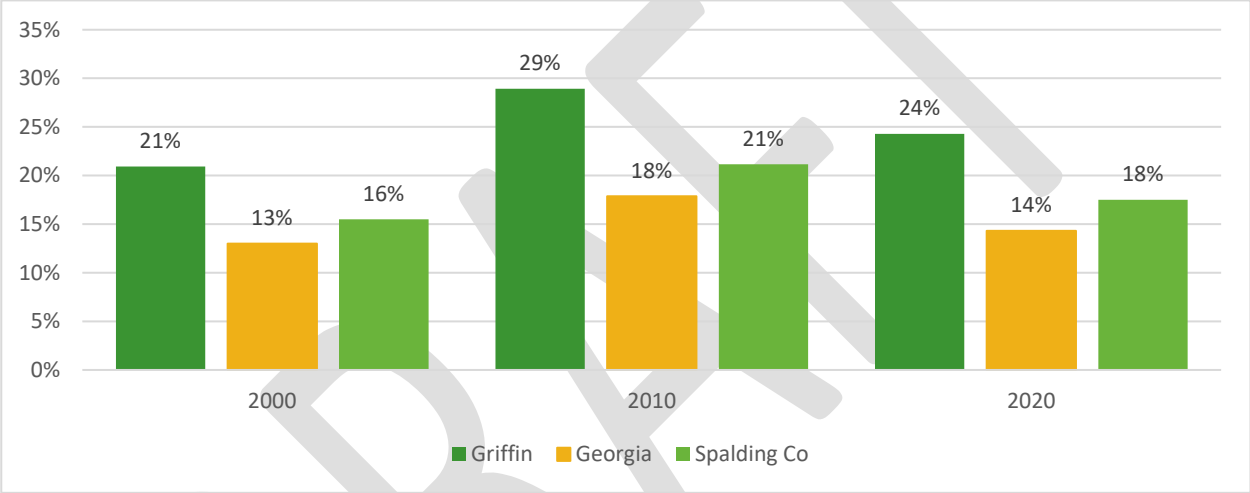


Source: 2020 American Community Survey

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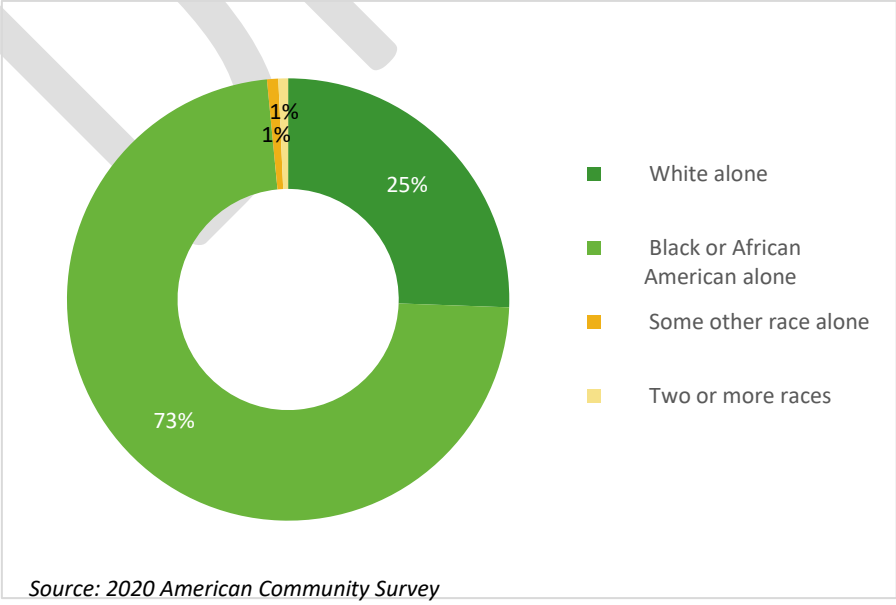
In 2020 the Federal Poverty Guidelines identified $21,720 as the poverty line for a family of 3. 19% of households in Griffin make an annual income of less than $15,000. Over the past 20 years the City of Griffin has regularly had a higher proportion of residents living below the poverty level than Spalding County or the state. In 2020 24% of Griffin's population was living in poverty while that proportion was 10% lower for the State at 14%. If you dig deeper into who in particular is living in poverty, there is a definitive racial disparity. In 2020 73% of those living in poverty identified as Black or African American even though black residents only make up 53% of the total population, followed next by those who identify as White alone at 25%, those who identify as Some other Race and Two or More Races made up the remaining 1.5%.

Figure 21: Population Below Poverty Level, 2020



Source: 2000 Decennial Census, 2010 Decennial Census, & 2020 American Community Survey

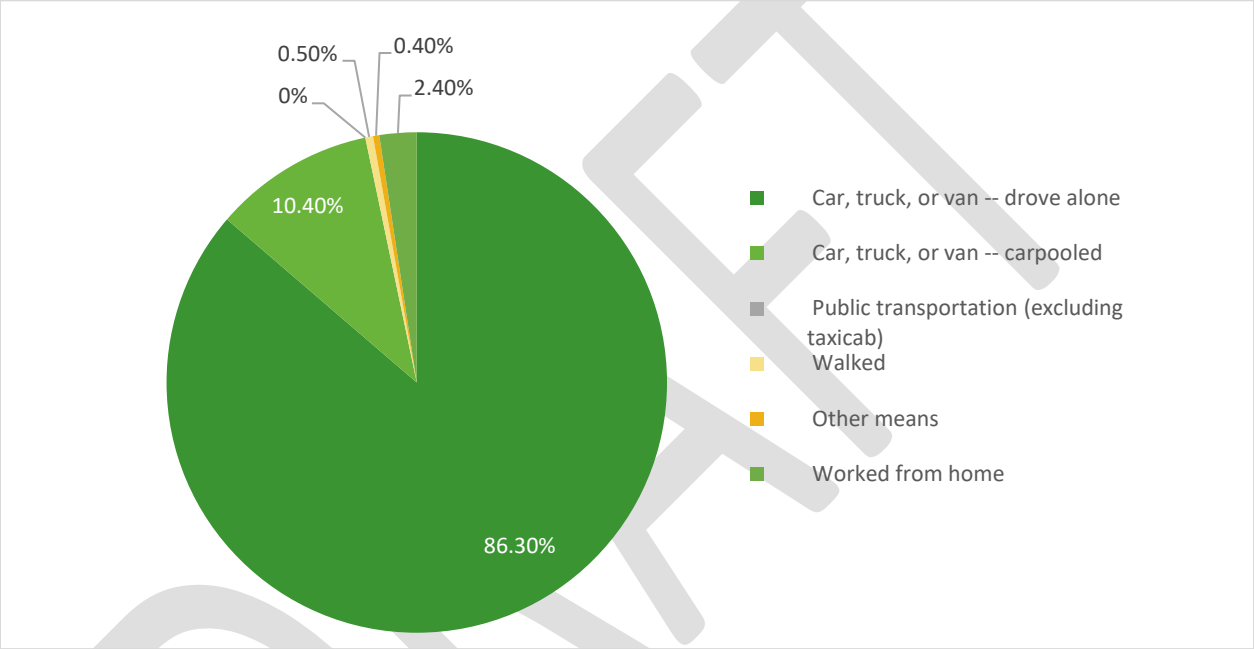
Figure 22: Griffin Poverty by Race, 2020



Source: 2020 American Community Survey

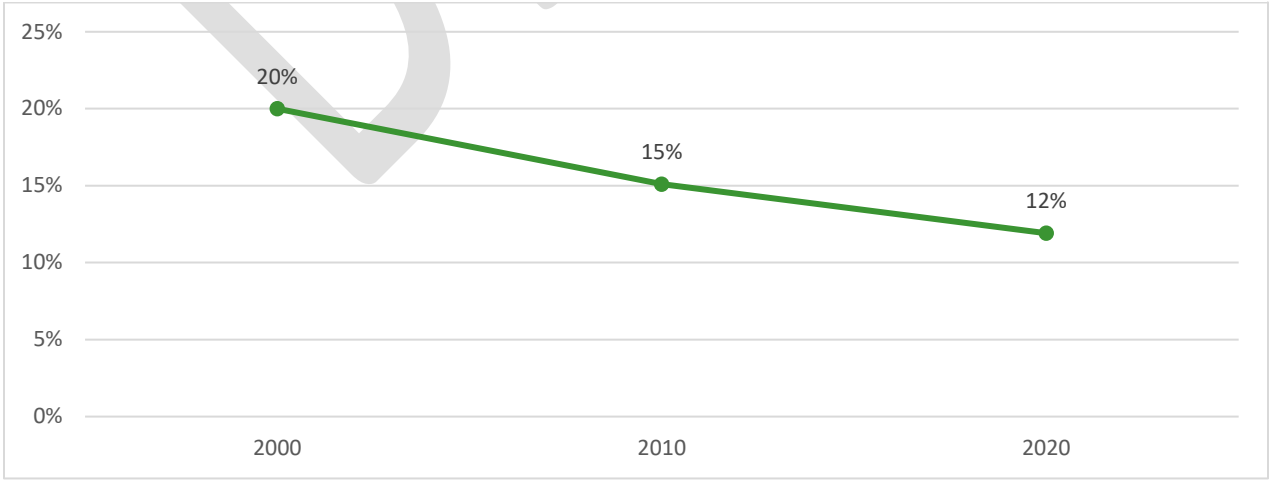
Income, location, and availability of transportation options all have an impact on the means of transportation to work chosen by workers. In 2020, 86% of workers in Griffin drove alone to work, an increase of 17% since 2000, conversely 14% less workers are carpooling together to work. Less than 1% of workers in 2020 took public transportation, walked or traveled by other means to work, a decrease of nearly 6% since 2000. Most likely correlated with the 19% of the population living below the poverty threshold, 12% of households in Griffin do not have access to a vehicle and rely solely on other means for transportation.

Figure 23: Means of Transportation to Work, 2020



Source: 2020 American Community Survey

Figure 24: Households with no Vehicle Available

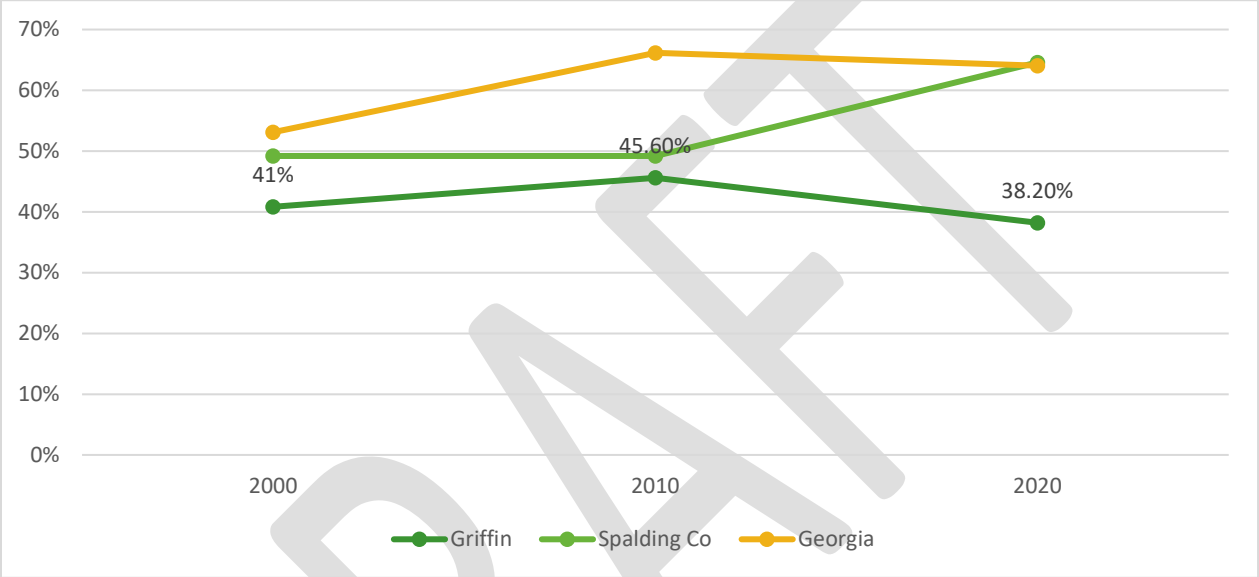


Source: 2000 Decennial Census, 2010 Decennial Census, & 2020 American Community Survey

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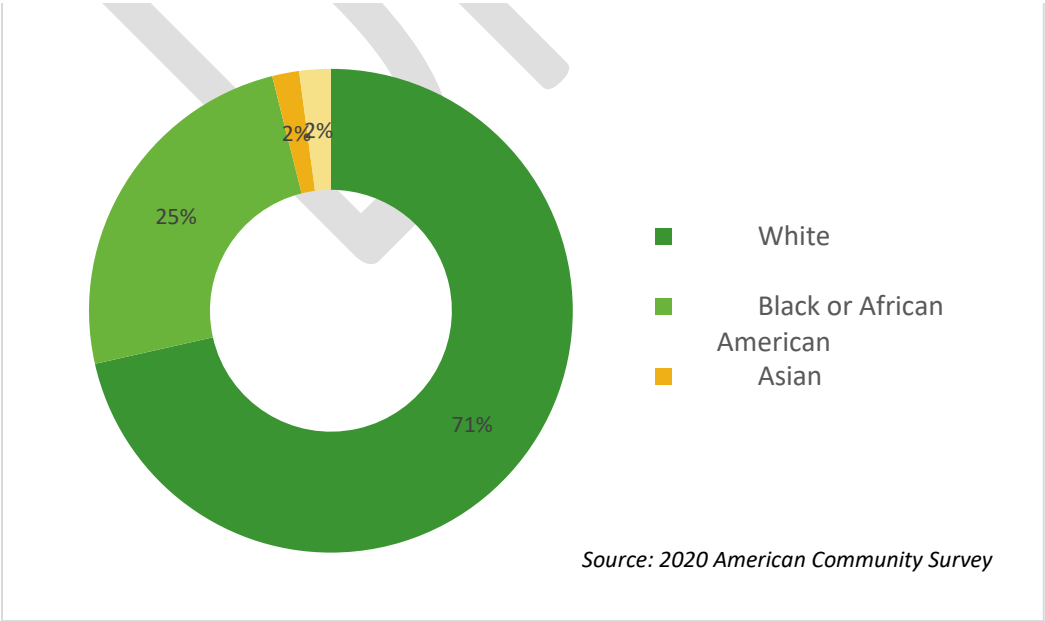
Homeownership is another measure of personal prosperity. In 2020, 38% of occupied housing units were owner occupied in Griffin. This is a decrease of 5% since 2000. Again, we can see the same racial disparity playing out as shown by the population living below the poverty line, in the racial distribution of homeowners. Even though those who identify as Black or African American make up 53% of the population of Griffin, only 25% of homeowners are black, whereas those who identify as white alone make up 38% of the total population yet 71% of owner-occupied housing is owned by white homeowners.

Figure 25: Homeownership Rate, 2000-2020



Source: 2000 Decennial Census, 2010 Decennial Census, & 2020 American Community Survey

Figure 26: Homeownership by Race, 2020



Source: 2020 American Community Survey

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The United States is facing a housing affordability crisis, and Griffin is no exception. A household is considered to be cost burdened if their monthly housing costs are greater than 30% of their monthly income. Cost burdened households have less income available to spend on other needs such as transportation, health care, or groceries and therefor are unable to participate fully in the local economy. In 2020, 20% of home owners and 56% of renters in Griffin were considered cost burdened. Over the past 20 years, the percentage of renters in Griffin who are considered cost burdened has nearly doubled with an increase of 43% whereas the percentage of cost burdened homeowners has decreased from 31% in 2000 to 20% in 2020.

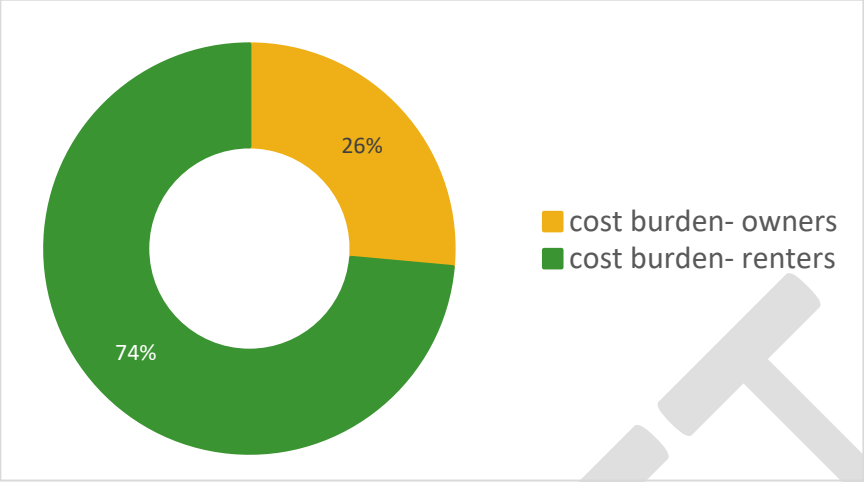
Figure 27: Cost Burdened Population, 2000-2020



Source: 2000 Decennial Census, 2010 Decennial Census, & 2020 American Community Survey

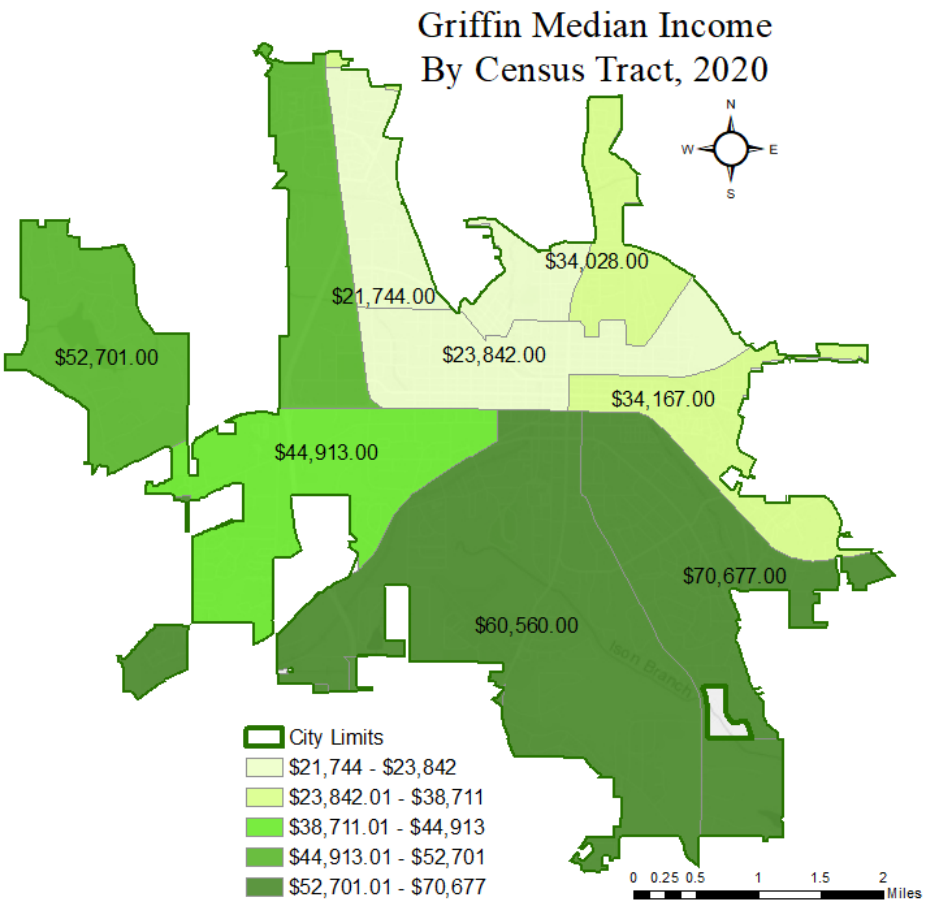
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Figure 28: Cost Burdened Population, 2020



Source: 2020 American Community Survey

Figure 29: Median Household Income, 2020



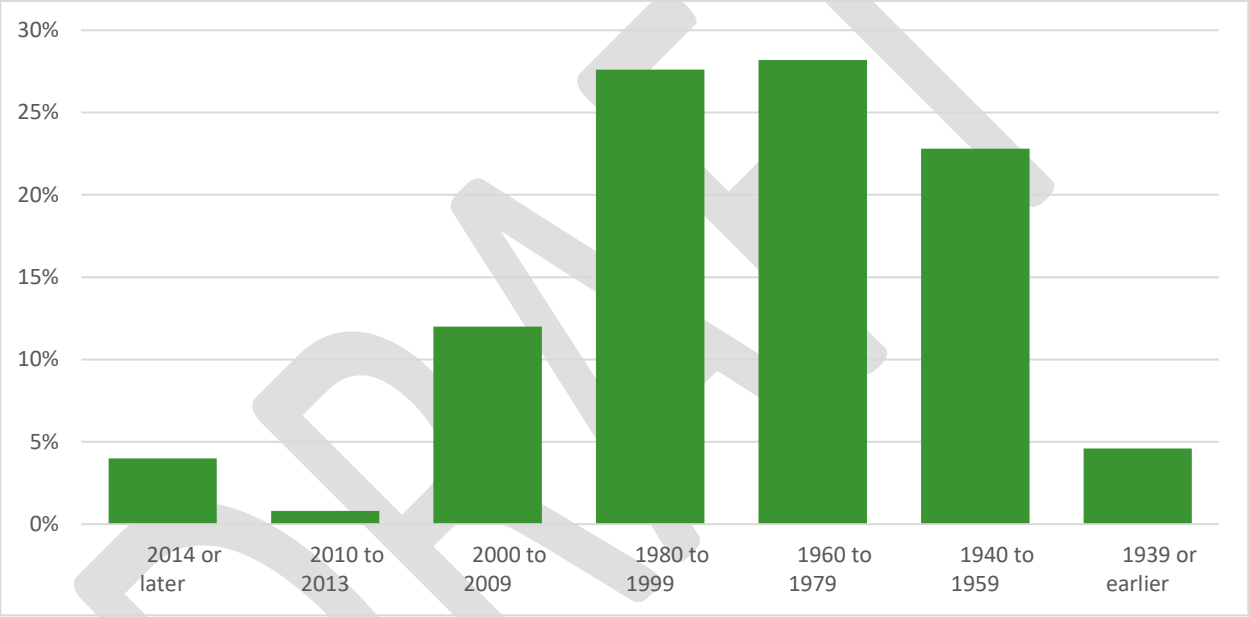
Source: ESRI, HERE, Garmin, USGS, EPA. NPS

PLACE

Housing

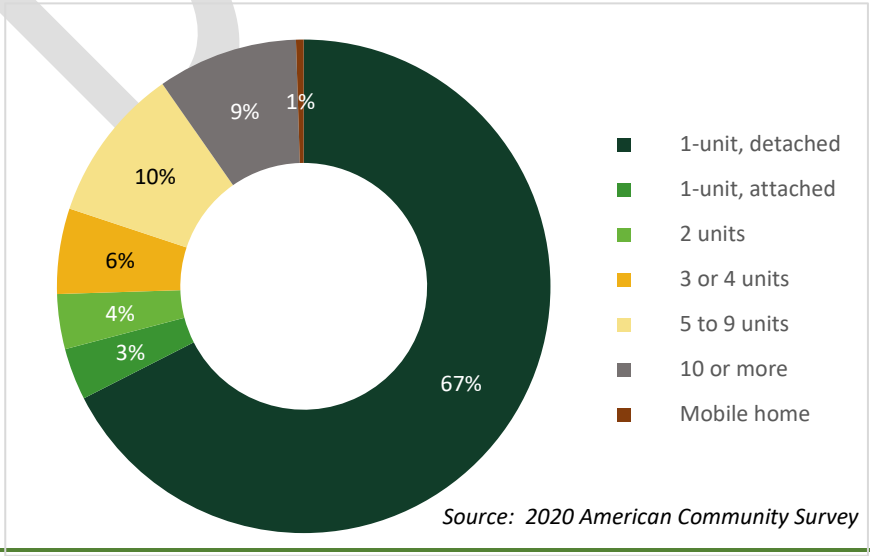
In 2023, Griffin experienced a series of destructive tornados that damaged 596 single family homes and 263 multi-family structures. The following data was taken from the 2020 decennial census and does not account for this loss of property. In 2020 91% of all housing units in Griffin were occupied. The vast majority of these structures are single family detached homes (67%), followed by 5+ unit apartment buildings (19%). What we would consider "Missing Middle" housing (2-4 unit structures), makes up only 9% of the total housing stock. The majority of these structures were built between 1940 and 1999 with the median year structures were built being 1974. Only 17% of the existing housing stock in Griffin has been built in the last 20 years.

Figure 30: Year Structure was Built



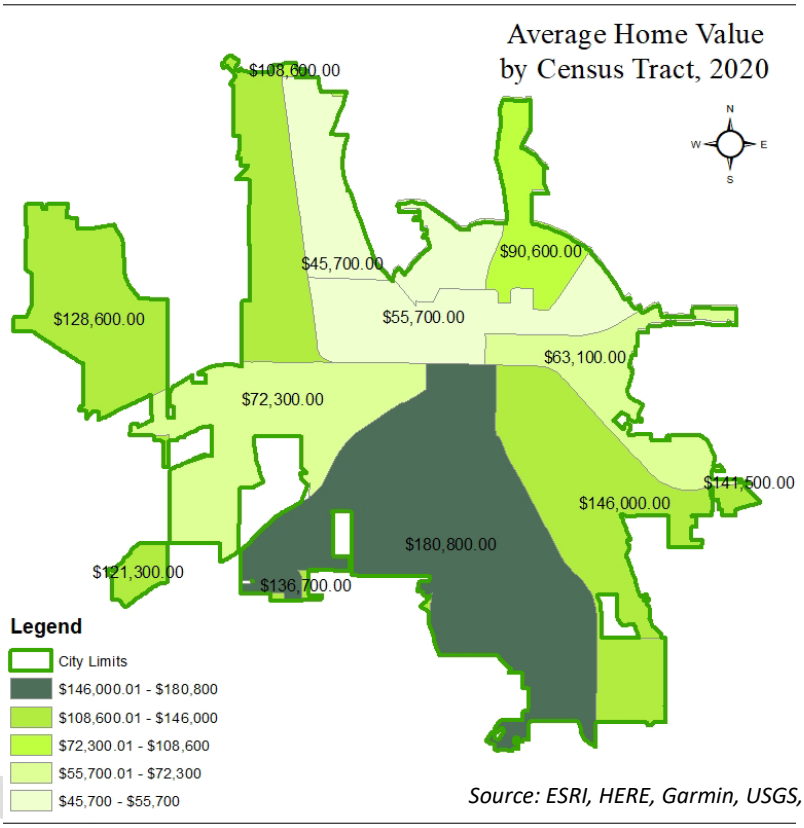
Source: 2020 American Community Survey

Figure 31: Units in Structure, 2020



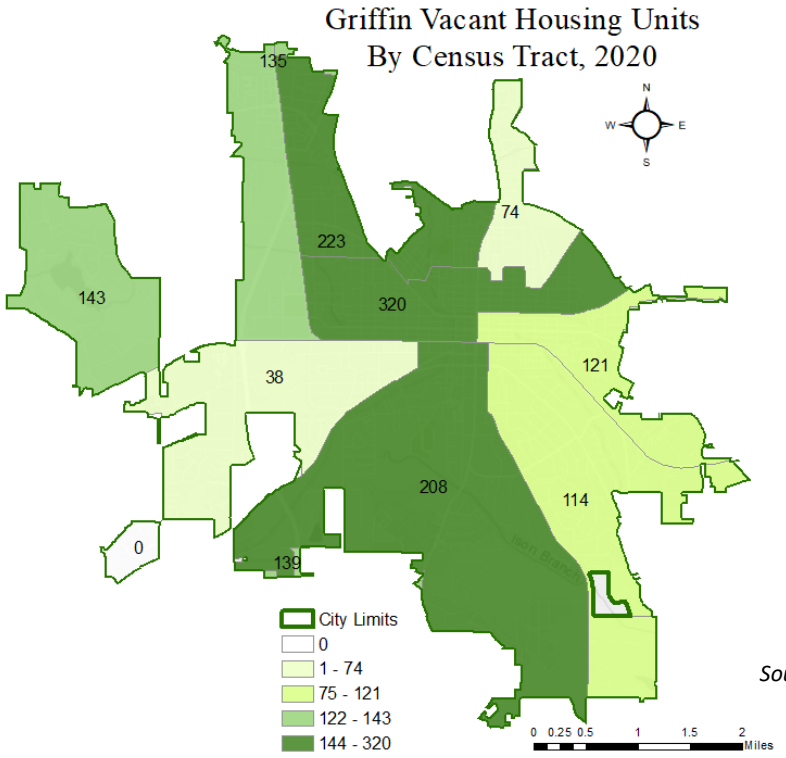
Source: 2020 American Community Survey

Figure 32: Griffin Average Home Value, 2020



Source: ESRI, HERE, Garmin, USGS, EPA. NPS

Figure 33: Griffin Vacant Housing Units, 2020



Source: ESRI, HERE, Garmin, USGS, EPA. NPS

Mobility & Transportation

Existing Road Network

Griffin's transportation system has a strong network of arterial, collector, and local roads. Although there are no exits within Spalding County, the City does have access to Interstate-75 (I-75) via SR 16 to Exit 205 (Griffin – Jackson), which is east of the City in unincorporated Butts County. This exit provides regional access for residents of Griffin and commuters alike. Other state routes, in addition to the one interstate exit, include US 19/41, SR 92, SR 16, SR 155, and SR 362. Additionally, Griffin has major local roadways such as Experiment Street, Hill Street, 9th Street, Popular Street, College Street, and Maple Drive (just to name a few) all of which connect to collector and local roads to provide safe accessibility to the City. It is important to note that transportation (i.e., traffic congestion and safe alternative modes) was cited as a major theme and/or concern among the leadership, stakeholders, and residents during the community engagement process, which presents transportation as a high priority for the City to address moving forward. As for public transit, the City utilizes the services of the Three Rivers Regional Commission (TRCC) and their demand response public transportation system. Essentially, this means that there are no fixed routes, bus stops, or pick up times. Participants call in and order a trip 24 hours in advance and daily routes are generated based on the destinations requested.

Annual Average Daily Trip (AADT)

Annual Average Daily Trip (AADT) Data is provided by the Georgia Department of Transportation (GDOT) Traffic Analysis and Data Application (TADA) for the year 2020. One of the main roadways in Griffin US 41 (Martin Luther King, Jr. Parkway), which has 31,500 AADT, representing a slight increase from 2020. Other major roadways with significant traffic counts include SR 16 (Taylor Street/Memorial Drive) and North Expressway, both of which have an AADT over 21,000, which are increases from 2020. In terms of major local roads in Griffin, South Hill Street, Meriweather Street, Experiment Street, and East Broadway Street all had significant traffic counts as they serve not only internal city traffic circulation but also provide commuters access to the major collectors in the County.

The table below provides the Annual Average Daily Trip (AADT) Data from the Georgia Department of Transportation (GDOT) Traffic Analysis and Data Application (TADA) for the year 2022.

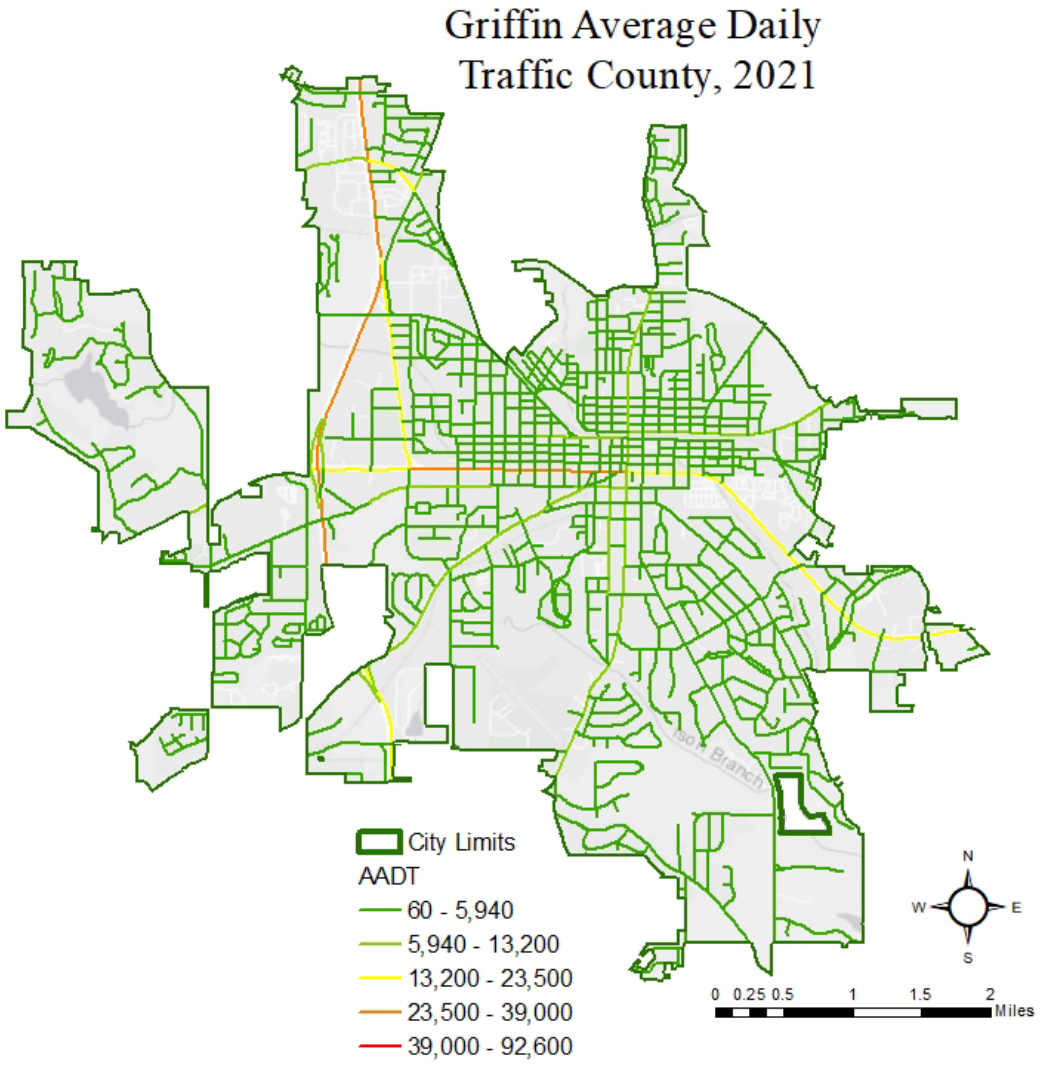
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Table 5: Major Corridors

Corridor	Functional Class	2022 AADT	AADT change since 2020	% Trucks
Martin Luther King Jr Pkwy	Principal Arterial	North of Newnan Rd: 31,100 South of Newnan Rd: 31,500	North of Newnan Rd: -5,400 South of Newnan Rd: +4,800	North of Newnan Rd: 10% South of Newnan Rd: 13%
W Taylor St.	Principal Arterial	24,200	-2,300	6%
E Taylor St.	Principal Arterial	20,400	+1,600	8%
Express Way N	Principal Arterial	21,000	-400	4%
Memorial Dr.	Principal Arterial	21,200	+1,000	9%
Arthur K Bolton Pkwy	Principal Arterial	18,400	+2,400	9%
N Hill St.	Minor Arterial	South of W Broad St: 11,600 North of W Broad St: 5,690	South of W Broad St: -9,500 North of W Broad St: +160	South of W Broad St: 5% North of W Broad St: 3%
S Hill St.	Minor Arterial	North of Poplar St: 9,990 South of Tilney Ave: 9,040	North of Poplar St: -310 South of Tilney Ave: -200	
W Broad St.	Minor Arterial	7,700	-30	
W Broadway St	Minor Arterial	8,130	-230	6%
E Solomon St	Minor Arterial	3,510	-940	
W Poplar St	Minor Arterial	6,360	+50	4%
Meriwether St.	Minor Arterial	6,960	+660	
Zebulon Rd.	Minor Arterial	14,400	+300	4%
Ellis Rd.	Minor Arterial	1,830	+180	
Hammond Dr.	Minor Arterial	4,310	+410	
W Solomon St.	Major Collector	4,750	-1,940	
W College St.	Major Collector	1,000	+80	
E College St.	Major Collector	3,070	-240	
Maple Dr.	Major Collector	2,520	-50	
Searcy St.	Major Collector	2,000	+170	
N 9th St.	Major Collector	2,750	-320	
W Quilly St.	Major Collector	2,390	-210	
S 8th St.	Major Collector	6,620	+490	
Experiment St.	Local	6,010	+580	
Source: Georgia Department of Transportation, Traffic Analysis & Data Application				

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Figure 34: Average Daily Traffic Count, 2021



Source: Georgia Department of Transportation, Traffic Analysis & Data Application

Rail

The City of Griffin, which was founded to take advantage of the Monroe Railroad, today has two Class 1 rail lines that converge in Downtown Griffin both owned and operated by Norfolk Southern. The Griffin Main Line, that runs through the center of Griffin, travels across Spalding County from East to West and is used by approximately ten trains per day. Throughout Griffin there are 16 at-grade crossings and two grade separated crossings. Within downtown Griffin, where a large percentage of traffic is concentrated, there is one single bridge crossing the tracks. When trains are decoupling this bridge becomes the only location where cars can cross the tracks and results in significant congestion in major corridors throughout downtown Griffin. There are additionally two inactive rail lines run through Griffin traversing East to West North of Experiment and Southwest from downtown Griffin following Williamson Rd.

The FRA has developed the Web Based Accident Prediction Systems (WBAPS) analytical computer model that generates a ranking of public highway-rail intersections based on predicted collisions per year. The Accident Prediction Value (APV) is calculated using data about the crossing's physical and operating characteristics as well as five years of accident history data at the crossing. The APV does not indicate the most dangerous crossings, rather the APV indicates that conditions for that particular crossing may possibly be more hazardous than other crossings. When combined with other relevant data the APV can be used to direct limited improvement funding to the crossings with the most hazardous conditions. In Table 6 the three highest ranked crossings in Griffin.

Table 6: Top 3 Hazardous Rail Crossings in Griffin

Crossing #	Road	Accident Prediction Value	Number of Accidents 2018-2022	AADT
718192G	W BROAD STREET	0.128122	2	7,840
718202K	SOLOMON ST/SEA	0.066330	1	3,570
718194V	9TH STREET	0.051529	1	670
Source: Source: Federal Railroad Administration Office of Safety Analysis, Accident Prediction Report for Public at-Grade Highway-Rail Crossings				

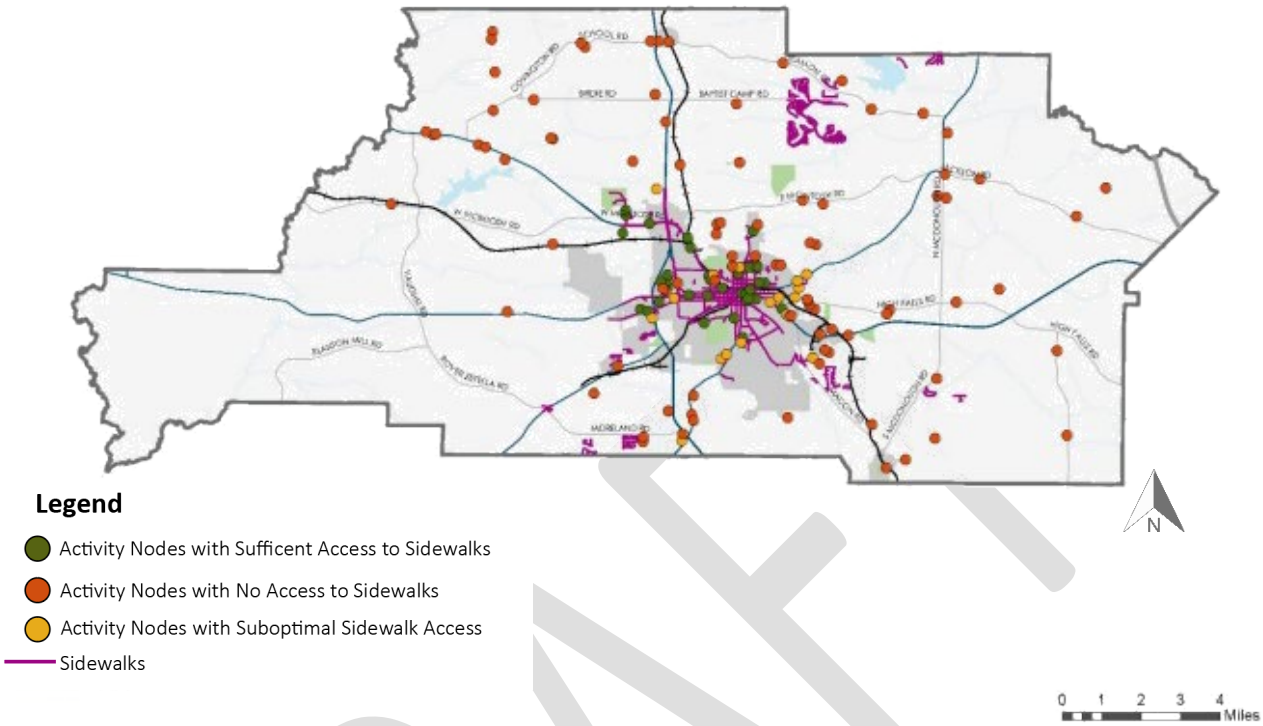
Bike and Pedestrian

As part of the Griffin-Spalding County Comprehensive Transportation Plan Update a sidewalk inventory assessment was conducted which found that the sidewalk network is dense within downtown Griffin but quickly disperses as you move away from downtown.

There are two designated Georgia State Bicycle Routes that cross Spalding County, however neither enters the Griffin city limits. The City of Griffin does not have any designated bike lanes within the city limits. The current and previous Comprehensive Transportation Plans identify areas ideal for potential multi-use trail development including the Roosevelt Trail an 8.76 miles trail along the former Southern Railway and the Southern Crescent Trail, which extends the Roosevelt Trail west. Areas identified for potential bicycle routes includes the Main Trail which circles the city connecting the University of Georgia- Griffin campus to parks and residential areas. The City is in the process to applying for active transportation grants such as the federal RAISE grant.

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Figure 35: Spalding County Pedestrian Infrastructure



Source: Griffin-Spalding County Comprehensive Transportation Plan

Transit

The city provides the Park District Shuttle which is a free set route shuttle service that operates 5 days per week from approximately 10:00am-4:30pm and connects several parks, City Hall, the hospital, and grocery stores.

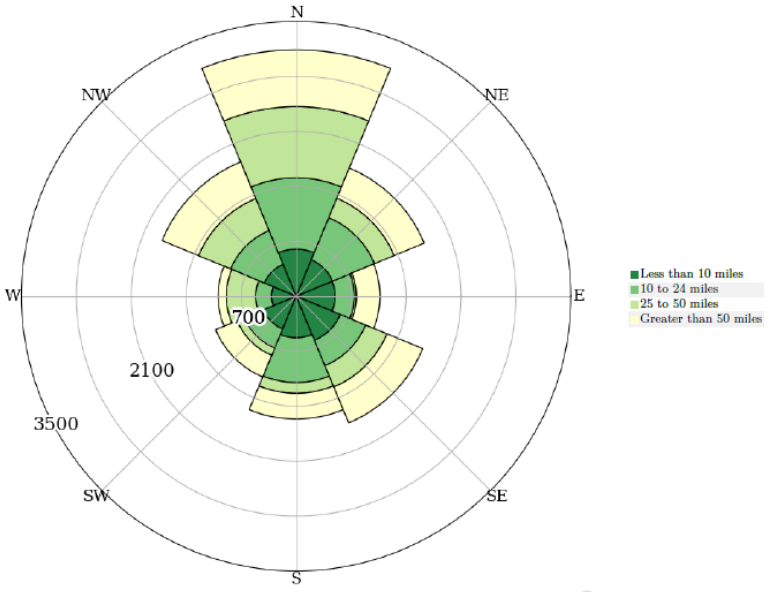
Griffin is also served by the Three Rivers Regional Commission Rural Public Transportation Program (TRRC), which provides transit within Spalding and other counties in the region. The TRRC program uses a demand response system meaning that service users may arrange 24-48 hours in advance to be picked up from their residence and be dropped off at their requested destination. Fare is $2.00 one-way and is available 8:00am-5:00pm Monday-Friday. The fleet in Spalding County consists of 5 vehicles and handles 26,431 annual trips.

Commuting Patterns

The majority (85%) of residents in Griffin commute outside of the city for work and the majority (90%) of those employed within the city travel from outside of the city. This results in only 15% of local residents working within Griffin. For those who live in the city but commute outside for work, 30% commute a distance less than 10 miles, 27% commute 10 to 24 miles, 19% 25 to 50 miles, and 24% commute more than 50 miles for work. Unsurprisingly, as shown in Figure 36 the largest proportion of people are commuting north towards Atlanta with more people commuting greater than 50 miles in that direction than any other. Notably the fewest people are commuting East with the majority of those who do commute in that direction traveling 25 to 50 miles.

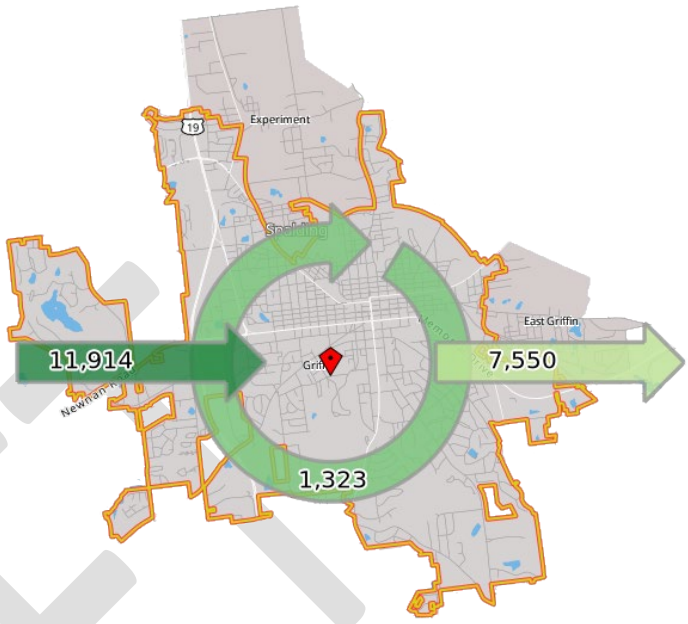
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Figure 36: Griffin Commuter Direction



Source: US Census Bureau, OnTheMap

Figure 37: Griffin Commuter Inflow/Outflow



Source: US Census Bureau, OnTheMap

Airport

The Griffin Spalding Airport, managed by the Griffin-Spalding County Airport Authority, is located off of Airport Road. The Airport boasts a single 3,700 ft runway and has the capacity to handle small personal aircraft and helicopters. Plans are being developed for a new airport, featuring a longer runway that has the capacity to accept larger personal planes, located on the eastern edge of the city, north of Arthur K. Bolton Parkway. Following relocation of the airport, the current airport site will offer an important redevelopment opportunity.

Parks & Recreation

The city of Griffin has several public parks located within city limits; however, the city does not operate a parks and recreation department. Parks are owned and maintained by the Spalding County Parks and Recreation Department. This arrangement necessitates frequent intergovernmental coordination to provide the citizens of Griffin and surrounding areas with opportunities for recreation.

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Griffin Parks

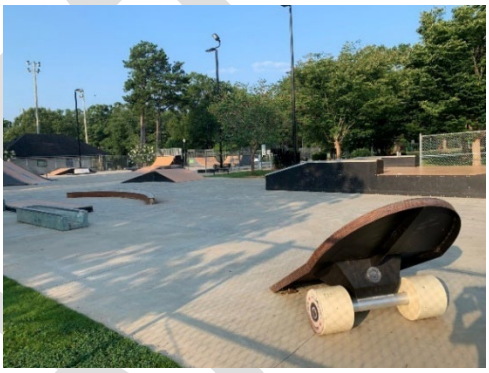
Park at 6th

- Size: Less than one acre
- Facilities: Picnic table, shelters, and a small stage.



The Grind Skate Park

- Size: Less than one acre
- Facilities: Skate park



Healthy Life Community Garden

- Size: 1 acre
- Facilities: 36 raised-beds garden, with wheelchair-accessible beds, a pavilion, a children's garden, greenhouse, indoor bathrooms, and walking trail.



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Park at Oaks

- Size: 3 acres
- Facilities: Walking trail



First Christian Park

- Size: 4 acres
- Facilities: Several baseball, softball, and soccer practice fields



Dundee Park

- Size: 10 acres
- Facilities: Two adult softball fields with restrooms and lighting.



Quarry's Edge at Dundee Park

- Size: 130 acres
- Facilities: over four miles of mountain bike trails, hiking trails, a restroom/pavilion, a NERF-soft dart war zone, a parking area, a bike washing station, a bike repair station, kiosks, and emergency weather covers.



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Volunteer Park

- Facilities: Four youth softball fields with concessions and restrooms, two football fields with concession and a Football Agility Course.



Fairmont Park

- Size: 13 acres
- Facilities: Community center with a gymnasium plus meeting rooms and concessions, a pavilion, a large playground, an outdoor basketball court, horseshoe pits and a softball field.



Airport Road Park

- Size: 14 acres
- Facilities: ½ mile rubberized walking trail, large play structure, handicap accessible play area, fitness stretching stations, picnic tables and benches



Thomaston Mills Village Park

- Size: 34 acres
- Facilities: tot lot play structure, a larger play structure, two full court basketball courts, a picnic and grilling area. There is also a recently added ¼- mile asphalt walking trail.



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Griffin Municipal Park and Community Center

- Size: 186 acres

Facilities: A one court gymnasium, work out room, meeting rooms, two softball fields.



Griffin Golf Course

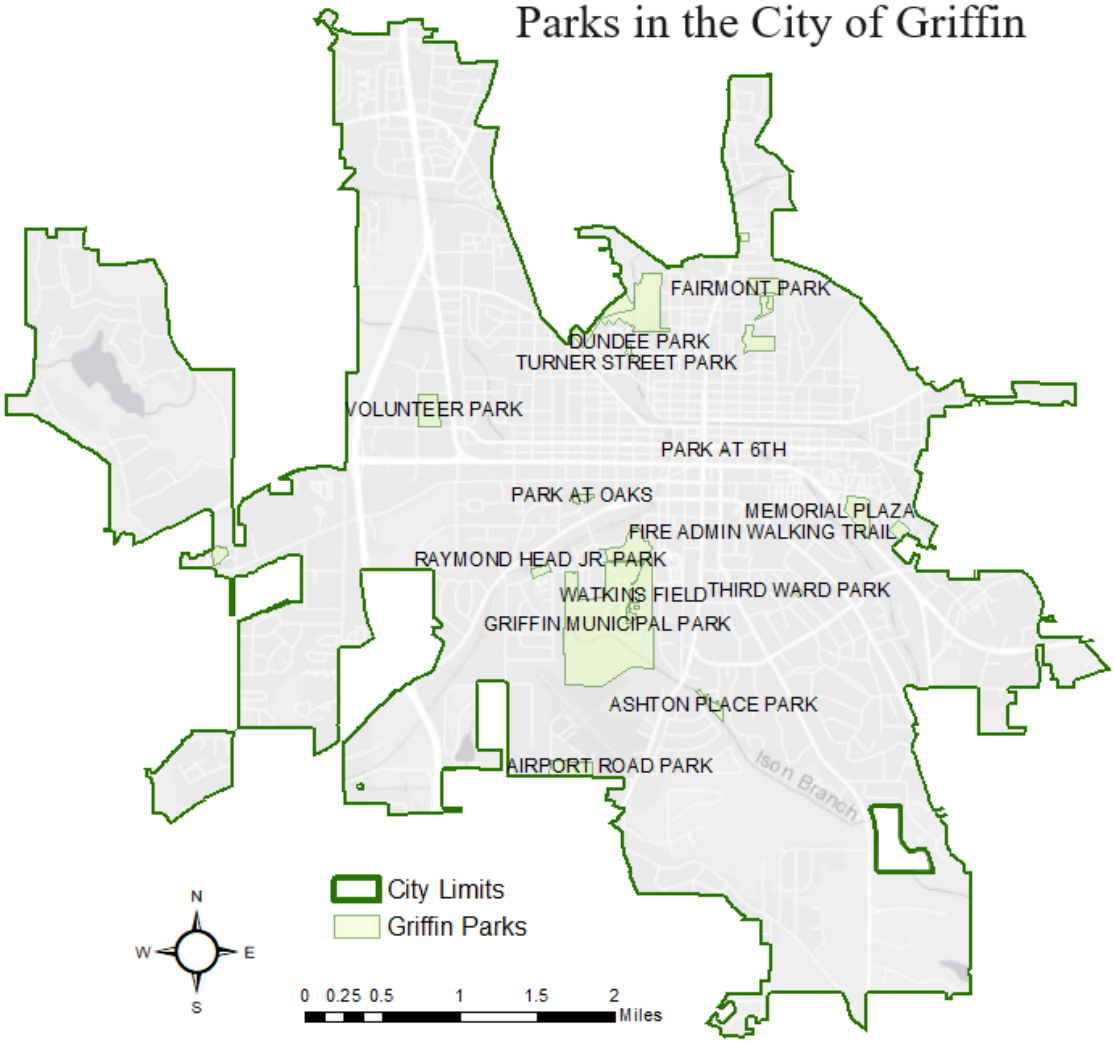
- Size: 6,430 yard layout

Facilities: 18-hole course, driving range, practice green, and golf shop.



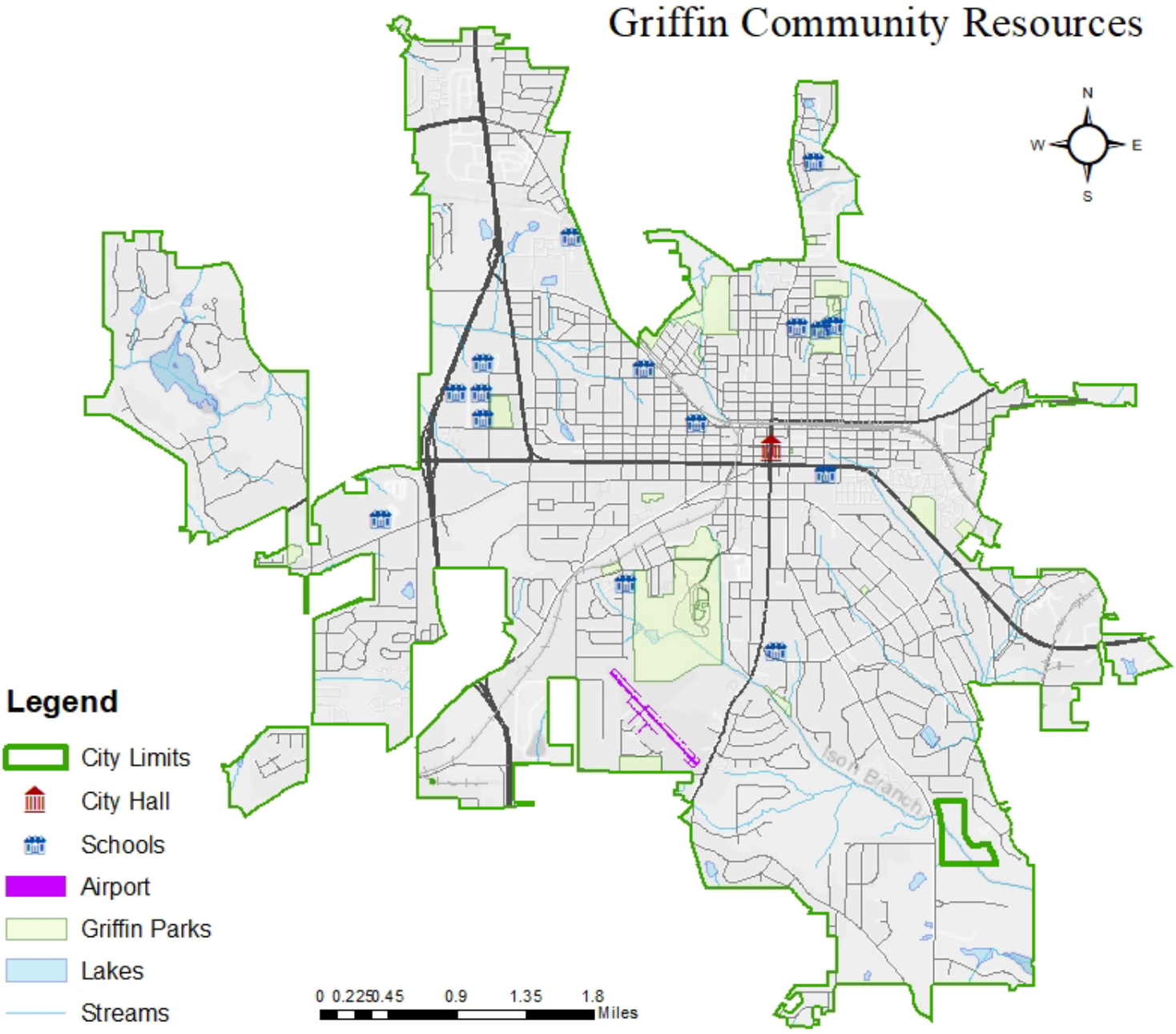
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Figure 38: Griffin Parks Map



COMMUNITY RESOURCES

Figure 39: Griffin Community Resources Map



Source: GMC Staff

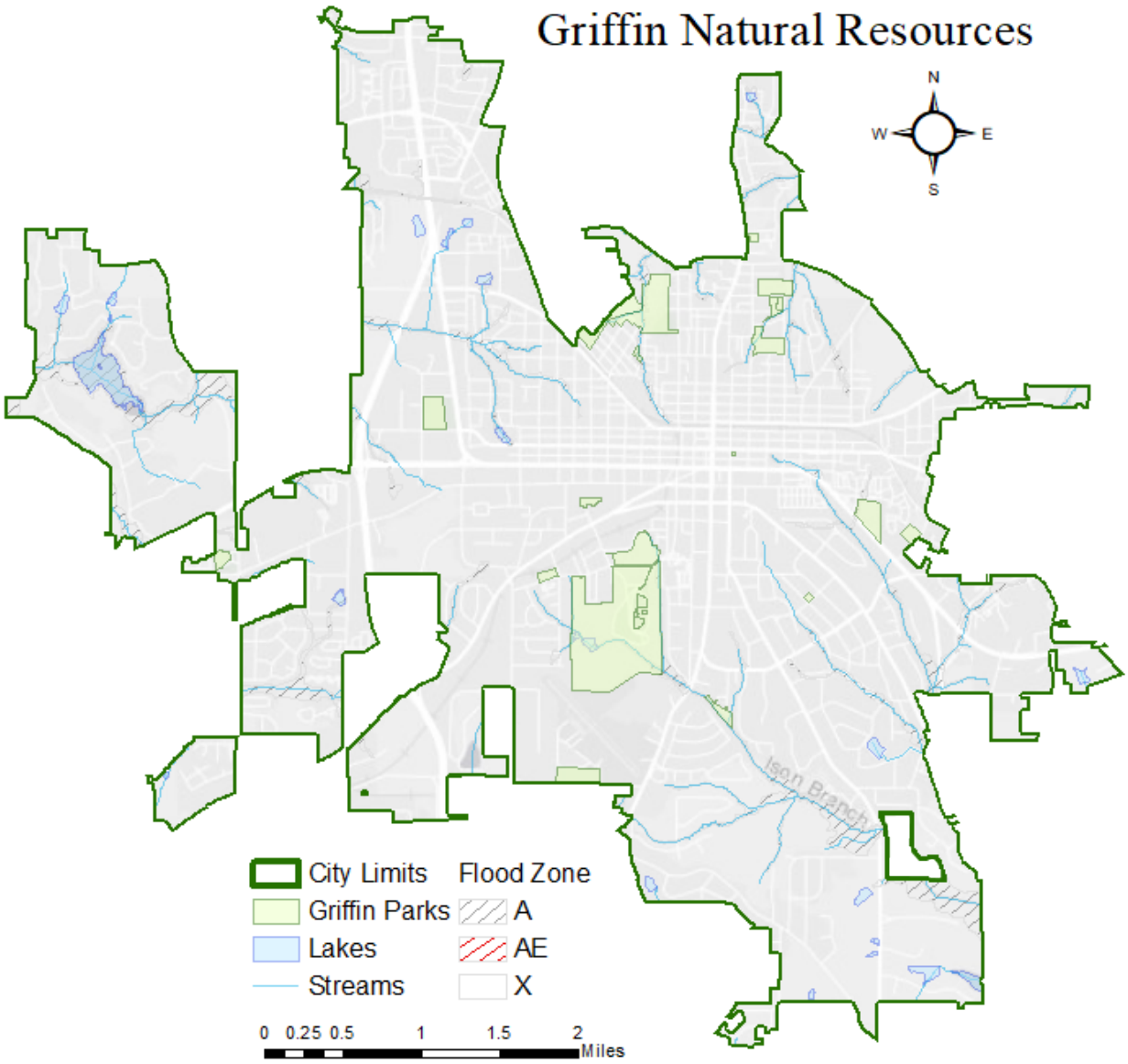
Table 7: Community Resources

Community Resource	Type	Location
Anne Street Elementary School	Elementary School	802 Anne St, Griffin, GA 30224
Susie B Atkinson Elementary	Elementary School	307 Atkinson Dr, Griffin, GA 30223
Crescent Road Elementary School	Elementary School	201 Crescent Rd, Griffin, GA 30224
Futral Road Elementary School	Elementary School	180 Futral Rd, Griffin, GA 30224
Jackson Road Elementary School	Elementary School	1233 Jackson Rd, Griffin, GA 30223
Moore Elementary School	Elementary School	201 Cabin Creek Dr, Griffin, GA 30223
First Baptist Weekday Education	Private School	106 W Taylor St, Griffin, GA 30223
Grace Academy	Private School	410 E Taylor St, Griffin, GA 30223
Mainstay Academy	Elementary School	200 A Z Kelsey Ave, Griffin, GA 30223
Orrs Elementary School	Elementary School	1553 Flynt St, Griffin, GA 30223
Program Challenge	School	205 Spalding Dr, Griffin, GA 30223
Griffin High School	High School	1617 W Poplar St, Griffin, GA 30224
New Horizons New Directions Preparatory Academy	High School	814 Experiment St, Griffin, GA 30223
A.Z Kelsey Academy & Achievement Center	School	200 A Z Kelsey Ave, Griffin, GA 30223
Griffin Region College and Career Academy	College	221 Spalding Dr, Griffin, GA 30223
Southern Crescent	Technical School	501 Varsity Rd, Griffin, GA 30223
University of Georgia	University	1109 Experiment St, Griffin, GA 30223
Flint River Regional Library	Library	800 Memorial Dr, Griffin, GA 30223
Griffin Campus Library	Library	1109 Experiment St, Griffin, GA 30223
Spalding County Senior Center	Senior Center	885 Memorial Dr, Griffin, GA 30223
Griffin-Spalding Airport 6A2	Airport	1035 South Hill St. Griffin, GA 30224
Griffin County Jail	Jail	401 Justice Blvd, Griffin, GA 30224
City Hall	Government Building	100 S Hill St
Fire Station #1	Public Safety	314 North Hill St. Griffin, GA 30223
Fire Station #2	Public Safety	1430 Ellis Rd. Griffin, GA 30223
Fire Station #3	Public Safety	101 Crescent West, Griffin, GA 30223
Police Department	Public Safety	234 North Hill St. Griffin, GA 30224
Harry Simmons Water Treatment Plant	Public Utilities	229 N Expy, Griffin, GA 30223
Cabin Creek Wastewater Treatment Plant	Public Utilities	1140 N Hill St, Griffin, GA 30224
Griffin Electric Operation Facility	Public Utilities	1010 N. Hill St. Griffin, GA 30223
Oak Hill Cemetery	Cemetery	797 Memorial Dr, Griffin, GA 30223

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NATURAL RESOURCES

Figure 40: Griffin Natural Resource Map



Source: GMC Staff

Watersheds

The City of Griffin, in Spalding County Georgia, has developed along the divide between the Upper Ocmulgee River system to the east and the Upper Flint River system to the west. A total of six watersheds within the City of Griffin are contained within these two river systems (see Figure 41). The Cabin Creek Watershed eventually drains to the Ocmulgee River. The Heads Creek, Shoal Creek, Wasp Creek, Honey Bee Creek, and the Potato Creek Watersheds eventually drain to the Flint River. The City of Griffin lies at the headwaters of all these watersheds as shown in the Spalding County Watershed Map Figure 41 are:

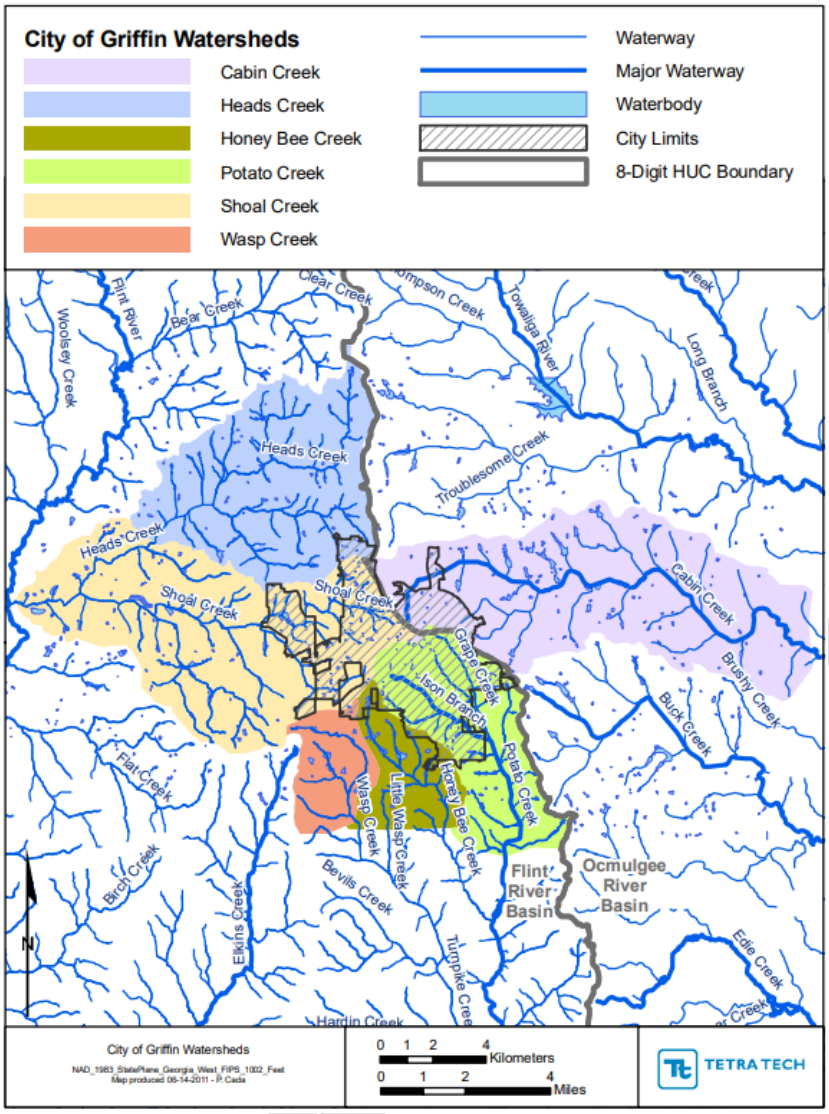
- Cabin Creek Watershed
- Honey Bee Creek Watershed
- Potato Creek Watershed
- Shoal Creek Watershed
- Heads Creek Watershed
- Wasp Creek Watershed

These watersheds map the relationships between Griffin's natural water systems and the areas they connect. As such, watershed maps are helpful in identifying areas for conservation and water protection, offering guidance on what kind of development is suitable near these bodies of water.

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Covering a significant amount of the City's land area, these watersheds are important factors in the review of potential development patterns than can help meet the community's needs for housing and economic development while remaining environmentally responsible and sustainable.

Figure 41: Watersheds of Griffin

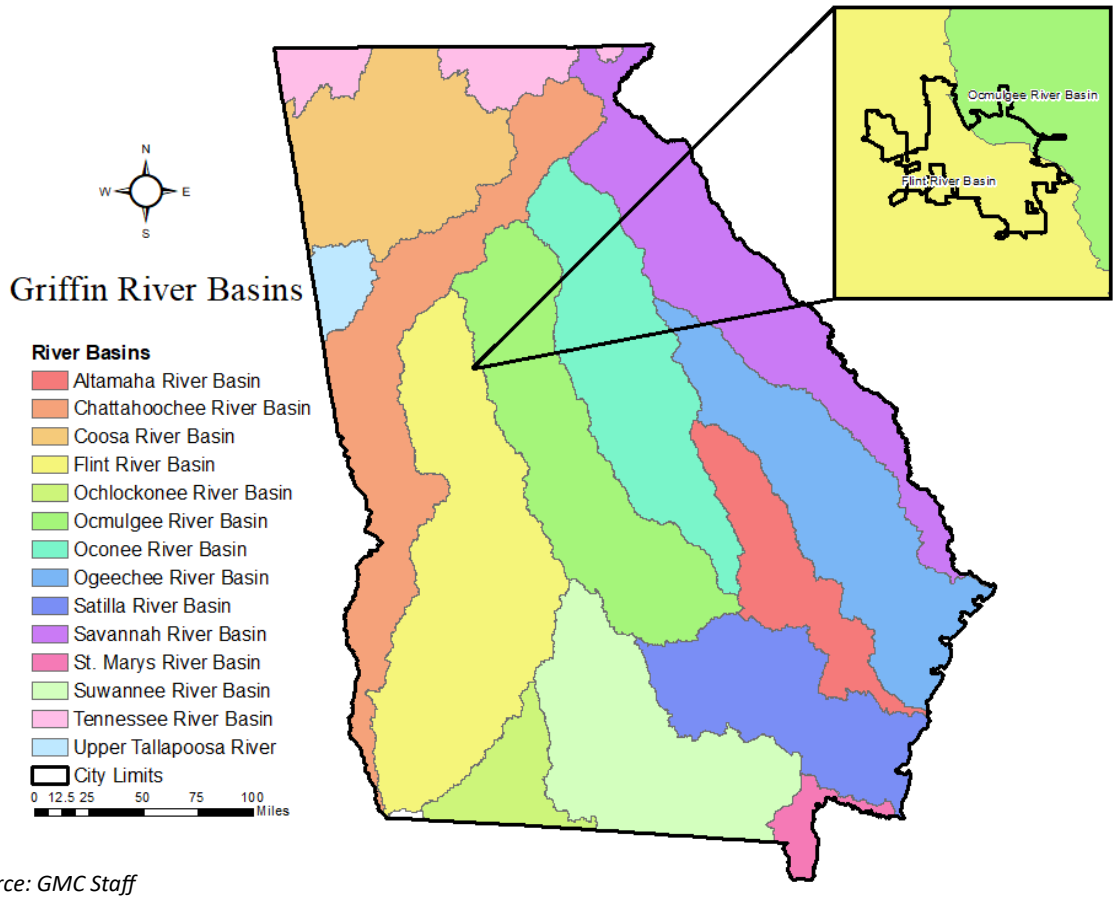


Source: City of Griffin Website

River Basins

Griffin is located on the divide between two river basins that extend to the East and West of the city. To the West is the Flint River Watershed which originates on the southern edge of Atlanta and flows 349 miles to Lake Seminole in Decatur County. The full watershed drains an area of 8,460 square miles including parts of Griffin. The Eastern side of Griffin drains towards the Ocmulgee River which runs from Lake Jackson for 255 miles to the Atlantic Ocean in Darien, Georgia draining 6,180 square miles. There are currently three Watershed Management Plans in Griffin; Cabin Creek, Shoal Creek, and Potato Creek.

Figure 42: Georgia River Basin Map



Source: GMC Staff

City Tree Program

The City of Griffin is designated a Tree City by the Tree City USA Program, a status given to communities that maintain a tree board or department, adopt a community tree ordinance, spend at least $2 per capita on urban forestry, and celebrate Arbor Day. Griffin maintains over 9,000 trees that are regularly inventoried and managed within an electronic database. It has not yet been determined how many trees have been lost due to the 2023 tornados.

Maintaining a mature tree canopy contributes significantly to reducing stormwater runoff that enters stormwater and combined sewer systems as well as improving air quality, and reducing the heat island effect caused by the density of impervious surface in populated areas.

INFRASTRUCTURE

Broadband

The City of Griffin currently supplies fiber internet to 230 non-residential customers. Currently, the city has several projects underway that will provide fiber internet access to an additional 450 residential and

business users located West of downtown Griffin along West Taylor Street, by the end of 2023. Plans to expand access westward by the end of 2024 will provide service to an additional 1,700 users. Broadband data is only available at the county level which determined that 96% of Spalding County is served with broadband access. A portion of East Griffin is eligible for the annual reserve price of $5,019 through the FCC Rural Digital Opportunity Fund to bring highspeed broadband service to rural homes and businesses.

The Broadband Availability Map below shows the areas of the city that are currently served by broadband internet access.

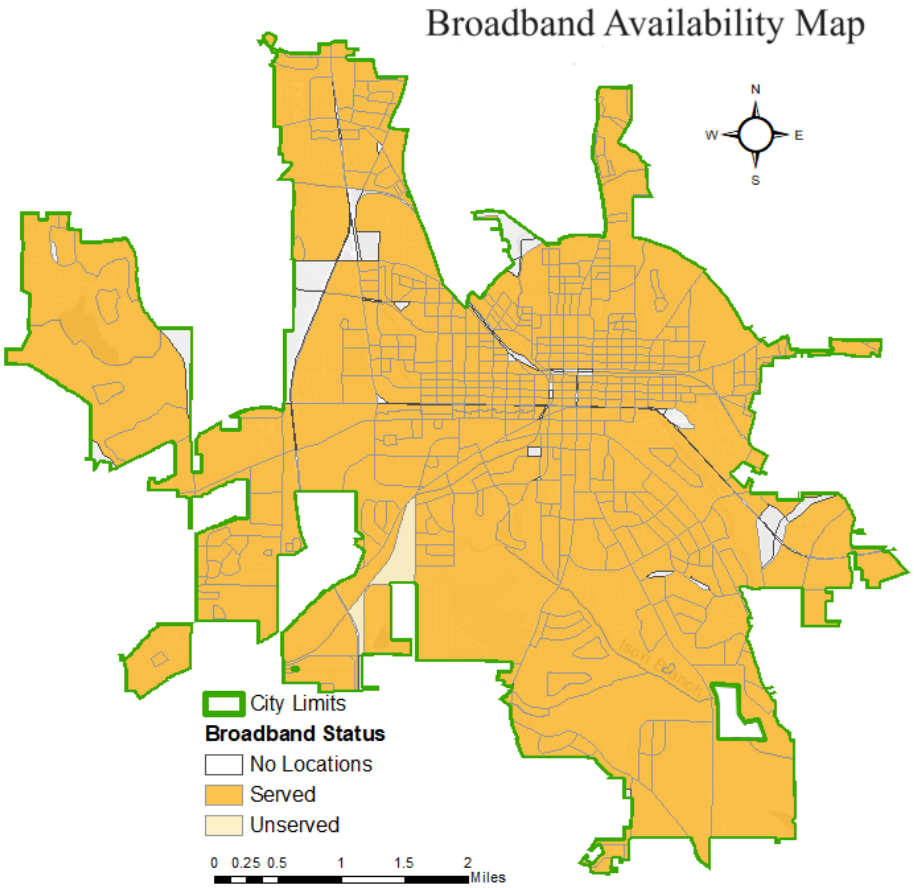
Figure 43: Griffin Broadband Map

Electric

Griffin Power has been supplying electric power to residents since 1895. Power is generated through coal, gas, nuclear and hydro. Billing is through the Municipal Electric Authority of Georgia and the Southeastern Power Administration.

Water

The City of Griffin has been treating and distributing drinking water since the 1890's. Today the City



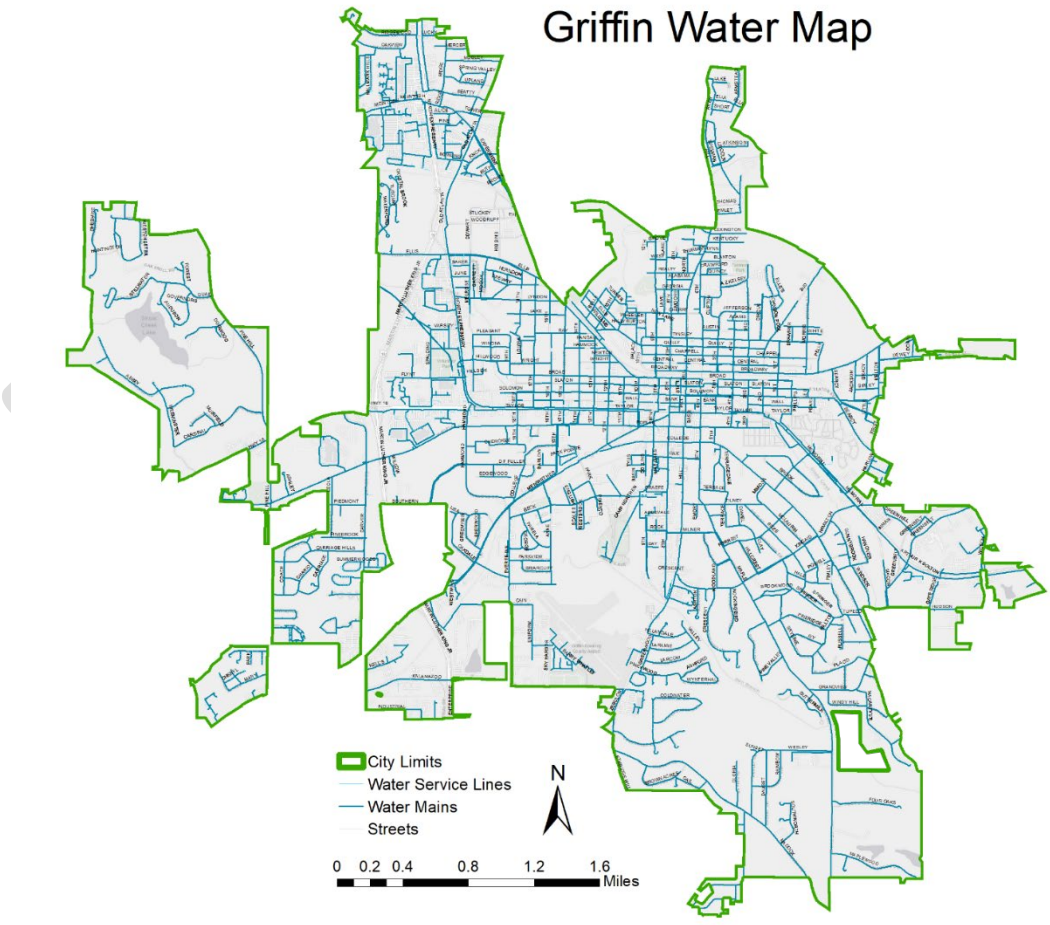
supplies drinking water, not just to the residents of the city, but to several other communities including,

Williamson, Zebulon, Concord, Pike County, Spalding County, part of Coweta County and Meriwether County. To do this, the City of Griffin owns and operates two drinking water treatment facilities, two drinking water reservoirs, and three water pollution control plants along with numerous ancillary pumping stations, drinking water distribution system, and wastewater collection system. The Georgia Environmental Protection Division (EPD) has permitted the City of Griffin to supply 25.2 million gallons per day (mgd) of finished drinking water regionally to approximately 100,000 people.

The system has two withdrawal points on the Upper Flint River, one just north of the City of Griffin supplying the Harry Simmons Water Treatment Plant and Heads Creek Reservoir and a second one north of Molena supplying the Still Branch Reservoir.

Harry Simmons Water Treatment Plant was constructed in 1929 for the treatment of drinking water in the Griffin area and is permitted for 12.5 mgd and Heads Creek reservoir storage is 621,000,000 Gallons of water. The Still Branch Reservoir & Water Treatment Plant was completed in 2005. The treatment plant in the first phase will treat 12.0 mgd and eventually will treat 48 mgd. The finished water is pumped 21 miles to Griffin and 4.5 miles to Coweta County.

Figure 44: Water Infrastructure Map



Source: GMC Staff

Regional Water Plan

The original Regional Water Plan of the Upper Flint Water Planning Council was adopted in 2011. This updated plan was adopted in 2023. This Plan was developed by the Council and approved by the Georgia Environmental Protection Division (GAEPD). The Plan provides a roadmap to guide long-term use of this water planning region's water resources and is to be implemented by water users in the region along with state agencies and other partners. It will also help guide state agency decisions.

In 2023, the Upper Flint Water Planning District conducted an update to the 2011 Water Resources Management Plan. The Plan provides a roadmap to guide long-term use of this water planning region's water resources and is to be implemented by water users in the region along with state agencies and other partners. It will also help guide state agency decisions on water permitting and grants and loans for regional water and wastewater-related projects.

This plan report presented an integrated approach to water resources management for the 13-county water planning district in the areas of Water Supply and Conservation, Wastewater Management and Watershed Management. The plan describes existing conditions and forecasts future conditions of water resources and water, wastewater, and watershed management infrastructure for the region. Components of the Plan are based on data, science, and good stewardship, while it promotes the supply, quality, and recreation of water resources. Additionally, the Plan prescribes methods for water resources management to support the region's economic, environmental, and social well-being.

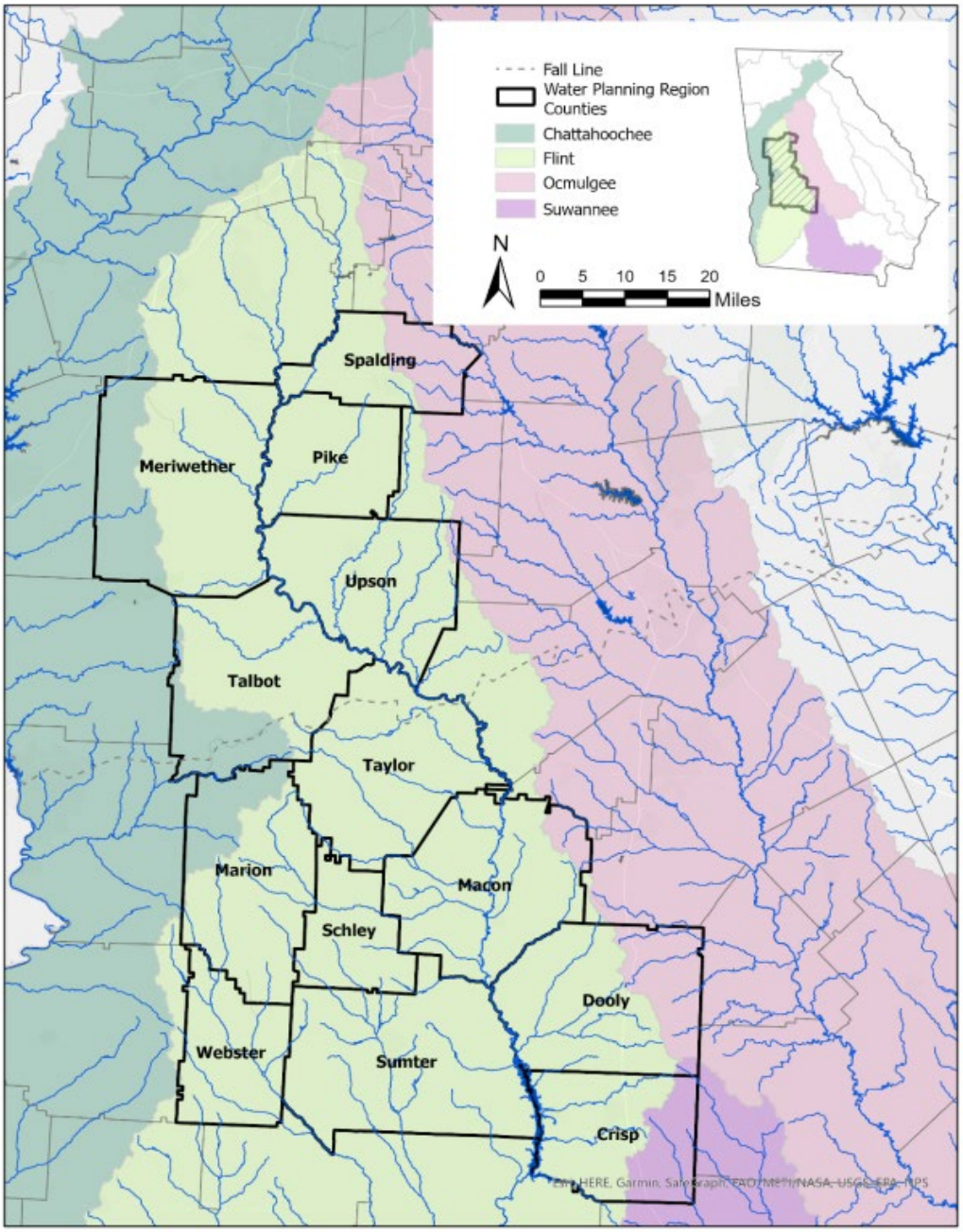
For Griffin and Spalding County, providing safe and efficient water wastewater services to local residents will require a continuous coordination and cooperative effort as both local governments work to comply with the applicable management and mitigation measures found in the Plan. Both local governments are in a water planning district forecasted to increase tremendously over the next 30 years. Current water use in the Upper Flint Water Planning Region is approximately 250 million gallons per day (MGD). Water use in the region is projected to increase to 331 MGD in 2060. Agriculture water use accounts for the largest proportion of 2020 water use by a significant margin, and it is expected to remain the largest water use in this planning region. Wastewater flows in the region are currently approximately 35 MGD and expected to increase to 36 MGD in 2060. More than half of the wastewater in the region is discharged through point sources. Therefore, it's imperative for Griffin to coordinate with other local governments in the district in proactive measures to protect the area's water resources.

The Upper Flint Water Planning Council developed a set of eighteen management practices, including seven Demand Management practices, four Supply Management and Flow Augmentation practices, two Returns Management practice, and five Water Quality practices. From this set, the Council selected three high priority management practices:

- Maintain the agricultural water withdrawal metering program
- Evaluate storage options in the Upper Flint River Basin that can provide for supply and flow augmentation in dry periods
- Improve water quality monitoring and assessment

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Figure 45: Upper Flint Water Planning Region



Source: 2023 Upper Flint River Water Plan

Wastewater

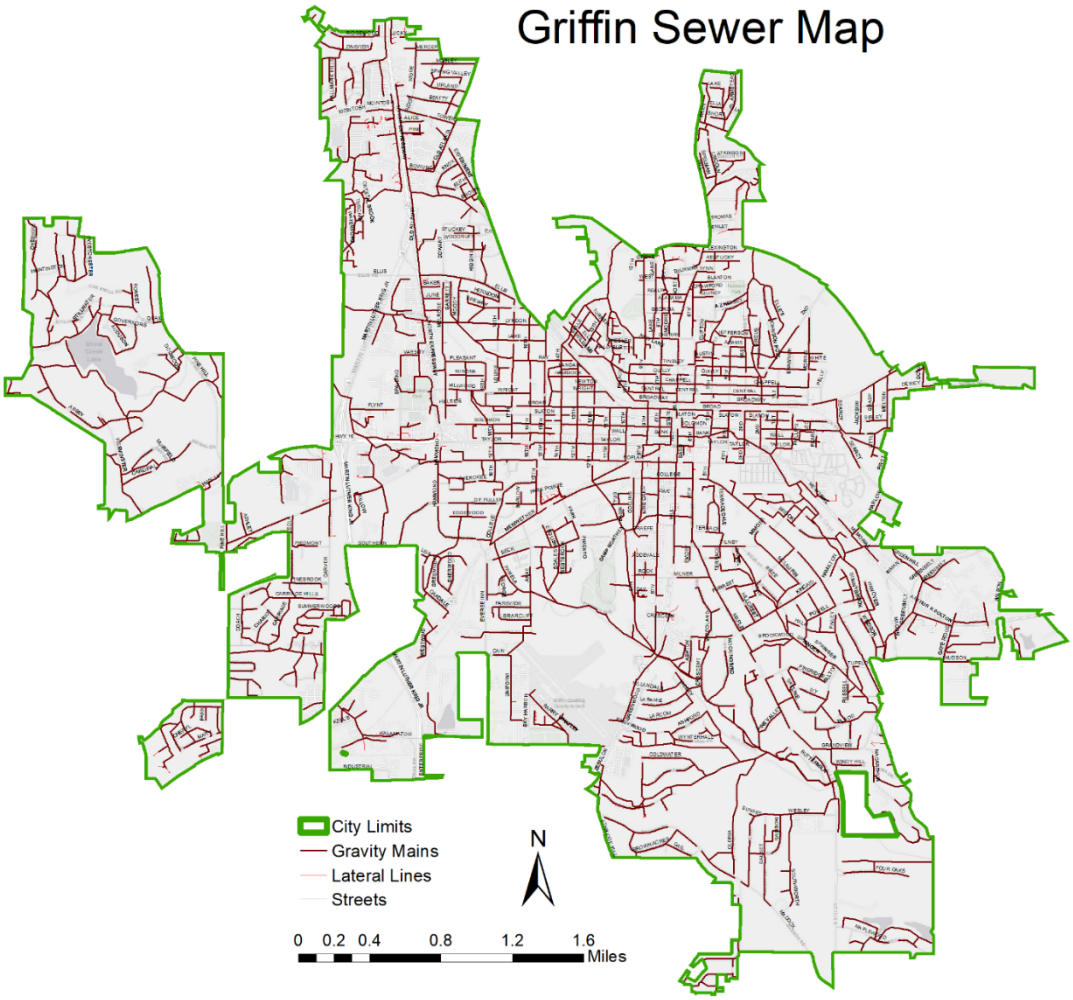
Today, the City of Griffin is permitted by the Georgia EPD to treat and discharge up to 6.75 million gallons of wastewater per day collected from all of Griffin and parts of Spalding County.

Griffin's wastewater system consists of over 220 miles of sewers, 21 lift (pumping) stations and three wastewater treatment plants.

The Shoal Creek and the Potato Creek plants are located in the Flint River basin and the Cabin Creek plant is located in the Lower Ocmulgee River basin.

Since 2021, the city has completed several wastewater system improvements including the Shoals Creek Wastewater Treatment Plant head works and dewatering completed in in 2021 for $8 million, the Cabin Creek Wastewater Treatment Plant upgrades completed in 2021 for $19 million, and a Sludge Facilities Replacement completed in 2022 for $13 million.

Figure 46: Sewer Infrastructure Map



Source: GMC Staff

Chapter 3: Community Engagement

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Introduction

Meaningful community engagement is foundational to any successful comprehensive plan. Such input from community members serves as the plan's bearing, setting its course for well-formed goals and achievable implementation.

The City of Griffin Comprehensive Plan Update community engagement efforts launched in November 2022 and concluded in November 2023. These efforts included two (2) public open house workshops in the Summer of 2023, three (3) Technical Advisory Committee (TAC) meetings, three (3) Steering Committee meetings, ten (10) stakeholder interviews, and an online survey. Full details including sign-in sheets, meeting agendas, TAC composition, Steering Committee composition, and comprehensive data reports can be found in the Appendix.

During these community outreach efforts, the planning team's priority was two-fold: 1) encourage and facilitate resident participation and 2) listen. It was important to demonstrate the importance of developing a planning effort in conjunction **with** the residents of Griffin versus **for** the residents of Griffin. This inclusive public outreach helped us develop a plan update that is truly the vision of the City of Griffin.



The goal at this stage was to gather what residents were sharing and document that feedback for in-depth review. This documentation was combined with the analysis presented in the Existing Conditions section to identify community priorities across a range of subjects. The results of this outreach are detailed in the Findings + Trends subsection.

OPEN HOUSE WORKSHOPS

On June 1st and June 8th, 2023, in collaborative partnership with the Griffin Community Development Department, GMC held public workshops to garner public opinion and feedback on the Comprehensive Plan. The workshop on June 1st, was held in the City Administration Building located downtown on Hill Street. This was a centralized location selected based on accessibility, convenience, and past public outreach efforts.



The workshop on June 8th, was held at Moore Elementary School, located in North Griffin. This was a location selected by the City Staff to ensure outreach opportunities occurred for residents on the north side of the City. A total of 30 residents, businessowners, and others interested in the future of Griffin attended these open house workshops, 17 at the June 1st public open house and 13 at the June 8th public open house.

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Griffin OUR CITY DEPARTMENTS GOVERNMENT SERVICES Search...

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  - Comprehensive Plan
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  - Historic Preservation
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City of Griffin Comprehensive Plan

Font Size: Share & Bookmark Feedback Print



Background

The 2023 Comprehensive Plan is an update from the 2018 plan developed by the Three Rivers Regional Commission Planning Department. The Georgia Planning Act also assigns local governments certain minimum responsibilities to maintain "Qualified Local Government" (QLG) status and, thus, be eligible to receive certain state funding. The 2018 Comprehensive Plan was prepared under the Minimum Standards and Procedures for Local Comprehensive Planning (Chapter 110-12-1) adopted by the Georgia Department of Community Affairs (DCA). The City of Griffin 2018 Comprehensive Plan can be found here.

Purpose

The City of Griffin Comprehensive Plan is to provide a rational basis for municipal decision-making on matters which relate to Griffin's future, be it in terms of protecting community values, guiding growth, or providing adequate community services. The plan describes priority goals and policies that constitute a set of guidelines for municipal action and further provides strategies by which the Comprehensive Plan should be implemented over the next twenty years. The plan is intended to generate local pride and enthusiasm about the future of the community.

Opportunities For Public Involvement

Citizens will be invited to attend Public Open House Workshops, online Community Surveys, and Public Meetings for updates on the Comprehensive Plan.

**Join us at one of our workshops: Thursday, June 1, 2023 at One Griffin Center Municipal Court Room, 100 S. Hill Street, from 6pm to 8pm or Thursday, June 8, 2023 at Moore Elementary School, 201 Cabin Creek Drive, from 6pm to 8pm. For more information, click here.

Please take the public opinion survey, by clicking here.

June 1st 2023 Open House Summary

After attendees signed-in, they were invited to visit the four (4) stations located around the room and asked to participate in different planning activities. The activity at each station is detailed below:

Station 1: Online Survey. Visitors used one of the tablets or scanned the QR code to take the online community survey.

Station 2: Setting Priorities for Goals. Visitors placed color-coded sticker dots to indicate their priorities for nine (9) planning topics related to Griffin's development.

Station 3: Map Exercise. Visitors placed number-coded stickers to indicate their favorite places and places they feel need improvement or attention throughout Griffin.

Station 4: Financing Bucket Exercise. Visitors "spent" money on selected discretionary topics they felt are most important for the future of Griffin.

Griffin staff and GMC staff were at each station to answer any questions and listen to comments and concerns from residents, and maintain a record of comments. For longer written reactions, a form was provided for attendees to leave their comments.

Summaries of each of the stations are provided below:

Station #1: Online Survey

The complete results of the online survey are presented in a separate report.

Station #2: Setting Priorities for Goals

At this station, a poster was presented featuring a listing of nine planning topics. Attendees were asked to indicate their priority ranking of these topics through the placement of colored dot stickers. Green dots represented the highest priority topics, yellow dots represented the medium priority, and red dots represented the lowest priority. With only two dots of each color (six total dots), respondents had to narrow their choices from among the nine planning topics. Additionally, space was provided for written comments using post-it notes.



<u>Priorities for Goals Results – June 1st Open House</u>

- Please see the summary graphic.
- Highest ranked topics were:
  - ✓ Neighborhood Revitalization & Sense of Community (Notes: Implement/enforce regulations for rental property management and property upkeep; There is a way to rehabilitate homes in Griffin by using Industrial Hemp. In doing this we will make them energy efficient and carbon reducing)

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- ✓ Economic Development (Notes: Griffin has very little to offer as entertainment options; Stay away from distribution centers)
- ✓ Transportation (Notes: Relocate SR 155 out of downtown)
- ✓ Housing (Notes: Please invest in Waterford/enforce regulations for homeowners; Loft Living priority)

- Lowest ranked topics were:
  - × Commercial, Office, Industrial (Notes: Griffin needs to find a way to attract cooperations working in the Tech Industry. This will attract higher paying jobs)
  - × Community Facilities and Services (Notes: Community Center for North neighborhoods needed; a youth center is needed to give the youth more to do. The more they're occupied, the less trouble they get into)
  - × Natural, Historic and Tourist Resources (Notes: N/A)
  - × Environmental (Notes: N/A)
  - × Parks and Recreation (Notes: N/A)



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Figure 1: Results of Goal Priorities Exercise, June 1, 2023

Key Planning Issues

Thinking about the following Planning topics, please use the stickers to rank the topics in order of importance for the future of the City of Griffin: Green is the highest priority, and Yellow is medium priority, Red is lowest priority. You only have 6 stickers total, 2 of each color/priority.

PLANNING TOPIC	RANKING	COMMENTS
HOUSING	Green – 4 Yellow – 6 Red – 3	• Please invest in Waterford - enforce regulations for homeowners • Loft Living priority
COMMERCIAL, OFFICE, INDUSTRIAL	Green – 1 Yellow – 2 Red – 7	• Griffin needs to find a way to attract cooperations working in the Tech Industry. This will attract higher paying jobs
ECONOMIC DEVELOPMENT	Green – 7 Yellow – 4 Red – 0	• Griffin has very little to offer as entertainment options • Stay away from distribution centers
PARKS AND RECREATION	Green – 1 Yellow – 6 Red – 0	
ENVIRONMENTAL	Green – 3 Yellow – 2 Red – 5	
TRANSPORTATION	Green – 6 Yellow – 2 Red – 2	• Relocate SR 155 out of downtown
COMMUNITY FACILITIES AND SERVICES	Green – 3 Yellow – 2 Red – 5	• Community Center for North neighborhoods needed • Youth center is needed to give the youth more to do. The more they're occupied, the less trouble they get into
CULTURAL, HISTORIC AND TOURIST RESOURCES	Green – 1 Yellow – 2 Red – 5	
NEIGHBORHOOD REVITALIZATION & SENSE OF COMMUNITY	Green – 9 Yellow – 5 Red – 1	• Implement/enforce regulations for rental property management and property upkeep • Rehabilitate homes in Griffin by using Industrial Hemp. More energy efficient and carbon reducing

June, 2023

Station #3: Map Exercise

At this station, a large base map of the City was on a table. Using number-coded stickers, attendees were asked to indicate their favorite places (blue stickers) and places they feel need improvement or attention (yellow stickers) throughout Griffin. To match the numbered sticker with the corresponding comment, staff filled in a log sheet to capture comments associated with each of the numbered stickers.

Map Results

Map Result Summary for Blue Stickers – Favorite Places (Sticker # in parenthesis)

- Downtown, CBD area (144, 185, 149, 158, 157): Several comments mentioned the downtown Griffin area as a favorite place
- Fairmont Park Area (128): Redevelopment area
- South Hill Street (129): New medical facilities
- Griffin Memorial Park (160, 186): City Park, Well-established park for the entire family
- Third Ward Area (651): Third Ward Park
- Wyomia Tyus Park (173): Nice park area

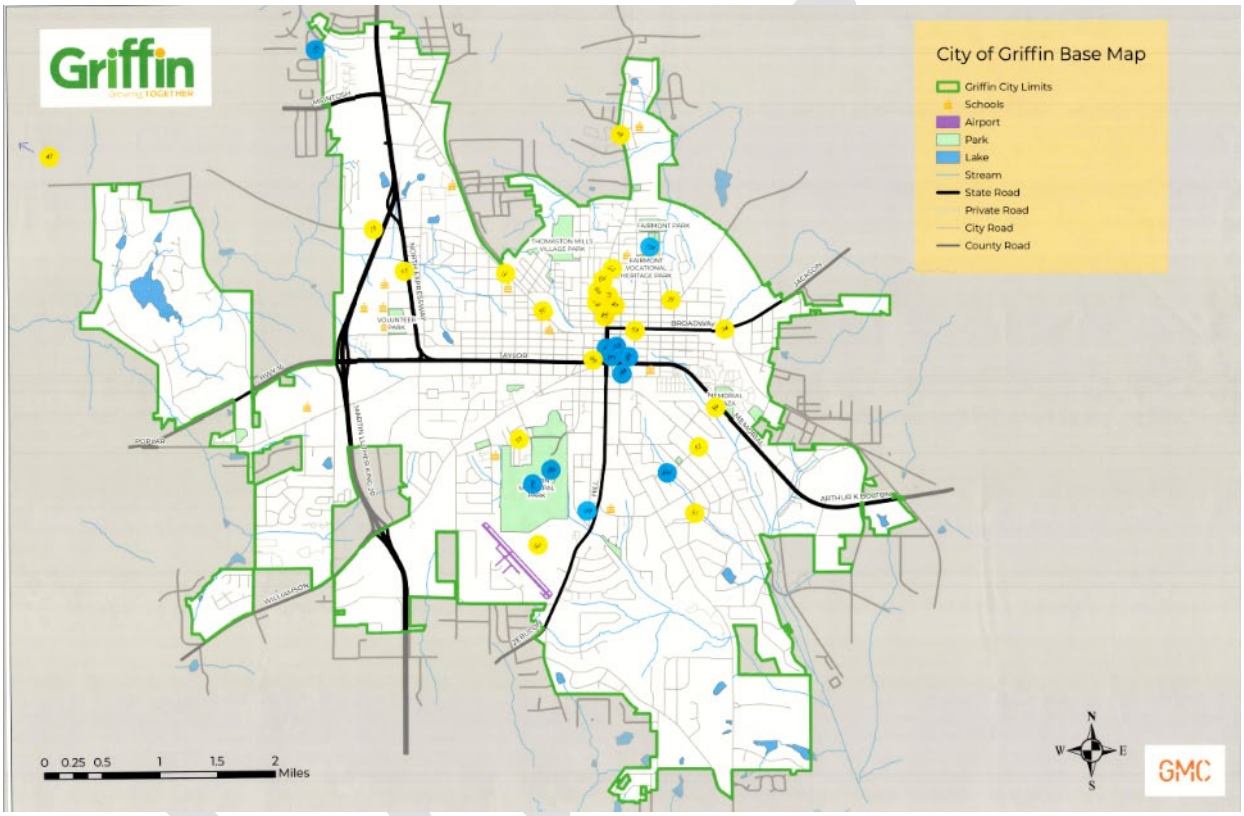
Map Result Summary for Yellow Stickers – Places needing improvement (Sticker # in parenthesis)

- North Hill Street at Lakewood Drive (73): Need sidewalks North of the roundabout
- Circus Street (75): The Circus Street neighborhood needs a complete overhaul. Those houses are outdated and are not energy efficient.
- East Broadway at Morris Street (74): This area is a food desert. There are needs to be addressed.
- Memorial Plaza (86): Sidewalk connectivity (Master)
- Experiment Street (50): Experiment Street Corridor – Urban redevelopment
- Hill Street North to McIntosh (85): Needs improvement
- North Hill Redevelopment (45): Redevelopment needed
- Relocate the airport (60): Redevelopment plan
- Beck Street (59): Spring Hill Rebuild
- Downtown (89): More small business festivals for families and children
- North Hill Street (88): Code enforcement to cleanliness. Housing/property development
- North Hill Street (87): Crime and property development
- Memorial Drive (52): No sidewalks to Flint Regional Library
- Crescent Road (51): Incomplete sidewalk network in the 3rd Ward
- North Hill Street (62): Old Northside School
- US 19/41 (73): Revitalization of Waterford Subdivision
- North Expressway (53): Revitalize North Expressway

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- North Hill Street (46): Improvement and regrowth
- City Reservoir (47): Improve City Reservoir/Recreation
- Experiment Street (61): Revitalization of Experiment Street
- North Hill Street (49): Better businesses needed
- Broad Street (58): From 10th to 4th Street

Figure 2: Results of Map Exercise, June 1, 2023



Station #4: "Financing Bucket" Exercise

As an engaging and interactive strategy to determine priorities for selected categories of discretionary projects throughout Griffin, a public finance exercise was featured at this station. Each attendee was provided with four (4) replica $100 bills. Each participant placed their money in the containers to "spend" their funds in the categories of topics they felt were most important for the future of Griffin. The categories and a brief explanation are provided in the graphic below.

At the end of each meeting, the money was tallied and the results tabulated into the priority list according to the attendees at each meeting.

Figure 3: Results of Financing Exercise, June 1, 2023



Summary of Finance Exercise for Griffin – June 1, 2023

Discretionary Project	Funding
Downtown Revitalization	$1,800
Neighborhood Revitalization	$2,700
Housing	$800
Recreational Services & Programs	$1,400
Transportation Improvements	$1,500

Finance Exercise Comments

- Housing: “Waterford on Ellis – The condition of most homes is awful”; “Many homes in the City of Griffin are outdated. These homes need to be modernized to be energy efficient.”
- Neighborhood Revitalization: “In the wake of the tornadoes, there needs to be a coordinated plan to bring all properties up to code.”;
- Recreational Services and Programs: “Many youths in Griffin have little to no options for recreational activities. This shortfall is leading to a rise in illegal gang activity.”; “More recreational services.”
- Transportation Improvements: “Transportation and utility (water improvements).”





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June 8th 2023 Open House Summary

After attendees signed-in, they were invited to visit the four stations located around the room and asked to participate in different planning activities. The activity at each station is detailed below:

Station 1: Online Survey. Visitors used one of the tablets or scanned the QR code to take the online community survey.

Station 2: Setting Priorities for Goals. Visitors placed color-coded sticker dots to indicate their priorities for nine (9) planning topics related to Griffin's development.

Station 3: Map Exercise. Visitors placed number-coded stickers to indicate their favorite places and places they feel need improvement or attention throughout Griffin.

Station 4: Financing Bucket Exercise. Visitors "spent" money on selected discretionary topics they felt are most important for the future of Griffin.

Griffin staff and GMC staff were at each station to answer any questions and listen to comments and concerns from residents, and maintain a record of comments. For longer written reactions, a form was provided for attendees to leave their comments.

Summaries of each of the stations are provided below:

Station #1: Online Survey

The complete results of the online survey are presented in a separate report.

Station #2: Setting Priorities for Goals

At this station, a poster was presented featuring a listing of nine planning topics. Attendees were asked to indicate their priority ranking of these topics through the placement of colored dot stickers. Green dots represented the highest priority topics, yellow dots represented the medium priority, and red dots represented the lowest priority. With only two dots of each color (six total dots), respondents had to narrow their choices from among the nine planning topics. Additionally, space was provided for written comments using post-it notes.



<u>Priorities for Goals Results – June 8th Open House</u>

- Please see the attached graphic.
- Highest ranked topics were:
  - ✓ Neighborhood Revitalization & Sense of Community (Notes: Community realizing the value of education)

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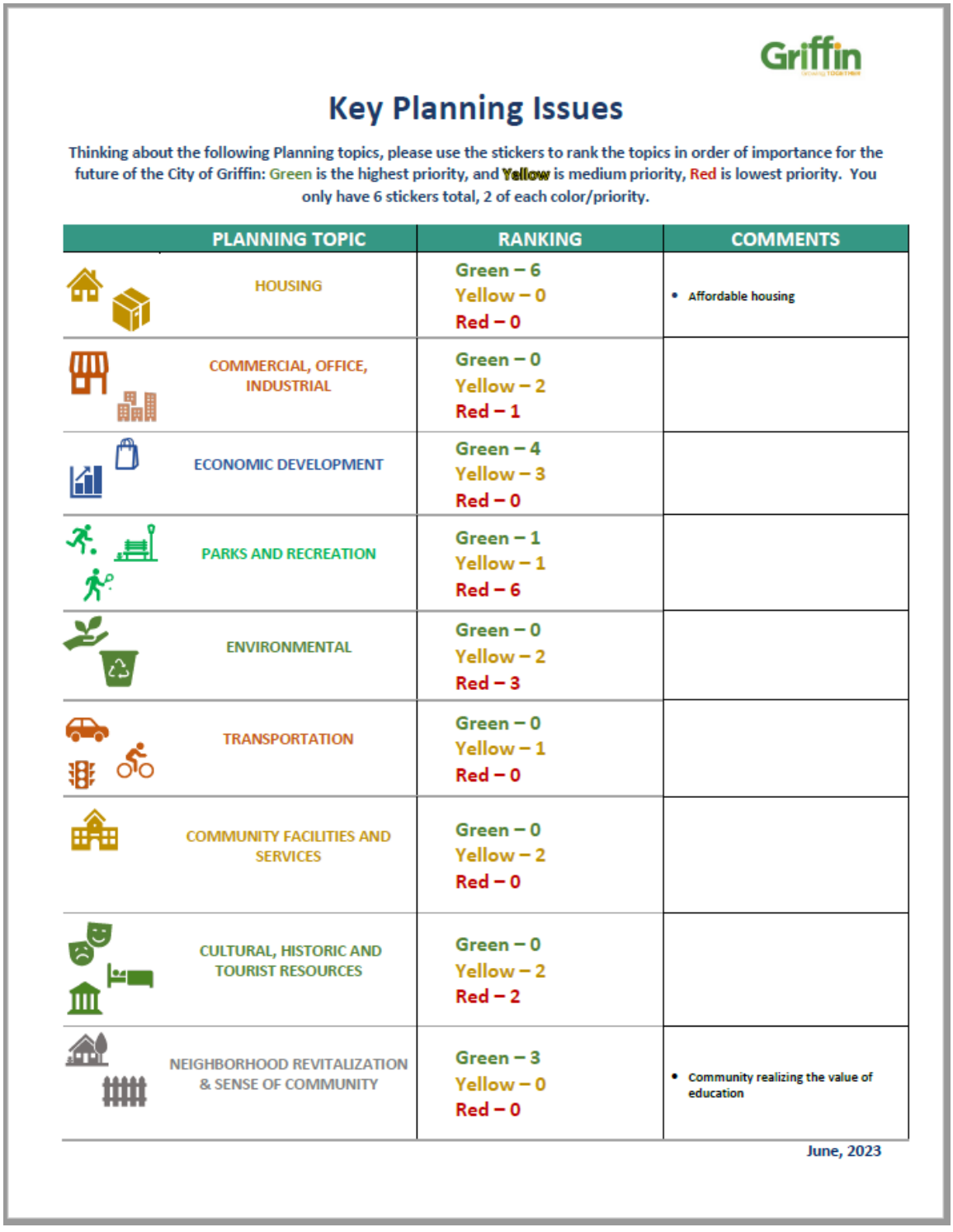
- ✓ Economic Development (Notes: N/A)
- ✓ Housing (Notes: Affordable housing)

- Lowest ranked topics were:
  - × Commercial, Office, Industrial (Notes: N/A)
  - × Community Facilities and Services (Notes: N/A)
  - × Natural, Historic and Tourist Resources (Notes: N/A)
  - × Environmental (Notes: N/A)
  - × Parks and Recreation (Notes: N/A)
  - × Transportation (Notes: N/A)



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Figure 4: Results of Goal Priority Exercise, June 8, 2023



Griffin

Key Planning Issues

Thinking about the following Planning topics, please use the stickers to rank the topics in order of importance for the future of the City of Griffin: Green is the highest priority, and Yellow is medium priority, Red is lowest priority. You only have 6 stickers total, 2 of each color/priority.

PLANNING TOPIC	RANKING	COMMENTS
HOUSING	Green – 6 Yellow – 0 Red – 0	• Affordable housing
COMMERCIAL, OFFICE, INDUSTRIAL	Green – 0 Yellow – 2 Red – 1	
ECONOMIC DEVELOPMENT	Green – 4 Yellow – 3 Red – 0	
PARKS AND RECREATION	Green – 1 Yellow – 1 Red – 6	
ENVIRONMENTAL	Green – 0 Yellow – 2 Red – 3	
TRANSPORTATION	Green – 0 Yellow – 1 Red – 0	
COMMUNITY FACILITIES AND SERVICES	Green – 0 Yellow – 2 Red – 0	
CULTURAL, HISTORIC AND TOURIST RESOURCES	Green – 0 Yellow – 2 Red – 2	
NEIGHBORHOOD REVITALIZATION & SENSE OF COMMUNITY	Green – 3 Yellow – 0 Red – 0	• Community realizing the value of education

June, 2023

Station #3: Map Exercise

At this station, a large base map of the City was on a table. Using number-coded stickers, attendees were asked to indicate their favorite places (blue stickers) and places they feel need improvement or attention (yellow stickers) throughout Griffin. To match the numbered sticker with the corresponding comment, staff filled in a log sheet to capture comments associated with each of the numbered stickers.

Map Results

Map Result Summary for Blue Stickers – Favorite Places (Sticker # in parenthesis)

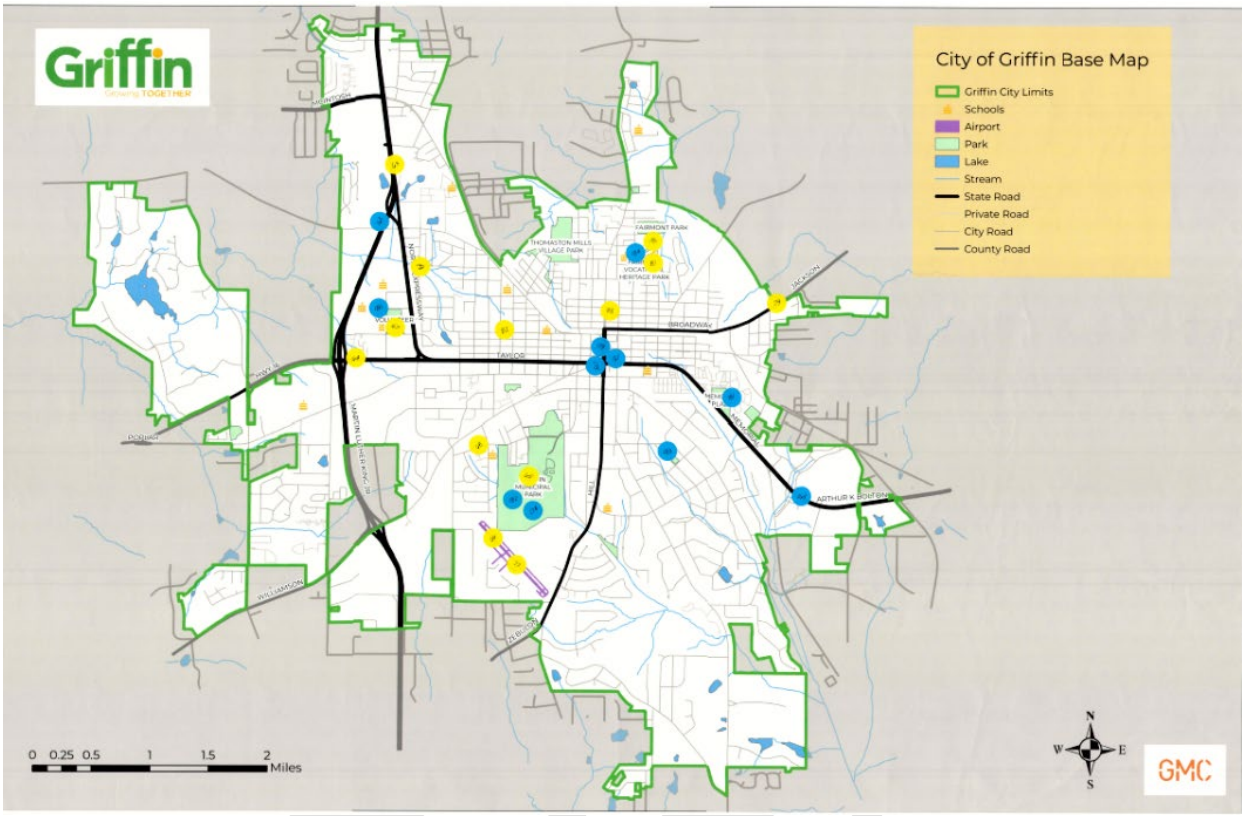
- Downtown, CBD area (161, 175, 179): Several comments mentioned the downtown Griffin area as a favorite place with food, retail options, very walkable
- Fairmont Park Area (184): Great joint improvements from the city, county, & school system over the past 5 years
- US 19/41 at Ellis Rd (162): Great eating establishments here
- Arthur K. Bolton Rd (163): Primed for development
- Griffin Municipal Park (174, 182): Great space for outdoor activities; Great revitalization of the park
- Volunteer Park (180): Improves Learn?
- Memorial Plaza (181): Great Senior Citizen facilities
- Hick Park (183): Hick Park and neighborhood revitalization

Map Result Summary for Yellow Stickers – Places needing improvement (Sticker # in parenthesis)

- Fairmont Vocational Heritage Park (73, 81): Continue the revitalization/create safer spaces; Revitalization with an eye towards affordability needed
- East Broadway Street (79): Improve traffic flow
- Anne Street Elementary School (68): Better goals
- Volunteer Park (67): Update park
- North Expressway (80): No place for kids to play
- Griffin-Spalding Airport (66, 77): We need something for families; we would like it developed for amenity use
- North Hill St. at East Quilly St. (83): Transportation/connectivity improvements
- West Broad at 15th St (82): Transportation/connectivity improvements
- Griffin Municipal Park (65): The City to improve their park
- West Taylor St at US 19/41 (64): Needs sewer infrastructure improvement on Shoal Creek sewer basin
- US 19/41 North (63): Needs family entertainment in commercial district

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Figure 5: Results of Map Exercise, June 8, 2023



Station #4: "Financing Bucket" Exercise

As an engaging and interactive strategy to determine priorities for selected categories of discretionary projects throughout Griffin, a public finance exercise was featured at this station. Each attendee was provided with four (4) replica $100 bills. Each participant placed their money in the containers to "spend" their funds in the categories of topics they felt were most important for the future of Griffin. The categories and a brief explanation are provided in the graphic below.

At the end of each meeting, the money was tallied and the results tabulated into the priority list according to the attendees at each meeting.

Figure 3: Results of Financing Exercise, June 1, 2023



Summary of Finance Exercise for Griffin – June 8, 2023

Discretionary Project	Funding
Downtown Revitalization	**$500**
Neighborhood Revitalization	**$1,000**
Housing	**$1,200**
Recreational Services & Programs	**$700**
Transportation Improvements	**$600**

Finance Exercise Comments

- Neighborhood Revitalization: “Clean: Trees and Litter”

TECHNICAL ADVISORY COMMITTEE (TAC) MEETINGS

The TAC for the City of Griffin Comprehensive Plan Update consisted of a diverse range of city staff and department representatives. This group of 15 individuals included staff from Water/Wastewater, Public Works, Economic Development, and the Police Department, just to name a few. The full roster of the TAC is provided on the acknowledgements page in the Introduction. Their role in their respective departments provides keen insight as to the needs and issues that are part of the Existing Conditions for the City and will help guide this plan update's overall trajectory. The TAC met on three different occasions during 2023, January 4th, July 27th and November 9th, completing different exercises at each session. These exercises included updating the Report of Accomplishments (ROA) from 2018, prioritizing goals, identifying favorite places and areas that need improvement, discussing character areas, and creating short-term work program action items.

January 4th TAC Meeting Summary

After the introductions, the agenda was reviewed and meeting purpose was discussed. Next, a brief presentation was given to discuss the overall planning process for the Comprehensive Plan Update, as well as the role of the Technical Advisory Committee (TAC), including their expectations in the public engagement process.

For Exercise #1, the TAC reviewed the Matrix of Previous Studies and Plans and discussed the relevance/applicability, most significant changes, and needed improvements from those plans and studies. Comments were as follows:

2018 Comp Plan Update:

- Still applicable, especially the areas of blighted housing and neighborhoods, inclusion of transportation infrastructure for future development, and improving water and sewer service;
- Most significant changes include the provision for Broadband services, more corridor improvements, and gateway aesthetic improvements;
- Needed improvements include a better future land use map, a character area map, a Housing Study update, a Community Work Plan, improvements to parks/paths/greenspace, more gathering places, and more job openings

2102 Consolidated Housing and Community Development Plan:

- Still applicable, in the areas of blighted homes and neighborhoods
- Most significant changes – n/a
- Needed improvements include instituting more financial literacy, job training, and homebuying programs

SW Griffin Urban Redevelopment Plan:

- Still applicable, in the areas of more pedestrian and bike/ped options and the need to address building code violations
- Most significant changes include more of a focus on CDBG issues
- Needed improvements include the need of a more proactive approach to addressing matters

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Downtown Redevelopment Plan:

- Still applicable, in the areas of increasing the business activity and greenspace in the downtown area
- Most significant changes – n/a
- Needed improvements - some of the buildings in downtown are still structurally unsafe and require more attention

Fairmont Neighborhood Plan:

- Still applicable, in the areas blighted homes, high rental rates, and street upgrades needed
- Most significant changes include the recent milling and resurfacing of streets
- Needed improvements include more involvement from the historical society for some of the structures in the area

Town Center LCI Update:

- Still applicable, in the areas of more downtown streetscape and sidewalk improvements
- Most significant changes – n/a
- Needed improvements include giving more attention to the conditions of the alleyways

West Griffin LCI Study:

- Still applicable, in the areas of needing more housing options
- Most significant changes include having more parks and amenities and more shopping and retail choices
- Needed improvements – the study was intended for students but the area is not for students anymore

For Exercise #2, the TAC reviewed the list of various Comprehensive Plan topics and discussed which topics are considered 'key' for the Comp Plan Update. The following topics were considered as 'key' by the TAC:

A. Housing
B. Economic Development
C. Community Facilities and Services – the need for more youth activities (such as a YMCA or Boys & Girls Club)
D. Sense of Community/Neighborhood Revitalization

For Exercise #3, the TAC reviewed maps of the City of Griffin to identify "Favorite Places" and "Areas that Need Improvement".

Favorite Places included:

- The Golf Course
- Third Ward Pocket Park
- Griffin's Cemetery
- Downtown Griffin
- Retail/Shopping/Commercial on the West Side
- The UGA Experiment Station Gardens/Volunteer Park

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- Shopping on West side of City, south of W Taylor St
- Food options downtown
- City Park Golf Course
- The Library on the East side, south of Memorial Drive
- UGA Griffin Campus
- Food and shopping, Northwest Griffin, east of North Expressway
- Bike trail north of Experiment Street
- AOI
- Walking Trail north of Airport Road
- Downtown area north of Taylor Street, between 5th and 10th Streets

Areas that Need Improvement included:

- Crime (North/Northeast, and far Northwest Griffin)
- Family Entertainment options needed in Northwest Griffin (east of US 19/41)
- Trails and connectivity options needed in Northwest Griffin (east of US 19/41)
- Amphitheater needed downtown, north of Taylor Street
- Shopping/retail needed in the extreme Southeast part of the city

Next, GMC discussed the next steps, activities/milestones in the process, including the upcoming outreach efforts with the Steering Committee and first Public Open Houses.

July 27th TAC Meeting Summary

Chad Jacobs welcomed everyone to the 2nd TAC meeting and explained the purpose of the group, purpose of the meeting, and overall status of the project. Next, GMC gave a brief overview of the agenda and exercises for the meeting.

GMC gave a brief presentation on the Comprehensive Plan Update, specifically mentioning the progress made and schedule update, i.e., where we are currently in the process. This included a brief summary of the public outreach process and public input to date by discussing the past open house meetings and feedback received. This also included feedback from the first Steering Committee meeting (issues discussed and recommendations provided). Additionally, they discussed the Online Survey process. There were 172 respondents for the General Survey and the City will end the process there. As for the Youth Survey, there was very little interest before the school year ended so we will re-engage with the youth once school starts again in August. Also, a summary of the General Survey is forthcoming by GMC.

Exercise #1: Review the Report of Accomplishments (ROA) from the 2018 Comprehensive Plan Update.

GMC discussed the first exercise for the TAC, the review of the 2018 Report of Accomplishments (ROA) from the previous Comprehensive Plan Update. They explained the purpose of the ROA update and how it leads into the 2023-2027 Short Term Work Program (STWP) and the Long-Term Work Program (LTWP). For this exercise, each department representative shared with the group items that have been completed, items that have been cancelled/postponed, items that need to be carried forward, and items that need more clarity/discussion. The TAC updated the current ROA (see attachment) and GMC will

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use the ROA to create a Draft STWP and subsequent LTWP (see attachment) template for the TAC to start adding information.

Discussion of Next Steps in the Planning Process

GMC mentioned that a Draft Community Work Program (CWP), consisting of the ROA update, STWP, and LTWP will be provided by GMC. Next, GMC will start formulating the Draft Community Profile and Draft Existing Conditions report for staff review. Also, GMC will provide a summary of the Online Survey results

November 9th Meeting Summary

Chad Jacobs welcomed the TAC and explained the purpose of the 3rd TAC meeting. GMC then provided an update on the Comprehensive Plan, specifically the proposed timeline of the plan development/ adoption.

Exercise #1 - Review of Character Area Map and Descriptions



GMC introduced the purpose of the character area map and discussed the anticipated major changes (airport, downtown etc.) and the preservation efforts to protect the existing neighborhoods. They also discussed the purpose of the neighborhood centers designation. Chad Jacobs explained the introduction of the Mixed-Use character area.

GMC also pointed out the new Educational Center character area and discussed the thought that went into designating areas as “redevelopment” areas. Chad Jacobs pointed out that there is flexibility built into nearly all of the character area descriptions. GMC added that Character Areas are not “law” but rather a policy/guideline going forward. Brandon Lewis asked about the institutional areas adjacent to the education center. GMC explained the rationale behind the location and the designation of land uses and development activities in that area.

Exercise #2 - Review of Community Work Program (CWP)

GMC introduced the purpose of this 2nd exercise and explained that the TAC has already seen/proposed some of the items but that there were also a few new items. GMC walked through each action item line by line through the City Facilities and Services section (duet to time constraints) then requested the TAC go through the rest of the CWP exercise on their own and send updates to the City staff.

Exercise #3 Review of Draft Goals, Objectives, and Action (GOA) Items

GMC did a brief overview of the GOA for the TAC. There were no major comments as most of this information was discussed with the previous CWP exercise.

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STEERING COMMITTEE MEETINGS

Griffin's staff identified a list of local stakeholders to be part of a Steering Committee for this planning effort. These 18 members represented the diverse views and issues of the entire community, and worked with City staff and GMC to guide the public involvement process and provide input on the various planning elements. The full roster of the Steering Committee members is provided on the acknowledgements page in the Introduction. The Steering Committee:

- Served as representatives of the community;
- Shared expertise and on-the-ground knowledge;
- Advocated for the plan and its implementation;
- Viewed in-depth documents before public meetings; and
- Publicly represented the Comprehensive Plan through presentations, working with the media, and otherwise reaching out to the community to garner support for the process.

Similar to the TAC, the Steering Committee met on three different occasions during 2023, April 17th, August 24th, and November 14th, completing different exercises at each session. These exercises included reviewing the Report of Accomplishments (ROA) from 2018, prioritizing goals, identifying favorite places and areas that need improvement, discussing character areas, and creating short-term work program action items.



April 17th Steering Committee Meeting Summary

After a brief introduction, Chad welcomed the members to the initial Steering Committee meeting and explained to them their role and importance to the Comprehensive Planning Update process. He then introduced the GMC Team to the Steering Committee.

GMC gave a presentation which provided an overview of the Comprehensive Planning process for Griffin, the schedule, role of the Steering Committee, and other public outreach activities. They then gave a brief overview of the exercises for the committee to conduct. Next, the GMC Team facilitated the following two (2) exercises for the Steering Committee. The exercises and the results are as follows:

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Exercise #1: Name an issue that you think is the most important to be addressed for the future of the City of Griffin based on the following topics. The topics and the comments received are as follows:

A. Housing – Deterioration, blight, affordability (perception), lack of housing, workforce housing (perception), nuisance issues, more accountability for slumlords, mixed-use in the CBD, market-based housing, Experiment Street Corridor LCI, encourage higher density housing in the city limits, disparity between renting and owning, homelessness

B. Commercial/Office/Industrial - Additional retail opportunities, more mixed-use, more businesses all over, outdoor dining, move further out from downtown, Central Business District improvements, create a sense of place activity centers, DDA rehab mixed used buildings downtown, enhance aesthetics with development codes, workout facilities, codes to control landscaping, new hotel

C. Economic Development – More collaboration between city and county, sewer capacity, revitalization, new use of existing buildings, Econ Dev is a reflection of perception of workforce development in our school system, expand the DDA, tax incentives, catalytic site developments

D. Parks and Recreation – Greenspace, youth programs/facilities/programs, downtown open space, need a swimming pool, pocket parks/passive parks & trail system, Develop Heads Creek to a park of regional significance, Golf Course, perception of safety

E. Environmental – Protection of natural resources, stormwater, public works, global warming, 100-year flood events, tree city, tree canopy replacement, waterway clean ups, explain alternate means of landfill diversion, incentivize energy efficiency, clean streets and alleys

F. Transportation – Public transportation, streets and roads, downtown issues, walkability, multimodal options, more sidewalks and connectivity without promoting gentrification, connectivity for food deserts, to jobs, and CBD, expand active infrastructure, remove mandatory parking minimums, new airport, Ellis Road sidewalks, Hwy 155 through downtown

G. Community Facilities & Services, including Broadband – Expansion of sewer capacity, youth outreach programs and facilities, aquatic center, Community Health, need a youth center, add a community youth center, add a water related feature downtown, community health clinics, fresh food markets, public spaces with restrooms, renovate or construct new elementary schools

H. Cultural & Historic Resources – New building and uses for historic buildings, restore historical buildings, more preservation of cultural and historic places in the black community, Griffin City Park, Historic Districts, awareness/sense of place, hashtag worthy advertising

I. Neighborhood Revitalization & Sense of Community – Expanding downtown, blight, extending downtown north of tracks, vacant properties, more housing, ways to revitalize neighborhoods without gentrification, use money from films to revitalize neighborhoods, Block and community collaboration, increased community policing, wayfinding signage for historical areas

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Exercise #2: City of Griffin Map

For this 2nd exercise, the GMC facilitators lead two (2) tabletop discussions to identify key areas in the City related to the following items:

A. Areas in need of transportation improvements
B. Significant resources in need of protection or conservation
C. Areas appropriate for mixed-use development
D. Areas in need of redevelopment or revitalization



The corresponding dot stickers were used to indicate the specific locations for the specific items. There were two (2) different maps used and some of the results were as follows:

Table 1:

A. Areas in need of transportation improvements
   a. North Hill Street
   b. Experiment Street
   c. West Popular Street at Hammond Dr
   d. Library on Memorial Drive (Pedestrian access)
   e. Evergreen Industrial Dr. (2nd highest pedestrian accident location)
   f. South Hill St. at South 9th Street

B. Significant resources in need of protection or conservation
   a. Heads Creek Reservoir
   b. Cabin Creek at Northside Dr.
   c. Fairmont Park
   d. Quarry's Edge Park
   e. Griffin Municipal Park (3 dots)
   f. Shoal Creek

C. Areas appropriate for mixed-use development
   a. Central Ave at North 9th St
   b. Central Ave at North 10th St
   c. Experiment St at 12th St
   d. Experiment St at 13th St
   e. Solomon St at 4th St
   f. Solomon St at 5th St
   g. Taylor St at 2nd St
   h. Arthur K. Bolton at Memorial Dr

D. Areas in need of redevelopment or revitalization
   a. Experiment St. at Ellis Rd
   b. North 19th at Pleasant Ave
   c. West Broad at North 17 St.

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d. Ellis St at North 12th St
e. 8th St at E Central Ave
f. E. Chappell at 5th St
g. E. Chappell at 4th St
h. Friedman St at Searcy Ave
i. West College Ext at Williamson Rd

Table 2:

E. Areas in need of transportation improvements
   a. Ellis Road at Crystal Brook
   b. West Solomon at 13th St
   c. West Solomon at 16th St
   d. Tinsley St at 8th St
   e. Tinsley St at 9th St
   f. Quilly St at 9th St
   g. Tinsley St at E. Chappell St.

F. Significant resources in need of protection or conservation
   h. Trail needed around the reservoir
   i. West Popular at N 15th St
   j. Pool Rd at Fairmont Park
   k. Parks Lake at N. 2nd St
   l. Solomon St. at 3rd St
   m. Solomon St at 4th St

G. Areas appropriate for mixed-use development
   n. West Popular at 10th St.
   o. West Popular at 12th St.
   p. Taylor St. at 8th St.
   q. Solomon St. at Hill St.
   r. Chappell St. at 6th St.

H. Areas in need of redevelopment or revitalization
   s. Ellis Rd at US 19/41
   t. Experiment St. at N. 14th St.
   u. West Solomon St. at 10th St.
   v. E. Tinsley St. at 4th St.
   w. E. Tinsley St. at 3rd St.

Discussion of Next Steps in the Planning Process

The GMC Team mentioned that the data from the exercises would be collected and summarized for the City Staff to review and will be part of the final report document. The next steps will be the upcoming Online Surveys, Public Open House Meetings (2), and the Stakeholder Interviews (10). The next Steering Committee meeting will take place in July or August.

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August 24th Steering Committee Meeting Summary

After a brief introduction, Chad welcomed the members to the 2nd Steering Committee meeting. GMC then proceeded to provide a presentation that covered the following:

Updates since our last meeting

A. GMC discussed the 2 Public Open Houses and the activities/exercises conducted
B. GMC gave an update on the Stakeholder Interview process
C. GMC gave an update on the Online Community Survey
D. GMC discussed the preparation of the data gathering for the Draft Existing Conditions section of the plan
E. GMC discussed the previous 2018 Report of Accomplishments (ROA) and how it will be used for the 2023 Comprehensive Plan Update

Exercise #1: Draft Key Needs, Issues, and Themes Worksheet

GMC discussed the common needs, issues, and themes received from the Online Community Survey, Stakeholder Interviews, and the Public Open House Meetings and whether the Steering Committee agreed or disagreed with them. Some of the themes included Economic Development Options, Housing Options, Parks and Recreation Options, and Traffic Concerns with Trucks in the Downtown area.

Exercise #2: Draft Character Area Map for the City of Griffin

GMC then presented a Draft Character Area Map for review and comment by the Steering Committee. They explained that the Character Area Map will function as a policy instrument/guide for future land use decisions from development applications.



Discussion of Next Steps in the Planning Process

GMC discussed the next milestones in the project and remaining items on the schedule.

November 14th Steering Committee Meeting Summary

Chad welcomed the Steering Committee to the 3rd and final Steering Committee Meeting. GMC then proceed to give a presentation to cover the following items:

1. **Updates since our last meeting**

2. **Schedule and Next Steps**

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Exercise #1 – Review of the Draft Character Area Map

GMC proceeded to facilitate Exercise #1 – Review of the Draft Character Area Map. They discussed the recent changes to the Character Area Map since the 2nd Steering Committee meeting, some including new Character Areas, new Neighborhood Centers, and the Redevelopment Corridors. They also discussed the purpose of the Mixed-Use character area changes. Chad Jacobs pointed out that there is flexibility built into nearly all of the character area descriptions. GMC added that Character Areas are not "law" but rather a policy/guideline going forward. GMC explained the rationale behind the decisions and designation of land uses and development activities for specific areas.

Exercise #2 – Draft Goals, Objectives and Action Items (GOA) Worksheet

GMC presented this 2nd exercise and explained how it related to the items discussed on the Character Area Map exercise. Due to time constraints, the Steering Committee was not able to go over the entire GOA document, rather volunteered to send any questions or comments to the City staff.



ONLINE SURVEY

The Online Survey for the City of Griffin featured twenty (26) questions total. The last three questions were open-ended, which allowed respondents space to provide written feedback. This comprehensive and user-friendly design encouraged responses from all residents of Griffin (and Spalding County) in one survey and collected feedback.

The data received helped to identify what issues residents like or need improvement within the City and what topics should be considered for change going forward. The results were then applied, alongside input collected from public open house meetings, to shape the goals of the Comprehensive Plan Update to reflect the collective voice of the community.

The online survey was completed on July 25th, 2023. The City of Griffin staff advertised and promoted the survey via outreach on social media platforms, an announcement on the City website, and the placement of flyers and signage throughout the City. These efforts were successful as evidenced by the fact that during the one-month survey window, 171 unique respondents completed the survey. A summary of the results from the survey is included in the Findings and Trends subsection, and full data reports are included in the Appendix for this plan update.

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FINDINGS + TRENDS

The four outreach methods utilized in this Comprehensive Plan Update resulted in a range of useful information that guided this planning effort, specifically the formation of the Needs and Issues; Goals, Objectives & Actions; and Community Work Program sections. While each method offered a unique engagement opportunity and every participant brought their own perspective, examining these outreach efforts as a whole allows for the identification of key findings and trends where there is potential for compromise, collective action, and public-informed decision making.

OPEN HOUSE WORKSHOPS

The open house meetings revealed that there are different priorities as well as similarities amongst meeting participants. Issues such as Transportation, Housing, and Economic Development are important to many residents, regardless of where they reside in the City.

The prioritizing goals exercise highlighted that there were distinct needs as well as similar needs for those in attendance. For example, at the June 1st Public Open House, Neighborhood Revitalization, Housing, Economic Development, and Transportation were priorities; while Community Facilities and Services, Commercial, Office, and Industrial Uses ranked lower. Some of the comments received included the need for more regulations for rental property management and property upkeep and better rehabilitation of homes to make them more energy efficient. Also, the need for more entertainment options and having fewer from distribution centers. Relocation of traffic from downtown was also mentioned. In contrast, the June 8th Open House had Economic Development, Neighborhood Revitalization, and Housing as top priorities, while the other six topics were not selected at all. Some of the prioritized comments included a need for the community to better appreciate education and more affordable housing.

In the financing bucket exercise, the June 1st Open House had Downtown Revitalization, Neighborhood Revitalization, and Transportation Alternatives as the top-funded discretionary projects, while Housing and Recreational Services and Programs were lower-funded. Some of the comments included a need for "addressing outdated housing that is not modernized to be energy efficient", or "In the wake of the tornadoes, there needs to be a coordinated plan to bring all properties up to code"; or "Many youths in Griffin have little to no options for recreational activities. This shortfall is leading to a rise in illegal gang activity" and "need more transportation and utility (water improvements)." The June 8th Open House had Neighborhood Revitalization, Housing, and Recreational Services as the top-funded discretionary projects, while Transportation Alternatives and Downtown Revitalization were the lower-funded items. Some of the comments received were "Need for more trees and better litter control."

STAKEHOLDER INTERVIEWS

Stakeholder interviews also focused on a variety of issues for Griffin. Despite their diverse backgrounds and interests, stakeholders agreed that there is a need to stimulate future growth, especially in terms of improving transportation, housing conditions and economic development for the city.

Almost every stakeholder mentioned the need for transportation improvements, especially in regards to Hwy 155, which runs through downtown Griffin and is utilized by large freight trucks. There is a great

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need to develop a solution to not allow large freight trucks to use Hwy 155 through downtown as it is a safety and logistics issue for downtown users. In addition to Hwy 155, Stakeholders also mentioned other major roadways such as Hwy 16, US19/41, as well as local roads such as Hill Street, Tinsley Street, Experiment Street, and N 9th Street and Memorial Drive. For each of these roadways, issues such as pedestrian safety, congestion, and transit improvements were mentioned by various stakeholders. In regards to alternative modes of transportation, many stakeholders mentioned the need for more sidewalks and trails throughout the city.

Housing was another major topic widely discussed with the stakeholders as issues such as an abundance of vacant and blighted properties, affordable housing for all ages, diverse housing options and styles, stronger design standards and code enforcement were frequently mentioned. Despite an overall consensus for blight remediation, infill and new housing development at a variety of densities and price points for homes, a majority of the stakeholders still wanted Griffin to maintain its small-town character and remain affordable.

Another important topic of discussion with the stakeholders was Economic Development. The need for more higher-paying options for employers in terms of type, size, and location of businesses was a commonality. Most agreed on the need for a downtown hotel and conference center as well as more entertainment, such as an amphitheater, and retail options to attract youth. Also, there was consensus on the need for large-scale advanced manufacturing, health care/medical facilities, and additional light industrial uses, as long as it was located in the properly zoned areas with adequate infrastructure. In order to recruit and retain these and other types of businesses, most stakeholders agreed that incentives were needed to remain competitive. There was also consensus for a need to limit or preclude certain undesirable businesses, such as self-storage facilities, warehouses, mining businesses and landfills. A few stakeholders mentioned the need to redevelop the old mill properties in the city as an economic development opportunity.

For topics such as Recreation & Leisure and Community Facilities & Services, the stakeholders provided some stark similarities in their assessment of the City. For instance, there was a consensus in the need for more options for cultural arts amenities such as an amphitheater and a central public green space. Also, most felt that the County Parks and Recreation Department was doing an excellent job as well as the library system. Although the stakeholders were in agreement on their opinion of recreational amenities, they all wanted additional and more accessible recreation options, such as a public pool, splash pad, and walking/biking trails. As for Community Facilities and Services, most felt that the firefighters and other public safety professionals were doing a good job in their duties. However, there were a few stakeholders who felt that crime was an issue as well as a lack of enforcement on golf cart usage that needed to be addressed.

Other points of interest mentioned were the need to rebuild housing that was lost due to the tornado earlier this year and use it as an opportunity to address existing blighted property. There was also a consensus to see more quality retail, local restaurants, amenities and general reinvestment in areas such as the Northwest side of the City, where there are limited options for many residents. Overall, most of the stakeholders agreed that the City is in a better situation in the last 10 years and attribute this to collaboration and communication between leadership and the citizens.

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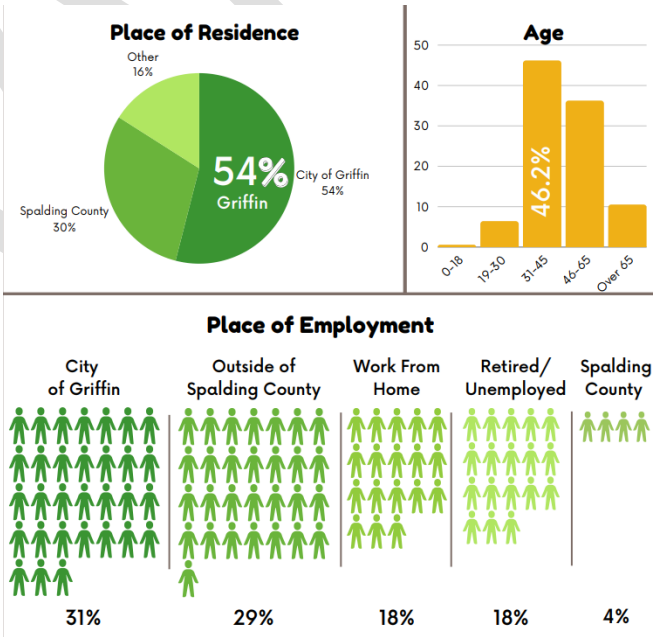
ONLINE SURVEY

The Online Survey for the City of Griffin featured twenty (26) questions total. The last three questions were open-ended, which allowed respondents space to provide written feedback. This comprehensive and user-friendly design encouraged responses from all residents of Griffin (and Spalding County) in one survey and collected feedback.

The data received helped to identify what issues residents like or do not like about the City and what topics should be considered for change going forward. The results were then applied, alongside input collected from public open house meetings, to shape the goals of the comprehensive plan to reflect the collective voice of the community.

The online survey was completed on July 25th, 2023. The City of Griffin staff advertised and promoted the survey via outreach on social media platforms, an announcement on the City website, and the placement of flyers and signage throughout the City. These efforts were successful as evidenced by the fact that during the one-month survey window, 171 unique respondents completed the survey. Also, there was a specific survey (Youth Survey) for those ages 18 and under. It was important to assess the youth perspective on planning, especially when considering an update for a 20-year Comprehensive Plan. Although they may be considered minors currently, in the next 10 years or more, they will be starting families and involved in careers and other quality of life activities that will affect smart growth and planning. The number of respondents for the Youth Survey was very low and the staff decided to focus more on the General Survey.

It is important to note that the majority of respondents live in the City of Griffin (53.80%), while 30.41% of respondents live in Spalding County Unincorporated. The remaining respondents live in the Town of Experiment (1.17%), the Community of Orchard Hill (2.92%), the Community of Sunny Side (0.58%), the Community of East Griffin (2.34%), and 8.77% do not live in Spalding County. The majority of respondents did not work within Spalding County, with 65.50% responding that they are retired or unemployed (18.13%), work from home (18.13%), or work outside of Spalding County (29.24%). 31.58% of respondents work within the City of Griffin, while 2.92% indicated they work in Spalding County Unincorporated.

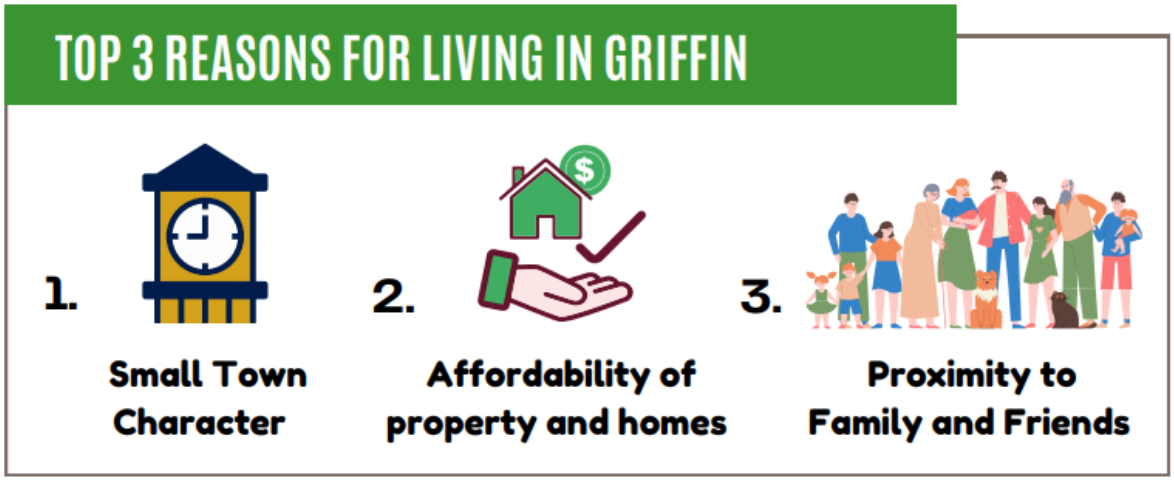


As for age demographics, most respondents were between 31 and 65 years old (82.46%). A small percentage of respondents (6.43%) were between 19 and 30 years old. 10.53% of respondents were over 65 years old and only 1 respondent (0.58%) was under the age of 18.

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The majority of survey respondents reported being homeowners (85.29%), with 11.76% indicating they rent a home or apartment, 10.59% reporting they own a business within the City of Griffin or Spalding County, 5.88% own undeveloped property, and 2.35% reporting they are part-time residents or visitors.

When asked to rank a series of ten characteristics based on importance for why they chose to live, work, visit, or own property in the City of Griffin, the number one rated response was because of the "small town character". The next highest ranked characteristic was the "affordability of property and homes", followed by "proximity to family and friends", "proximity to Atlanta Metro Area", and "recreation and cultural activities". "Proximity to family and friends" was most often ranked of highest importance. "Variety of retirement amenities" was most often ranked at the lowest priority.

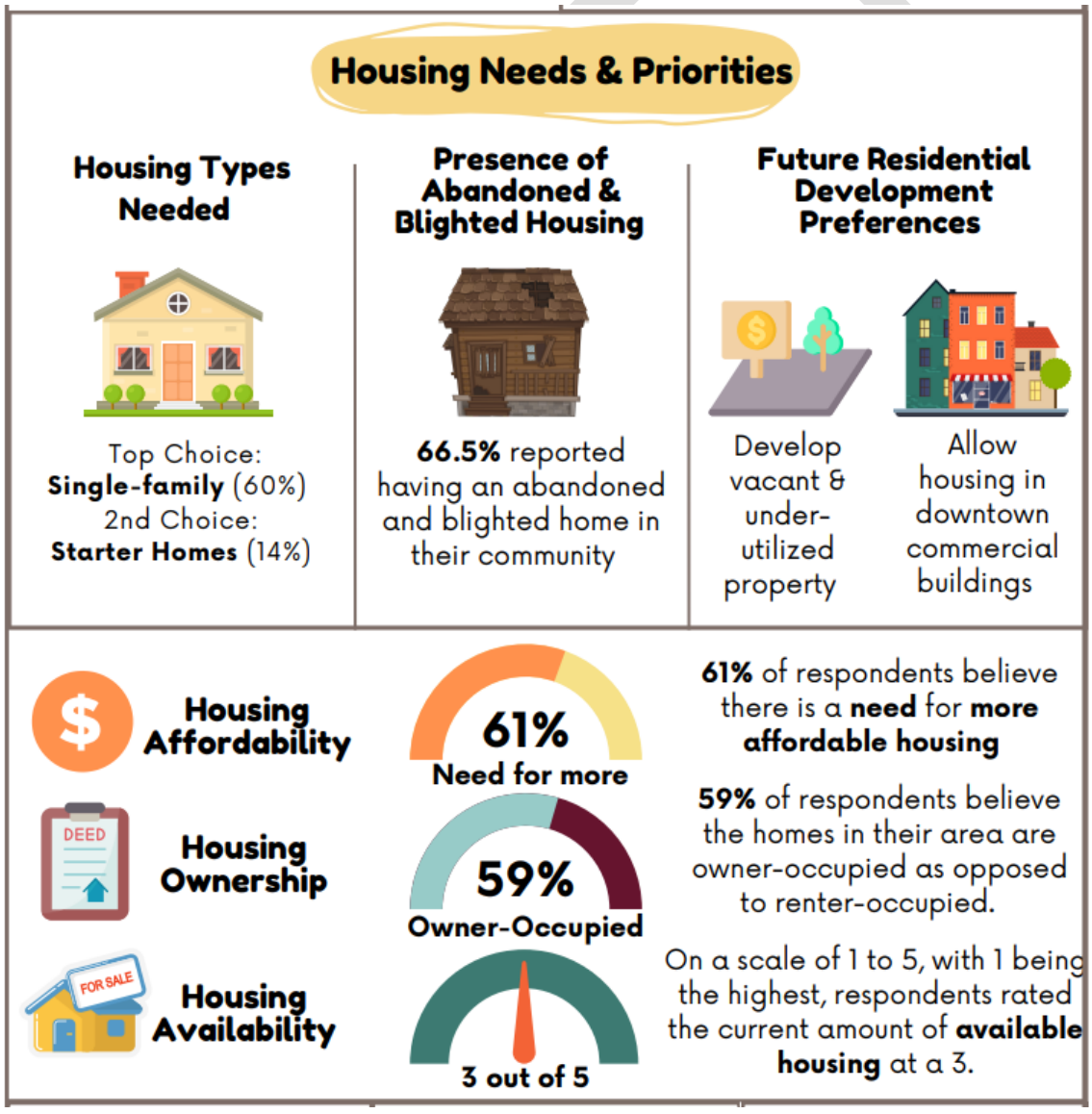


When asked to rank the list of priorities for Downtown Griffin, respondents selected "downtown redevelopment", "recreational opportunities", addressing dilapidated properties", and "traffic congestion and circulation" as the highest priorities. Least important to respondents were "beautification of public spaces" and "preservation of historic homes and sites". It is important to note that 23.98% of respondents chose downtown redevelopment as the number one priority.

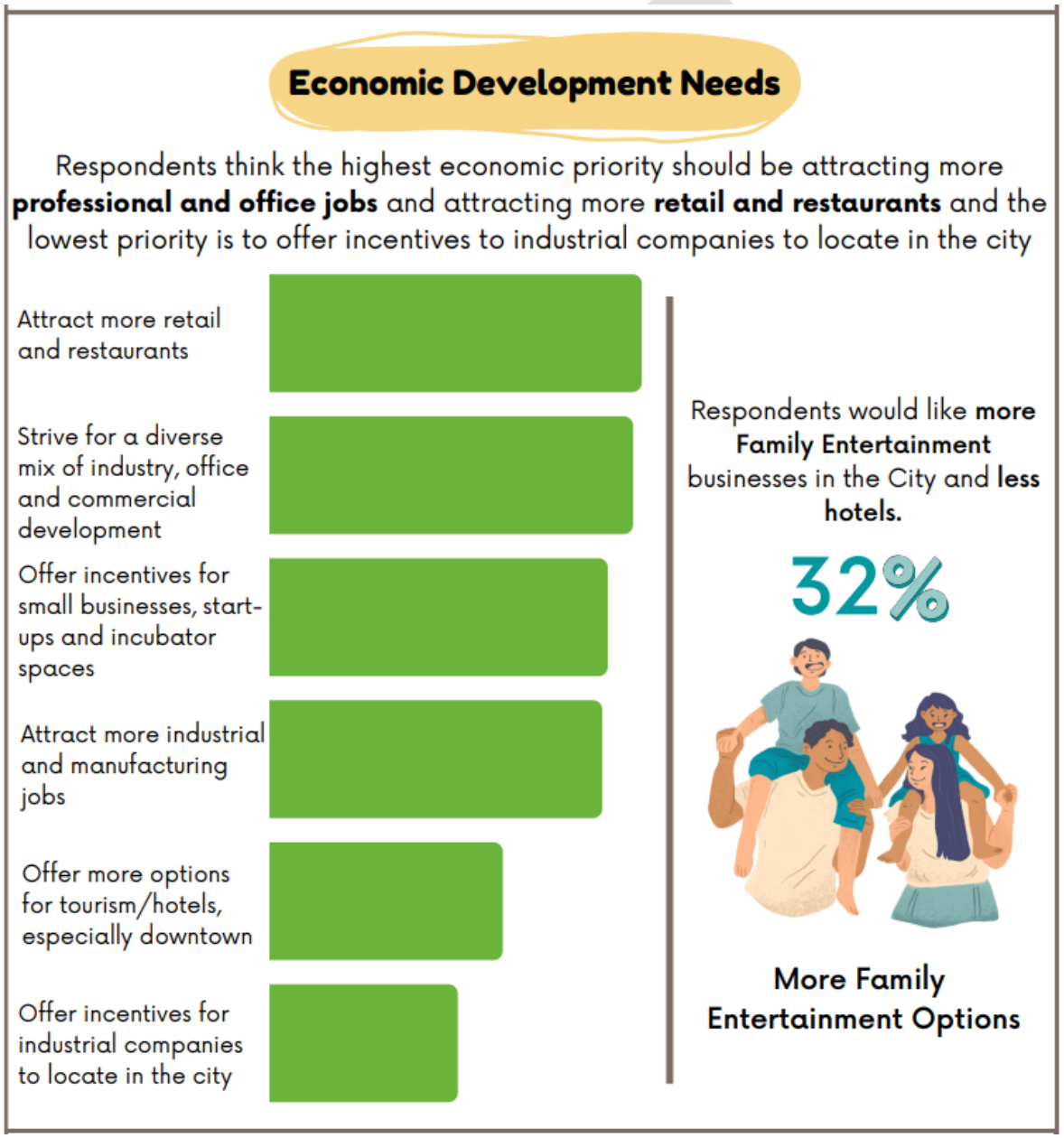
As for the level of satisfaction with public services, respondents indicated the highest level of satisfaction with "parks and recreation", "sidewalks and trails", and "stormwater drainage systems". Respondents reported the lowest level of satisfaction with "code enforcement", followed by "street and road conditions".

As for the importance of various recreational facilities, respondents selected "trails and multi-use paths" as the highest importance, followed by "playgrounds", and "sports fields". "Gymnasiums and multi-purpose buildings" was ranked as the lowest importance. Meanwhile, their satisfaction level for different public facilities had a weighted average of the responses for "libraries" and "parks" as the highest level of satisfaction, while "health centers" were the lowest level of satisfaction. "Libraries" were selected as the highest satisfaction most often, being chosen as the number one ranked satisfaction by 46.06% of respondents. When asked to rank their satisfaction with public services, respondents selected "Fire" as the public service with the highest satisfaction, followed by "Sanitation". "Police" was selected as the lowest satisfaction by the respondents.

When asked about housing in the City of Griffin, respondents overwhelmingly ranked "single-family residential" as their top priority. 59.88% of respondents selected single-family residential as their number one pick. "Starter homes" and "residential as part of mixed-use developments" ranked second and third, respectively. The lowest ranked were "assisted living facilities" and "apartments". Relating to the affordability of housing in the City of Griffin, respondents overwhelmingly voted "yes", with 61.40% of respondents supporting more affordable housing, while only 38.60% of respondents voted there is not a need for more affordable housing. As for the conditions of housing stock, 66.47% of respondents voted "yes" there are homes that are abandoned or in a state of disrepair, while only 33.53% of respondents voted "no" there are not homes that are abandoned or in a state of disrepair. In terms of future residential development over the next 20 years, respondents showed the highest preference for "encouraging development of vacant and under-utilized property" and "allowing residential development to be mixed with commercial development downtown", while respondents showed the lowest preference for "increasing the density of homes that are permitted in residential areas" and "residential growth should be limited".



For economic development topics, respondents showed the most importance in “attracting more professional and office jobs”, “attracting more retail and restaurants”, and “striving for a diverse mix of industry, office, and commercial development”. Respondents showed the lowest importance in “offering incentives to small businesses, start-ups and incubator spaces” and “offering more options for tourism and hotels, especially downtown”. “Striving for a diverse mix of industry, office and commercial development” was selected as the highest importance by respondents most often, being selected as the number one importance by 22.22% of respondents. In terms of the variety of businesses, most residents rated the City of Griffin’s variety of businesses as a “3”, out of a scale of 1 – 5. As for future business needs, respondents ranked “family entertainment” as the highest priority, with “restaurants” and “retail and shopping” second and third, respectively. Respondents ranked “grocery stores” and “hotels” as the lowest priority.



As for the questions on the Comprehensive Planning Elements such as transportation, particularly non-motorized sources such as the existing sidewalk and trail system in the City of Griffin, respondents most often stated at 26.63% they "need to be expanded". 23.08% of respondents stated they "need to have better connectivity" and 21.89% of respondents "are not aware of any existing sidewalk and trail system". 14.79% of respondents believe the existing sidewalk and trail system "needs maintenance", while only 13.61% of respondents "are satisfied with the existing network of sidewalks and trails".

COMMUNITY OUTREACH THEMES

Three themes that emerged throughout all outreach methods for the City of Griffin are Housing Options, Transportation, and Economic Development.

- Housing was consistently identified as a priority item across the many outreach methods, especially the need for housing options for all ages and incomes, i.e., Missing Middle housing and life cycle housing. Other recommendations for Housing involved a desire for stronger design (quality) residential standards, more variations in styles of homes, and a need for more mixed-use residential options. Development of underutilized/vacant properties as well as more stringent regulations for landlords were other items frequently mentioned related to Housing. Despite the many requests, suggestions and ideas for housing styles and options, some citizens mentioned a need to maintain the small-town character of the City as much as possible. This and other residential information will be integrated into planning action items in the Housing section of the Goals, Objectives & Actions and Community Work Program chapters. Housing will also be a factor and discussed in chapters such as Economic Development and Land Use Chapters.

- Transportation was one of the highest priorities in the Open House Meetings, Stakeholder Interviews, and the online survey. Likewise, connectivity to the various amenities in the City, whether park facilities, downtown events, schools and other community facilities, was also identified as a high priority item across the various outreach methods. Similarly, both TAC members and Steering Committee members identified traffic concerns as a problem and helped develop transportation strategies and action items for the plan update. This includes recommendations for transit options where appropriate. With this nearly unanimous concern so clearly expressed, this plan offers multiple suggestions for transportation and traffic congestion in the Transportation section of the Goals, Objectives & Actions and Community Work Program chapters.

- Economic Development issues and concerns was another common theme identified by the various outreach means. More diverse restaurants, retail, and commercial options were mentioned by open house participants as well as stakeholder interviewees. Incubators, office space, and other start-up features for local small businesses were also popular requests. A need for more mixed-use developments for employers in the downtown area were frequently mentioned. City leaders also wanted more creativity in the type and location of certain undesirable businesses, such as storage facilities, liquor stores, and car washes. Additionally, employers such as medical related services, technology, advance manufacturing, or even the

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entertainment industry were also recommendations. No matter the type of business or employer mentioned, the need for a highly trained workforce was an important topic. In addition to these and other suggestions for Economic Development in the Goals, Objectives & Actions and Community Work Program chapters, this element is also mentioned in the Land Use element chapter.

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Chapter 4: Needs + Issues

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Introduction

This chapter provides the list of needs and opportunities the City of Griffin has identified through this planning process. It is the intention of the City to address the needs and opportunities listed herein through corresponding Goals, Objectives and Action items listed in Chapter 5 as well as implementation measures in the Community Work Program found in Chapter 6. This list was developed with assistance from the Griffin Steering Committee, input received from the Public Open Houses, City Staff input, as well as Board of Commissioners and Planning Commission feedback, all detailed in Chapter 3: Community Engagement. The input and feedback were obtained through various engagement exercises, from evaluation of demographic and economic information (summarized in the Existing Conditions chapter), and from an analysis of the Department of Community Affairs Quality Community Objectives. Additional public input is summarized in the Appendix.



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Needs + Issues

The needs and issues listed below are a consolidation of all of the comments received throughout the community engagement process and are grouped by the element they most closely relate to.



- Blighted and substandard housing stock (aged, not energy efficient, poorly maintained)
- Limited resources for code enforcement and property maintenance standards enforcement.
- Additional multi-family housing needed.
- Revitalization of blighted neighborhoods.
- Protect existing character of historic neighborhoods.
- Housing affordability.
- Absentee landlords.
- Equitable housing policies.



- Entertainment and tourism options needed to attract people into downtown.
- City needs to attract higher paying industries and employers.
- Access to fresh and affordable food is limited in some areas of the city.
- Policies needed to incentivize local small-scale retail to fill vacant retail space.
- Hotel and conference center needed to attract tourism.



- Need to divert through truck traffic in downtown.
- Additional opportunities and connectivity for multi-modal transportation needed.
- Major corridors including Experiment St., North Hill St., and Broad St. need revitalization.
- Several major roads including US 19/41, Hwy 155, Hwy 16, Taylor St, and Experiment St. require operational upgrades.
- Many city streets require maintenance.
- Additional transit opportunities needed.
- Options for golf cart transportation needed.



- Limit undesirable land uses.
- Need increased opportunities for mixed-use development.



- Utilize downtown for more tourism, community activities, festivals, and events.
- More entertainment and cultural facilities and activities needed.
- Existing city library needs upgrades, additional libraries needed around the city.
- Additional community activity centers and programs needed for adults and kids.

- Additional community center with youth programs is needed in the North neighborhood.
- Additional resources and facilities for emergency responders are necessary as the city grows.
- City facilities and services should be accessible and applied fairly to all areas of the city.





- Friction between city and county government.
- Pursue opportunities to work with local, regional, and state partners.
- Multi-jurisdictional coordination needed to implement truck route relocation.
- City needs a grant writer to pursue funding opportunities.

- Expand the City internet service to residential customers.

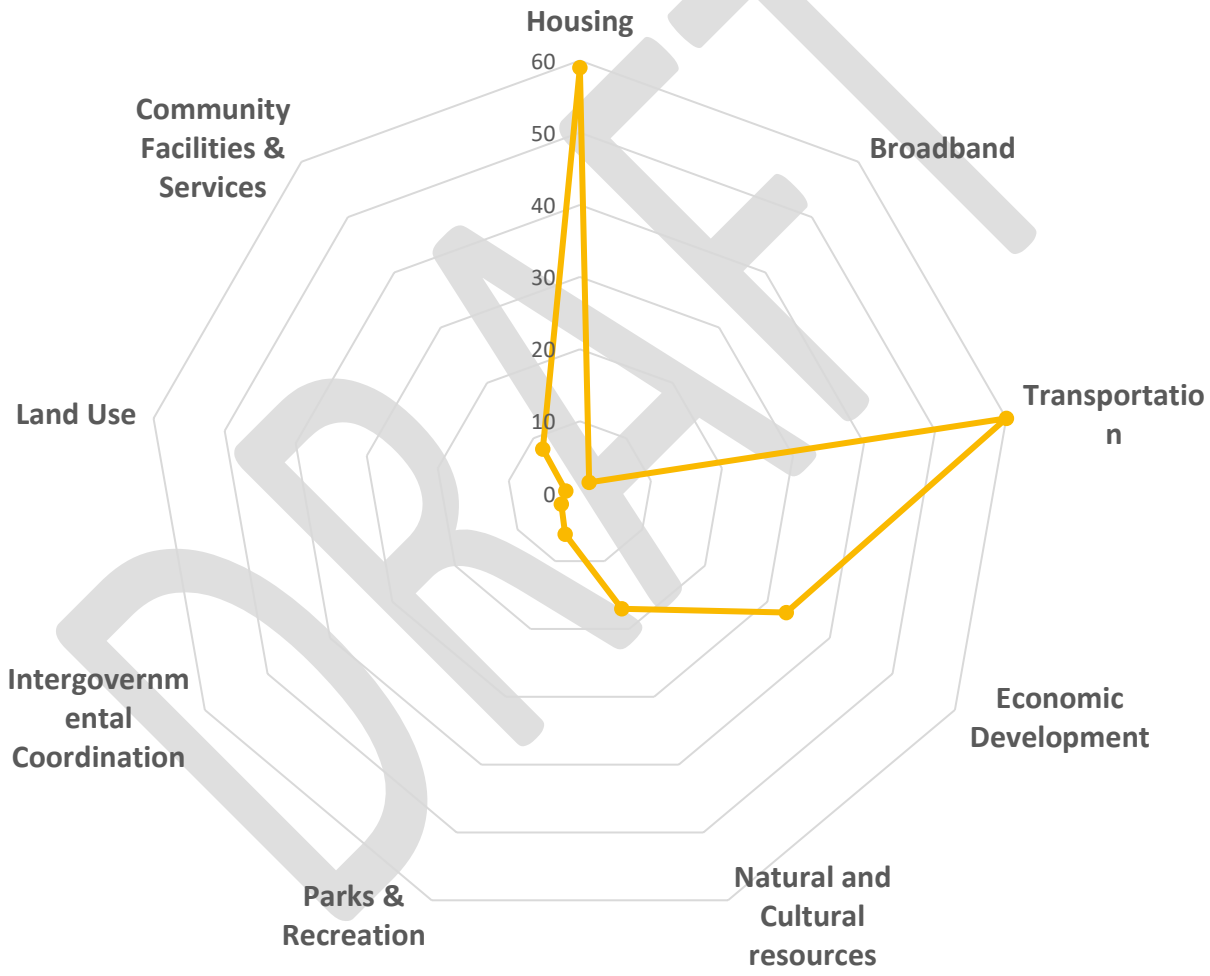




- City needs more equitable recreation opportunities.
- Provide multi-modal access to existing parks.

The radar chart below shows the number of times each topic was mentioned in a public comment throughout the community engagement process. The chart is arranged so that each ring represents ten comments. The more comments a topic received the closer to the outer ring the corresponding point will be. Housing and Transportation were clearly participants greatest concern with roughly sixty individual comments each. Whereas, Intergovernmental Coordination and Broadband each received fewer than three comments indicating they are less of a priority.

Figure 1: Public Comment Radar Chart



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Appendix

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Griffin Comprehensive Plan Update- Needs + Issues

Updated: 8/31/2023

Key Issues:

(H) Eliminate substandard housing, focus on energy efficiency

(H) Absentee landlords

(H) Increase access to safe and affordable housing

(H) Support rebuilding of housing and businesses following tornado recovery

(T) Freight traffic through downtown

(T) Expand sidewalk and trail network and connectivity

(T) Increase road connectivity and minimize disruption to traffic flow caused by train traffic

(T) Improve streetscape and access management along HWY 155

(T) Increased access to public transportation and expand public transportation availability and connectivity

(ED) Diversify business in downtown

(ED) Increase accessibility to fresh food

(ED) Attract and maintain quality employers

(ED) Increased entertainment opportunities in downtown (amphitheater)

(NCR) Increased recreation opportunities for youths

(NCR) Increased focus on historic preservation of downtown and historic homes

(PR) New community pool accessible to all areas of the city

(PR) Improve recreational use of the city reservoir

(IC) Increased collaboration between the City and County

(IC) Maintain existing county parks within city limits

(B) Maintain existing broadband quality

(B) Expand city fiber internet to residential users as well as commercial users

(LU) Limit undesirable land uses (storage facilities and distribution centers)

(CFS) Increase city capacity to enforce property maintenance and building standards

Key:

(H) = Housing
(ED) = Economic Development
(PR) = Parks & Recreation
(T) = Transportation
(LU) = Land Use
(NCR) = Natural & Cultural Resources
(CFS) = Community Facilities & Services
(B) = Broadband
(IC) = Intergovernmental Coordination

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Griffin Comprehensive Plan Update- Needs + Issues

Updated: 8/31/2023

Community Input:

June 1st and 8th 2023- Public Open House Meetings:

- Highest ranked topics were:
  - Implement/enforce regulations for rental property management and property upkeep (H)
  - There is a way to rehabilitate homes in Griffin by using Industrial Hemp. In doing this we will make them energy efficient and carbon reducing (H)
  - Griffin has very little to offer as entertainment options (ED)
  - Stay away from distribution centers (ED)
  - Relocate SR 155 out of downtown (T)
  - Please invest in Waterford/enforce regulations for homeowners (H)
  - Loft Living priority (H)
- Lowest ranked topics were:
  - Griffin needs to find a way to attract cooperations working in the Tech Industry. This will attract higher paying jobs (ED)
  - Community Center for North neighborhoods needed (CFS)
  - a youth center is needed to give the youth more to do. The more they're occupied, the less trouble they get into (CFS)
- North Hill Street at Lakewood Drive (73): Need sidewalks North of the roundabout (T)
- Circus Street (75): The Circus Street neighborhood needs a complete overhaul. Those houses are outdated and are not energy efficient. (H)
- East Broadway at Morris Street (74): This area is a food desert. There are needs to be addressed. (ED)
- Memorial Plaza (86): Sidewalk connectivity (Master) (T)
- Experiment Street (50): Experiment Street Corridor – Urban redevelopment (T)
- Hill Street North to McIntosh (85): Needs improvement (T)
- North Hill Redevelopment (45): Redevelopment needed (T, H)
- Relocate the airport (60): Redevelopment plan (CFS)
- Beck Street (59): Spring Hill Rebuild (H?)
- Downtown (89): More small business festivals for families and children (NCR)
- North Hill Street (88): Code enforcement to cleanliness. Housing/property development (H)
- North Hill Street (87): Crime and property development (H)

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Griffin Comprehensive Plan Update- Needs + Issues

Updated: 8/31/2023

- Memorial Drive (52): No sidewalks to Flint Regional Library (T)
- Crescent Road (51): Incomplete sidewalk network in the 3rd Ward (T)
- North Hill Street (62): Old Northside School (T)
- US 19/41 (73): Revitalization of Waterfront (ED)
- North Expressway (53): Revitalize North Expressway (T)
- North Hill Street (46): Improvement and regrowth (T, ED, H, NCR)
- City Reservoir (47): Improve City Reservoir/Recreation (PR)
- Experiment Street (61): Revitalization of Experiment Street (T)
- North Hill Street (49): Better businesses needed (ED)
- Broad Street (58): From 10th to 4th Street (T)
- Waterfront on Ellis – The condition of most homes is awful (H)
- Many homes in the City of Griffin are outdated. These homes need to be modernized to be energy efficient (H)
- In the wake of the tornadoes, there needs to be a coordinated plan to bring all properties up to code (H)
- Many youths in Griffin have little to no options for recreational activities. This shortfall is leading to a rise in illegal gang activity (PR)
- More recreational services (PR)
- Transportation and utility (water improvements) (T & CFS)

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Griffin Comprehensive Plan Update- Needs + Issues

Updated: 8/31/2023

Stakeholder/Leadership Interview Findings:

Andrew Whalen, City Attorney

- Need more recreational facilities (PR)
- Miss the smaller stores/retail options (ED)
- Eradicating blight and substandard housing conditions (H)
- Better quality of housing options (H)
- More employment options (ED)
- Hwy. 155 out of downtown- needs improvement (T)
- GDOT Bolton Parkway (SR 16) - Need to take truck traffic away from downtown (T)
- US 19/41- needs improvements (T)
- Downtown local streets need restriping and maintenance (T)
- Addressing the back of buildings and back-alleys for placemaking (T)
- Bike lanes aren't being utilized (state routes) (T)
- Need to add to local routes (bike lanes) (T)
- On-demand bus service via the Regional Commission needed (T)
- A huge elderly population needs better transportation options for various uses (T)
- More housing on the North side of the city (less integration) (H)
- Need developers to replace blight with quality homes (make mandatory) (H)
- Housing needs to conform with what's existing currently or needed in the area. (H)
- Multifamily housing is needed in the appropriate areas. (H)
- Make sure the City adheres to current ordinances and regulations (H)
- Some housing on the north side need attention: rentals/landlord issues (H)
- Too many amenity-based businesses (restaurants) and not enough larger employers (ED)
- Continue to fill vacant storefronts with appropriate businesses in the downtown areas (ED)
- Existing codes and regulations preclude older buildings from being used for businesses (ED)
- Offer mechanisms to incentivize employers to stay longer (ED)
- Public pools in the Black community needed (PR)
- Need a conference center and hotel for tourism downtown (ED)
- May need a new fire station on the East Side (CFS)

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Griffin Comprehensive Plan Update- Needs + Issues

Updated: 8/31/2023

Brian Upson, City Engineer

- Need to address politics, friction between city and county governments (IC)
- Need to attract quality development to fix areas affected by the tornado, as well as existing real estate – decline due to landlords not reinvesting in properties. Affects the quality of life. Increase in rentals but decrease in reinvestment. Need to figure out a way to address (H) (ED)
- Continue to invigorate downtown (ED)
- Make downtown a focal point (more restaurants, businesses, etc.) (ED)
- Having more social standpoint in the city downtown (NCR)
- Quality redevelopment of areas that are depressed, vacant, etc. (H)
- No 'unchecked growth'. Be proactive with smart growth (H)
- Strengthen the development ordinances to be sensitive to affordability (H)
- Make developers build high-quality housing (H)
- Limited by city borders. Infill development is needed (H)
- Think outside the box with housing options. Have options with smaller lots with quality design and green spaces (H)
- Hwy. 155 out of downtown (north – south)- needs upgrades (T)
- Hwy. 16 out of downtown (east – west)- needs upgrades (T)
- Need to take truck traffic away from downtown. Use North McDonough Road if possible. (T)
- Have a bypass to remove trucks out of downtown. Will be trouble in 10 years due to ports. (T)
- Need a network of bike/ped options/paths (T)
- Golf carts need to be managed/permitted by local government. Need to figure out way to manage/police it. (T)
- Protect the existing character of housing; protect existing standards (H)
- Don't allow the lack of quality for new housing (H)
- Lots of vacant land in the city limits for housing options. Need to require greenspace to fulfill amenity for residents (H)
- City needs to figure out way to ensure the developments don't add to current blight (H)
- Need more industrial – manufacturing jobs. No warehouses (ED)
- Need high quality commercial, retail. (ED)
- Need national chain restaurants. Limit the amount of fast-food restaurants (ED)
- Need to create a guarantee (audit) for performance of employer (ED)

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Griffin Comprehensive Plan Update- Needs + Issues

Updated: 8/31/2023

- More entertainment and cultural activities in the city are needed (NCR)
- Things to draw more people downtown (ED)
- Need a facility for education, entertainment, cultural activities. Will contribute to people moving to Griffin (ED)
- Expand the City internet service to residential customers too (B)
- Need to address the housing issues. Rebuilding the housing issues and vacant lot issues (H)
- Rerouting of truck traffic is important to save downtown quality of life (T)
- Make housing work for everyone. Not just the developers (H)
- Maintain the identity of City and just growing the population. Control growth. (ED)

<u>Cindy Barton, City of Griffin Archivist</u>

- Big city problems in a small town- Homeless, vagrants, etc., in downtown area (H, ED, CFS)
- Needs upgrades - Hill Street (Hwy. 155 out of downtown) – major train crossing that blocks the road (T)
- Needs upgrades - Taylor Street/Memorial Drive/SR 16 – big truck traffic causes cars to avoid them and affects pedestrians (T)
- Needs upgrades - Experiment Street (close to the UGA Griffin Campus, used to be a community for the Mill traffic) – narrow street, needs updated traffic control measures) (T)
- Needs upgrades - Popular Street (the old Hwy 16) – Awkward intersections and angles (T)
- Need to get on the "Rails to Trails Network/Program". Abandoned rail corridors can be used for bicycling and multi-use paths. (T)
- Need sidewalks in other areas of the city (T)
- Need a shuttle for the major corridors for those without cars for employment, shopping, etc. (T)
- More pockets of starter homes/apartments with reasonable rents (H)
- Absentee landlords are a problem (H)
- Conduct infill development to fit with surrounding properties (H)
- No modular homes; have space on lots (lawns) (H)
- More mid-size businesses that hire talent and train them (ED)
- Limit employers that have a large amount of truck traffic (distribution centers) (ED)
- Only one library in the City – good services – but aging building (not accessible to those without cars). (NCR)
- Public pool always has issues (not opened) (NCR)
- The public is tired of waiting for a Splash Pad. It's not an accessible location. (NCR)

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- Needs to be more for the youth and young adults (NCR)
- Need a park downtown (a melting pot for all users) for a sense of place (central meeting point) (PR)

Commissioner Holly Murray

- We are an old city and stuck with older dysfunctional buildings (ED)
- Want to see improvement in properties on the outskirts – image (H)
- Want to address undesirable uses/images – look of certain buildings (H)
- Reducing certain streets to single lane traffic to deal with parking issues (T)
- Too many 18 wheelers in the downtown area due to state routes/more congestion (T)
- Hill Street (state route) needs sidewalks (T)
- Would like to use golf carts (T)
- Too many vacant landbank properties (H)
- Need to create a plan to focus on old mill areas and fix them up. Similar to Savannah. (H)
- Library is old – need a Municipal Library that is accessible. (NCR)
- Need a technical center for kids (NCR)
- Need more hotels, medical and higher education and conference centers (ED)

Commissioner Rodney McCord

- Want to see more development in all areas/look the same/treat the same (H)
- Want the entire city to look great (H, ED)
- Meriweather Street, Popular Street, Hammond Street – congestion and difficult intersections to navigate (T)
- Sidewalks are needed for connectivity all over the City – Carver Road (T)
- Need bike lanes and sidewalks (T)
- Need public transportation in the highly dense areas where brand new apartments are with elderly residents (T)
- Same type of housing is needed throughout the city (H)
- Housing conditions are old and contribute to high utility bills (not energy efficient) (H)
- Enforce standards that will require landlords to upgrade homes for efficiency (H)
- Price/size is not as important as quality of efficiency (H)

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- Some areas have nice character but the homes are not energy efficient (H)
- Homes are putting extreme hardship on residents (not energy efficient) (H)
- Equitable accessibility - county is opening a new pool and an aquatic center in areas that will not benefit all folks
- City needs an amphitheater to bring in more entertainment (NCR)
- Strengthen the resources for the police department (CFS)
- Make Code Enforcement conduct policies fairly in the City (CFS)

Commissioner Truman Tinsley

- Need more hotels, convention center/auditorium, Amphitheater downtown
- Need upgrades- SR 155 out of downtown needs to be rerouted. Need federal congressional support/state support (IC)
- Too many 18 wheelers downtown (T)
- Norfolk Southern rail is affecting downtown (T)
- Airport support from FAA and GDOT – land acquisition is needed for support to open the airport. Current airport has too many residential developments close to it. (T)
- Bike trails/golf cart trails are needed (T)
- Needs a grant writer for the City to help find funding opportunities (IC)
- Parking garages are underutilized. Need to promote (T)
- Need more upper scale homes for all (H)
- More single-family homes needed (H)
- Need to recruit more industry and buy more property and infrastructure to lure more businesses here (ED)
- We have locational advantages that we need to promote to incentivize development (ED)
- Needs an amphitheater to bring in more entertainment (NCR)

Commissioner Cynthia Ward

- Needs have not been met in District 1/Zone 2. Haven't received government support as other areas have (H)
- Need adequate housing. Has Substandard Housing. (H)
- Code Enforcement is not strong enough to address issues such as littering (H)

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Griffin Comprehensive Plan Update- Needs + Issues

Updated: 8/31/2023

- Need more adequate housing for current citizens/residents (H)
- Need to replace housing that has been torn down (due to tornado). Need to address infill housing. Hundreds of vacant lots. Need a plan. Difficult to condemn occupied housing. (H)
- Absentee landlords. Dilapidated homes/substandard homes. (H)
- North Hill Street out of Downtown from the Railroad to City limits. No sidewalks and the road is in bad condition. Roundabout is a joint project/City border. Road looks different after the City border ends (T)
- Issue with the train going through downtown and just sitting on the tracks. When traffic is diverted on SR 155 on West Quilley Street and the congestion damages the road. The road needs to be properly maintained. (T)
- Paving on local streets such as Tinsley Street, North 9th Street, etc., need milling and resurfacing. (T)
- Need sidewalks and bike lanes (T)
- A trail to connect communities is needed (T)
- Need public transportation - We have a lot of people without cars. On the North side as well as to the Southwest side. Connecting to hospitals and employment areas. (T)
- City needs to look at architectural design standards for certain areas. Too many areas with pitched-roof requirements; hard to encourage new homes with pitched-roofs. Loosen design standards in the North side. (H)
- We do need affordable housing. Make sure that infill and replacement housing is still affordable to residents. (H)
- Landlords are not properly addressing housing standards. Are getting rich off supplying substandard housing without improving quality. (H)
- The medical field and educators need due to the greatest need (ED)
- Need some better stores retail/commercial uses on the North side areas. (ED)
- Need a pool and an aquatic center (NCR)
- City needs an amphitheater to bring in more entertainment (NCR)
- Existing facilities cater to only a small portion of the community (CFS)
- Need a better movie theater (NCR)
- There's not enough service in her area, North side, AT&T. Service outages are prevalent on the Northside. AT&T said there's not enough population (B)

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Griffin Comprehensive Plan Update- Needs + Issues

Updated: 8/31/2023

Debbie Hammond and Bonnie Pfrogner, Griffin Area Arts Alliance – Performing Arts; Chair for the Griffin Spalding Business and Tourism

- Need more hotels downtown and in the City (ED)
- Needs upgrades- Hwy. 155 out of downtown (T)
- Need to take truck traffic away from downtown (T)
- Need sidewalks/bike lanes (T)
- Golf carts are useful but need their own lanes (T)
- Need public transit - Better access to the hospital from the North side. A huge elderly population needs better transportation options for various uses (T)
- Housing needs to conform with what's existing currently or needed in the area. (H)
- Multifamily housing is needed in the appropriate areas. (H)
- Existing multifamily housing needs to be renovated (H)
- Make sure the City adheres to current ordinances and regulations (H)
- Some on the north side need attention: rentals/landlord issues (H)
- Encourage more home ownership (H)
- Encourage more small and technology businesses (ED)
- No more storage unit developments (LU)
- Need a bowling alley (NCR)

Steering Committee Feedback

- Housing – Deterioration, blight, affordability (perception), lack of housing, workforce housing (perception), nuisance issues, more accountability for slumlords, mixed-use in the CBD, market-based housing, Experiment Street Corridor LCI, encourage higher density housing in the city limits, disparity between renting and owning, homelessness
- Commercial/Office/Industrial - Additional retail opportunities, more mixed-use, more businesses all over, outdoor dining, move further out from downtown, Central Business District improvements, create a sense of place activity centers, DDA rehab mixed used buildings downtown, enhance aesthetics with development codes, workout facilities, codes to control landscaping, new hotel
- Economic Development – More collaboration between city and county, sewer capacity, revitalization, new use of existing buildings, Econ Dev is a reflection of perception of workforce development in our school system, expand the DDA, tax incentives, catalytic site developments

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Updated: 8/31/2023

- Parks and Recreation – Greenspace, youth programs/facilities/programs, downtown open space, need a swimming pool, pocket parks/passive parks & trail system, Develop Heads Creek to a park of regional significance, Golf Course, perception of safety
- Environmental – Protection of natural resources, stormwater, public works, global warming, 100-year flood events, tree city, tree canopy replacement, waterway clean ups, explain alternate means of landfill diversion, incentivize energy efficiency, clean streets and alleys
- Transportation – Public transportation, streets and roads, downtown issues, walkability, multimodal options, more sidewalks and connectivity without promoting gentrification, connectivity for food deserts, to jobs, and CBD, expand active infrastructure, remove mandatory parking minimums, new airport, Ellis Road sidewalks, Hwy 155 through downtown
- Community Facilities & Services, including Broadband – Expansion of sewer capacity, youth outreach programs and facilities, aquatic center, Community Health, need a youth center, add a community youth center, add a water related feature downtown, community health clinics, fresh food markets, public spaces with restrooms, renovate or construct new elementary schools
- Cultural & Historic Resources – New building and uses for historic buildings, restore historical buildings, more preservation of cultural and historic places in the black community, Griffin City Park, Historic Districts, awareness/sense of place, hashtag worthy advertising
- Neighborhood Revitalization & Sense of Community – Expanding downtown, blight, extending downtown north of tracks, vacant properties, more housing, ways to revitalize neighborhoods without gentrification, use money from films to revitalize neighborhoods, Block and community collaboration, increased community policing, wayfinding signage for historical areas

Technical Advisory Committee Feedback

Areas that Need Improvement included:

- Crime (North/Northeast, and far Northwest Griffin) (CFS)
- Family Entertainment options needed in Northwest Griffin (east of US 19/41) (NCR)
- Trails and connectivity options needed in Northwest Griffin (east of US 19/41) (T)
- Amphitheater needed downtown, north of Taylor Street (NCR)
- Shopping/retail needed in the extreme Southeast part of the city (ED)

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COMMUNITY VISION

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Vision Statement

This section gathers all the information from the Community Engagement exercises and Existing Conditions analysis and synthesizes them into Goals, Objectives + Actions for the City of Griffin's future. It provides the framework for City departments, local organizations, and residents to strategize and work together to reach collective goals.

The City has adopted the following vision to guide future development and decision making:

The City of Griffin shall be a model of excellence in local government; a safe, well-planned community with equal opportunity for all.



Photo courtesy of Griffin Planning & Development Department

Goals, Objectives + Actions

The GMC Team, in coordination with the City Staff, reviewed the 2018 Griffin Comprehensive Plan, the Georgia Department of Community Affairs Quality Community Objectives, and conducted various public outreach efforts to identify the following goals consistent with the Vision Statement. The objectives and actions listed below each goal are intended to provide direction to City officials, staff, and appointees as they make decisions and work towards achieving these goals.

Housing

The City's goal to provide a range of safe and healthy housing types, sizes, costs, and densities for all income levels and lifestyles recognizes housing as a high priority. This involves addressing the need for new housing options while protecting the integrity of existing residential communities. Housing goals are identified using the abbreviation H.

- **Housing Goal #1: Provide a variety of safe and affordable housing types and densities for all income levels and lifestyles.**
  - **H Objective 1.1:** Encourage the development of diverse and affordable housing options
    - **H Action 1.1(1):** Identify areas suitable for lifecycle housing such as starter homes, workforce housing, townhomes, condominiums, duplexes, accessory dwelling units, multi-family apartments, and assisted living communities.
    - **H Action 1.1(2):** Apply for grants to construct new affordable housing units for sale in the City such as the Community Home Investment Program (CHIP) Grant
    - **H Action 1.1(3):** Continue to encourage diverse housing options throughout the city with emphasis on the downtown area and the neighborhoods on the North side of the City.
    - **H Action 1.1(4):** Utilize local, state and federal resources to provide housing for the disadvantaged and special needs population such as the homeless, disabled, and veterans.
    - **H Action 1.1(5):** Create more housing for middle income families, employees in the service industry and entry-level workers.
  - **Objective 1.2:** Maintain quality building standards for new housing development and enforce minimum building maintenance standards in existing neighborhoods.
    - **H Action 1.2(1):** Continue to encourage the rehabilitation or removal of substandard homes in the City.
    - **H Action 1.2(2):** Review and update strong design standards to ensure quality housing stock.
    - **H Action 1.2(3):** Create an internal Design Review process to oversee the design standards for residential development and rehabilitation.

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Photo courtesy of Griffin Planning & Development Department

- **Objective 1.3:** Encourage infill residential development that fits within the existing neighborhood context and character.
  - **H Action 1.3(1):** Identify areas suitable for infill housing, preferably areas with adequate infrastructure, including utilities and transportation.
  - **H Action 1.3(2):** Revise the City's UDO residential infill regulations to allow for more flexible development.

- **Housing Goal #2: Maintain safe and healthy housing in the community.**
  - **Objective 2.1:** Increase the funding and support of housing related services
    - **H Action 2.1(1):** Increase support of code enforcement efforts and allocate sufficient funding for code enforcement staff, equipment and municipal court expenses.
    - **H Action 2.1(2):** Create a registry of blighted and vacant properties.
    - **H Action 2.1(3):** Continue nuisance abatement procedures to address blighted property, especially those owned by absentee landlords.
    - **H Action 2.1(4):** Pursue grants, such as the CDBG, and alternative funding for rehabilitation of substandard owner-occupied houses.

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    - **H Action 2.1(5):** Collaborate with the Development Authority to address blighted or vacant properties in the City.
    - **H Action 2.1(6):** Develop policies to protect historic residential neighborhoods as much as possible.
    - **H Action 2.1(7):** Create accessory dwelling unit regulations to allow ADU construction where lot size and dimensions permit, to encourage homeownership, and address transitional housing needs of elderly and student population.
  - **Objective 2.2:** Support housing redevelopment and reconstruction following the devastation of the tornado in January 2023.
    - **H Action 1.2(1):** Utilize support through GEMA/FEMA for residential disaster recovery as the need persists.
    - **H Action 1.2(2):** Continue to connect residents with state and federal resources, such as the Georgia Initiative for Community Housing (GICH) program
- **Housing Goal #3:** Improve housing data
  - **Objective 3.1:** Track housing data to better inform decision making on housing solutions.
    - **H Action 3.1(1):** Track types of housing built and occupancy rates.
    - **H Action 3.1(2):** Meet with the Development Review Team semi-annually to assess, track progress and provide updates to City Council
    - **H Action 3.1(3):** Develop an understanding of growth projections and how much new housing is needed to plan for and coordinate with the surrounding local governments



Source: Zillow

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Economic Development

Economic development is very important for the quality of life of a local community. It can lead to employment growth, job training opportunities, and an increased tax base. For the Comprehensive Plan Update, the Economic Development element is key for analyzing labor force trends, employment rates, and the type of infrastructure needed to bolster the local economy. Working with the local residents as well as the City's stakeholders, a vision was established to assess the current economic development climate as well as recommend strategies for future economic growth. Natural + Cultural Resources objetives and actions are identified using the abbreviation ED.

- **Economic Development Goal #1: Attract more diverse businesses and mixed-use developments**
  - **ED Objective 1.1:** Develop a strategy to attract more manufacturing, technology and office uses, especially as they can be encouraged to locate within mixed-use developments.
    - **ED Action 1.1(1):** Revise the UDO and zoning code use standards to increase flexibility when considering limited non-industrial uses on land zoned industrial.
    - **ED Action 1.1(2):** Conduct a formal retail market analysis to identify what businesses are needed in the City to prevent economic leakage to surrounding areas.
    - **ED Action 1.1(3):** Ensure there is sufficient infrastructure in place for businesses to expand and develop.
    - **ED Action 1.1(4):** Increase coordination efforts with both the local school system and Southern Crescent Technical College for workforce training and programs.
  - **ED Objective 1.2:** Ensure the feasibility of neighborhood commercial in appropriate areas.
    - **ED Action 1.2(1):** Incentivize development to provide equitable access to healthy and affordable food for all residents.
    - **ED Action 1.2(2):** Revise the UDO and/or Zoning Code to allow neighborhood commercial establishments in appropriate locations.
- **Economic Development Goal #2: Increase the number of high wage employers that will benefit residents.**
  - **ED Objective 2.1:** Provide economic incentives, and remove economic disincentives, to target and attract new businesses and industry.
    - **ED Action 2.1(1):** Provide a streamlined development review process with reliable customer service.
    - **ED Action 2.1(2):** Consider utilizing Opportunity Zone Tax Credits and other state and federal Economic Development Tax Credit programs.
    - **ED Action 2.1(3):** Work with the Griffin Spalding Development Authority to utilize tax credit programs to encourage reinvestment and create new jobs in economically distressed areas throughout the City
- **Economic Development Goal #3: Provide more quality attractions and features as a strategy for Economic development.**
  - **ED Objective 3.1:** Develop a strategy to provide quality of life amenities to benefit residents and attract commercial growth.

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- **ED Action 3.1(1):** Increase quality of life amenities by improving existing city facilities and adding more entertainment features and points of interest.
- **ED Action 3.1(2):** Identify key locations for a downtown hotel and conference center to support tourism.
- **ED Action 3.1(3):** Consider establishing a circulator bus or trolly service to provide transportation to work for those who do not own a car.

- **ED Objective 3.2:** Implement placemaking strategies in Downtown Urban Redevelopment Area.
  - **ED Action 3.2(1):** Assess availability of parking in Downtown Urban Redevelopment Area to consider elimination of diagonal parking.
  - **ED Action 3.2(2):** Encourage reuse of diagonal parking spaces to provide parklet opportunities for local businesses.
  - **ED Action 3.2(3):** Organize a trial of parklets parking space reuse such as a Park(ing) Day event or other tactical urbanism project.
  - **ED Action 3.2(4):** Explore opportunities for alley activation to encourage downtown patrons to park in the rear of buildings.

- **Economic Development Goal #4: Retain and support existing businesses**
  - **ED Objective 4.1:** Provide a strong support system for existing businesses
    - **ED Action 4.1(1):** Work with the Griffin Spalding Development Authority, Chamber of Commerce and other key business partners to foster business retention, expansion and employee recruitment.
    - **ED Action 4.1(2):** Increase workforce development efforts to better prepare and connect young people to jobs.
    - **ED Action 4.1(3):** Work with community partners to develop and/or expand programs offered at technical centers, trade schools, colleges, Career Academy, and Job Corps.



Source: Griffin Planning & Development Department

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Transportation

The efficient movement of people and goods is important to both residents and visitors. The recent increase in both residential and commercial development has led transportation to become an even higher priority for city residents with increased traffic congestion as a result. With a majority of individuals commuting both into and out of the City for employment, the congestion along local roads and major roadways has increased tremendously. The City's goal for transportation is to ensure residents and visitors have access to safe, reliable, and well-connected roads for both intra-city as well as for commuter traffic. Additionally, the City seeks to foster alternatives to auto-oriented transportation by providing connectivity through facilities for walking, biking, and transit. Transportation objectives and actions are identified using the abbreviation T.

- **Transportation Goal #1: Address the increase in traffic congestion in downtown streets**
  - **T Objective 1.1:** Support transportation improvement projects to address existing traffic congestion in the City
    - **T Action 1.1(1):** Pursue additional funding for transportation improvement projects to address existing traffic congestion.
    - **T Action 1.1(2):** Conduct a downtown parking study to assess parking needs and availability in downtown area to consider removing diagonal parking along S Hill St. to address traffic flow concerns.
  - **T Objective 1.2:** Establish alternative freight transportation routes from State Route 155 to eliminate large truck traffic in downtown and neighborhoods.
    - **T Action 1.2(1):** Identify roads to protect from heavy truck traffic.
    - **T Action 1.2(2):** Work cooperatively with partners to implement the recommendations from the Bypass Feasibility Study.
  - **T Objective 1.3:** Identify opportunities for additional above or below grade rail crossings to facilitate easy access and connectivity throughout the city.
    - **T Action 1.3(1):** Identify areas with the greatest traffic disruptions and safety risks caused by train traffic.
    - **T Action 1.3(2):** Coordinate with GDOT and freight railroad companies to address planning, funding and implementation of crossing improvements
- **Transportation Goal #2: Improve access to alternative transportation options, especially in high traffic areas**
  - **T Objective 2.1:** Ensure sidewalks are included in new development and redevelopment, especially connectivity to existing sidewalks, trails, and other pedestrian amenities.
    - **T Action 2.1(1):** Conduct a walkability access study to determine where sidewalks and crosswalks are needed.
    - **T Action 2.1(2):** Require traffic calming measures for all new development and redevelopment as needed for safety measures.
    - **T Action 2.1(3):** Improve and maintain a transportation system that will implement a "Complete Streets" policy.
    - **T Action 2.1(4):** Increase opportunities to provide for alternative modes of transportation, including public transit and multi-use trails and sidewalks.

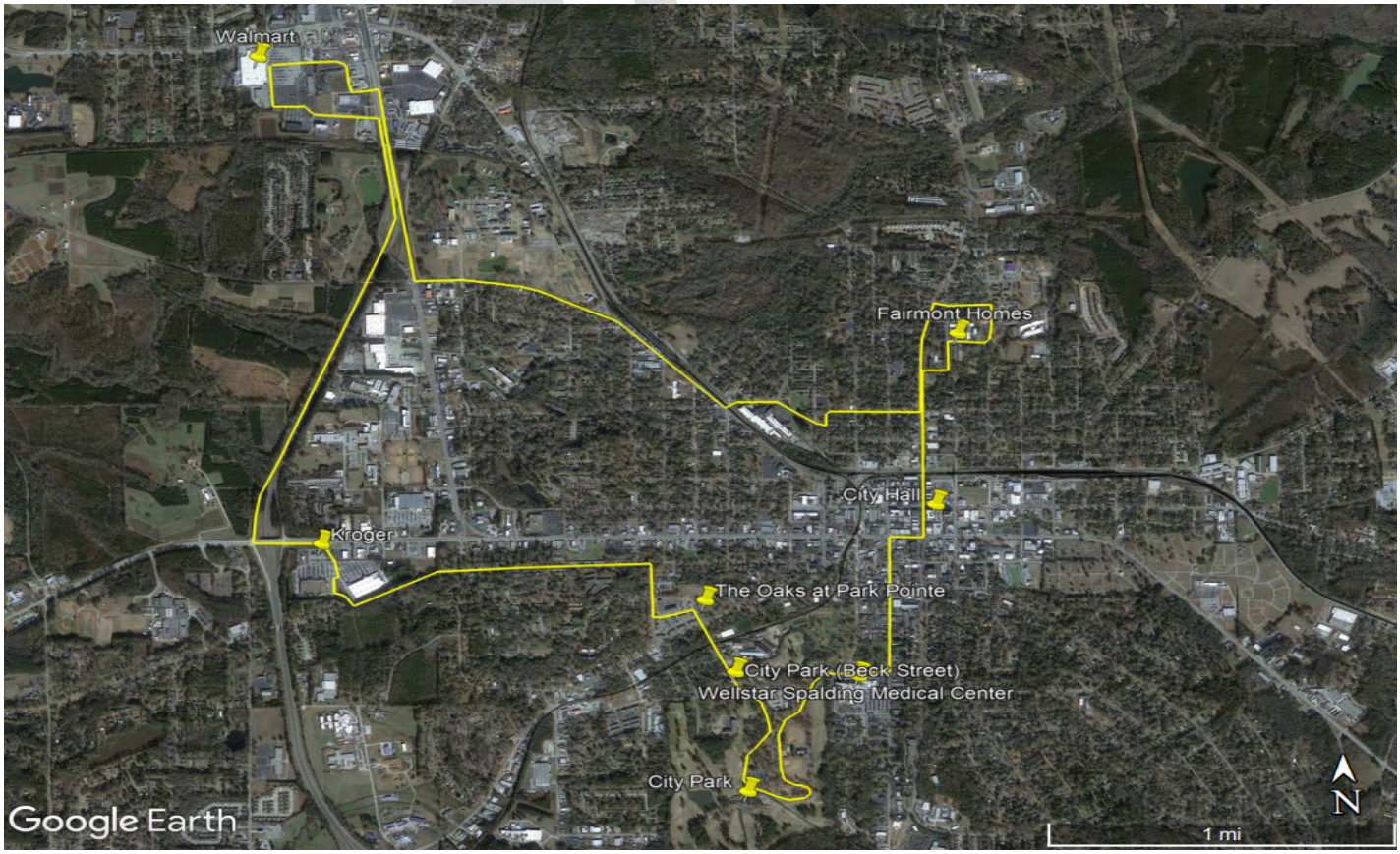
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- **T Action 2.1(5):** Install more sidewalks for school access to surrounding neighborhoods and consider applying for state and federal funding, such as Safe Route to Schools Program
- **T Action 2.1(6):** Implement the the recommendations in the Griffin Spalding Comprehensive Transportation Plan.

- **T Objective 2.2:** Improve access to public transit.
  - **T Action 2.2(1):** Work cooperatively with partners to implement the transit recommendations of the Spalding County Transit Master Plan.
  - **T Action 2.2(2):** Increase promotion of public transit information on Citywide social media and City website to encourage ridership.

- **Transportation Goal #3: Maintain a high level of service in all areas of transportation**
  - **T Objective 3.1:** Ensure there is efficient traffic circulation on all roadways
    - **T Action 3.1(1):** Require traffic impact studies for developments that meet certain minimum requirements.
    - **T Action 3.1(2):** Pursue state and federal transportation funding programs and grants to improve roads, such as Local Maintenance Improvement Grants (LMIG).
    - **T Action 3.1(3):** Increase connectivity of roads in neighborhoods and between side streets.
    - **T Action 3.1(4):** Utilize Access Management techniques for development and redevelopment along major corridors.

Griffin Park District Shuttle Service Area Map



Source: City of Griffin Website

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Land Use

The City has established thoughtful land use development patterns as a goal in order to encourage a balanced mix of uses and meet the needs of current and future residents. Griffin seeks to address existing development concerns and prepare for additional growth, while maintaining the small-town quality of life historically characteristic of the City. This growth would involve the incorporation of land use and transportation in zoning decisions, design standards upheld in new development, introducing new economic opportunities, and ensuring land uses ultimately benefit residents in the City. Land Use objectives and actions are identified using the abbreviation LU.

- **Land Use Goal #1: Limit undesirable land uses in certain locations.**
    - **LU Objective 1.1:** Institute regulations to limit the concentration of certain businesses in areas identified for neighborhood revitalization.
        - **LU Action 1.1(1):** Regulate the number and concentration of distribution centers, storage facilities, and other commercial uses that are considered out of character with neighborhood revitalization and community development.
        - **LU Action 1.1(2):** Implement exceptions to bulk requirements for non-residential infill development and redevelopment projects to ensure consistency with the existing development.
        - **LU Action 1.1(3):** Ensure the compatibility of infill development and redevelopment with surrounding neighborhood uses.
- **Land Use Goal #2: Foster smart growth that protects Griffin's small-town, neighborhood-oriented sense of place**
    - **LU Objective 2.1:** Implement smart growth land use principles to best manage growth.
        - **LU Action 2.1(1):** Promote infill development and permit the division of existing lots where feasible.
        - **LU Action 2.1(2):** Encourage proposed development in areas adequately served by infrastructure.
        - **LU Action 2.1(3):** Require more diversity of uses in the Character Areas.
        - **LU Action 2.1(4):** Ensure small-town character and neighborhood scale development is maintained with new development through the UDO and zoning regulations.

Natural + Cultural Resources

The City encourages the sustainable use of its natural and cultural resources and diverse environment for future generations by protecting water quality, managing stormwater runoff, promoting energy efficiency, encouraging green building practices, utilizing appropriate waste management techniques, fostering water conservation and reuse, and providing protection of greenspace and environmentally sensitive areas. Natural + Cultural Resources objetives and actions are identified using the abbreviation NCR.

- **Natural and Cultural Resources Goal #1: Protect the environment by improving the management of natural resources**
    - **NCR Objective 1.1:** Protect the natural resources that make Griffin a quaint small-town community.
        - **NCR Action 1.1(1):** Identify a minimum percentage of greenspace and tree canopy to protect during development and redevelopment.

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- **NCR Action 1.1(2):** Minimize impacts on infrastructure and environmentally sensitive areas when making land use decisions.

- **NCR Goal #2: Strengthen environmental resiliency and emergency response measures**
  - **NCR Objective 2.1:** Improve emergency preparation and resiliency strategies.
    - **NCR Action 2.1(1):** Ensure the preparedness of the city by providing exceptional training to public safety employees.
    - **NCR Action 2.1(2):** Update existing plans and procedures for natural disaster preparedness and recovery efforts
    - **NCR Action 2.1(3):** Encourage environmental resiliency by assessing the risk of future extreme short and long-term weather events.
    - **NCR Action 2.1(4):** Continue to update Hazard Mitigation Plan and Program.
    - **NCR Action 2.1(5):** Work cooperatively with partners to promote the recycling program and other measures to educate citizens on their role in environmental resiliency efforts.
- **NCR Goal #3: Protect Griffin's historical character through preservation of historic buildings and neighborhoods**
  - **NCR Objective 3.1:** Create a current directory of historic buildings and homes in Griffin.
    - **NCR Action 3.1 (1):** Establish local criteria for a building to be considered historic, consistent with established national and state guidelines.
    - **NCR Action 3.1(2):** Conduct a survey of existing historic structures and investigate the creation of historic district overlays and design guidelines.



Source: Griffin Planning & Development Deparment; Griffin Golf Course

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City Facilities + Services

The City's goal for facilities and services encourages the leadership and staff to focus on providing excellent levels of public services and inclusive facilities for all existing and future residents. There should be a safe environment for youth and people of all ages to socialize and sufficient utilities and services for families to take root for generations. City Facilities + Services objectives and actions are identified using the abbreviation CFS.

- **City Facilities and Services Goal #1: Ensure the city's utilities and infrastructure are sufficient to meet the needs of current and future residents.**
  - **CFS Objective 1.1:** Improve the existing utility infrastructure and prepare for future growth.
    - **CFS Action 1.1(1):** Continue the exemplary efforts to maintain and expand water and sewer infrastructure as needed to attract future development opportunities.
    - **CFS Action 1.1(2):** Continue the effective programs to assess the current conditions of utility infrastructure and plan for, fund and make repairs and replacements when needed.
    - **CFS Action 1.1(3):** Upgrade and improve obsolete or inadequate infrastructure in designated Redevelopment Areas.
- **City Facilities and Services Goal #2: Maintain and support a variety of community facilities and services for all users**
  - **CFS Objective 2.1:** Improve access to public facilities, programming and information for all ages
    - **CFS Action 2.1(1):** Provide a streamlined development review process with reliable customer service.
    - **CFS Action 2.1(2):** Direct more staffing and funding towards maintaining public facilities geared towards youth and the elderly.
    - **CFS Action 2.1(3):** Increase community programs that would help disadvantaged youth after school.
    - **CFS Action 2.1(3):** Continue to support additional training and continuing education for public safety and code enforcement employees.
    - **CFS Action 2.1(3):** Continue to update and improve data resources as technology advances.
- **City Facilities and Services Goal #3: Increase city's enforcement of building and maintenance standards**
  - **CFS Objective 3.1:** Create a property maintenance and building inspection division.
    - **CFS Action 3.1(1):** Provide Hire and train property and building code enforcement staff.
  - **CFS Objective 3.2:** Establish standards for quality rental housing stock
    - **CFS Action 3.2(1):** Continue to conduct routine inspections of rental properties in conjunction with the Griffin Housing Authority to ensure tenant safety and housing maintenance.
    - **CFS Action 3.2(2):** Implement enforcement procedures to address maintenance of substandard rental housing.
    - **CFS Action 3.2(3):** Establish a list of resources through public-private partnerships available to provide temporary housing for people displaced by rental enforcement proceedings.

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Intergovernmental Cooperation

The City's goal of intergovernmental cooperation encourages the communication and collaboration of the City with the County and other surrounding municipalities, as well as regional/state agencies. This is key in coordination efforts to address shared needs through adequate funding, legislation and technical assistance. Intergovernmental Cooperation objectives and actions are identified using the abbreviation IC.

- **Intergovernmental Cooperation Goal #1: Continue to collaborate with neighboring jurisdictions to develop solutions for shared regional issues**
    - **IC Objective 1.1:** Improve county-wide communication for all development and public safety matters
        - **IC Action 1.1(1):** Promote maximum cooperation among all public safety, emergency response and law enforcement officials, across the City, County and other agencies to reduce duplication, improve response time and maximize efficiencies.
        - **IC Action 1.1(2):** Redefine service boundaries where needed with Spalding County in preparation for future growth.
        - **IC Action 1.1(3):** Update the existing Service Delivery Strategy to coordinate with Spalding County, the State of Georgia, and other local governments on shared issues such as infrastructure management, transportation planning and economic development.
        - **IC Action 1.1(4):** Develop an initiative with the Spalding County Health Department to provide health services for underserved communities.
        - **IC Action 1.1(5):** Actively participate in Spalding County, TRRC, and GDOT transportation improvement discussions and maintain regular communication.
    - **IC Objective 1.2:** Increase coordination with regional and national partners to address interjurisdictional issues.
        - **IC Action 1.2(1):** Increase participation with regional, state, and national alliances for joint efforts for future economic development opportunities.
        - **IC Action 1.2(2):** Leverage relationships with elected officials to improve access to State and federal resources.

Broadband

The City's goal for broadband involves increasing cost-effective access to broadband internet where needed and ensuring service is reliable. Griffin believes access to broadband is a critical need for all of its residents and will make broadband deployment a high priority where needed. Broadband objectives and actions are identified using the abbreviation B.

- **Broadband Goal #1:** Ensure all of Griffin has access to affordable broadband internet service.
    - **B Objective 1.1:** Determine the current extent of broadband availability in the City
        - **B Action 1.1(1):** Retrieve the most up to date and accurate data on the City's broadband availability and affordability
        - **B Action 1.1(2):** Leverage any opportunities to provide home access for K-12 students and for college and technical school students to facilitate online educational opportunities

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    - **B Action 1.1(3):** Work with all willing providers to expand broadband and mobile networks.
  - **B Objective 1.2:** Expand affordable city fiber internet to residential and commercial users.
    - **B Action 1.2(1):** Maintain level of service to existing city fiber internet users.
    - **B Action 1.2(2):** Expand fiber internet infrastructure to residential neighborhoods.
- **Broadband Goal #2: Ensure essential telecommunication services for all residents, businesses, and local government agencies (especially Public Safety and Emergency Services) are reliable.**
  - **B Objective 2.1:** Determine reliability of telecommunication services and devise improvement solutions.
    - **B Action 2.1(1):** Engage telecommunication providers in direct dialogue to address telecommunication reliability and diversityand redundancy issues.
    - **B Action 2.1(2):** Document any major telecommunication outages, and use such documentation to engage providers, Georgia Public Service Commission and policy-makers at the local, state, and national level for corrective action

Parks and Recreation

The City's goal for Parks and Recreation involves continuous coordination with Spalding County as needed to support the County's high level of parks and recreation services, that are located within the City. Although the vast majority of the Parks and Recreational facilities are owned and maintained by Spalding County, the City of Griffin believes access to parks and recreation services is an important need for all of its residents and visitors and will devote resources to ensure that they have the opportunity to utilize safe and high-quality parks, trails, and recreation facilities. These are amenities that the City can leverage to build upon the qualities and values that have made Griffin successful. These features are beneficial to residential communities, economic development endeavors, natural resources protection, and overall community prosperity. Parks and Recreation objectives and actions are identified using the abbreviation PR.

- **Parks and Recreation Goal #1: Increase safe access to existing parks and community facilities for all Griffin residents.**
  - **PR Objective 1.1:** Ensure Ensure there are safe options for nonmotorized access to park and community facilities.
    - **PR Action 1.1(1):** Complete Install sidewalks and multi-use trails for safe access to parks.
    - **PR Action 1.1(2):** Implement traffic calming measures along high-traffic roadways leading to parks and recreational facilities.
    - **PR Action 1.1(3):** Implement the multi-use trail recommendations from the 2022 Spalding County Comprehensive Transportation Plan, specifically the construction and/or expansion of the Southern Crescent Trail, Roosevelt Trail and Main Trail within city limits.

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Character Areas

This plan provides the City of Griffin with an updated Character Area map, redesigned to serve as a guiding tool for strategic development that aligns with the City's community goals and current needs. The updated Character Area Map (shown at right) is the result of multiple sources including the previous Character Area map, new approved development, rezoning requests, and input received from Griffin City staff and community outreach. The goal was to combine these sources to identify character areas that reflect existing conditions and demonstrate the potential for desired development patterns. These character areas may include diverse land uses, but they are distinguished from one another through fundamental characteristics and/or a specific future vision.

The updated Character Area Map is consistent with the Goals, Objectives, and Actions outlined earlier in this section, and it satisfies the DCA's guidance for comprehensive plans to identify character areas based on existing and future land use. As such, this map can be used for review and revision of Griffin's Future Land Use Map as well as applicable zoning ordinances. On the neighborhood level, the Character Area Map can help residents, decision makers, and developers make informed and strategic choices about future development.

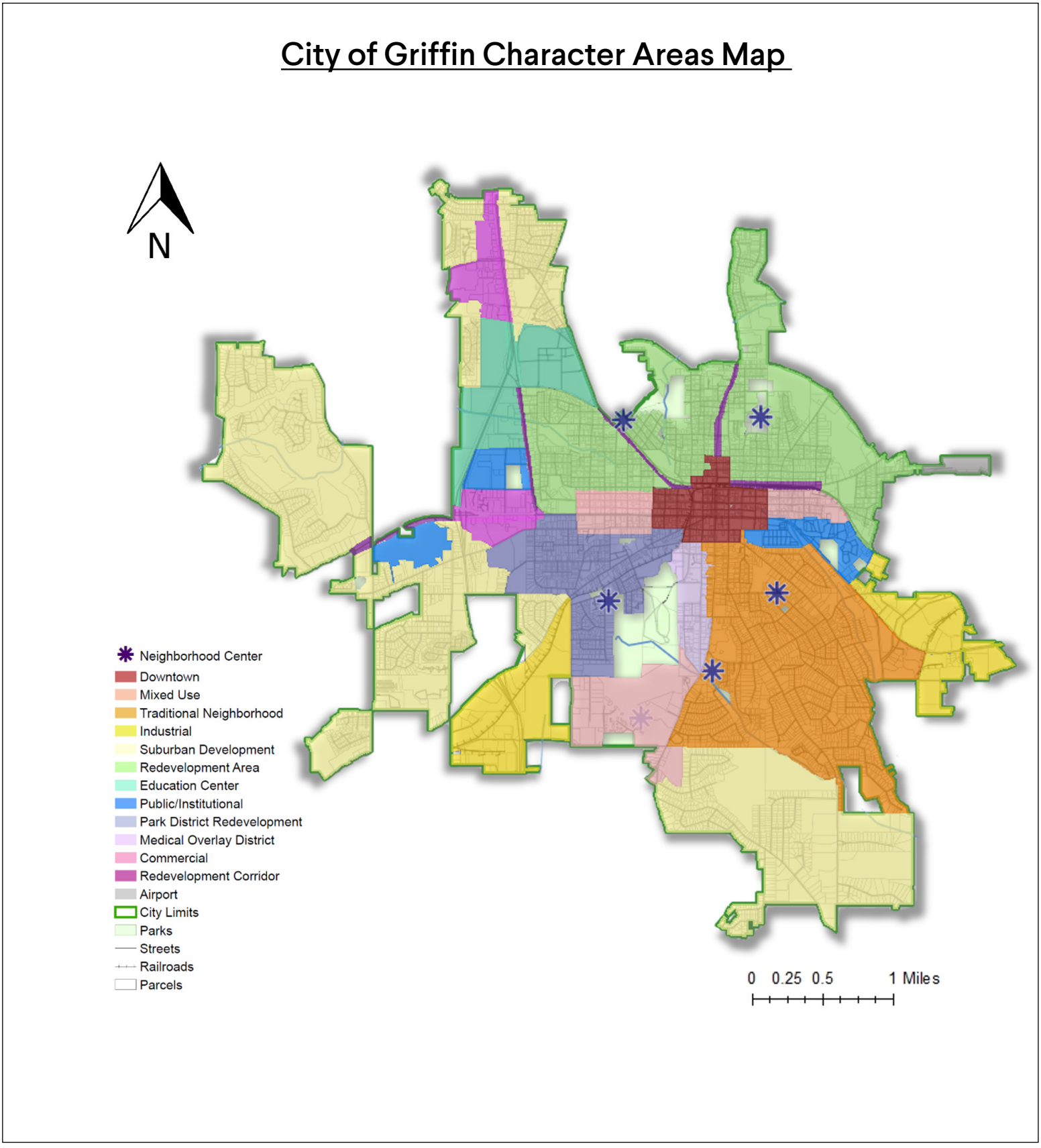
The Character Areas selected by the planning team and detailed in this section are:

- Neighborhood Centers
- Downtown District
- Mixed Use
- Traditional Neighborhood
- Industrial
- Suburban Development
- Redevelopment Area
- Education Center
- Public/Institutional
- Park District Redevelopment
- Medical Overlay District
- Commercial
- Redevelopment Corridor
- Airport

In the pages that follow, each of these character areas are explained in detail including overall vision, applicable land use and zoning, and corresponding community goals and actions from the previous Goals, Objectives + Actions subsection in this chapter. This new Character Area Map is the first step toward meeting Land Use Goals #1 and #2 in this plan, which are to limit undesirable land uses in certain locations (1) and foster smart growth that protects Griffin's small-town, neighborhood-oriented sense of place (2).

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Figure 30: Character Area Map



Neighborhood Centers

Vision

The areas designated as Neighborhood Centers are characterized by their central locations in neighborhoods, with unique identities, within walking distance to established communities. Neighborhood Centers can serve as a community amenity as well as a gathering place for residents and those that are traveling through the neighborhood. They are suitable for limited neighborhood commercial, moderate to high density residential, and mixed-use development designed to complement a walkable neighborhood.

Land Uses + Zoning

Recommended Land Use	Appropriate Zoning Designations
General Commercial	Central Business District (CBD)
Office	Neighborhood Business District
Personal Service	Places of Assembly Overlay District
Medical/Dental Clinics	
General Retail	
Accessory Residential	

Recommended Action Items + Goals

This subsection includes the top three recommended implementation items for Neighborhood Centers Character Areas in Griffin. Following these items, there is a list of overall goals that are most relevant for the City's Neighborhood Centers. These goals are included here to help readers navigate the longer, comprehensive lists in the Goals, Objectives + Actions section and the Community Work Program of this plan.

Action Items

- **ED Action 1.2(2):** Revise the UDO and/or Zoning Code to allow neighborhood commercial establishments in appropriate locations.
- **T Action 2.1(1):** Conduct a walkability access study to determine where sidewalks and crosswalks are needed.
- **PR Action 1.1(1):** Install sidewalks and multi-use trails for safe access to parks.

NEIGHBORHOOD CENTERS EXISTING CONDITIONS - Healthy Life Community Garden (Top Picture) Griffin Park (Bottom picture)



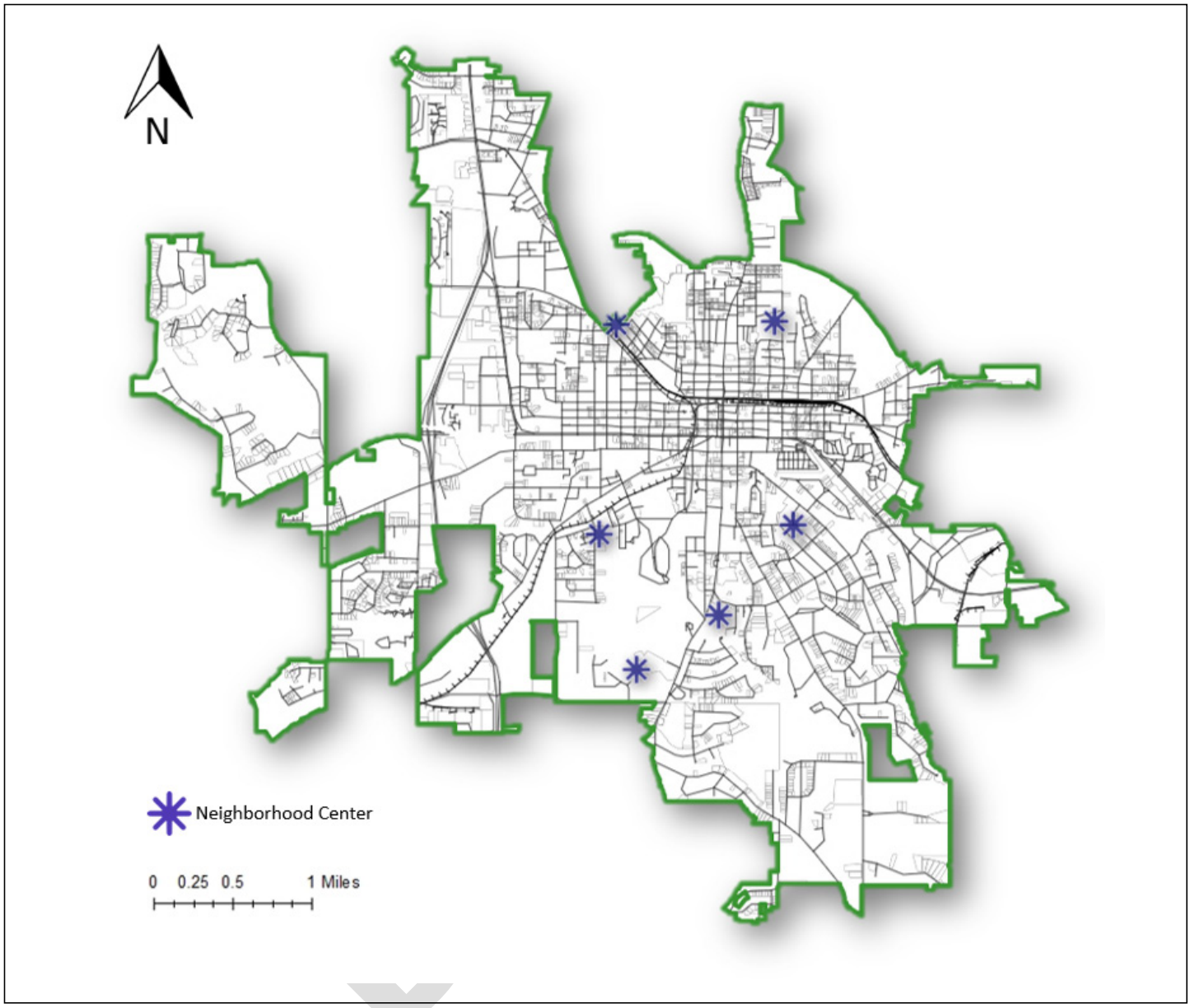
Source: GMC Planning Team



Source: Griffin Planning & Development Department

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NEIGHBORHOOD CENTERS CHARACTER AREAS



Goals

Economic Development Goal #1: Attract more diverse businesses and mixed-use developments.

Economic Development Goal #3: Provide more quality attractions and features as a strategy for economic development.

Transportation Goal #2: Improve access to alternative transportation options, especially in high traffic areas.

Land Use Goal #2: Foster smart growth that protects Griffin's small-town, neighborhood-oriented sense of place.

Parks and Recreation Goal #1: Increase safe access to existing parks and community facilities for all Griffin residents.

NEIGHBORHOOD CENTERS PROPOSED EXAMPLES



Source: Telegraph Hill Neighborhood Center; LinkedIn



Source: River Garden, Memphis, TN; Image by George Abbott

Downtown District

Vision

The areas designated as the Downtown District are characterized by being in the historic Central Business District of the downtown area. Most of the local government offices, convention and visitors' centers, hotels, and urban gathering places/ commercial uses are in this area. This is primarily a pedestrian friendly area with benches, crosswalks, and traffic signals to facilitate safe pedestrian use. It is the densest area with majority small lot development. There may be areas of mixed-uses with upper-story residential and office development over commercial development. It is envisioned that these areas may limit vehicular access at times for certain activities.

Land Uses + Zoning

Recommended Land Use	Appropriate Zoning Designations
General Commercial	Central Business District (CBD)
Office	Places of Assembly Overlay District
Personal Service	
Medical/Dental Clinics	
General Retail	
Accessory Residential	

Recommended Action Items + Goals

This subsection includes the top three recommended implementation items for Downtown District Character Areas in Griffin. Following these items, there is a list of overall goals that are most relevant for the City's Downtown District areas. These goals are included here to help readers navigate the longer, comprehensive lists in the Goals, Objectives + Actions section and the Community Work Program of this plan.

Action Items

- **ED Action 3.2(1):** Assess availability of parking in Downtown Urban Redevelopment Area to consider elimination of diagonal parking.
- **ED Action 3.1(2):** Identify key locations for a downtown hotel and conference center to support tourism.
- **ED Action 3.2(4):** Explore opportunities for alley activation to encourage downtown patrons to park in the rear of buildings.

DOWNTOWN DISTRICT EXISTING CONDITIONS - Downtown Griffin



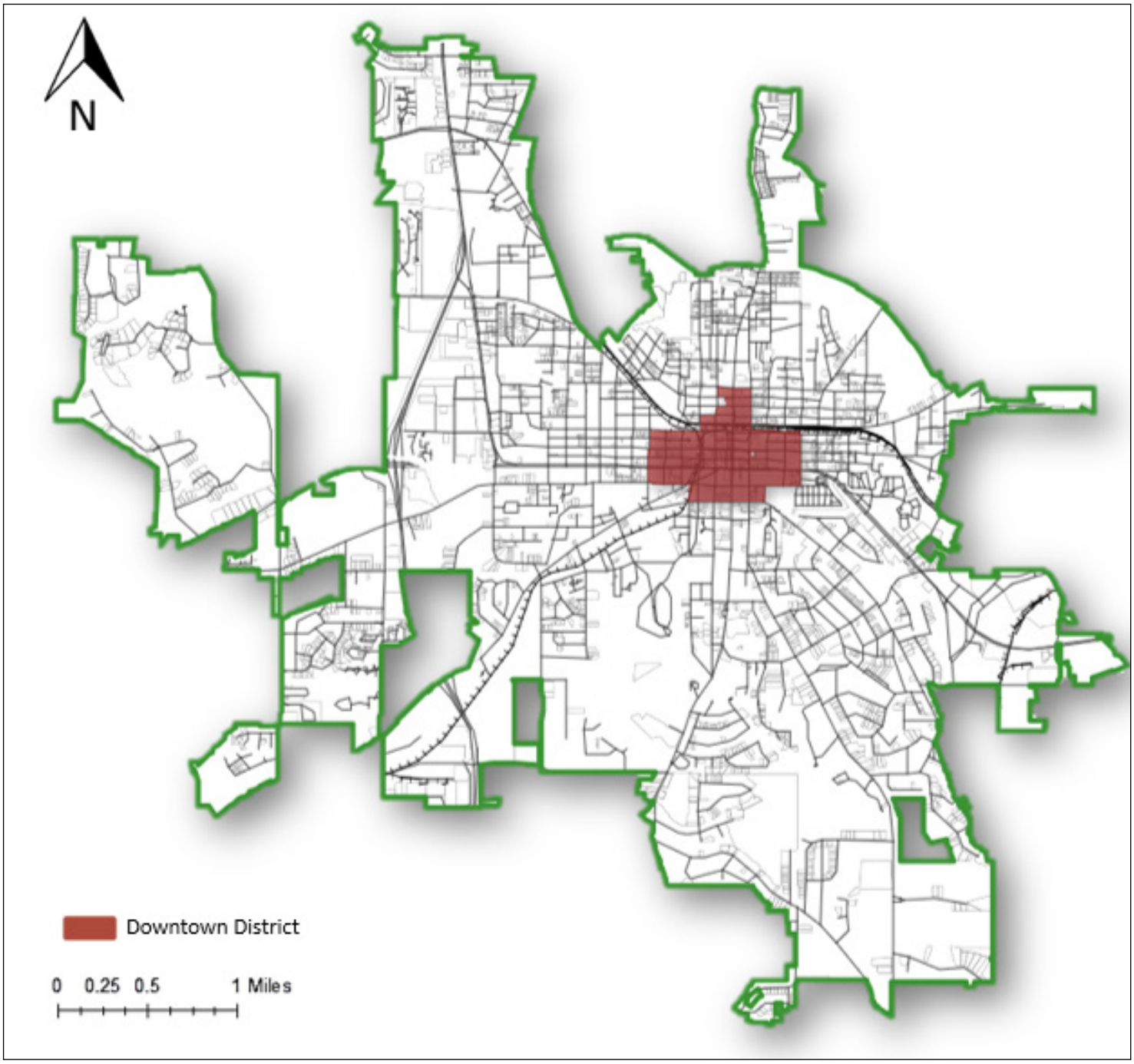
Source: Griffin Planning & Development Department



Source: GMC Planning Team

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DOWNTOWN DISTRICT CHARACTER AREAS



Goals

Economic Development Goal #1: Attract more diverse businesses and mixed-use developments.

Economic Development Goal #3: Provide more quality attractions and features as a strategy for economic development.

Economic Development Goal #4: Retain and support existing businesses

Transportation Goal #1: Address the increase in traffic congestion on downtown streets

DOWNTOWN DISTRICT PROPOSED EXAMPLES





Source: **Top photo** - Victoria Row in Charlottetown Region of Prince Edward Island, Canada; **Bottom photo** - Pinterest, photo by Raymond Forbes LLC

Transportation Goal #2: Improve access to alternative transportation options, especially in high traffic areas.

Transportation Goal #3: Maintain a high level of service in all areas of transportation.

Land Use Goal #2: Foster smart growth that protects Griffin's small-town, neighborhood-oriented sense of place.

Natural and Cultural Resources Goal #3: Protect Griffin's historical character through preservation of historic buildings and neighborhoods.

Mixed-Use District

Vision

The areas designated as Mixed-Use are characterized by developments having a combination of residential, commercial and office uses, with pedestrian-friendly access. This can be within the same structure or multiple structures within a development area. Similar to the Downtown District, Mixed-Use areas have a high level of density and are usually multimodal for all users.

Land Uses + Zoning

Recommended Land Use	Appropriate Zoning Designations
General Commercial	Mixed Use Overlays
Office	
Medical/Dental Clinics	
Government/Institutional	
General Retail	
Residential	

Recommended Action Items + Goals

This subsection includes the top three recommended implementation items for Mixed-Use District Character Areas in Griffin. Following these items, there is a list of overall goals that are most relevant for the City's Mixed-Use District areas. These goals are included here to help readers navigate the longer, comprehensive lists in the Goals, Objectives + Actions section and the Community Work Program of this plan.

MIXED-USE DISTRICT EXISTING CONDITIONS - Iris City Market; The Bass Station Business



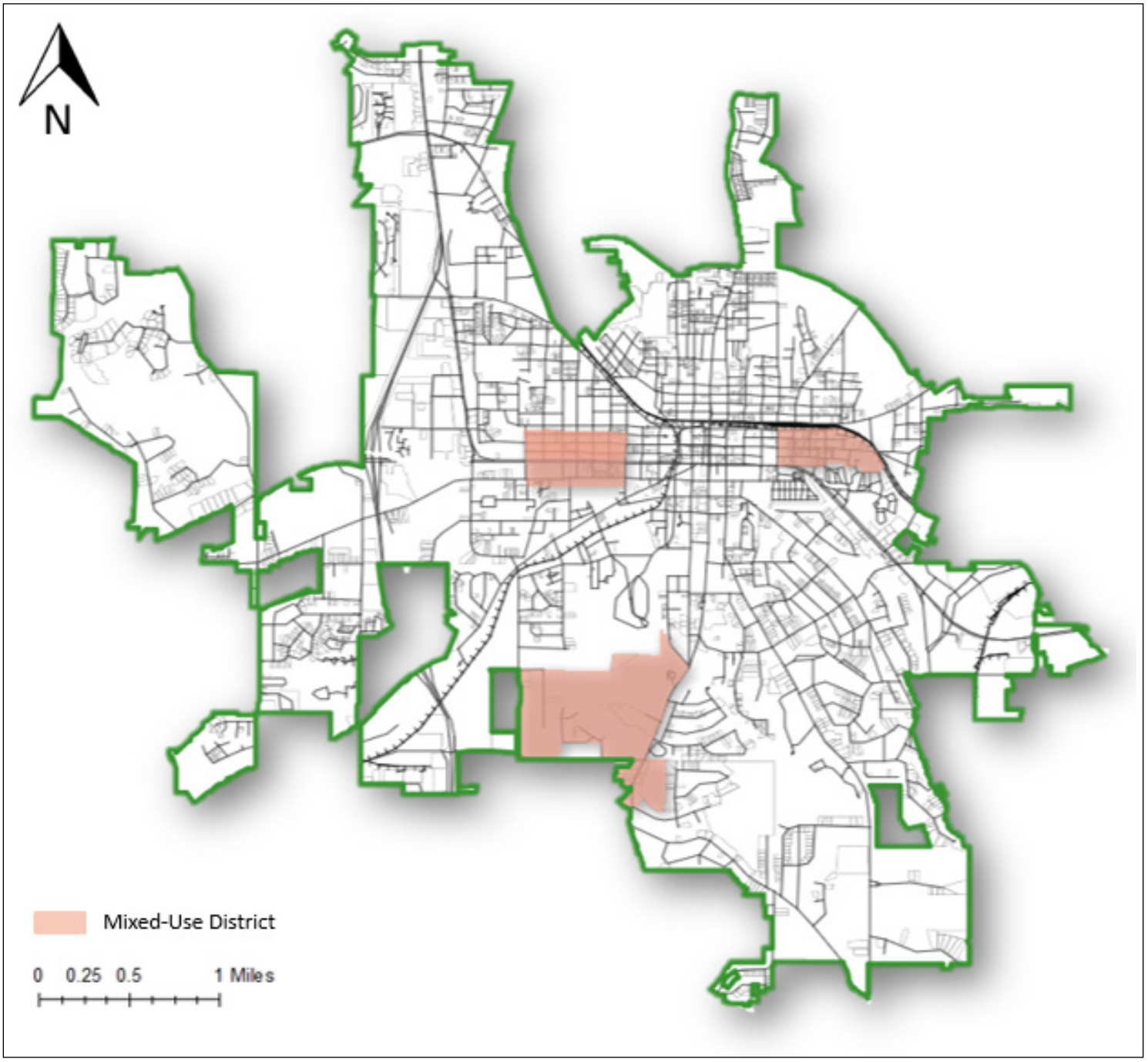
Source: Iris City Market, antiqueace.com



Source: The Bass Station in Griffin; thebassstationga.com

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MIXED-USE DISTRICT CHARACTER AREAS



Action Items

- **LU Action 2.1(3):** Require more diversity of uses in the Character Areas
- **ED Action 1.1(2):** Conduct a formal retail market analysis to identify what businesses are needed in the City to prevent economic leakage to surrounding areas.
- **ED Action 3.1(1):** Increase quality of life amenities by improving existing city facilities and adding more entertainment features and points of interest.

Goals

Housing Goal #1: Provide a variety of safe and affordable housing types and densities for all income levels and lifestyles

Economic Development Goal #1: Attract more diverse businesses and mixed-use developments.

Economic Development Goal #2: Increase the number of high wage employers that will benefit residents.

MIXED-USE DISTRICT PROPOSED EXAMPLES



Source: Germantown, Nashville. Photo from nashvilleguru.com



Source: Kitsap Daily News, Article "New mixed-use project is good news for Port Orchard", by Bob Smith

Economic Development Goal #3: Provide more quality attractions and features as a strategy for economic development.

Economic Development Goal #4: Retain and support existing businesses

Transportation Goal #2: Improve access to alternative transportation options, especially in high traffic areas.

Land Use Goal #1: Limit undesirable land uses in certain locations

Land Use Goal #2: Foster smart growth that protects Griffin's small-town, neighborhood-oriented sense of place.

Traditional Neighborhood

Vision

The areas designated as Traditional Neighborhood, are characterized by areas located close to downtown with majority low to medium-density, small-lot residential development. There may be limited areas of commercial development, predominantly at neighborhood centers, designed to complement a walkable neighborhood. These areas typically encompass historic homes and particular attention should be paid to maintain the historic character of the area as well as encouraging context sensitive infill development and walkability.

Land Uses + Zoning

Recommended Land Use	Appropriate Zoning Designations
Low Density Residential	Low Density Residential (LDR-C)
General Commercial	Medium Density Residential (MDR)
General Retail	Neighborhood Business District (NBD)
Medical/Dental Clinics	

Recommended Action Items + Goals

This subsection includes the top three recommended implementation items for Traditional Neighborhood Character Areas in Griffin. Following these items, there is a list of overall goals that are most relevant for the City's Traditional Neighborhood areas. These goals are included here to help readers navigate the longer, comprehensive lists in the Goals, Objectives + Actions section and the Community Work Program of this plan.

Action Items

- **H Action 1.3(2):** Revise the City's UDO residential infill regulations to allow for more flexible development.
- **H Action 2.1(6):** Develop policies to protect historic residential neighborhoods as much as possible.
- LU **Action 2.1(4):** Ensure small-town character and neighborhood scale development is maintained with new development through the UDO and zoning regulations.

TRADITIONAL NEIGHBORHOOD EXISTING CONDITIONS - Various homes

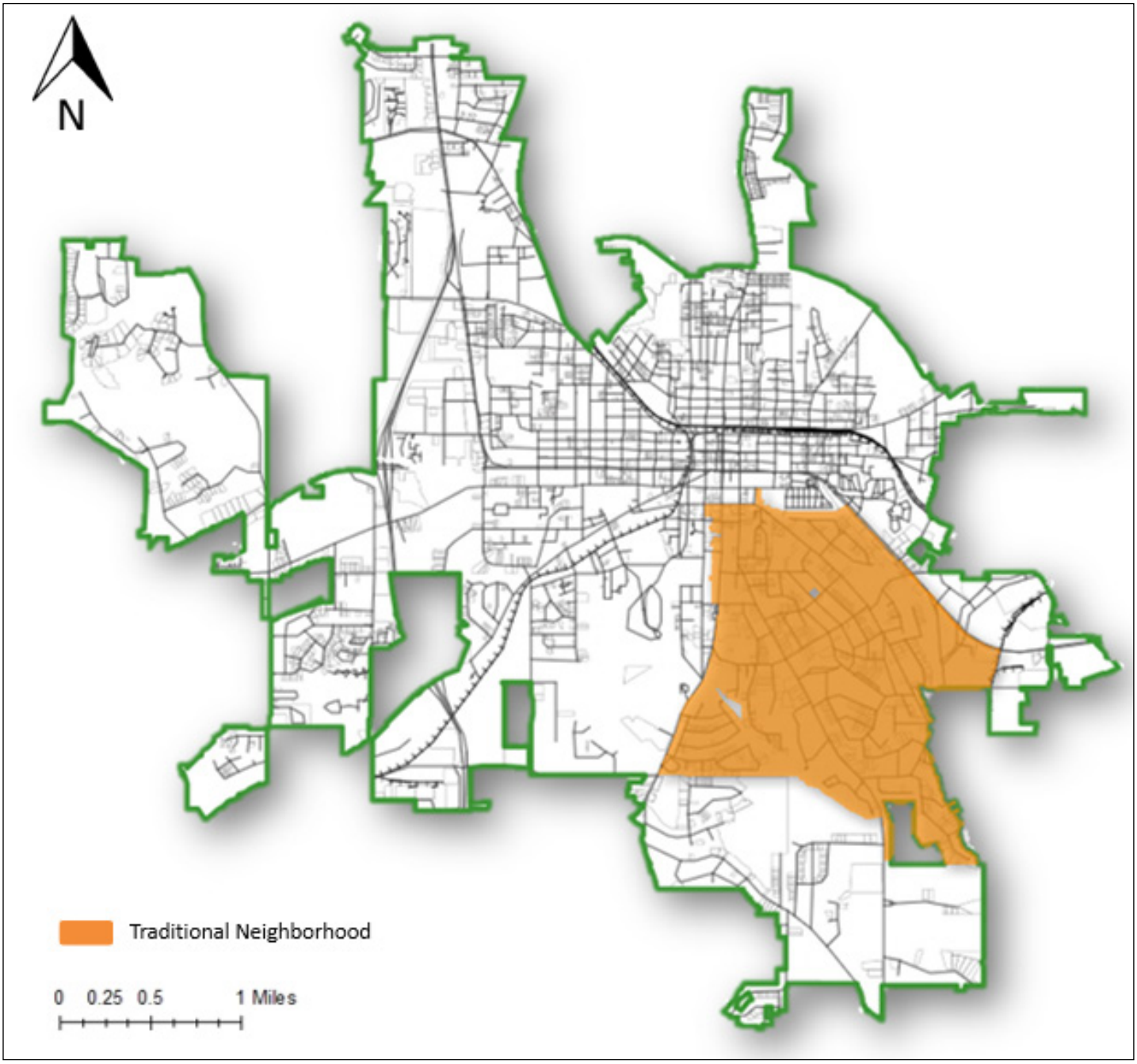




Source for both photos: Zillow

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TRADITIONAL NEIGHBORHOOD CHARACTER AREAS



Goals

Housing Goal #1: Provide a variety of safe and affordable housing types and densities for all income levels and lifestyles

Housing Goal #2: Maintain safe and healthy housing in the community.

Housing Goal #3: Improve housing data

Land Use Goal #2: Foster smart growth that protects Griffin's small-town, neighborhood-oriented sense of place.

Transportation Goal #3: Maintain a high level of service in all areas of transportation

Parks and Recreation Goal #1: Increase safe access to existing parks and community facilities for all Griffin residents.

Natural and Cultural Resources Goal #3: Protect Griffin's historical character through preservation of historic buildings and neighborhoods.

TRADITIONAL NEIGHBORHOOD PROPOSED EXAMPLES



Source: artsandcraftshomes.com; Vickery Place, Texas



Source: cnu.org; by Kit Krankel McCullough in Ann Arbor, Michigan

Industrial

Vision

Industrial character areas are characterized by land suitable for industrial development. Due to some uses requiring large-scale manufacturing operations, heavy equipment, larger lots, and high barriers to entry, the ideal locations are along interstates and highways, adjacent to freight rail lines, near similar development, but not generally adjacent to residential areas. This designation requires that a buffer be established to separate industrial and commercial sites from residential and other non-industrial areas.

Land Uses + Zoning

Recommended Land Use	Appropriate Zoning Designations
General Commercial	Planned Industrial District (PID)
Office	
Medical/Dental Clinics	
Government/Institutional	
General Retail	

Recommended Action Items + Goals

This subsection includes the top three recommended implementation items for Industrial Character Areas in Griffin. Following these items, there is a list of overall goals that are most relevant for the City's Industrial areas. These goals are included here to help readers navigate the longer, comprehensive lists in the Goals, Objectives + Actions section and the Community Work Program of this plan.

Action Items

- **ED Action 1.1(1):** Revise the UDO and zoning code use standards to increase flexibility when considering limited non-industrial uses on land zoned industrial.
- **ED Action 2.1(2):** Consider utilizing Opportunity Zone Tax Credits and other state and federal Economic Development Tax Credit programs.
- **LU Action 1.1(9):** Regulate the number and concentration of distribution centers, storage facilities, and other commercial uses that are considered out of character with neighborhood revitalization and community development.

INDUSTRIAL EXISTING CONDITIONS - Various Industrial Businesses

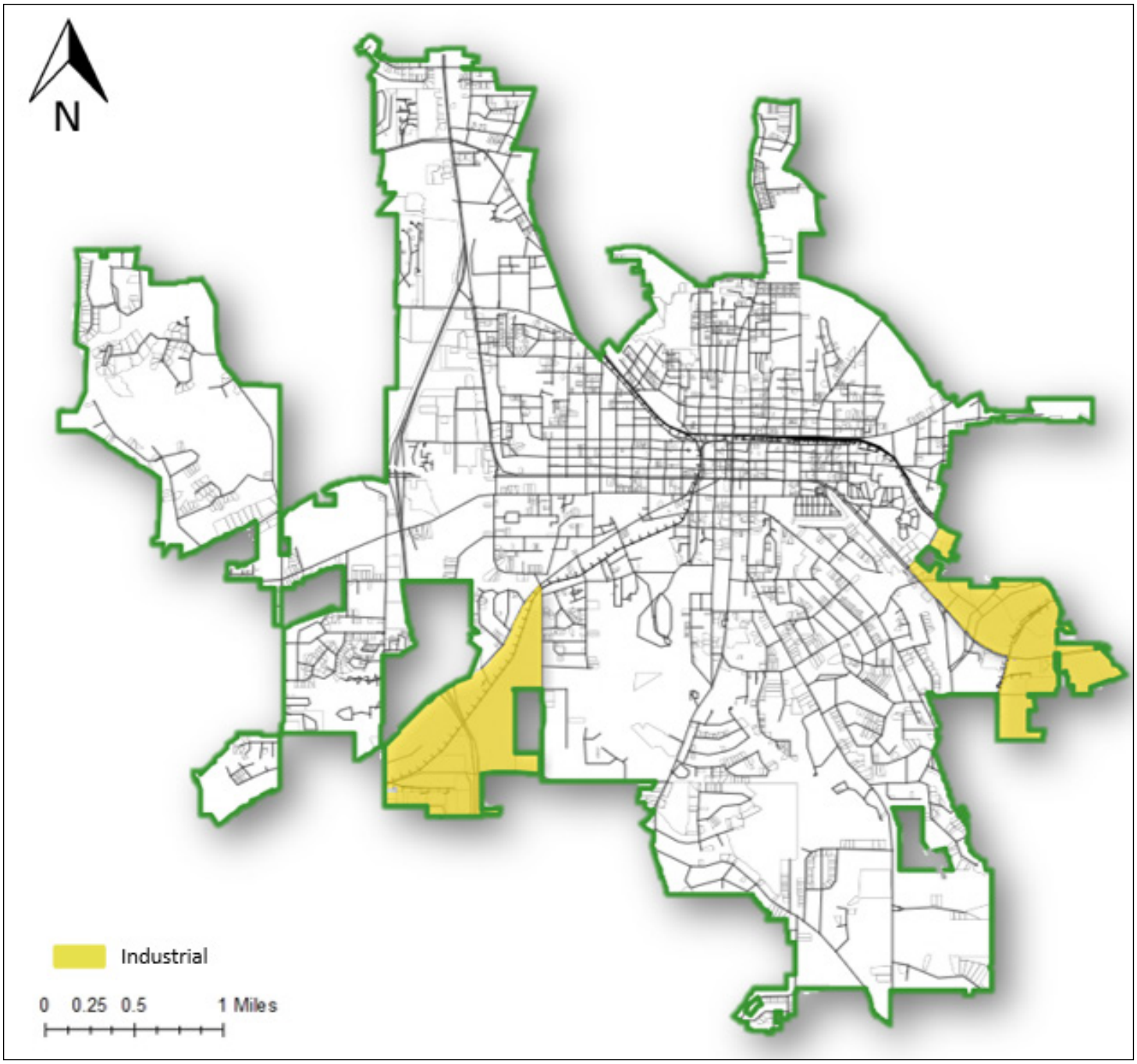




Source: Google

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INDUSTRIAL CHARACTER AREAS



Goals

Economic Development Goal #1: Attract more diverse businesses and mixed-use developments.

Economic Development Goal #2: Increase the number of high wage employers that will benefit residents.

Economic Development Goal #4: Retain and support existing businesses

Land Use Goal #1: Limit undesirable land uses in certain locations

INDUSTRIAL PROPOSED EXAMPLES:



Source: Horry Georgetown Technical College Advanced Manufacturing Center, Georgetown, South Carolina



Source Research Park district, Huntsville, AL:

Suburban Residential

Vision

The areas designated as Low Density Residential, are characterized by primarily exurban areas with majority low-density, large-lot residential development. There may be areas of commercial development, but mostly at intersection crossroads. These areas currently lack access to public water/sewer. It is envisioned that these areas may receive access to public water/sewer in the long-term, but development should be carefully planned to protect environmentally sensitive areas and maintain the large lot and rural character.

Land Uses + Zoning

Recommended Land Use	Appropriate Zoning Designations
Accessory Residential	Low Density Residential (LDR-A, LDR-B, LDR-C)
Single-family Residential	

Recommended Action Items + Goals

This subsection includes the top three recommended implementation items for Suburban Residential Character Areas in Griffin. Following these items, there is a list of overall goals that are most relevant for the City's Suburban Residential areas. These goals are included here to help readers navigate the longer, comprehensive lists in the Goals, Objectives + Actions section and the Community Work Program of this plan.

Action Items

- **H Action 1.2(2):** Review and update strong design standards to ensure quality housing stock.
- **T Action 2.1(2):** Conduct a walkability access study to determine where sidewalks and crosswalks are needed.
- **CFS Action 1.1(1):** Continue the exemplary efforts to maintain and expand water and sewer infrastructure as needed to attract future development opportunities.

SUBURBAN RESIDENTIAL EXISTING CONDITIONS - Various Homes

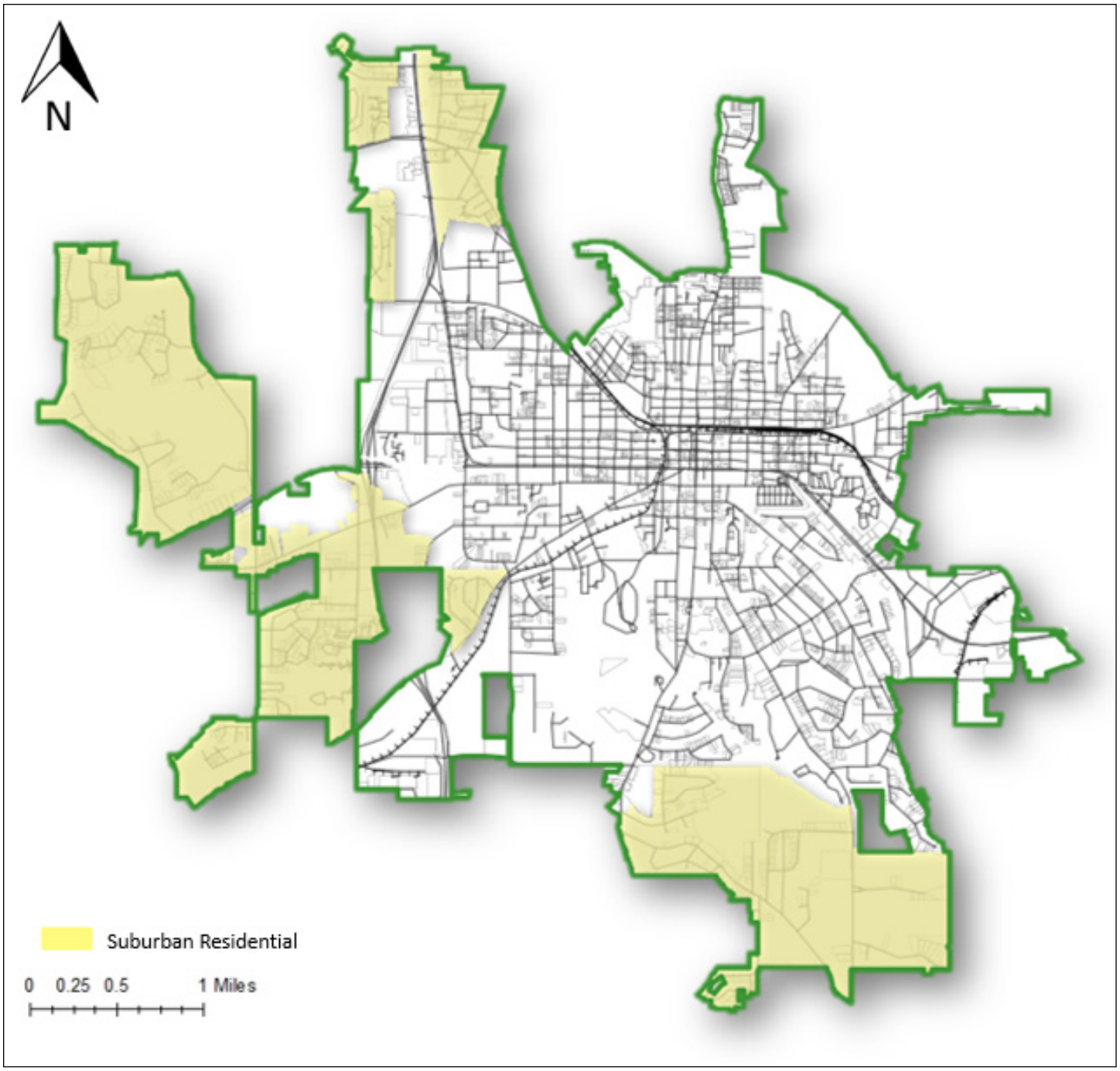




Source for both photos: Zillow

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SUBURBAN RESIDENTIAL CHARACTER AREAS



Goals

Housing Goal #1: Provide a variety of safe and affordable housing types and densities for all income levels and lifestyles

Housing Goal #2: Maintain safe and healthy housing in the community.

Land Use Goal #2: Foster smart growth that protects Griffin's small-town, neighborhood-oriented sense of place.

Transportation Goal #2: Improve access to alternative transportation options, especially in high traffic areas

SUBURBAN RESIDENTIAL PROPOSED EXAMPLE



Source: SandstoneHills.com; Spearfish, South Dakota



Source: Redfin.ca; Fergus, Ontario

Transportation Goal #3: Maintain a high level of service in all areas of transportation

Parks and Recreation Goal #1: Increase safe access to existing parks and community facilities for all Griffin residents.

City Facilities and Services Goal #1: Ensure the city's utilities and infrastructure are sufficient to meet the needs of current and future residents.

City Facilities and Services Goal #2: Maintain and support a variety of community facilities and services for all users

Redevelopment Area

Vision

The areas designated as Redevelopment Areas are characterized by existing neighborhoods in primarily suburban parts of the City that are in need of redevelopment and revitalization, but are not facing immediate pressure to transition to a more dense and urban style of suburban development. Redevelopment character areas are suitable for medium to high density residential use as well as small scale neighborhood commercial with a focus on accessibility for pedestrians and alternative forms of transportation as well as vehicles. These areas will include measures to prevent gentrification as they continue to redevelop.

Land Uses + Zoning

Recommended Land Use	Appropriate Zoning Designations
General Commercial	Special Housing Revitalization Overlay District (SHROD)
General Retial	Neighborhood Business District (NBD)
Medical/Dental Clinics	Low Density Residential (LDR-A, LDR-B, LDR-C)
Low Density Residential	Medium Density Residential (MDR)
Medium Density Residential	High Density Residential (HDR-A, HDR-B)
High Density Residential	

Recommended Action Items + Goals

This subsection includes the top three recommended implementation items for Redevelopment Character Areas in Griffin. Following these items, there is a list of overall goals that are most relevant for the City's Redevelopment Areas. These goals are included here to help readers navigate the longer, comprehensive lists in the Goals, Objectives + Actions section and the Community Work Program of this plan.

Action Items

- **H Action 2.1(4):** Pursue grants, such as the CDBG, and alternative funding for rehabilitation of substandard owner-occupied houses.
- **H Action 2.1(3):** Continue nuisance abatement procedures to address blighted property, especially those owned by absentee landlords.
- **ED Action 1.2(1):** Incentivize development to provide equitable access to healthy and affordable food for all residents.

MEDIUM DENSITY RESIDENTIAL EXISTING CONDITIONS - Various homes

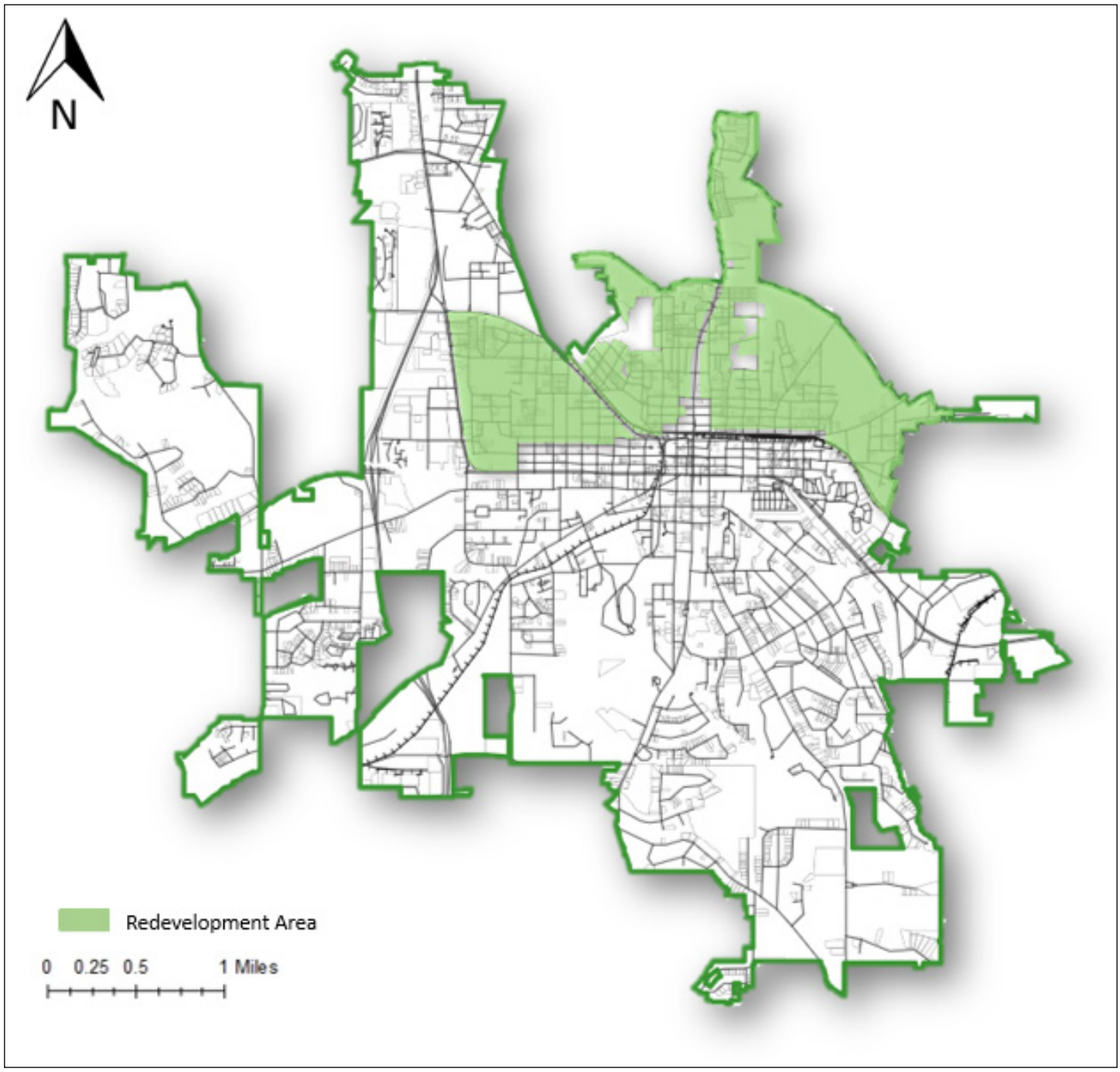




Source for both photos: Zillow

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REDEVELOPMENT AREA CHARACTER AREAS



Goals

Housing Goal #1: Provide a variety of safe and affordable housing types and densities for all income levels and lifestyles

Housing Goal #2: Maintain safe and healthy housing in the community.

Housing Goal #3: Improve housing data

Economic Development Goal #1: Attract more diverse businesses and mixed-use developments.

Land Use Goal #1: Limit undesirable land uses in certain locations

Land Use Goal #2: Foster smart growth that protects Griffin's small-town, neighborhood-oriented sense of place.

Transportation Goal #2: Improve access to alternative transportation options, especially in high traffic areas

REDEVELOPMENT AREA PROPOSED EXAMPLE



Source: MissingMiddleHousing.com; Located in Olympia, Washington



Source: Facebook.com; Rent To Own Low Income Homes

Transportation Goal #3: Maintain a high level of service in all areas of transportation

City Facilities and Services Goal #1: Ensure the city's utilities and infrastructure are sufficient to meet the needs of current and future residents.

City Facilities and Services Goal #2: Maintain and support a variety of community facilities and services for all users.

City Facilities and Services Goal #3: Increase city's enforcement of building and maintenance standards

Parks and Recreation Goal #1: Increase safe access to existing parks and community facilities for all Griffin residents.

Natural and Cultural Resources Goal #3: Protect Griffin's historical character through preservation of historic buildings and neighborhoods.

Education Center

Vision

The area designated as Education Center, encompasses the University of Georgia Griffin and Southern Crescent Technical College campuses with a cohesive, unique identity and educational design standards. This area is characterized by pedestrian-friendly development located along roadways or transit routes. Small scale retail and other commercial uses in close proximity to the educational facilities are also permitted in this area.

Land Uses + Zoning

Recommended Land Use	Appropriate Zoning Designations
Government/Institutional	Institutional (INST)
Office	
Medical/Dental Clinics	
Cultural & Recreation Facilities	

Recommended Action Items + Goals

This subsection includes the top three recommended implementation items for the Education Center Character Areas in Griffin. Following these items, there is a list of overall goals that are most relevant for the City's Education Center areas. These goals are included here to help readers navigate the longer, comprehensive lists in the Goals, Objectives + Actions section and the Community Work Program of this plan.

Action Items

- **ED Action 3.1(1):** Increase quality of life amenities by improving existing city facilities and adding more entertainment features and points of interest.
- **T Action 2.1(4):** Increase opportunities to provide for alternative modes of transportation, including public transit and multi-use trails and sidewalks.
- **PR Action 1.1(3):** Implement the multi-use trail recommendations from the 2022 Spalding County Comprehensive Transportation Plan, specifically the construction and/or expansion of the Southern Crescent Trail, Roosevelt Trail and Main Trail within city limits.

EDUCATION CENTER EXISTING CONDITIONS
- Top photo: UGA Griffin Campus; Bottom photo: Southern Crescent Technical College



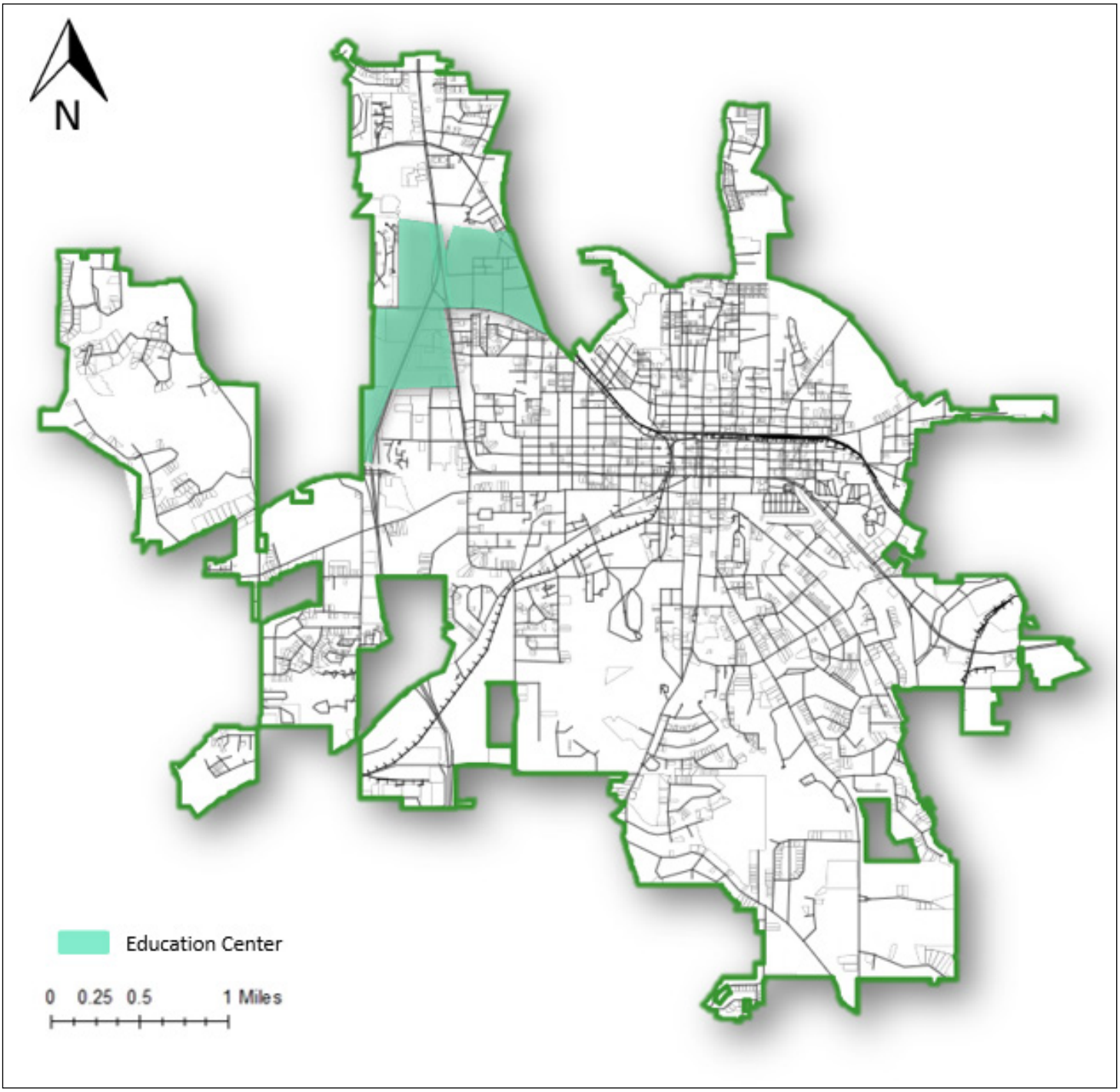
Source:exploregeorgia.org; UGA Griffin Campus



Source: sctech.edu; Southern Crescent Technical College

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EDUCATION CENTER CHARACTER AREAS



Goals

Transportation Goal #2: Improve access to alternative transportation options, especially in high traffic areas

Transportation Goal #3: Maintain a high level of service in all areas of transportation

Parks and Recreation Goal #1: Increase safe access to existing parks and community facilities for all Griffin residents.

Economic Development Goal #3: Provide more quality attractions and features as a strategy for economic development.

EDUCATION CENTER PROPOSED EXAMPLES



Source: mcdaniel.edu; Westminster, Maryland



Source: wcupa.edu; West Chester University, PA

Public/Institutional

Vision

Areas designated as Public/Institutional are focused on providing recreational and community activities and facilities for the surrounding community. This includes government offices, schools, libraries, neighborhood scale parks as well as community-wide recreation facilities. Development can feature public elements such as trails, sidewalks, and other amenities that will enhance these areas. These areas offer residents and visitors access to government offices, community services, greenspace and other recreation features throughout the city

Land Uses + Zoning

Recommended Land Use	Appropriate Zoning Designations
Government/Institutional	Places of Assembly Overlay District
Office	
Medical/Dental Clinics	
Cultural & Recreation Facilities	

Recommended Action Items + Goals

This subsection includes the top three recommended implementation items for Public/Institutional Character Areas in Griffin. Following these items, there is a list of overall goals that are most relevant for the City's Public/Institutional areas. These goals are included here to help readers navigate the longer, comprehensive lists in the Goals, Objectives + Actions section and the Community Work Program of this plan.

Action Items

- **ED Action 3.1(1):** Increase quality of life amenities by improving existing city facilities and adding more entertainment features and points of interest.
- **CFS Action 2.1(3):** Increase community programs that would help disadvantaged youth after school.
- **T Action 2.1(5):** Improve Install more sidewalks for school access to surrounding neighborhoods and consider applying for state and federal funding, such as Safe Route to Schools Program.

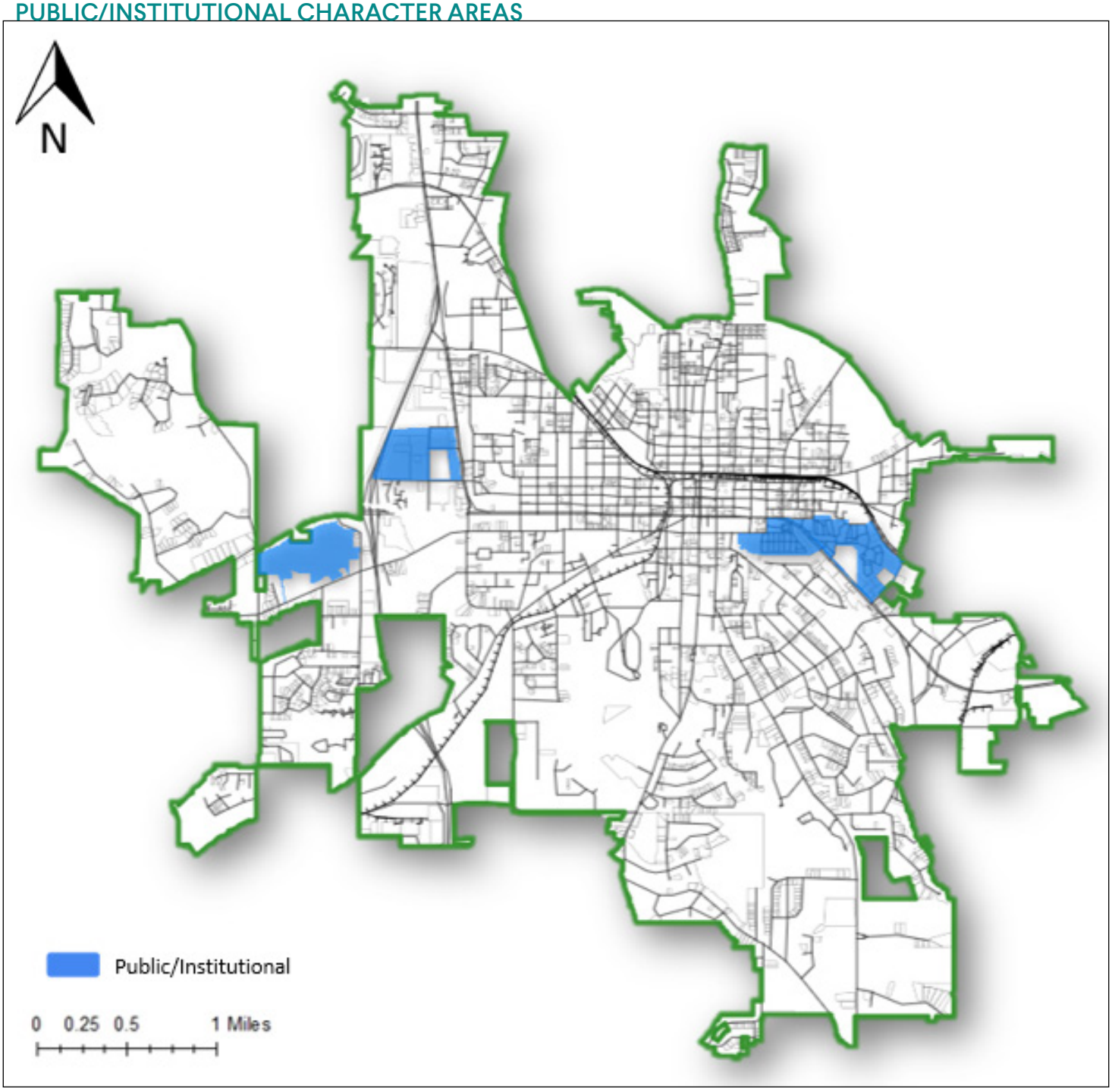
PUBLIC/INSTITUTIONAL EXISTING CONDITIONS - Griffin High School





Source for both photos: Griffin Planning & Development Department

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Goals

Transportation Goal #2: Improve access to alternative transportation options, especially in high traffic areas

Parks and Recreation Goal #1: Increase safe access to existing parks and community facilities for all Griffin residents.

Economic Development Goal #3: Provide more quality attractions and features as a strategy for economic development.

City Facilities and Services Goal #2: Maintain and support a variety of community facilities and services for all users.

PUBLIC/INSTITUTIONAL PROPOSED EXAMPLES



Source: Facebook.com; Allen, TX



Source: southernliving.com; Atlanta Beltline in Atlanta, GA

Park District Redevelopment

Vision

The areas designated as Park District Redevelopment are characterized by existing neighborhoods in primarily suburban parts of the City that are stable and not facing immediate pressure to transition to a more dense and urban style of suburban development. Park District Redevelopment character areas are suitable for medium to high density residential adjacent to commercial development as sewer capacity allows. These areas will include measures to prevent gentrification as they continue to redevelop.

Land Uses + Zoning

Recommended Land Use	Appropriate Zoning Designations
General Commercial	Neighborhood Business District (NBD)
General Retail	Low Density Residential (LDR-A, LDR-B)
Medical/Dental Clinics	Medium Density Residential (MDR)
Low Density Residential	High Density Residential (HDR-A, HDR-B)
Medium Density Residential	
High Density Residential	

Recommended Action Items + Goals

This subsection includes the top three recommended implementation items for Park District Redevelopment Character Areas in Griffin. Following these items, there is a list of overall goals and actions that are most relevant for the Park District Redevelopment areas. These goals are included here to help readers navigate the longer, comprehensive lists in the Goals, Objectives + Actions section and the Community Work Program of this plan.

Action Items

- **H Action 1.2(3):** Create an internal Design Review process to oversee the design standards for residential development and rehabilitation.
- **T Action 1.1(4):** Increase opportunities to provide for alternative modes of transportation, including public transit and multi-use trails and sidewalks.
- **CFS Action 1.1(3):** Upgrade and improve obsolete or inadequate infrastructure in designated Redevelopment Areas.

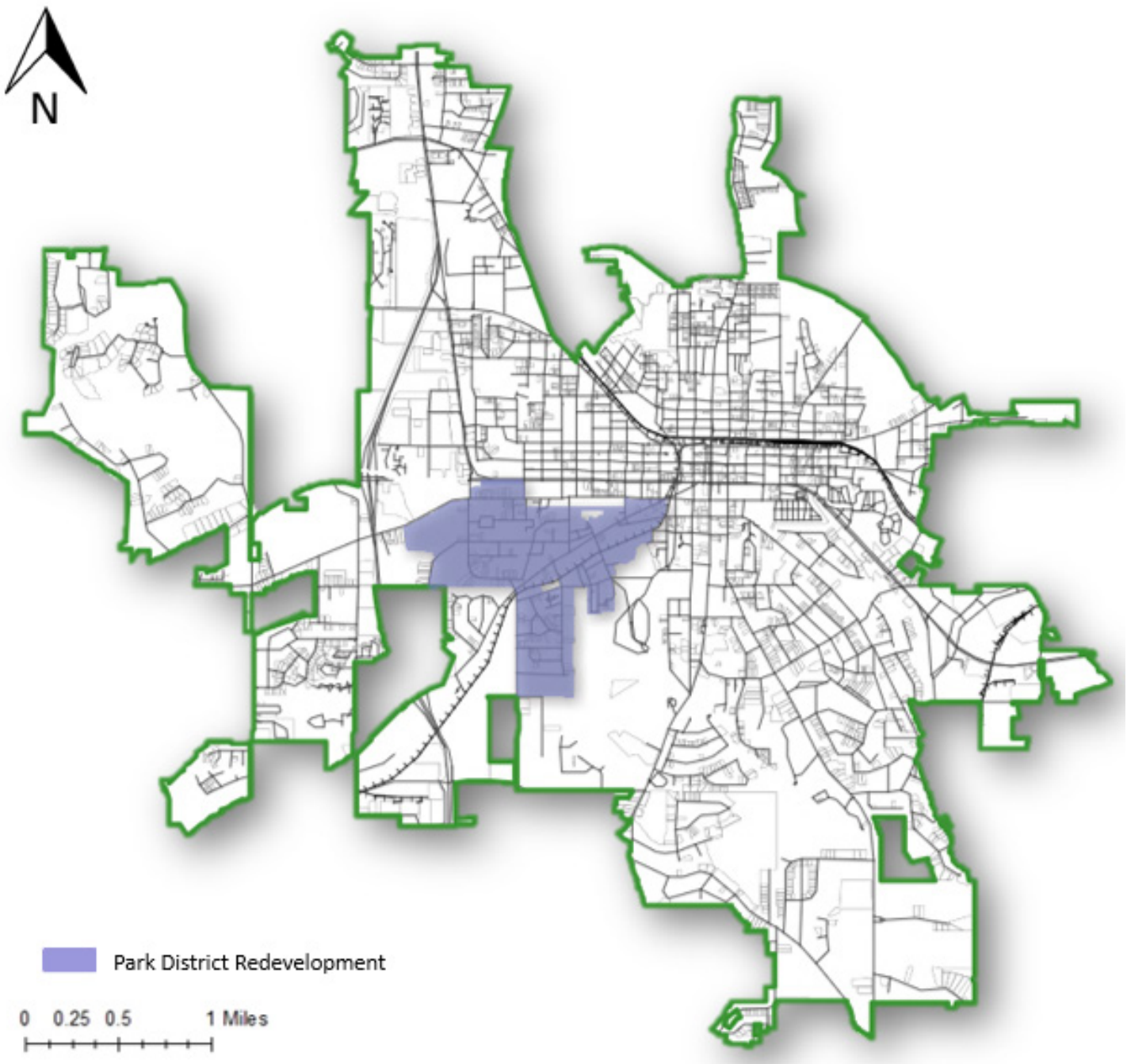
REGIONAL ACTIVITY CENTER EXISTING CONDITIONS - Various homes





Source for both photos: Zillow

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Goals

Housing Goal #1: Provide a variety of safe and affordable housing types and densities for all income levels and lifestyles

Housing Goal #2: Maintain safe and healthy housing in the community.

Housing Goal #3: Improve housing data

Land Use Goal #2: Foster smart growth that protects Griffin's small-town, neighborhood-oriented sense of place.

Transportation Goal #2: Improve access to alternative transportation options, especially in high traffic areas

Parks and Recreation Goal #1: Increase safe access to existing parks and community facilities for all Griffin residents.

PARK DISTRICT REDEVELOPMENT PROPOSED EXAMPLES



Source: https://www.architecturaldesigns.com/



Source: https://www.parklakepropertymanagement.com; Winter Haven, FL

City Facilities and Services Goal #1: Ensure the city's utilities and infrastructure are sufficient to meet the needs of current and future residents.

City Facilities and Services Goal #2: Maintain and support a variety of community facilities and services for all users.

City Facilities and Services Goal #3: Increase city's enforcement of building and maintenance standards.

Economic Development Goal #3: Provide more quality attractions and features as a strategy for economic development.

Medical District

Vision

The areas designated as Medical Overlay District, are characterized by predominantly medical and office uses located along roadways or transit routes and centered around the WellStar Spalding Regional Hospital. These areas provide access to convenient goods and services on a neighborhood scale, with preferred access to pedestrians or other non-motorized users, in addition to vehicular traffic. Areas adjacent to commercial may be appropriate for multi-family moderate to high density residential and assisted living, retirement centers and nursing home facilities.

Land Uses + Zoning

Recommended Land Use	Appropriate Zoning Designations
Medical/Dental Clinics	Medical Overlay District
Medium Density Residential	
High Density Residential	

Recommended Action Items + Goals

This subsection includes the top three recommended implementation items for Medical Overlay District Character Areas in Griffin. Following these items, there is a list of overall goals and actions that are most relevant for the Medical Overlay District areas. These goals are included here to help readers navigate the longer, comprehensive lists in the Goals, Objectives + Actions section and the Community Work Program of this plan.

Action Items

- **ED Action 4.1(1):** Work with the Griffin Spalding Development Authority, Chamber of Commerce and other key business partners to foster business retention, expansion and employee recruitment.
- **T Action 2.1(4):** Increase opportunities to provide for alternative modes of transportation, including public transit and multi-use trails and sidewalks.
- **IC Action 1.1(4):** Develop an initiative with the Spalding County Health Department to provide health services for underserved communities.

MEDICAL DISTRICT EXISTING CONDITIONS - Wellstar Spalding Medical Center and Medical offices

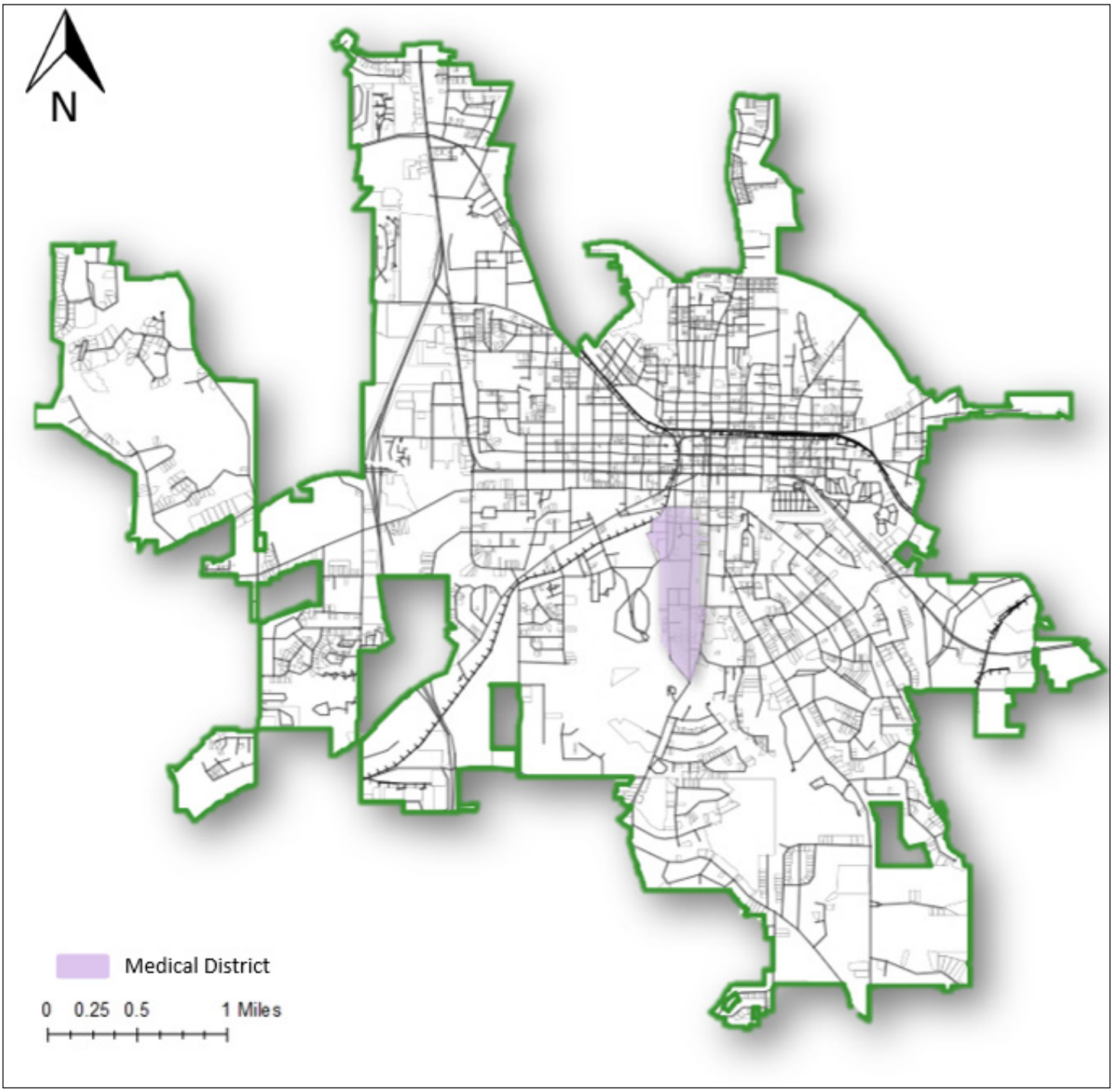




Source for both photos: Google Maps

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MEDICAL DISTRICT CHARACTER AREAS



Goals

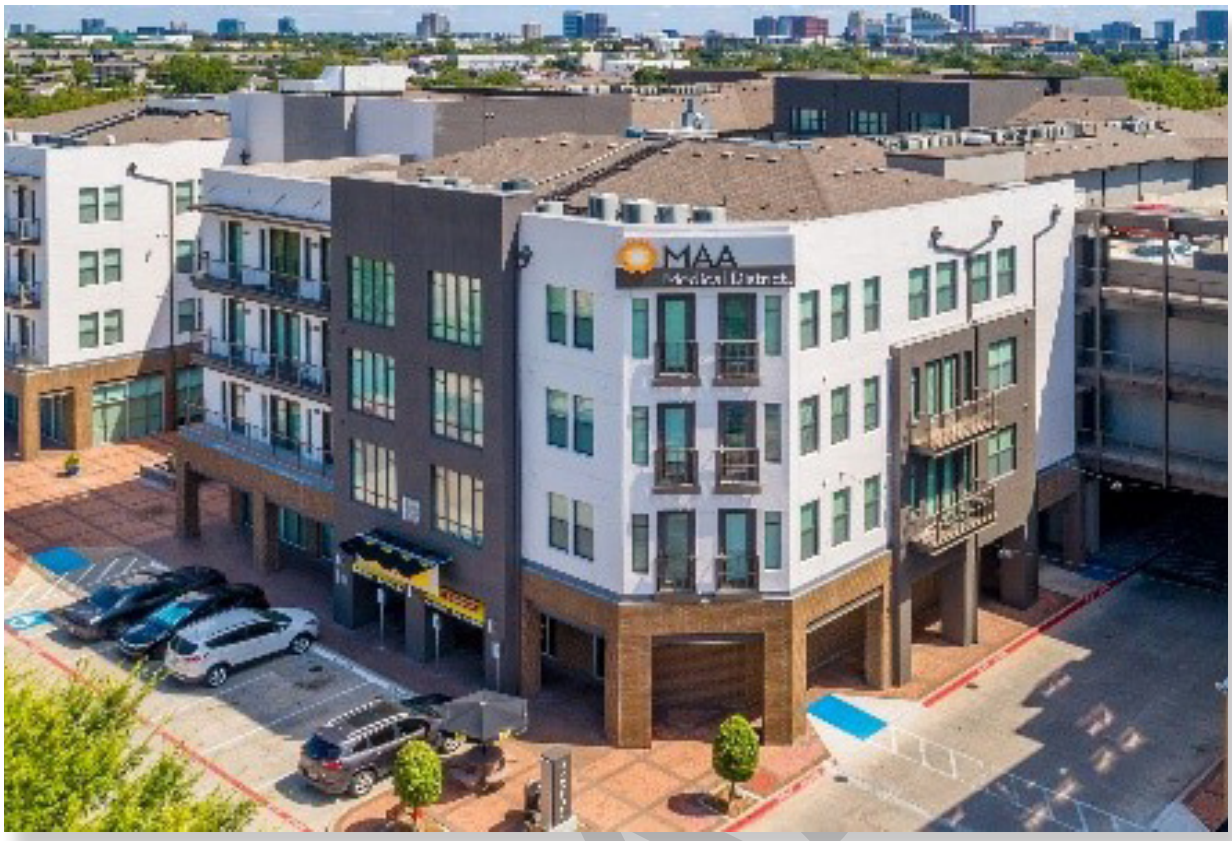
Land Use Goal #2: Foster smart growth that protects Griffin's small-town, neighborhood-oriented sense of place.

Transportation Goal #2: Improve access to alternative transportation options, especially in high traffic areas

Economic Development Goal #4: Retain and support existing businesses

Intergovernmental Cooperation Goal #1: Continue to collaborate with neighboring jurisdictions to develop solutions for shared regional issues.

MEDICAL DISTRICT PROPOSED EXAMPLE S



Source: Trulia.com; MAA Medical District, Dallas, TX



Source: www.dallasretirementvillage.com; Dallas, OR

Commercial

Vision

The areas designated as Commercial Character Areas are characterized by their proximity to high vehicular traffic areas on major roadways, such as Taylor Street, Hwy 16, and Hwy 19/41, making them ideal for regional commercial anchors and mixed-use development. Commercial Character Areas are suitable for a mix of local and regional commercial and office uses. Shared driveways and other limited access development is preferred along these corridors.

Land Uses + Zoning

Recommended Land Use	Appropriate Zoning Designations
General Commercial	Planned Commercial District
Office	
Personal Service	
Medical/Dental Clinics	
Government/Institutional	
Accessory Residential	

Recommended Action Items + Goals

This subsection includes the top three recommended implementation items for Commercial Character Areas in Griffin. Following these items, there is a list of overall goals and actions that are most relevant for the Commercial areas. These goals are included here to help readers navigate the longer, comprehensive lists in the Goals, Objectives + Actions section and the Community Work Program of this plan.

Action Items

- **LU Action 1.2(3):** Ensure the compatibility of infill development and redevelopment with surrounding neighborhood uses.
- **ED Action 1.1(2):** Conduct a formal retail market analysis to identify what businesses are needed in the City to prevent economic leakage to surrounding areas.
- **ED Action 4.1(1):** Work with the Griffin Spalding Development Authority, Chamber of Commerce and other key business partners to foster business retention, expansion and employee recruitment.

COMMERCIAL EXISTING CONDITIONS - various locations

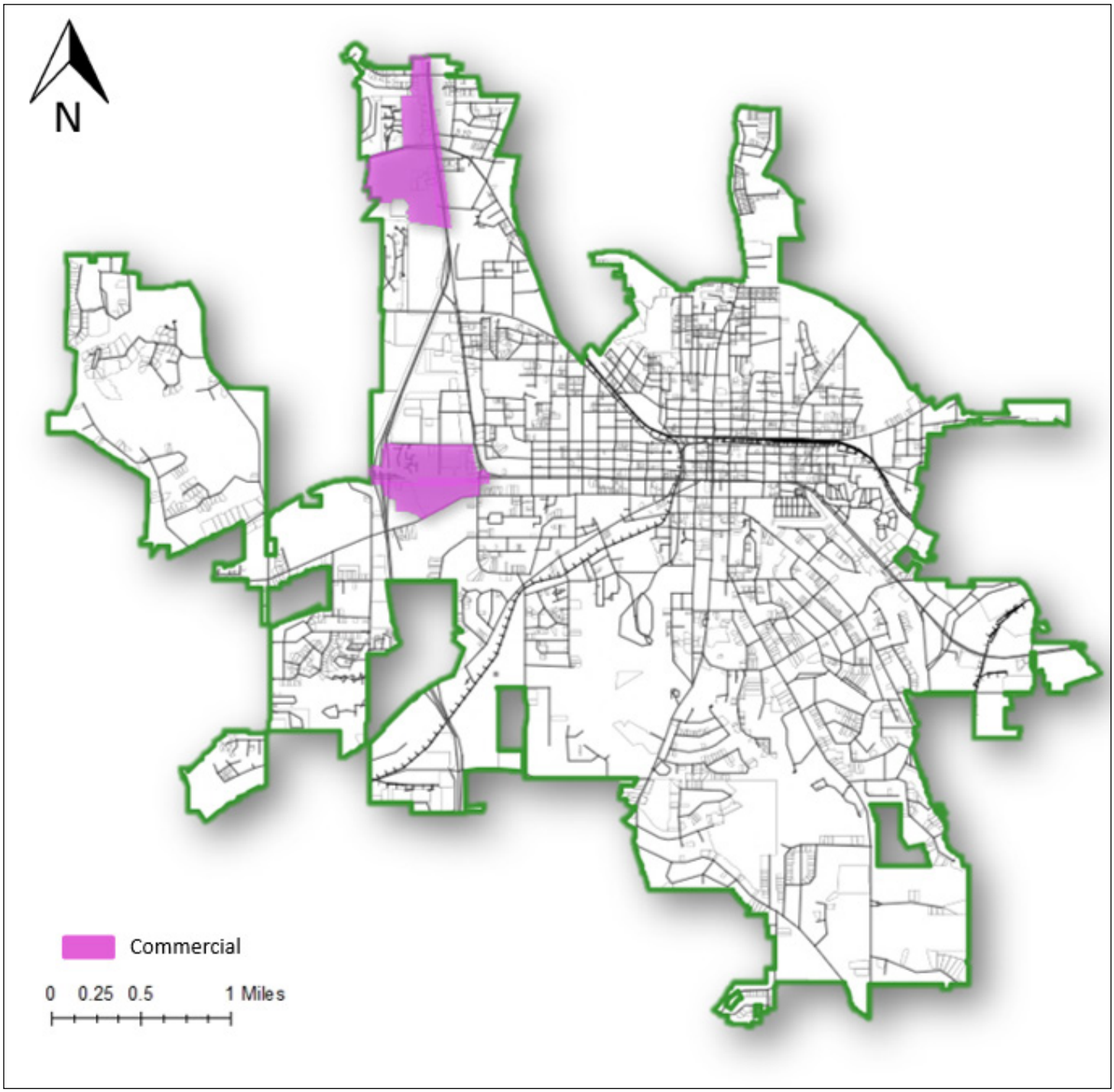




Source for both photos: Google Maps

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COMMERCIAL CHARACTER AREAS



Goals

Economic Development Goal #1: Attract more diverse businesses and mixed-use developments.

Economic Development Goal #2: Increase the number of high wage employers that will benefit residents.

Economic Development Goal #4: Retain and support existing businesses

Land Use Goal #1: Limit undesirable land uses in certain locations

Transportation Goal #2: Improve access to alternative transportation options, especially in high traffic areas

Transportation Goal #3: Maintain a high level of service in all areas of transportation

COMMERCIAL PROPOSED EXAMPLES



Source: Daniel Parolek Island Press, AARP



Source: Birkdalelanding.com; Huntersville, NC

Redevelopment Corridors

Vision

The areas designated as Redevelopment Corridors are located along high traffic areas in underserved neighborhoods that are in need of revitalization. These areas are characterized by developments having a combination of residential, commercial and office uses within the same structure or multiple structures within a development area. Redevelopment Corridors prioritize non-motorized transportation and transit access to support adjacent underserved neighborhoods. These corridors will include measures to prevent gentrification as they continue to redevelop.

Land Uses + Zoning

Recommended Land Use	Appropriate Zoning Designations
General Commercial	Neighborhood Business District (NBD)
Medical/Dental Clinics	Planned Commercial District (PCD)
Office	Mixed-Use Overlay
Personal Service	
Low Density Residential	
Medium Density Residential	
High Density Residential	

Recommended Action Items + Goals

This subsection includes the top three recommended implementation items for Redevelopment Corridors Character Areas in Griffin. Following these items, there is a list of overall goals and actions that are most relevant for the Redevelopment Corridors. These goals are included here to help readers navigate the longer, comprehensive lists in the Goals, Objectives + Actions section and the Community Work Program of this plan.

Action Items

- **LU Action 1.2(3):** Ensure the compatibility of infill development and redevelopment with surrounding neighborhood uses.
- **T Action 2.1(4):** Increase opportunities to provide for alternative modes of transportation, including public transit and multi-use trails and sidewalks.
- **ED Action 2.1(3):**Work with the Griffin Spalding Development Authority to utilize tax credit programs to encourage reinvestment and create new jobs in economically distressed areas throughout the City.

REDEVELOPMENT CORRIDORS EXISTING CONDITIONS -

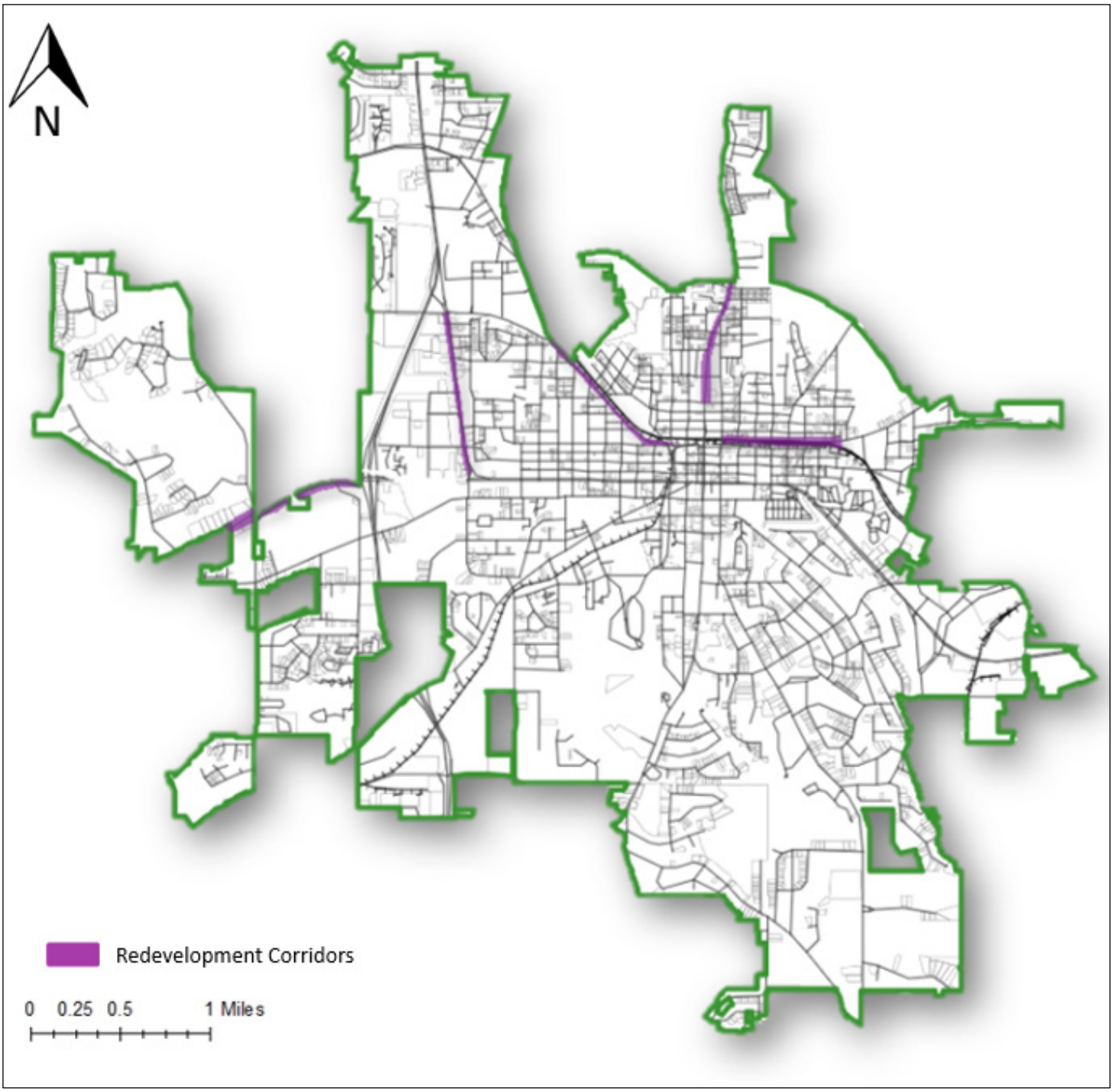




Source for both photos: Google Maps

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REDEVELOPMENT CORRIDORS CHARACTER AREAS



Goals

Economic Development Goal #1: Attract more diverse businesses and mixed-use developments.

Economic Development Goal #2: Increase the number of high wage employers that will benefit residents.

Economic Development Goal #3: Provide more quality attractions and features as a strategy for economic development.

Economic Development Goal #4: Retain and support existing businesses

Land Use Goal #1: Limit undesirable land uses in certain locations

Land Use Goal #2: Foster smart growth that protects Griffin's small-town, neighborhood-oriented sense of place.

Transportation Goal #2: Improve access to alternative transportation options, especially in high traffic areas



Source: www.ayresassociates.com; Wauwatosa, WI



Source: www.cabq.gov; Albuquerque, NM

Transportation Goal #3: Maintain a high level of service in all areas of transportation

Parks and Recreation Goal #1: Increase safe access to existing parks and community facilities for all Griffin residents.

City Facilities and Services Goal #1: Ensure the city's utilities and infrastructure are sufficient to meet the needs of current and future residents.

City Facilities and Services Goal #2: Maintain and support a variety of community facilities and services for all users.

City Facilities and Services Goal #3: Increase city's enforcement of building and maintenance standards.

Natural and Cultural Resources Goal #3: Protect Griffin's historical character through preservation of historic buildings and neighborhoods.

Airport

Vision

The area designated as the Airport Character Area provides a connection to the proposed location of the new Griffin-Spalding Airport. The allowed uses in this area are limited to industrial related uses such as airport and flight related services.

Land Uses + Zoning

Recommended Land Use	Appropriate Zoning Designations
Industrial	Airport Overlay District

Recommended Action Items + Goals

This subsection includes the top three recommended implementation items for Airport Character Areas in Griffin. Following these items, there is a list of overall goals and actions that are most relevant for the Airport areas. These goals are included here to help readers navigate the longer, comprehensive lists in the Goals, Objectives + Actions section and the Community Work Program of this plan.

Action Items

- **IC Action 1.1(5):** Actively participate in Spalding County, TRRC, and GDOT transportation improvement discussions and maintain regular communication.
- **IC Action 1.2(1):** Increase participation with regional, state, and national alliances for joint efforts for future economic development opportunities.
- **T Action 3.2(7):** Increase coordination with GDOT to implement access management techniques and improvements along major corridors.

AIRPORT EXISTING CONDITIONS - Griffin-Spalding Airport

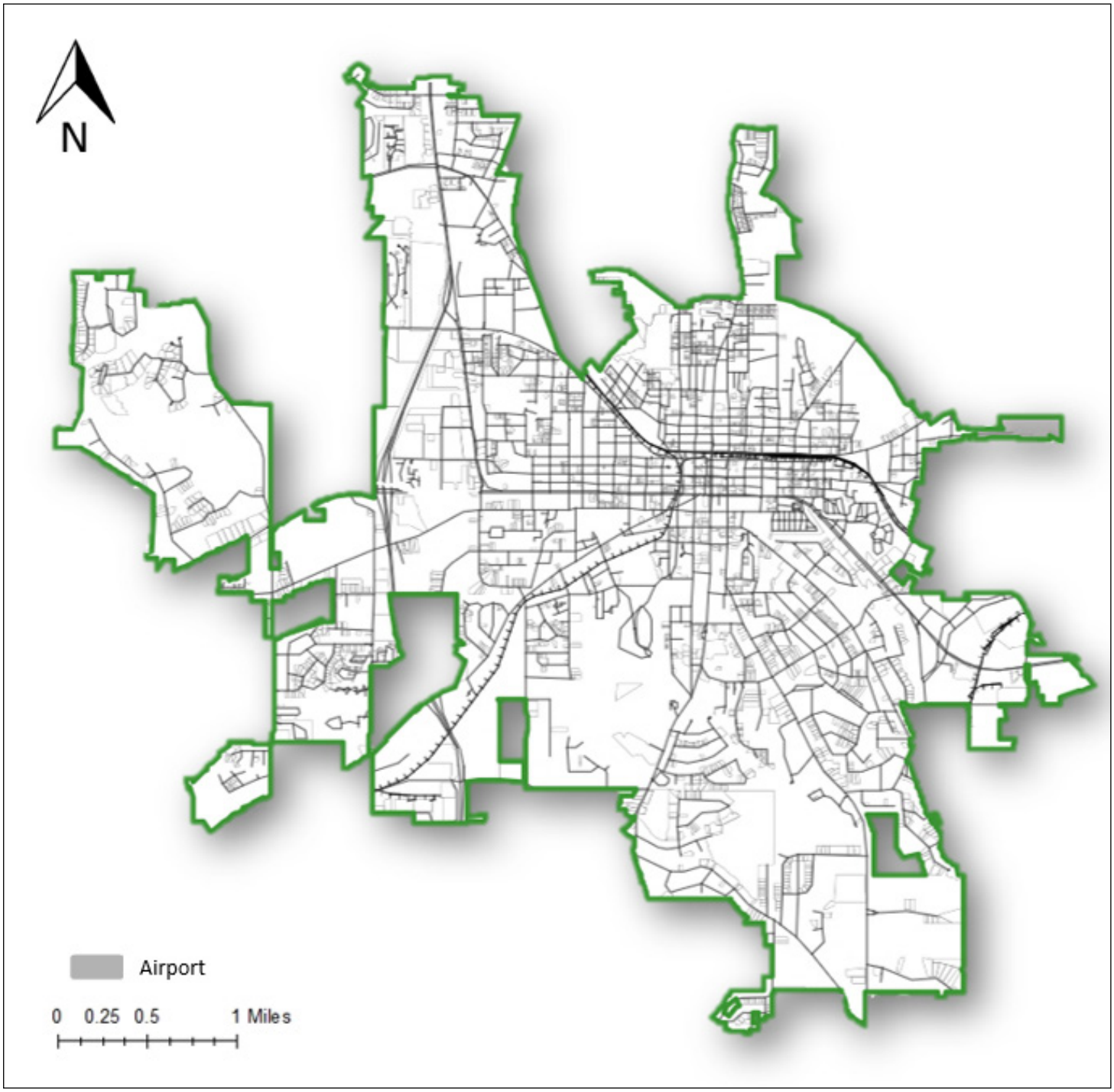


Source: Griffin Spalding Airport Website



Source: Pinterest

DRAFT



Goals

Transportation Goal #3: Maintain a high level of service in all areas of transportation

City Facilities and Services Goal #1: Ensure the city's utilities and infrastructure are sufficient to meet the needs of current and future residents.

Intergovernmental Cooperation Goal #1: Continue to collaborate with neighboring jurisdictions to develop solutions for shared regional issues.

AIRPORT PROPOSED EXAMPLE



Source: washingtoncountyairports.com; Washington County Airport, PA; Photo by Kevin D. Sell

Character Areas Land Use Table

Character Areas	General Commercial	General Retail	Personal Service	Office	Medical/Dental Clinic	Government/Institutional	Cultural & Recreation Facilities	High-Density Residential	Medium-Density Residential	Low-Density Residential	Accessory Residential	Heavy Industrial	Light Industrial
Neighborhood Centers	•	•	•	•	•						•		
Downtown District	•	•	•	•	•						•		
Mixed-Use District	•	•			•	•		•	•				
Traditional Neighborhood	•	•			•					•			
Industrial	•		•	•		•						•	•
Suburban Development										•	•		
Redevelopment Area	•	•			•			•	•	•			
Education Center				•	•	•	•						
Public/Institutional				•	•	•	•						
Park District Redevelopment	•	•			•			•	•	•			
Medical Overlay District				•	•			•	•				
Commercial	•	•	•	•	•	•					•		
Redevelopment Corridor	•		•	•	•			•	•	•			
Airport													•



Source: ingriffin.com

REPORT OF ACCOMPLISHMENTS 2019-2023

	Work Program Activity	2019	2020	2021	2022	2023	Status				Explanation/ Comment
							Completed	Underway	Postponed	Not Accomplished/ Cancelled	
Development Patterns											
1	Develop a Lease Purchase Option for Homeownership (Change name to First Time Homeownership Program)	X						*			Carry forward to STWP, Annually
Cultural and Historic Resources											
2	Archive Relocation— UWG Recommendations				X		*				Completed
3	Brand residential heritage districts			X					*		Carry Forward to STWP
4	Historic City Hall Renovation		X				*				Completed
Natural Resources											
5	Green Space and Green Park Plan			X				*			Carry Forward to STWP
6	Stormwater Master Plan Update				X			*			Carry Forward to STWP
7	20 Year Evaluation of Storm Water and Stream Runoff Quality			X				*			Carry Forward to STWP
8	Eco-System Field Manual: Stormwater Training and Operation	X								*	Cancelled due to no longer being a priority for the City as a stand alone project.
9	CIP Stormwater Rehab, Repair and or Replacement				X		*				Completed
10	Shoal Creek Landfill Expansion				X			*			Carry Forward to STWP
11	CDBG 2019: Water, Wastewater, and Stormwater Improvements			X			*				Completed
12	CDBG 2020: Water, Wastewater, and Stormwater Improvements				X		*				Completed

	Work Program Activity	2019	2020	2021	2022	2023	Status				Explanation/ Comment
							Completed	Underway	Postponed	Not Accomplished/ Cancelled	
13	CDBG 2021: Water, Wastewater, and Stormwater Improvements					X	*				Completed
14	Shoal Creek WWTP Heads Works and Dewatering			X			*				Completed
15	Cabin Creek WWTP Upgrade				X		*				Completed
16	Sludge Facilities Replacement				X		*				Completed
17	Water Age Model: Cholrine Distribution	X								*	Remove
18	Dredge Heads Creek Reservoir			X						*	Remove
19	Water Master Plan Update					X	*				Completed Also carry forward to STWP to update again in 2027.
20	Wastewater Master Plan Update					X	*				Completed Also carry forward to STWP to update again in 2027.
21	Upgrade Harry Simmons WTP			X				*			Carry forward to STWP, in first 3 years only.
22	Raw Water Mains Rehab, Repair and or Replacement		X					*			Not completed. Carry forward to LRTP
23	CDBG 2022: Water, Wastewater, and Stormwater Improvements		X					*			Carry forward to STWP
	Economic Development										
24	Create a Strategic Economic Development Plan	x						*			Carry Forward

	Work Program Activity	2019	2020	2021	2022	2023	Status				Explanation/ Comment
							Completed	Underway	Postponed	Not Accomplished/ Cancelled	
25	Rehabilitation of Downtown buildings through Façade Grant Program, loans, incentives and partnerships.	X						*			Carry Forward
26	Create Business Improvement Districts and/or Community Improvement Districts in designated areas where property owners are interested.			X				*			Carry Forward
	Community Facilities and Services										
27	Nuisance Abatement Progam (Blight Elimination)	X						*			Carry forward to STWP
	Transportation										
28	Implement Pedestrian Connectivity based on Strategic Plan	X						*			Carry forward to STWP
29	Major Milling and Resurfacing Program		X					*			Carry forward to STWP
30	E. Solomon Street Intersection with Railroad Reconstruction			X				*			Carry Forward to LTWP
31	Hammond Drive and W. Poplar Street Intersection Re-alignment		X					*			Carry forward to STWP
32	Signals Upgrade				X			*			Carry Forward to LTWP
	Items highlighted in yellow indicate completion and will not be carried forward into the 2024 STWP, unless noted.										

SHORT-TERM WORK PROGRAM 2024-2028

2023 STWP	2018 ROA	Project or Activity	2024	2025	2026	2027	2028	Responsible Party - City Department	Potential Partners	Cost Estimate	Funding Source
Land Use											
1	Carried Forward	Review and redefine parking requirements for different land uses and mixes in the revised Unified Development Ordinance.	X	X				City - PL, PC, CC	PS	Staff Time	General Fund
2	Carried Forward	Revise the regulations in the Unified Development Ordinance to incentivize buried utilities, screening of utility junction boxes and context sensitive lighting poles (as appropriate) for new development.		X	X			City - PL, PC, CC	PS	Staff Time	General Fund
3		**Complete rewrite of the Unified Development Ordinance.**		X	X			City - PL, PC, CC	PS	$150,000	General Fund
4		**New Aerial Photography for GIS**		X				City	SC	$40,000	General Fund
5		**Update the Fairmont Neighborhood Redevelopment Plan**			X	X	X	City - PL	OT	$35,000	General Fund
6		**Update the Southwest Griffin Redevelopment Plan**			X	X	X	City - PL	OT	$35,000	General Fund
7		**Update the Thomaston Mills Redevelopment Plan**			X	X	X	City - PL	OT	$35,000	General Fund
Natural and Cultural Resources											
8	Carried Forward	Brand residential heritage districts	X	X	X	X		City - CM, PL	PS, NP	$50,000	General Fund; DDA
9	Carried Forward	Green Space and Green Park Plan		X	X			City - PL, PC	PS, NP, SC	To be Determined	General Fund; SPLOST
10	Carried Forward	Stormwater Master Plan Update		X	X			City - SW	PS, NP	$50,000	User Fees

2023 STWP	2018 ROA	Project or Activity	2024	2025	2026	2027	2028	Responsible Party - City Department	Potential Partners	Cost Estimate	Funding Source
11	Carried Forward	20 Year Evaluation of Storm Water and Stream Runoff Quality	X	X	X	X	X	City - SW, PS	PS, NP	Staff Time	General Fund
12	Carried Forward	Shoal Creek Landfill Expansion		X	X			City - SD, CM	PS	$500,000	Tipping Fees
13	Carried Forward	Water Master Plan Update					X	City - WW, CM	PS	$50,000	User Fees
14	Carried Forward	Wastewater Master Plan Update					X	City - WW, CM	PS, NP	$50,000	User Fees
15	Carried Forward	Upgrade Harry Simmons WTP	X	X	X			City - WW	MC, PS	$40,000,000	Bonds
16	Carried Forward	CDBG 2022: Water, Wastewater, and Stormwater Improvements	X					City - WW,SW	PS, NP	$1,500,000	User Fees, CDBG
17		**CDBG 2023: Water, Wastewater, and Stormwater Improvements**		X				City - WW,SW		$1,500,000	User Fees, CDBG
18		**CDBG 2024: Water, Wastewater, and Stormwater Improvements**			X			City -WW,SW		$1,500,000	User Fees, CDBG
19		**CDBG 2025: Water, Wastewater, and Stormwater Improvements**				X		City - WW,SW		$1,500,000	User Fees, CDBG
20		**CDBG 2026: Water, Wastewater, and Stormwater Improvements**					X	City - WW, SW		$1,500,000	User Fees, CDBG
21		**Address aging stormwater infrastructure through camera inspection and preventative maintenance**		X	X	X	X	SW		$1,500,000	User Fees
22		**Shoal Creek WWTP Upgrade to 5.0 MGD and Direct Discharge**	X	X	X	X	X	City - WW	WW, PS	$32,800,000	GEFA Loan
23		**Heads Creek Reservoir Dam Upgrade**	X	X				City - WW	WW, PS	$15,000,000	GEFA Loan

2023 STWP	2018 ROA	Project or Activity	2024	2025	2026	2027	2028	Responsible Party - City Department	Potential Partners	Cost Estimate	Funding Source
24		**Water Model Update**		X				City - WW	WW, PS, SC	Staff Time	SC
25		**Sewer Collection System Hydraulic Model Update**	X	X				City - WW	WW, PS	$150,000	User Fees
26		**Attain re-certification as a Certified Local Government for Historic Preservation.**	X	X	X			City - PL	OT	Staff Time	General Fund
Economic Development											
27	Carried Forward	Create a Strategic Economic Development Plan	X	X				City - PL, ED	CM, PS	Staff Time	General Fund
28	Carried Forward	Rehabilitation of Downtown buildings through Façade Grant Program, loans, incentives and partnerships.	X	X	X	X	X	City - PL, PC	CC, PS, ED	Staff Time	General Fund
29	Carried Forward	Create Business Improvement Districts and/or Community Improvement Districts in designated areas where property owners are interested.	X	X	X			City - PL, PC	CM, PS, ED	Staff Time	General Fund
30		**Encourage redevelopment and development of properties in and around downtown for residential and other commercial businesses that bring more people in and around downtown on a consistant basis to fully support the downtown area.**		X	X	X		City - ED		Staff Time	General Fund
31		**Address high vacancy rates, blight and absentee landlords in downtown.**	X	X	X	X	X	City - ED		Staff Time	General Fund
32		**Develop a city wide multi-use trail system throughout the City.**				X	X	City - ED, PL, PW	PS	To be Determined	General Fund, Grants, SPLOST

2023 STWP	2018 ROA	Project or Activity	2024	2025	2026	2027	2028	Responsible Party - City Department	Potential Partners	Cost Estimate	Funding Source
City Facilities and Services											
33	Carried Forward	Nuisance Abatement Progam (Blight Elimination)	X	X				City - CM, PL,	PS, NP	Staff Time	SPLOST 2016, General Fund
34		**Replace Ladder 3 Aerial Apparatus**			X			City - FD		$1,500,000	General Fund, Grant
35		**Add 2nd Police precinct**		X	X	X		City -PD	PS, NP, OT	To be Determined	General Fund
Transportation											
36	Carried Forward	Hammond Drive and W. Poplar Street Intersection Re-alignment	X	X	X			City - PL, PW	GA, PS	Staff Time	SPLOST
37	Carried Forward	Implement Pedestrian Connectivity based on Strategic Plan	X	X				City - PW, PL	PS, NP	Staff Time	General Fund
38	Carried Forward	Major Milling and Resurfacing Program	X	X				City - PW	PS	Staff Time	TSPLOST, SPLOST
39		**Complete construction of sidewalk on East College Street from Powell Avenue to Grandview Drive.**	X					City - PW	PS	To be Determined	TSPLOST, SPLOST
40		**Conduct a walkability access study to determine where sidewalks and crosswalks are needed**	X	X	X			City - PW, PL	NP, PS	Staff Time	General Fund, TSPLOST
41		**Elles Way Roadway Extension**	X	X				City - PW	PS	Staff Time	SPLOST
42		**Golf Course Bridges**	X	X				City - PW	PS	Staff Time	SPLOST
43		**State Alley & Bank Street Redevelopment**	X	X	X			City - CM, PL, PW, ED	PS	Staff Time	TSPLOST
44		**Complete construction of sidewalks on Maple Drive from Grandview to Wesley Drive**			X			City - PW	PS	To be Determined	TSPLOST, SPLOST

2023 STWP	2018 ROA	Project or Activity	2024	2025	2026	2027	2028	Responsible Party - City Department	Potential Partners	Cost Estimate	Funding Source
45		**Complete constrcution of sidewalks on Wesley Drive, Sunset Circle, Maddox Road from Sunset Circle to Etheridge Mill Road**			X	X		City - PW	PS	To be Determined	TSPLOST, SPLOST
46		**Complete construction of sidewalks on Etheridge Mill Road from Maddox Road to Zebulon Road**					X	City - PW	PS	To be Determined	TSPLOST, SPLOST
47		**E. College/ Kincaid/ Hamilton Drive Intersection Improvement**		X	X	X	X	City - PW	PS	Staff Time	TSPLOST
48		**Taylor Street Streetscape (6th street - 8th Street)**		X	X	X	X	City - PW	PS	Staff Time	TSPLOST
49		**Current Airport - Airfield Pavement Rehabilitation and Remarking**		X				City - AP	GA, OT	$2,200,000	Federal, State
50		**Begin Constrcution of New Airport**					X	City - AP	GA, OT	$98,000,000	Federal, State
Intergovernmental Coordination											
51		Revisit the existing service delivery strategy update to coordinate with Spalding County, the state, and other local governments on shared issues such as infrastructure management, transportation planning and economic development	X	X	X			City - CC, CM, PL, ED	SC, GA, OT	Staff Time	General Fund
Housing											
52	Carried Forward	Develop a Lease Purchase Option for Homeownership (Change name to First Time Homeownership Program)	x	x	x	x	x	City - CC, CM, PL	ED, NP, PS	Staff Time	General Fund
53		**Develop a home repair assistance program for low-income homeowners**		X	X			City - PL	OT	Staff Time	General Fund

2023 STWP	2018 ROA	Project or Activity	2024	2025	2026	2027	2028	Responsible Party - City Department	Potential Partners	Cost Estimate	Funding Source
54		**Develop criteria which promotes more affordable housing options**		X	X	X	X	City - PL		Staff Time	General Fund
55		**Conduct Housing Assessment Survey**		X	X			City - PL	OT	Staff Time	General Fund
Parks and Recreation											
56		**Create trail system throughout the city providing both recreation and connectivity.**		X	X	X	X	City - PW, PL	OT	To be Determined	General Fund, Grants
Broadband											
57		**Enroll in the Affordable Connectivity Program to reduce costs on internet to qualifying households**	X	X				City - IT	GA, OT	Staff Time	Telecom Enterprise / Federal
58		**Expand Griffin's fiber network to underserved areas**		X	X	X		City - IT	OT	$100,000	Telecom Enterprise
59		**Complete expansion of fiber to downtown and west Griffin**	X	X	X			City - IT	OT, PS, SC	$2,000,000	ARPA

Items in **bold** font indicate new STWP items in the 2024 Comprehensive Plan Update

LONG-TERM WORK PROGRAM

	Long Term Actions Items	Priority	Responsible Party - City Department	Potential Partners	Estimated Costs	Potential Funding Source(s)
Land Use						
1	LiDAR Aerial Photography - GIS	High	City - GIS	SC	$80,000	General Fund
2	Avoid “spot zoning” by being more consistent with zoning rulings and maintaining a detailed Land Use Plan	Medium	City - PL, PC	CC, PS	Staff Time	General Fund
3	Effectively manage growth through coordination and communication between City Leadership, staff, and the Private Sector	Medium	City - PL, PC	CC, PS	Staff Time	General Fund
4	Ensure new land uses protect the environment, preserve historical and cultural resources, and conserve meaningful open space.	High	City - PL, PC	CC, PS	Staff Time	General Fund
5	Encourage nodal development in appropriate locations and discourage "strip" development patterns where appropriate.	Medium	City - PL, PC	CC, PS	Staff Time	General Fund
6	Review decisions about rezonings for consistency with the Character Area Map and the Comprehensive Plan update to help ensure a mix of land uses, densities, and open spaces to better serve all needs of the community.	High	City - PL, PC	CC, PS	Staff Time	General Fund
Natural and Cultural Resources						
7	Raw Water Mains Rehab, Repair and or Replacement	Medium	City - PW	WW, PS	Staff Time	General Fund
8	Minimize impacts on infrastructure and environmentally sensitive areas when making land use decisions	Medium	City - PL, PC	PS	Staff Time	General Fund
9	Establish a historic preservation district to protect heritage sites and areas in the City.	Medium	City - PL, PC	PS, NP	Staff Time	General Fund, Grants
10	Discourage development in flood prone areas through zoning restrictions and fees.	Medium	City - PL, PC	PS, WW	Staff Time	General Fund
11	Research individual historic assets to see if they are eligible for the National Register of Historic Places.	Medium	City - PL, PC	PS, NP	Staff Time	General Fund, Grants

	Long Term Actions Items	Priority	Responsible Party - City Department	Potential Partners	Estimated Costs	Potential Funding Source(s)
12	Water Distribution System Rehab, Repairs and or Replacement	Medium	City - WW	WW, PS	Staff Time	Water and WW Fund
12	Sewer Collection System Rehab, Repairs, and or Replacement	Medium	City - WW	WW, PS	Staff Time	Water and WW Fund
14	Still Branch WTP Expansion (2045)	Low	City - WW	WW, PS	Staff Time	Water and WW Fund
Economic Development						
15	Provide a streamlined development review process with reliable customer service	Medium	City - CM, PL	PS	Staff Time	General Fund
16	Ensure there is sufficient infrastructure in place for businesses to develop	Medium	City - CC, PW	WW, PS	Staff Time	General Fund, SPLOST, Grants
17	Utilize tax credit programs to encourage reinvestment and create new jobs in economically distressed areas throughout the city	Medium	City - PL, PC	ED, PS	Staff Time	General Fund
18	Require new development to include sidewalks and greenspace	High	City - PL, PC	PS	Staff Time	General Fund
19	Upgrade and improve obsolete or inadequate infrastructure in designated Redevelopment Areas.	High	City - PW, WW	PS, ED, PL	Staff Time	General Fund
20	Work with the Development Authority, the Chamber of Commerce and other key business partners to foster business retention, expansion and employee recruitment.	High	City - ED, CM,	PL, PS	Staff Time	General Fund
21	Continue to ensure the UDO and zoning regulations are supportive of existing businesses	Medium	City - PL, PC	ED, PS	Staff Time	General Fund
City Facilities and Services						
22	Replace / Refurbish Station #3	Medium	City - FD	FD, OT	$5,000,000	General Fund, SPLOST
23	Add 4th Fire Station for southwest Griffin	Medium	City - FD	FD, OT	$5,000,000	General Fund, SPLOST

	Long Term Actions Items	Priority	Responsible Party - City Department	Potential Partners	Estimated Costs	Potential Funding Source(s)
24	Add 5th Fire Station - New Airport	Medium	City - FD	FD, OT	$5,000,000	General Fund, SPLOST
25	Continue to support code enforcement efforts and allocating funds for code enforcement staff, equipment and municipal court expenses	Medium	City - CM, PL	OT	Staff Time	General Fund
26	Continue working to achieve Nationally Recognized Standards for public safety	High	City - CM, PD, FD	NP, PS	Staff Time	General Fund
Transportation						
27	E. Solomon Street Intersection with Railroad Reconstruction	Medium	City - PW, PL	GA, OT	Staff Time	General Fund
28	Signals Upgrade	Medium	City - PW, PL	GA, OT	Staff Time	General Fund
29	Continue construction of New Airport		City - AP	GA, OT	$98,000,000	Federal, State
30	Construct sidewalks on Zebulon Road from Etheridge Mill to Airport Road, Hill Street form the Airport to Crescent Road and finish sidewalk on Crescent Road from Hill Street to Ashton Place	High	City - PW	GA, OT	To be Determined	SPLOST, TSPLOST
31	Track and implement transportation improvement projects needed as a result of increased commercial development	High	City - PW, PL	GA, OT	Staff Time	General Fund
32	Require traffic impact studies for developments on roadways that meet a certain threshold	High	City - PW, PL	GA, OT	Staff Time	General Fund
33	Require traffic calming measures for all new development as needed for safety measures	High	City - PW, PL	GA, OT	Staff Time	General Fund
34	Improve and maintain a transportation system that will implement a “Complete Streets” policy to increase safety, improve accessibility, and minimize detrimental environmental impacts.	High	City - PW, PL	GA, OT	Staff Time	General Fund

	Long Term Actions Items	Priority	Responsible Party - City Department	Potential Partners	Estimated Costs	Potential Funding Source(s)
35	Consider the impact on traffic flow for all new development as well as commercial and residential expansion	Medium	City - PW, PL	GA, OT	Staff Time	General Fund
36	Seek out grants such as the LMIG and other state and federal transportation funding programs to improve roads	Medium	City - PW, PL	GA, OT	Staff Time	General Fund
37	Increase connectivity of roads in neighborhoods and side streets	Medium	City - PW, PL	GA, OT	Staff Time	General Fund
38	Continue to support the renewal of TSPLOST as a critical source of funding for transportation improvements.	Medium	City - PW, PL	GA, OT	Staff Time	General Fund
Intergovernmental Cooperation						
39	Promote maximum cooperation among all public safety, emergency response and law enforcement officials, across the county to reduce duplication, speed interventions and maximize efficiencies.	Medium	City - CM, FD, PD	OT, NP	Staff Time	General Fund
40	Continue to collaborate with surrounding local governments to address blighted properties and structures.	High	City - CM, PL, CC	SC, PS	Staff Time	General Fund
41	Increase participation with regional, state, and national alliances for joint efforts for future development opportunities	Medium	City - CC, CM, PL	SC, ARC, GA	Staff Time	General Fund
42	Leverage relationships with elected officials to improve access to state and federal resources.	Medium	City - CC, CM	SC, ARC, GA	Staff Time	General Fund
Housing						
43	Continue to support developers of traditional subdivisions with careful attention to regulation, zoning and effects on adjacent property.	Medium	City - CC, PL, PC	PS, NP	Staff Time	General Fund
44	Develop and monitor policies to protect historical residential neighborhoods as much as possible	Medium	City - CC, PL, PC	PS, NP	Staff Time	General Fund

	Long Term Actions Items	Priority	Responsible Party - City Department	Potential Partners	Estimated Costs	Potential Funding Source(s)
45	Encourage infill residential development that fits within the existing neighborhood context and character.	Medium	City - CC, PL, PC	PS, NP	Staff Time	General Fund
46	Continue to encourage the rehabilitation or removal of substandard homes in the city	High	City - CC, PL, PC	PS, NP	Staff Time	General Fund, Grants
47	Ensure there are strong design standards to maintain a quality reputation as with new development	High	City - CC, PL, PC	PS, NP	Staff Time	General Fund
Parks and Recreation						
48	Encourage parks and/or open space during the planning of new commercial and industrial development.	Medium	City - PL, PC	SC, PS, OT	Staff Time	General Fund
49	Look at innovative public private partnerships to help improve parks throughout the city	Medium	City - PL, PC	SC, PS, OT	Staff Time	General Fund
50	Partner with local nonprofits and other entities to create more outdoor recreational activities at local lakes and other features	Low	City - PL, PC	SC, PS, OT	Staff Time	General Fund
Broadband						
51	Continue to expand fiber internet to households as well as extend the network to control/monitor City and County owned assets such as water towers, public safety, electric systems and automatic metering systems.	High	City- PW, EL, WW, IT	GA, OT, SC	$1,000,000	Federal, General Fund, Enterprise funds
52	Document any major telecommunication outages, and use such documentation to engage providers, GPSC and policy-makers at the local, state, and national level for corrective action	High	City - IT	GA, OT	Staff Time	Enterprise funds

COMMUNITY WORK PROGRAM TABLE KEY

Responsible Parties and Partners	Projected Timelines
CC - City Commission **CM** - City Manager **CA** - City Attorney **PL** - Planning and Development Department **FI** - Finance Department **PW** - Public Works **SW** - Stormwater **WW** - Water and Wastewater Department **PC** - Planning Commission **PD** - Police Department **FD** - Fire Department **IT** - Information Technology Department **GIS** - Geographic Information Systems Department **SD** - Solid Waste Department **ED** - Economic Development **EL** - Electric Department **AP** - Airport Department **GA** - State of Georgia **PS** - Private Sector **SC** - Spalding County **NP** - Nonprofits **OT** - Others	**Short Term:** 1-3 Years **Intermediate Term:** 3-5 Years **Long Term:** 5 Years + **Ongoing**

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider an agreement with ADS Environmental Services, Sole Source, in the amount of $121,728.00 for a 12-month sewer monitoring program. *Director of Watershed Management, Brandon Lewis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

This agreement is for the second year of sewer flow monitoring with ADS. The scope is being reduced from 28 flow monitors and 3 electronic rain gauges to 15 flow monitors and 1 rain gauge. ADS will provide full service for the study which includes: mobilization, installation, maintenance, data management, and analysis. The study will provide detailed data that will be used to plan and prioritize future sewer rehabilitation projects aimed at mitigation of rainfall derived Inflow and Infiltration sources specifically within the Potato Creek and Cabin Creek sewer basins

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

FY24 budgeted funds in the amount of $400,000.00. This agreement is for $121,728.00.

Submitted By:
Brandon Lewis

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
FY24 Sole Source ADS.pdf
ADS Contract with AJW signature.pdf

CITY OF GRIFFIN
FY24 SOLE BRAND/SOLE SOURCE/ SINGLE SOURCE JUSTIFICATION

Request Type and Details (select one)

○ **Sole Brand*** – The item(s) requested have unique performance features (branded) not found in other items but is available on the open market from multiple sources. OEM repair parts are considered sole brand and possibly sole source.

◉ **Sole Source** – The item(s) requested has necessary features and **only one** supplier is capable of satisfying the requirements. A situation where a manufacturer has only one authorized distributor would be classified as sole source, such as parts only available from the manufacturer. Sole source justifications must be re-submitted annually.

○ **Single Source** – The procurement is very similar in nature to Sole Source, although two or more suppliers can satisfy the requirements. The department has 'substantial reasons' for selecting one supplier. A good example would be an IT department buying standardized equipment from a single source for increased warranties and volume discounts or repair from a single authorized repair source.

Provide a description and identify the make/model of the item and quantity	Sewer flow monitoring

Detail the research that has been done to qualify this for selected method of procurement:

This service is recommended from our consulting engineers for sewer rehabilitation planning.

Supplier/Source Name/Address:	**ADS Environmental Services/503 Commerce Park Dr SE, Suite B Marietta, GA 30060**		
Supplier/Source Contact:	**Patrick D. Wooton**	**Phone:**	**470-825-0157**

Scope of Work: Provide description of purpose for the request and what other comparable options have evaluated. (Include brand name, model, and vendor name). Can the request be modified to allow for competition?

Full service sewer flow monitoring using 28 Triton flow monitors and 3 rain gauges. Access to cloud service for data and reporting for 12 months. Service includes engineering analysis and QAQC of data collected.

Is this a 1-time procurement? Estimated expenditure- one-time $121,728.00 OR - annual spend

Exclusive Capability: Provide a detailed description of the goods/services needed and the proposed source's unique capabilities and/or performance of work and why this is the only source.

ADS is the owner and sole provider of this proprietary sewer flow monitoring with full service for installation and data collection.

Requestor Information

I hereby certify the validity of the information and feel confident this justification for sole brand / sole source meets the criteria and would withstand a vendor protest or an audit .

Date of Request:	11/20/2023	Requestor:	Brandon Lewis		
Department:	Water and Wasetewate	Dept Accting Code:	505-4340-52-1300	Phone:	770-229-6424

Purchasing Use Only ⇓				**Finance Approval:**	
Comment:					
Date Processed:		Date Posted to GPR:		Solicitation #:	
Outcome:					
Awarded Sole Source:		Issued PO/Contract:		Competitive Bid:	Protests:

* Sole Brands are specific items that may be available on the open market from multiple dealers. Sole BRAND purchases may possibly be treated as a single source if properly justified. Standardization throughout the City (i.e. Dell technology purchased direct from Dell for volume discounts and Ford fleet vehicles purchased from Speedway for warranty and other reasons) would be examples of sole brands treated as single sources.

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17 October 2023

Mr. Brandon M. Lewis
Director of Watershed Management
City of Griffin
100 S. Hill Street
Griffin, GA 30223
Phone: (770) 229-6424
Fax: (678) 692-0392
Cell: (706) 831-4074
Email: blewis@cityofgriffin.com

Re: **Budgetary Proposal for 6-Months of Flow Monitoring with 15 Triton+ flow monitors and 1 RainAlert III rain gauge for the City of Griffin**

Dear Mr. Lewis:

ADS Environmental Services is pleased to provide you with the following proposal and pricing for your review. The scope of this proposal includes ADS providing full service and maintenance of fifteen (15) Triton^{+} flow monitors and one (1) Rain Alert III rain gauge for a duration of six (6) months. The scope also includes cellular communication and access to the ADS PRISM software with alarming and the blockage PREDICT application along with the submittal of a final I/I report at the conclusion of the basin monitoring period. At the conclusion of the project, ADS will remove the monitors from the manholes at the direction of the City of Griffin. The City of Griffin will own all the data collected during the monitoring period of this project. There is an option for monthly monitoring extensions as part of this proposal.

Of the 15 flow monitors, the flow monitor scope consists of thirteen (13) flow monitors which were installed during the previous year under the twelve-month contract and will remain in the existing Potato Creek basin. The additional two (2) flow monitors are already installed and located in the Shoal Creek basin. The one rain gauge will be located in the Potato Creek basin. If you have any questions regarding this proposal, please do not hesitate to call me at (470) 825-0157.

Sincerely,

Patrick D. Wootton, P.E.
Business Development Manager
ADS Environmental Services
pwootton@idexcorp.com

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ADS Environmental Services ("ADS") will conduct full service and maintenance for six (6) months with fifteen (15) Triton+ flow monitors and one (1) Rain Alert III rain gauge in the sanitary collection system for City of Griffin, Georgia ("Client").

The field work will be performed by ADS crews and will be conducted in phases as set forth below:

Existing Monitors in Place.

1) **Equipment**. ADS will utilize the ADS Triton+ flow monitors and ADS Rain Alert III rain gauge during the course of this project. A typical flow monitor installation will include sensors that will be mounted in the pipe and a monitor hung near the manhole cover; the sensors will measure flow velocity, ultrasonic depth and a redundant pressure depth will also be used to provide redundancy and surcharge height levels should they occur.

2) **Monitor Activation**. The monitors are activated and set to take readings at 15-minute intervals. During the project, should confirmations be needed for flow monitors, field crews will take manual depth readings with a measuring device and velocity readings (if installing a flow meter) with a portable, instantaneous velocity meter in order to confirm the monitor is collecting accurate data based on the actual hydraulic conditions at each location. Should pump station influence be evident in the data, the monitor may be switched to a 5-minute sample rate at your direction. This will enable the measurement of the peaks and mins of the pumping cycle.

Flow Monitoring

3) **Flow Monitoring**. Once the monitors are installed and verified to be in working order, ADS will monitor the flow and rainfall for a period of six (6) months ("monitoring period").

4) **Data Collection and Equipment Maintenance for the ADS Triton+ flow monitors**. Data will be collected nightly by ADS' PRISM web-based application. An ADS Data Analyst will review the data at least twice per week for quality control and issue work orders for ADS Field Crews to perform maintenance and site confirmations as necessary to maximize data uptime and accuracy. ADS is an ISO 9001 certified company and follows proprietary internal quality procedures for all fieldwork. This includes cleaning depth and velocity sensors, confirmations as scheduled, and checking an installation to make sure that the ring is secure in the pipe.

5) **Demobilization/Relocation**. ADS will continue data collection and review until the end of the monitoring period. Once authorized, crews will immediately begin removing the monitors and rain gauges, if and when directed to do so by the City of Griffin. At this point, ADS Field Services personnel can install the flow monitors and/or rain gauges in the next locations, or basins, based upon the direction of the City of Griffin.

6) **PRISM Data Access** PRISM is a dynamic real time web-based hosting system which communicates directly with the ADS flow monitors, level monitors, and rain gauges. PRISM will collect each location every night for use by an authorized user via a standard web browser,

username and password as soon as it's collected. Because of this, data is less than 24 hours old at any given time and can be refreshed to current conditions from the user interface. From the interface an authorized user can at the push of a "button" see the latest readings taken by a monitor, data logger, or rain gauge. This data is then readily available for use in custom analysis including user configurable hydrographs, scattergraphs, tables and data exports to the user's computer in various formats for manipulation and display. PRISM can provide near real time "self-service" data and data downloads with a password without ADS' involvement.

PRISM is easy to use; it uses a GIS map- based system very similar to Google Maps® for site access and data viewing. Flow, level and rain intensity alarms can also be configured to trigger at predetermined values to alert designated personnel of changing conditions at flow monitoring or rain gauging sites. These alarms are sent out via text or email so that personnel do not have to be logged into the system to receive them.

The client specific database hosted on PRISM will include date, time, flow depth, velocity, and quantity at 5- or 15-minute intervals. Flow depth will be reported to the nearest 0.01 inch. Flow velocity will be reported to the nearest 0.01 feet/second. Flow quantities will be reported to the nearest 0.001 million gallons per day. Raw and Finalized data will be available on PRISM.

The PRISM interactive export features allows the capability to select data entities from various time periods and locations in order to suit whatever analysis the authorized user may wish to undertake.

- **Hydrographs and Scattergraphs -** Hydrographs are graphical representations of the data (depth, velocity, flow rate, rain total) over time. Scattergraphs show the relationship between two data entities graphically. User-configurable interactive graphical representations will be accessible through the PRISM, allowing the engineer to evaluate at a glance the performance of the monitor and the hydraulic performance of the collection system at that point.

- **Tabular Summary-** User-configurable interactive tabular summaries of data are accessible on PRISM. A table can be configured to present 5- or 15-minute data (depth, velocity, flow, rain) throughout each day.

- **blockage PREDICT™** app - combines machine learning and predictive analytics to predict developing sewer blockages with sufficient advance notice to plan a proactive response with the right resources at the right time to prevent an overflow well before it occurs.

Final Report & PRISM Data Delivery

7) **Data Delivery and Final Report**. ADS will provide a Final Electronic version I/I Report to the Engineer within 90 days of the end of the monitoring period (and any approved extensions). The Final Report will present a summary of all field and office activities, results of analyses,

supporting data and documentation, conclusions, and recommendations. The data deliverables will include:

- Final flow data in electronic format (hydrographs including Rain, Velocity, Depth, Qfinal)
- Finalized site reports for monitored manholes
- A Technical Memorandum that discusses field data collection (including all field installation forms) and RDII analysis

The report will summarize findings in tabular, graphical, and narrative formats. Design storm curves (Q:I) will be developed to enable the Engineer to predict peak flow conditions based on design storms. Additional technical information to be provided includes the following:

- Hydrographs indicating the dry weather and wet weather flow rates
- Gross Dry and Wet Weather Flow Rates and Peaking Factors
- Dry and Wet Weather Depth to Diameter Ratios
- Priority ranking of the basins, based on I/I.
- Design storm peak inflow rates represented on logarithmic scales based on non-surcharging rains
- Rainfall totals of all recorded rain events. Rainfall Depth Duration Frequency (DDF) Graph.
- Wet Weather Analysis with rain fall. RDII (Rain Dependent Infiltration/Inflow).

Client's assistance requested:

ADS requests the following items from the Client in connection with this Project:

1) Provide a map of the sanitary sewer collection system and connections if relocation of exiting monitors, or new installation, is required

2) Provide assistance with locating and access to manholes, pump stations, or other locations necessary for the completion of the flow monitoring and analysis described herein

3) Assist ADS in securing access to the sites of work with sufficient area for placement of personnel and equipment, including all right-of-way and ramps, if required.

4) Provide an onsite representative that can approve the installation or relocation of a flow monitoring site once the site has been investigated by ADS field crews

5) Provide all permits and police escorts if and as required.

6) For installation, clean selected sites to minimize hydraulic deficiencies.

7) Provide any information concerning bypasses, overflows, base flows, critical surcharge areas, and maintenance habits as needed

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Pricing Scope: Scope includes full service and maintenance on 15 Triton+ Flow Monitors and 1 Rain Alert III Rain Gauge by ADS Field Service Personnel for 6-months; access to PRISM data software, cellular communication, and blockage PREDICT application; and deliverable to the City of Griffin is final I/I Report and finalized data at the conclusion of the monitoring period.

	DESCRIPTION	Qty	Unit	Price	Subtotal
1.	Full Service and Maintenance / Flow Monitors, to be performed by ADS Field Services team using ADS equipment; Includes wireless communication sim cards and PRISM access along with blockage PREDICT application. Deliverable is final an I/I report for this flow monitoring period and finalized data. (15 monitors x 6 months = 90 monitor-months)	**90**	**Monitor-months**	**$1,283.00**	**$115,470.00**
2.	Full Service and Maintenance / Rain Gauge, to be performed by ADS Field Services team using ADS equipment ; Includes wireless communication sim cards and PRISM access. Deliverable is final I/I report for each flow monitoring period. A maximum of four I/I reports during this two-year monitoring period. (1 monitors x 6 months = 6 monitor-months)	**6**	**Monitor-months**	**$643.00**	**$3,858.00**
3.	PRISM Software Access; Includes software initial setup, hosting, and access with alarming and blockage PREDICT application. (16 monitors x 6 months = 96 monitor-months)	**96**	**Monitor-months**	**$25.00**	**$2,400.00**
				TOTAL	**$121,728.00**
	Additional Relocations/Installation				
1.	Flow Monitoring Monthly Extensions; Includes full service and maintenance of flow monitors and rain gauge; Includes PRISM software access with alarming and Blockage PREDICT application	**TBD**	**Month**	**$18,766.00**	**TBD**
1.	Flow Monitor relocation; Includes removal from previous site, relocation and installation at new	**TBD**	**Each**	**$1,225.00**	**TBD**

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	site determined by the City of Griffin, and startup of monitor and communication				
2.	Rain Gauge relocation; Includes removal from previous site, relocation and installation at new site determined by the City of Griffin, and startup of gauge and communication	**TBD**	**Each**	**$612.00**	**TBD**

Pricing assumptions for Options:

- Standard ADS field and safety procedures, no police details
- No special fees/taxes
- This pricing does not include any Performance Bond or special insurance that is not ordinarily carried by ADS LLC
- No MBE/WBE requirements
- Does not include ADS field training or field support beyond what is provided in this proposal.
- Additional field training/support or software training can be priced upon request.
- Valid for 60 days from the date of this proposal.
- Special permits, if required, will be the responsibility of the client

Accepted by:

Client Name:

Signature: _____

Printed Name: Douglas S. Hollberg

Title: Mayor

Date: _____

ADS LLC:

Signature: Bobby J Pickett Jr

Printed Name: Bobby Pickett

Title: Finance Manager

Date: Nov 21, 2023

Acceptance of this proposal is subject to the acceptance of ADS' Standard Terms and Conditions of Service.

Attest: _____
Jessica W. O'Connor, Secretary

Approved as to Form:

Andrew J. Whalen, III
Andrew J. Whalen III

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PHONE: 470-825-0157

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ADS LLC
EQUIPMENT AND/OR PROFESSIONAL OR TECHNICAL SERVICES AGREEMENT

The Parties named below hereby agree to be bound to the following terms and conditions and in accordance with the Exhibits attached to and incorporated herein to this Agreement.

ADS LLC: 340 The Bridge Street, Suite 204, Huntsville, Alabama 35806

By: Bobby J Pickett Jr Printed Name: Bobby Pickett

Title: Finance Manager Date: Nov 21, 2023

CLIENT: City of Griffin -- Attn: Director of Water/Wastewater

Address: 100 S. Hill St., P.O. Box T, Griffin, GA 30224

By: _____ Printed Name: Douglas S. Hollberg

Title: Mayor Date: _____

NOW THEREFORE, the Parties, agreeing to be legally bound, hereby agree as follows:

ARTICLE 1 –RESPONSIBILITIES OF THE PARTIES

1.01 ADS

A. ADS shall provide the Services set forth herein and in the ADS Proposal dated 17 October 2023 attached hereto and incorporated herein as Exhibit A.

B. The standard of care for all services performed or furnished by ADS under this Agreement will be the care and skill ordinarily used by members of ADS' profession practicing under similar circumstances at the same time and in the same locality. ADS makes no warranties, express or implied, under this Agreement or otherwise, in connection with ADS' services, except as provided in section 4.03.

1.02 Client

A. Client shall have the responsibilities set forth herein and in Exhibit A.

1.03 Orders and Specifications

A. All orders placed with ADS for equipment must be in writing, signed, contain definitive prices, delivery dates, quantities and complete descriptions of products being purchased. Specifications applicable to items sold hereunder shall be those furnished by ADS, or those furnished by Client and agreed to in writing by ADS.

ARTICLE 2 - PRICING, PAYMENT AND INVOICES

2.01 Pricing

A. Price quotations, unless otherwise stated, shall automatically expire thirty (30) days from the date issued and may be cancelled or amended within said period upon written notice to Buyer.

2.02 Payment

A. Client shall pay ADS in accordance with the schedule set forth in Exhibit A.

2.03 Invoices

1. A. Invoices will be prepared in accordance with ADS' standard invoicing practices, unless otherwise stated in Exhibit A. Invoices are due and payable within thirty (30) days after the date they are issued by ADS. If Client fails to make any payment due ADS for services and/or reimbursable expenses within thirty (30) days after issuance of ADS' invoice, the amounts due ADS will be increased at the rate of one and one-half percent (1.5%) per month (or the maximum rate of interest permitted by law) from said thirtieth day. ADS reserves the right to establish and/or change the credit and payment terms extended to Client, including but not limited to requiring pre-payment or Irrevocable Letter of Credit, when in ADS' sole opinion Client's financial condition or previous payment record warrants such action. Furthermore, on delinquent accounts, ADS may divert shipments or reschedule deliveries

of products on unfilled orders. All invoices shall be payable in U.S. Funds, drawn on a U.S. Bank. For sales outside of the United States, payment shall be at sight of shipping documents against an Irrevocable Letter of Credit which is satisfactory to ADS in its sole discretion.

ARTICLE 3 – TERMINATION

3.01 Termination

A. *For Cause*

1. The obligation to provide further services under this Agreement may be terminated by either party for cause upon thirty (30) days written notice in the event of a substantial failure by either party to perform in accordance with the terms of this Agreement through no fault of the terminating party. Notwithstanding the foregoing, this Agreement will not terminate as a result of such substantial failure if the Party receiving such notice begins, within seven (7) days of receipt of such notice, to correct its failure to perform and proceeds diligently to cure such failure within no more than thirty (30) days of receipt thereof.

2. In the event of termination by ADS for cause, ADS will be entitled to invoice Client and will be paid for all services rendered and all reimbursable expenses incurred through the effective date of termination.

B. *For Convenience*

1. Either party may terminate this Agreement for its convenience upon sixty (60) days written notice to the other party. If this Agreement is terminated by the Client for its convenience, ADS shall be paid a reasonable amount for expenses directly attributable to termination, both before and after the effective date of termination, including, but not limited to demobilization expenses and costs associated with terminating subcontract agreements.

ARTICLE 4 - GENERAL CONSIDERATIONS

4.01 Remedies

A. In the event (a) Client defaults in the payment of any monies due to ADS hereunder beyond the tenth (10th) day after the same is due or (b) Client files or suffers a petition of bankruptcy or insolvency or for reorganization or for the appointment of a receiver or trustee or makes an assignment for the benefit of creditors or enters into an arrangement with creditors and Client fails to secure a discharge thereof within thirty (30) days, then in any such event ADS may at its option do any or all of the following: (i) collect from Client a service charge on all monies due; (ii) terminate the sale; (iii) whether or not this sale is terminated, take immediate possession of any or all of the equipment wherever situated and for such purpose enter upon any premises without liability for so doing; and (iv) sell, dispose of, hold, use or lease all or any of the equipment as ADS in its sole discretion may decide without any duty or account to Client. Client shall in any event remain fully liable for damages as provided by law and for all costs and expenses incurred by ADS on account of such default including all court costs and reasonable attorney's fees. The rights afforded ADS under this paragraph shall not be deemed to be exclusive but shall be in addition to the rights or remedies provided by law.

4.02 Delivery, Title and Risk of Loss

A. Title and risk of loss of items sold hereunder shall pass to the Client upon delivery of the items by ADS to a public carrier (FOB shipping point). In no event shall ADS be liable for any delay in delivery or assume any liability in connection with shipment, nor shall the carrier be deemed an agent of ADS. Insurance associated with goods during transit shall be Client's responsibility. All products shall be deemed accepted upon Client's confirmation or within three (3) days of date of delivery, whichever occurs first.

4.03 Warranty, Returns, Alterations to Equipment

A. All new products manufactured by ADS will be free from defects in material and workmanship for up to one (1) year following the date of shipment from ADS. Any unauthorized repair or replacement, use, installation or incorporation of unauthorized parts or accessories, including without limitation opening up a monitor, will void this product warranty. Any repair or replacement will be covered by this new product warranty for ninety (90) days from the date that such repaired or replaced product is shipped from ADS. This warranty is available to the Client as the original purchaser of the product and only if it has been installed, operated, and maintained in accordance with ADS' standards. This warranty does not apply to damage by catastrophes of nature, fire, explosion, acts of God (including, but not limited to, lightning damage and power surges), accidents, improper use or service, damage during transportation, or other similar causes beyond ADS' control. ADS expressly disclaims any and all implied warranties, including, but not limited to any warranty for fitness for a particular purpose.

B. To the extent allowed by law, ADS hereby expressly excludes any warranty for design defect. While products manufactured by ADS are designed and manufactured to meet published specifications, ADS may from time to time improve products currently in the market. However, purchased hardware manufactured to a previous design will be replaced or upgraded at ADS' discretion.

C. Authorization must be obtained from ADS prior to return of any items, including those for repair. Client's right to repair or replacement is governed by the items in this Article 4. Issuance of credit for returned items shall be made at ADS' discretion upon Client's request. All returns accepted by ADS may be subject to a restocking fee.

D. It is understood and agreed that any modification or alteration to purchased equipment by Client, other than that

specifically authorized by this Agreement or by ADS, shall VOID AND NULLIFY, in its entirety, all warranty conditions as set forth herein.

4.04 Use of Documents

A. If required, ADS shall provide Client with a printed hard copy of the deliverable agreed upon in Exhibit A. All other deliverables shall be in the appropriate electronic media format.

B. Client agrees that it will perform acceptance tests or procedures on electronic files within thirty (30) days of receipt of same, after which the Client shall be deemed to have accepted the data thus transferred. Any errors detected within the thirty (30)-day acceptance period will be corrected by ADS.

C. Any reuse or modification of the Documents without written verification or adaptation by ADS, as appropriate for the specific purpose intended, will be at Client's sole risk and without liability or legal exposure to ADS or to ADS' Subcontractors. Client shall indemnify and hold harmless ADS and ADS' Subcontractors from all claims, damages, losses, and expenses, including attorneys' fees arising out of such use.

4.05 Changes, Modifications and/or Amendments

A. All changes, modifications and/or amendments to this Agreement or Exhibit A hereto shall be made in writing and shall be signed by both Parties.

4.06 Insurance

A. During the term of this Agreement, ADS shall at all times procure and maintain at a minimum the following insurance coverage:

General Liability $1,000,000 CSL and annual aggregate
Automobile Liability $1,000,000 CSL and annual aggregate
Workers Compensation as required by statute

ADS will provide Evidence of Insurance upon request.

4.07 Controlling Law, Venue and Dispute Resolution

A. The Parties shall endeavor to resolve any disputes through informal negotiations between the Parties. If the dispute cannot be resolved within sixty (60) days after first notice of the dispute, for sales within the United States, the Parties agree that the dispute may be submitted to the court of competent jurisdiction in the county in which the work under this Agreement was performed, or in an alternative location upon agreement of the Parties. For sales outside of the United States the validity, construction, and performance of this Agreement shall be governed by the laws of the State of Alabama without regard to conflicts of laws, rules or principles. Venue shall be in the Circuit Court of Madison County, Alabama. The United Nations Convention on Contracts for the International Sales of Goods is hereby expressly excluded from application to this Agreement.

B. THE PARTIES HERETO EACH HEREBY KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVE THE RIGHT EACH MAY HAVE TO A TRIAL BY JURY WITH RESPECT TO ANY LITIGATION BASED HEREON, OR ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS AGREEMENT OR ANY COURSE OF CONDUCT, COURSE OF DEALING, STATEMENT (WHETHER ORAL OR WRITTEN) OR ACTIONS OF EITHER PARTY TO THIS AGREEMENT.

C. In the event of any dispute and/or legal action arising from an interpretation and/or the performance of any of the provisions of this Agreement, the Parties hereby agree that the prevailing Party shall be awarded reasonable attorney's fees and costs, including but not limited to, the cost of paralegals, accountants and attorney's fees and costs of appellate proceedings, if applicable.

4.08 Export Compliance

A. Client shall be prohibited from re-selling, exporting and/or re-exporting the products purchased hereunder without the written consent of ADS. If Client should re-sell, export or re-export said products, Client must comply with all applicable export regulations, export licensing requirements and the U.S. Foreign Corrupt Practices Act, 15 USC §§78dd1 through 78dd3, as amended.

4.09 Government Indemnity

A. Purchase Orders placed hereunder containing a notation that the material is intended for use under a government contract shall be subject to the then current Government provisions referenced thereon in attachments thereto. However, prior to Client responding to a bid or RFP, Client bid response or proposal to RFP will be submitted to ADS and all clauses and regulatory requirements required to "flow-down" to subcontractors from a U.S. Government prime contract shall be reviewed, noted as to acceptance or rejection of clauses and mutually agreed to in writing by Client and ADS on an individual basis.

4.10 Successors, Assigns, and Beneficiaries

A. Neither party shall assign this Agreement without the prior written consent of the other, which shall not be unreasonably withheld, except that without securing such prior consent either party shall have the right to assign this Agreement, and all obligations hereunder, to any successor by way of merger or consolidation or the acquisition of all or substantially all of the business and assets of the party relating to the subject matter of these terms. This right shall be retained provided that such successor shall expressly assume all of the obligations and liabilities of the assigning party under the Agreement. Any assignment in violation of this paragraph shall be void. The terms and conditions of this Agreement shall be binding upon and enforceable by the successor and permanent assign of the assigning party.

B. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Client and ADS and not for the benefit of any other third Party.

4.11 Limitation of Liability

A. TO THE EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL ADS, OR ANY OF ITS AFFILIATES, DIRECTORS, EMPLOYEES, AGENTS OR PARENT COROPRATIONS, BE LIABLE TO ANY PERSON, FIRM OR ENTITY, INCLUDING, BUT NOT LIMITED TO CLIENT, FOR ANY INDIRECT, PUNITIVE, EXEMPLARY, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOST PROFITS, BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE AND/OR LOST SAVINGS, EVEN IF CLIENT HAS BEEN ADVISED OF THEIR POSSIBLE EXISTENCE OR IF SAME WERE REASONABLY FORESEEABLE. ANY ACTION FOR BREACH OF CONTRACT MUST BE COMMENCED WITHIN ONE (1) YEAR AFTER THE CAUSE OF ACTIONHAS ACCRUED.

4.12 Force Majeure

A. Neither Client nor ADS shall hold the other responsible for damages or delays in performance caused by Force Majeure or other events beyond the control of the other Party which could not reasonably have been anticipated or prevented. Force Majeure shall include, but not be limited to, unusually severe weather, floods, power outages, epidemics, war, acts of terrorism, riots, strikes, lockouts, exercise of police power, condemnation or eminent domain. The foregoing shall not give rise to any claims or damages or be considered a waiver by either Party of the obligations of this Agreement.

4.13 Acceptance Testing

A. The successful execution of the ADS standard test procedures for final test and checkout shall constitute Client acceptance testing of all products under this Agreement. Client may witness ADS-manufactured equipment acceptance testing on a non-interference basis upon thirty (30) days advance written request to ADS.

4.14 Engineering Changes

A. ADS reserves the right to make progress and design changes in standard product items ordered without prior approval or notification to Client.

4.15 Cancellation

A. ADS may at its option, cancel an order in the event, (a) Client's payments are in default or Client breaches any material provision hereto; (b) substantial changes in raw materials occur; (c) causes beyond ADS' reasonable control as specified in Article 4.08 (Force Majeure); (d) Client becomes insolvent or a petition of bankruptcy is filed.

4.16 Taxes

A. Client shall be responsible for payment of all applicable sales, use or other taxes whether local, state, or federal, which are chargeable in connection with the sale of the items hereunder unless specifically provided for otherwise in writing.

4.17 Confidentiality and Non-disclosure

A. Both Parties acknowledge that, in the course of performing this Agreement, certain employees, agents or representatives may be exposed to or acquire information which is proprietary or confidential. Such proprietary and confidential information may include without limitation information related to research, development, designs, plans, reports, investigations, materials, data, pricing, trade secrets, customer lists, salaries, or business information ("Confidential and Proprietary Information"). The parties acknowledge that certain public records they deem to be "proprietary" or "confidential" may not conform to statutory definitions of such terms as used in pertinent statutes.

B. Except to the extent required by law, expressly including the Georgia Open Records Act, both Parties agree to hold each other's Proprietary and Confidential Information in strict confidence and not to make each other's Proprietary and Confidential Information available in any form to any third party or to use each other's Proprietary and Confidential Information for any other purpose than for the performance of work under the implementation of this Agreement.

4.18 EEO Statement

A. It is the policy of ADS to recruit, hire, train, compensate, promote, discipline, and otherwise treat its employees and applicants without regard or consideration for the individual's race, color, religious creed, sex, age, national origin, ancestry, mental or physical disability, marital status, citizenship status or any other reason prohibited by law. In addition, ADS is committed to fully complying with all applicable laws and regulations regarding the Americans with Disabilities Act of 1990, Title VII of the Civil Rights Act, and the Vietnam Era Veterans Readjustment Assistance Act and applicable Federal, State, and Local regulations. ADS also provides equal employment opportunity in all employment practices to qualified applicants and employees without regard to disability.

4.19 Notices

A. Any notice required under this Agreement shall be in writing, addressed to the appropriate Party at its address on the signature page and given personally, by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.

503 Commerce Park Dr SE ➤ Suite B ➤ Marietta, Georgia 30060
PHONE: 470-825-0157

www.adsenv.com

A DIVISION OF ADS LLC

4.20 Survival

A. All express representations, indemnifications, limitations of liability, and assurances of confidentiality included in this Agreement shall survive its completion or termination for any reason.

4.21 Severability

A. Any provision or part of this Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Client and ADS, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

4.22 Waiver

A. Non-enforcement of any provision by either Party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

4.23 Headings

A. The headings used in this Agreement are for general reference only and do not have special significance.

4.24 Entire Agreement

A. This Agreement constitutes the entire agreement between the Parties and exclusive statement of the terms between the Parties with respect to equipment sold and services to be performed hereunder. The Exhibits referenced in this Agreement and the specifications and drawings referenced therein are a part of this Agreement with the same force and effect as if fully set forth herein. No alteration, modification, or amendment of any of the provisions hereof shall be binding unless in writing and signed by duly Authorized Representatives of the Parties. In the event of an inconsistency between the terms, conditions, and provision of this Agreement and those of Client's purchase order, then in accordance with the usage of trade, Client's assent to the terms and conditions herein shall be conclusively presumed from Client's failure to reasonably object in writing and from Client's acceptance of all or any part of the material and/or services ordered.

Exhibit A

PROPOSAL

ADS proposal dated 17 October 2023 containing the agreed upon Scope of Work, Compensation and Party Responsibilities is attached hereto and incorporated as if fully set forth herein.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the purchase of 311 65-gallon recycling carts and 400 96-gallon trash carts in the amount of $37,144.35 from Toter, lowest quote. *Director of Solid Waste Todd Ennis, will address* .

SPECIAL CONSIDERATIONS OR CONCERNS:

The purchase of the carts was budgeted and approved for FY24. These carts are requested to provide and replace unrepairable carts to new and existing customers.

STAFF RECOMMENDATION:

Staff recommends approval

FINANCIAL IMPACT:

FY24 budgeted funds in Solid Waste Residential Collections Small Equipment is $70,500.00.

Submitted By:
Todd Ennis

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
PO Carts.pdf
Toter Quote.pdf
American Made Quote.pdf
RPC Quote.pdf

Griffin
Growing TOGETHER

SH 11/29/23

City of Griffin, Georgia
100 S Hill Street
P O Box T
Griffin, Georgia 30224
(770) 229-6401

DATE: 11/28/23

FY24 Purchase Order No.

Bid/Quote No. WQ-10293604

Vendor No.

Vendor Name & Address

TOTER
GARY STIGNANI
841 MEACHAM RD
STATESVILLE,NC 28677
gstignani@wastequip.com
Ph: 800-424-0422 Fax: 833-930-1124

Per Georgia State Code 48.8, the City of Griffin is tax exempt from sales and use tax.

Deliver to:

City of Griffin
SOLID WASTE DEPARTMENT
236 EMLET DRIVE
Griffin, GA 30223

ATTN: TODD ENNIS
Phone: 678-603-3852 Fax: 770-229-6627

Freight is FOB Destination Deliveries are accepted between the hours of 8:00 a.m. and 4 p.m.

Submit APPROVED packing slips to Accounts Payable. Highlight PO# & account distribution. Note any changes or additional accounts.

*Terms: Net 30 unless otherwise specified on PO

- - ANY CHANGE ORDERS TO ANY PO OR WORK ORDERS MUST BE AUTHORIZED IN WRITING AND APPROVED. ALL INVOICES SUBMITTED FOR PAYMENT MUST REFERENCE A VALID PURCHASE ORDER NUMBER. - -

- VENDORS MUST HAVE A CURRENT REGISTRATION ON FILE PRIOR TO PO PROCESSING - On File? Y/N **Y**

Description	Account Number	Quantity	UOM	Unit Price	Extended Totals
64 GALLON TRASH CART (BLUE) ✓	540 4521 - 53 - 1600 - 0000	311	EA	46.850	14,570.35
96 GALLON TRASH CART (GREEN) ✓	540 4521 - 53 - 1600 - 0000	400	EA	51.750	20,700.00
SHIPPING ✓	540 4521 - 53 - 1600 - 0000	1	EA	1,874.000	1,874.00
	- - - -				
	- - - -				
CAPITAL PROJECT #:	- - - -	*enter debit/credit amounts in*			
(DISTRIBUTION & $$)	- - - -	*the extended totals column*			

11-29-2023

Totals: $ 37,144.35

COMMENTS:
3 quotes Attached.

✓ 11/30/23

FY24 Purchase Order

COG USE ONLY

COG USE ONLY

PRICING METHOD:

Verbal / Phone
X Email/Mail/Fax
Bid / RFP #

Dept / Requestor / Date: Solid Waste Todd Ennis 11/28/2023

Department Mgr / Date: Todd Ennis 11/28/2023

Purchasing / Date: Amanda Carmichael 12/1/23

Finance Director / Date

Copy emailed to Supplier
Supplier Notified

City Manager / Date

BOARD / Date

TERMS AND CONDITIONS OF PO / CONTRACT

ARTICLE 1 PURCHASE ORDER AUTHORIZATION

Vendors are required to be registered with the City and to have an authorized City Purchase Order (P.O.) before any items/goods/services are delivered. Any shipments made prior to the receipt of a City P.O. are made at the sole risk of the vendor. Payment may be withheld for any and all items/goods/services delivered without an authorized P.O.

ARTICLE 2 PURCHASE ORDER NUMBER

The Purchaser's purchase order number and the successful seller's name (from the bid or proposal) must appear on all packing slips, packages, invoices, bills of lading, warehouse receipts and correspondence with Purchaser. Materials must be properly packaged and marked with the order number. Damaged material will not be accepted.

ARTICLE 3 ACCEPTANCES

All terms and conditions of the purchase order shall become part of the contract between the Seller and Purchaser; the Seller's different or additional terms will not become part of this contract.

ARTICLE 4 PRICE

Seller warrants that the prices quoted hereunder are the lowest prices these or similar articles are sold by the Seller to other customers and in the event of any price reduction between execution of the purchase order and delivery of the goods, purchaser shall be entitled to such reduction.

ARTICLE 5 DELIVERIES, TITLE AND RISK OF LOSS

Title shall pass to Purchaser on delivery of the conforming goods to Purchaser's designated plant or location. Notwithstanding any agreement to pay freight express or other transportation charges, the risk of loss or damage in transit shall be upon the Seller. Delivery shall not be complete until the goods have been actually received, inspected and accepted by the Purchaser.

ARTICLE 6 PARTS

The Seller agrees to make functional parts available for a period of five years after final production run.

ARTICLE 7 WARRANTIES

The Seller warrants that the goods and services supplied hereunder will be of good workmanship and of proper materials, free from defects and in accordance with specifications. If the Seller knows of the Purchaser's intended use, the Seller warrants that the goods or services are suitable for that intended use.

ARTICLE 8 REMEDIES

Regardless of whether goods are being sold or leased or whether services are being performed, the Seller and Purchaser agree that both parties have all the Uniform Commercial Code rights, duties, and remedies available as well as all remedies allowed by law and the purchase order.

ARTICLE 9 CONFLICTS OF LAWS

The agreement of purchase and the performance of the parties hereunder shall be construed with and governed by the laws of the State of Georgia.

ARTICLE 10 MODIFICATIONS

No modifications in prices, delivery methods or schedule, quality, quantity, specifications or any other term of the contract will be effective unless agreed to in writing, signed by Procurement

ARTICLE 11 PATENT INFRINGEMENT

Seller shall hold purchaser harmless from all judgments and expenses arising out of any alleged patent infringement by our use of the merchandise ordered.

ARTICLE 12 TERMINATIONS FOR CAUSE

Purchaser may terminate this contract for cause in the event of a default by Seller. In such event, Purchaser shall not be liable to Seller for any amounts, and Seller shall be liable for and shall hold Purchaser harmless from any damage occasioned by Seller's breach or default.

ARTICLE 13 TERMINATIONS FOR CONVENIENCE

Purchaser may at any time terminate the order in whole or in part for its convenience upon which written notice to Seller in which event Seller shall be entitled to reasonable termination charges which reflects the percentage of the work performed prior to termination.

ARTICLE 14 ENTIRE AGREEMENTS

The purchase order and any documents referred to on the face thereof constitute the entire agreement between the parties and can only be modified in writing and signed by both parties. No part of this order may be assigned or subcontracted without the written approval of the Purchaser. Any moneys due Purchaser from Seller can be set off from any moneys due Seller from Purchaser whether or not under this contract. Purchaser's failure to insist on any right shall not operate as a waiver of any other right. Time is of the essence of this contract.

ARTICLE 15 WORKS ON PREMISES

If the order includes work to be performed on Purchaser's premises, Seller agrees to indemnify the Purchaser from all loss or damage arising out of such work, to observe the highest safety standard, to maintain adequate insurance and to furnish evidence of such insurance at Purchaser's request.

ARTICLE 16 QUALITY GUARANTEE

If any product delivered does not meet applicable specifications, or if the product shall not produce the effect that the supplier represents to the City, the supplier shall pick up the product from the City at no expense to the City. Also, the supplier shall refund to The City of Griffin any money which has been paid for the same. The supplier shall be responsible for attorney fees in the event the supplier defaults and court action is required.

ARTICLE 17 QUALITY TERMS

The City reserves the right to reject any and/or all materials if, in its judgment, the items reflect unsatisfactory workmanship, manufacturing or shipping damage.

Toter®

Sourcewell Awarded Contract

Contract # 041521-TOT

841 Meacham Rd. Statesville, NC 28677
PHONE: 800-424-0422 FAX: 833-930-1124
WQ-10295030

Sell To:

Contact Name	Todd Ennis	Ship To Name	City of Griffin
Bill To Name	City of Griffin	Ship To	236 Emlet Dr Dept Solid Waste Griffin, GA 30223 USA
Bill To	PO Box T Griffin, GA 30224-0046 USA		
Email	tennis@cityofgriffin.com		
Phone	(770) 229-6421		
Mobile	(678) 603-3852		

Quote Information

Salesperson	Gary Stignani	Created Date	11/29/2023
Salesperson Email	gstignani@wastequip.com	Expiration Date	12/14/2023
		Quote Number	WQ-10295030 Please Reference Quote Number on all Purchase Orders

Product	Product Description	Selected Option	Quantity	Sales Price	Total Price
**Plastics - 79264	Model 79264 - Toter 64 Gallon EVR II Universal/Nestable Cart	---Body Color - (705) Blue ---Lid Color - (125) Gray ---Body Hot Stamp on Both Sides (Existing) in White ---Lid Hot Stamp Center - Read from Street (Existing) in White ---Wheels - 10in Sunburst ---Toter Serial Number Hot Stamped on Front of Cart Body in White ---2/3 Assembled with Lid (down), Stop Bar and Axle Factory Installed ---Warranty – 12 Yrs Cart Body, All other components 10 Yrs	311.00	$46.85	$14,570.35
**Plastics - 79296	Model 79296 - Toter 96 Gallon EVR II Universal/Nestable Cart	---Body Color - (940) Green ---Lid Color - (940) Green ---Body Hot Stamp on Both Sides (Existing) in White ---Lid Hot Stamp Center - Read from Street (Existing) in White ---Wheels - 10in Sunburst ---Toter Serial Number Hot Stamped on Front of Cart Body in White ---2/3 Assembled with Lid (down), Stop Bar and Axle Factory Installed ---Warranty – 12 Yrs Cart Body, All other components 10 Yrs	400.00	$51.75	$20,700.00

Subtotal $35,270.35

Toter

Sourcewell Awarded Contract

Contract # 041521-TOT

841 Meacham Rd Statesville, NC, 28677
PHONE: 800-424-0422 FAX: 833-930-1124
WQ-10295030

Payment Terms	Net 30 Days if credit has been established	Shipping	$1,874.00
Shipping Terms	FOB Origin	Tax	$0.00
		Grand Total	$37,144.35

Additional Information

Additional Terms	Our Quote is a good faith estimate, based on our understanding of your needs. Subject to our acceptance, your Order is an offer to purchase our Products and services in accordance with the Wastequip Terms & Conditions of Sale ("WQ T&C") located at: https://www.wastequip.com/terms-conditions-of-sale, as of the date set forth in Section 1(b) of the WQ T&C, which are made a part of this Quote. These WQ T&Cs may be updated from time to time and are available by hard copy upon request.
Additional Information	Pricing is based on your anticipated Order prior to the expiration of this Quote, including product specifications, quantities and timing, accepted delivery within 45 days of Order acceptance by Toter. Any differences to your Order may result in different pricing, freight or other costs. Due to volatility in petrochemical, steel and related Product material markets, actual prices and freight are subject to change. We reserve the right, by providing notice to you at any time before beginning Product manufacturing, to increase the price of the Product(s) to reflect any increase in the cost to us which is due to any factor beyond our control (such as, without limitation, any increase in the costs of labor, materials, or other costs of manufacture or supply). Unless otherwise stated, materials and container sizes indicated on sales literature, invoices, price lists, quotations and delivery tickets are nominal sizes and representations – actual volume. Products and materials are subject to manufacturing and commercial variation and Wastequip's practices, and may vary from nominal sizes and materials. All prices are in US dollars; this Quote may not include all applicable taxes, brokerage fees or duties. If customer is not tax exempt, final tax calculations are subject to change.
Special Contract Information	Sourcewell – Pricing and Products/Services offerings are based on the Sourcewell Co-Operative Contract with Toter, LLC (#041521, eff. 5/25/2021), and such Contract terms and conditions are incorporated herein by reference. Pricing and Products/Services changes may occur at any time with proper documentation, and subject to Sourcewell approval; therefore, offerings may change without written prior notice. Wastequip Product Limited Warranties, Disclaimers, Limitation of Liability and Remedies, and Limited Warranty Provisions apply to all purchases thereunder.

Signatures

Accepted By: _____

Company Name: _____

Date: _____

Purchase Order: _____

Please Reference Quote Number on all Purchase Orders

American Made Dumpster
16144 North Main Street
Jacksonville, Florida 32218
(866) 917-9017
john@americanmadedumpsters.com

Bill To:
City of Griffin Solid Waste Department

Service Address:
236 Emlet Drive
Griffin, Georgia
30224

Estimate No: 15939
Estimate Date: 11/30/2023
Due Date: 11/30/2023

Contact Information

(678) 603-3852
tennis@cityofgriffin.com

Line Items

DESCRIPTION	QUANTITY	RATE	AMOUNT
64 Gallon Trash Recycle Can  Attached lid keeps trash and refuse securely inside garbage can Heavy-duty garbage truck compatible trash can is easy to maneuver 10-year limited warranty Colors: Blue, Black, Green & Brown	300	$59.73	$17,919.00
96 Gallon Trash Recycle Can  Attached lid keeps trash and refuse securely inside garbage can Heavy-duty garbage truck compatible trash can is easy to maneuver 10-year limited warranty Colors: Blue, Black, Green & Brown	400	$63.77	$25,508.00

Subtotal	$43,427.00
Fuel Surcharge (1.9%)	$825.11
Total	**$44,252.11**

Rehrig Pacific Company

Locations:
1000 Race Court, Lawrenceville, GA 30046
625 West Mockingbird Lane, Dallas, TX 75247
1738 W. 20th St, Erie, PA 16502
7452 Presidents Dr, Orlando, FL 32809
6875 Commerce Dr, DeSoto, KS 66018
7800 100th St, Pleasant Prairie, WI 53158
4010 East 26th St, Los Angeles, CA 90058

Proposal

Proposal #: **December 1, 2023**

Bill-to:	Ship-to:
City Of Griffin 236 Emlet DR Griffin, GA 30223	SAME
Billing Contact:	**Shipping Contact:**
Name: Todd Ennis Phone: 770.229.6421 Email: tennis@cityofgriffin.com	Name: SAME Phone: E-mail:

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
Rollout Cart Type: 95 Gallon EG Cart **Body Color Requested:** N/A **Lid Color Requested:** N/A **Wheels / Casters:** 10" Snap on with Intergrated Spacer	400	$58.00	$ 23,200.00
Brand Plate Fee	1	$700.00	$ 700.00
Artwork: N/A			

Is Product Taxable?	Yes	**Subtotal =**	**$23,900.00**
Is Freight taxable?	Yes	**Est. Tax on Product =**	**$1,673.00**
Tax Rate:	7.00%	**Est. Freight Rate =**	**$735.00**
Terms:	Net 30 Days	**Est. Tax on Freight =**	**$51.45**
		Total =	**$26,359.45**

ADDITIONAL INFORMATION:

Contract Options:	None
Ship From:	Lawrenceville, GA facility
Leadtime:	4 weeks or sooner
Warranty:	10 year unprorated warranty
Quote Valid:	30 Days
Taxes:	All applicable taxes shall be paid by the Buyer unless a proper exemption is provided and validated.

PRESENTED BY:	ACCEPTED BY:
Rehrig Pacific Company 12/1/2023 Date	Sign and Print Name Date
Environmental Account Specialist Direct: Email: customerservice@rehrig.com	Title:

To initiate order, please call or send signed proposal via fax or email to Presented By representative.

Rehrig Pacific Company

Locations:
1000 Race Court, Lawrenceville, GA 30046
625 West Mockingbird Lane, Dallas, TX 75247
1738 W. 20th St, Erie, PA 16502
7452 Presidents Dr, Orlando, FL 32809
6875 Commerce Dr, DeSoto, KS 66018
7800 100th St, Pleasant Prairie, WI 53158
4010 East 26th St, Los Angeles, CA 90058

Proposal

Proposal #: **December 1, 2023**

Bill-to:	Ship-to:
City Of Griffin 236 Emlet DR Griffin, GA 30223	SAME
Billing Contact:	**Shipping Contact:**
Name: Todd Ennis Phone: 770.229.6421 Email: tennis@cityofgriffin.com	Name: SAME Phone: E-mail:

ITEM DESCRIPTION		QUANTITY	UNIT PRICE	EXTENDED PRICE
Rollout Cart Type:	65 Gallon Univeral Cart with Metal Catch Bar	300	$51.00	$ 15,300.00
Body Color Requested:	N/A **Lid Color Requested:** N/A			
Wheels / Casters:	10" Snap on with Intergrated Spacer			
Brand Plate Fee				
Artwork:	N/A			

Is Product Taxable?	Yes	**Subtotal =**	**$15,300.00**
Is Freight taxable?	Yes	**Est. Tax on Product =**	**$1,071.00**
Tax Rate:	7.00%	**Est. Freight Rate =**	**$735.00**
Terms:	Net 30 Days	**Est. Tax on Freight =**	**$51.45**
		Total =	**$17,157.45**

ADDITIONAL INFORMATION:

Contract Options:	None
Ship From:	Lawrenceville, GA facility
Leadtime:	4 weeks or sooner
Warranty:	10 year unprorated warranty
Quote Valid:	30 Days
Taxes:	All applicable taxes shall be paid by the Buyer unless a proper exemption is provided and validated.

PRESENTED BY:	ACCEPTED BY:
Rehrig Pacific Company	
12/1/2023 Date	Sign and Print Name Date
Environmental Account Specialist Direct: Email: customerservice@rehrig.com	Title:_____

To initiate order, please call or send signed proposal via fax or email to Presented By representative.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider declaring as surplus the following: Unit #916, a 1193 Peterbilt Rear Load Garbage Truck, Unit #949, a 1981 GMC Fuel Truck, Unit #983, and a 2008 Dodge Ram 1500, all used within Solid Waste. *Solid Waste Director, Todd Ennis, will address*.

SPECIAL CONSIDERATIONS OR CONCERNS:

Due to age and condition of equipment, these units should be retired and declared surplus and scrap. Unit #916 (Vin # 1XPZL59X9PD707241), Unit #949 (Vin # 1GDG6D1F6BV565569), Unit #983 (Vin # 1D7HA16K58J1887) all are beyond their useful life. Unit #916 and #949 to be sold for scrap and Unit #983 will be sold on gov deals.

STAFF RECOMMENDATION:

Staff recommends approval

FINANCIAL IMPACT:

Surplus and Scrap revenue from sale of vehicles will be deposited in the Solid Waste account FY24.

Submitted By:
Jimmy Hardy

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
sw unit 916 frf.pdf
sw unit 949 frf.pdf
sw unit 983 frf.pdf

Griffin
Growing TOGETHER

Public Works - Motor Pool
FLEET/EQUIPMENT RETIREMENT REQUEST FORM

FOR FY24

CURRENTLY assigned to: Department: Solid Waste Division: Residential

FLEET - Unit #: 916 VIN# or Serial # 1XPZL59X9PD707241 Tag #: GV47169
(N/A only if off road)

Desc of vehicle/equipment 1993 *YEAR* Peterbuilt *MAKE* *MODEL*

Body Style & Description: Rear Load Garbage Truck
BODY STYLE (ie. SEDAN, TRUCK, TRACKHOE, ETC

Blue
ADDITIONAL DESCRIPTION (ie. COLOR, 2WD/4WD, IDENTIFYING FEATURES, ALIAS INFO, ETC)

Current Odometer/Hourmeter Reading: 140734 MILES OR _____ HOURS

How was Fleet Unit obtained? (must select & detail one)

X **Direct Purchase** by City *OF GRIFFIN*

_____ **Seized** or abandoned asset (case number & date)

_____ **Other** (Donation, Grant, etc.)

REASON FOR RETIRING:

_____ **Mileage** too high for continued use in this capacity

X **Mechanical Issues** (if so, list issues) *Multiple Mechanical issues - beyond repair*

_____ **Accident** - release to responsible insurance agency

_____ **Accident** - unable or not cost-effective to repair *estimated repair costs*

X **Other** (explain) *BEYOND IT USEFUL LIFESPAN*

Department Director _____ Date: 11/28/2023

Approval of Fleet Director: _____ Date: 11/29/2023

Approval of Public Works Director: _____ Date: 11/29/23

MOTOR POOL ASSESSMENT OF FLEET RETIREMENT REQUEST

_____ **RE-PURPOSE** Fleet Unit to another Department _____ *DEPARTMENT* _____ *DIVISION*

_____ **RETIRE** Fleet to 'Reserve Status' at Fleet Maintenance Facility

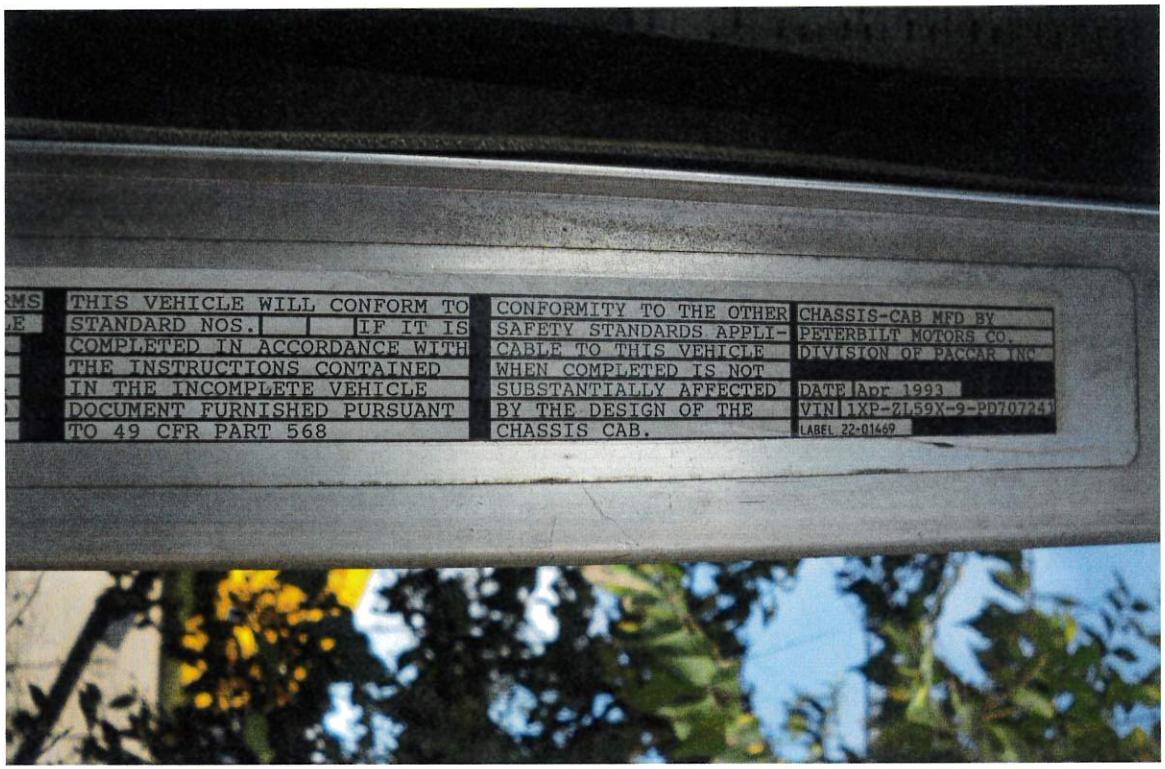
_____ **SELL** Fleet Unit at auction

_____ **RELINQUISH** to insurance company for settlement proceeds

_____ **DONATE** to another government or agency

X **Other** (explain) Unit to be scrapped


HBL
47169


RMS
LE
THIS VEHICLE WILL CONFORM TO STANDARD NOS. | | IF IT IS COMPLETED IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE INCOMPLETE VEHICLE DOCUMENT FURNISHED PURSUANT TO 49 CFR PART 568
CONFORMITY TO THE OTHER SAFETY STANDARDS APPLICABLE TO THIS VEHICLE WHEN COMPLETED IS NOT SUBSTANTIALLY AFFECTED BY THE DESIGN OF THE CHASSIS CAB.
CHASSIS-CAB MFD BY PETERBILT MOTORS CO. DIVISION OF PACCAR INC
DATE Apr 1993
VIN 1XP-7L59X-9-PD707245
LABEL 22-01469

GRIFFIN

Griffin
Growing TOGETHER

Public Works - Motor Pool
FLEET/EQUIPMENT RETIREMENT REQUEST FORM

FOR FY24

CURRENTLY assigned to: Department: Solid Waste Division: Landfill

FLEET - Unit #: 949 VIN# or Serial # 1GDG6D1F6BV565569 Tag #: _____ *(N/A only if off road)*

Desc of vehicle/equipment 1981 *YEAR* GMC *MAKE* 7000 *MODEL*

Body Style & Description: Fuel Truck
BODY STYLE (ie. SEDAN, TRUCK, TRACKHOE, ETC

ADDITIONAL DESCRIPTION (ie. COLOR, 2WD/4WD, IDENTIFYING FEATURES, ALIAS INFO, ETC)

Current Odometer/Hourmeter Reading: _____ MILES OR _____ HOURS

How was Fleet Unit obtained? (must select & detail one)

X **Direct Purchase** by City OF GRIFFIN

_____ **Seized** or abandoned asset (case number & date) _____

_____ **Other** (Donation, Grant, etc.) _____

REASON FOR RETIRING:

_____ **Mileage** too high for continued use in this capacity _____

X **Mechanical Issues** (if so, list issues) Multiple Mechanical issues - beyond repair

_____ **Accident** - release to responsible insurance agency _____

_____ **Accident** - unable or not cost-effective to repair _____ *estimated repair costs*

X **Other** (explain) BEYOND IT USEFUL LIFESPAN

Department Director _____ Date: 11/28/2023

Approval of Fleet Director: _____ Date: 11/29/2023

Approval of Public Works Director: _____ Date: 11/29/23

MOTOR POOL ASSESSMENT OF FLEET RETIREMENT REQUEST

_____ **RE-PURPOSE** Fleet Unit to another Department _____ *DEPARTMENT* _____ *DIVISION*

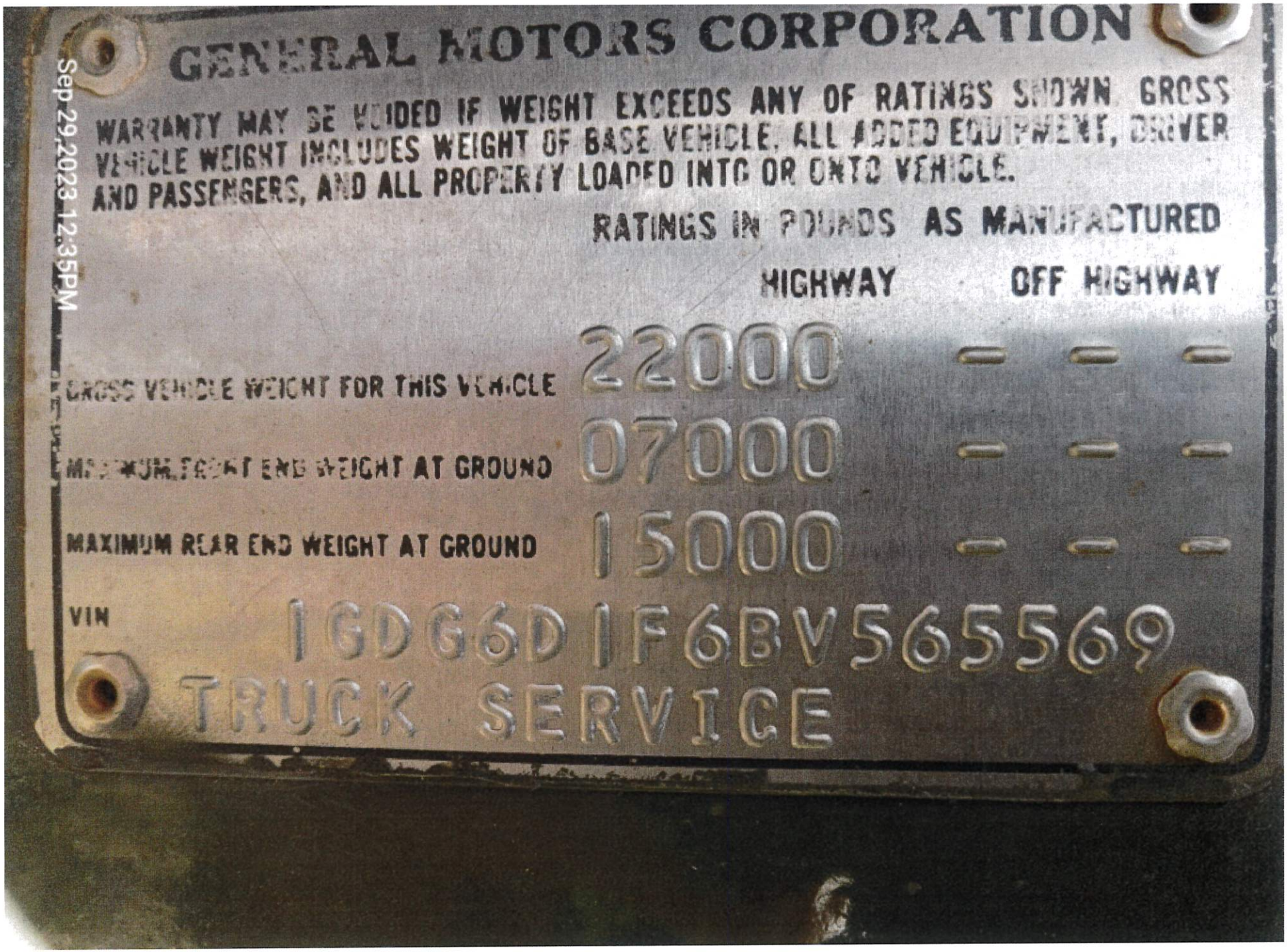
_____ **RETIRE** Fleet to 'Reserve Status' at Fleet Maintenance Facility

_____ **SELL** Fleet Unit at auction _____

_____ **RELINQUISH** to insurance company for settlement proceeds _____

_____ **DONATE** to another government or agency _____

X **Other** (explain) Unit to be scrapped



Sep 29,2023 12:35PM


Oct 09,2023 12:25PM


1203
Oct 09,2023 12:26PM


Oct 09,2023 12:25PM


Oct 09,2023 12:25PM

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Public Works - Motor Pool
FLEET/EQUIPMENT RETIREMENT REQUEST FORM

FOR FY24

CURRENTLY assigned to: Department: SOLID WASTE Division: RESIDENTIAL

FLEET - Unit #: 983 VIN# or Serial # 1D7HA16K58J1887 Tag #: GV39820
(N/A only if off road)

Desc of vehicle/equipment 2008 *YEAR* DODGE *MAKE* RAM 1500 *MODEL*

Body Style & Description: TRUCK
BODY STYLE (ie. SEDAN, TRUCK, TRACKHOE, ETC

ADDITIONAL DESCRIPTION (ie. COLOR, 2WD/4WD, IDENTIFYING FEATURES, ALIAS INFO, ETC)

Current Odometer/Hourmeter Reading: 184154 MILES OR _____ HOURS

How was Fleet Unit obtained? (must select & detail one)

X **Direct Purchase** by City OF GRIFFIN

_____ **Seized** or abandoned asset (case number & date) _____

_____ **Other** (Donation, Grant, etc.) _____

REASON FOR RETIRING:

_____ **Mileage** too high for continued use in this capacity _____

X **Mechanical Issues** (if so, list issues) TRUCK NEEDS NEW TRANSMISSION

_____ **Accident** - release to responsible insurance agency _____

_____ **Accident** - unable or not cost-effective to repair _____ *estimated repair costs*

X **Other** (explain) ~~BEYOND IT~~ USEFUL LIFESPAN

Department Director _____ Date: 11/15/2023

Approval of Fleet Director: Kelly Hyer Date: 11-15-23

Approval of Public Works Director: Mary Allen Date: 11/29/23

MOTOR POOL ASSESSMENT OF FLEET RETIREMENT REQUEST

_____ **RE-PURPOSE** Fleet Unit to another Department _____ *DEPARTMENT* _____ *DIVISION*

_____ **RETIRE** Fleet to 'Reserve Status' at Fleet Maintenance Facility

X **SELL** Fleet Unit at auction _____

_____ **RELINQUISH** to insurance company for settlement proceeds _____

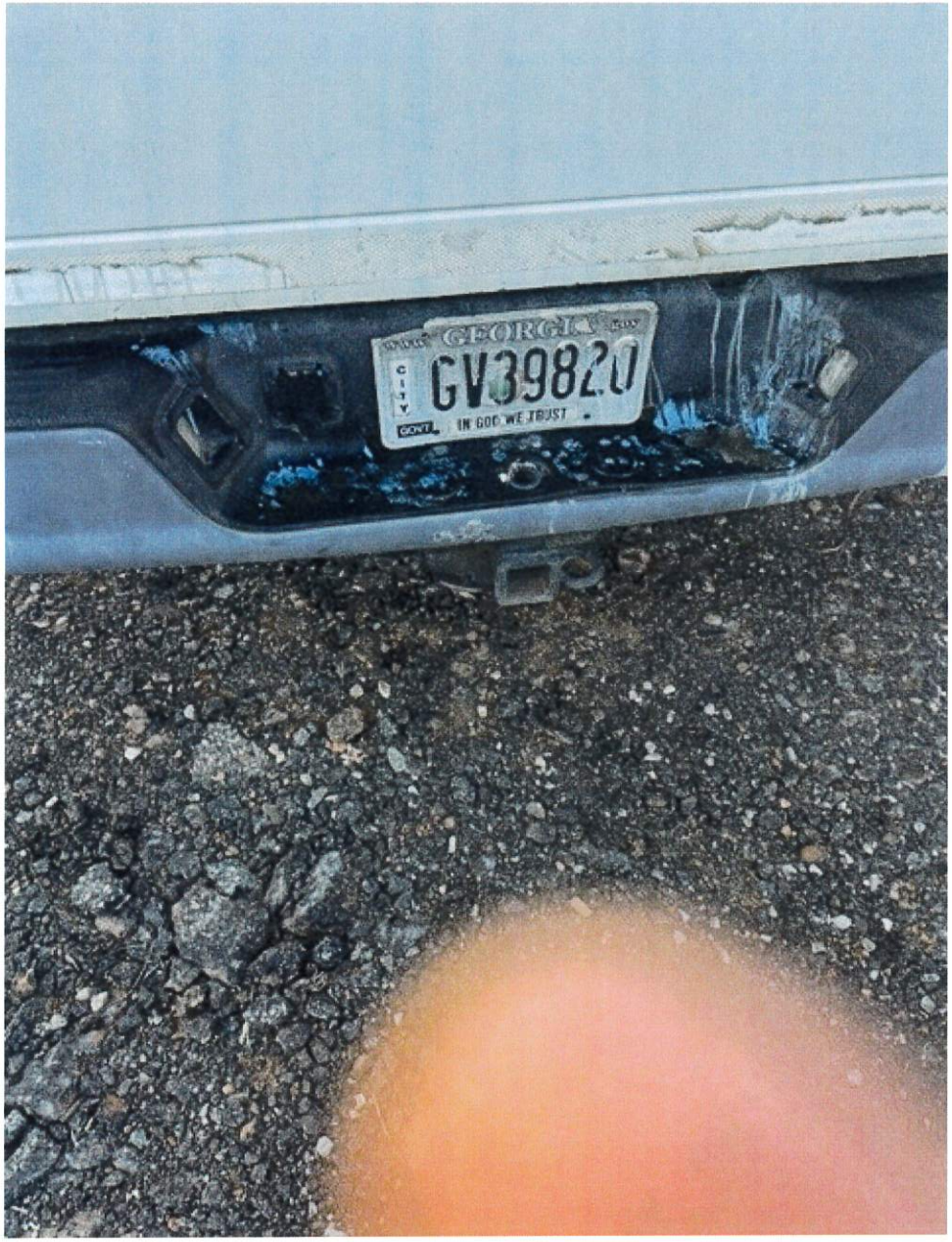
_____ **DONATE** to another government or agency _____

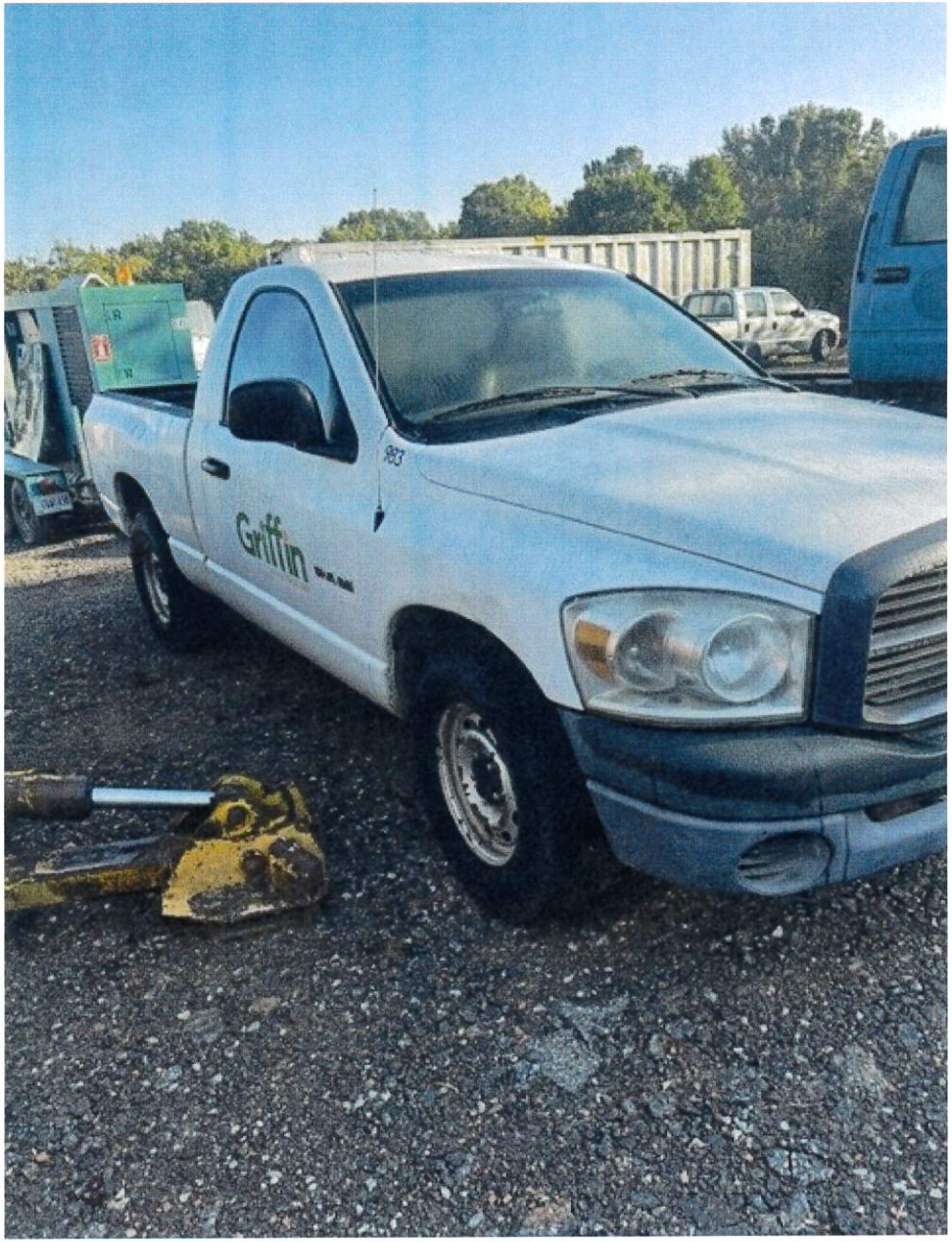
_____ **Other** (explain) _____

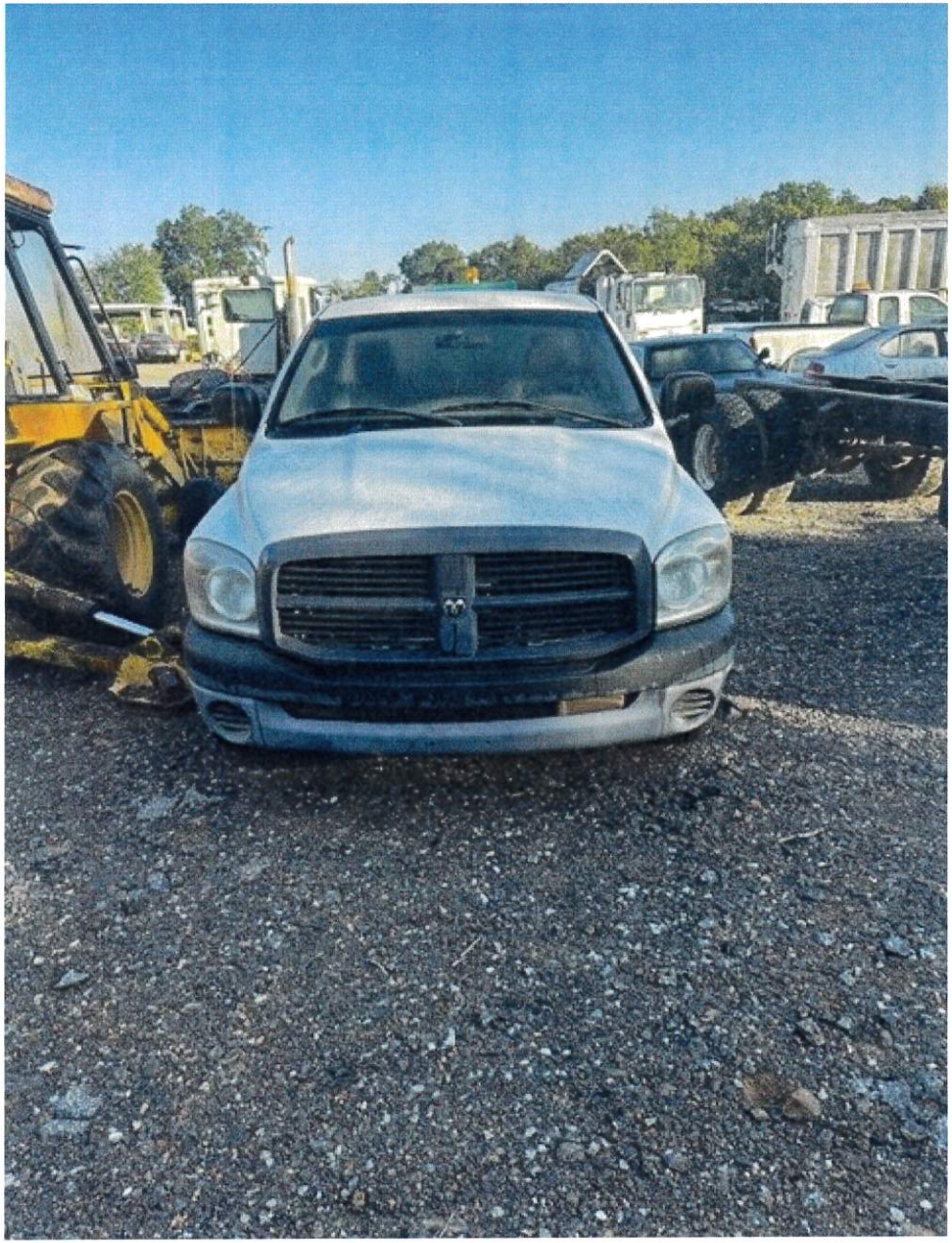
VIN 983

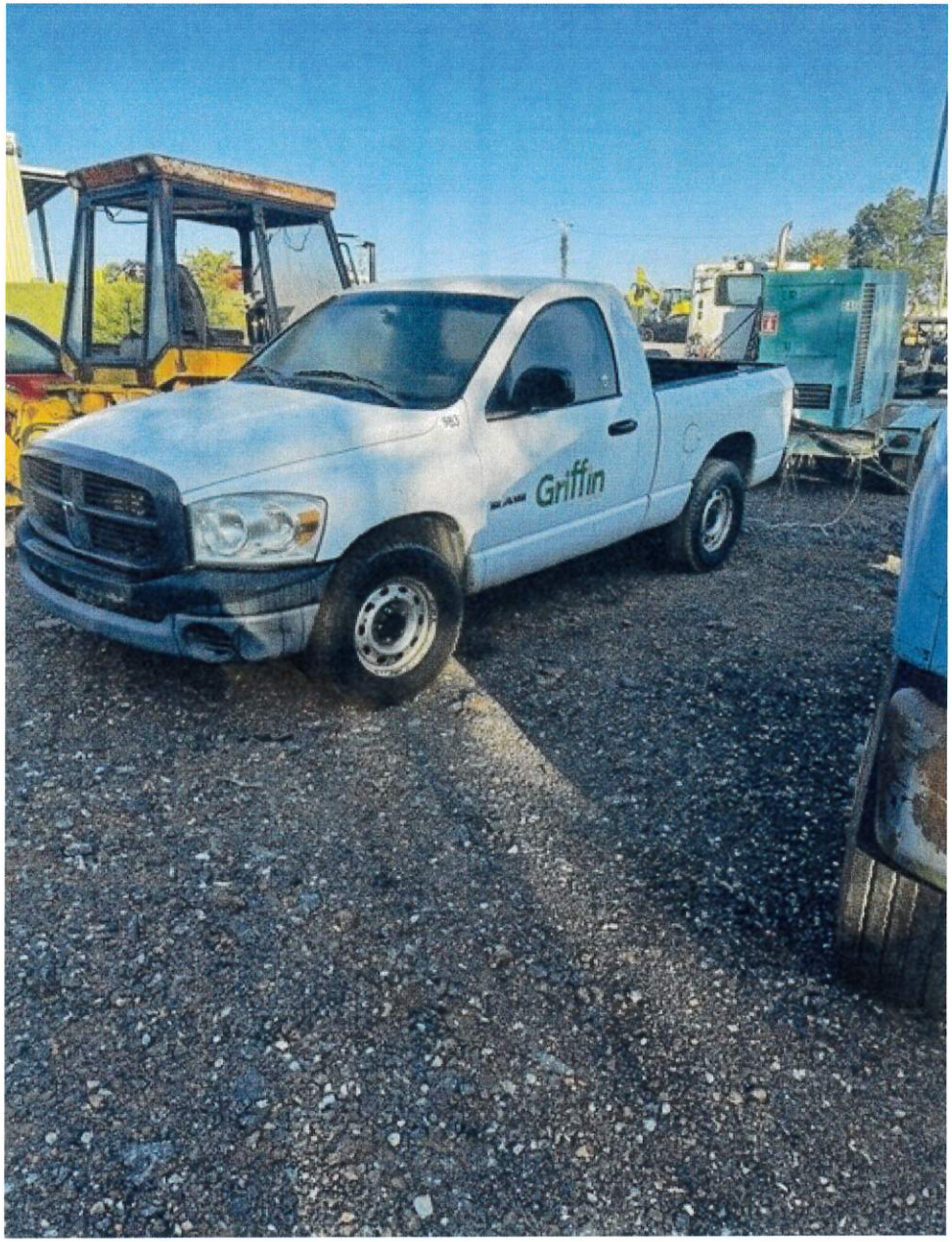
2008 RAM 1500




GEORGIA
GV39820
CITY
GOVT
IN GOD WE TRUST


Griffin




RAM
Griffin

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider declaring as surplus the following units: Unit #471, a 2008 Dodge Ram 1500 Truck, Unit #449, a 2008 Grasshopper 325D Mower, Unit #451, a 2008 Grasshopper 325D Mower, Unit #2202, a 2002 Elign Street Sweeper all used within Public Works. *Public Works Director, Mariza Eller, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

Unit #471 (VIN# 1D7HU16N08J225241), a 2008 Dodge Ram 1500, will to be sold at auction. Unit #449 (S/N # 6315265), a 2008 Grasshopper 325D mower, Unit #451 (S/N # 6713465), a 2008 Grasshopper 325D mower, and Unit #2202 (VIN# 1FVAADBV82DJ48365), a 2002 Elign Street Sweeper, will be scrapped. All are beyond their useful life. Due to age and condition, equipment should be retired and declared surplus and scrap.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

Proceeds from the sale of vehicles will be credited to the General Fund balance in FY24.

Submitted By:
Jimmy Hardy

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
pw unit 471 frf.pdf
pw unit 449 frf.pdf
pw unit 451 frf.pdf
pw unit 2202 frf.pdf

Griffin
Growing TOGETHER

Public Works - Motor Pool
FLEET/EQUIPMENT RETIREMENT REQUEST FORM

FOR FY24

CURRENTLY assigned to: Department: Public Works Division: Street Dept

FLEET - Unit #: 471 VIN# or Serial # 1D7HU16N08J225241 Tag #: GV39843
(N/A only if off road)

Desc of vehicle/equipment 2008 *YEAR* DODGE *MAKE* RAM 1500 *MODEL*

Body Style & Description: TRUCK
BODY STYLE (ie. SEDAN, TRUCK, TRACKHOE, ETC

ADDITIONAL DESCRIPTION (ie. COLOR, 2WD/4WD, IDENTIFYING FEATURES, ALIAS INFO, ETC)

Current Odometer/Hourmeter Reading: 132726 MILES OR _____ HOURS

How was Fleet Unit obtained? (must select & detail one)

X **Direct Purchase** by City OF GRIFFIN

_____ **Seized** or abandoned asset (case number & date) _____

_____ **Other** (Donation, Grant, etc.) _____

REASON FOR RETIRING:

_____ **Mileage** too high for continued use in this capacity _____

X **Mechanical Issues** (if so, list issues) *Maintenance Costs are extremely high and in constant need of service repairs*

_____ **Accident** - release to responsible insurance agency _____

_____ **Accident** - unable or not cost-effective to repair _____ *estimated repair costs*

X **Other** (explain) *BEYOND IT USEFUL LIFESPAN*

Department Director Mary Ellen Date: 11/29/23

Approval of Fleet Director: Kelly Hon Date: 11-15-23

Approval of Public Works Director: Mary Ellen Date: 11/29/23

MOTOR POOL ASSESSMENT OF FLEET RETIREMENT REQUEST

_____ **RE-PURPOSE** Fleet Unit to another Department _____ *DEPARTMENT* _____ *DIVISION*

_____ **RETIRE** Fleet to 'Reserve Status' at Fleet Maintenance Facility

X **SELL** Fleet Unit at auction _____

_____ **RELINQUISH** to insurance company for settlement proceeds _____

_____ **DONATE** to another government or agency _____

_____ **Other** (explain) _____

Y CHRYSLER LLC
MFR: 5-08
ONT: 1770 KG 3900 LB
17X7.0
R: 1770 KG 3900 LB
17X7.0

GVWR: 2881 KG 06350 LB
WITH P245/70R17 TIRES
RIMS AT 240 KPA (35 PSI) COLD
WITH P245/70R17 TIRES
RIMS AT 240 KPA (35 PSI) COLD

THIS VEHICLE CONFORMS TO ALL APPLICABLE U.S.A. FEDE
STANDARDS IN EFFECT ON THE DATE OF MANUFACTUR
VIN: 1D7HU16N08J225241 TYPE: TRUCK
VEHICLE MADE IN U.S.A. PAINT: PW7 TR



GEORGIA
GV39843
SPALDING
4X4
471

RPM x1000
MPH km/h
C
H
AMC

Griffin

Public Works - Motor Pool
FLEET/EQUIPMENT RETIREMENT REQUEST FORM

FOR FY24

CURRENTLY assigned to: Department: Public Works Division: Street Dept

FLEET - Unit #: 449 VIN# or Serial # 6315265 Tag #: _____ *(N/A only if off road)*

Desc of vehicle/equipment 2008 *YEAR* Grasshopper *MAKE* 325D *MODEL*

Body Style & Description: Zero Turn Mower
BODY STYLE (ie. SEDAN, TRUCK, TRACKHOE, ETC

ADDITIONAL DESCRIPTION (ie. COLOR, 2WD/4WD, IDENTIFYING FEATURES, ALIAS INFO, ETC)

Current Odometer/Hourmeter Reading: _____ MILES OR _____ HOURS

How was Fleet Unit obtained? (must select & detail one)

X **Direct Purchase** by City OF GRIFFIN

_____ **Seized** or abandoned asset (case number & date) _____

_____ **Other** (Donation, Grant, etc.) _____

REASON FOR RETIRING:

_____ **Mileage** too high for continued use in this capacity _____

X **Mechanical Issues** (if so, list issues) mower has blown motor

_____ **Accident** - release to responsible insurance agency _____

_____ **Accident** - unable or not cost-effective to repair _____ *estimated repair costs*

X **Other** (explain) BEYOND IT USEFUL LIFESPAN

Department Director Mahjy Ellw Date: 11/29/23

Approval of Fleet Director: Kelsi Hoz Date: 11/29/23

Approval of Public Works Director: Mahjy Ellw Date: 11/29/23

MOTOR POOL ASSESSMENT OF FLEET RETIREMENT REQUEST

_____ **RE-PURPOSE** Fleet Unit to another Department _____ *DEPARTMENT* _____ *DIVISION*

_____ **RETIRE** Fleet to 'Reserve Status' at Fleet Maintenance Facility

_____ **SELL** Fleet Unit at auction

_____ **RELINQUISH** to insurance company for settlement proceeds

_____ **DONATE** to another government or agency

x **Other** (explain) Being sold for scrap

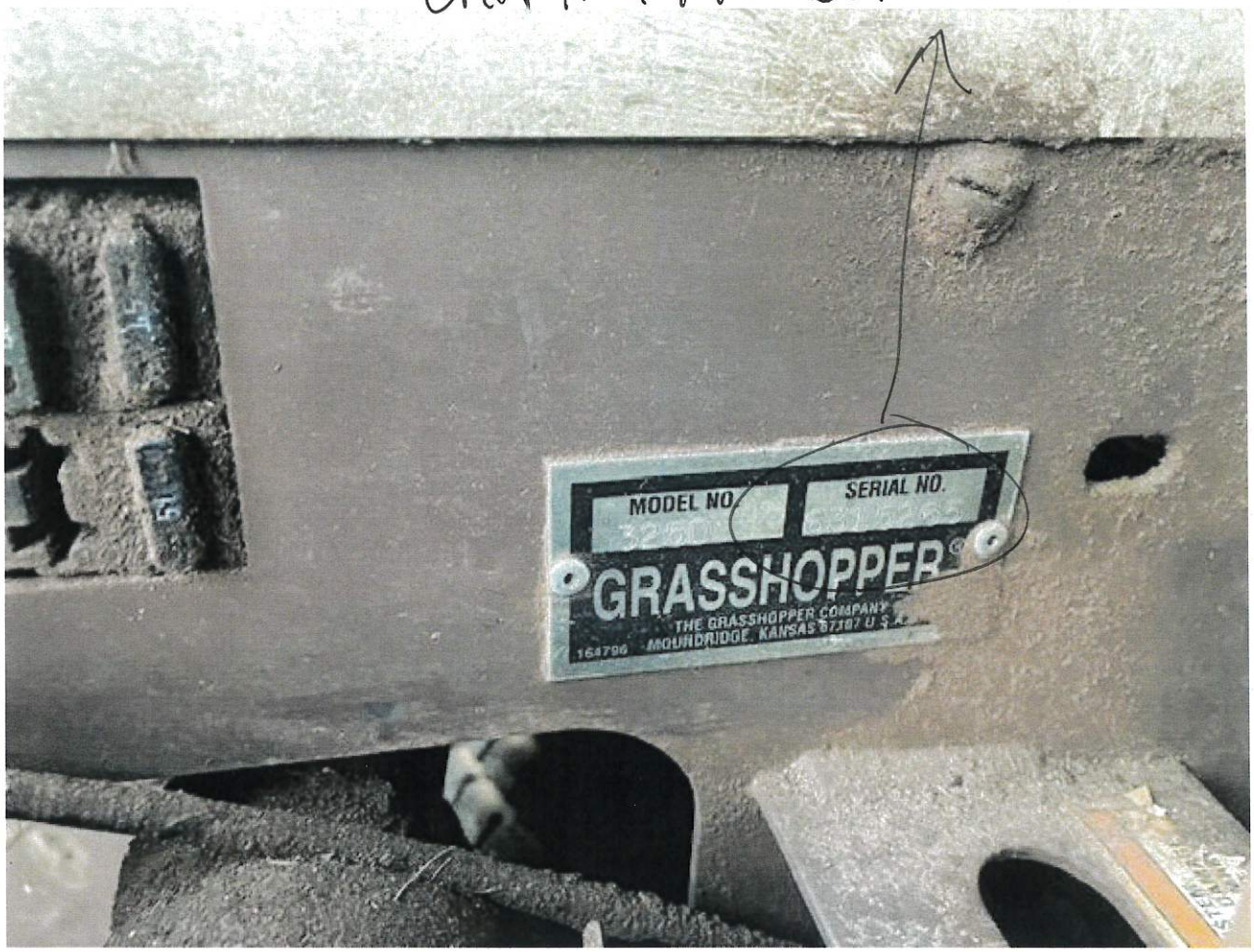


Sent from my iPhone

Eric Folsom

From: Eric Folsom
Sent: Thursday, November 9, 2023 9:25 AM
To: Eric Folsom

Unit # 449 - 6315265



Eric Folsom

From: Eric Folsom
Sent: Thursday, November 9, 2023 9:25 AM
To: Eric Folsom



Sent from my iPhone

Griffin TOGETHER

Public Works - Motor Pool
FLEET/EQUIPMENT RETIREMENT REQUEST FORM

FOR FY24

CURRENTLY assigned to: Department: Public Works Division: Street Dept

FLEET - Unit #: 451 VIN# or Serial # 6713465 Tag #: _____ *(N/A only if off road)*

Desc of vehicle/equipment 2008 *YEAR* Grasshopper *MAKE* 325D *MODEL*

Body Style & Description: Zero Turn Mower
BODY STYLE (ie. SEDAN, TRUCK, TRACKHOE, ETC

ADDITIONAL DESCRIPTION (ie. COLOR, 2WD/4WD, IDENTIFYING FEATURES, ALIAS INFO, ETC)

Current Odometer/Hourmeter Reading: _____ MILES OR _____ HOURS

How was Fleet Unit obtained? (must select & detail one)

X **Direct Purchase** by City OF GRIFFIN

_____ **Seized** or abandoned asset (case number & date) _____

_____ **Other** (Donation, Grant, etc.) _____

REASON FOR RETIRING:

_____ **Mileage** too high for continued use in this capacity _____

X **Mechanical Issues** (if so, list issues) mower has blown motor

_____ **Accident** - release to responsible insurance agency _____

_____ **Accident** - unable or not cost-effective to repair _____ *estimated repair costs*

X **Other** (explain) BEYOND IT USEFUL LIFESPAN

Department Director Mary Ellen Date: 11/29/23

Approval of Fleet Director: [signature] Date: 11/29/23

Approval of Public Works Director: Mary Ellen Date: 11/29/23

MOTOR POOL ASSESSMENT OF FLEET RETIREMENT REQUEST

_____ **RE-PURPOSE** Fleet Unit to another Department _____ *DEPARTMENT* _____ *DIVISION*

_____ **RETIRE** Fleet to 'Reserve Status' at Fleet Maintenance Facility

_____ **SELL** Fleet Unit at auction _____

_____ **RELINQUISH** to insurance company for settlement proceeds _____

_____ **DONATE** to another government or agency _____

x **Other** (explain) Being sold for scrap



Sent from my iPhone

Unit 451 - Serial# 6713465

Eric Folsom

From: Eric Folsom
Sent: Thursday, November 9, 2023 9:25 AM
To: Eric Folsom



Sent from my iPhone

Eric Folsom

From: Eric Folsom
Sent: Thursday, November 9, 2023 9:23 AM
To: Eric Folsom

unit #451



Griffin
Growing TOGETHER

Public Works - Motor Pool
FLEET/EQUIPMENT RETIREMENT REQUEST FORM

FOR FY24

CURRENTLY assigned to: Department: Public Works Division: Streets

FLEET - Unit #: 2202 VIN# or Serial # 1FVAADBV82DJ48365 Tag #: _____ *(N/A only if off road)*

Desc of vehicle/equipment 2002 *YEAR* Elign *MAKE* _____ *MODEL*

Body Style & Description: Street Sweeper
BODY STYLE (ie. SEDAN, TRUCK, TRACKHOE, ETC

ADDITIONAL DESCRIPTION (ie. COLOR, 2WD/4WD, IDENTIFYING FEATURES, ALIAS INFO, ETC)

Current Odometer/Hourmeter Reading: _____ MILES OR _____ HOURS

How was Fleet Unit obtained? (must select & detail one)

X **Direct Purchase** by City OF GRIFFIN

_____ **Seized** or abandoned asset (case number & date) _____

_____ **Other** (Donation, Grant, etc.) _____

REASON FOR RETIRING:

_____ **Mileage** too high for continued use in this capacity _____

X **Mechanical Issues** (if so, list issues) Multiple Mechanical issues - beyond repair

_____ **Accident** - release to responsible insurance agency _____

_____ **Accident** - unable or not cost-effective to repair _____ *estimated repair costs*

X **Other** (explain) BEYOND IT USEFUL LIFESPAN

Department Director Mary Ellen Date: 11/29/23

Approval of Fleet Director: Kelvin Horn Date: 11/29/23

Approval of Public Works Director: Mary Ellen Date: 11/29/23

MOTOR POOL ASSESSMENT OF FLEET RETIREMENT REQUEST

_____ **RE-PURPOSE** Fleet Unit to another Department _____ *DEPARTMENT* _____ *DIVISION*

_____ **RETIRE** Fleet to 'Reserve Status' at Fleet Maintenance Facility

_____ **SELL** Fleet Unit at auction _____

_____ **RELINQUISH** to insurance company for settlement proceeds _____

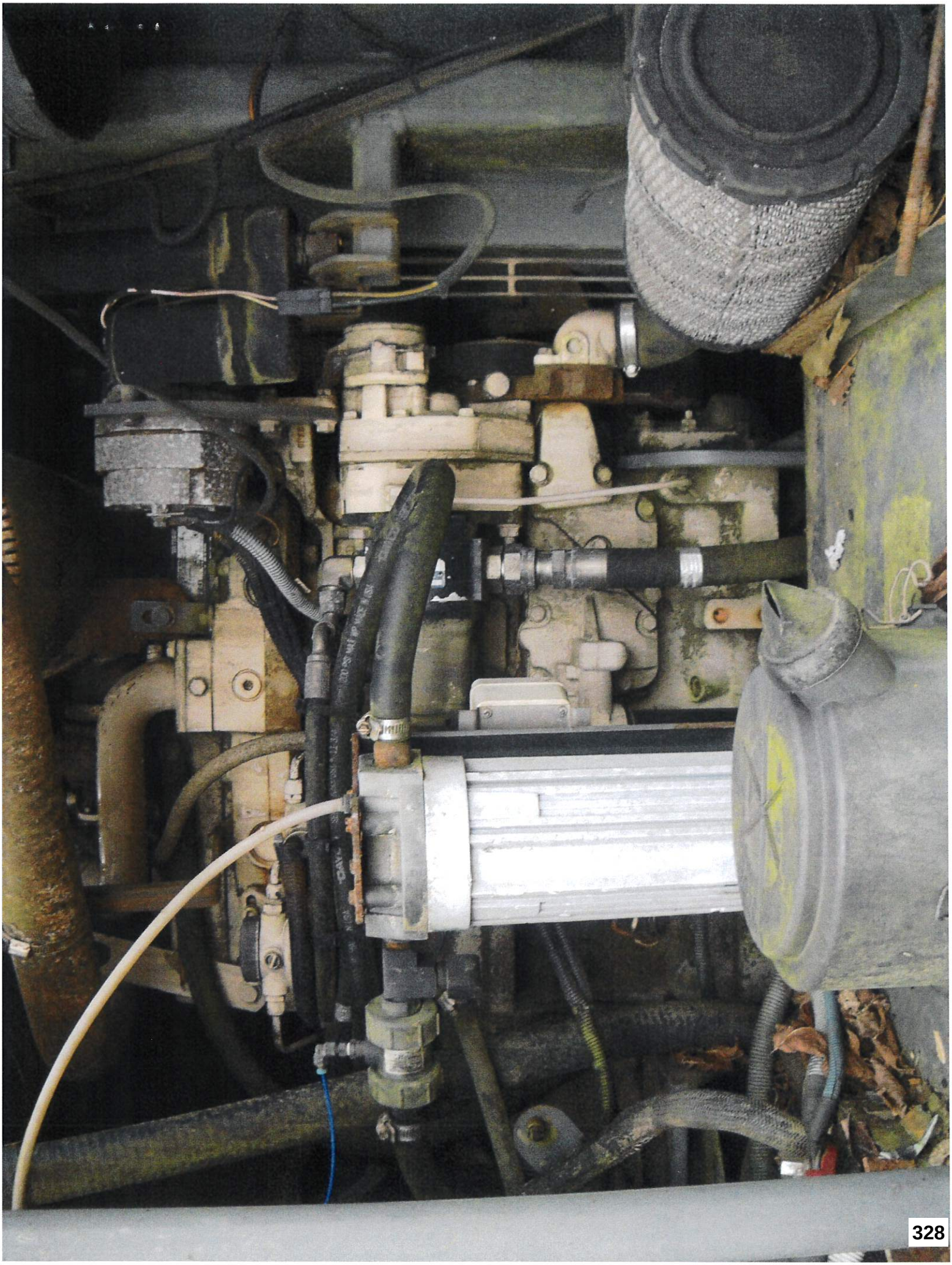
_____ **DONATE** to another government or agency _____

X **Other** (explain) Unit to be scrapped


STANDARDS IN
EFFECT ON THE DATE
OF MANUFACTURE
SHOWN ABOVE.
VEHICLE
IDENTIFICATION -
NUMBER
1FVAADBV82DJ48365
VEHICLE TYPE
TRUCK
WARRANTY MAY BE VOIDED IF WEIGHT
EXCEEDS ANY RATINGS SHOWN. GROSS
VEHICLE WEIGHT INCLUDES WEIGHT OF


2202
GRIFFIN
GA
PUBLIC WORKS DEPT.
STREET DIV.


SET PARKING BRAKE FOR PARK




2202

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the purchase of a 2023 Ford F-150 XL in the amount of $47,535.00 from Fayetteville Ford, LLC, lowest quote. *Public Works Director, Mariza Eller, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The 2023 Ford F-150 XL will be utilized within the Street Department. Unit 412 will be utilized as a reserve truck in the event a vehicle breaks down, and the 2023 Ford F-150 XL will take its place. Unit 412 is an older truck and by utilizing it only as a reserve vehicle will keep future maintenance costs down.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The FY2024 budget includes capital item funding within the Street Department budget (101-4220-54-2200) for a Ford F-150 with allocated funding totaling the amount of $55,000.00. The purchase has come in under budget at $47,535.00 with a total cost savings of $7,465.00.

Submitted By:
Mariza Eller

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
PO Street 2023 Ford F-150 XL.pdf
Quote Fayetteville Ford.pdf
Quote Akin Ford.pdf
Quote Alan Vigil.pdf

Griffin
Growing TOGETHER

SH 11/28/23

City of Griffin, Georgia
P O Box T
Griffin, Georgia 30224
(770) 229-6400

DATE: 11/27/23

Purchase Order No. _____

Contract # and Expiration: _____

FY24 VEHICLE FLEET PO

Contract With: State

Vendor No. 5111

Vendor Name & Address
FAYETTEVILLE FORD, LLC
275 GLYNN ST N
FAYETTEVILLE, GA 30214
ATTN: LESA CAMP
lesa.camp@fayettevillefordga.com
Ph: 770-742-6557 Fax:

Freight is F.O.B. Destination

Freight is FOB Destination Deliveries are to be sent to Motorpool between the hours of 8:00 a.m. and 4 p.m.

Invoices are to be sent to requesting dept. for approval. Payment inquiries should be directed to Accounts Payable (accounting.vital@cityofgriffin.com)

Per Georgia State Code 48 8, the City of Griffin is tax exempt from sales and use tax.

Deliver to:

City of Griffin
STREET
245 Emlet Drive
Griffin, GA 30224

ATTN: MARIZA ELLER

Phone: 770.229.6603 Fax: _____

- - ANY CHANGE ORDERS TO ANY PO OR WORK ORDERS MUST BE AUTHORIZED IN WRITING AND APPROVED. ALL INVOICES SUBMITTED FOR PAYMENT MUST REFERENCE A VALID PURCHASE ORDER NUMBER. - -

- VENDORS MUST HAVE A CURRENT E-VERIFY AFFADAVIT ON FILE PRIOR TO PO PROCESSING - On File? Y/N **Y**

Vehicles/equip per attached specifications	Account Number	Qty	UOM	Unit Price	Extended Totals
2023 FORD F-150 XL ✓	101 - 4220 - 54 - 2200 - 0000	1	EA	47,535.00	47,535.00
STREET DEPT	- - - -				
11-28-2023	- - - -				
	- - - -				
	- - - -				
	- - - -				
UNIT NO. of asset being surplused:		ARF attached?		**TOTAL $**	**47,535.00**
CAPITAL PROJ#: ✓ CP2024-4220-6-15 ✓	901 - 0000 - 13 - 1101 - 0000				-47,535.00
Within Budget ✓	901 - 4200 - 11 - 7500 - 0000				47,535.00
Note: All deliveries are to be made to authorized COG Motorpool				****TOTAL $**	**47,535.00**

COG USE ONLY

Payment method: CASH ___ LEASE ___ GRANT ___ LEINHOLDER: _____

VIN: EQUIP ID: TAG: IN SERV (M/Y):

VIN: EQUIP ID: TAG: IN SERV (M/Y):

VIN: EQUIP ID: TAG: IN SERV (M/Y):

VIN: EQUIP ID: TAG: IN SERV (M/Y):

	Dept request
	Agenda item copy
	Fleet authorization
	Leinholder info
	Order (cc PF,SW,rqstr)
	Invoicing/Delivery
	Payment/MSO
	Tag/Origs to Finance
	Risk Mgmt
	Fixed Assets

APPROVALS

Dept / Requestor / Date: Mariza Eller

Purchasing / Date: AM 11/29/23

Department Mgr / Date

Finance Director / Date: Chuck H Gilbert 11-29-23

City Manager / Date

BOARD / Date

TERMS AND CONDITIONS OF PO / CONTRACT

ARTICLE 1 PURCHASE ORDER AUTHORIZATION

Vendors are required to be registered with the City and to have an authorized City Purchase Order (P.O.) before any items/goods/services are delivered. Any shipments made prior to the receipt of a City P.O. are made at the sole risk of the vendor. Payment may be withheld for any and all items/goods/services delivered without an authorized P.O.

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The Purchaser's purchase order number and the successful seller's name (from the bid or proposal) must appear on all packing slips, packages, invoices, bills of lading, warehouse receipts and correspondence with Purchaser. Materials must be properly packaged and marked with the order number. Damaged material will not be accepted.

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All terms and conditions of the purchase order shall become part of the contract between the Seller and Purchaser; the Seller's different or additional terms will not become part of this contract.

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Seller warrants that the prices quoted hereunder are the lowest prices these or similar articles are sold by the Seller to other customers and in the event of any price reduction between execution of the purchase order and delivery of the goods, purchaser shall be entitled to such reduction.

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Title shall pass to Purchaser on delivery of the conforming goods to Purchaser's designated plant or location. Notwithstanding any agreement to pay freight express or other transportation charges, the risk of loss or damage in transit shall be upon the Seller. Delivery shall not be complete until the goods have been actually received, inspected and accepted by the Purchaser.

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The Seller agrees to make functional parts available for a period of five years after final production run.

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The Seller warrants that the goods and services supplied hereunder will be of good workmanship and of proper materials, free from defects and in accordance with specifications. If the Seller knows of the Purchaser's intended use, the Seller warrants that the goods or services are suitable for that intended use.

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Regardless of whether goods are being sold or leased or whether services are being performed, the Seller and Purchaser agree that both parties have all the Uniform Commercial Code rights, duties, and remedies available as well as all remedies allowed by law and the purchase order.

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The agreement of purchase and the performance of the parties hereunder shall be construed with and governed by the laws of the State of Georgia.

ARTICLE 10 MODIFICATIONS

No modifications in prices, delivery methods or schedule, quality, quantity, specifications or any other term of the contract will be effective unless agreed to in writing, signed by Procurement

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Seller shall hold purchaser harmless from all judgments and expenses arising out of any alleged patent infringement by our use of the merchandise ordered.

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The City reserves the right to reject any and/or all materials if, in its judgment, the items reflect unsatisfactory workmanship, manufacturing or shipping damage.

Fayetteville Ford, LLC
275 Glynn St N Fayetteville, GA 30214

FAYETTEVILLE Ford Simply Different

NEW CAR INVOICE

SOLD TO: CITY OF GRIFFIN	DATE: 11/27/2023
ADDRESS: 245 EMLET DRIVE GRIFFIN, GA 30224	
HOME PHONE: (770)228-6401	WORK PHONE: (770)228-6401
SALESMAN: LESA CAMP	

YEAR	MAKE	MODEL	KEY NO.
2023	FORD	F-150	

VIN	MILEAGE
1FTFX1E55PKF68890	15

MILEAGE

TRADE-IN INFORMATION

YEAR	MAKE	MODEL	MOTOR NO
N/A	N/A	N/A	

VIN	MILEAGE
N/A	N/A

PURCHASER STATES THAT THERE ARE NO OTHER LIENS ON TRADE-IN OTHER THAN THOSE STATED.

It is understood that legal title to the herein described vehicle does not pass from Allan Vigil Ford Fayetteville until any check or bank draft given as payment therefore clears the bank on which it is drawn. No warranty other than Ford Motor Co. unless implied in WRITING.

STOCK NO.	CUSTOMER NO.
PKF68890	

VEHICLE PRICE	BASE PRICE (INCL. FRT.)	47,535.00
	OPTIONAL EQUIPMENT	
	TOTAL LIST PRICE	47,535.00
	SELLING PRICE	47,535.00
	ADMINISTRATION CHARGE	N/A
	TITLE AND INSPECTION	
	TAVT	
	SERVICE AGREEMENT	N/A
	PAY-OFF ON TRADE IN	N/A
	GAP	N/A
		N/A
	TOTAL CASH PRICE	47,535.00
SETTLEMENT	TRADE-IN ALLOWANCE	N/A
	CASH DEPOSIT	N/A
	CASH ON DELIVERY	
	DUE SELLER ON CONTRACT	
	TOTAL SETTLEMENT	47,535.00

EQUAL OPPORTUNITY EMPLOYER
GEORGIA-FAYETTE COUNTY

The undersigned has this day sold the described vehicle upon the terms and conditions stated to CITY OF GRIFFIN _____ and hereby warrants the title to said vehicle and agrees to defend same against the claims of all persons whomsoever.

NOTARY PUBLIC, FAYETTE COUNTY, GEORGIA _____

BY **FAYETTEVILLE FORD** _____

FAYE-INV (10/2020)

FAYETTEVILLE Ford FAYETTEVILLE, GA

Contact Us For More Information

770-742-6557

275 Glynn St N • Fayetteville, GA 30214



2023 Ford F-150 XL

MSRP: $47,535

Stock #: PKF68890

Miles: 15

Transmission: 10-Speed Automatic w/OD

Engine: Regular Unleaded V8 5.0 L

Exterior Color: Oxford White

VIN: 1FTFX1E55PKF68890

MPG: 17 City / 22 Highway

Doors: 4

Drivetrain: 4X4

Internet pricing, as listed, may require financing through Fayetteville Ford and may require an acceptable trade-in of a 2008 or newer vehicle.

Although every reasonable effort has been made to ensure the accuracy of the information contained on this site, absolute accuracy cannot be guaranteed. This site, and all information and materials appearing on it, are presented to the user "as is" without warranty of any kind, either express or implied. All vehicles are subject to prior sale. Price does not include applicable tax, title, and license charges. ‡Vehicles shown at different locations are not currently in our inventory (Not in Stock) but can be made available to you at our location within a reasonable date from the time of your request, not to exceed one week.Internet pricing, as listed, may require financing through Fayetteville Ford and may require an acceptable trade-in of a 2008 or newer vehicle.

Fayetteville Ford, LLC
275 Glynn St N Fayetteville, GA 30214

FAYETTEVILLE Ford Simply Different

NEW CAR INVOICE

SOLD TO: QUOTE			DATE: 11/20/2023
ADDRESS:			
HOME PHONE: N/A		WORK PHONE: N/A	
SALESMAN: LESA CAMP			
YEAR: 2023	MAKE: FORD	MODEL: F-150	KEY NO.
VIN: 1FTFX1E55PKF68890			MILEAGE: 15
MILEAGE:			

TRADE-IN INFORMATION

YEAR: N/A	MAKE: N/A	MODEL: N/A	MOTOR NO.
VIN: N/A			MILEAGE: N/A

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It is understood that legal title to the herein described vehicle does not pass from Allen Vigil Ford Fayetteville until any check or bank draft given as payment therefore clears the bank on which it is drawn. No warranty other than Ford Motor Co. unless implied in WRITING.

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	ADMINISTRATION CHARGE	N/A
	TITLE AND INSPECTION	
	TAVT	
	SERVICE AGREEMENT	N/A
	PAY-OFF ON TRADE IN	N/A
	GAP	N/A
		N/A
	TOTAL CASH PRICE	47,535.00
SETTLEMENT	TRADE-IN ALLOWANCE	N/A
	CASH DEPOSIT	N/A
	CASH ON DELIVERY	
	DUE SELLER ON CONTRACT	
	TOTAL SETTLEMENT	47,535.00

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NOTARY PUBLIC, FAYETTE COUNTY, GEORGIA _____

BY _____ **FAYETTEVILLE FORD**

FAYE-INV (10/2020)

Sales: (770) 867-9136 | Service: (770) 867-9137
Hours & Directions

2023 Ford F-150 XL

Regular Unleaded V8 5.0 L, XL, Automatic, # PKF38433, 18 mi.

VIN: 1FTFW1E5XPKF38433 **Fuel Economy:** -/22



View 360° WalkAround/Features

Retail Price*	$58,698
Savings	- $4,000
Service Fee	+ $699
Our Price	**$55,397**

Automatic	-/22 mpg	Crew Cab Pickup
4WD	8 Cyl	Oxford White

VEHICLE INFORMATION

Stock	PKF38433
VIN	1FTFW1E5XPKF38433
Type	New
Year	2023

Akins Winder, GA Chrysler Dodge Jeep
P.O Box 280 • 220 West May St • Winder, GA 30680 • 770-867-9136 • 800-282-7872 • www.akinsford.com

DEAL # 4008113

CUSTOMER INFORMATION FOR TITLE PURPOSES	SALESPERSON	SALESPERSON	PROSPECT #
	Ryan Welch		347044
NAME(S) FIRST, MIDDLE, LAST OR BUSINESS: CITY OF GRIFFIN		STOCK NUMBER: NKF04858	DATE: 11/21/2023
		TYPE - R. F. W. T. L	FLEET #: 11/21/2023

STREET ADDRESS	CITY	COUNTY	STATE	ZIP CODE
700 Beck Street	GRIFFIN	Spalding	GA	30224
MAILING ADDRESS	CITY	COUNTY	STATE	ZIP CODE

HOME PHONE	CELL PHONE	WORK PHONE	EMAIL
			jlee@cityofgriffin.com

PRIMARY PURCHASER INFORMATION

SOCIAL SECURITY	DRIVER'S LICENSE #	DATE OF BIRTH	NAD #

VEHICLE PURCHASED

TYPE	YEAR	MAKE	MODEL	BODY
TRUCK	2023	Ford	F150	W1E

CYLINDERS	TRANSMISSON	FUEL	COLOR	TRIM	VIN
8	AUTO	GAS	WHITE	XL	1FTFW1E5XPKF38433

KEY CODE	DOOR CODE		ODOMETER
			1000-2000

TRADE-IN #1

YEAR	MAKE	VIN

MODEL	STOCK NUMBER	ODOMETER	TRADE ALLOWANCE $

PAYOFF AMOUNT	GOOD UNTIL	ACCOUNT NUMBER
	00/00/0000	

PAYOFF OWED TO	PHONE NUMBER	QUOTED BY

ADDRESS	CITY	STATE	ZIP

TRADE-IN #2

YEAR	MAKE	VIN

MODEL	STOCK NUMBER	ODOMETER	TRADE ALLOWANCE $

PAYOFF AMOUNT	GOOD UNTIL	ACCOUNT NUMBER
	00/00/0000	

PAYOFF OWED TO	PHONE NUMBER	QUOTED BY

ADDRESS	CITY	STATE	ZIP

LIEN HOLDER

PURCHASED VEHICLE LIEN HOLDER	LIEN HOLDER CODE

ADDRESS	CITY	STATE	ZIP CODE

INSURANCE

COMPANY	POLICY NUMBER

AGENT	PHONE

ADDRESS	CITY	STATE	ZIP CODE

BASE PRICE	$58,698.00
TOTAL PURCHASE PRICE INCLUDING DEALER OPTIONS	
REBATE(S) ASSIGNED TO DEALER	
ADJUSTED PRICE INCL DISCOUNT(S) / REBATE(S)	$53,439.98
GROSS TRADE-IN ALLOWANCE	
TRADE DIFFERENCE	
SERVICE & DOCUMENTATION FEE	
ELECTRONIC FILING FEE	
TAG & TITLE FEE	
GA WARRANTY RIGHTS FEE (NEW ONLY)	
TAVT FEE	
SALES TAX IF APPLICABLE	
PRICE INCLUDING TAX & FEES	$53,439.98
BALANCE OWED ON TRADE(S)	
TOTAL PURCHASE PRICE W/TRADES	$53,439.98
DEPOSIT RECEIPT #	
SERVICE CONTRACT	
CASH DOWN RCPT #	
GAP	
UNPAID BALANCE	$53,439.98
NET DUE UPON DEL CASH/CHACK CONTRACT	$53,439.98

Purchaser agrees that this Order, including all the terms on BOTH PAGES 1 AND 2 HEREOF, and any retail installment sales contract reflecting the above transaction cancel and supercede any prior agreement or contract and compromise the complete and exclusive statement of the terms. Purchaser agrees that THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY DEALER OR HIS AUTHORIZED REPRESENTATIVE, AND FURTHERMORE IN THE EVENT OF A TIME SALE, THIS ORDER SHALL NOT BE BINDING UNTIL THE RETAIL INSTALLMENT SALES CONTRACT IS SIGNED BY PURCHASER AND HAS BEEN APPROVED BY A BANK OR FINANCE COMPANY WILLING TO PURCHASE SAID CONTRACT ON SUCH TERMS. This agreement cannot be modified except by express agreement of the parties. Purchaser by his executing of the Agreement acknowledges that he has read the terms and conditions and has received a true copy of the Agreement.

PURCHASER'S SIGNATURE _____ 11/21/2023 DATE ACCEPTED BY _____ DEALER OR AUTHORIZED REPRESENTATAIVE

CO-PURCHASER'S SIGNATURE _____ 11/21/2023 DATE

Joshua Lee

From: Joshua Lee
Sent: Tuesday, November 21, 2023 8:24 AM
To: 'Mike Brown'
Subject: Truck info

Good morning. The City of griffin is still looking for trucks. I need to find out if this truck is still available, and if it is I need to get a quote on it please.
VIN: **1FTFW1E85PKE37584**
Stock #: **PKE37584**
Model Code: **W1E**

Joshua S Lee
Public Works - Streets | Assistant Superintendent of Streets Dept
700 Beck St.
Griffin, Ga 30224

P: (678) 692-0393
E: jlee@cityofgriffin.com
W: cityofgriffin.com

The City of Griffin shall be a model of excellence in local government; a safe, well-planned community with equal opportunity for all.

Never responded. 11/27/23

Alan Vigil

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider an amendment to the 2024 holiday schedule. *Director of Human Resources, Stephanie Woods, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

On November 14, 2023 a holiday schedule for 2024 was presented and approved. It was discovered after approval that the schedule contained an error. We are asking for an amendment to the schedule to correct this. The change is the deletion of December 26, 2024 as a holiday and the addition of July 5, 2024 as a holiday. There are no other changes.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

N/A

Submitted By:
Stephanie Woods

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Re-Proposed_Holiday_schedule_for_2024.pdf

CITY OF GRIFFIN

RE-PROPOSED (12/12/23) HOLIDAY SCHEDULE 2024

New Years Day	Monday	January 1, 2024
M L King, Jr. Day	Monday	January 15, 2024
Memorial Day	Monday	May 27, 2024
Juneteenth	Wednesday	June 19, 2024
Independence Day	Thursday	July 4, 2024
Day after Independence Day	Friday	July 5, 2024
Labor Day	Monday	September 2, 2024
Veteran's Day	Monday	November 11, 2024
Thanksgiving Day	Thursday	November 28, 2024
Day after Thanksgiving	Friday	November 29, 2024
Christmas	Wedneday	December 25, 2024
Day after Christmas	Thursday	December 26, 2024
Cultural Day (This is new and in place of prior year observances of Good Friday)	To be determined by the employee so that the employee can observe his or her respective beliefs. The Cultural day must be approved in advance by the Supervisor. Should the employee separate employment prior to August 31st of each year, and if the Cultural Day was already observed, it will be pro-rated on the basis of eight months and deducted from the employees' accrued vacation bank, if available. If the hours are not available, the final paycheck will have a deduction of the gross dollar amount of the pro-rated hours.	

On 11/14/23 the Board approved the proposed holiday scheduled. It was learned after that there was an error. This re-proposal omits the holiday on 12/24/24 and adds 7/5/24 instead.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the purchase of 8 flashing beacons from TranSafe, lowest responsible, responsive quote, in the amount of $28,110.64. *Public Works Director, Mariza Eller, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

As part of Public Works goals for 2023 we have been actively working on improving crosswalks and pedestrian safety. By purchasing these flashing beacons, Public Works will be able to install beacons at 4 crosswalks that have high pedestrian traffic.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The FY2024 budget includes capital item funding within the Sign Shop budget (101-4270-54-2500) for 8 flashing crosswalk beacons with total allocated funds in the amount of $51,874.00. The purchase total combined comes in under budget in the amount of $28,110.64 for a total savings of $23,763.36.

Submitted By:
Mariza Eller

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
TranSafe PO.pdf
TranSafe Quotes and Justification Forms.pdf
Traffic Safety Quote.pdf
Temple Quote.pdf

Griffin
Growing TOGETHER

City of Griffin, Georgia
100 S Hill Street
P O Box T
Griffin, Georgia 30224
(770) 229-6401

SH 12/5/23

DATE: 11/30/23

FY24 Purchase Order No.

Bid/Quote No. 27169

Vendor No. 5107

Vendor Name & Address

TRANSAFE
1625 SPECTRUM DR.
SUITE 100
LAWRENCEVILLE, GA 30043
JENNIFER@TRANSAFEPRODUCTS.COM
Ph: 770.962.2222 Fax:

Per Georgia State Code 48.8, the City of Griffin is tax exempt from sales and use tax.

Deliver to:

City of Griffin
Public Works / Sign Shop
700 Beck St
Griffin, GA 30223

ATTN: Mariza Eller / Ben Goodman
Phone: 770.229.6603 Fax:

Freight is FOB Destination Deliveries are accepted between the hours of 8:00 a.m. and 4 p.m.	Submit APPROVED packing slips to Accounts Payable. Highlight PO# & account distribution. Note any changes or additional accounts.

*Terms: Net 30 unless otherwise specified on PO

- - ANY CHANGE ORDERS TO ANY PO OR WORK ORDERS MUST BE AUTHORIZED IN WRITING AND APPROVED. ALL INVOICES SUBMITTED FOR PAYMENT MUST REFERENCE A VALID PURCHASE ORDER NUMBER. - -

- VENDORS MUST HAVE A CURRENT REGISTRATION ON FILE PRIOR TO PO PROCESSING - On File? Y/N **Y**

Description	Account Number	Quantity	UOM	Unit Price	Extended Totals
Flashing Beacon 1 of 4	101 - 4270 - 54 - 2500 - 0000	1	EA	7,365.160	**7,365.16**
Flashing Beacon 2 of 4	101 - 4270 - 54 - 2500 - 0000	1	ea	6,915.160	**6,915.16**
Flashing Beacon 3 of 4	101 - 4270 - 54 - 2500 - 0000	1	ea	6,915.160	**6,915.16**
Flashing Beacon 4 of 4	101 - 4270 - 54 - 2500 - 0000	1	ea	6,915.600	**6,915.16**
	- - - -				
	- - - -				
Flashing Lights for Crosswalks (4)	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
CAPITAL PROJECT #: CP2024-4270-9-11-A - D	901 - 0000 - 13 - 1101 - 0000	*enter debit/credit amounts in*			**28,110.64**
(DISTRIBUTION & $$)	901 4200 11 7628 0000				**-7,365.16**
(DISTRIBUTION & $$)	901 4200 11 7629 0000				**-6,915.16**
(DISTRIBUTION & $$)	901 - 4200 - 11 - 7630 - 0000				**-6,915.16**
(DISTRIBUTION & $$)	901 - 4200 - 11 - 7631 - 0000				**-6,915.16**

COMMENTS: Freight is only Charged once in the amount of $450.00 **Totals: $** **$ 28,110.64**

FY24 Purchase Order

COG USE ONLY

PRICING METHOD:

	Verbal / Phone
X	Email/Mail/Fax
	Bid / RFP #

COG USE ONLY VH 12/5/23

Dept / Requestor / Date: Mariza Eller

Department Mgr / Date

Purchasing / Date: Deborah M Gilbert 12.6.23

Finance Director / Date

Copy emailed to Supplier	City Manager / Date	BOARD / Date
Supplier Notified		

TERMS AND CONDITIONS OF PO / CONTRACT

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The City reserves the right to reject any and/or all materials if, in its judgment, the items reflect unsatisfactory workmanship, manufacturing or shipping damage.

Aramsco
A FAMILY OF COMPANIES

DBA

TRAN SAFE
Transportation Safety Products

Quote

Date	Quote #
9/11/2023	27169

Name / Address	Ship To
City of Griffin P. O. Box T Griffin, GA 30224 US bgoodman@cityofgriffin.com	City of Griffin Attn: Ben/Sign Shop 700 Beck Street Griffin, GA 30223

Customer Phone	Project/Job Reference	Customer Cell Phone	Customer E-mail
(770) 229-6603 xt 592			bgoodman@cityofgriffin.com

Terms	Quoted To	Quote valid thru	Rep	CSR	FOB
Net 30	Ben	3/30/2023	KM	KM	Origin

Item	Description	Qty	U/M	Unit Price	Total
25-60NI*	ECO Rectangular Rapid Flashing Beacon. System includes 20W solar, 18A batteries, Crosstalk-CW-4, control cabinet, push button, and radio. Meets MUTCD specifications on flash pattern and SAE J595 LED array. When mounting to spun aluminum pole requires one (1) CTR-BCM per RRFB.	2	ea	2,541.63	5,083.26T
25-60NI*	Additional 20 watt solar panel.	2	ea	208.80	417.60T
25-60NI*	Add battery pack - 18 amp, 12V, AGM battery, Dimensions:7.13"x2.99"x6.54"	2	ea	105.23	210.46T
25-60NI*	Sign Holder 2 to include R10-25 sign - Cast aluminum; 9x12 sign.Can be painted at additional cost.Included with PB1, PB2 or PB3.	2	ea	85.87	171.74T
25-60NI*	Add an additional RRFB with Confirmation Lights	2	ea	516.05	1,032.10T
Freight	Freight NOTE: Includes sign holder and sign for the Push Button Direction Does not include any Ped or Arrow signs. Total Sales Tax Calculated by Avatax	1		450.00 0.00%	450.00 0.00

Total **$7,365.16**

Griffin
Growing, TOGETHER

JUSTIFICATION – RECOMMENDATION TO PURCHASE

TYPE OF PURCHASE (BID#/QUOTE#/PO): Quote

DATE (BID OPEN OR DATE SUBMITTED): 11/29/2023

TITLE OR DESCRIPTION: Flashing Beacon - Capital Project

RECOMMENDED SUPPLIER

COMPANY NAME: Tran Safe

CITY, STATE: Lawrenceville, Georgia

AWARD/PO AMOUNT: $7,365.16

The recommended supplier for this purchase is not the lowest bid/quote submission or the only quote submitted. The justification to consider accepting this supplier is below:

JUSTIFICATION FOR THE SELECTION OF ONLY SUBMITTED QUOTE OR OTHER THAN LOWEST RESPONSIVE BID:

Quote #1. Transafe quoted us $7,365.16, Traffic Safety quoted us $9,519.40, and Temple
Inc. quoted us $4,938.00. Temple does not include an additional solar panel and battery pack, unlike
Tran Safe. Temple also does not provide a sign holder or an additional RRFB with confirmation lights.
Quote #2.
Quote #3.
Justification Statement:

Aramsco
A FAMILY OF COMPANIES

DBA

TRANSAFE
Transportation Safety Products

Quote

Date	Quote #
11/30/2023	27169

Name / Address	Ship To
City of Griffin P. O. Box T Griffin, GA 30224 US bgoodman@cityofgriffin.com	City of Griffin Attn: Ben/Sign Shop 700 Beck Street Griffin, GA 30223

Customer Phone	Project/Job Reference	Customer Cell Phone	Customer E-mail
(770) 229-6603 xt 592			bgoodman@cityofgriffin.com

Terms	Quoted To	Quote valid thru	Rep	CSR	FOB
Net 30	Ben	12/30/2023	KM	KM	Origin

Item	Description	Qty	U/M	Unit Price	Total
	REVISED				
25-60NI*	ECO Rectangular Rapid Flashing Beacon. System includes 20W solar, 18A batteries, Crosstalk-CW-4, control cabinet, push button, and radio. Meets MUTCD specifications on flash pattern and SAE J595 LED array. When mounting to spun aluminum pole requires one (1) CTR-BCM per RRFB.	2	ea	2,541.63	5,083.26T
25-60NI*	Additional 20 watt solar panel.	2	ea	208.80	417.60T
25-60NI*	Add battery pack - 18 amp, 12V, AGM battery, Dimensions:7.13"x2.99"x6.54"	2	ea	105.23	210.46T
25-60NI*	Sign Holder 2 to include R10-25 sign - Cast aluminum; 9x12 sign.Can be painted at additional cost.Included with PB1, PB2 or PB3.	2	ea	85.87	171.74T
25-60NI*	Add an additional RRFB with Confirmation Lights	2	ea	516.05	1,032.10T
Freight	Freight	1			0.00
	NOTE: Includes sign holder and sign for the Push Button Direction				
	Does not include any Ped or Arrow signs.				
	Total Sales Tax Calculated by Avatax			0.00%	0.00

Total **$6,915.16**

Griffin
Growing, TOGETHER

JUSTIFICATION – RECOMMENDATION TO PURCHASE

TYPE OF PURCHASE (BID#/QUOTE#/PO) QUOTE

DATE (BID OPEN OR DATE SUBMITTED): 11/29/2023

TITLE OR DESCRIPTION: FLASHING BEACON-CAPITAL PROJECT

RECOMMENDED SUPPLIER

COMPANY NAME: TRAN SAFE

CITY, STATE: LAWRENCEVILLE, GEORGIA

AWARD/PO AMOUNT: $6,915.16

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Aramsco
A FAMILY OF COMPANIES

DBA

TRAN SAFE
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Quote

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Total	$6,915.16

Griffin
Growing TOGETHER

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	Total Sales Tax Calculated by Avatax			0.00%	0.00

Total **$6,915.16**

Griffin
Growing, TOGETHER

JUSTIFICATION – RECOMMENDATION TO PURCHASE

TYPE OF PURCHASE (BID#/QUOTE#/PO) QUOTE

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TITLE OR DESCRIPTION: FLASHING BEACON-CAPITAL PROJECT

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Macy Black

From: Kim Morgan <kmorgan@aramsco.com>
Sent: Thursday, November 30, 2023 4:00 PM
To: Macy Black
Subject: RE: Revised Quote

EXTERNAL EMAIL - Please use caution and proper judgement.

Hi Macy –

As long as you order all 8 pieces for delivery at the same time, there will only be a one time charge of $450.

Kim Morgan | Outside Sales Representative
1625 Spectrum Dr # 100, Lawrenceville, GA 30043
kmorgan@aramsco.com • P: 770.962.2222 • aramsco.com | transafeproducts.com

From: Macy Black <mblack@cityofgriffin.com>
Sent: Thursday, November 30, 2023 3:41 PM
To: Kim Morgan <kmorgan@aramsco.com>
Subject: RE: Revised Quote

Kim,

We are ordering 8, not 4.
We are doing 4 crosswalks, not 2.

Macy Black
Public Works | Admin Coordinator

The City of Griffin shall be a model of excellence in local government; a safe, well-planned community with equal opportunity for all.

From: Kim Morgan <kmorgan@aramsco.com>
Sent: Thursday, November 30, 2023 3:19 PM

Quote

Traffic Safety Corp.
2708 47th Avenue
Sacramento, CA 95822, USA
https://www.xwalk.com

US: +1 888 446 9255
Worldwide: +1 916 394 9884

Customer Number: 02-QUOTEGA
Quote Number: 0140299

Quote Date: 9/12/2023
Expires On: 10/12/2023

Salesperson: Gloria Portillo
gloria.portillo@trafficsafetycorp.com
Direct Line: 916-330-1089

Bill To:
bgoodman@cityofgriffin.com

Ship To:

Confirm To: Ben Goodman

Notes: (678) 692-0396

Ship Via	Terms
BEST WAY	Prepay by Check, ACH or CC

Item / Description	UOM	Qty Quoted	Price	Amount
SI-RRFBC-DC RRFB Flasher 12VDC with Confirmation Light.	EA	2	$1,634.60	$3,269.20
SC-TS60SPW TS60 RRFB System Controller, Solar Powered, Includes: 20-Watt Solar Panel , 12 Volt 22 Ah Battery ,Lockable Control Cabinet (10"X12"X6"), Wireless Communication , Wired Activation. Activation Relay - Misc. Control Components & Pole Mounting Hardware	EA	2	$1,392.60	$2,785.20
AC-BDL3FS-Y ADA Push Button LED&Beep Pressure Activated IP 67 w/Frame 9"x12" & Sign YELLOW	EA	2	$369.60	$739.20
MI-POLE-124 12' Aluminum Pole 4.5" OD with Four-Bolt Base, Pole Cap, Collar & Anchor Bolt Template	EA	2	$1,362.90	$2,725.80

We do not have a resale certificate (exemption number) on file for you. Please submit your exemption/certificate number if you have one. Thank you!
U.S. customers only.

Freight Will Be Charged at Shipping
We Appreciate Your Business

Traffic Safety Warranty: https://www.xwalk.com/pages/sys_warranty.htm

Net Order:	$9,519.40
Freight:	$0.00
Sales Tax:	$0.00
Order Total:	$9,519.40 USD

TEMPLE, INC.

P.O. Box 2066 / 50 Davis Street
Decatur, AL 35602
Phone: 800/633-3221
Fax: 256/353-4578

1954 - 2023
Serving the South's Traffic Needs for Over 60 Years

City of Griffin, GA

DATE:	**22-Sep-23**
TERMS:	**Net 30**
DELIVERY:	**14 to 16 Weeks, ARO**
SALESPERSON:	**Franklin Olive**

QUOTE #: Griffin.092223.Availed Technologies RRFBs

CONDITIONS: The prices and terms on this quotation are subject to verbal changes or other agreements unless approved in writing by Temple, Inc.. All quotations and agreements are contingent upon strikes, accidents, fires, availability of materials and all other causes beyond our control. Prices are based on cost and conditions existing on the date of the quotation and are subject to changes by Temple, Inc. before final acceptance.

Quantity	Description	Price	Extended
2	Availed Technologies 1-Way RRFB (1) AV-400 20W Solar Engine (2) 7Ah 12V Battery (1) Lightbar w/ Universal Mount, Yellow (1) Push Button & 9x12 Sign - Yellow (1) 36" x 36" Pedestrian Traffic Sign (1) 24"X12" Diagonal Down Arrow Plaque (2) Sign Mtg Hdw (Set of 2)	$2,469.00	**$4,938.00**

NOTES:

1) Temple, Inc. reserves the right to charge 4% on all credit card purchases
2) Cost includes shipping but not taxes.
3) Please send all orders to orders@temple-inc.com .

Quote Valid for_____30____ Days

Tyler Berry

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the minutes of the City of Griffin Board of Commissioners' Workshop Meeting on November 28, 2023.

SPECIAL CONSIDERATIONS OR CONCERNS:

Mayor Hollberg and Commissioners Ward, Murray, Tinsley and McCord were present. Commissioners Flowers and Brock were absent.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:
Susan Bartholomew

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
11-28-23 Minutes Workshop.pdf

CITY OF GRIFFIN BOARD OF COMMISSIONERS
WORKSHOP MEETING
W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, NOVEMBER 28, 2023

Mayor Doug Hollberg presided, convening the meeting at 9 a.m. Commissioners attending included Cynthia Ward, Truman Tinsley and Rodney McCord. Also present were City Manager, Jessica O'Connor, City Attorney, Drew Whalen, Staff Attorney, Kelsey Carden and Susan Bartholomew to record minutes.

Commissioner Murray arrived at 9:03 a.m.
Commissioners Brock and Flowers were absent.

CALL TO ORDER

1. Presentation of the 2023 Annual Report for Stormwater. *Director of Stormwater, Ariel Blanton, will address.*

   Stormwater Director, Ariel Blanton, addressed the Commissioners and presented the 2023 Stormwater Utility Report as required by the Georgia Environmental Protection Division (EPD). It is also an opportunity to highlight the department's accomplishments. EPD audits the City's stormwater management program to ensure its compliance with state regulations. Staff provides documents, and EPD performs an onsite inspection. EPD was impressed with the City's practices. This year we began watershed management protection programs for Potato Creek, Shoal Creek, and Cabin Creek watersheds through Tetra Tech, the City's consulting group, and they are 65% complete. The purpose is to address water quality issues and provide strategies to address these issues and ensure the future protection of Griffin's water resources. The City recertified for the Community Rating System as Class 6, which offers homeowners in the City with a 20% discount on flood insurance.

   The Stormwater Department has interns for 12 weeks during the summer. These interns performed stream walks to look for major problems, particularly looking for any fallen trees causing blockages. They also assisted in water quality sampling.

   The City of Griffin celebrated 31 Years as a Tree City and recognized Kreg Jenkins, retired City arborist, for his 17 years of service. There was a ceremonial tree planting at 3rd Ward Park, and the department handed out 800 trees donated by the Pattillo Tree Farm at the Flint River Regional Library. Two hundred-seventeen water quality samples were taken and analyzed from various points throughout the City's watersheds to gauge the health and effectiveness of Stormwater's non-point source program. Staff also engaged in 29 outreach educational programs. There were 800 erosion control inspections completed on active construction sites. Two community cleanups were held during the year with over 120 volunteers participating, and 3.5 tons of trash were removed from the City's reservoir and waterways.

   Operations crews cleaned and maintained 5 miles of ditches, 3,000 storm drains, two miles of pipes and completed 90 work orders. After the tornado event, it took approximately half of the year to remove debris from 800 storm drains, replace 5 drain lids and replace 110 feet of pipe that was pulled up or damaged by the tornado. On East Tinsley Street, Stormwater replaced 180 feet of pipe due to a sinkhole forming because of failure of metal pipes. Those pipes were replaced with high-grade plastic pipe which is more durable.

   Stormwater performed rehabilitation on two public detention ponds, North Griffin Regional pond (Wal-Mart area) and Oakview pond. Sinkholes formed around a storm drain on Belle Street, and old, failing infrastructure was replaced with 24-inch high-grade plastic pipe. On Ellis Road, ditches in front of several homes were filled with sediment, and driveway pipes could not drain properly. The ditches were dug out and matted to move the water flow to the downstream creek.

   Ms. Blanton ended her presentation stating she is proud and honored to be part of the Stormwater team. The team strives for excellence to ensure the City's stormwater utility is managed in the best way for the community.

2. Discuss possible amendment to the Unified Development Code to allow chicken keeping, with conditions, for purposes of companionship and/or egg production as an accessory use in all residential zoning classifications. *Kelsey Carden, Staff Attorney, will address.*

   Staff Attorney, Kelsey Carden, addressed the Commissioners, stating Staff would like to open a dialogue to look at the previous draft of the Chicken Keeping ordinance that was not adopted. We need to attempt to resolve some of the concerns that were mentioned, most notably, what happens

to the chickens that escape owners? How does the City enforce the ordinance and remove animals? Ms. Carden stated she researched the cities of Marietta, Roswell and Milton's ordinances which are all similar in style to what was presented by the Griffin staff. These areas are dense, but not to the extent of Griffin. Griffin has many .25 acre lots, which is the minimum size set for chicken keeping in the City's proposed ordinance. The County is having problems with roosters even though its ordinance does not allow roosters. A possible solution is contracting with an outside group for services, i.e. removal of roosters and capture of escaped chickens. While we received recommendations/requests for enclosures in the yard rather than having the chickens roaming the yard, this brings up another question in what is considered "free range". Ms. Carden stated she is happy to pursue and research more, but Staff needs the commissioners' feedback. Commissioner Murray stated her opinion is the same as before, that the City not allow chicken keeping. Commissioner Tinsley noted that Griffin's proposed ordinance does not allow roosters, and Ms. Carden stated nor does the County, but the County has a rooster problem. Ms. Carden continued that the answer may be contracting with a company, but she is unsure how that will work. Commissioner McCord asked what the contracted company would do? Ms. Carden stated that, for example, for horses that are being abused and/or mistreated, the company would seize the animal and transport it to a facility where it can be cared for, but the City would be responsible for the animal until it is placed in another home. Commissioner Ward asked if the City has previously cited citizens for keeping chickens. Ms. Carden indicated there have been citizens cited and fined for chickens. Commissioner Ward asked how much money the City has spent on trying to get an ordinance? Ms. Carden answered her time. Mayor Hollberg interjected that the vote was 3-3, so the motion to approve the ordinance failed. Ms. Carden stated that the City has had many requests for a chicken ordinance, and there are benefits, but the bigger issue is enforcement of the ordinance. Commissioner Tinsley stated he would like to reconsider the ordinance. Ms. O'Connor stated, to this point, the City has been reactive to the citizens keeping chickens. Currently it is not allowed in the City, and most of the people who have been cited have arisen from neighbors' complaints regarding the chickens. Ms. Carden noted again that the City would be responsible for the care of a chicken that has been picked up in the street. Another issue is determining the owner of a chicken, but enforcement is the bigger issue. Our current ordinance allows chickens with more than 3 acres and zoned agriculture, but this is business related, not for egg production or pets. The Commissioners' consensus is the Board will not reconsider the Chicken Ordinance, thereby the current regulations regarding chickens will remain in force.

3. Discuss the current state of the City of Griffin's Shoal Creek Landfill. *James "Dee" Mays, Landfill Superintendent, will address.*

   Dee Mays, Landfill superintendent, addressed the Commissioners. This presentation is to inform all parties of the status of the Shoal Creek Landfill and allow time to explore alternatives and financing for those alternatives. The latest remaining capacity report by Paragon shows 2.56 years of remaining life which would put the landfill at capacity in March 2026. The capacity has decreased quite a bit since last year, mostly due to the tornado event and our inexpensive rates at the landfill. A report issued by the City's auditor, Mauldin & Jenkins, estimated a cost of $10.4 million to close the landfill and monitor the site for 30 years as required by the State. Currently the City has approximately $1.044 million in landfill closure accounts. The estimated cost to open a new landfill, which would include professional services, erosion control, grading, construction of a road, fencing, and installing water and methane wells is $3.5 to $5M. The City has 50 acres to the south of the existing site that can be used for a new landfill. Mr. Mays continued with a gate rate comparison between Shoal Creek and other landfills in the area. Shoal Creek charges $40.27 per ton plus $2.75 per ton fee for a total of $43.02 per ton. There is a charge of $25.00 plus fees for any weight less than one ton. Cedar Grove Landfill's fee is $48.00 per ton, plus 11.79% fuel surcharge ($5.66), plus 5% environmental fee ($2.40), plus 8% sales for a total rate of $60.55 per ton. The County rate is $28 per ton. Pine Ridge charges $215 per ton. Commissioner Ward asked what percentage of people are coming from outside the city and county, in other words, not local. Mr. Mays stated approximately 50% of the commercial traffic is coming from outside the city and county.

   The alternative to closing the Landfill is mining and reclamation. The average cost to mine a landfill is $4.50 per cubic yard which includes the cost of equipment, labor and fuel. Commissioner Tinsley asked how mining/reclaiming would increase the life of the landfill? Mr.

Mays stated it depends. Concrete is not going in the landfill. We can reuse it by crushing it and utilizing it for the landfill road. We can also raise rates to slow down use of the landfill. Mr. Ennis, Solid Waste Director, noted that the City bought a shredder about a year ago, and we were regaining air space until the storm hit. He continued there was an increased influx of material due to the storm.

Mr. Mays stated the City is researching a phased in approach in regard to a new landfill. It would be divided into sections, and we would prepare and grade one section at a time. Additional sections would be prepared as needed. This approach would reduce initial costs.

Mr. Mays directed his comments to the landfill's equipment. There is a need for a mobile surveillance camera for the workface to aid in insurance claims, decreasing vandalism, and determining the cause and/or location of fires. If the decision is made to begin landfill mining, it will require a shaker screen and excavator. Much of the current equipment is old and worn out which requires costly repairs. The number of employees at the landfill has not increased, but tonnage has increased from around 100 tons per day to approximately 400 tons per day, and that does not include SDR's tonnage (storm debris hauler). Commissioner Ward asked how long the number of employees at the landfill has been at its current number, and Mr. Mays answered it has been the same for the 10 years he has been working at the landfill. Mr. Ennis stated his focus has been to upgrade equipment, noting that if equipment is running correctly, that can somewhat make up for a lack of personnel.

We need to look at all sources of revenue to continue operating the landfill, including raising the gate rate and increasing tiered customer rates. We are quickly running out of space, and the new landfill may not be ready when the old one is full. Solid Waste continues to work with Paragon to come up with most efficient way to open the new landfill. Staff is looking at the option of decreasing the amount of waste we accept. Failure to act will result in closure of the landfill leaving our customers without a place to dump C&D material. Ms. O'Connor stated this is a matter of timing. If we don't perform landfill mining, we will not have the new landfill open before the current one is full. Mr. Ennis noted that EPD is short staffed, but we don't have a lot of time, and we are at the mercy of the EPD. Commissioner Ward asked if we have to obtain permits to mine? Mr. Ennis stated he is working with EPD on this. Landfill mining is not common in this area of the country, and EPD is researching the process. Mayor Hollberg asked if we could limit intake to city residents' debris? Mr. Mays stated the City would will lose a whole lot of revenue. Mr. Ennis reiterated that the landfill has to be open to commercial customers. Mayor Hollberg asked Staff's recommendation. Ms. O'Connor stated Staff recommends a change in the rate structure and explore the landfill mining option. Staff will present increased rates. Mayor Hollberg asked about the discussion of having private company come in and manage the landfill? Mr. Ennis stated if we can maintain and perform surface mining, we can probably gain a couple of years of capacity at the current landfill. Mr. Mays added if we implement the mining, there is about 20 years of material available to mine.

4. Consider Executive Session pursuant to O.C.G.A. Section 50-14-3(b)(2) for the purpose of discussing or deliberating upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, pursuant to O.C.G.A. Section 50-14-3(b)(1)(B)for the purpose of authorizing negotiations to purchase, dispose of, or lease property and pursuant to O.C.G.A. Section 50-14-2(1) for the purpose of consulting and meeting with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the agency or any officer or employee or in which the agency or any officer or employee may be directly involved.

Motion/second to enter closed session at 10 a.m. by Commissioners Tinsley/Murray carried 5-0.

ADJOURN

Motion/second at 11:11 a.m. to adjourn by Commissioners McCord/Murray carried 5-0.

_____ _____

Douglas S. Hollberg, Mayor Jessica W. O'Connor, City Manager

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the minutes of the City of Griffin Board of Commissioners' Regular Meeting on November 28, 2023.

SPECIAL CONSIDERATIONS OR CONCERNS:

Mayor Hollberg and Commissioners Ward, Murray, Brock, Tinsley and McCord were present. Commissioner Flowers was absent.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:
Susan Bartholomew

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
11-28-23 Minutes.pdf

CITY OF GRIFFIN BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, NOVMEBER 28, 2023

Mayor Doug Hollberg presided, convening the meeting at 6 p.m. Commissioners attending included Cynthia Ward, Holly Murray, David Brock, Truman Tinsley and Rodney McCord. Also present were City Manager, Jessica O'Connor, City Attorney, Drew Whalen, Staff Attorney, Kelsey Carden and Susan Bartholomew to record minutes.

Commissioner Flowers was absent.

Call to order by Mayor Hollberg

Pledge of Allegiance .....Commissioner Ward
Invocation ..... Commissioner Tinsley

Approval of Agenda

Motion/second to approve the Agenda by Commissioners Brock/Ward carried 6-0.

PRESENTATIONS AND DELEGATIONS

There were no presentations or delegations.

CITIZEN COMMENTS

At this time, the Mayor opens the floor to comments from the audience. Comments should relate to a specific agenda item, not listed on the agenda for a Public Hearing, or to a concern within the jurisdiction of the City. Commission meetings serve the purpose of conducting city business and are not a forum for the unlimited expression of opinion. The Mayor reserves the right to limit comments to matters germane to city business and may refer speakers to the City Manager or other staff for resolution.

There were no citizen comments.

CONSENT AGENDA

1. Consider acceptance of the Electric Cities of Georgia (ECG) Year End Settlement and Contract Payment Reimbursement in the amount of $21,028.85 and deposit 50% into the Electric Department's Education, Training and Development fund and 50% refunded via credit to the ECG annual bill. *Electric Director, Jennifer Freeman, will address.*

2. Consider the purchase of two 2024 Ford F150 XL trucks, each for $45,217.00 for a total of $90,434.00, for Griffin Power from Fayetteville Ford, lowest bidder, and consider declaring as surplus Unit #719, a 2010 Dodge 2500 and Unit #726, a 2008 Dodge 2500. *Electric Director, Jennifer Freeman will address.*

3. Consider the purchase of 20 of the 15 KVA 120/240V pole mount transformers in the amount of $19,560.00 and 20 of the 37.5 KVA 120/240V pole mount transformers in the amount of $28,900.00 for a total of $48,460.00 from Stuart C. Irby Company, through ECG Joint Purchasing. *Electric Director Jennifer Freeman will address.*

4. Consider declaring as surplus the attached list of property kept in the Griffin Police Department Evidence Room. *Captain Daniel Jett will address.*

Motion/second to approve the Consent Agenda by Commissioners Murray/Ward carried 6-0.

REGULAR AGENDA

The Regular Agenda includes items that the Commission will individually consider and on which they will possibly take action.

5. Consider the minutes of the City of Griffin Board of Commissioners' Regular Meeting on November 14, 2023.

Motion/second to approve the minutes of the City of Griffin Board of Commissioners' Regular Meeting on November 14, 2023 by Commissioners Murray/Ward carried 5-0-1. Commissioner Brock abstained as he did not attend the meeting.

6. Consider revisions to the Main Street Program Board's By-Laws and Procedures. *Main Street Manager, Heather Robinson, will address.*

   Heather Robinson addressed the Commissioners. She stated the Main Street Board updated the organizational chart based on DCA's suggestion. The boundary change adds one block on the northwest corner and moves a boundary from 10th Street to 11th Street. The number of allowed absences has been changed from three (3) to more than three (3).

   Motion/second to approve revisions to the Main Street Program Board's By-Laws and Procedures by Commissioners Murray/Hollberg carried 6-0.

7. Consider the purchase of a Dynatouch automated Bill Pay Kiosk from Cogsdale, sole source, in the amount of $62,178.00 to be installed in Customer Service, and amend the budget accordingly. *Chief Technology Officer, Gibb Cotton will address*.

   Motion/second to approve the purchase of a Dynatouch automated Bill Pay Kiosk from Cogsdale, sole source, in the amount of $62,178.00 to be installed in Customer Service, and amend the budget accordingly by Commissioners Murray/Ward carried 6-0.

8. Consider a Resolution authorizing the filing of a Request for Exclusion from the nationwide class PFAS settlements in Multidistrict Litigation in the U.S. District Court for the District of South Carolina, Charleston Division. *City Attorney Drew Whalen will address.*

   Motion/second to approve a Resolution authorizing the filing of a Request for Exclusion from the nationwide class PFAS settlements in Multidistrict Litigation in the U.S. District Court for the District of South Carolina, Charleston Division by Commissioners Murray/Ward carried 6-0.

9. Consider a Task Order Form to the Master Services agreement between the City of Griffin and Paragon Consulting Group in the amount of $ 8,175.00 for preparation of application, exhibits, and submission to GDOT for consideration of the 2023 Roadside Enhancement and Beautification grant on GA HWY 16 at US-19 Bridge. *City Manager, Jessica O'Connor, will address.*

   Motion/second to approve a Task Order Form to the Master Services agreement between the City of Griffin and Paragon Consulting Group in the amount of $ 8,175.00 for preparation of application, exhibits, and submission to GDOT for consideration of the 2023 Roadside Enhancement and Beautification grant on GA HWY 16 at US-19 Bridge by Commissioners Tinsley/Ward carried 6-0.

10. Consider a contract with Sullivan & Ogletree to continue to provide indigent defense services for the City of Griffin Municipal Court in the amount of $45,000.00 annually. *City Manager, Jessica O'Connor, will address.*

    Commissioner Ward asked if this contract was for Sullivan & Ogletree to defend people in Municipal Court, and Ms. O'Connor confirmed.

    Motion/second to approve a contract with Sullivan & Ogletree to continue to provide indigent defense services for the City of Griffin Municipal Court in the amount of $45,000.00 annually by Commissioners Murray/Brock carried 6-0.

CITY OF GRIFFIN BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, NOVMEBER 28, 2023

CITY MANAGER'S REPORT

The City Manager will update the Commission on pending items, upcoming workshops, meetings, conferences and other pertinent issues.

1. Ms. O'Connor enumerated notable dates for the next two weeks including the annual tree lighting on Friday, December 1 at 6 p.m. Forecasters are calling for rain, but we hope we can proceed with the tree lighting.
2. The Mistletoe Night Market is Friday, December 8 at 6 p.m., and Second Saturday is December 9.
3. The City's Christmas Parade is December 9 at 6:30 p.m. There will be a prize for the best city department float.
4. There will be a Called Workshop on December 12 at 9 a.m. A reception honoring outgoing Commissioners Brock and Flowers will be December 12 at 4 p.m. We will have the swearing in of newly elected Commissioners Curtis and Wright at 5:30 p.m. The last regular meeting of the year will begin at 6 p.m.
5. The Commissioners' Cities United Summit registration information will be in your mail packet at the next meeting.
6. Check your mail for department holiday party invitations.

CITY ATTORNEY COMMENTS

No comment.

COMMISSIONER COMMENTS

Commissioners will provide updates regarding issues of interest from their respective districts and/or committee reports.

Ward: No comment.

Flowers: Absent

Murray: Commissioner Murray thanked all for coming and thank you to Staff. The downtown looks beautiful, and many citizens have commented about it.

Brock: No comment.

Tinsley: No comment.

McCord: No comment.

Hollberg: Mayor Hollberg wished all a Merry Christmas and happy holidays.

ADJOURN

Motion/second to adjourn at 6:10 p.m. by Commissioners Tinsley/Murray carried 6-0.

_____ _____

Douglas S. Hollberg, Mayor Jessica W. O'Connor, City Manager

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the acceptance of a Norfolk Southern Safety First Grant in the amount of $15,000.00 for the Fire Department, and amend the budget accordingly. *Fire Chief John Hamilton will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The grant will be used to build out a 2020 vehicle, that is already owned by the city, into an event management unit. The vehicle will have the capabilities to support any city department if an event or incident needs a high level of on-scene management. This is to include parades, COG school events, large events downtown, pop-up events, and any other type event that could be held in the future.

STAFF RECOMMENDATION:

Staff recommends approval

FINANCIAL IMPACT:

There is no match to this grant.

Submitted By:
John Hamilton

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Norfolk Fire Grant Check.pdf
Grant Acceptance Guidelines.pdf
Grant Acceptance Email (1).pdf
BA AGENDA ITEM 20231212 Norfolk Southern Safety First Grant.pdf

Norfolk Southern Corporation
Accounts Payable, Box 32
650 West Peachtree Street NW
Atlanta, GA 30308-1925

NOTICE: The attached check is tendered in full payment of items stated below. If incorrect, return both check and statement.

CITY OF GRIFFIN
100 S HILL ST
GRIFFIN GA 30223-3402

Vendor Number: 2000118817
Check Number: 9456882
Payment Number: 2002667482
Payment Date: 11/13/2023
Email Address: acctapcheckinquiry@nscorp.com
Phone: 1-877-888-8489

Invoice Number	Invoice Date	Comment	Document Number	Gross Amount	Discount	Net Amount
90586889	10/10/2023	griffin fire rescue - safety first grant	1900785875	15,000.00	0.00	15,000.00
					Check Total:	$15,000.00

THIS IS WATERMARKED PAPER - DO NOT ACCEPT WITHOUT NOTING WATERMARK - HOLD TO LIGHT TO VERIFY WATERMARK

NORFOLK SOUTHERN

Norfolk Southern Railway Company, vendor account

For Itself and/or as Agent for Operating Subsidiaries and Corporate Affiliates

Wells Fargo Bank, N.A.

Number 9456882

66-156
531

DATE: 11/13/2023

FIFTEEN THOUSAND DOLLARS AND 00 CENTS

Pay To
CITY OF GRIFFIN
100 S HILL ST
GRIFFIN GA 30223-3402

PAY $******15,000.00

VOID AFTER 180 DAYS

Christopher R. Neibuck

⑈94568821⑈ ⑆053101561⑆ 20?990006?648⑈

SAFETY FIRST

GRANT APPLICATION GUIDELINES

The Safety First Grant Program is designed to promote overall safety in the communities across Norfolk Southern's 22-state network. This program is intended to support organizations that directly provide safety services or operate programs that promote safe behavior.

To be eligible, an organization must meet the below criteria:

- Qualifies as a tax-exempt nonprofit organization based off one of the following charitable criteria:
  - A public 501(c)(3) of the Internal Revenue Code as listed in the IRS Master File
  - A state, county or municipal government entity and seeks funding to serve the needs of the community at large.
- Located within 90 minutes of NS network
- Aligns with Norfolk Southern's Corporate Giving focus areas

Applications must include the following:

- A valid W9 Form dated after 2018
- A valid 501(c)(3) determination letter from the IRS or letter demonstrating tax exemption status as a state, county, or municipal government entity
- A valid contact email address & phone number for questions regarding grant
- If applying as a 501(c)(3):
  - Short overview of the organization (major achievements, recent accomplishments, impact, and major donors)
  - Board of Directors listing
  - Latest IRS 990 filings
  - Budget for program or proposed project
  - Full year operating budget

Applications will not be accepted from:

- Organizations not in the NS territory
- Organizations that do not have a 501(c)(3) public charity status or are not tax-exempt as a government entity
- Organizations that have a written policy or a history of discrimination against individuals because of their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status
- Individuals or organizations established to help individuals
- Religious affiliated organizations
- Fraternal organizations
- Political or lobbying organizations
- Fundraising events, telethons, races, or benefits
- Amateur, civic, or professional sports or athletic organizations, clubs, or activities
- Organizations whose programs have an international and/or national scope
- Civic leagues or Chambers of Commerce
- Referral or consulting agencies and organizations

John C. Hamilton

From: do_not_reply@cybergrants.com
Sent: Monday, November 6, 2023 4:07 PM
To: John C. Hamilton
Subject: Safety First Grant Request #90586889 has been approved

EXTERNAL EMAIL - Please use caution and proper judgement.

John Hamilton,

Congratulations! Your Safety First Grant to Norfolk Southern has been approved.

Organization Name: Griffin Fire Rescue
Project Title: Incident/Event Management Unit (Request ID: 90586889) Granted Amount: $15,000.00

Please allow up to six weeks for payment processing. Note: Grant funds should be used for direct program or project support only (i.e., the grants funds should not be used towards expenses such as salaries, overhead, rent, or utility bills).

Additionally, please don't forget to complete the impact report and upload a tax acknowledgement letter within 90 days of receiving the grant. You will receive a separate email regarding the impact report.

As part of our ongoing commitment to support organizations like yours, we want to extend the opportunity for you to provide recognition for receiving this grant.
If you are interested in recognizing Norfolk Southern, here are some suggestions:

1. Social Media Posts: You are welcome to share the news of your grant approval on your organization's social media profiles. Please be sure to tag Norfolk Southern and we would be happy to engage with and share those posts.

2. Website acknowledgement: Consider adding a section on your website to acknowledge our support and the positive impact it will have on your organization.

3. Newsletters: Include a mention of Norfolk Southern and your grant award, highlighting the difference it will make to your organization.

Our primary goal is to assist you in achieving your mission, and your success is recognition enough. We are genuinely excited to see the positive change that this grant will help bring about, and we are proud to be part of the journey.

Once again, congratulations on your grant approval! If you have any questions, please feel free to reach out to NSCorporateGiving@nscorp.com. We are here to support you.

Thank you,
Norfolk Southern

CG/JMAIL/291556665

RESOLUTION

A RESOLUTION TO AMEND THE FISCAL YEAR 2023-2024 OPERATING & CAPITAL BUDGET IN THE AMOUNT OF $15,000.00.

WHEREAS, the Board of City Commissioners is charged with the preparation of an annual budget for the City of Griffin; and

WHEREAS, on June 13, 2023, the Board of City Commissioners adopted the Fiscal Year 2023-2024 Operating & Capital Budget; and

WHEREAS, the Board of City Commissioners approve amending the City of Griffin's General Fund Fiscal Year 2023-2024 Operating and Capital Budget by increasing the budget in the amount of $15,000.00 for Contributions & Donations Revenue and appropriating those funds for Equipment, for Fiscal Year 2024, for the purpose set forth below; and

BE IT RESOLVED by the Board of City Commissioners this 12th day of December, 2023, that the Fiscal Year 2023-2024 Operating & Capital Budget be, and is hereby, amended in the amount of $15,000.00 as follows:

General Fund – Fire Suppression

INCREASE REVENUE		
101-3520-37-1000-0000	Contributions & Donations	(15,000.00)
INCREASE EXPENSE		
101-3520-53-1600-0000	Tools & Small Equipment	15,000.00

_____

Douglas Hollberg, Mayor

_____

Jessica O'Connor, Secretary

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider acceptance of the BRACE Grant in the amount of $5,000.00, and amend the budget accordingly. *Griffin Environmental Council will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The Griffin Environmental Council applied for the BRACE grant in September 2023 through the Keep Georgia Beautiful Foundation. Grants in the amount of $2,500.00 or $5,000.00 were awarded and the City of Griffin had the opportunity to be awarded the $5,000.00 grant. The purpose of the BRACE grant is to reduce litter, blight and illegal dumping on public property and encourage code enforcement efforts. The money from this grant will be utilized to purchase trash cans to place at Heads Creek Reservoir along with placing educational signage about littering and dumping in a municipal drinking water source.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The acceptance of the BRACE grant in the amount of $5,000.00 will cause an increase in Griffin's Water & Wastewater Fund fiscal year 2023-2024. Staff is requesting to amend the budget to allow for the increase in revenue to Grants-Operating Indirect (505-4431-33-4150) and an increase in Water Expense - Tools & Small Equipment (505-4431-53-1600).

Submitted By:
Mariza Eller

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
AGENDA ITEM 20231212 BRACE Grant.pdf
Brace Grant Program Guidelines.pdf

RESOLUTION

A RESOLUTION TO AMEND THE FISCAL YEAR 2023-2024 OPERATING & CAPITAL BUDGET IN THE AMOUNT OF $5,000.00.

WHEREAS, the Board of City Commissioners is charged with the preparation of an annual budget for the City of Griffin; and

WHEREAS, on June 13, 2023, the Board of City Commissioners adopted the Fiscal Year 2023-2024 Operating & Capital Budget; and

WHEREAS, the Board of City Commissioners approve amending the City of Griffin's Water & Wastewater Fund Fiscal Year 2023-2024 Operating and Capital Budget by increasing the budget in the amount of $5,000.00 for Grant Revenue and appropriating those funds for Equipment, for Fiscal Year 2024, for the purpose set forth below; and

BE IT RESOLVED by the Board of City Commissioners this 12th day of December, 2023, that the Fiscal Year 2023-2024 Operating & Capital Budget be, and is hereby, amended in the amount of $5,000.00 as follows:

Water & Wastewater Fund – Simmons Water Treatment Plant

INCREASE REVENUE		
505-4431-33-4150-0000	Grants-Operating-Indirect	(5,000.00)
INCREASE EXPENSE		
505-4431-53-1600-0000	Tools & Small Equipment	5,000.00

_____

Douglas Hollberg, Mayor

_____

Jessica O'Connor, Secretary

BRACE Grant Program 2023-24 Guidelines

Introduction

At the Keep Georgia Beautiful Foundation (KGBF), we believe everyone deserves to live in a clean, green, and beautiful environment. Litter affects our quality of life, destroying our state's natural beauty, harming, or killing wildlife, and diminishing water quality. It also hinders economic development—property values decrease in littered neighborhoods, whereas clean spaces attract families and businesses. That's why we're excited to provide a grant opportunity that will enable more communities to thrive.

Grant Description

The purpose of the BRACE Grant Program is to reduce litter, blight, and illegal dumping on public property and encourage code enforcement efforts. Funded through the Solid Waste Trust Fund (SWTF), the grant program is designed to provide assistance to Georgia communities to help address these challenges.

Grants of $2,500 or $5,000 will be made in October 2023. Any size community may apply. Priority will be given to communities with a population of 2,500 or less according to the most recent U.S. Census Bureau Population and Housing Unit Estimates data.

Eligibility Requirements

Eligible applicants and recipients for the BRACE Grant include:

a. Counties, municipalities, or any combination of the same, hereafter referred to as local governments

b. Public authorities, agencies, commissions, or institutions

Local government applicants must have Qualified Local Government status as of the date of their application, as determined by the Georgia Department of Community Affairs. The Georgia Department of Community Affairs maintains an active listing of local governments who are ineligible to receive state funding, including grants:
https://apps.dca.ga.gov/LocalGovStatus/planning.asp

Nonprofit or private organizations are not eligible to apply for funding; however, they may partner with eligible applicants on projects. **If you were recently awarded a BRACE Grant during the 2022-23 cycle, then you must wait until the 2025-26 cycle to be eligible to apply again.**

Eligible Activities

The BRACE Grant allows applicants to develop project proposals that best support their community needs. Projects must focus on eliminating litter and illegal dumping, as described by the authorized uses of the SWTF. Examples of BRACE Grant projects may include, but are not limited to, an amnesty day where residents can discard waste items in roll-off dumpsters, educating homeowners about local code compliance, Great American Cleanup activities such as a neighborhood cleanup or community-wide cleanup days, installation of additional security cameras, or conducting a litter law enforcement workshop.

Application Period

The application period will open on August 30, 2023. Applications must be submitted by 5pm on September 29, 2023. View application questions here.

Grants will be administered according to the following schedule:

August 30, 2023	Application period opens
September 29, 2023	Application submission deadline
October 3-15, 2023	Application review
October 2023	Grant funds awarded

Evaluation Criteria

BRACE Grant funds are limited, and contingent upon available funding. Applications received will be reviewed to determine if the applicant and proposed plan are eligible (see 'Eligibility Requirements'). Eligible projects will be scored according to the requirements and criteria described below. KGBF will fund projects starting with the highest-ranking score first and will continue awarding funds to qualifying applicants until available funds have been exhausted for that grant cycle.

In determining whether an applicant will receive a grant award, the following criteria will be considered:

a. Does the plan submission include a single point of contact, identify the neighborhood(s) or specific location(s), and provide details about the plans to involve the homeowners, community groups, partners, or nonprofits in the challenge area?

b. Does the submission indicate the population size? All communities may apply. Priority will be given to communities with a population of 2,500 or less according to the most recent U.S. Census Bureau Population and Housing Unit Estimates data.

c. Does the plan detail community need (in relation to reducing litter, illegal dumping, or blight or by encouraging code enforcement efforts), how the requested grant funds will be used, include a detailed budget, and include any in-kind donations (i.e., donated roll off dumpsters, donated equipment use, staff time, volunteer time, supplies, etc.) or additional funding sources? Submissions should also include information that explains to

KGBF how your plan will make a positive impact in your community over time or how the project will prevent reoccurrence of current conditions.

Awarding of Funds

Award limits will not exceed $5,000 per community per fiscal year. If two or more communities wish to submit a joint application, the award will be eligible to the combined applicants for an amount that will not exceed $5,000 per community. (For example, if two communities submit a joint application, they would be eligible to receive up to $10,000).

Once a grant application is approved for an award, KGBF will notify the applicant and provide a grant award statement for signature. Upon receiving the signed agreement, KGBF will send funds through Truist Bank to the recipient within 14 business days.

Awarded funds should be spent by April 30, 2024, and reporting should be completed by May 31, 2024. As part of grant award conditions, recipients are required to submit a final report at the end of the project that includes details of its impact and performance, along with a detailed budget of grant expenditures. Final report forms will be provided.

If the plan to spend funds is not as described in the application, recipients must send an email to KGBF at info@kgbf.org outlining the changes.

If recipients fail to spend funds by April 30, 2024, they must be returned to the Keep Georgia Beautiful Foundation at 60 Executive Park S, Atlanta, GA 30329.

If recipients fail to submit a final report by the May 31, 2024 deadline, without prior approval of an extension by KGBF, the recipient will not be eligible for a BRACE Grant again until the 2026-25 grant cycle.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider Resolution approving the standardized form for a League Contract to be utilized at the Griffin Golf Course for league play and fee structure. *Public Works Director, Mariza Eller, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The Griffin Golf Course currently does not have a set league contract or pricing for league play. By establishing this contract this will provide our customers with league terms and conditions. The league contract not only protects the Griffin Golf Course, but the league and players as well by setting forth a list of expectations that Griffin Golf Course will provide as well as league expectations. Exhibit A lists the set league fee of $15.00 per person for 9 holes and $20.00 per person for eighteen holes, which is set to be updated via fee schedule annually.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

Exhibit A lists fixed league fees of $15.00 per person for nine holes and $20.00 per person for eighteen holes. These rates will be updated annually through the fee schedule.

Submitted By:
Mariza Eller

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Res - FINAL Form of League Contract w Contract and Fee Exhibit.pdf
GGC League Contract w Fee Exhibit.pdf

No. 23-

A RESOLUTION

A RESOLUTION BY THE BOARD OF COMMISSIONERS FOR THE CITY OF GRIFFIN, GEORGIA, APPROVING THE FORM OF THE GRIFFIN GOLF COURSE GOLF LEAGUE CONTRACT; AUTHORIZING THE CITY OF GRIFFIN GOLF COURSE STAFF AND DIRECTOR OF PUBLIC WORKS, OR THEIR DESIGNEE, TO ACCEPT BINDING CONTRACTS TAKING THE FORM APPROVED FOR PURPOSES OF ESTABLISHING GRIFFIN GOLF COURSE GOLF LEAGUES, AND PROVIDING LEAGUE RATES AND BENEFITS, UNTIL SUCH TIME AS THIS RESOLUTION IS SUPERSEDED AND/OR UNTIL THE BOARD OF COMMISSIONERS APPROVES AN AMENDED FORM OF THE GRIFFIN GOLF COURSE LEAGUE CONTRACT; ESTABLISHING A FEE STRUCTURE FOR LEAGUES, TO BE UPDATED ANNUALLY WITH THE FEE SCHEDULE; AND FOR OTHER PURPOSES.

WHEREAS, Customers of the City of Griffin Golf Course have expressed a desire to establish golf leagues—a specific roster of regular players who compete with one another for a period of weeks on a specific schedule—whereby their league would establish a schedule for use of the Griffin Golf Course and would pay a specific "league rate" for play;

WHEREAS, the Board of Commissioners desires to facilitate league play at the Griffin Golf Course by approving a form for a League Contract that will establish the terms of use of City facilities for golf league play and will specify the requirements necessary to receive golf league benefits;

WHEREAS, the Commission recognizes the importance of executing these contracts as efficiently as possible;

WHEREAS, the Commission desires to authorize the execution and acceptance of the Griffin Golf Course League Contract taking the form approved by the Commission, without need for approval of each individual contract at a regularly scheduled meeting, in order to create an efficient system for finalizing said contracts;

WHEREAS, the Commission further desires to establish a fee structure for golf leagues, which shall be updated annually with the fee schedule and attached as an exhibit to any League Contract;

NOW THEREFORE, BE IT RESOLVED AND IT IS ESTABLISHED THAT the Board of Commissioners hereby approves the form of the Griffin Golf Course League Contract, attached and incorporated as Exhibit "A," for purposes of establishing the terms of use of City facilities for golf league play and specifying the requirements necessary to receive golf league benefits. The approved form of the League Contract shall be used until such time as this Resolution is superseded and/or until the Commission approves and amended form of the League Contract

BE IT FURHTER RESOLVED that City of Griffin staff, specifically management at the Griffin Golf Course and the Director of Public works, or their designee, are authorized to accept League Contracts taking the form approved herein for purposes of establishing a binding agreement for the use of City facilities by golf leagues, without the need to submit each individual contract to this Commission for approval at a regularly schedule meeting. Each Golf League Contract must be signed by the league representative and accepted by the City of Griffin in order to be binding; provided, however, that no League Contract taking this form shall bind the City to allow use of the facility in violation of the Code of Griffin or other policies related to the operation of the Griffin Golf Course, and the City reserves the right to deny or cancel any League Contract pursuant to its terms and/or any other law or policy;

BE IT FURTHER RESOLVED that the Commission approve the Griffin Golf Course League Fee structure attached to the League Contract. The League Fees shall be updated annually via the Fee Schedule, and the fee exhibit to the League Contract shall be updated to reflect the new charges, with all other terms of the League Contract remaining unchanged.

SO RESOLVED, this 12TH day of December, 2023.

_____
Douglas S. Hollberg, Mayor

ATTEST:

_____
Jessica O'Connor, Secretary

EXHIBIT "A"
TO RESOLUTION

Griffin Golf Course Golf League Contract

Thank you for considering Griffin Golf Course for your league!

League Name:		**League Contact:**	
Address:		**City, State, ZIP**	
Phone Number:		**Email:**	
Day of the Week *(please circle one)*:		Monday Tuesday Wednesday Thursday Friday	
Number of Players:		**No. of Weeks:**	
First Week:		**Last Week:**	
First Tee Time:		**Last Tee Time:**	

Fees

League fees are established on an annual basis by the City of Griffin Board of Commissioners. Current pricing can be found on Exhibit "A" to this Contract

League Terms & Conditions

Please initial each line individually to accept the terms & conditions.

- Must have a minimum of 12 players to receive league rates. **INITIAL:** _____
- League must run a minimum of 10 weeks for league rates to apply, unless approved otherwise by Griffin Golf Course management. **INITIAL:** _____
- League rate is only valid on the league day indicated above. Unless a raincheck was issued (player must have the physical rain check), in which case league rate will be recognized. **INITIAL:** _____
- League participants are expected to sign in on the league sign in sheet at the time of check-in. This is in addition to signing in for the course. **INITIAL:** _____
- Payment is due each week before play begins. Members that are part of league play will pay member rate. **INITIAL:** _____
- All players must adhere to the pace of play guidelines set by Griffin Golf Course which is 2 hours and 25 minutes maximum for 9 holes. **INITIAL:** _____
- No league makeup rounds will be permitted. **INITIAL:** _____
- Management reserves the right to modify, alter, change or cancel reserved league start time in interest of business opportunities, needs and challenges without notice. Every attempt will be made to give proper notice of changes in the schedule due to outings and events. **INITIAL:** _____
- Pre-payment of the league's entire season will grant the league a free week, inclusive of Green Fees ONLY. **INITIAL:** _____
- On days when the course is deemed not playable due to weather, a week will be added immediately following the scheduled last date of the league's season or a make-up day

can be scheduled. If you do not wish for a week to be added to your league play due to weather, please let GGC management know. Extentions to the orignal time frame listed above, shall not exceed 2 weeks. Should the extention exceed 2 weeks, it is up to the organizer if they'd like to work with GGC to schedule a make-up day or if they'd like to end league play early. **INITIAL:** _____

- Rain checks will be provided for league play in the event of inclement weather resulting in the course becoming unplayable. Rainchecks for league play cannot be redeemed on weekends or holidays. **INITIAL:** _____
- Players are expected to abide by the cart path rule of the day, as indiciated at the Golf Shop. **INITIAL:** _____
- Beverages & Alcohol: All beverages and alchohol must be purchased through the Golf Shop. Anyone found in violation of this is subject to league cancellation due to violation of the Griffin Golf Course Alcohol License. **INITIAL:** _____
- No personal coolers are permitted. Any personal coolers will be held in the Golf Shop until the customer is ready to leave the premises. Coolers have been provided for your use and are located on the side of each cart. **INITIAL:** _____
- Players renting equipment from GGC (not limited to golf carts), must sign an equipment rental agreement. Assuming responsibility for any damages caused to said equipment. **INITIAL:** _____

I acknowledge receipt and understand the conditions of this contract as attested by my signature below. I further understand that non-compliance of conditions herin by any league player could result in suspension or cancellation of league play at the discretion of golf management. Further, I have received information on the course alcohol policy and I assume responsibility for distribution of this material to all league players.

League Representative Date:

GGC Representative Date:

COG Representative Date:

Approved as to form:

Andrew J. Whalen, III
City Attorney

Exhibit "A"
Griffin Golf Course League Fees

Established by Board of Commissioners 12/12/23
Updated via Fee Schedule Annually

- **9 Holes: $15/person**
- **18 Holes: $20/person**

Griffin Golf Course Golf League Contract

Thank you for considering Griffin Golf Course for your league!

League Name:		**League Contact:**	
Address:		**City, State, ZIP**	
Phone Number:		**Email:**	
Day of the Week *(please circle one)***:**		Monday Tuesday Wednesday Thursday Friday	
Number of Players:		**No. of Weeks:**	
First Week:		**Last Week:**	
First Tee Time:		**Last Tee Time:**	

Fees

League fees are established on an annual basis by the City of Griffin Board of Commissioners. Current pricing can be found on Exhibit "A" to this Contract

League Terms & Conditions

Please initial each line individually to accept the terms & conditions.

- Must have a minimum of 12 players to receive league rates. **INITIAL:** _____
- League must run a minimum of 10 weeks for league rates to apply, unless approved otherwise by Griffin Golf Course management. **INITIAL:** _____
- League rate is only valid on the league day indicated above. Unless a raincheck was issued (player must have the physical rain check), in which case league rate will be recognized. **INITIAL:** _____
- League participants are expected to sign in on the league sign in sheet at the time of check-in. This is in addition to signing in for the course. **INITIAL:** _____
- Payment is due each week before play begins. Members that are part of league play will pay member rate. **INITIAL:** _____
- All players must adhere to the pace of play guidelines set by Griffin Golf Course which is 2 hours and 25 minutes maximum for 9 holes. **INITIAL:** _____
- No league makeup rounds will be permitted. **INITIAL:** _____
- Management reserves the right to modify, alter, change or cancel reserved league start time in interest of business opportunities, needs and challenges without notice. Every attempt will be made to give proper notice of changes in the schedule due to outings and events. **INITIAL:** _____
- Pre-payment of the league's entire season will grant the league a free week, inclusive of Green Fees ONLY. **INITIAL:** _____
- On days when the course is deemed not playable due to weather, a week will be added immediately following the scheduled last date of the league's season or a make-up day

can be scheduled. If you do not wish for a week to be added to your league play due to weather, please let GGC management know. Extentions to the orignal time frame listed above, shall not exceed 2 weeks. Should the extention exceed 2 weeks, it is up to the organizer if they'd like to work with GGC to schedule a make-up day or if they'd like to end league play early. **INITIAL:** _____

- Rain checks will be provided for league play in the event of inclement weather resulting in the course becoming unplayable. Rainchecks for league play cannot be redeemed on weekends or holidays. **INITIAL:** _____
- Players are expected to abide by the cart path rule of the day, as indiciated at the Golf Shop. **INITIAL:** _____
- Beverages & Alcohol: All beverages and alchohol must be purchased through the Golf Shop. Anyone found in violation of this is subject to league cancellation due to violation of the Griffin Golf Course Alcohol License. **INITIAL:** _____
- No personal coolers are permitted. Any personal coolers will be held in the Golf Shop until the customer is ready to leave the premises. Coolers have been provided for your use and are located on the side of each cart. **INITIAL:** _____
- Players renting equipment from GGC (not limited to golf carts), must sign an equipment rental agreement. Assuming responsibility for any damages caused to said equipment. **INITIAL:** _____

I acknowledge receipt and understand the conditions of this contract as attested by my signature below. I further understand that non-compliance of conditions herin by any league player could result in suspension or cancellation of league play at the discretion of golf management. Further, I have received information on the course alcohol policy and I assume responsibility for distribution of this material to all league players.

League Representative Date:

GGC Representative Date:

COG Representative Date:

Approved as to form:

Andrew J. Whalen, III
City Attorney

Exhibit "A"
Griffin Golf Course League Fees

Established by Board of Commissioners 12/12/23
Updated via Fee Schedule Annually

- **9 Holes: $15/person**
- **18 Holes: $20/person**

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider Resolution approving the standardized form for a Tournament Contract to be utilized at the Griffin Golf Course. *Public Works Director, Mariza Eller, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The proposed Tournament Contract provides a guide and organizational tool along with contract rules and expectations for anyone who desires to host a tournament at the Griffin Golf Course. By approving this contract this helps protect not only Griffin Golf Course, but tournament organizations as well. This will allow us to have a system in place and a guide on how to handle tournaments with the utmost customer service. The Resolution also requests to establish a fee structure for the tournaments which will be updated annually with the fee schedule. Having uniform fees and established rates for all tournaments is the goal of the fee structure.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

Exhibit A lists fixed tournament rates. These rates shall be updated via the fee schedule annually. Below is the list o proposed fixed rates:

- Monday - Friday: $24/person, per day
- Saturday - Sunday: $28/person, per day
- Holiday: $30/person, per day
- Kids (Ages 15 and under): 9 holes - $8/kid, per day; 18 holes - $12/kid, per day

Submitted By:
Mariza Eller

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Res - FINAL Form of Tournament Contract w Fee Exhibit.pdf
FINAL - GGC Tournament Outing Guide & Contract w Fee Exhibit.pdf

No. 23-

A RESOLUTION

A RESOLUTION BY THE BOARD OF COMMISSIONERS FOR THE CITY OF GRIFFIN, GEORGIA, APPROVING THE FORM OF THE GRIFFIN GOLF COURSE TOURNAMENT OUTING GUIDE AND CONTRACT AND AUTHORIZING THE CITY OF GRIFFIN GOLF COURSE STAFF AND DIRECTOR OF PUBLIC WORKS, OR THEIR DESIGNEE, TO ACCEPT BINDING CONTRACTS TAKING THE FORM APPROVED FOR PURPOSES OF HOSTING GOLF EVENTS AT THE GRIFFIN GOLF COURSE, UNTIL SUCH TIME AS THIS RESOLUTION IS SUPERSEDED AND/OR UNTIL THE BOARD OF COMMISSIONERS APPROVES AN AMENDED FORM OF THE GRIFFIN GOLF COURSE TOURNAMENT OUTING GUIDE AND CONTRACT; ESTABLISHING A FEE STRUCTURE FOR TOURNAMENTS, TO BE UPDATED ANNUALLY WITH THE FEE SCHEDULE; AND FOR OTHER PURPOSES.

WHEREAS, Customers desiring to host a golf event at the Griffin Golf Course must be apprised of the City's expectations and the services the City offers related to golf tournaments, outings, or other events, including policies and procedures, professional services, tournament formats, prize options, and costs;

WHEREAS, the Board of Commissioners desires to approve a form of the Griffin Golf Course Tournament Outing Guide and Contract (hereinafter, "Tournament Contract") for purposes of establishing the terms of use of the City's facilities for golf tournaments, outings, or events;

WHEREAS, the Commission recognizes the importance of executing these contracts as efficiently as possible;

WHEREAS, the Commission desires to authorize the execution and acceptance of Tournament Contracts taking the form approved by the Commission, without need for approval of each individual contract at a regularly schedule meeting, in order to create an efficient system for finalizing said contracts;

WHEREAS, the Commission further desires to establish a fee structure for tournaments, to be updated annually with the fee schedule and attached as an exhibit to any Tournament Contract;

NOW THEREFORE, BE IT RESOLVED AND IT IS ESTABLISHED THAT the Board of Commissioners hereby approves the form of the Griffin Golf Course Tournament Outing Guide and Contract, attached and incorporated as Exhibit "A" to this Resolution, for purposes of establishing the terms of use of City facilities for golf tournaments, outings, and events. The approved form of the Tournament Contract shall be used until such time as this Resolution is superseded and/or until the Commission approved an amended form of the Tournament Contract;

BE IT FURHTER RESOLVED that City of Griffin staff, specifically management at the Griffin Golf Course and the Director of Public works, or their designee, are authorized to accept Tournament Contracts taking the form approved herein for purposes of establishing a binding agreement for the use of City facilities for golf events, without the need to submit each individual contract to this Commission for approval at a regularly schedule meeting. Each Tournament Contract must be signed by the host responsible for the event and accepted by the City of Griffin in order to be binding; provided, however, that no Tournament Contract taking this form shall obligate the City to permit use of the facility in violation of the Code of Griffin or other policies related to the operation of the Griffin Golf Course, and provided further that the City reserves the right to deny or cancel any golf event in accordance with the Tournament Contract and/or any other law or policy.

BE IT FURTHER RESOLVED that the Commission approves the Griffin Golf Course Tournament Fee structure attached to the Tournament Contract. The Tournament Fees shall be updated annually via the Fee Schedule, and the fee exhibit to the Tournament Contract shall be updated to reflect the new charges, with all other terms of the Tournament Contract remaining unchanged.

SO RESOLVED, this 12TH day of December, 2023.

_____

Douglas S. Hollberg, Mayor

ATTEST:

_____

Jessica O'Connor, Secretary

EXHIBIT "A" to Resolution

Tournament Outing Guide & Contract

Golf Shop Phone: 770.229.6615
Email: golfcourse@cityofgriffin.com
625 Camp Northen Road, Griffin, GA 30224

Table of Contents

Griffin Golf Course is pleased that you have chosen to host your golf event at our facility. This guide is designed for you to have the organizational tools you will need to successfully manage and execute your golf outing.

Table of Contents:

1. Steps to a Successful Golf Outing
2. What to Expect on the Day of Your Golf Event
3. Commonly Used Outing Tournament Formats and Prize Options
4. Professional Services
5. Policies and Procedures
6. Cancellation Policy



1. Steps to A Successful Golf Outing

The chart below will assist you with the planning and implementation of your golf event from start to finish.

Task	Timeframe
Select and confirm a date by submitting the outing contract and your outing deposit	Up to 1 year in advance
Solicit sponsors, donations, VIPs and special invitees	6-8 months in advance
Prepare invitations and marketing material	6-8 months in advance
Secure Hole-in-One insurance and prizes	6-8 months in advance
Order any special merchandise requiring logos	3 months in advance
Recruit volunteers and any media required	2 months in advance
Organize your sponsor signs and consult a printer for production and delivery	1-2 months in advance
Ascertain guest list progress	1 month in advance
Confirm banquet menu and requirements	1 month in advance
Confirm your final sponsor and volunteer list	2-3 weeks in advance
Collect and organize your donations and prizes	2-3 weeks in advance
Final count for golf and banquet to GGC	2 weeks in advance
Contest and Golf Shop allocation list to GGC	3 days in advance
Deliver sponsor and tee signs to GGC	1 week in advance
Final golfer list to GGC	2 days in advance
Any last-minute changes to the golfer list, sent to GGC	1-2 days in advance
Event payment due	Day of your event – prior to the start
Pre event set-up & registration	Day of your event
Enjoy your event and the result of your hard work	Day of your event
Book your event for next year	Day of your event
Evaluate your event for next year	1-2 weeks after the event

The staff at Griffin Golf Course is always available to you as a resource. Please do not hesitate to call or email us should you have any questions or concerns regarding any of the above items on the checklist.

Golf Shop Phone: 770.229.6615
Email: golfcourse@cityofgriffin.com
625 Camp Northen Road, Griffin, GA 30224

2. What to Expect on the Day of your Golf Event

Coordinators and Volunteers: Your coordinators and volunteers should plan to arrive at Griffin Golf Course; 2 hours prior to the scheduled start of your event. This will give you ample time to organize your registration area and prepare any tee gifts for distribution when your guests arrive.

Guests: Participants should be notified that registration ends 15 minutes prior to the start of the event. This will allow time enough for all participants to register and settle in their cart before the event starts.

Registration: Registration is typically done at the rear of the Golf Shop. However, if you prefer to have your registration area setup in the pavilion or at the bottom of the hill, please let us know 1 week prior to the start of your event.

Tee Signs and Sponsor Signs: Griffin Golf Course will allow you to send all tee signs, hole-in-one signs and sponsor signs for your event to the golf course 1 week prior to your event date. Sign placement must be approved by the Golf Course Superintendent. Should you choose to setup your own signage a golf cart will be provided prior to your tournament. GGC is willing to put up your event signage for an additional fee.

Golf Cart Staging: All golf cats will be outfitted with a scorecard, pencil and cart placard that includes the event name, player names, start time, and/or starting hole should you request those services at the time of booking your event. For shotgun starts, all carts will be arranged in rows and grouped according to their starting position on the golf course. For safety considerations and organizational reasons, we will hand out cart keys just prior to the start of the event as the final greeting and event instructions are being delivered.

Starting your Event: Should you desire to have a member of GGC management provide your event with a warm welcome, go over outing format, rules of play and any other tournament instructions prior to the start of play – please contact GGC management 2 weeks prior to your event (minimum).

Contest Signs: Griffin Golf Course will provide all required contest signs for longest drive and closest to the pin for your event. Griffin Golf Course will place them out on the golf course and retrieve them at the end of your event. For tee time events, we will place contest signs with your first group and remind the last group to remember to collect them as they pass through the contest holes.

Scoreboard: Griffin Golf Course staff will have a scoreboard setup and will post scores as players complete their rounds. GGC utilizes Last to First Hole tie breakers for mixed gender tournaments and Most Difficult to Least for all other tournaments.

3. Commonly Used Outing Tournament Formats and Prize Options

Format of Play

Scramble: This format is the most popular and the most commonly used format for golf outings as it allows players of all abilities to compete and contribute to the team score. Everyone in the group tees off and then the best shot of the group is chosen. All players then play from the spot of the best drive for the second shot. This selection and play process continues until the ball is holed out.

Best Ball: This format is generally chosen when each player has a USGA handicap. Players play their own ball for each hole, and the best score is used as a team score. Variations of this format include one ball per group or two balls per group per hole.

Common Starting-Hole Arrangements

Shotgun Start: All groups begin play at the same time from each hole on the golf course. This starting arrangement accommodates groups of 80-114 players. For these large groups will often have 2 groups on some holes, so an "A" and a "B" group will be assigned to these holes. Depending on the group size, GGC may adjust the starting holes to ensure a better pace of play (ex. Only one group starting on the holes following a par 3).

Modified Shotgun Start: All groups begin play at the same time from selected holes on the golf course. This starting arrangement accommodates groups of 40-80 players. For these large groups will often have 2 groups on some holes, so an "A" and a "B" group will be assigned to these holes. Depending on the group size. GGC may adjust the starting holes to ensure a better pace of play (ex. Only one group starting on the holes following a par 3). Modified shotgun starts often are assigned hole #1 and hole #18 back through the course to fill out the field.

Tee Time Starts: Each group begins play from the 1st or 10th tee in succession. This starting arrangement works best for groups smaller than 40 or larger than 114.

Skill Competition Markers

Competition markers are designated for single-hole competitions during your golf event. Competitions include Closest to the Pin and Longest Drive and may be separated by male/female competitions depending upon the number and mix of genders in the field. Proximity markers are placed on the competition holes by members of the Griffin Golf Course staff prior to the start of your golf event (note: for smaller groups, markers may be placed in the first groups' cart).

Closest to the Pin Holes: 6, 8, 12, 17 (Holes 12 is recommended for purpose of Hole-in-One insurance)

Long Drive Holes: 5, 9, 15, 18 (Hole 15 is recommended)

Typically, event planners attempt to have more closest to the pin contests than longest drive contests. Closest to the pin contests tend to give everyone a fair shot at winning. Longest drive contests tend to unduly give the advantage to the more skilled and experienced players.

4. Professional Services

Tee Signs and Sponsor Signs: Griffin Golf Course staff is happy to place any tee signs, sponsor signs, or banners that you have for your event on the golf course (Additional service charge of $100), provided that GGC has the signs 1 week prior to your event. Event signs and/or banners may be placed at designated holes of your choosing and banners may be hung in pre-designated locations. Griffin Golf Course reserves the right to refuse the display of any banner or sign. Upon completion of your event, signs will be collected from the course and held for collection. Signs must be collected at the end of your event. All banners and signs that are not collected will be discarded

Skill Competition Markers: Competition markers are placed on the competition holes by members of the Griffin Golf Course staff prior to the start of your golf event (note: for smaller groups, markers may be placed in the first groups' cart). Upon completion of play, all markers will be collected and brought to the scoring area.

Cart Placards and Scorecards: Prior to your event, Griffin Golf Course will generate cart placards with the names of each player and will affix the placards to the carts to designate which players are riding in which carts. For an additional service charge of $50.00, Griffin Golf Course will also put names/handicaps on scorecards for each group and place them on the steering wheel of the carts. Should you choose to decline this service, an appropriate number of blank scorecards will be provided to you for the use of your event.

Practice Balls: Practice balls will be made available for your event on the practice area to allow your guests to warm up prior to the start of play. The practice area will open 1 hour prior to the start of your golf event. Additional service charge of $75.00.

Scoring and Results: Griffin Golf Course will create a scoreboard and will score your event, should you so choose, at no additional cost. A results sheet will be generated that will include the teams that place for prizes and all contest winners.

Tournament Prizes: Ask management on how we can help in providing prizes for your outing. *Additional fees may apply.*

5. Policies and Procedures

Tournament Fees:

Your tournament MUST have a minimum of 80+ players for the course to close for 5 hours for your event. Fees vary depending on the day of the event (i.e. weekday, weekend, holiday), age group (i.e. kids tournament) and are calculated on a per person, per day basis.

Current fees are set forth in Exhibit "A" to this Agreement. Fees are established by the City of Griffin Board of Commissioners and are updated annually via the City's Fee Schedule.

Event Deposit: A non-refundable event deposit is required within ten (10) days of the submission date of this contract in order to secure the agreed upon date. Your date will be released if your deposit is not received. Deposit will be applied to final invoice the day of the tournament.

- 30 players or less: $250.00
- Fewer than 80, but more than 30 players: $500.00
- 80 players or more: $750

Final Payment: The final payment for your outing is due on the day of your event, prior to the start of your event. Final payment must be made in the form of credit card, check or cash. A credit card number must be on file with Griffin Golf Course for all events.

Final Player Count and Golf List: Griffin Golf Course must fully utilize the golf course each day. In order to accurately schedule your event, GGC requires that your final guest count be submitted (5) days prior to your event. The final guest list should be submitted (2) days prior to your event and should be in group format.

Example:

Group #1: Person 1, Person 2, Person 3, Person 4

Group #2: Person 5, Person 6, Person 7, Person 8

The guest list is one of the most important responsibilities of the event coordinator. The guest list is the data source for generating your alphabetized check-in list, cart placards, scorecards and scoreboard.

Number of Players: Griffin Golf Course guidelines call for a minimum of 80 players (max of 114) for a shotgun start tournament. You will need to estimate the maximum number of golfers upon the signing of this contract. As the tournament planner, it is your responsibility to contact Griffin Golf Course if the number of golfers changes by more than 10% or if the number drops below the minimum number of 80 golfers.

Changes to Final Count: Golf course utilization is tantamount to Griffin Golf Course's success as a business. It is for this reason that we are unable to change your golfer count once the final player count has been submitted. We will make every effort to accommodate changes to your count as the event day approaches. In most cases, we will be able to accommodate additional players who sign up after the final count has been submitted pending the number does not exceed 114.

Listing of Players: A final list of golf pairings must be provided to Griffin Golf Course no later than two (2) days prior to your event.

Griffin Golf Course asks that you submit your events players/pairings via email. Hole assignments will then be established by the Club. Every effort will be made to accommodate pairing changes up to 24 hours prior to your outing. Additional golfers may still be added after the final listing has been turned into GGC, pending it does not exceed 114 players.

Number of Golf Carts: Griffin Golf Course will provide enough golf carts for 114 golfers and a beverage cart (if paid for within tournament package). If the number of carts needed exceeds this amount, you are responsible for supplying the additional carts. GGC is not responsible for the damage to any additional carts you bring on the premises.

Alcoholic Beverages: All alcoholic beverages must be purchased from Griffin Golf Course unless permission from the Griffin Golf Course was pre-approved or obtained prior to the start of your event. Should outside alcohol be allowed on the premises there will be an additional service charge of $3 per person.

Intoxication: While your enjoyment of the day is important to us, so too is your safety. Please be aware that we take the responsibility of our alcohol license seriously and reserve the right to stop serving any guest(s) at our discretion.

Beverage Cart Service: Griffin Golf Course has a dedicated beverage service on the course, use of the beverage cart for your tournament will result in an additional $15/day service charge. There must be a minimum of 60 players in order to use the beverage cart.

Inclement Weather Policy: If the golf course is officially closed, the outing may be rescheduled. Prior to the start of play, our golf course superintendent will determine the playability of the golf course. If the golf course is deemed to be playable, your event will be played. We will make every effort to reach a fair determination in a timely manner of how to proceed should weather affect your event. In the event of a complete cancellation of your outing due to weather, your deposit will be refunded or you may choose an available rebooking date. No rain checks will be issued on an individual basis during an outing.

Damage: In the event of damage to the golf course or any of Griffin Golf Course's property, you, as the tournament coordinator, will be liable for any and all damages. Every effort will be made by Griffin Golf Course staff to assist in determining who did the damage. It is important to drive the golf carts responsibly. Warning will be issued to offending golfers. If you, as the tournament coordinator are concerned about this issue, please contact your insurance agent to see about coverage in the vent of damage. The charges for all damage will include but not be limited to: parts and labor to restore the damaged property and/or replacement costs.

Dress Code: Proper dress is required at all times everywhere on the golf course (including the practice range and the putting green). Shorts should be an appropriate length, no tank tops, cut off shirts/shorts. Soft spike golf shoes, spikeless golf shoes or sneakers are allowed on the golf course and practice areas. The full course dress code is available upon request.

Pace of Play: Griffin Golf Course asks all its patrons to adhere to the USGA golf rules and reasonable pace of play for the enjoyment of all its guests. A round of golf should not take more than 4 hours and 30 minutes to complete. However, events sometimes have such a large number of players that pace of play can be compromised. Should this occur, we will do our best to accommodate by providing a marshal to help improve pace of play.

6. Cancellation Policy

The Griffin Golf Course will charge the deposit according to the schedule below in the event the outing is canceled:

a. Cancellation 90 days or more prior to event – Griffin Golf Course will return full deposit.
b. Cancellation 30-90 days prior to event – Griffin Golf Course will return half of the deposit.
c. Cancellation less than 30 days prior to event – Griffin Golf Course will not return deposit amount paid.

In the event that the course is deemed unplayable by the Golf Course Superintendent, GGC reserves the right to postpone the outing and reschedule it at a mutually convenient time.

The undersigned acknowledges receipt and understanding of the policies, procedures and obligations set forth in this Griffin Golf Course Tournament Outing Guide and Contract.

WITNESS our Signature this _____ day of _____, 20_____

Print Name: _____

Signature: _____

Address: _____

Phone: _____

Griffin Golf Course Management: _____

Please sign and return this contract, along with the Golf Outing Addendum attached hereto, with your deposit to Griffin Golf Course – ATTN: GGC Management

If you have any questions regarding your outing or this contract, please contact Griffin Golf Course at 770.229.6615 or via email at golfcourse@cityofgriffin.com.

Approved as to Form:

Andrew J. Whalen, III

Andrew J. Whalen, III, City Attorney

GOLF OUTING ADDENDUM

Client/Organization: _____

Event Name: _____

Address: _____

_____

Phone: _____

Email: _____

Event Date: _____ Approx. Number of Guests (*): _____

Price Per Person: _____ Event Start Time: _____

Event Format: _____

Outing Contact: _____

Email: _____

Phone: _____

Proximity Contests:

Longest Drive: Yes No **Hole #'s: _____**

Closest to Pin: Yes No **Hole #'s: _____**

Hole-in-One: Yes No **Hole #'s: _____**

Putting Contest: Yes No **Hole #'s: _____**

(*) A guaranteed count is required three (3) business days prior to your event.

Tee Box Requests:

Blue White Gold Red

Select Which Services will be required:

Registration Table: Yes No **How Many:** _____

Tournament Rules Sheet: Yes No

Course Staff Scoring: Yes No

Outside/Donated Alcohol *(Additional $3/person):* Yes No

Beverage Cart *(Additional $15/day)***:** Yes No **How Many Days:** _____

Volunteer Cart (Additional $15/cart): Yes No

Rental Clubs *($20/set)***: How Many:** _____ **Which Hand:** _____

Cart Signs & Scorecards *(Additional $50)***:** Yes No

Range Balls *(Additional $75)***:** None Buckets Pyramids

Tee Signs & Sponsor Signs *(Additional $100)***:** Yes No

Prizes/Gift Certificates*: Yes No **Cost:** $_____

*Price may vary depending on cost of prizes/gift certificates.

Total Tournament Cost: $_____

Additional Comments/Requests:

_____

_____

_____

_____

_____

Credit Card Authorization Form

Credit Card (Please mark one) □ **Discover** □ **AMEX** □ **Mastercard** □ **Visa**

Card Number _____

Expiration Date _____ **Zip Code:** _____

Card Holder Name: _____

Phone: _____

Signature: _____

Date: _____

Exhibit "A"
Griffin Golf Course Tournament Fees

Established by Board of Commissioners 12/12/23
Updated via Fee Schedule Annually

- **Monday – Friday:**
  - $24/person, per day

- **Saturday – Sunday:**
  - $28/person, per day

- **Holiday**
  - $30/person, per day

- **Kids (Ages 15 and under)**
  - 9 Holes: $8/kid, per day
  - 18 Holes: $12/kid, per day

Tournament Outing Guide & Contract

Golf Shop Phone: 770.229.6615
Email: golfcourse@cityofgriffin.com
625 Camp Northen Road, Griffin, GA 30224

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1. Steps to A Successful Golf Outing

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Event payment due	Day of your event – prior to the start
Pre event set-up & registration	Day of your event
Enjoy your event and the result of your hard work	Day of your event
Book your event for next year	Day of your event
Evaluate your event for next year	1-2 weeks after the event

The staff at Griffin Golf Course is always available to you as a resource. Please do not hesitate to call or email us should you have any questions or concerns regarding any of the above items on the checklist.

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Email: golfcourse@cityofgriffin.com
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2. What to Expect on the Day of your Golf Event

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Contest Signs: Griffin Golf Course will provide all required contest signs for longest drive and closest to the pin for your event. Griffin Golf Course will place them out on the golf course and retrieve them at the end of your event. For tee time events, we will place contest signs with your first group and remind the last group to remember to collect them as they pass through the contest holes.

Scoreboard: Griffin Golf Course staff will have a scoreboard setup and will post scores as players complete their rounds. GGC utilizes Last to First Hole tie breakers for mixed gender tournaments and Most Difficult to Least for all other tournaments.

3. Commonly Used Outing Tournament Formats and Prize Options

Format of Play

Scramble: This format is the most popular and the most commonly used format for golf outings as it allows players of all abilities to compete and contribute to the team score. Everyone in the group tees off and then the best shot of the group is chosen. All players then play from the spot of the best drive for the second shot. This selection and play process continues until the ball is holed out.

Best Ball: This format is generally chosen when each player has a USGA handicap. Players play their own ball for each hole, and the best score is used as a team score. Variations of this format include one ball per group or two balls per group per hole.

Common Starting-Hole Arrangements

Shotgun Start: All groups begin play at the same time from each hole on the golf course. This starting arrangement accommodates groups of 80-114 players. For these large groups will often have 2 groups on some holes, so an "A" and a "B" group will be assigned to these holes. Depending on the group size, GGC may adjust the starting holes to ensure a better pace of play (ex. Only one group starting on the holes following a par 3).

Modified Shotgun Start: All groups begin play at the same time from selected holes on the golf course. This starting arrangement accommodates groups of 40-80 players. For these large groups will often have 2 groups on some holes, so an "A" and a "B" group will be assigned to these holes. Depending on the group size. GGC may adjust the starting holes to ensure a better pace of play (ex. Only one group starting on the holes following a par 3). Modified shotgun starts often are assigned hole #1 and hole #18 back through the course to fill out the field.

Tee Time Starts: Each group begins play from the 1st or 10th tee in succession. This starting arrangement works best for groups smaller than 40 or larger than 114.

Skill Competition Markers

Competition markers are designated for single-hole competitions during your golf event. Competitions include Closest to the Pin and Longest Drive and may be separated by male/female competitions depending upon the number and mix of genders in the field. Proximity markers are placed on the competition holes by members of the Griffin Golf Course staff prior to the start of your golf event (note: for smaller groups, markers may be placed in the first groups' cart).

Closest to the Pin Holes: 6, 8, 12, 17 (Holes 12 is recommended for purpose of Hole-in-One insurance)

Long Drive Holes: 5, 9, 15, 18 (Hole 15 is recommended)

Typically, event planners attempt to have more closest to the pin contests than longest drive contests. Closest to the pin contests tend to give everyone a fair shot at winning. Longest drive contests tend to unduly give the advantage to the more skilled and experienced players.

4. Professional Services

Tee Signs and Sponsor Signs: Griffin Golf Course staff is happy to place any tee signs, sponsor signs, or banners that you have for your event on the golf course (Additional service charge of $100), provided that GGC has the signs 1 week prior to your event. Event signs and/or banners may be placed at designated holes of your choosing and banners may be hung in pre-designated locations. Griffin Golf Course reserves the right to refuse the display of any banner or sign. Upon completion of your event, signs will be collected from the course and held for collection. Signs must be collected at the end of your event. All banners and signs that are not collected will be discarded

Skill Competition Markers: Competition markers are placed on the competition holes by members of the Griffin Golf Course staff prior to the start of your golf event (note: for smaller groups, markers may be placed in the first groups' cart). Upon completion of play, all markers will be collected and brought to the scoring area.

Cart Placards and Scorecards: Prior to your event, Griffin Golf Course will generate cart placards with the names of each player and will affix the placards to the carts to designate which players are riding in which carts. For an additional service charge of $50.00, Griffin Golf Course will also put names/handicaps on scorecards for each group and place them on the steering wheel of the carts. Should you choose to decline this service, an appropriate number of blank scorecards will be provided to you for the use of your event.

Practice Balls: Practice balls will be made available for your event on the practice area to allow your guests to warm up prior to the start of play. The practice area will open 1 hour prior to the start of your golf event. Additional service charge of $75.00.

Scoring and Results: Griffin Golf Course will create a scoreboard and will score your event, should you so choose, at no additional cost. A results sheet will be generated that will include the teams that place for prizes and all contest winners.

Tournament Prizes: Ask management on how we can help in providing prizes for your outing. *Additional fees may apply.*

5. Policies and Procedures

Tournament Fees:

Your tournament MUST have a minimum of 80+ players for the course to close for 5 hours for your event. Fees vary depending on the day of the event (i.e. weekday, weekend, holiday), age group (i.e. kids tournament) and are calculated on a per person, per day basis.

Current fees are set forth in Exhibit "A" to this Agreement. Fees are established by the City of Griffin Board of Commissioners and are updated annually via the City's Fee Schedule.

Event Deposit: A non-refundable event deposit is required within ten (10) days of the submission date of this contract in order to secure the agreed upon date. Your date will be released if your deposit is not received. Deposit will be applied to final invoice the day of the tournament.

- 30 players or less: $250.00
- Fewer than 80, but more than 30 players: $500.00
- 80 players or more: $750

Final Payment: The final payment for your outing is due on the day of your event, prior to the start of your event. Final payment must be made in the form of credit card, check or cash. A credit card number must be on file with Griffin Golf Course for all events.

Final Player Count and Golf List: Griffin Golf Course must fully utilize the golf course each day. In order to accurately schedule your event, GGC requires that your final guest count be submitted (5) days prior to your event. The final guest list should be submitted (2) days prior to your event and should be in group format.

Example:

Group #1: Person 1, Person 2, Person 3, Person 4

Group #2: Person 5, Person 6, Person 7, Person 8

The guest list is one of the most important responsibilities of the event coordinator. The guest list is the data source for generating your alphabetized check-in list, cart placards, scorecards and scoreboard.

Number of Players: Griffin Golf Course guidelines call for a minimum of 80 players (max of 114) for a shotgun start tournament. You will need to estimate the maximum number of golfers upon the signing of this contract. As the tournament planner, it is your responsibility to contact Griffin Golf Course if the number of golfers changes by more than 10% or if the number drops below the minimum number of 80 golfers.

Changes to Final Count: Golf course utilization is tantamount to Griffin Golf Course's success as a business. It is for this reason that we are unable to change your golfer count once the final player count has been submitted. We will make every effort to accommodate changes to your count as the event day approaches. In most cases, we will be able to accommodate additional players who sign up after the final count has been submitted pending the number does not exceed 114.

Listing of Players: A final list of golf pairings must be provided to Griffin Golf Course no later than two (2) days prior to your event.

Griffin Golf Course asks that you submit your events players/pairings via email. Hole assignments will then be established by the Club. Every effort will be made to accommodate pairing changes up to 24 hours prior to your outing. Additional golfers may still be added after the final listing has been turned into GGC, pending it does not exceed 114 players.

Number of Golf Carts: Griffin Golf Course will provide enough golf carts for 114 golfers and a beverage cart (if paid for within tournament package). If the number of carts needed exceeds this amount, you are responsible for supplying the additional carts. GGC is not responsible for the damage to any additional carts you bring on the premises.

Alcoholic Beverages: All alcoholic beverages must be purchased from Griffin Golf Course unless permission from the Griffin Golf Course was pre-approved or obtained prior to the start of your event. Should outside alcohol be allowed on the premises there will be an additional service charge of $3 per person.

Intoxication: While your enjoyment of the day is important to us, so too is your safety. Please be aware that we take the responsibility of our alcohol license seriously and reserve the right to stop serving any guest(s) at our discretion.

Beverage Cart Service: Griffin Golf Course has a dedicated beverage service on the course, use of the beverage cart for your tournament will result in an additional $15/day service charge. There must be a minimum of 60 players in order to use the beverage cart.

Inclement Weather Policy: If the golf course is officially closed, the outing may be rescheduled. Prior to the start of play, our golf course superintendent will determine the playability of the golf course. If the golf course is deemed to be playable, your event will be played. We will make every effort to reach a fair determination in a timely manner of how to proceed should weather affect your event. In the event of a complete cancellation of your outing due to weather, your deposit will be refunded or you may choose an available rebooking date. No rain checks will be issued on an individual basis during an outing.

Damage: In the event of damage to the golf course or any of Griffin Golf Course's property, you, as the tournament coordinator, will be liable for any and all damages. Every effort will be made by Griffin Golf Course staff to assist in determining who did the damage. It is important to drive the golf carts responsibly. Warning will be issued to offending golfers. If you, as the tournament coordinator are concerned about this issue, please contact your insurance agent to see about coverage in the vent of damage. The charges for all damage will include but not be limited to: parts and labor to restore the damaged property and/or replacement costs.

Dress Code: Proper dress is required at all times everywhere on the golf course (including the practice range and the putting green). Shorts should be an appropriate length, no tank tops, cut off shirts/shorts. Soft spike golf shoes, spikeless golf shoes or sneakers are allowed on the golf course and practice areas. The full course dress code is available upon request.

Pace of Play: Griffin Golf Course asks all its patrons to adhere to the USGA golf rules and reasonable pace of play for the enjoyment of all its guests. A round of golf should not take more than 4 hours and 30 minutes to complete. However, events sometimes have such a large number of players that pace of play can be compromised. Should this occur, we will do our best to accommodate by providing a marshal to help improve pace of play.

6. Cancellation Policy

The Griffin Golf Course will charge the deposit according to the schedule below in the event the outing is canceled:

a. Cancellation 90 days or more prior to event – Griffin Golf Course will return full deposit.
b. Cancellation 30-90 days prior to event – Griffin Golf Course will return half of the deposit.
c. Cancellation less than 30 days prior to event – Griffin Golf Course will not return deposit amount paid.

In the event that the course is deemed unplayable by the Golf Course Superintendent, GGC reserves the right to postpone the outing and reschedule it at a mutually convenient time.

The undersigned acknowledges receipt and understanding of the policies, procedures and obligations set forth in this Griffin Golf Course Tournament Outing Guide and Contract.

WITNESS our Signature this _____ day of _____, 20_____

Print Name: _____

Signature: _____

Address: _____

Phone: _____

Griffin Golf Course Management: _____

Please sign and return this contract, along with the Golf Outing Addendum attached hereto, with your deposit to Griffin Golf Course – ATTN: GGC Management

If you have any questions regarding your outing or this contract, please contact Griffin Golf Course at 770.229.6615 or via email at golfcourse@cityofgriffin.com.

Approved as to Form:

Andrew J. Whalen, III

Andrew J. Whalen, III, City Attorney

GOLF OUTING ADDENDUM

Client/Organization: _____

Event Name: _____

Address: _____

_____

Phone: _____

Email: _____

Event Date: _____ Approx. Number of Guests (*): _____

Price Per Person: _____ Event Start Time: _____

Event Format: _____

Outing Contact: _____

Email: _____

Phone: _____

Proximity Contests:

Longest Drive: Yes No **Hole #'s: _____**

Closest to Pin: Yes No **Hole #'s: _____**

Hole-in-One: Yes No **Hole #'s: _____**

Putting Contest: Yes No **Hole #'s: _____**

(*) A guaranteed count is required three (3) business days prior to your event.

Tee Box Requests:

Blue White Gold Red

Select Which Services will be required:

Registration Table: Yes No **How Many:** _____

Tournament Rules Sheet: Yes No

Course Staff Scoring: Yes No

Outside/Donated Alcohol *(Additional $3/person):* Yes No

Beverage Cart *(Additional $15/day)***:** Yes No **How Many Days:** _____

Volunteer Cart (Additional $15/cart): Yes No

Rental Clubs *($20/set)***: How Many:** _____ **Which Hand:** _____

Cart Signs & Scorecards *(Additional $50)***:** Yes No

Range Balls *(Additional $75)***:** None Buckets Pyramids

Tee Signs & Sponsor Signs *(Additional $100)***:** Yes No

Prizes/Gift Certificates*: Yes No **Cost:** $_____

*Price may vary depending on cost of prizes/gift certificates.

Total Tournament Cost: $_____

Additional Comments/Requests:

_____

_____

_____

_____

_____

Credit Card Authorization Form

Credit Card (Please mark one) □ **Discover** □ **AMEX** □ **Mastercard** □ **Visa**

Card Number _____

Expiration Date _____ **Zip Code:** _____

Card Holder Name: _____

Phone: _____

Signature: _____

Date: _____

Exhibit "A"
Griffin Golf Course Tournament Fees

Established by Board of Commissioners 12/12/23
Updated via Fee Schedule Annually

- **Monday – Friday:**
  - $24/person, per day

- **Saturday – Sunday:**
  - $28/person, per day

- **Holiday**
  - $30/person, per day

- **Kids (Ages 15 and under)**
  - 9 Holes: $8/kid, per day
  - 18 Holes: $12/kid, per day

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Resolution adopting the updated Language Access Plan required by the Georgia Department of Community Affairs in conjunction with the award of the 2023 Community Development Block Grant funds. *Director of Planning & Development, Chad Jacobs will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

Adoption of the updated Language Access Plan is necessary in accordance with Title VI non-discrimination laws regarding the provision of appropriate access to services and activities provided by federal agencies and recipients of federal assistance.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

This is tied to the 2023 CDBG award of $1,000,000.00.

Submitted By:
Susan Bartholomew

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
LAP Res.pdf
Griffin 2023 LAP Update.pdf

RESOLUTION
UPDATE OF LANGUAGE ACCESS PLAN

WHEREAS, the City of Griffin wishes to be in accordance with Title VI non-discrimination laws regarding the provision of appropriate access to services and activities provided by federal agencies and recipients of federal assistance, and

WHEREAS, the City of Griffin is in receipt of Housing and Urban Development (HUD) funding through the Community Development Block Grant (CDBG) program, and

WHEREAS, the Georgia Department of Community Affairs (DCA) has encouraged and provided guidance for the adoption of a Language Access Plan (LAP) for Limited English Speaking Persons (LEP),

LET IT THEREFORE BE RESOLVED, that the City of Griffin has prepared and is updating its Language Access Plan (LAP) related to the FY2023 CDBG funding of Sewer Improvements, and

LET IT BE RESOLVED, that the Human Resources Manager has been named in the LAP as the LAP Coordinator, and

LET IT BE RESOLVED, that the LAP will be updated as new Census Data regarding LEPs is presented and/or a new CDBG or other Federal grant is awarded and requires the LAP to be updated or revised.

BE IT RESOLVED this _____ day of _____ 2023.

_____
Douglas S. Hollberg, Mayor

CERTIFICATION

I do hereby certify that the foregoing is a true and correct copy of the Resolution duly adopted by the City of Griffin Board of Commissioners on the date so stated in said Resolution. I further certify that I am the City Manager and that said Resolution has full force and effect the_____ day of _____ 2023.

ATTEST: [SEAL]

_____
Jessica W. O'Connor, Secretary

RESOLUTION
UPDATE OF LANGUAGE ACCESS PLAN

WHEREAS, the City of Griffin wishes to be in accordance with Title VI non-discrimination laws regarding the provision of appropriate access to services and activities provided by federal agencies and recipients of federal assistance, and

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LET IT BE RESOLVED, that the Human Resources Manager has been named in the LAP as the LAP Coordinator, and

LET IT BE RESOLVED, that the LAP will be updated as new Census Data regarding LEPs is presented and/or a new CDBG or other Federal grant is awarded and requires the LAP to be updated or revised.

BE IT RESOLVED this _____ day of _____ 2023.

_____
Doug Hollberg, Mayor

CERTIFICATION

I do hereby certify that the foregoing is a true and correct copy of the Resolution duly adopted by the City of Griffin Board of Commissioners on the date so stated in said Resolution. I further certify that I am the City Manager and that said Resolution has full force and effect the_____ day of _____ 2023.

ATTEST: [SEAL]

_____
City Manager

Language Access Plan (LAP)

City of Griffin, Georgia

Adopted February 2018

Updated November 2019

Updated December 2020

Updated December 2021

Updated December 2022

Updated December 2023

Required by:

Georgia Department of Community Affairs

In Conjunction With

The Award of Community Development Block Grant (CDBG) Funds

City of Griffin

100 South Hill Street

Griffin, GA 30224

770-229-6400

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APPENDICES

1) "I Speak" Booklet
2) S1601 American Community Survey (ACS) 2016-2021 Estimates – Language Spoke at Home
3) City of Griffin's Title VI Plan

CITY OF GRIFFIN
LANGUAGE ACCESS PLAN(LAP)

Adopted February 2018
Updated November 2019
Updated December 2020
Updated December 2021
Updated December 2022
Updated December 2023

I. GENERAL INFORMATION

Updated By: Keeley Garrett
Allen-Smith Consulting, Inc.
405 Nunnally Farm Road
Monroe, GA 30655
(770) 207-0142
keeley@allensmithconsulting.com

List of Current Applicable Funded Grants/Programs (to be automatically amended as projects are funded):

1. Grantee: City of Griffin, GA
   CDBG Grant Number: 16p-x-126-2-5938 (funded FY 2017 Competition)
   PROJECT COMPLETED
   Target Area: Anne Street, Hammond Drive, Meriwether Street, Pimento Avenue, S 15th Street, and Poplar Avenue **(Census Tract 1607: .6% LEP: Spanish, 0.6% LEP/ Target Area Tally Sheet revealed NO LEP persons)**

2. Grantee: City of Griffin, GA
   PROJECT COMPLETED
   CDBG Grant Number: 19p-x-126-2-6066 (funded FY 2019 Competition)
   Target Area: Beck Street, Everee Inn Road, George Circle, Gonza Drive, and Pamela Drive **(Census Tract #1612: 0.5% LEP: Spanish, 0.5% LEP/ Target Area Tally Sheet revealed NO LEP persons)**

3. Grantee: City of Griffin, GA
   PROJECT COMPLETED
   CDBG Grant Number: 20p-x-126-2-6135 (funded FY 2020 Competition)
   Target Area: Anne Street, Charles Circle, Beck Street, Briarcliff Street, Parkview Drive **(S1601 Form for City: 1.8% LEP: Spanish, 39.9% LEP/Target Area Tally Sheet revealed NO LEP persons)**

4. Grantee: City of Griffin, GA
   CDBG Grant Number: 21p-x-126-2-6218 (funded FY 2021 Competition)
   Target Area: N. Cherokee Ave, Cherokee Ave., S. Cherokee Ave., Cherokee Court and Cherokee Circle **(S1601 Form for City: 1.7% LEP: Spanish, 39.15% LEP/Target Area Tally Sheet revealed NO LEP persons)**

5. Grantee: City of Griffin, GA
   CDBG Grant Number: 22p-x-126-2-6285 (funded FY 2022 Competition)
   Target Area: Melrose Avenue, Garrett Street, Elis Road, June Street, Moody Street and Posey Street **(S1601 Form for City: 1.6% LEP: Spanish 40% LEP, Other Indo-European 6.8%, Ascian and Pacific Island 7.8%/Target Area Survey revealed no LEP persons)**

6. Grantee: City of Griffin, GA
   CDBG Grant Number: 23p-x-126-2-6340 (funded FY 2023 Competition)
   Target Area: Drewery Lane, N. 19th Street, Herndon Street, N. 18th Street, Drewery Avenue, Ellis Road, Lyndon Avenue and Moody Street **(S1601 Form for City: 0.5% LEP: Spanish 83% of LEP, Other Indo-European 10%, Asian and Pacific Islander 7%/Target Area Survey revealed 29 Hispanic persons)**

This *Language Access Plan* has been prepared to address the City of Griffin' responsibilities as a recipient of federal financial assistance from Georgia Department of Community Affairs programs & grants funded by HUD as they relate to the needs of individuals with limited English language skills.

The plan has been prepared to ensure compliance with HUD's guidance and Title VI of the Civil Rights Act of 1964, and its implementing regulations. Under HUD's guidance, the City of Griffin must take reasonable steps to ensure meaningful access to their programs and activities by persons with Limited English Proficiency (LEP).

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency,* indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each agency to

publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including the City of Griffin.

The City of Griffin has developed this *Language Access Plan* to help identify reasonable steps for providing language assistance to persons with Limited English Proficiency (LEP) who wish to access services provided through programs funded by the Georgia Department of Community Affairs/HUD. As defined by Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

To prepare this plan, the City of Griffin used HUD's four-factor LEP analysis which considers the following factors:
1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the Community Improvement programs;
2. The frequency with which LEP persons encounter HUD funded programs;
3. The nature and importance of the HUD funded programs and services provided by City of Griffin to the LEP population;
4. The resources available to the City of Griffin and overall cost to provide LEP assistance.

SAFE HARBORS

In accordance with HUD Safe Harbors for LEP, the City of Griffin will translate written HUD related project documents for groups that are at least 5% of the population eligible (and more than 50 persons) or 1,000 persons, whichever is less. If there are fewer than 50 persons in a language group that reaches the 5% trigger above, the City of Griffin will not translate the vital HUD related written materials, but will provide written notice in the primary language of the LEP group of the right to receive competent oral interpretation of those written materials, free of cost.

The size of the language group determines the recommended provision for written language assistance.

Size of Language Group	**Recommended Provision of Written Language Assistance**
1,000 or more in the eligible population	Translated vital documents
More than 5% of the eligible population or beneficiaries and more than 50 in number	Translated vital documents
More than 5% of the eligible population or beneficiaries and 50 or less in number	Translated written notice of right to receive free oral interpretation of documents.
5% or less of the eligible population or beneficiaries and less than 1,000 in number	No written translation is required.

II. MEANINGFUL ACCESS: FOUR-FACTOR ANALYSIS

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the programs.

The City of Griffin's Planning & Community Development staff reviewed the 2016-2021 American Community Survey 5-year estimates and determined that of the population of 21,249 persons over 5 years of age, 926 persons in Griffin (4.4% of the total population) speak a language other than English. Of those 926 persons, 98 (0.5% of the total population & 10.6% of the population speaking a language other than English) have limited English proficiency; that is, they speak English less than "very well". In Griffin, of those persons with limited English proficiency, 81 speak Spanish, 10 speak Other Indo-European languages 7 speak Asian and Pacific Islander languages and 0 speak other languages. ***See Appendix 2 of this Plan for ACS Estimates.***

Language Spoken*	**# of Residents Over 5 Years of Age***		**Speaks English Less Than "Very Well"***	
English	20,323	(95.6%)	N/A	
Spanish	714	(3.4%)	81	(<1%)
Other Indo-European	126	(.6%)	10	(<1%)
Asian & Pacific	73	(.3%)	7	(<1%)
Other Languages	13	(.1%)	0	(N/A)
Total	**21,249**	**(100.0%)**	**98**	**(0.5%)**

A review of the residents that were in the City's FY 2023 23p-x-126-2-6340 (funded FY 2023 Competition) CDBG Target Area Survey revealed no LEP individuals. This does not meet the threshold described above for translating vital documents or translated written notice of right to receive free oral interpretation of documents. Oral Interpretation Services are available for clients upon request. However, in the past, all our clients have provided their own translator with whom they are comfortable sharing personal information. Survey information for projects are on file with the City. Individual surveys are confidential. However, the Grand Total Survey Tally Sheet is available for review.

1. Grantee: City of Griffin, GA
   CDBG Grant Number: 16p-x-126-2-5938 (funded FY 2017 Competition) – **PROJECT COMPLETE**
   Target Area: Anne Street, Hammond Drive, Meriwether Street, Pimento Avenue, S 15th Street, and Poplar Avenue (Census Tract 1607: .6% LEP: Spanish, 0.6% LEP/ Target Area Tally Sheet revealed NO LEP persons)

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   Target Area: N. Cherokee Ave, Cherokee Ave., S. Cherokee Ave., Cherokee Court and Cherokee Circle (S1601 Form for City: 1.7% LEP: Spanish, 39.15% LEP/Target Area Tally Sheet revealed NO LEP persons)

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   Target Area: Drewery Lane, N. 19th Street, Herndon Street, N. 18th Street, Drewery Avenue, Ellis Road, Lyndon Avenue and Moody Street **(S1601 Form for City: 0.5% LEP: Spanish 83% of LEP, Other Indo-European 10%, Asian and Pacific Islander 7%/Target Area Survey revealed 29 Hispanic persons)**

2. The frequency with which LEP persons encounter HUD funded programs & services.

The City of Griffin's Planning and Community Development Department staff reviewed the frequency with which staff have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits, as well as public hearings and interactions during surveys. Over the past two years, Planning and Community Development Department has had very little need for interpreters and no requests for translated program documents. The City has a bilingual Code Enforcement Officer who can be called in to interpret, if needed.

A review of the residents that were in the FY 2017 16p-x-126-2-5938 (funded FY 2017 Competition), FY 2019 19p-x-126-2-6066 (funded FY 2019 Competition), FY 2020 20p-x-126-2-6135 (funded FY2020 Competition), FY 2021 21p-x-126-2-6218 (funded FY2021 Competition), FY 2022 22p-x-126-2-6285 (funded FY2022 Competition) and FY 2023 23p-x-126-2-6340 (funded FY2023 Competition) CDBG Target Areas revealed no LEP individuals.

Frequency of Interaction: Annually

For Project Applications:

a. When notifying the public about the potential grant and activities
b. When surveying income in the target area
c. When determining preliminary eligibility for housing activities, if applicable

For Homeowner Rehabilitation/Reconstruction/Down-Payment Assistance, if applicable:

a. When notifying the public about the grant award and activities
b. When seeking applicants to participate in the program
c. When seeking qualified contractors
d. When working with homeowners selected for assistance

3. The nature and importance of programs, activities or services provided by the Planning and Community Development Department to the LEP population.

Housing plays a critical role in maintaining quality of life. The City of Griffin is committed to ensure access to safe, sanitary, and affordable housing for our eligible clients. Outreach throughout the community helps to ensure an awareness of our programs. The majority of the City's population- 95.6% speak English. Other than English speaking individuals, Planning and Community Development staff are most likely to encounter Spanish speaking LEP individuals through office visits, phone conversations and during surveys. Upon client request, the City of Griffin will provide oral interpreters using bi-lingual employees or qualified contract interpreters. To date, all LEP individuals have provided their own interpreter-a child or friend.

Nature of the Program(s): Infrastructure and Owner-Occupied Housing Rehabilitation, Reconstruction and/or Down-Payment Assistance. Note: Housing is not an activity of the FY 2019, FY 2020, FY 2021, FY 2022 or FY 2023 CDBG projects; however, the City hopes to apply for HUD funds to address housing within the next five (5) years.

Importance of the Program(s): Denial or delay of access to services or information would not have serious or life-threatening implications for the LEP individual.

4. The resources available to the City of Griffin, and overall cost to provide LEP assistance.

The City of Griffin reviewed its available resources that could be used for providing LEP assistance, including which of its documents would be most valuable to be translated if the need should arise. An "I Speak" card/poster will be made available to determine needed language translations. A notice (see below) will be posted in all ads for GA DCA/HUD programs regarding who to contact should language assistance be needed. Language translation, if needed, would be provided through the available bi-lingual staff and/or the Language Line (770-229-6400) for which the City of Griffin would pay a fee.

III. LANGUAGE ASSISTANCE

A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to Planning and Development services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

The Name of the individual at the City of Griffin responsible for coordination of LEP Compliance is:

Ms. Stephanie Woods, Human Resources Manager
City of Griffin
P. O. Box T
Griffin, GA 30224
(770) 229-6400
swoods@cityofgriffin.com

How the Planning and Community Development Department staff may identify an LEP person who needs language assistance:

- Post notice of LEP Plan and the availability of interpretation services free of charge in languages LEP persons would understand;
- Add statement (see below) to public meeting and event notices concerning GA DCA/HUD programs;
- All Planning and Community Development Department staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year; and
- When Planning and Community Development Department staff conducts a Public Hearing, an informational meeting or event, a staff person may greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be able to be provided at the event (unless previously requested) it will help identify the need for future events; and
- Language Identification Cards/Posters will be used as necessary to determine a client's language needs.

Language Assistance Measures-Although there is a small percentage in Griffin of eligible LEP households, that is, persons who speak English "not well" or "not at all", it will strive to offer the following measures:

1. The Planning and Community Development Department staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating English.

2. The following resources will be available to accommodate LEP persons:

- Interpreters for the Spanish language if available will be provided within a reasonable time period; or
- Language interpretation will be accessed through Language Line Solutions.

3. Language Identification Cards/Posters will be used as necessary to determine a client's language needs.

4. The following statements will be added to public meeting and event notices concerning GA DCA/HUD programs:

"The City is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age. For reasonable accommodation or if you need an alternative format or language, please contact (Name) (Title), at (phone number) or (email address) prior to (date)."

IV. STAFF TRAINING

The following training will be provided to all Planning and Community Development Department staff:

- Information on the Title VI Policy and LEP responsibilities;
- Description of language assistance services offered to the public;
- Documentation of language assistance requests; and
- How to handle a potential Title VI/LEP complaint.

All contractors, subcontractors and sub-recipients performing work for or receiving federal funds for Community Development projects will be required to follow the Title VI/LEP guidelines.

V. TRANSLATION OF DOCUMENTS

- The City of Griffin weighed the cost and benefits of translating documents for potential LEP groups.

According the City's Title VI Plan, there are two (2) service sectors with which a Hispanic citizen will most likely use the City's services.

1. Hispanic Citizens wishing to utilize City utilities such as water and sewer.
2. Hispanic Citizens wishing to obtain an occupational certificate (business license).

The City has numerous bilingual (Spanish/English) employees who are used to translate when a language barrier is apparent. Due to the infrequency of the encounters with LEP individuals, The City of Griffin's written materials are English-only. Any request for the language translation of

the documents will be reviewed and accommodated if the accommodation is reasonable and necessary. Considering the expense of translating the documents, the likelihood of frequent changes in documents and other relevant factors, at this time no documents require translation.

• Due to the relatively small eligible local LEP population, the City of Griffin does not have a formal outreach procedure in place at this time. Translation resources have been identified. When and if the need arises for LEP outreach, the City of Griffin will consider the following option:

-When staff prepares a document, or schedules a meeting, for which the target audience is expected to include LEP individuals, then relevant documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population, if requested.

VI. MONITORING AND UPDATING THE LAP PLAN/TERM OF THE PLAN

The City of Griffin will update the LAP Plan as required. At a minimum, the plan will be reviewed and updated every five years using the American Community Survey for census information, when a new HUD funded project is approved, or when it is clear that higher concentrations of LEP individuals are present in the City of Griffin. Updates will include the following:

- The number of documented LEP person contacts encountered annually;
- How the needs of LEP persons have been addressed;
- Determination of the current LEP population in the service area;
- Determination as to whether the need for translation services has changed;
- Determine whether local language assistance programs have been effective and sufficient to meet the need;
- Determine whether the City of Griffin' financial resources are sufficient to fund language assistance resources needed;
- Determine whether the City of Griffin fully complies with the goals of this LAP Plan; and
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.

TERM OF PLAN: This plan will remain in place for five (5) years from the date of adoption including all updates and revisions over the course of the five (5) years. A new plan will be prepared and adopted every five (5) years.

VII. DISSEMINATION OF THE CITY OF GRIFFIN' LAP PLAN

The LAP Plan will be on the City of Griffin' website page and provided to anyone requesting the information.

VIII. RECORDS

The City of Griffin will maintain records in the City Clerk's office regarding its efforts to comply with Title VI LEP obligations. These records will be reviewed periodically and open to the public in an effort to improve service.

IX. COMPLAINTS/FINDINGS

Any person who believes they have been denied the benefits of this LAP or that the City of Griffin has not complied with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 regulations may file a complaint with the City LAP Coordinator. The City LAP Coordinator may be the first point of contact for any complaints or appeals, but the DCA LAP Coordinator must be informed of all complaints and appeals. The LAP Coordinator will provide oversight of the complaint/appeal resolution process. To file a complaint, submit the written complaint to:

Ms. Stephanie Woods, Human Resources Manager
City of Griffin
P. O. Box T
Griffin, GA 30224
(770) 229-6400
swoods@cityofgriffin.com

Or

DCA 504 Coordinator
60 Executive Park South, N.E.
Atlanta, Georgia 30329-2231
fairhousing@dca.ga.gov

X. AVAILABLE FEDERAL LEP RESOURCES

Federal LEP Website:
http://www.lep.gov/
"I Speak" Card:
https://www.lep.gov/i-speak-card

APPENDICES

1. I Speak Booklet

2. S1601 American Community Survey (ACS) 2016-2021 Estimates – Language Spoken at Home

3. City of Griffin Title VI Plan

APPENDIX 1

I SPEAK BOOKLET

2004 Census Test

United States Census 2010

LANGUAGE IDENTIFICATION FLASHCARD

☐ ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	1. Arabic
☐ Խնդրում ենք նշում կատարեք այս քառակուսում, եթե խոսում կամ կարդում եք հայերեն:	2. Armenian
☐ যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।	3. Bengali
☐ ឈូមបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។	4. Cambodian
☐ Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.	5. Chamorro
☐ 如果你能读中文或讲中文，请选择此框。	6. Simplified Chinese
☐ 如果你能讀中文或講中文，請選擇此框。	7. Traditional Chinese
☐ Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	8.Croatian
☐ Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	9. Czech
☐ Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	10. Dutch
☐ Mark this box if you read or speak English.	11. English
☐ اگر خواندن و نوشتن فارسي بلد هستيد، اين مربع را علامت بزنيد.	12. Farsi

DB-3309

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

☐ Cocher ici si vous lisez ou parlez le français.	13. French
☐ Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
☐ Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
☐ Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
☐ अगर आप हिन्दी बोलते या पढ़ सकते हों तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
☐ Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
☐ Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.	19. Hungarian
☐ Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
☐ Marchi questa casella se legge o parla italiano.	21. Italian
☐ 日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
☐ 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
☐ ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
☐ Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

☐ Assinale este quadrado se você lê ou fala português.	26. Portuguese
☐ Însemnaţi această căsuţă dacă citiţi sau vorbiţi româneşte.	27. Romanian
☐ Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
☐ Обележите овај квадратић уколико читате или говорите српски језик.	29. Serbian
☐ Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
☐ Marque esta casilla si lee o habla español.	31. Spanish
☐ Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
☐ ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	33. Thai
☐ Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
☐ Відмітьте цю клітинку, якщо ви читаєте або говорите українською мовою.	35. Ukranian
☐ اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
☐ Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
☐ באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish

I Speak...

Language Identification Guide

A

Amharic
አኒ የምናገረው አማርኛ ነው::

Arabic
انا اتكلم العربية

Armenian
Ես խոսում եմ հայերեն

B

Bengali
আমি বাংলা বলতে পারি

Bosnian
Ja govorim bosanski

Bulgarian
Аз говоря български

Burmese
ကျွန်တော်/ကျွန်မ မြန်မာ လို ပြောတတ် ပါတယ်၊

C

Cambodian
ខ្ញុំនិយាយភាសាខ្មែរ

Cantonese
我講廣東話 (Traditional)
我讲广东话 (Simplified)

Catalan
I parlo català

Croatian
Govorim hrvatski

Czech
Mluvím česky

D

Danish
Jeg taler dansk

Dari
من دری حرف می زنم

Dutch
Ik spreek het Nederlands

E

Estonian
Ma räägin eesti keelt

F

Finnish
Puhun suomea

French
Je parle français

G

German
Ich spreche Deutsch

Greek
Μιλώ τα ελληνικά

Gujarati
હું ગુજરાતી બોલુ છુ

H

Haitian Creole
M pale kreyòl ayisyen

Hebrew
אני מדבר עברית

Hindi
मैं हिंदी बोलता हूँ ।

Hmong
Kuv hais lus Hmoob

Hungarian
Beszélek magyarul

I

Icelandic
Ég tala íslensku

Indonesian
Saya berbicara bahasa Indonesia

Ilocano
Agsaonak ti Ilocano

Italian
Parlo italiano

J

Japanese
私は日本語を話す

K

Korean
한국어 합니다

Kurdish
min azanim Ba Kurdi Qsa bkam

Kurmanci
as zanim eb kurmanji baxvim

L

Laotian
ຂ້ອຍປາກພາສາລາວ

Latvian
Es runāju latviski

Lithuanian
Aš kalbu lietuviškai

M

Mandarin
我講國語 (Traditional)
我讲国语/普通话 (Simplified)

Mongolian
би монгол хэл ярьдаг

N

Norwegian
Jeg snakker norsk

P

Persian
من فارسی صحبت می کنم.

Polish
Mówię po polsku

Portuguese
Eu falo português do Brasil
(for Brazil)

Eu falo português de Portugal
(for Portugal)

Punjabi
ਮੈਂ ਪੰਜਾਬੀ ਬੋਲਦਾ ਹਾਂ।

R

Romanian
Vorbesc românește

Russian
Я говорю по-русски

S

Serbian
Ја говорим српски

Sign Language (American)



Slovak
Hovori slovenská

Slovenian
Govorim slovensko

Somali
Waxaan ku hadlaa af-Soomaali

Spanish
Yo hablo español

Swahili
Ninaongea Kiswahili

Swedish
Jag talar svenska

T

Tagalog
Marunong akong mag-Tagalog

Tamil
நான் தமிழ் பேசுகிறேன்

Thai
พูดภาษาไทย

Turkish
Türkçe konuşurum

U

Ukrainian
Я розмовляю українською мовою

Urdu
میں اردو بولتا ہوں

V

Vietnamese
Tôi nói tiếng Việt

W

Welsh
Dwi'n siarad Cymraeg

X

Xhosa
Ndithetha isiXhosa

Y

Yiddish
איך רעד ייִדיש

Yoruba
Mo ńsọ Yorùbá

Z

Zulu
Ngiyasikhuluma isiZulu

Human trafficking is a form of modern-day slavery and involves the use of force, fraud, or coercion to exploit men, women or children and subject them into some type of labor or commercial sex act. Any minor exploited for commercial sex is a victim of human trafficking, even if not induced by force, fraud, or coercion.

Trafficking victims can be any age, race, gender, or nationality. Victims can find themselves in a foreign country and may not speak the language.

Report human trafficking to the U.S. Department of Homeland Security (DHS) Immigration and Customs Enforcement (ICE) Homeland Security Investigations (HSI) Tip line at 1-866-347-2423 or online at www.ice.gov/tips. The HSI Tip line is available 24/7 with language capability in over 300 languages and dialects. If calling from outside the United States, please call the non-toll free worldwide number of 802-872-6199."

To get help from the National Human Trafficking Resource Center (NHTRC) call 1-888-373-7888 or text HELP or INFO to BeFree (233733). The NHTRC is a national, toll-free hotline available to answer calls from anywhere in the country, 24 hours a day, 7 days a week, every day of the year with language capability in over 170 languages. The NHTRC is not a law enforcement or immigration authority and is operated by a nongovernmental organization funded by the federal government.

To get digital copies of this poster or "I Speak" booklet, visit www.dhs.gov/blue-campaign or contact the DHS Blue Campaign at BlueCampaign@hq.dhs.gov.

BLUE CAMPAIGN
One Voice. One Mission. End Human Trafficking.®

www.dhs.gov/blue-campaign
Email: BlueCampaign@hq.dhs.gov
Report suspicious activity to
1-866-347-2423

I Speak is provided by the Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL). Other resources are available at www.lep.gov. Special thanks to the Department of Justice Bureau of Justice Assistance and the Ohio Office of Criminal Justice Services for inspiration and permission to use their *I Speak* guide. Permission may be required for the use of Ohio Office of Criminal Justice Services information other than as included in this booklet.

Version BC 2.1 March. 201

APPENDIX 2

S1601 American Community Survey (ACS) 2016 -2021 Estimates – Language Spoken at Home

Table: ACSST5Y2021.S1601

	Georgia	Griffin city, Georgia			
	Total	Total	Percent	Percent of specified language speakers	
				Speak English only or speak English "very well"	Percent speak English only or speak English "very well"
Label	Estimate	Estimate	Estimate	Estimate	Estimate
Population 5 years and over	9,981,897	21,249	(X)	21,151	99.5%
Speak only English	8,557,217	20,323	95.6%	(X)	(X)
Speak a language other than English	1,424,680	926	4.4%	828	89.4%
SPEAK A LANGUAGE OTHER THAN ENGLISH					
Spanish	801,066	714	3.4%	633	88.7%
5 to 17 years old	209,989	20	0.1%	20	100.0%
18 to 64 years old	551,237	581	2.7%	563	96.9%
65 years old and over	39,840	113	0.5%	50	44.2%
Other Indo-European languages	262,064	126	0.6%	116	92.1%
5 to 17 years old	34,057	15	0.1%	15	100.0%
18 to 64 years old	194,929	96	0.5%	86	89.6%
65 years old and over	33,078	15	0.1%	15	100.0%
Asian and Pacific Island languages	250,954	73	0.3%	66	90.4%
5 to 17 years old	36,016	12	0.1%	12	100.0%
18 to 64 years old	186,610	54	0.3%	54	100.0%
65 years old and over	28,328	7	0.0%	0	0.0%
Other languages	110,596	13	0.1%	13	100.0%
5 to 17 years old	18,324	0	0.0%	0	-
18 to 64 years old	85,597	13	0.1%	13	100.0%
65 years old and over	6,675	0	0.0%	0	-
CITIZENS 18 YEARS AND OVER					

Table: ACSST5Y2021.S1601

	Speak English less than "very well"	**Percent speak English less than "very well"**
Label	**Estimate**	**Estimate**
Population 5 years and over	98	0.5%
Speak only English	(X)	(X)
Speak a language other than English	98	10.6%
SPEAK A LANGUAGE OTHER THAN ENGLISH		
Spanish	81	11.3%
5 to 17 years old	0	0.0%
18 to 64 years old	18	3.1%
65 years old and over	63	55.8%
Other Indo-European languages	10	7.9%
5 to 17 years old	0	0.0%
18 to 64 years old	10	10.4%
65 years old and over	0	0.0%
Asian and Pacific Island languages	7	9.6%
5 to 17 years old	0	0.0%
18 to 64 years old	0	0.0%
65 years old and over	7	100.0%
Other languages	0	0.0%
5 to 17 years old	0	-
18 to 64 years old	0	0.0%
65 years old and over	0	-
CITIZENS 18 YEARS AND OVER		

Table: ACSST5Y2021.S1601

	Georgia	Griffin city, Georgia			
	Total	Total	Percent	Percent of specified language speakers	
				Speak English only or speak English "very well"	Percent speak English only or speak English "very well"
Label	Estimate	Estimate	Estimate	Estimate	Estimate
All citizens 18 years old and over	7,568,124	16,954	(X)	16,866	99.5%
Speak only English	6,894,237	16,095	94.9%	(X)	(X)
Speak a language other than English	673,887	859	5.1%	771	89.8%
Spanish	329,853	694	4.1%	613	88.3%
Other languages	344,034	165	1.0%	158	95.8%

Table: ACSST5Y2021.S1601

	Speak English less than "very well"	Percent speak English less than "very well"
Label	Estimate	Estimate
All citizens 18 years old and over	88	0.5%
Speak only English	(X)	(X)
Speak a language other than English	88	10.2%
Spanish	81	11.7%
Other languages	7	4.2%

APPENDIX 3

CITY OF GRIFFIN TITLE VI PLAN

TITLE VI PLAN

POLICY STATEMENT

The City of Griffin is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. The City of Griffin assures that no person shall on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.O. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under and program or activity. The City of Griffin further assures every effort will be made to ensure nondiscrimination under any program or activities, whether or not those programs and activities are federally funded. In addition, the City of Griffin will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.

When the City of Griffin distributes federal aid funds to another governmental entity, the City of griffin will include Title VI language in all written agreements and will monitor for compliance.

The City of Griffin's Human Resources Department, in coordination with the Public Works Department is responsible for initiating and monitoring Title VI activities, preparing required reports and other City of Griffin responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21.

AUTHORITIES

Title VI of the Civil Rights Act of 1964
Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, sex, low income, and disability.

The Civil Rights Restoration Act of 1987
Broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not.

Federal Aid Highway Act of 1973
No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

Age Discrimination Act of 1975 No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

Americans With Disabilities Act of 1990 (ADA & ADAAA)
No qualified individual with a disability shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district or other instrumentality of a state or local government.

Section 504 of the Rehabilitation Act of 1973
No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

EO13166: Improving Access to Services for Persons with Limited English Proficiency.

GOALS AND OBJECTIVES

The primary goals and objectives of the City of Griffin's Title VI Program are:

- To assign roles, responsibilities, and procedures for ensuring compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives;
- To ensure that people affected by the City of Griffin's programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;
- To prevent discrimination in the City's programs and activities, whether those programs and activities are federally funded or not;
- To establish procedures for identifying impacts in any program, service, or activity that may create illegal adverse impact on any person because of race, color, national origin, age, sex, or disability; or on minority populations, low income populations, the elderly, and all interested persons and affected Title VI populations;
- To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in the City's services, programs, or activities.

ADMINISTRATION – GENERAL

Jessica O'Connor, the City Manager, shall have lead responsibility for ensuring the proper implementation of the City's Title VI Program.

Stephanie Woods, Director of Human Resources, shall serve as the Title VI Coordinator. She shall be responsible for the administration of the program to include the formal complaint procedure.

Department Heads shall be responsible for ensuring non-discrimination of their programs and activities. Department Heads may designate a liaison to ensure compliance within their program areas. The liaison shall provide program monitoring, data collection and reporting, as well as, dissemination of Title VI information within their department.

TRAINING

Training will be conducted by the Title VI Coordinator or her designee. Title VI training will be included as part of an employee's EEO training. Title VI information will be listed in the Personnel Policy Manual.

SUBCONTRACTS AND VENDORS

All subcontractors and vendors who receive payments from the City of Griffin where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

The following Title VI statement is listed on the website and in all bid documents for all bidders of contracts with the City of Griffin:

The City of Griffin, Georgia, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4, as amended by The Civil Rights Restoration Act of 1987, hereby notifies all bidders that no person shall on the grounds of race, color, national origin, sex, age, and handicap/disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the City regardless of whether those programs, services, and activities are federally-funded or not. Further, it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration for an award.

ADA/504 STATEMENT

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in transportation programs, services and activities.

The city will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The county/city will make every effort to ensure that its advisory committees, public involvement activities and all other programs, services and activities include representation by the disabled community and disability service groups.

Questions, concerns, comments or requests for accommodation should be made to:

Stephanie Woods, Director of Human Resources
Title VI Coordinator
City of Griffin
PO Box T
Griffin, Georgia 30224
Phone – (770)233-2923
Email – swoods@cityofgriffin.com

LIMITED ENGLISH PROFICIENCY (LEP)

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language. This executive order stated that individuals who do not speak English well and who have a limited ability to read, write and speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, "LEP," or Limited English Proficient. The Executive Order states that: "Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities."

This plan uses the recommended four (4) factor analysis to determine the level and extent of language assistance needed to sufficiently ensure meaningful access to City of Griffin's programs and activities.

Factor 1 – The number or proportion of people with LEP served.

Factor 2 – The frequency that LEP people come in contact with City of Griffin programs and activities.

Factor 3 – Importance of the service provided by the program or activity.

Factor 4 – Resources available to the City of Griffin to ensure access to the programs and activities.

The City of Griffin has determined that approximately 4% of the population is Hispanic. There are two (2) service sectors with which a Hispanic citizen will most likely use our services:

1. Hispanic citizens wishing to utilize city utilities such as water and power (Customer Service Department).
2. Hispanic citizens wishing to obtain an occupational certificate (business license)

The City has numerous bilingual (English/Spanish) employees who are used to translate when a language barrier is apparent and necessary. Our Customer Service Department has two employees on staff who are fluent in Spanish. We have had no need/request to use a language interpreter when someone applies for a business license.

Our Title VI Plan, Complaint Procedures and Complaint Form are listed on our website in both English and Spanish. Any request for the language translation of documents will be reviewed and accommodated if the accommodation is deemed reasonable and necessary.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Master Purchasing License Agreement and associated order documents for the AXOS Framework, Calix Cloud Foundation, and Calix Support Cloud from Calix, sole source, in the amount of $4,795.00 for telecommunications service expansion. *Chief Technology Officer, Gibb Cotton, will address*.

SPECIAL CONSIDERATIONS OR CONCERNS:

The City of Griffin is currently running a Calix Gigabit Passive Optical Network (GPON) platform for our external fiber customers. The Master Purchase and License Agreement will provide the ability to purchase additional equipment and software through Calix that controls and maintains the core GPON infrastructure. The AXOS order will license Griffin for up to 500 subscribers on the core hardware platform, known as the Optical Line Terminal (OLT). The Cloud Foundation provides a cloud platform that can remotely provision the customer's equipment and enables a customer app for $1.10 per user per year. Calix Support Cloud extends the Calix Cloud foundation capabilities with the addition of managed Wi-Fi and basic parental controls for $1.90 per user per year. Both the Calix Support Cloud and Calix Cloud Foundation are licensed in year one with 50 users, year 2 with 100 users, and year 3 with 200 users. When Griffin reaches 500+ users, all licenses will be adjusted annually based on actual licensed customers, in addition, Griffin will be eligible for reduced pricing when we reach the 500 user minimum threshold. As Griffin's customer base increases in the coming years the base costs for the licenses will increase as well. This is a single source recommendation with the funding to be allocated from the Telecommunication division's General Repair and Maintenance Services.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The $4,795.00 will be allocated from General Repair and Maintenance Services.

Submitted By:
Gibb Cotton

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
FY24 Sole Source.pdf
AXOS Framework with AJW sig.pdf
Cloud Foundation Subscription with AJW sig.pdf
Cloud Support with AJW sig.pdf
Calix Master Purchase and License Agreement with AJW sig.pdf

CITY OF GRIFFIN
FY24 SOLE BRAND/SOLE SOURCE/ SINGLE SOURCE JUSTIFICATION

Request Type and Details (select one)

○ **Sole Brand*** – The item(s) requested have unique performance features (branded) not found in other items but is available on the open market from multiple sources. OEM repair parts are considered sole brand and possibly sole source.

◉ **Sole Source** – The item(s) requested has necessary features and **only one** supplier is capable of satisfying the requirements. A situation where a manufacturer has only one authorized distributor would be classified as sole source, such as parts only available from the manufacturer. Sole source justifications must be re-submitted annually.

○ **Single Source** – The procurement is very similar in nature to Sole Source, although two or more suppliers can satisfy the requirements. The department has 'substantial reasons' for selecting one supplier. A good example would be an IT department buying standardized equipment from a single source for increased warranties and volume discounts or repair from a single authorized repair source.

Provide a description and identify the make/model of the item and quantity: Support and Cloud Services

Detail the research that has been done to qualify this for selected method of procurement:

Calix is Griffin's existing telecommunications GPON Vendor

Supplier/Source Name/Address: **Moss Adams**

Supplier/Source Contact: **Tym Rutkowski** **Phone:** **509-777-0137**

Scope of Work: Provide description of purpose for the request and what other comparable options have evaluated. (Include brand name, model, and vendor name). Can the request be modified to allow for competition?

Software maintenance and software licensing for AXOS Framework, Calix Cloud Foundation, and Calix Support Cloud.
Software support maintenance will allow the vendor to remotely support Griffin's telecom Infrastructure

Is this a 1-time procurement? Estimated expenditure- one-time ____ OR - annual spend x

Exclusive Capability: Provide a detailed description of the goods/services needed and the proposed source's unique capabilities and/or performance of work and why this is the only source.

Only Calix can support Calix software and hardware.

Requestor Information

I hereby certify the validity of the information and feel confident this justification for sole brand / sole source meets the criteria and would withstand a vendor protest or an audit .

Date of Request:	12/6/2023	Requestor:	gcotton		
Department:	ITC	Dept Accting Code:	1535	Phone:	x475

Purchasing Use Only ⇓ **Finance Approval:**

Comment:					
Date Processed:		Date Posted to GPR:		Solicitation #:	
Outcome:					
Awarded Sole Source:		Issued PO/Contract:		Competitive Bid:	Protests:

* Sole Brands are specific items that may be available on the open market from multiple dealers. Sole BRAND purchases may possibly be treated as a single source if properly justified. Standardization throughout the City (i.e. Dell technology purchased direct from Dell for volume discounts and Ford fleet vehicles purchased from Speedway for warranty and other reasons) would be examples of sole brands treated as single sources.

Calix

Network Configuration & Quotation

Customer Name:	City of Griffin
Project Name:	Griffin XGS Residential Expansion Q423
Quote Description:	Griffin XGS Residential Expansion Q423
Author Name:	Bob MacNaughton
Contact Name:	Gibb Cotton

Quote Reference Number:	695505A-1
Quote Type:	Access
Date Created:	October 24, 2023
Date Modified:	October 26, 2023
Quote Expiration:	November 23, 2023

Subscriptions Summary

AXOS	Duration	Price	Qty	Ext. Price
000-01284 AXOS Framework Annual Term License	1 Year	$4.99	500	$2,495.00
000-01284 AXOS Framework Annual Term License	1 Year	$4.99	500	$2,495.00
000-01284 AXOS Framework Annual Term License	1 Year	$4.99	500	$2,495.00

Subscriptions Total	$7,485.00
Grand Total	$7,485.00

Package Details:

000-01280 package consists of the following:

		Qty
130-00491	AXOS Framework per Subscriber Annual Term License	1
110-01655	AXOS Framework Maintenance - Term	1

Notes & Optional Equipment and Services

All prices are being quoted in US $ (Dollars).

Due to rounding, some totals may not correspond with the sum of the separate figures.

Calix Warranty - See Purchase Agreement.

Important Ordering Instructions:

Please include the Calix quote number (found in the upper right hand corner) on your PO. You may also provide an internal PO number to be used with your order. Orders received without an internal PO number will use the Calix quote number by default.

Include contact information (Name, Email & Tel) for the person who will receive the order acknowledgements and shipping notifications as well as the required billing and shipping addresses for your order.

Send Purchase Orders to Calix Order Management:

Email: om@calix.com
Fax: 707-283-3771

You may check the status of your order at any time on our website. (www.calix.com, click Login)

Calix

AXOS Order Document

Customer Information

Company Name: City of Griffin
Address: 100 South Hill St,
Griffin, GA 30224
United States

Contact Name: Gibb Cotton
Contact Email: gcotton@cityofgriffin.com
Contact Phone: (678) 692-0386

This Order Document for AXOS Software Licenses ("Services") is effective as of December 01, 2023 ("Effective Date") and is subject to the Master Purchase and License Agreement between the undersigned ("Customer") and Calix, Inc. ("Calix"). Calix and Customer may be referred to herein individually as "Party" or together as "Parties".

Service Start Date: December 01, 2023 ("Service Start Date") A Service Start Date is required for this Order Document to be valid. Customer acknowledges that the Service Start Date is appropriate, and invoicing will commence as described herein.

Pricing Terms

Period 1: 12 months	Duration	Price/Yr.	Qty	Ext. Price
000-01284 AXOS Framework Annual Term License	1 Year	$4.99	500	$2,495.00
		Period 1 Total		$2,495.00

Period 2: 12 months	Duration	Price/Yr.	Qty	Ext. Price
000-01284 AXOS Framework Annual Term License	1 Year	$4.99	500	$2,495.00
		Period 2 Total		$2,495.00

Period 3: 12 months	Duration	Price/Yr.	Qty	Ext. Price
000-01284 AXOS Framework Annual Term License	1 Year	$4.99	500	$2,495.00
		Period 3 Total		$2,495.00

1. **Software License Terms and Fees**

   a. Software License. Customer's right to use the Software is subject to Customer's timely payment of the license fees for the Software (the "License Fees") for the License Term as stated in the Pricing table above. Use of and access to the Software and related documentation are subject to Customer's payment of License Fees and Support fees as provided herein.

   Pricing may be subject to change by agreement at the time of renewal.

   b. License Term Options. The License Term for the Software may be either a term license or a perpetual license as stated above. Customer may purchase additional licenses of the same license duration (for term licenses, they will be co-termed with Customer's existing term licenses).

      i.

Calix

Term License and Annual Review. For an annual term license, the License Term shall consist of the Initial License Term and each Renewal Term. The Software license shall commence on the activation of the Software ("Service Start Date") and continue for a 1-year period (the "Initial License Term"), and thereafter, the license shall automatically renew for two additional 1-year periods ("Renewal Terms") unless and until earlier terminated in accordance with this Agreement. In the event additional software modules are purchased, Customer and Calix will replace existing term license entitlements with an updated term license including new modules and establishing a new Service Start Date.

ii. Invoicing for Term Licenses. Term licenses are invoiced annually in advance beginning on the Service Start Date, with each invoice covering the next 12 months of license use. Calix shall review license usage annually approximately 60 days in advance of each anniversary of the Service Start Date. Calix will invoice Customer for the next 12-month period of the License Term and shall include License Fees, at the applicable pricing tier, based on the greater of (i) the forecast of Customer's planned subscriber lines or (ii) Customer's actual active subscriber lines at the time of the annual review.

iii. Early Termination Fees (ETF) for Term Licenses. Customer agrees that in the event Customer terminates this Order Document, Customer shall be obligated for the total fees equal to the remainder of the initial term or the remainder of any subsequent one (1) year renewal terms, as applicable.

iv. Perpetual License and Annual Review. For a perpetual license, subject to Calix's rights and Customer's compliance with the terms of the Agreement, the License Term shall be perpetual for use in conjunction with the Systems Products or Products for Customer's internal business purposes.

v. Invoicing for Perpetual Licenses. Perpetual licenses are invoiced on the Service Start Date with such invoice covering License Fees for the full License Term. Calix shall review license usage annually approximately 60 days in advance of each anniversary of the Service Start Date, and shall invoice Customer for License Fees for incremental licenses in excess of the licenses previously purchased (i) to meet forecast of Customer's planned subscriber lines or (ii) Customer's actual active subscriber lines at the time of the annual review. Additional Software modules shall be invoiced at the time of activation and will be included in the subsequent annual reviews.

vi. Conversion of Term License to Perpetual. Customer may request conversion of a term license to a perpetual license as of an anniversary of the Service Start Date or such other time authorized by Calix. Conversion shall be subject to execution of a new Order Document and payment of applicable additional License Fees and Support fees for a perpetual license.

2. **Software Maintenance and Support**

a. Software Maintenance and Support Services for Perpetual Licenses
. Annual purchase of Software maintenance and Support Services is required to receive Software maintenance and Support for perpetual licenses. Maintenance and Support fees shall be initially invoiced upon the Service Start Date and annually thereafter following the annual review.

b. Software Maintenance and Support for Term Licenses
Software maintenance and Support fees are included in the License Fees for term licenses in this Order Document.

Calix

Calix, Inc.	City of Griffin
By DocuSigned by: Greg Dalforno A1972FA82F364C8...	By _____
Name Greg Dalforno	Name Douglas S. Hollberg
Title VP Global Ops Transformation	Title Mayor
Date 12/7/2023	Date _____

Attest: _____
Jessica W. O'Connor

Approved as to Form:
Andrew J. Whalen, III
Andrew J. Whalen, III, City Attorney

Purchase Order references are required for all periods. Do not use illegitimate placeholder values (such as TBD or otherwise) in these fields. Customer acknowledges Purchase Order references provided below are valid and can be used for billing purposes.

Period 1 PO:

Period 2 PO:

Period 3 PO:



Calix Cloud Foundation Order Document - End User Subscription

Customer Information

Company Name:	City of Griffin	**Contact Name:**	Gibb Cotton
Address:	100 South Hill St, Griffin, GA 30224 United States	**Contact Email:**	gcotton@cityofgriffin.com
		Contact Phone:	(678) 692-0386

This Order Document for Calix Cloud Foundation ("Services") is effective as of the date last signed ("Effective Date"), the Service Start Date is as outlined in the Pricing section below ("Service Start Date") and is subject to the Master Purchase and License Agreement ("Agreement") between the undersigned ("Customer") and Calix, Inc. ("Calix"). Calix and Customer may be referred to herein individually as "Party" or together as "Parties".

Pricing Terms

Fee Schedules and Additional Fee Terms

Service Start Date: December 01, 2023

A Service Start Date is required for this Order Document to be valid. Customer acknowledges that the Service Start Date is appropriate, and invoicing will commence as described herein.

Period 1: 12 months	Unit Of Measure	Duration	Price/Mo.	Qty	Ext. Price
000-01273 Calix Cloud Foundation - Solution and Support	Subs With GigaSpires	12 Months	$1.10	50	$660.00
			Period 1 Total		$660.00

Period 2: 12 months	Unit Of Measure	Duration	Price/Mo.	Qty	Ext. Price
000-01273 Calix Cloud Foundation - Solution and Support	Subs With GigaSpires	12 Months	$1.10	100	$1,320.00
			Period 2 Total		$1,320.00

Period 3: 12 months	Unit Of Measure	Duration	Price/Mo.	Qty	Ext. Price
000-01273 Calix Cloud Foundation - Solution and Support	Subs With GigaSpires	12 Months	$1.10	200	$2,640.00
			Period 3 Total		$2,640.00

Calix Cloud Foundation Bundle includes the following:

- Calix Cloud Foundation
- Revenue EDGE Systems Support

Payment

The Services are billed monthly in advance at the prices above in USD. Billed quantity is based on the greater of the minimum quantity listed, or the previous month's usage determined by Calix. Payment for the Services will be due upon invoice receipt. Unless otherwise expressly set out herein, payment is subject to the terms and conditions as outlined in the Agreement.

Term and Termination

Subscription Term: The term of this Order Document commences on Service Start Date and shall continue for a period of twelve (12) months from the Service Start Date; thereafter, the Services will automatically renew for two (2) successive one-year periods beginning at the end of the most recent term at the pricing in effect at the time of renewal, unless Customer provides written notice to not renew in writing not less than 60 days before the end of the then-current term. This Order Document has a maximum contract life of thirty-six (36) months, inclusive of the initial term and all renewal terms, and shall automatically

terminate upon expiration of the final renewal term. In the event of non-renewal, this Order Document shall terminate upon the end of the most recent term.

A. EARLY TERMINATION FEES.

Customer may terminate this Order Document with thirty (30) days' advance written notice to Calix, subject to early termination fees. Cancellation of Subscription Services prior to the end of a Subscription Term will subject Customer to an early termination (acceleration) fee in the amount of the remaining Subscription Term fees ("Early Termination Fee"). Termination of other Services shall be billed on a time and materials basis (including for any related non-cancellable time and/or fees related to subcontractors or other third-party vendors).

B. TERMINATION FOR BREACH.

If a party fails to perform any of its material obligations hereunder, including but not limited to Services not functioning as described, and such failure continues without remediation for a period of sixty (60) days after receipt of written notice from the non-breaching party, the non-breaching party shall have the right to terminate this Order Document immediately by providing written notice to the breaching party. In the event of a breach by Calix, no Early Termination Fees will apply.

C. TERMINATION FOR INSOLVENCY.

Calix may immediately terminate this Order Document by providing written notice to Customer in the event that Customer files or has filed against it or consents to the filing of any petition under any bankruptcy or insolvency law of any jurisdiction, makes an assignment for the benefit of its creditors, or consents to the appointment of a custodian, receiver, or similar official for any

substantial part of its property. In no event shall termination for insolvency as stated in this Section C result in any refund or credit of invoiced Services fees.

D. TERMINATION BY CALIX.

In the event that Calix determines that one or more Services provided hereunder are no longer commercially viable, Calix may, in its sole discretion, cease offering such Service or Services and/or terminate this Agreement by providing ninety (90) days' written notice thereof to Customer. In the event Calix terminates a Service offering, Calix shall, in its sole discretion, elect to transition

to end of life of such Service offering by (A) continuing to make the Service available through the end of Customer's then-current Subscription Term, (B) transitioning Customer to another Calix Service offering of similar or better features for the remainder of the then-current Subscription Term (at no additional cost to Customer), or (C) provide for a service credit or refund for the fees actually paid for the remaining term of the then-current Subscription Term.

IN WITNESS, WHEREOF, each party hereto has caused this Order Document to be executed by an authorized representative as of the Effective Date.

Calix, Inc.	**City of Griffin**
By: DocuSigned by: 7BC3349E454746D...	By: Douglas S. Hollberg
Name: Dan Bloch	Name: Mayor
Title: SVP, Global Solutions	Title:
Date: 12/7/2023	Date:
	Attest: Jessica W. O'Connor
	Approved as to Form: Andrew J. Whalen, III Andrew J. Whalen, III, City Attorney

Purchase Order references are required for all periods. Do not use illegitimate placeholder values (such as TBD or otherwise) in these fields. Customer acknowledges Purchase Order references provided below are valid and can be used for billing purposes.

Period 1 PO:

Calix

Calix Support Cloud Order Document

Customer Information

Company Name:	City of Griffin	**Contact Name:**	Gibb Cotton
Address:	100 South Hill St, Griffin, GA 30224 United States	**Contact Email:**	gcotton@cityofgriffin.com
		Contact Phone:	(678) 692-0386

This Order Document for Calix Support Cloud ("Services") is effective as of the date last signed ("Effective Date"), and this Order Document is subject to the Master Purchase and License Agreement ("Agreement") between the undersigned ("Customer") and Calix, Inc. ("Calix"). Calix and Customer may be referred to herein individually as "Party" or together as "Parties".

Service Start Date: December 01, 2023 ("Service Start Date") A Service Start Date is required for this Order Document to be valid. Customer acknowledges that the Service Start Date is appropriate, and invoicing will commence as described herein.

Pricing Terms

Period 1: 12 months	Unit Of Measure	Duration	Price/Mo.	Qty	Ext. Price
000-01267 Calix Support Cloud - Experience Management Edition	CSC Managed Subs	12 Months	$1.90	50	$1,140.00
000-01256 Revenue EDGE Program Implementation					$500.00
			Period 1 Total		$1,640.00

Period 2: 12 months	Unit Of Measure	Duration	Price/Mo.	Qty	Ext. Price
000-01267 Calix Support Cloud - Experience Management Edition	CSC Managed Subs	12 Months	$1.90	100	$2,280.00
			Period 2 Total		$2,280.00

Period 3: 12 months	Unit Of Measure	Duration	Price/Mo.	Qty	Ext. Price
000-01267 Calix Support Cloud - Experience Management Edition	CSC Managed Subs	12 Months	$1.90	200	$4,560.00
			Period 3 Total		$4,560.00

Calix Support Cloud Experience Management Edition includes the following:

- Calix Support Cloud - Experience Management Edition
- Support Cloud - Customer Success - Standard
- Support Cloud Essential Support

Revenue Edge Program Implementation includes the following:

- Cloud Base Implementation Engagement

Payment

Calix

The Services are billed monthly in advance at the prices above in USD. Billed quantity is based on the greater of the minimum quantity listed, or the previous month's usage determined by Calix. Payment for the Services will be due upon invoice receipt. Unless otherwise expressly set out herein, payment is subject to the terms and conditions as outlined in the Agreement.

All Services fees shall be invoiced upon the Service Start Date with the exception of Implementation Service Fees. Implementation Services shall be invoiced upon the earlier of completion or three (3) months from the Service Start Date.

Term and Termination

Term: This Order Document commences on the Effective Date and shall continue for an initial term of twelve (12) months from the Service Start Date, and thereafter, the Services will automatically renew for two (2) successive 12-month renewal terms, beginning at the end of the most recent term, unless Customer provides written notice to not renew not less than 60 days before the end of the then-current term. This Order Document has a maximum contract life of thirty-six (36) months, inclusive of the initial term and all renewal terms, and shall automatically terminate upon expiration of the final renewal term. In the event of non-renewal, this Order Document shall terminate upon the end of the then-current term.

1. EARLY TERMINATION FEES.

   Customer shall pay Calix fees for early termination ("ETF") for the termination of Services prior to the end of the then-current term in an amount equal to the remaining months of the term multiplied by the applicable monthly fees. Customer shall not be responsible for ETF in the event Calix breach's this Order Document or Agreement.

2. TERMINATION FOR BREACH.

   If a Party fails to perform any of its material obligations hereunder, including but not limited to Services not functioning as described, and such failure continues without remediation for a period of sixty (60) days after receipt of written notice from the non-breaching Party, the non-breaching Party shall have the right to terminate this Order Document immediately by providing written notice to the breaching Party.

3. TERMINATION BY CALIX.

   In the event that Calix determines that one or more Services provided hereunder are no longer commercially viable, Calix may, in its sole discretion, cease offering such Service or Services and/or terminate this Order Document by providing ninety (90) days' written notice thereof to Customer. In the event Calix terminates a Service offering, Calix shall, in its sole discretion, elect to transition to end of life of such Service offering by (A) continuing to make the Service available through the end of Customer's then-current term, (B) transitioning Customer to another Calix service offering of similar or better features for the remainder of the then-current term (at no additional cost to Customer), or (C) provide for a Service credit or refund for the fees actually paid for the remaining term of the then-current term.

Implementation Services

Cloud Base Implementation Services

This module includes the components required to activate Support Cloud and/or Marketing Cloud which includes project planning, platform setup/configuration, user administration, quality assurance, user acceptance testing, and onboarding services for a cloud solution base implementation.

Planning

Calix will:

1. Host a project kickoff and planning session with the Customer to define the following:
   a. Data source availability, supported fields, and formatting
   b. Deployment models and related solution functionality
   c. Project scope, milestones, target timeline, and communication plan
   d. Critical path tasks for Calix and Customer project team resources
   e. During the planning phase, upon Customer's written request, Calix may provide additional scope and quote for services to support the plan for specific Customer's unique requirements, or for the Customer to meet the implementation requirements for Calix Cloud beyond base activation.

Calix

Customer will:

1. Confirm completion of the following items prior to a project kickoff for the Calix Cloud solution implementation:
    a. Customer readiness to technically implement the solution as defined in the applicable Calix Implementation Guide(s) and Cloud Best Practices documentation available through their Customer Success Manager, Sales Engineer, and/or the My Calix Portal
    b. Team roles and resources designated for the duration of the Services project including a: Project Manager, Technical Lead, Billing System Admin, and User Lead

Setup/Configuration

Calix will:

1. Setup a Customer environment and configure on the Calix Cloud platform
2. Enable user administration and configure first access for Customer administrator(s)
3. If actively deploying to Calix Cloud, configure access to the Auto Configuration Server (ACS) with credentials for TR-069 managed Calix and/or third-party residential gateways
4. Complete quality checks following a coordinated production release of the solution
5. Review with the Customer recommendations for completion of user acceptance testing and:
    a. Inform the Customer when the solution is ready and set live in a Production environment
    b. Inform the Customer when the service project scope of work is complete and ready for closeout

Customer will:

1. Provide Calix network access for the complete duration of the Service
2. Manage TR-069 ACS credentials for Calix residential gateway models and/or third-party devices certified for remote management with the Calix Cloud ACS
3. Complete a user acceptance test for a predefined period in the Calix Cloud once the solution is live and in production
4. Provide access to the required Customer resources to implement the Service

Onboarding

Calix will:

1. Provide a one (1) hour "getting started" orientation or review of global settings and bulk operations for the lead Customer user(s) on the project team
2. Review with Customer Calix best practices for successful deployment and solution implementation
3. Review with Customer user support resources and help documentation available online
4. Review with Customer online training course catalog available after project closeout. Some courses require an additional fee.

Customer Requirements:

1. These Services will be considered complete following the "getting started" orientation delivery.

Calix Cloud Resources

Customer shall have access to the following self-help support resources:

- Webinars on best practices
- Blog posts by industry experts on best practice

- Online user community
- Documentation
- Webinars on content of new product releases
- 24x7 web access to the Calix Technical Assistance Center (TAC) for Calix cloud related issues

Cloud Success Service

Calix Cloud Success Services are delivered through teams who have experience with the customers' business challenges and are described in the following Service Description Document (SDD).

- Cloud Success Service is available in two tiers as detailed in Calix's SDD, a copy of which is attached and incorporated as Exhibit "A" and made available at https://www.calix.com/content/dam/calix/mycalix-misc/misc/services/sdd/Service-Description_Customer_Success_Services.pdf
- Cloud Success Service - Standard Tier is included with the Calix cloud subscription

Miscellaneous

- Services described in this Order Document are provided remotely. Any travel is not included and shall be invoiced separately.
- Implementation Services are deemed accepted by Customer when the solution is live in a Production environment, and Customer is notified in writing of the SOW completion. Additional implementation support would require an additional Order Document.

IN WITNESS, WHEREOF, each party hereto has caused this Order Document to be executed by an authorized representative as of the Effective Date.

Calix, Inc.	City of Griffin
By DocuSigned by: 7BC3349E454746D...	By
Name Dan Bloch	Name Douglas S. Hollberg
Title SVP, Global Solutions	Title Mayor
Date 12/7/2023	Date

Attest: _____
Jessica W. O'Connor

Approved as to Form:
Andrew J. Whalen, III
Andrew J. Whalen, III, City Attorney

Purchase Order references are required for all periods. Do not use illegitimate placeholder values (such as TBD or otherwise) in these fields. Customer acknowledges Purchase Order references provided below are valid and can be used for billing purposes.

Period 1 PO:

DocuSign Envelope ID: D2E80733-6152-4908-BB57-5CF3C6D585F3

Calix Customer Success Services

SERVICE DESCRIPTION DOCUMENT

Customer Success Services

CALIX CUSTOMER SUCCESS

Calix customers who achieve the highest return on investment take advantage of the unique guidance and attention available through Calix Customer Success Services. These services are delivered through teams who have deep experience with the business challenges you face as a service provider every day. Let us guide you to success, set you apart from the competition, and drive measurable change in your business!

CALIX CUSTOMER SUCCESS: STANDARD SUCCESS AND PREMIER SUCCESS

Standard Success

Access to:

- Calix Community - an online hub of information, best practices, and discussion forums where you can interact with thousands of Calix Champions.
- Circles of Success and Virtual Engagement sessions with Calix experts and customers.
- Release Readiness Resources, including quarterly release webinars with updates on new features, how to implement them across your company, and access to Calix experts for Q&A.
- tacTV Library: over 170 how-to videos answering your most asked questions.
- Knowledge Base Articles written by industry experts on best practices.
- Access to online help and product documentation.

Premier Success

- Access to a Customer Success Manager.
- Customized onboarding. A guided introduction to success for all resources to help accelerate new customer learning.
- Personalized orientation of cloud.
- Assisted data validation and verification of use cases.
- A personalized Success Plan to identify your goals/objectives and actions. Monitor milestones and metrics on an ongoing basis, by reporting back to you on progress and achievement at Success Business Reviews (SBRs).
- Strategy coaching sessions with experts.

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Calix

- Adoption and change management best practice sessions to discuss changes required to optimize your business.

FEATURES

FEATURES	Standard	Premier	
Release Readiness Resources, including quarterly release webinars	✓	✓	All Clouds
Knowledge Base Articles by industry experts	✓	✓	
Access to Circles of Success and Virtual Engagement sessions	✓	✓	
Success for All Resources (Calix Community discussions, Knowledge	✓	✓	
Success plans and goal setting	×	✓	
Calix Cloud user enablement by specific persona	×	✓	
Best practice change management	×	✓	
Release readiness	×	✓	
Drive Organizational Alignment for Revenue EDGE	×	✓	
Managed Services readiness enablement by persona	×	✓	
Comprehensive assessment of BSP's GTM operational model with delivery of actionable plans for improving organizational effectiveness and business outcomes.	×	✓	
Revenue EDGE support orientation: CommandIQ® and EXOS systems enablement	×	✓	Premier Success Support Cloud
Calix Services Cloud dashboard insights integration	×	✓	
Track time to value: KPI attainment, adoption, and ROI analysis	×	✓	
Soft skills and Sales enablement	×	✓	
Trouble Ticketing and Data Analysis: Data Source Discovery, Ingestion, Analysis and Improvement Recommendations	×	✓	
Tier 1 and NetOps enablement	×	✓	
Call engagement and quality assurance	×	✓	
Tier 2/Advanced Troubleshooting enablement	×	✓	
Support Center, OSP, and Installation process Audit	×	✓	

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On Demand Best Practices assets, resources available when and where needed	✗	✓	
Track time to value: Progress monitoring, reporting and ROI analysis	✗	✓	Premier Success Marketing Cloud
Marketing campaign guidance: Campaign best practices on targets, segmentation, and tactics.	✗	✓	
Business and Marketing Consulting	✗	✓	
New managed services launch: Competitive review, step-by-step guidance, and best practices on launching ProtectIQ and ExperienceIQ	✗	✓	
On Demand assets, resources available when and where needed	✗	✓	
Micro-segmentation analytics: Step-by-step guidelines for the most effective targeting.	✗	✓	
Engagement Cloud Plus guidance: Guide your team on leveraging Engagement Cloud Plus to acquire subscribers, accelerate cross-sell and upsell and prioritize fiber builds.	✗	✓	
Operations Cloud user enablement, Navigation, use cases, and reporting	✗	✓	Premier Success Operations Cloud
Alarm Analytics Workflows Best practices on development of real-time and preventative maintenance workflows involving alarm analytics	✗	✓	
Capacity Management Guidance and workflow development on capacity analysis and band width planning	✗	✓	
Enabling the customer to utilize Operations Cloud to provision their subscribers voice, data, and managed services	✗	✓	
Utilizing Operations Cloud to perform Traffic Analysis	✗	✓	
System configuration and subscriber activation Development, optimization, and reporting on system and subscriber activation via APIs	✗	✓	

BSP Assessment

Premier Customers have the option to receive a comprehensive assessment of the BSP's Go-to-market and Operational model, which includes delivery of actionable plans for improving organizational effectiveness and business outcomes.

As part of the engagement, the following Customer's domains are assessed:

- Clarity and Alignment of Corporate Values and Objectives
- Corporate Branding
- Go-to-Market Campaigns
- Process and documentation
- Soft Skills – CSRs and Technicians

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- Usage of Available Tools and Platforms
- Standardization Across Teams/Teammates
- Onboarding/Enablement/Continued Education

The CSM will meet with 2-3 select members of different teams to observe and develop interviews (Sales, Customer Service/Support, NOC, functional Supervisors, Marketing, Product and C-Suite/Executive sponsors) and gather required information.

After completing the engagement, the Customer Success Manager will prepare notes, formulate Customer Success Strategic Plan, present findings and incorporate activities into the Customer Success Strategy touchpoints.

REQUIREMENTS

- Customer shall provide all stakeholders' contact information to the Calix Success Manager.
- Customer shall provide available Key Performance Indicators (KPIs).
- Customer shall actively participate in the creation of a Success Plan to help drive towards desired business outcomes.
- Customers shall attend check-ins and SBR meetings.
- Customer Success is dependent on the Customer taking an active role and implementing actions identified.

The design, technical, and cost information ("Information") furnished in this submission is confidential proprietary information of Calix, Inc. Such Information is submitted with the restriction that it is to be used for evaluation purposes only, and is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information, without the express written permission of Calix, Inc. The information provided in this submission is for information and budgetary purposes only and does not constitute an offer to sell or license any products or services. This submission is not binding on Calix, Inc. and Calix is making no representations, warranties, or commitments with respect to pricing, products, payment terms, credit or terms and conditions.

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Calix
Simplify. Excite. Grow

Contract Number: 8489102423

Master Purchase and License Agreement

This Master Purchase and License Agreement (the "**Agreement**") is made as of the date last signed (the "**Effective Date**"), by and between Calix, Inc., a Delaware corporation ("**Calix**") with its principal place of business at 2777 Orchard Parkway, San Jose, California 95134, United States of America and City of Griffin, a municipality formed under the laws of Georgia, and its Affiliates (hereafter each a "**Customer**") with its principal place of business at 100 South Hill Street, Griffin, GA 30224, United States. Calix and Customer each are individually sometimes referred to as a "**Party**," and collectively sometimes referred to as the "**Parties**." Capitalized terms shall have the meaning ascribed herein.

1. DEFINITIONS

1.1. "**Affiliate**" means an entity that controls, is controlled by, or under common control with, a party. For purposes of this definition control means at least 51% ownership of the equity of the applicable entity.

1.2. "**Ancillary Software**" means any firmware or ancillary embedded software provided by Calix as part of the Products, including updates or modifications to such software that Calix has not made subject to separate license terms.

1.3. "**Calix Content**" means any Calix-supplied text, audio, video, graphics, applications, portal, developer portal, network intelligence and other information and data available through the Subscription Services or on a Calix web portal.

1.4. "**Calix Offerings**" means the Products, Software, Software Modules, Subscription Services, Support, Maintenance, and Professional Services purchased under this Agreement.

1.5. "**Confidential Information**" means all technical and non-technical information, and any extracts, summaries and analyses of, or information derived from, the foregoing, whether oral, written or in other tangible form, that the disclosing party designates as being confidential or which, given the nature of the information or the circumstances surrounding disclosure, would reasonably be considered as confidential. Confidential Information also includes the Software, Subscription Service, Calix Content, Customer Data, and the confidential information of a third party which is disclosed under this Agreement.

1.6. "**Customer Data**" means data, information, images, or material provided, submitted or otherwise transmitted by or from Customer, its users, or its subscribers to Calix.

1.7. "**Deliverables**" means any item that Calix is required to provide or deliver pursuant to an Order for Professional Services.

1.8. "**Documentation**" means Calix's documentation or manuals describing the features and functionality of the Software or Subscription Service made available either in-product or online.

1.9. "**Fees**" means the amount paid or payable by Customer for the Calix Offerings.

1.10. "**Initial Subscription Term**" begins on the Subscription Start Date and continues for the time period stated in the applicable Order.

1.11. "**License Term**" means the duration of the license for Software and Software Modules stated in the applicable Order.

1.12. "**Maintenance**" means updates and upgrades made when and as available from time to time by Calix for the Software and Subscription Services.

1.13. "**Marketing Materials**" means Calix materials and collateral used for marketing purposes made available to Customer from time to time.

1.14. "**Order**" means an order document, statement of work or other document referencing this Agreement detailing, amongst other things, the Calix Offerings to be provided, the Subscription Term, and the Fees payable by Customer.

1.15. "**Personal Information**" means information that relates or could reasonably be linked to, or is capable of being associated with, directly or indirectly, an identified or identifiable person or as otherwise defined by applicable law.

1.16. "**Product**" means equipment, Ancillary Software, and other hardware that Calix makes available for sale.

1.17. "**Product Terms**" means the additional terms and conditions for the purchase of Products, attached as Exhibit A.

1.18. "**Professional Services**" means implementation, consulting, configuration, integration, training, advisory, development, and other professional services that are detailed in an Order.

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1.19. "**Renewal Term**" means one (1) year terms beginning at each anniversary of the Subscription Start Date or license start date, unless otherwise stated in an Order.

1.20. "**Services**" means all Subscription Services, Support, Maintenance, Success Services, and Professional Services provided by Calix to Customer.

1.21. "**Software**" means software developed by or for Calix and embedded in Calix Products.

1.22. "**Software Modules**" means Calix software packages available for individual purchase for use in conjunction with the Software.

1.23. "**Subscriber**" means Customer's active subscribers.

1.24. "**Subscription Start Date**" means the date Subscription Services begin as further defined in the Order.

1.25. "**Subscription Services**" means Calix's internet-delivered, cloud-hosted, software as a service offering(s) described in an Order as well as associated Maintenance and Support services.

1.26. "**Subscription Term**" means the Initial Subscription Term and any Renewal Term(s) stated in an Order.

1.27. "**Support**" means technical support services based on the applicable support package as stated in the applicable Order.

1.28. "**Third Party Services**" means value added services, content, products, or platforms provided by a third party that interoperate with Calix Subscription Services.

2. LICENSES

2.1. Grant of License. Subject to the terms of this Agreement and payment of the applicable Fees, Calix grants to Customer and its authorized users during the License Term a personal, non-exclusive, non-transferable, revocable, limited license to use the Software and Software Modules, in object code form only, in conjunction with the Products, for Customer's business purposes in accordance with this Agreement.

2.1.1. End User Rights Only. Customer's license rights are solely as an end user and Customer shall have no right to provide, market, distribute, sub-license or otherwise transfer the Software or Software Modules. Customer must reproduce and include the copyright notice and any other notices that appear on the original Software and Software Modules and on any copies and any media thereof.

2.1.2. Use with Products. Unless otherwise permitted in writing by Calix, Customer's rights to use the Software and Software Modules are limited to use only with the Products. Unless Customer has a separate signed agreement for the purchase of Products, all purchases of Products are subject to the Product Terms which are incorporated herein by reference.

2.1.3. Rights Related to Deployment. Customer's Software license includes the limited right to distribute Software and Software Modules as part of Customer's deployment of Products to its Subscribers on the condition that Customer ensures that each Subscriber's right to use the Software and Software Modules: (i) is limited to end use only with no right to provide, market, distribute, sub-license or otherwise transfer; (ii) is expressly subject to the same restrictions applicable to Customer as set forth in this Section 2 and limited to use only with Calix Products; (iii) is provided "as is" without warranty or support of any kind by Calix; and (iv) conveys no right of ownership or title whatsoever to any Product, Software or Software Modules. The foregoing limited distribution right is subject to the terms and limitations stated in this Agreement.

2.1.4. Number and Use of Software Licenses. Calix reserves the right to track data reasonably necessary to monitor and/or manage Customer's use of the Software and Software Modules in accordance with the terms of this Agreement, including without limitation, (i) Customer's number of Subscribers based on device registration, location and other data available and (ii) use of software code, Subscriber management tools and applications, reporting and/or other reasonable methods. Customer agrees to reasonably cooperate with Calix and secure applicable authorizations for Calix to access and use of the foregoing data for such purposes.

2.2. Marketing Materials. Calix may make available Marketing Materials for Customer's use in promoting, marketing and offering Calix Offerings or Third Party Services. Calix hereby grants Customer the right to use such Marketing Materials, including license rights to Calix intellectual property therein, subject to and provided Customer: (i) shall use the Marketing Materials only in conjunction with Calix Offerings or Third Party Services; (ii) hereby acknowledges and accepts that the Marketing Materials are provided for use only on an "as is" basis without any warranty, guaranty or indemnity of any kind by Calix; (iii) shall not remove any product identification, copyright, or other notices included on the Marketing Materials; and (iv) shall otherwise comply with the terms and conditions of this Agreement.

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2.2.1. Subject to compliance with this Agreement, Calix hereby grants to Customer a personal, nonexclusive, nontransferable, royalty-free right to use Calix's logo and other trademarks (the "**Trademarks**") solely in conjunction with the marketing efforts in this Section 2.2. Any use of Calix Trademarks must be in accordance with Calix's Trademark Policy, available at https://www.calix.com/legal.html, as may be updated by Calix from time to time. Said policy is only applicable to the extent permitted by law.

2.2.2. Customer shall use Trademarks in a manner that does not derogate from Calix's rights in the Trademarks and shall not take any action that interferes with or diminishes Calix's rights in the Trademarks. Customer agrees not to adopt, use, or register any corporate name, trade name, trademark, service mark, certification mark, or other designation similar to or containing the Trademarks (in whole or in part). Customer agrees that all uses by Customer of the Trademarks, including joint uses, will inure to the benefit of Calix.

3. SUBSCRIPTION SERVICES

3.1. Subscription Services. Calix grants Customer and its authorized users the right to access and use the Subscription Services during the Subscription Term as stated in an Order. Unless otherwise stated in the Order, Customer may add additional authorized users during the applicable Subscription Term at Customer's then-current price per authorized user (if licensed by user) and the related Fees will be prorated for the remainder of the applicable Subscription Term.

3.2. Customer Responsibilities. Customer is responsible for (a) the Customer Data as provided by Customer; (b) Customer's authorized users use of the Subscription Services, and (c) if required by the Calix Offering, implementation and use of multifactor authentication. User subscriptions are for named individuals and cannot be shared or used by more than one individual at a time. Each user must keep a secure password for accessing the Subscription Services, and each user will keep such password confidential. Customer will obtain from users any consents necessary for the information Customer provides to Calix and will notify Calix in the event of any known unauthorized access or use of the Subscription Services.

3.3. Connection with Products and Software. Customer shall be provided a service provider identification number (SPID) for registration of its Products and Software with Calix. Upon Calix's issuance of the SPID, the Products and Software shall be automatically registered and connected to Calix's Subscription Services, which provides Customer with the ability to (i) extend and configure access for its Subscribers to services available with the subscription; (ii) receive Maintenance; (iii) set services policies, including authorization of any related data flows, controls and data management features; and (iv) view available value-added Third Party Services that may be offered from time to time by Calix. Customer must purchase a Software License and Products as a prerequisite in order to purchase Subscription Services and Third Party Services.

3.4. Third Party Services. Calix makes available certain Third Party Services for separate purchase on a subscription basis. Calix does not control and is not responsible for Third Party Services. Subscription to such Third Party Services may require acceptance of additional terms and conditions, which may include third party terms and conditions, as stated in the applicable Order. Customer is solely responsible for complying with the terms of access and use of Third Party Services. If Customer transfers or causes the transfer of Customer Data to a Third Party Service or other location, that transfer constitutes a distribution by Customer and not by Calix. Any Third Party Services Calix makes accessible are provided on an "as-is" and "as available" basis without any warranty of any kind. Customer acknowledges that: (i) the nature, type, quality and availability of Third Party Services may change at any time during the Services term, and (ii) features of the Services that interoperate with Third Party Services depend on the continuing availability of such third parties' respective application programming interfaces (APIs). Calix may need to update, change, or modify the Services under this Agreement as a result of a change in, or unavailability of, such Third Party Services or APIs. If any third party ceases to make its Third Party Services or APIs available on reasonable terms for the Services, as determined by Calix in its sole discretion, Calix may cease providing access to the affected Third Party Services without any liability to Customer. Any changes to Third Party Services or APIs, including their unavailability, during the Services term does not affect Customer's obligations under this Agreement or the applicable Order, and Customer will not be entitled to any refund, credit or other compensation due to any such changes.

3.5. Customer Data. Use of the Subscription Services may include provision, collection and processing of Customer Data. Customer grants Calix a limited, non-exclusive, worldwide, non-transferable, right to access, use and process Customer Data solely to the extent: (a) as requested by Customer, a user, or Subscriber; (b) as necessary to provide the Calix Offerings; (c) to, on a pseudonymized and/or aggregated basis, develop enhancements and improve the Calix Offerings, and (d) as required by applicable law or regulation. Customer will obtain from subscribers and/or individuals any consents necessary for Customer to provide the Customer Data to Calix. Subscriber Personal Information contained within the Customer Data will be processed as described in the applicable Data Processing Agreement attached as Exhibit B ("**DPA**") or privacy policy available at https://www.calix.com/legal.html. Use of Customer Data is more fully

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described in the Documentation and applicable Calix policies, available in the Trust Center, within the MyCalix portal available at www.calix.com (requires MyCalix account login).

3.5.1. All Customer Data submitted by Customer to Calix, however transmitted or provided, will remain the sole property of Customer or its Subscribers to the fullest extent provided by applicable law. Customer shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, and appropriateness of any Customer Data made available to Calix.

3.5.2. Security. Calix will maintain industry standard administrative, physical, technical and organizational measures to protect the security, confidentiality, and integrity of Customer Data. Calix will maintain a security program in line with industry standards and will update such security program to address any new security threats or standards. Calix will notify Customer promptly of any unlawful or unauthorized access, use, disclosure, alteration, destruction, or loss of Customer Data and will cooperate with Customer in the investigation and mitigation of any such incident.

3.6. Use of Subscription Services. Customer shall not, and shall instruct its users and Subscribers to not, interfere with or disrupt the integrity or performance of the Subscription Services, any Calix Content, and/or Customer Data. Calix reserves the right to suspend or terminate Customer and/or any Subscriber account or activity that is disrupting or causing harm to Calix or Calix agent or affiliate computers, systems or infrastructure or is in violation of state or federal laws.

4. OTHER SERVICES

4.1. Maintenance and Support. Maintenance and Support provided by Calix are subject to the terms and conditions of this Agreement, the applicable Order, and payment by Customer of applicable Fees. Customer must purchase Maintenance and/or Support (depending on the Software and Software Modules purchased) for the full License Term. Accordingly, Customer's initial purchase of Software and Software Modules shall include the purchase of Maintenance and/or Support with Fees based on the selected Calix Maintenance and/or Support offerings.

4.1.1. Customer must be current on payment of all Fees during the applicable Term to receive any Maintenance and/or Support. In the event of any lapse in payment, Calix reserves the right to charge a reasonable reinstatement fee to reinstate Maintenance and/or Support.

4.1.2. Customer shall provide Calix such access necessary in Calix's reasonable determination for Calix to provide Maintenance and/or Support.

4.2. Professional Services.

4.2.1. Calix will provide all Professional Services and Deliverables in conformity with this Agreement and the specifications stated in the applicable Order. Calix will provide Deliverables in accordance with the delivery instructions and schedule set forth in the applicable Order. Any material changes requested or required to be made to the Deliverables will require a change order agreed and signed by the parties. Calix may use subcontractors in the performance of Professional Services and will remain responsible for the acts and omissions of its subcontractors under this Agreement. Unless stated in an Order, Fees do not include travel, living, or other out of pocket expenses. Any such reimbursable expenses will be agreed upon in an Order.

4.2.2. Acceptance of Deliverables. Customer may evaluate, inspect and accept Deliverables in accordance with the timelines, methods and acceptance criteria set out in the applicable Order, and subject to the terms and conditions of this Agreement. Unless otherwise stated in the Order, if Customer does not notify Calix of a non-conformance within five days from the date of delivery, the Deliverable will be deemed accepted by Customer.

4.3. Other Calix Services. Calix offers other services such as managed services and may add additional services in the future. Any such terms are further described in the applicable Order. Further descriptions of the Service Offerings covered under this Section 4 are available at https://www.calix.com/services/service-descriptions.html.

5. USE AND RESTRICTIONS

5.1. Unless expressly provided herein, Customer shall not, without the prior written approval of Calix, allow any third party to use the Calix Offerings for any purpose other than for its contractors to assist Customer in using or maintaining and troubleshooting Customer's access to and use of the Calix Offerings.

5.2. Customer's Affiliates may place Orders under this Agreement subject to Calix standard onboarding process. Customer and its Affiliates will be jointly and severally liable for all obligations under this Agreement.

5.3. The Calix Offerings, along with the specifications, processes, designs, know-how and other technologies provided by Calix as part of the Calix Offerings, are protected by applicable copyright, trade secret, and other intellectual property laws. Customer shall ensure that no unauthorized person has access to the Calix Offerings, and that no person authorized to access shall make any unauthorized copy. Customer shall promptly report to Calix any unauthorized disclosure or any

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use of any Calix Offering of which it becomes aware and shall take such further steps as may reasonably be requested by Calix, including but not limited to taking all appropriate and necessary legal action, to prevent or minimize any unauthorized use, modification, copying, or transmission thereof.

5.4. Customer receives no rights to the Calix Offerings other than those specifically granted above. Without limiting the generality of the foregoing, as applied to all Calix Offerings, unless otherwise provided in this Agreement, Customer shall not, and shall not direct or allow any third party to: (i) decompile, disassemble, or otherwise reverse engineer or attempt to reconstruct or discover any source code or underlying ideas or algorithms of the Calix Offerings by any means whatsoever; (ii) remove any product identification, copyright, or other notices; (iii) provide, lease, lend, use, or allow others to use the Calix Offerings to or for the benefit of third parties; or (iv) except as specified herein or in the applicable Documentation provided by Calix or with the prior written consent of Calix, modify, incorporate into other software, or create a derivative work of any part of the Calix Offerings. Customer and its users and subscribers will comply with all applicable laws and confidentiality obligations regarding use of the Calix Offerings, use of any Calix Content, and provision of Customer Data.

6. FEES; TERM AND TERMINATION

6.1. Fees and Charges. Use of and access to the Calix Offerings and related documentation are subject to Customer's payment of applicable Fees as stated on the Order. All Fees will be invoiced in accordance with the Order.

6.1.1. Payment Terms and Exclusions. All prices and Fees are exclusive of shipping, taxes, levies, tariffs, duties, and the like, which shall be invoiced as a separate line item and paid by Customer. All prices are stated and all payments shall be made, in U.S. dollars except as otherwise expressly agreed in writing. Unless otherwise stated in an Order, invoices are due and payable within thirty (30) days of the invoice date. In the event payment is not received when due, Calix reserves the right to charge late fees at the rate of one and one-half percent (1½%) per month from the date such fees or charges first became due or, if lower, the maximum rate allowed by law. In the event of delinquency in payments beyond 30 days of the due date Calix shall, in addition to other available remedies, have the right to suspend the Calix Offerings and any other related services without notice to Customer.

6.2. Term and Termination.

6.2.1. Agreement Term. This Agreement is effective from the Effective Date and continues until terminated or until all licenses and subscriptions have expired.

6.2.2. Termination. Either Party may terminate this Agreement if the other Party has materially breached this Agreement and fails to cure such breach within forty-five (45) calendar days of written notice thereof; provided, however, that if the breach is not reasonably capable of cure within forty-five (45) days, the Agreement shall not terminate as long as the defaulting Party shall have commenced a cure within that time period and shall, with reasonable diligence, prosecute the cure without interruption until completed. For clarity, failure to pay fees due and payable to Calix shall be considered a material breach of the Agreement, but the above-described cure period shall not apply to such failure to pay. Calix may immediately terminate this Agreement in the event that Customer files or has filed against it or consents to the filing of any petition under any bankruptcy or insolvency law of any jurisdiction, makes an assignment for the benefit of its creditors, or consents to the appointment of a custodian, receiver, or similar official for any substantial part of its property. Calix may terminate any Calix Offering and/or this Agreement immediately upon notice to Customer of any breach by Customer of Section 3.6 (Use of Subscription Service), Section 5 (Use and Restrictions), Section 7.5 (Confidentiality), Section 7.6 (Compliance with Laws), the Product Terms, or the DPA.

6.2.3. Effect of Termination. Upon termination or expiration of this Agreement for any reason, Calix shall be entitled to terminate access to any Calix Offering and Customer and all of its users and Subscribers shall (i) cease all use of and access to the Calix Offerings, (ii) terminate or otherwise cause the cessation of the Calix Offering functionality (whether or not modified or incorporated with or into other software) and certify in writing to Calix that it has done so, and (iii) pay Calix all undisputed amounts when due for Services delivered under the all then-outstanding Orders up to the effective date of termination. Upon termination of the Agreement, upon request, each Party will return or destroy the other Party's Confidential Information in its possession or control, to the extent permitted by law.

6.2.4. Survival. Obligations under this Agreement which by their nature would continue beyond the termination, cancellation or expiration of this Agreement shall survive termination, cancellation or expiration of this Agreement. Termination is not an exclusive remedy, all other remedies will be available whether or not the Agreement or any Order is terminated.

7. GENERAL TERMS

7.1. Limited Warranties.

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7.1.1. Software and Software Modules. Unless otherwise stated in the applicable Order, Calix warrants for a period of ninety (90) days from the Software and Software Modules being made available to Customer, subject to Customer being current on all Fees due hereunder, that: (i) the Software and Software Modules, as delivered, shall substantially conform to the Documentation. Calix's sole obligation for any failure of the Software or Software Modules to conform to the foregoing warranty, is, at Calix's sole discretion: (i) modify the Software or Software Modules to conform to the Documentation; (ii) replace the Software or Software Modules with a version that conforms to the Documentation; or (iii) terminate the license with respect to the non-conforming Software or Software Modules and refund the applicable Fees. Any modifications, replacements or updates shall be delivered electronically. The foregoing warranty shall not apply to the extent that any nonconformity arises out of: any modifications to the Software or Software Modules made by Customer or its employees, agents, or contractors or any third party without Calix's written consent; improper installation, testing, misuse or neglect; failure by Customer or its users or Subscribers to implement mandatory updates or modifications made available by Calix; or any breach by Customer of this Agreement. Any warranty claims must be made in writing to Calix on or before the expiration of the warranty period.

7.1.2. Subscription Services. Calix warrants that the Subscription Services will perform in all material respects to the functionality described in Calix's Documentation for the duration of the Subscription Term. Customer's exclusive remedy and Calix's sole liability in the event of any breach of the foregoing warranty for Subscription Services shall be (i) repair of the non-conforming Subscription Service or (ii) if Calix fails to repair the non-conforming Subscription Service within sixty (60) days of written notice, termination of the Subscription Service, in which case Calix will issue a refund of unused prepaid Fees.

7.1.3. WARRANTY DISCLAIMER. EXCEPT AS EXPRESSLY PROVIDED IN SECTION 7.1 (LIMITED WARRANTIES), THE CALIX OFFERINGS AND ALL SERVICES PROVIDED HEREUNDER ARE PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, RELIABILITY OR AVAILABILITY, ACCURACY, LACK OF VIRUSES, NONINFRINGEMENT OF THIRD-PARTY RIGHTS, CAPACITY, TITLE, WHETHER ORAL, WRITTEN, OR IN ANOTHER MEDIUM. CALIX DOES NOT WARRANT THAT THE OPERATION OF THE CALIX OFFERINGS WILL BE UNINTERRUPTED OR ERROR-FREE, WILL MEET ALL OF THE NEEDS OF CUSTOMER AND/OR ITS SUBSCRIBERS, OR WILL CAUSE CUSTOMER AND OR ITS SUBSCRIBERS TO BE IN COMPLIANCE WITH ALL LAWS OR REGULATIONS. CALIX DOES NOT AND CANNOT WARRANT THE RESULTS OF USING THE CALIX OFFERINGS.

7.2. Limitation of Liability.

EXCEPT WITH RESPECT TO A BREACH OF SECTIONS 2 (LICENSES), 3.6 (USE OF SUBSCRIPTION SERVICE), 5 (USE AND RESTRICTIONS), IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY LOST REVENUE, LOST PROFITS, INDIRECT, INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES, HOWEVER CAUSED AND UNDER ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY) OR OTHERWISE, ARISING OUT OF THIS AGREEMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING ANY FAILURE OF PURPOSE OF ANY LIMITED REMEDY. ADDITIONALLY, IN NO EVENT SHALL CALIX BE RESPONSIBLE FOR LOSS OF DATA OR RECORDS BY CUSTOMER OR CUSTOMER'S AFFILIATES OR AGENTS, IT BEING UNDERSTOOD THAT CUSTOMER SHALL BE RESPONSIBLE FOR ENSURING PROPER AND ADEQUATE BACKUP AND STORAGE OF ITS DATA. THE TERMS OF THIS LIMITATION DO NOT LIMIT OR EXCLUDE ANY LIABILITY TO THE EXTENT NOT PERMITTED BY APPLICABLE LAW. IN NO EVENT SHALL THIS AGREEMENT BE CONSTRUED TO EXEMPT A PARTY FROM LIABILITY FOR DAMAGES OR INJURY TO ANY PERSONS INTENTIONALLY CAUSED SOLELY BY ITS OWN ACTS. EXCEPT FOR ANY LIMITATION OF LIABILITY FOR PRODUCTS EXPRESSLY PROVIDED AS A SEPARATE LIMITATION UNDER THIS AGREEMENT, NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, CALIX'S TOTAL AGGREGATE LIABILITY HEREUNDER SHALL NOT EXCEED THE AGGREGATE FEES RECEIVED BY CALIX FROM CUSTOMER UNDER THIS AGREEMENT DURING THE TWELVE-MONTH PERIOD PRECEDING THE ACCRUAL OF ANY LIABILITY OF CALIX TO CUSTOMER AND WRITTEN NOTICE BY CUSTOMER TO CALIX OF SAME.

7.3. Indemnification.

7.3.1. Customer. Only to the extent permitted under Georgia law, Customer shall defend, indemnify and hold harmless Calix and its shareholders, officers, directors and employees against any claim, demand, suit or proceeding ("**Claim**") (i) resulting from the negligence or willful misconduct of Customer or Customer's users or Subscribers in the use or deployment of the Calix Offerings; (ii) alleging that the Customer Data or other data or information supplied by

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Customer infringes the intellectual property or other rights of a third party or has caused harm to a third party; or (iii) by a third party alleging that such third party did not consent to the collection, use, processing or disclosure of its Customer Data, including Person Information.

7.3.2. Calix. Calix will defend and indemnify Customer with respect to any Claim filed against Customer by an unaffiliated third party to the extent the Calix Offering licensed or purchased under this Agreement directly infringes any U.S. patent, copyright or other intellectual property right of such third party, and will pay any damages and costs (including reasonable attorneys' fees) finally awarded against Customer by a court of competent jurisdiction and attributable to the Calix Offering, subject to the limitations and conditions in this Agreement. If any Calix Offering, or part thereof, becomes, or in Calix's opinion may become, the subject of an infringement claim, Calix may, at its option: (i) procure for Customer the right to continue using the Calix Offering; (ii) modify or replace the Calix Offering so it is non-infringing; or (iii) require return or termination of use of the Calix Offering in which case Calix shall refund Customer a pro-rata portion of the associated Fees previously paid by Customer. This Section 7.3.2 states Calix's entire liability for any infringement of intellectual property rights for Calix Offerings.

7.3.3. Exceptions. Notwithstanding any other provision of this Agreement, Calix has no obligation to indemnify Customer in the event of Customer's nonpayment for the Calix Offering(s) or with respect to: (i) use of the Calix Offering(s) in a manner that is not permitted under this Agreement or that is inconsistent with Calix's Documentation; (ii) modifications to the Calix Offering(s) made by anyone other than Calix or made by Calix in compliance with Customer specifications; (iii) the combination of the Calix Offering(s) with hardware or software not manufactured, developed or otherwise expressly certified or authorized by Calix in writing, or with third-party services, processes or materials, in each case, where the infringement or misappropriation would not have occurred but for such combination; (iv) Customer's continued use of the Calix Offering(s) or other allegedly infringing activity contrary to requests by Calix or after Calix has provided updates or upgrades that would have avoided the alleged infringement, (v) a Claim in which Calix and the Calix Offering are not expressly and specifically named and identified or (vi) damages not specifically attributable to the use of the Calix Offering (clauses (i) through (vi), collectively, "**Excluded Claims**"). In such event, only to the extent permitted under Georgia law, Customer shall defend, indemnify and hold harmless Calix against such Excluded Claim, and pay all settlements entered into, and all final judgments, fees and costs awarded in connection with such Excluded Claim.

7.3.4. Procedure. Each Party's indemnification obligations in this Section 7, if applicable, are subject to the indemnified Party (i) notifying the indemnifying Party promptly in writing of the Claim and setting forth reasonable details as to how the infringing material potentially directly infringes; (ii) giving the indemnifying Party control and authority over the defense or settlement of such Claim (provided any participation by an indemnified Party in any defense or settlement shall be at its own cost); and (iii) providing all reasonable assistance to the indemnifying Party (at the indemnifying Party's reasonable expense). The indemnifying Party shall defend the indemnified Party with counsel reasonably acceptable to the indemnified Party and shall not compromise or otherwise settle such Claim or action against the indemnified Party without its consent, which shall not be unreasonably withheld, conditioned, or delayed, unless the settlement unconditionally releases the indemnified Party of all related liability.

7.4. Ownership. As between the Parties, Calix owns and retains all title to its intellectual property, including all patents, copyrights, trade secret rights, sui generis database rights, and all other proprietary rights and moral rights in and to the Calix Offerings, Calix Content, Trademarks, and Calix Confidential information, and the specifications, processes, designs, know-how and other technologies provided by Calix along with any derivative works thereof (collectively the "**Calix IP**"). The licenses granted herein are not intended to and do not constitute a sale of any Calix IP or any portion or copy of it. To the extent Customer elects to provide Calix any feedback or suggestions concerning any Calix Offerings ("**Feedback**"), Customer disclaims any ownership, right or title to any such Feedback, and Calix may freely use and exploit the Feedback (without any obligations or restrictions).

7.5. Confidentiality.

7.5.1. Use, Disclosure, and Return of Confidential Information. Neither Party will use the other Party's Confidential Information except as reasonably required for the performance of this Agreement. Each Party will hold in confidence the other Party's Confidential Information by means that are no less restrictive than those used for its own confidential materials, but in any event no less than a reasonable degree of care. Each Party agrees not to disclose the other Party's Confidential Information to anyone other than its employees or contractors who are bound by confidentiality obligations and who need to know the same to perform such Party's obligations hereunder. Notwithstanding anything to the contrary in this Agreement, Confidential Information does not include information which the receiving Party is able to demonstrate is: (i) already in the possession of the receiving Party free of confidentiality obligation to the disclosing Party; (ii) independently developed by the receiving Party without breach of its obligations herein; (iii) publicly disclosed through no fault of the receiving Party; or (iv) rightfully received by the receiving Party from a third party that is not

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under any obligation to keep such information confidential. If the receiving Party is compelled by law, regulation, or court order, it will promptly inform the disclosing Party of any such requirement (to the extent legally permitted) so the other Party may procure a protective order or obtain similar treatment. Only that portion of the disclosing party's Confidential Information that is legally required to be disclosed may be disclosed. Upon termination or expiration of this Agreement, each Party will return or destroy all Confidential Information of the disclosing Party and all copies thereof in the receiving Party's possession or control, to the extent permitted by law. Upon request, the receiving Party will certify in writing that no copies have been retained by the receiving Party, its employees or agents.

7.5.2. Equitable Remedy. The Parties agree that there may be no adequate remedy at law for any breach of this Section 7.5, including without limitation any actual or threatened disclosure of Confidential Information, and that either Party, in addition to any other rights or remedies, will be entitled to seek equitable relief including an injunction restraining any such breach or threatened breach by the other Party.

7.6. Compliance with Laws. Customer acknowledges that the Calix Offerings and Calix Content, and all materials related thereto contain U.S. origin materials, including proprietary and/or confidential information of Calix, and are subject to U.S. laws and regulations. Accordingly, Customer represents and warrants that (i) Customer will not, and will not permit its users and Subscribers to, download, use, transfer, transmit or transport any Calix Offerings or Calix Content to a country that is subject to a U.S. Government embargo, or has been designated by the U.S. Government as a "terrorist-supporting" country; (ii) Customer shall, and shall require its users and Subscribers to, comply strictly with all applicable export laws, restrictions, and regulations of any U.S. or foreign agency or authority; and (iii) no use, export or re-export of any Calix Offerings or Calix Content or exercise of rights under any licenses granted by Calix may be by, on behalf of, or for the benefit of any national or resident of any U.S.-embargoed country or anyone on the U.S. Treasury Department's list of Specially Designated Nationals or the U.S. Department of Commerce's Table of Denial Orders, as such materials may be updated from time to time. Customer will not export or re-export, or allow the export or re-export of any product, technology, or information it obtains or learns pursuant to this Agreement (or any direct product thereof) in violation of any such laws, restrictions, or regulations. By using any Calix Offerings or Calix Content, Customer represents and warrants that it is not located in, under control of, or a national or resident of any such country or on any such list. Customer shall obtain any necessary licenses and/or exemptions and bear all related expenses with respect to any export or re-export of any Calix Offerings or Calix Content, or any part thereof. Customer agrees to defend, indemnify, and hold harmless Calix from any and all loss, liability, and expense (including reasonable attorneys' fees and court costs) incurred by Calix as a result of any claim, demand, or action brought against Calix relating to Customer's breach of the obligations in this Section 7.6 (Compliance with Laws).

7.7. Third-Party Software Notices. Calix Offerings supplied under this Agreement may be provided with separately licensed third-party software including software licensed under freeware or open source software terms. This Agreement does not alter any rights or obligations with respect to such third-party software. Additional notices and license terms applicable to third-party software of the Calix Offerings may be found in the associated release notes. Customer's use of the Calix Offerings constitutes its agreement to the provisions of each such applicable notice and/or license term. Calix does not seek to restrict, or receive compensation for, the copying or redistribution of publicly licensed code that is otherwise freely re-distributable to third parties (and not otherwise restricted by federal copyright or other laws). Except as expressly provided in the Agreement, Calix disclaims all liability and warranties with respect to software subject to a public license.

7.8. Audit Rights. During the term of the Agreement and for a period of twelve (12) months following the expiration or termination of this Agreement, Calix shall have the right to audit Customer's compliance with the terms of this Agreement, including usage hereunder, provided Calix shall provide Customer with advanced notice of at least five (5) days and shall not conduct audits more frequently than twice per calendar year. Customer shall reasonably cooperate in such audits. Customer shall maintain at all times accurate records of its compliance with this Agreement and shall provide Calix with such records promptly upon request. In the event Customer has not complied with its obligations hereunder, Customer shall reimburse Calix for the cost of the audit in addition to any fee obligations resulting from the audit and such other rights and remedies as Calix may have.

7.9. Sunsetting. In the event that Calix determines that one or more Calix Offering provided hereunder are no longer commercially viable, Calix may, in its sole discretion, cease offering such Calix Offering and/or terminate the applicable Order by providing ninety (90) days' written notice to Customer. In the event Calix terminates a Calix Offering, Calix shall, in its sole discretion, elect to transition to end of life of such Calix Offering by (i) continuing to make the Calix Offering available through the end of Customer's then-current term, (ii) transitioning Customer to another Calix Offering with similar or better features for the remainder of the then-current term (at no additional cost to Customer), or (iii) provide for a credit or refund for the Fees actually paid for the remainder of the then-current term.

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7.10. Severability and Waiver. If any portion of this Agreement is held invalid, it shall not affect the validity of the remaining portions. Failure of either Party to exercise a right granted or to require performance of any term of this Agreement, or waiver by either Party of a breach of this Agreement shall not prevent subsequent exercise or enforcement of, or be deemed a waiver of any subsequent breach of, the same or other term of this Agreement.

7.11. Assignment. Neither Party may assign or transfer its rights or obligations under this Agreement without the other Party's prior written consent, except to a person or entity who acquires all or substantially all of the assets or business of such Party, whether by sale, merger or otherwise. Any attempted assignment or transfer in violation of this provision shall be void and without effect. This Agreement and the licenses hereunder will bind and inure to the benefit of the Parties and their respective successors and permitted assigns.

7.12. Governing Law and Venue. The law that will apply in any dispute arising out of or in connection with this Agreement, and the courts that have jurisdiction over any such dispute, will be based on the location of Customer's domicile in accordance with the table below, without reference to its conflict of laws principles. Each Party hereby consents to exclusive jurisdiction and venue in the courts located in such jurisdiction. Neither Party is precluded from seeking injunctive or other equitable relief in an appropriate court of competent jurisdiction. The United Nations Convention on Contracts for the International Sale of Goods does not apply to the transactions contemplated by this Agreement.

Territory of Domicile	Governing Law and Venue
North America, U.S. Territories, and South America	Governing law: State of Georgia(USA); Venue: Fulton County, Georgia; Atlanta, Georgia
Europe (except U.K.), the Middle East, and Africa	Governing law: The Netherlands; Venue: Amsterdam, The Netherlands
United Kingdom	Governing law: England and Wales; Venue: London, England
Asia (except the Middle East) or Pacific	Governing law: Singapore; Venue: Singapore
Australia and New Zealand	Governing law: Victoria, Australia; Venue: Melbourne, Australia
If the territory of domicile is not otherwise covered above in this table, the governing law shall be the State of California (USA) and the venue shall be San Francisco, California.	

7.13. Notice. All notices required or permitted under this Agreement will be in writing and will be effective upon confirmed receipt by hand delivery, fax, courier, or certified mail to the address set forth above (and in the case of Calix, with courtesy copy to calixlegal@calix.com).

7.14. Independent Contractors. Nothing in this Agreement shall create a joint venture, partnership, or similar arrangement between the Parties. No Party is authorized to act as agent for the other Party except as expressly stated otherwise.

7.15. Force Majeure. Neither Party shall be responsible for any failure to perform or delay attributable in whole or in part to any cause beyond its reasonable control, including but not limited to any delay, interruption, error, or malfunction due to natural disaster; transportation problems; defects, or malfeasance of third-party software, hardware, communications, or power supplies; materials shortages; disruptions in availability of electricity, energy or natural resources; strikes; actual or threatened war (whether or not declared); government or regulatory action; civil unrest; riots; earthquakes; floods; fire; actual or threatened terrorist acts; sabotage; labor disputes; failure or delay in delivery by suppliers or subcontractors; acts or omissions of the other Party or its agents or affiliates; acts of God; and other acts, events, or circumstances beyond its reasonable control, whether or not foreseeable or identified.

7.16. Entire Agreement. The Parties acknowledge that they have read and understand this Agreement and agree to be bound by its terms. The Parties agree that this Agreement is the complete and exclusive statement of the agreement between Customer and Calix, and supersedes any proposal or prior agreement, oral or written, and any other communications relating to the subject matter of this Agreement. Customer purchase orders, vendor registration terms, or similar documents will be for convenience only, and all terms and conditions (pre-printed or otherwise and regardless of how referenced) will be void and of no effect. This Agreement is prepared and executed in the English language only, which language shall be controlling in all respects. Any translations of this Agreement into any other language are for reference only and shall have no legal or other effect. No modification, addition, deletion or waiver of any term or condition of this Agreement shall be binding on either Party unless in writing signed by an authorized representative of such Party.

7.17. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one agreement. Signatures delivered by fax, scan, or other electronic means shall be considered original signatures for all purposes under this Agreement.

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IN WITNESS WHEREOF, both Parties have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

CALIX, INC.

By DocuSigned by: Greg Dalforno A1972FA82F364C8...

Name Greg Dalforno

Title VP Global Ops Transformation

Date 12/7/2023

CITY OF GRIFFIN

By _____

Name Douglas S. Hollberg

Title Mayor

Date _____

Attest: _____
Jessica W. O'Connor, Secretary

Approved as to Form:

Andrew J. Whalen, III
Andrew J. Whalen, III, City Attorney

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EXHBIIT A
Terms and Conditions for Products

These Terms and Conditions for Products shall apply to Customer's purchases of systems products, equipment and other hardware that Calix makes available for sale (collectively, the "Products") for Customer's end use. These terms and conditions are made a part of and incorporated into the Master Purchase and License Agreement entered into between Customer and Calix (the "Agreement").

1. Scope. Calix agrees to sell to Customer the Products that Calix makes available for general sale based on purchase orders duly authorized and placed by Customer and accepted by Calix as set forth below. This Agreement is non-exclusive. Products are sold for use by Customer and its end users only and may not be resold to third parties. Calix customer support services shall be extended only to Products purchased directly from Calix or its specifically authorized resellers and are subject to Calix standard terms and conditions for support services. Under no circumstances shall provision to Customer of any product road maps, or other documents or oral presentations of any kind concerning Calix's future product development plans, be construed as a binding commitment to provide any such new products, features or enhancements to Customer on any specific timetable or at all.

2. Forecasts. Within five days of the beginning of each calendar quarter, Customer shall provide Calix with a written good faith rolling 12-month forecast (the "Forecast") which sets forth Customer's projected demand for Products for each of the 12 months following delivery of such Forecast. Forecasts are provided for informational purposes and shall not create any binding obligations on behalf of either party. Notwithstanding the foregoing, Customer may elect to issue a binding forecast to secure specific delivery dates and volumes mutually agreed with Calix.

3. Purchase Orders. Customer shall order Products by issuing written purchase orders ("POs") in accordance with its customary procurement practice for authorizing such purchases. Calix shall have the right, in its sole discretion, to accept or reject POs, and no PO shall be binding unless acknowledged by Calix in writing. Any terms included on a PO are expressly rejected and shall not be considered binding on Calix. Each PO will set forth the following minimum information: the Product(s) and quantities desired, specific requested shipment date, ship-to location(s), billing address, and any shipping instructions (including requests for cargo insurance). A PO constitutes a firm purchase obligation of Customer, provided that Customer may cancel or change any PO prior to the Scheduled Ship Date (as defined below) of the affected Products, subject to payment of a 15% fee if canceled or changed fewer than 25 business days before the Scheduled Ship Date. POs cannot be canceled or changed on or after the shipment of the affected Products.

4. Scheduled Ship Date. Calix will schedule the shipment date (the "Scheduled Ship Date") for the Products in each accepted PO. Calix shall use commercially available methods for shipment of Products, and may ship up to 7 business days in advance of Scheduled Ship Date. Time of any delays and holds resulting from Customer activity or inactivity shall be applied to extend the Scheduled Ship Date. Should Calix be unable to make shipment of a Product by the Scheduled Ship Date, it shall inform Customer of the revised Scheduled Ship Date. Calix may ship Products in partial shipments and such partial shipments may be invoiced individually.

5. No Returns. All purchased Products shall be deemed accepted once provided to the carrier for shipment. Products do not carry any right of return. Customer may request a return within 30 days of shipment, which may be approved by Calix in its sole discretion. Any approved returns must be received by Calix unopened in original packaging and in original condition within 30 days of approval. Product returns are subject to a 15% restocking fee, which Calix may deduct from amounts credited as a result of the return. Customer is responsible for return shipping and will not be entitled to freight credit on the original shipment.

6. Prices; Shipping; Title. Customer shall pay the Product prices provided to Customer by Calix in authorized written quotations from time to time. Calix shall have the right to revise prices upon 30 days' written notice to Customer. Revised prices shall apply to all POs submitted after the effective date of the revision. All prices are exclusive of shipping, insurance and installation charges, all of which are Customer's sole responsibility. Prices are exclusive of all sales, use, excise, value added, withholding and other taxes, and all customs duties and tariffs. In the event Calix is required to pay any such tax, duty or charge, Customer will promptly reimburse Calix. All shipments are EXW (Incoterms) Calix's designated manufacturing facility, and title and risk of loss will pass to Customer when Calix places the Products at the disposal of the carrier. The carrier shall be deemed Customer's agent, and any claims for damages in shipment must be filed by Customer with the carrier. Further, Calix is authorized to designate a carrier under Calix's

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standard shipping practices, which excludes obtaining cargo insurance for the value of the shipment, unless instructed by Customer. Shipping charges will be added to the Product invoice or subsequently charged separately to Customer.

7. Invoicing; Payment Terms; Security Interest. Calix shall invoice for Products upon shipment. Calix may determine and grant credit terms from time to time and may change or withdraw credit terms at any time in its sole discretion. Unless otherwise specified in Calix's invoice, all payments shall be made in US dollars payable within 30 days from the date of invoice. Amounts not paid when due will accrue interest at the greater of 1.5% per month, or the maximum allowed by law. If any payment is more than 30 days overdue, Calix shall have the right to suspend performance under this Agreement, including without limitation all warranty, support and services under any Calix agreement with Customer, until all payments are made current. Customer shall pay all costs (including reasonable attorneys' fees) incurred by Calix in connection with collection of late payments. In the event Customer is delinquent in payment of invoices, Calix shall have a right of set-off against any sums payable or reimbursable to Customer. Customer has no right of set-off as to any invoices issued by Calix whether against other POs or other transactions with Calix. Customer hereby grants Calix a security interest in the Products in the amount of any unpaid balance of the purchase price until paid. Customer is obligated to cooperate with Calix to perfect such security interest rights if requested by Calix for unpaid balances.

8. Intellectual Property Rights. Calix and its licensors own and retain all rights to all Intellectual Property Rights ("IPR") embodied in the Products. Calix at no time waives or assigns any rights or ownership to any IPR, and Customer shall not contest the ownership of any IPR.

9. Ancillary Software License. Any firmware for the Products or ancillary embedded software provided by Calix as part of the Products, including updates or modifications to such software (collectively, "Ancillary Software") that Calix has not made subject to separate license terms is authorized for Customer's limited end use with the Products under the following license grant, terms and restrictions. For clarity, Calix operating systems, platforms and application software are subject to separate license grants by Calix and not included in the license grant in this Section 9.

(a) Calix hereby grants Customer a limited, non-exclusive, non-transferable, non-sublicensable, revocable license to use the Ancillary Software solely for Customer's internal business end use in conjunction with the Products for so long as the Products are deployed by Customer. Customer shall not, and shall not authorize any third party to, (i) transfer, copy, modify or distribute the Ancillary Software, (ii) decompile, reverse engineer or otherwise gain access to Ancillary Software source code, or unbundle embedded Ancillary Software from any Product, (iii) permit any third party to access or use the Ancillary Software, or (iv) remove or alter any copyright or trademark notice. Customer shall not modify or copy any Product Documentation. Any reference in this Agreement to purchase or sale of Ancillary Software means the acquiring or granting of this license. Customer acknowledges that except for the above license, Calix retains all right, title and interest in and to the Ancillary Software. If any derivative work is created by Customer from the Ancillary Software, Calix or its licensors shall own all right, title and interest in such derivative work(s). Customer acknowledges that the Ancillary Software and documentation constitute Calix Confidential Information and Customer agrees to abide by the confidentiality provisions of this Agreement in the use and handling of the Ancillary Software and documentation. Customer's use of the Ancillary Software in accordance with the terms and restrictions are subject to Calix's audit rights under this Agreement.

(b) THE ANCILLARY SOFTWARE IS PROVIDED "AS IS" TO THE FULLEST EXTENT PERMITTED BY LAW. CALIX EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF QUALITY, PERFORMANCE, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONFORMITY TO ANY REPRESENTATION OR DESCRIPTION, NON-INFRINGEMENT, TITLE, AND OWNERSHIP. CALIX DOES NOT WARRANT THAT THE ANCILLARY SOFTWARE: (i) IS ERROR-FREE; (ii) WILL PERFORM UNINTERRUPTED; OR (iii) WILL MEET CUSTOMER'S REQUIREMENTS. EACH PARTY DISCLAIMS ALL LIABILITY AND INDEMNIFICATION OBLIGATIONS FOR ANY HARM OR DAMAGES CAUSED BY ANY THIRD PARTIES.

10. Limited Product Warranty. Calix warrants that, from the date of shipment, for CPE Products for a period of one (1) year and for all other Products a period of (5) five years ("Warranty Period"), Products will be free from material defects in materials and workmanship and will conform to Calix's product specifications in effect as of the date of manufacture. The limited warranty terms of this Section 10 extend only to Customer as original purchaser. If during the Warranty Period (i) Calix is notified promptly in writing

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upon discovery of a material breach of the above warranty, including a detailed description of the alleged breach, (ii) the Product is returned, shipping prepaid, to a designated manufacturing facility under Calix's then-current return procedures, and (iii) Calix determines that the Product is defective and not subject to any exception provided in this Section 10, then, as Customer's sole remedy and Calix's sole obligation, Calix will, at its option, repair or replace the Product without charge. Any Product repaired or replaced under warranty shall have warranty coverage for the longer of 90 days from return or the remaining Warranty Period. Replacement parts used in the repair of Products may be new or reconditioned.

(a) The above warranty shall not apply if the Product (i) has been subjected to abuse, misuse, accident, improper testing, improper storage, or other use contrary to Calix instructions, (ii) has been repaired or modified by persons other than Calix, (iii) has not been installed, operated, repaired and maintained in accordance with its documentation, (iv) has failed due to an act of God, including without limitation fire, flood, tornado, earthquake, hurricane or lightning or (v) has been used with any third-party software or hardware, including without limitation any third-party optical interfaces, not previously approved in writing by Calix. In addition, the above warranty shall not apply to Products (A) marked or identified as "sample," (B) loaned or provided at no cost, (C) which have had their serial numbers or other identifying marks removed or altered, or (D) sold "as is".

(b) CALIX MAKES NO ADDITIONAL WARRANTY, EXPRESS, IMPLIED OR STATUTORY, FOR ANY PRODUCT, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, OR ARISING FROM USAGE OF TRADE, COURSE OF PERFORMANCE, OR DEALING. CALIX DOES NOT WARRANT ANY THIRD-PARTY HARDWARE OR SOFTWARE PRODUCTS PROVIDED UNDER THIS AGREEMENT. CUSTOMER'S SOLE REMEDY WITH RESPECT TO THIRD PARTY PRODUCTS SHALL BE UNDER THE ORIGINAL MANUFACTURER'S OR LICENSOR'S WARRANTY, IF ANY. THE TERMS IN THIS LIMITED PRODUCT WARRANTY SECTION 10, EXCEPT TO THE EXTENT LAWFULLY PERMITTED, DO NOT EXCLUDE, RESTRICT, OR MODIFY, AND ARE IN ADDITION TO APPLICABLE MANDATORY STATUTORY RIGHTS.

11. Product Indemnity. Calix will indemnify Customer against any third-party action alleging that a Product directly infringes a U.S. patent, and will pay any damages and costs (including attorneys' fees) finally awarded against Customer by a court of competent jurisdiction and attributable to the Product, subject to the limitations and conditions in this Agreement. If any Product, or part thereof, becomes, or in Calix's opinion may become, the subject of an infringement claim, Calix may, at its option: (i) procure for Customer the right to continue using the Product, (ii) modify or replace the Product with substantially equivalent non-infringing products, or (iii) require return of the Product and refund Customer a pro-rata portion of the purchase price paid for the Product based on straight line depreciation over a three-year economic life. This Section 11 states the entire liability of Calix for any claims of infringement of intellectual property rights for the Products.

(a) Notwithstanding any other provision of this Agreement, Calix shall have no indemnification obligations in the event of Customer's nonpayment for the Products or with respect to (i) use of any Product in combination with products not supplied by Calix, (ii) use of any Product in an unauthorized manner or in a manner inconsistent with Calix's published Product Documentation or this Agreement, (iii) modifications to the Products not expressly certified or authorized by Calix, (iv) any service or process using any Product, or (v) Customer's continued use of the Product or other allegedly infringing activity contrary to requests by Calix. In such event Customer shall indemnify Calix against such action, and pay all settlements entered into, and all final judgments, fees and costs awarded in connection with such action.

(b) Calix's indemnification obligations are subject to Customer (i) notifying Calix promptly in writing of such action and setting forth reasonable details as to how the Calix Products potentially directly infringe, (ii) giving Calix exclusive control and authority over the defense or settlement of such action, and (iii) providing all reasonable assistance to Calix (at the Calix's expense). For purposes of this Agreement, Product Documentation is limited to Calix product manuals and documentation that Calix publishes to its product documents library as an official Product reference document for Customer use.

12. Limitation of Liability for Products. In no event shall either party be liable for any lost revenue, lost profits, indirect, incidental, consequential, or punitive damages, however caused and under any theory of liability, whether in contract, tort (including negligence and strict liability) or otherwise, arising out of these Terms and Conditions for Products. Calix's total cumulative liability in connection

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with any Products purchased by Customer, in contract, tort, strict liability or otherwise, shall in no event exceed the payments for purchases of Products (exclusive of any service, subscription or license fees) received by Calix from Customer in the 12 months immediately preceding the date the cause of action arose. The above limitations shall apply even if a party has been advised of the possibility of such damages, and regardless of any failure of essential purpose of any limited remedy. This Limitation of Liability for Products is intended to serve as a separate limitation of liability applicable only to liability associated with Products purchased hereunder, and not applicable to any license, subscriptions or services which are subject to the Limitation of Liability set forth in the Agreement.

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EXHIBIT B

Calix Data Processing Agreement

Calix, Inc. ("Calix" or "us" or "our") and the entity entering into this agreement ("Customer") are parties to a separate service agreement or other commercial contract terms for the purchase, access to, and use of Calix offerings ("Contract"). Calix protects Customer Personal Data in compliance with the terms of this Data Processing Agreement ("DPA"). "Customer Personal Data" means personal data relating to named or identifiable individuals that subscribe to Customers' services that Customer provides to Calix when Customer accesses or uses Calix products and services purchased under the Agreement ("Services").

1. Control and Ownership. Customer owns and controls all Customer Personal Data. Calix does not use Customer Personal Data, except: (a) in the interest and on behalf of the Customer; (b) as necessary to provide the Services, or (c) as contemplated or directed by the Contract. Calix returns or deletes Customer Personal Data at Customer's request, as agreed in the Contract, or after the Contract expires or is terminated.

2. Use and Transfer Limitations. Calix will not access, collect, store, retain, transfer, use or otherwise process in any manner any Customer Personal Data, except: (a) in the interest and on behalf of Customer; (b) as directed by authorized personnel of Customer in writing; and (c) in accordance with applicable law. Without limiting the generality of the foregoing, Calix will only make Customer Personal Data accessible to its subprocessors listed at Trust Center (calix.com)(requires Customer account representative login) and Customer consents to such access, or upon written instructions from Customer. Subprocessors will be subject to written agreements that contain obligations no less restrictive than those in this DPA. If Calix adds additional subprocessors in the future, Customer will have an opportunity to object before Calix makes Customer Personal Data accessible to any subprocessors. Customer instructs Calix to store Customer Personal Data in data centers around the world including located in the United States and Canada. Calix will return or delete any Customer Personal Data at the end of Customer's relationship with Calix and at any time at Customer's request. Calix will keep Customer Personal Data confidential, and Calix ensures that persons authorized to process Customer Personal Data on Calix's behalf commit themselves to confidentiality obligations and other contractual obligations that are at least as protective of Customer Personal Data as this DPA. Calix will only process Customer Personal Data for a business purpose as defined in the California Consumer Privacy Act of 2018, as amended, including the California Privacy Rights Act of 2020 ("CCPA"). Business purposes of the transfer to, and further processing of Customer Personal Data by, Calix are to perform Services on behalf of Customer including providing analytics services.

3. Security. Calix applies technical, administrative and organizational data security measures that meet or exceed the requirements described in Calix's technical and organizational measures for security (TOMS) posted in the Trust Center on MyCalix (requires customer account representative login) available here: Trust Center (calix.com). Calix may update and modify its TOMs from time to time, provided that Calix must not reduce the level of security provided thereunder, except with Customer's consent or with 90 days' prior written notice.

4. Cooperation with Compliance Obligations. At Customer's reasonable request, Calix will (a) reasonably assist Customer with Customer Personal Data access, deletion, portability and other requests, subject to compensation for any custom efforts required of Calix and (b) enter into additional contractual agreements to meet specific requirements that are imposed by mandatory laws on Customer pertaining to Customer Personal Data and that, due to their nature, can only be satisfied by Calix in its role as service provider, subject to additional cost reimbursement or fees as appropriate. At Customer's request, Calix will agree to applicable Standard Contractual Clauses for cross-border transfers to processors. If Customer can no longer legally use Calix's products due to changes in applicable law related to the processing of Customer Personal Data which make Customer unable to use the Services as intended, Calix shall allow Customer to terminate the applicable Order Document and provide transition or migration assistance of Customer Personal Data as reasonably required, subject to termination charges and fees as mutually agreed in good faith by the parties. Customer will inform Calix of any consumer request made pursuant to applicable law with respect to Customer Personal Data and provide Calix the information necessary to comply with the request. Calix will notify Customer if it determines that it can no longer meet its obligations under the CCPA.

5. Audits. Calix conducts industry standard data security and privacy compliance audits and agrees to share audit report results with Customer upon request.

6. Security Breach Notification. Calix agrees to notify Customer of unauthorized access, use, disclosure, alteration, destruction, or loss of Customer Personal Data as required by applicable law.

7. No Information Selling or Sharing for Cross- Context Behavioral Advertising. Calix does not accept or disclose any Customer Personal Data as consideration for any payments, services, or other items of value. Calix does not sell or share any Customer

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Personal Data, as the terms "sell" and "share" are defined in the CCPA. Calix does not retain, use, or disclose Customer Personal Data (a) for cross- context behavioral advertising, or (b) outside the direct business relationship with Customer.

8. Integration. This DPA is binding on Calix if and to the extent it is expressly agreed or incorporated by reference in a duly signed Contract. This DPA shall not create third party beneficiary rights. Calix does not accept or submit to additional requirements relating to Customer Personal Data, except as specifically and expressly agreed in writing with explicit reference to the Contract and this DPA.

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AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider GMA Hotel Motel Revenue Administration Master Services Agreement with Hinderliter De llamas & Associates (HdL), which replaces the previous agreement with The Resource Professionals Group (TRPG). HdL partnered with TRPG to facilitate a smooth transition. *Finance Director, Deborah Manning-Gilbert will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The City currently uses TRPG for the Lodging Tax Revenue Management Program. The service is provided through GMA, and GMA decided to transition from TRPG to HdL. The Lodging Tax Revenue Management Program assists municipalities by collecting lodging tax, remitting tax revenue to the municipality, educating lodging providers, delinquency follow-up, and providing real time reports. See attached report showing lodging tax revenue for the City from January - October 2023. The Griffin Spalding Business and Tourism Association receives 43.75% of this revenue. The remainder goes to the general fund. Without this service, an employee must perform these duties. Municipalities report benefits of reduced staff workload, reliable reporting, and increased revenue.

STAFF RECOMMENDATION:

Staff recommends approval.

Submitted By:
Deborah Gilbert

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
2023-10 GMA HdL Partnership Announcement Letters.pdf
STAMPED Amended GMA-HdL Lodging Tax Agreement 12.1.2359.pdf
Hotel-Motel Tax_Calendar Year 2023.pdf

GEORGIA MUNICIPAL ASSOCIATION

October 11, 2023

TO: GMA Hotel Motel Revenue Administration Program Members

RE: Service Transition to HdL Companies

Good morning!

As many of you know, Bryan Whitford, our long-time Hotel Motel Revenue Administration service provider, unexpectedly passed away earlier this year. In Bryan's absence, Carolyn Ogan, Bryan's partner at The Resource Professionals Group, has diligently continued the service with support, expertise, and oversight from TRPG's alliance partner, HdL Companies. We appreciate HdL and TRPG's unified efforts to maintain the administration service.

Through this experience and relationship, Carolyn and TRPG have determined to transition the responsibilities for the Hotel Motel Revenue Administration program and the other GMA services associated with TRPG to HdL Companies. This transition will occur over the next two months. Both teams have been working together to deliver a seamless transition.

You can expect:

- A methodical, smooth transition from TRPG to HdL.
- A series of communications containing information, details, and steps you need to take to effect the transition.

GMA is also establishing a new service agreement to offer HdL's other enhanced excise tax and fee collection services from their portfolio of government services. You will hear more about this in the coming months.

In the meantime, should you have any questions, please feel free to contact me or Josh Davis of HdL (jdavis@hdlcompanies.com) directly for information.

GMA greatly appreciates your patience and understanding during this transitional period, and we appreciate the opportunity to serve you.

Thank you,

Darin Jenkins
Director of Corporate Engagement

Bret Harmon
Director of Client Experience
Powerful Solutions, Proven Results
bharmon@hdlccompanies.com
www.hdlcompanies.com
714.879.5000

October 2023

Dear GMA Hotel Motel Revenue Administration Program Members:

Over the last several months, the GMA and HdL Companies (HdL) have been working together to ensure the continuation of the Hotel Motel Revenue Administration Program services for you. We are pleased to join forces with you and GMA.

Welcome to your new partnership with the HdL!

As you start your journey with us, you can be confident you will receive the same refreshing customer experience, unmatched and multi-lingual service delivery, and unparalleled revenue recovery as our 700+ city, county, and special district clients from across the nation enjoy every day. You will soon experience for yourself what drives 99.6% of our clients to retain our services year after year. You can rely on us to understand your needs, deliver on our promises, and thoughtfully serve your business community.

Today is Day One of your journey with us. Here is what to expect on Day 2 and after. In the coming weeks, you will receive an invitation to a group orientation meeting where you and other GMA clients will learn about:

- Your role in the transition from TRPG-provided to HdL-provided services.
- Service enhancements and changes you can expect over the coming months.
- A timeline of the service transition.
- The team that will serve you and your hotels and motels.
- The best ways to communicate with us.

We look forward to serving you.

Sincerely,

Bret Harmon

Director of Client Experience

MASTER SERVICES AGREEMENT

THIS MASTER SERVICES AGREEMENT (this "Agreement") is entered into as of December 12, 2023 (the "Agreement Date") by and between Hinderliter De llamas & Associates (HdL) ("Consultant"), and City of Griffin ("Client"), which is located within the state of Georgia (the "State").

W I T N E S S E T H:

WHEREAS, Consultant is engaged in the business of providing consulting, software and other services that help public agencies understand and maximize their collection of sales, use and transactions taxes, business license taxes, property and lodging taxes, and other revenues, as well as their delivery of other public services (collectively, "Consultant's Business"); and

WHEREAS, Client desires to contract with Consultant to obtain one or more of the services included within Consultant's Business (as provided for in Section 1) upon the terms and conditions contained in this Agreement;

WHEREAS, Consultant desires to contract with Client to render such services upon the terms and conditions contained in this Agreement.

NOW THEREFORE, in consideration of the covenants and promises contained herein, Client and Consultant mutually agree as follows:

1. Services.

1.1 Consultant will perform those services included within Consultant's Business that are described in any and all schedule(s) referencing this Agreement and signed by Client and Consultant as of the Agreement Date or hereafter (individually and collectively, the "Schedule(s)"), upon the terms and conditions contained in this Agreement (including the Schedules) (such services are, collectively, the "Services")

1.2 **Consultant warrants that it will perform the Services in a professional manner in accordance with professional standards**. In performing the Services, Consultant is acting as an independent contractor (and not as an agent or employee of Client).

1.3 Client acknowledges and agrees that any other public agency (including, without limitation, any participating government agency) located within or outside of the State (e.g., city, municipality, county, district, public authority or other political subdivision) may procure services for fees and other terms and conditions that are substantially similar to any of the Services, Fees and other terms and conditions set forth in this Agreement, provided that such other public agency executes a separate agreement with Consultant wherein the services rendered to such other public agency, the fees payable by such other public agency, and the other terms and conditions of such separate agreement are the responsibility of Consultant and such other public agency and not Client.

1.4 This Agreement does not limit the right of Consultant to enter into additional contracts with Client or to contract with other persons or entities (that are not Client) to provide them with merchandise or services of any kind whatsoever, including, but not limited to, services similar to the Services.

2. Fees. As compensation for performing the Services, Client will pay Consultant the fees, costs and expenses as described in the Schedules (individually and collectively these fees and costs are, the "Fees"). Consultant may perform the Services using professionals from its staff or Consultant's affiliated entities, and such Services will be billed to Client under the same billing terms applicable to Consultant's staff. Consultant may increase the Fees from time to time (including, without limitation, annually as described in the Schedules). Other than a Fee increase as described in the Schedules, Client may notify Consultant of a request that such Fee increase be modified or revoked and, if Consultant fails to do so to Client's satisfaction within thirty (30) days after the receipt of such request, Client may terminate this Agreement without cause pursuant to Section 7.3.

3. Invoices; Payment.

3.1 Consultant will invoice Client for the Fees earned and/or incurred by Consultant pursuant to this Agreement.

3.2 Invoices are due and payable upon receipt. Interest will begin to accrue on the thirtieth (30th) day following the invoice date on all unpaid balances at a rate of one and one-half percent (1½%) per month, or the maximum rate permitted by law, whichever is less. Payments will first be credited to interest and then to principal. In the event that Client disputes or contests an invoice, only that portion so disputed or contested in good faith will be withheld from payment, and the undisputed portion must be timely paid. Interest will accrue on any contested portion of the invoice not timely paid and will be payable immediately if the contested invoice is resolved in favor of Consultant.

3.3 If Client fails to fully pay an invoice within 30 days after the invoice date, Consultant may, after giving five (5) days' notice to Client, suspend the rendering of Services under this Agreement until said invoice is paid in full, together with all interest that has accrued thereon. In the event of such a suspension of Services, Consultant will have no liability to Client for any delays or damages arising therefrom.

4. Insurance. Throughout the term of this Agreement, Consultant will maintain the following insurance in not less than the referenced amounts: (a) workers compensation and employers liability insurance as may be required by the State; (b) property damage liability of $1,000,000 per incident; (c) bodily injury liability of $1,000,000 per incident; and (d) professional liability for any errors or omissions of $1,000,000.

5. Client Support.

5.1 Client will promptly provide in writing to Consultant all data and other information relating to or which may be necessary for Consultant's performance of the Services. Without limiting the foregoing, Client will keep Consultant informed on a timely basis in writing as to the existence and amendments of the laws, ordinances and/or regulations under which Consultant is performing the Services (including any adopted by Client). Consultant will be permitted to rely on the accuracy, timeliness and completeness of the information provided by Client, and in no event will Consultant be liable to Client or others as a result of such reliance.

5.2 Client will examine all of Consultant's reports, specifications, notices, proposals and other documents. In the event that a decision is required of Client in order for Consultant to perform the Services, Client will render such decision in writing in a timely manner.

5.3 Promptly following any request from Consultant, Client will adopt and maintain in full force and effect resolutions in forms acceptable to Client and in accordance with applicable law authorizing Consultant to examine the confidential sales tax and other relevant records of Client throughout the Term and, for so long as any Fees are still accruing pursuant to this Agreement, after the Term.

5.4 Client will assist Consultant in obtaining such licenses, permits and approvals as may be required by law for performing the Services, and Client will pay all fees, assessments and taxes related to the application, issuance and maintenance thereof.

5.5 The Services do not include services that Consultant may be required or requested to provide to support, prepare, document, bring, defend or assist in litigation undertaken or defended by Client ("Litigation Services"). If Consultant agrees with Client or is required to perform Litigation Services, Client will promptly pay Consultant for all of Consultant's costs and expenses related to Litigation Services at Consultant's actual cost, plus ten percent (10%) thereof (all of which are deemed to be additional Fees).

6. Confidentiality; Software Use and Warranty; Records.

6.1 Consultant will comply with the requirements of the applicable laws, ordinances and/or regulations concerning the confidentiality of tax records of which it has been informed by Client pursuant to Section 5.1.

6.2 As used herein, the term "proprietary information" means all information, techniques, processes, services or material that has or could have commercial value or other utility in Consultant's Business, including without limitation: Consultant's (i) software, computer or data processing programs; (ii) data processing applications, routines, subroutines, techniques or systems; (iii) desktop or web-based software; (iv) audit, tax or fee collection/administration or business processes, methods or routines; (v) marketing plans, analyses and strategies; and (vi) materials, techniques and intellectual property used. Except as otherwise required by law, Client must hold in confidence and may not use (except as expressly authorized by this Agreement) or disclose to any other party any proprietary information provided, learned of or obtained by Client in connection with this Agreement. The terms of this Section 6.2 do not apply to any information that is public information.

6.3 If access to any software which Consultant owns is provided to Client as part of this Agreement (including, without limitation, if Client chooses to subscribe to such software and reports option as part of the Services) (such Consultant-owned software is, collectively, the "Software"), Consultant hereby provides a limited, non-exclusive, non-transferable license to Client for the use by such of Client's staff as may be designated from time to time by Client and approved by Consultant in writing to use the Software pursuant to and during the Term of this Agreement. The Software must only be used by such authorized Client staff, and Client must not sublicense, sublet, duplicate, modify, decompile, reverse engineer, disassemble, or attempt to derive the source code of the Software. The license granted hereunder does not imply ownership by Client or any of Client's staff of the Software nor any rights of Client or any of Client's staff to sublicense, transfer or sell the Software, or rights

to use the Software for the benefit of others. Client may not create (or allow the creation of) any derivative work or product based on or derived from the Software or documentation, nor modify (or allow the modification of) the Software or documentation without the prior written consent of Consultant. In the event of a breach of this provision (and without limiting Consultant's remedies), such modification, derivative work or product based on the Software or documentation is hereby deemed assigned to Consultant. Upon termination of this Agreement or this Software license, this Software license will be deemed to have expired and Client must immediately deactivate, cease using and remove, delete and destroy all the Software (including, without limitation, from Client's computers and network). **Consultant warrants that the Software will perform in accordance with the Software's documentation.**

6.4 All documents, preliminary drafts, communications and any and all other work product related to the Services and provided by Consultant to Client either in hard copy or electronically are the property of Client. This does not include any software, programs, methodologies or systems used in the creation of such work product, nor does it include any drafts, notes or internal communications prepared by Consultant in the course of performing the Services that were not otherwise provided to Client in either hardcopy or electronic form, all of which may be protected by Consultant or others' copyrights or other intellectual property. It is possible that any documents, drafts, communications or other work product provided to Client may be considered public records under applicable law and/or may be discoverable through litigation. Consultant may publicly state that it performs the Services for Client.

6.5 Subject to applicable law, Consultant is responsible for retaining all final documents and other final work product related to the Services for a period of not less than three (3) years from the date provided to Client. Retention of any other documents, preliminary drafts, communications and any and all other work product provided to Client by Consultant is the responsibility of Client. Consultant has no responsibility to retain any drafts, notes, communications, emails or other writings created or received by Client in the course of performing the Services (other than the final documents and other final work product related to the Services and provided to Client for the term of years referenced above).

7. Term and Termination.

7.1 The initial term of this Agreement commences as of the Agreement Date and, unless terminated earlier pursuant to any of this Agreement's express provisions, will continue in effect until twelve (12) months from such date (the "Initial Term"). This Agreement will automatically renew for successive twelve (12) month terms unless earlier terminated as set forth in Section 7.2 or 7.3 or either party gives the other party written notice of non-renewal at least one hundred twenty (120) days prior to the expiration of the then-current term (each a "Renewal Term" and, collectively, together with the Initial Term, the "Term").

7.2 This Agreement may be terminated by either party for cause upon not less than forty-five (45) days' written notice given to and received by the other party, if the other party has materially breached this Agreement through no fault of the notifying party and fails to (i) commence correction of such material breach within thirty (30) days of receipt of the above-referenced written notice and (ii) diligently complete the correction thereafter.

7.3 In addition, either party may terminate this Agreement without cause upon giving not less than one hundred twenty (120) days' written notice to the other party; provided, however, this Agreement shall terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the City therein.

7.4 On termination, Client will pay Consultant for all Fees and other compensation (including for Litigation Services) earned and/or incurred through the termination date and will thereafter timely pay Consultant for all other Fees and compensation to which Consultant may be entitled pursuant to this Agreement (including the Schedules hereto).

8. Indemnification.

8.1 Consultant agrees to fully and promptly indemnify and hold harmless (but not defend) Client and each of its officers, employees and agents (collectively, "Client Group") from and against any and all third-party liabilities, judgments, awards, losses, claims, damages, expenses, and costs (including, without limitation, for reasonable third-party attorneys' fees and costs awarded in connection therewith) (each, a "Third-Party Liability", and collectively, "Third-Party Liabilities") directly or indirectly related to this Agreement and arising out of any negligent act or negligent omission, or reckless or willful misconduct, of Consultant or any of its directors, officers, employees, agents, direct and indirect equity holders, or affiliates (collectively, "Consultant Group") under this Agreement; provided, that such obligations to indemnify and hold harmless are only to the extent Consultant admits in writing, or any of Consultant Group is found by a court of competent jurisdiction in a judgment which has become final and that is no longer subject to appeal or review, to have caused the above-described Third-Party Liability(ies). In no event shall Consultant be obligated to defend any of Client Group or pay for any Client Group attorneys' fees or other costs of defending against any such Third-Party Liabilities ("defense costs"), with exception of if Consultant is obligated to indemnify and hold harmless Client Group as described above in this Section 8.1 then Consultant shall also be responsible for the defense costs incurred by Client Group for the related matter. Consultant's duty to indemnify and hold harmless Client shall not apply to claims for liability which arise from the issuance or non-issuance of any registration, license, permit, or exemption.

8.2 To the extent permitted by law, Client agrees to fully and promptly indemnify and hold harmless (but not defend) each of Consultant Group from and against any and all Third-Party Liabilities directly or indirectly related to this Agreement and arising out of any negligent act or negligent omission, or reckless or willful misconduct, of any of Client Group under this Agreement; provided, that such obligations to indemnify and hold harmless are only to the extent Client admits in writing, or any of Client Group is found by a court of competent jurisdiction in a judgment which has become final and that is no longer subject to appeal or review, to have caused the above-described Third-Party Liability(ies). In no event shall Client be obligated to defend any of Consultant Group or pay for any Consultant Group attorneys' fees or other costs of defending against any such Third-Party Liabilities ("defense costs"), with exception of if Client is obligated to indemnify and hold harmless Consultant Group as described above in this Section 8.2 then Client shall also be responsible for the defense costs incurred by Consultant Group for the related matter.

9. Liability Limitations; Governing Law; Dispute Resolution.

9.1 To the maximum extent permitted by law and notwithstanding anything to the contrary in this Agreement:

9.1.1 Except as may otherwise be expressly set forth in this Agreement, Consultant makes no warranty of any kind with respect to the Services or the Software, express or implied. Consultant hereby disclaims all other warranties, express or implied, including the implied warranties of merchantability, fitness for a particular purpose, title and non infringement. Consultant disclaims all warranties and responsibility for third party software.

9.1.2 Notwithstanding anything to the contrary, in no event will Consultant be (a) liable for claims, liabilities or damages (i) that could not reasonably have been foreseen upon entry into this Agreement; (ii) arising from any action or inaction by Consultant in response to specific direction from Client; (iii) in connection with any Client monies not collected by Consultant; nor (iv) in connection with the issuance, non-issuance or revocation of any registration, license, permit, or exemption; nor (b) required to provide a defense in connection with any indemnification or hold harmless provisions under this Agreement.

9.1.3 Without limitation on any statue of limitations that expire in less than three years, no claim may be brought by Client against any one or more of Consultant Group arising out of this Agreement (including, without limitation, in connection with the Services or the Software) more than three years after the date upon which Client has actual knowledge of the first occurrence of the action or inaction giving rise to such claim (whether relating to the Services, the Software or otherwise).

9.1.4 Client acknowledges this Agreement is with Consultant in its capacity as a corporation or a limited liability company, and Client agrees that in no event will it seek to hold any of the Consultant Group (other than Consultant) responsible for any obligations under this Agreement.

9.2 The law of the State will govern the validity of this Agreement, its interpretation and performance, and any other claims related to it, without regard to the State's conflict of laws rules. Venue for any legal action arising out of this Agreement will be proper only in the State courts or the federal courts located within the State. The parties hereby submit to the exclusive jurisdiction of such courts and waive any other venue to which either party might be entitled by domicile or otherwise. Both parties waive the right to a jury trial in an action to enforce, interpret or construe this Agreement.

9.3 If either party is required to bring legal action to enforce its rights under this Agreement or as the result of a breach of this Agreement, the costs and expenses of the prevailing party, including reasonable attorneys' fees, will be paid by the non-prevailing party.

9.4 A breach of this Agreement by either party may cause the other party hereto irreparable harm, the amount of which may be difficult to ascertain, and therefore such other party will have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any further breach and for such other relief as such other party may deem appropriate. Such right is in addition to the remedies otherwise available to such other party at law or in equity. The parties hereto expressly waive the defense that a remedy in damages will be adequate and any requirement in an action for specific performance or injunction hereunder for the posting of a bond.

10. <u>General Legal Provisions</u>.

10.1 <u>Authorization to Proceed</u>. Each Schedule must be signed by both Client and Consultant before such Schedule will be binding on the parties hereto.

10.2 Force Majeure. Consultant is not responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events beyond the control of Consultant.

10.3 Amendment; Waiver. Any provisions of this Agreement (including, without limitation, any Schedules or provisions within any Schedules) may be amended or terminated if in writing and signed by both Client and Consultant. No waiver by any party of any default, misrepresentation or breach of warranty or covenant hereunder, whether intentional or not, will be deemed to be valid unless acknowledged by such party in writing, and such waiver will not extend to any prior or subsequent default, misrepresentation or breach of warranty or covenant hereunder or affect in any way any rights arising by virtue of any prior or subsequent such occurrence.

10.4 Severability and Survival. If any provision in this Agreement is held illegal, invalid or unenforceable, the enforceability of the remaining provisions will not be impaired thereby. Notwithstanding any other provisions of this Agreement (including, without limitation, Section 7), Sections 3, 5.5, 6, 7, 8, 9 and 10 will survive the termination of this Agreement.

10.5 No Third-Party Beneficiaries; Services Limited to Agreement. Except as set forth in Section 8, this Agreement gives no rights or benefits to anyone other than Client and Consultant and has no third-party beneficiaries. The Services to be performed for Client by Consultant are defined solely by this Agreement (including the Schedules), and not by any other contract or agreement that may be associated with performing the Services.

10.6 Assignment. This is a bilateral personal services agreement. Neither party will have the power to or will assign any of the duties or rights or any claim arising out of or related to this Agreement, whether arising in tort, contract or otherwise, without the written consent of the other party. Any unauthorized assignment is void and unenforceable. This Agreement is binding on the successors and assigns of the parties hereto.

10.7 Notices. All notices under this Agreement must be in writing and will be deemed to have been given when such notice is received (i) from United States Postal Service First Class Certified Mail, Return Receipt Requested, (ii) by courier service, or (iii) by email; provided, however, that notices received on a weekend or holiday or on a business day after 4:00 p.m. local time will be deemed to have been received on the next business day. Notices will, unless another address is specified in writing, be sent to the addresses indicated below (each of which must include a street address and an email address): Consultant: Hinderliter De Llamas & Associates (HdL), Attn: George Bonnin, Email: gbonnin@hdlcompanies.com; and Client: City of Griffin, Attn: Deborah Manning-Gilbert, Email: dmanning-gilbert@cityofgriffin.com

10.8 Entire Agreement; Conflict. This Agreement (including any Schedules dated as of the Agreement Date or hereafter) constitutes the entire agreement between the parties and supersedes any prior understandings, agreements, or representations by or between the parties, written or oral, to the extent they have related in any way to the subject matter hereof. Should there ever be a conflict between the terms and conditions of the Schedule(s) and the remainder of this Agreement, the terms and conditions of the remainder of this Agreement will prevail and be controlling.

10.9 Counterparts; Electronic Signatures; Authority. This Agreement may be signed in any number of counterparts, each of which will constitute an original and all of which, when taken together, will constitute one agreement. Any signed signature pages of this Agreement transmitted

by email or other electronic means in a portable document format (PDF) or other clear and visible electronic format will have the same legal effect as an original. Each of the persons signing on behalf of a party hereto represents that he or she has the authority to sign this Agreement on such party's behalf.

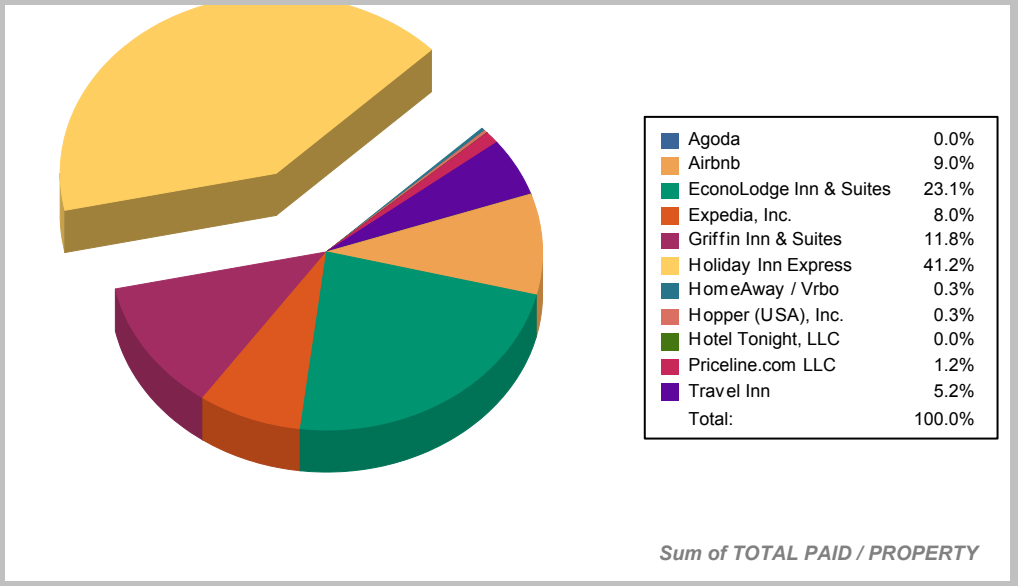
10.10 No Adverse Construction. Both parties acknowledge having had the opportunity to participate in the drafting of this Agreement. This Agreement will not be construed against either party based upon authorship. The section headings contained in this Agreement are inserted for convenience only and will not affect in any way the meaning or interpretation of this Agreement.

[Signatures are on the next page]

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement through their duly authorized representatives as of the Agreement Date.

CONSULTANT:	**CLIENT**:
Hinderliter De Llamas & Associates (HdL)	City of Griffin, Georgia
By:_____	By: _____
Its:_____	Its: Mayor
By:_____	Attest:
Its:_____	_____
	Jessica W. O'Connor, Secretary
	Approved as to Form:
	Andrew J. Whalen, III
	Andrew J. Whalen, III
	City Attorney

[Any Schedule or Schedules may (but is/are not required to) be attached hereto]



PROPERTY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL PAID
Agoda	$0.00	$0.00	$15.28	$0.00	$0.00	$0.00	$13.38	$0.00	$0.00	$0.00	$0.00	$0.00	$28.66
Airbnb	$1,050.18	$1,397.88	$559.35	$636.99	$1,214.64	$1,375.36	$604.74	$1,284.36	$1,326.85	$699.28	$0.00	$0.00	$10,149.63
EconoLodge Inn & Suites	$1,189.56	$3,392.51	$4,851.31	$4,154.81	$2,582.99	$2,387.23	$2,619.35	$1,220.66	$1,396.20	$2,166.85	$0.00	$0.00	$25,961.47
Expedia, Inc.	$303.61	$590.99	$761.54	$448.02	$795.53	$1,067.33	$2,003.51	$781.86	$917.77	$1,299.04	$0.00	$0.00	$8,969.20
Griffin Inn & Suites	$1,432.89	$1,682.41	$1,715.06	$1,257.15	$1,418.79	$1,520.73	$1,033.83	$912.81	$1,263.62	$1,076.85	$0.00	$0.00	$13,314.14
Holiday Inn Express	$4,673.62	$4,966.09	$5,128.66	$5,830.32	$5,349.90	$4,112.64	$4,940.55	$3,864.01	$3,955.19	$3,578.52	$0.00	$0.00	$46,399.50
HomeAway / Vrbo	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$205.10	$82.80	$0.00	$0.00	$287.90
Hopper (USA), Inc.	$0.00	$11.95	$0.00	$0.00	$174.55	$36.62	$10.16	$35.92	$2.73	$27.82	$0.00	$0.00	$299.75
Hotel Tonight, LLC	$0.00	$0.00	$0.00	$4.20	$0.00	$0.00	$3.09	$0.00	$0.00	$0.00	$0.00	$0.00	$7.29
Priceline.com LLC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$421.22	$365.19	$234.06	$283.13	$0.00	$0.00	$1,303.60
Travel Inn	$726.90	$697.33	$662.77	$606.02	$696.78	$794.40	$530.02	$535.91	$566.90	$0.00	$0.00	$0.00	$5,817.03
	$9,376.76	**$12,739.16**	**$13,693.97**	**$12,937.51**	**$12,233.18**	**$11,294.31**	**$12,179.85**	**$9,000.72**	**$9,868.42**	**$9,214.29**	**$0.00**	**$0.00**	**$112,538.17**

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider Resolution adopting revisions to the City of Griffin Customer Service Policy. *Customer Service Manager Rita Bagwell, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The current Customer Service Policy was approved August 9, 2016.

The proposed revisions are intended to provide clarity and ensure the policy reflects current operations of the City's customer service division and its combined utility system. Some revisions were administrative, such as adding section numbers, rearrangement of sections, and removal of unnecessary, ambiguous, or inaccurate provisions. The substantive revisions include, but are not limited to:

- Removing, adding, and amending definitions for terms used throughout the policy;
- Formally adopting policy for Blanket Service Contracts and Default Customers;
- Expanding use of additional deposits to accounts subject to disconnection 2 or more times in a twelve month period;
- Formally adopting a policy for payment arrangements;
- Clarifying policy for restoring service;
- Decreasing period for bill disputes from 3 years to 1 year;
- Amending application of broken pipe policy to residential accounts only;
- Allowing reconnect fees to be billed rather than paid prior to restoration of service;
- Providing for waiver of reconnect fee once every 12 months;
- Providing for a one day extension, in addition to the 7 grace period provided to all customers, and an additional courtesy phone call for customers with the Health of a Resident designation prior to disconnection for non-payment;
- Limiting payment methods for accounts with multiple returned items (ACH, EFT, Checks, etc.) or chargebacks;
- Allowing final unpaid balances to be rolled over to new accounts in customer's name after 30 days;
- Providing for the submission of accounts for debt collection 90 days after the account becomes inactive; and
- Establish clear expectations for customer service representatives responding to customer complaints.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

Ten percent late penalties can be waived every twelve months per account.
Reconnect fees can be waived every twelve months per account.

Submitted By:
Kelsey Carden

Meeting Date:

12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
RES - Approval of Revised Customer Service Policy 12.7.23.pdf
FINAL PROPOSED Customer Service Policy 12.7.23.pdf

No. 23-

A RESOLUTION

A RESOLUTION BY THE BOARD OF COMMISSIONERS FOR THE CITY OF GRIFFIN, GEORGIA ADOPTING THE REVISED CUSTOMER SERVICE POLICY RELATED TO THE PROVISION OF THE CITY'S COMBINED UTILITY SERVICE; AFFIRMATIVELY REPEALING THE FORMER CUSTOMER SERVICE POLICY MANUAL, APPROVED AUGUST 9, 2016; AND FOR OTHER PURPOSES.

WHEREAS, on August 9, 2016, the City of Griffin approved the Customer Service Policy Manual for purposes of establishing and formalizing procedures governing the relationship between the City and its utility customers;

WHEREAS, the City has revised the Customer Service Policy with the intention of providing clarity and ensuring the policy reflects current operations of the City's Customer Service Division and its combined utility system;

WHEREAS, the revised Customer Service Policy, incorporated by reference herein, was presented to the Board of Commissioners and made available for review by the public at a regular meeting on December 12, 2023, and the Board desires to approve said Policy as presented;

NOW THEREFORE, BE IT RESOLVED AND IT IS ESTABLISHED that the Board of Commissioners hereby approves and adopts the revised City of Griffin Customer Service Policy as presented at the public meeting on December 12, 2023;

BE IT FURTHER RESOLVED that any former Customer Service Policy, and any variation thereof, is hereby repealed and supplanted by the revised Customer Service Policy as presented on December 12, 2023, effective upon the execution of this Resolution.

SO RESOLVED this 12th day of December, 2023.

_____
Douglas S. Hollberg, Mayor

ATTEST:

_____
Jessica O'Connor, Secretary



CUSTOMER SERVICE POLICY

Revised

December 12, 2023

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SECTION 1:
MISSION STATEMENT

The mission of the City of Griffin is to protect and enhance the quality of life by providing a high level of service in an efficient and responsive manner to all citizens. The purpose and objective of the City of Griffin Customer Service Policy is to establish and formalize procedures governing the relationship between the City and its utility customers.

SECTION 2: PURPOSE OF POLICY

The Customer Service Policy was developed with the interest of the customer first and foremost. It is the City of Griffin's policy to avoid unnecessary restrictions on the customer and to produce excellent customer service.

The information contained herein is written in layman's terms, in order that the customer can readily understand the City's goals. If questions arise as to the application of this Policy or if this Policy fails to address your specific concerns, please contact the City of Griffin Customer Service Department.

SECTION 3: DEFINITIONS

Account Status –

a. **Active** – Any account that is presently billed for utility services that the customer receives.
b. **Inactive** – Any account that is no longer being billed for utility services.
c. **Current** – An active account that has paid all outstanding balances prior to the due date, with the exception of the most recent statement prior to the due date, and any amount not yet read and billed.
d. **Fully Paid** – An inactive account that has paid all charges.
e. **Delinquent or "Past Due"** – An account for which a utility statement has not been paid in full on or before the due date, by 6:00 PM (normal business hours).

Account Holder – A person 18 years of age or older, or other legal entity, that is receiving utility service(s) from the City of Griffin, whose name is specifically listed on an account as the primary entity responsible for decisions regarding the service, and for financial obligations created from the use of the service.

Additional Deposit – Monies required in addition to the initial or new deposit necessary to cover (a) an increase in the number or types of service; (b) usage of service that is higher than originally estimated when the initial or new deposit was calculated; or (c) increased risk of non-payment due to an unsatisfactory payment history (including bankruptcy) of the customer.

After Hours Fee (New Service) – Applications for utility service(s) received prior to 2:00 pm are offered same day service. Applications received after 2:00 pm are processed the next business day. However, customers may opt to pay an after-hours fee from 2:00 pm to 6:00 pm (normal business hours) for services to be connected the same day.

After Hours Fee (Reconnection of Services) – Services that have been disconnected due to nonpayment shall be restored upon payment of past due balance and all applicable fees when payment is received prior to 4:30 pm. Customers may opt to pay an after-hours fee from 4:30 pm to 6:00 pm (normal business hours) for services to be connected the same day.

Allowable Limits – Electric and water meter readings shall be considered accurate and the associated charges correct if the meter (s) falls within a range of ± 2 percent (98% - 102%).

Applicant – A person 18 years or older, partnership, firm, association, corporation, governmental body or other legal entity capable of entering into a contract for service, applying to the City of Griffin for utility service(s).

Chargeback – A charge that is returned to a debit or credit card after a customer successfully disputes an item on their account statement or transactions report.

Combined Utility Service Account – An account that includes two or more of the following services: electricity, water, sewer, garbage collection, yard waste, stormwater, fiber, and/or phone.

Complaint – A statement or question by anyone, whether a utility customer or not, alleging a wrong, grievance, injury, dissatisfaction, illegal action or procedure, dangerous condition or action, or utility obligation.

Customer(s) – All account holders who directly receive or use a City of Griffin or Spalding County utility service.

Customer Service Fee – A fee applied to all City accounts. Landfill accounts do not pay this fee. This fee is for the operation of the customer service facility that is open and accessible to our customers in which they can be personally served by a City employee.

Delinquent or delinquency – An account for which a utility statement has not been paid in full on or before the due date, by 6:00 PM (normal business hours), required for that payment.

Deposit – An amount determined by the City of Griffin to be paid and kept on file with the City of Griffin. *See Initial Deposit; New Deposit; Additional Deposit.*

Due Date – The last day a utility statement may be paid, by 6:00 PM (end of normal business day), before late penalty fees are applied.

Excellent Payment History – The customer has had a utility account with the City of Griffin for a period of not less than twenty-four (24) consecutive months with no penalties.

Fee Schedule – A list of fees for services the City provides, as approved by the Board of Commissioners. Customers may make a request to review a copy of the Fee Schedule in the City Manager's office.

Grace Period – Seven (7) calendar days after the due date (printed on the utility statement).

Governing Body – The City of Griffin Board of Commissioners.

Initial Deposit – A deposit required to establish a utility account with the City of Griffin, or to add additional services to an existing account.

Late Payment – A payment that has been received on an account after the statement due date.

Meter – An instrument utilized for measuring the quantity of usage for rate flow and/or electric current.

New Deposit – A deposit required if the initial deposit has been returned and conditions exist that require a new deposit. New deposits shall be calculated the same way as the initial deposit.

Payment Arrangement – An agreement established for a customer to pay, over a specified time, the balance (current or past due) for their utility statement.

Penalty – A fee assessed on an account balance if not paid in full on or before the due date. The fee shall be 10% of the unpaid balance of the current statement, not including prior penalties.

Reconnection fee – A fee charged to cover the extra handling and administrative expenses of the City of Griffin caused by an account that has been disconnected for non-payment.

Service Rules – The entire body of rules, procedures and policies adopted by the City of Griffin.

Short Term Permanent Service – The establishment of some or all utility services for a short, defined period for purposes other than household occupation. An example would include a real estate agent turning on just electricity, water, and/or wastewater (if applicable) in order to show a property to a prospective buyer.

Unpaid Balance – Any charges that were previously billed that have not been paid in full as of the printed date of the following utility statement(s).

Unsatisfactory Payment History – A payment history of an account holder that:

- Has received two or more penalties for any utility service in the last twenty-four (24) months; OR
- Has made a payment with any returned item, such as an insufficient funds, check(s), closed account, insufficient funds for electronic payment, etc. in the past 12 months; OR
- Has been subject to disconnection for non-payment of utility service(s) (regardless whether actually disconnected or not).

Utility Service – One or more of the following services offered by the City of Griffin and/or Spalding County, to include but not be limited to electricity, water, sewer, garbage, yard waste, stormwater, fiber, and phone.

Yard Waste Fee – A charge assessed for yard waste removal service.

SECTION 4: HOURS OF OPERATION

The City of Griffin Customer Service hours are as follows:

Walk-in Service 100 S. Hill St. Griffin, GA 30224	Monday – Friday	8:00 am – 6:00 pm
Phone Service: 770-229-6403	Monday – Friday	8:00 am – 6:00 pm
Drive-Thru Service: 100 S. Hill St. Griffin, GA 30224	Monday – Friday	8:00 am – 6:00 pm

After Hours Emergency Services: Electric and water emergency calls are responded to 24-hours a day, 7 days a week. To report electric and water emergencies (power outages, water leaks, etc.), please call **System Operations** at 770-229-6406.

SECTION 5: APPLICATION FOR SERVICE

All customers applying for service must complete and sign a Service Contract with the City of Griffin. As a combined utility provider, the City of Griffin offers the owner of the property the option of choosing which services he/she wishes to have turned on as long as the property is vacant. If the owner does not specify at the time of the sign-up process, all services for the location will be made active. If property is inside the city limits, stormwater must be active. This is not an option.

Service is furnished to the customer upon acceptance of the customer's Service Contract by the City of Griffin. Applications are accepted by the City of Griffin with the understanding that there is no obligation to render service if it is not available. A copy of the signed Service Contract, accepted by the City of Griffin, will be furnished to the applicant for their records and information.

The owner or tenant of the property must sign all Service Contracts for the provision of services to any locations, or for the extension of distribution lines for the conveyance of such services, on forms furnished by the City of Griffin. All Service Contracts for utility services shall remain in effect until the account holder requests that the service to be discontinued

Customers who sign up for utility service(s) by 2:00 pm qualify for same day service if all required documents and deposits are received prior to 2:00 pm. Customers with complete applications for utility service(s) who are in the office after 2:00 PM will be connected on the

following business day, provided that a customer may pay an after-hours fee if they desire same-day services.

SECTION 5.1:
APPLICATION FOR RESIDENTIAL SERVICE

The following information must be provided by the person applying for residential service:

- Applicant's Name
- Date of Birth
- Social Security card OR Tax Identification Number (or a legal document containing all of your social security number such as a recent W-2, recent tax return, etc.) to help us assist in verifying your identity
- A valid government issued picture I.D. (Driver's License, Georgia Identification Card, Passport, or Military I.D.) to help us assist in verifying your identity
- Service Address (including street and house or apartment number)
- Lease agreement or proof of ownership (Property Tax Statement or Settlement Statement). All Leases will be verified. Presenting a fraudulent, forged, or altered lease for the purpose of obtaining City of Griffin utilities is a criminal act punishable by law.
- Payment of Deposit, unless customer qualifies for a waiver. *See Section 6.4, Waiver of Deposit*. Acceptable payment options include: Cash, Check (No Counter Checks), Money Orders, Credit Cards (may be assessed a nominal processing fee; maximum $1,000 per credit card transaction).
- Anyone signing for service for someone else must provide:
    a. a notarized letter of authorization from the customer;
    b. a valid government issued picture ID for the person acting on behalf of the customer; and
    c. a copy of all the required documents listed above for the customer.

SECTION 5.2:
APPLICATION FOR COMMERCIAL SERVICE

The following information must be provided by the person applying for commercial service:

- Articles of Incorporation, Articles of Organization, or Certificate of Authority;
- List of Officers of the Business Entity;
- Legal Document Providing Federal I.D., EIN, or Tax I.D. number;

- Lease Agreement or proof of ownership (Property Tax Statement or Settlement Statement). All Leases will be verified. Presenting a fraudulent, forged, or altered lease for the purpose of obtaining City of Griffin utilities is a criminal act punishable by law.
- Valid government issued picture I.D. of person with authority to act on behalf of the Business Entity;
- Occupational Tax Certificate;
- Commercial Deposit
    - Shall be based on the highest electric consumption at the location over the previous twelve (12) month period x 2, or the minimum commercial deposit, whichever is higher. The minimum deposit amount is specified on the City of Griffin's Fee Schedule.
    - All Commercial Accounts are charged a deposit and are not transferrable from another location.
    - Acceptable payment options: Cash, Check (No Counter Checks), Money Orders, and Credit Cards (may be assessed a nominal processing fee; maximum $1,000 per credit card transaction).
    - Commercial customers have an option paying half of the calculated deposit if they sign up for direct bank draft (amount shall not be less than the minimum commercial deposit noted on the City of Griffin's Fee Schedule). Should the availability of the funds be insufficient at any time or if the customer requests to stop the draft, the deposit will be recalculated at the current usage and the customer will be required to pay the difference of that amount toward the deposit. Commercial deposits must remain on all active accounts.
    - Additional deposits may also be required for commercial accounts where services have been subject to disconnection two or more times within a twelve (12) month period, regardless of whether services were actually disconnected.

Any account that will be in a business entity's name must be signed for by a person with the authority to transact business on behalf of the entity, including the authority to execute binding contracts.

SECTION 5.3:
APPLICATION NEW CONSTRUCTION

Where service is to be provided to new facilities not previously served, the owner or developer must provide the Customer Service Department Contract Desk a Certificate of Occupancy from the City of Griffin Planning & Development Department or, if applicable, the Spalding County Community Development Department. Connections will not be made until the respective utility departments have received all required approvals from the applicable planning and development department. Questions regarding electric, water, and sewer service which may arise during the

permit process, including the location and installation of points of service, should be addressed with the applicable planning and development department and/or the appropriate utility department.

SECTION 5.4:
PRIOR DEBT

The City of Griffin may refuse to furnish new service to an Applicant who is indebted to the City for service previously furnished until all indebtedness has been satisfied.

SECTION 5.5:
SHORT TERM PERMANENT SERVICE

Temporary Service requests must first be made through the City of Griffin's Planning and Development Department. This will ensure the necessary permits have been issued (or if permitting is required) and establish the timeframe for temporary service. If the Customer finds that their work will require more time than allotted, they will need to make a written request to the Planning and Development Department. Once the extension is approved, Customer Service and the applicable utility department will receive an email providing the extended time period for temporary service. A notarized Temporary Power Pole/Meter Request Form will be given to the customer to present to the Contract Desk. Applicable Fees will apply.

SECTION 5.6:
CHANGES IN CUSTOMER'S POWER / WATER / SEWER REQUIREMENTS

In order to provide an adequate power supply, the City of Griffin will, at the time of initial installation, establish the customer's power requirements. The City of Griffin will then make sure its wires, transformers, pipes, and electric meters are properly sized to provide adequate service for power only.

With regards to water and sewer supply, it is the customer's sole responsibility to determine their water meter and service lines (water and sewer) are sized appropriately for the projected demand. The City of Griffin may require demand projections in order to verify meter and service line sizes.

When the customer changes their power and/or water requirements, by deleting existing or adding new equipment, it is the customer's responsibility to advise the City of Griffin so we can adjust our equipment (if necessary) to provide the increased/decreased requirements. Please note that in regards to water and sewer services only, these new equipment requirements may increase or decrease monthly charges. The City of Griffin will not be liable for damages to the customer's equipment due to voltage or low flow water problems resulting from customer additions of equipment and the customer's failure to inform the City of Griffin in writing before the time of installation of the equipment.

SECTION 5.7:
APPLICATION FOR BLANKET SERVICE AGREEMENT

Owners of rental property within the City limits may permit tenants to enter into individual service contracts for utility service on the premises of such rental property. However, if the tenant leaves the premises and/or requests to discontinue service on their account, utility service may be interrupted for the period of time the property is not leased or occupied.

In order to assure that utilities will be provided to a property, without interruption, during periods where the premises are not leased or occupied by tenants, the owner may apply for a Blanket Service Agreement whereby the owner would become a "default customer." The Blanket Service Agreement would authorize the City to automatically place the specific property account in the Default Customer's name, and to charge all services provided to the location to the Default Customer, in the event the tenant's account is closed and/or made inactive.

To qualify to become a Default Customer and apply for a Blanket Service Agreement, the property owner must have a minimum of five (5) properties serviced by the City of Griffin and at least five (5) properties must be listed as a default location. Default customers are not charged a connect fee, but all services provided at the location will be charged to the default customer.

SECTION 6: SERVICE DEPOSIT

The City of Griffin will require a service deposit for all types of service connections in accordance with the deposit requirements set forth on the City of Griffin's Fee Schedule.

SECTION 6.1:
RESIDENTIAL DEPOSIT

Residential deposits are determined by whether the customer resides inside the City of Griffin corporate limits, and/or receives electric service provided by the City of Griffin.

SECTION 6.2:
COMMERCIAL DEPOSIT

Commercial deposits (for locations for business operations) shall be based on the highest electric consumption over the previous twelve (12) month period x 2 or a minimum commercial deposit, whichever is higher. Where the service deposit will be for a new, previously unserved location, the deposit will be calculated based on a similar business in type and size, or calculated on a square foot basis, or a minimum commercial deposit will be charged at the discretion of the City of Griffin. The minimum deposit amount is specified on the City of Griffin's Fee Schedule.

All commercial accounts may be reviewed periodically by the Customer Service Department to be sure a sufficient service deposit has been collected. Requests may be made to the customer for additional funds if it is determined that the initial service deposit is insufficient.

SECTION 6.3:
ADDITIONAL DEPOSIT

Any existing account having a history of requiring extra collection efforts may be required to provide an additional service deposit equivalent to the deposit originally posted. Additional deposits may also be required for any customer disconnected, or subject to disconnection, two or more times within a twelve (12) month period.

SECTION 6.4:
WAIVER OF DEPOSIT

Residential utility deposits may be waived upon one of the following conditions:

- Customer has maintained an excellent payment history with the City of Griffin as defined in the definitions portion of this policy;
- Customer provides a letter of credit via email from their previous electric utility provider, indicating an excellent payment history;
- Customer agrees to pay the nominal costs of a credit verification from an independent credit agency chosen by the City of Griffin which will determine if a deposit is necessary; or
- Customer provides a current credit report from a major credit reporting company (Equifax, Experian or Trans Union) showing a credit score of 700 or higher. "Current credit report" shall mean a report no older than 30 days, as determined by the date on the report.

SECTION 6.5:
TRANSFER OF DEPOSIT

A customer moving from one location to another may have his service deposit transferred from the former address. If the service deposit is less than the amount required to cover service at the new address, the City of Griffin will not require the account holder to pay additional monies unless the customer has an unsatisfactory payment history. If this occurs the service deposit may be adjusted accordingly.

SECTION 6.6:
REFUNDING OF DEPOSIT

Upon the request for service termination, and payment of all statements charged against said service, the deposit for residential services shall be refunded. Deposits will first be applied to any outstanding statement as well as the final statement owed by the customer, and the balance remaining, if any, will be refunded to the customer. Deposits can only be refunded to the Account Holder. All refunds will be processed within 45 days.

As a courtesy, residential deposits can be refunded to customers of the City of Griffin having an account for 24 consecutive months with an excellent payment history.

The initial deposit for a commercial account must remain on file as long as the account is active. When the account becomes inactive, the deposit will be applied to the final bill owed by the customer and the balance remaining, if any, will be refunded to the customer.

SECTION 7: METERING AND BILLING

SECTION 7.1: METER READING

The customer's meters are read monthly, as near as possible to the same date of each meter reading cycle. The electric and water meters are located so that they can be read and maintained with ease.

SECTION 7.2: STATEMENTS

The customer's statement shows the amount due, any amount in arrears, the meter number, the kilowatt (demand) for commercial/industrial accounts, the kilowatt hour consumption (amount of energy used), gallons of water registered thru the meter, present and previous meter reading dates, days of service, charges for any unmetered services, customer service fee, name, service address, account number, and any applicable state and local taxes.

In the case of inclement weather, weekends, holidays, and other unforeseen circumstances, the days of service for your meter(s) may vary several days.

Paperless billing is available to all customers. Electronic bills (E-bills) may be received when statements are generated when customers sign up for this option at cityofgriffin.com.

SECTION 7.3: SELECTED DUE DATE OPTIONS

City of Griffin utility customers who do not have a Spalding County water meter on their utility accounts may choose from 1 of 4 selected due dates once within a 12-month period. The selected due dates are the 3rd, 10th, 17th, and the 24th of the month. Customers should understand that this due date may vary by a few days month-to-month due to this date falling on a weekend or holiday. Customers must complete the Customer Selected Due Date Application. Applications can be returned in person or by mail. Customers returning applications in the office will need a valid government issued picture ID and will need to speak to a Customer Service Representative prior to selected due date being processed. If the application is mailed in, a Customer Service Representative will need to speak with the customer, verify account, and review application with the customer prior to selected due date being processed. Once the application is processed the customer may receive two (2) utility statements in the month this change takes effect, or the number of days of service may be longer than usual for that first month. The selected due date must remain in effect for a period not less than twelve (12) months before the customer can request another change of due date.

Note: If a customer uses the "Schedule a Payment" feature on the City of Griffin's online payment portal, this is in no way a payment arrangement and if the date selected is after the disconnect date, this is not a guarantee that services will not be disconnected.

SECTION 7.4:
BILLING PERIOD AND DELINQUENT STATEMENTS

Regular statements for utility services are rendered monthly. Charges are due by the due date printed on the statement. If all or any portion of the statement is not paid by 6:00 PM, close of business day on the due date printed on the statement, the unpaid balance will be considered delinquent and assessed a penalty of ten percent (10%) of the unpaid charges. As a courtesy, the account holder may waive the penalties once every twelve (12) months. The failure of any customer to receive his/her statement for any month(s) shall not relieve such customer from the obligation of paying such statements allegedly not received.

As a courtesy, a Disconnect Notice will be mailed to the customer whose account is delinquent. The Disconnect Notice will show the scheduled disconnection date, which shall be eight (8) calendar days following the due date of the current statement. If the charges are not paid by 6:00 PM, close of business day, on or before the disconnection date, the account shall be subject to disconnection. No additional notice will be provided, and failure to receive the disconnection notice through the mail shall not prevent disconnection of service. While partial payment on delinquent statements will be accepted, partial payment shall not be construed to satisfy the current obligation of the account; a delinquent statement must be paid in full to avoid disconnection unless a prior payment arrangement has been agreed upon by the City and customer. Any legal or agency fees incurred by the City of Griffin associated with the collection of delinquent statements will be the responsibility of the customer.

Upon disconnection of services due to non-payment, payment must be made via cash, credit card, or money order either in person in office or by speaking with a Customer Service Representative. The past due balance as well as a reconnect fee must be paid before 4:30 pm (Monday thru Friday) to restore service. Services are guaranteed to be restored by 7:00 pm. An additional after-hours fee must be paid for payments received after 4:30 pm if they desire same day reconnect service.

In cases where utility services have been scheduled for disconnection for non-payment of delinquent statements or any other cause, the City of Griffin reserves the right not to re-connect the service until all past due utility statements and/or other charges have been paid. The applicable charges are set forth on the City of Griffin's Fee Schedule.

SECTION 8: PAYMENT OPTIONS

BILL PAYMENT KIOSK: Open 24/7 Located in 3rd lane of Drive Thru	**DROP BOX LOCATION:** Across from the Post Office on West Solomon St
PAY BY TEXT: Sign up at: cityofgriffin.com	**PAY ONLINE:** Sign up at: cityofgriffin.com
PHONE: 770 229 6403 (Mon - Fri) (8:00 am – 6:00 pm)	**MAIL *(include payment coupons)*:** Check or Money Order Payable to: City of Griffin PO Box 117162 Atlanta, GA 30368-7162
AUTOPAY: Sign up at: cityofgriffin.com	**IN PERSON:** 100 S Hill St Griffin, GA 30223-3439 *Walk In or Drive Thru* (Mon – Fri) (8:00 am – 6:00 pm)

SECTION 8.1:
ACCEPTED METHODS OF PAYMENTS

- Cash
- Checks (made payable to the City of Griffin)
- Money Orders (made payable to the City of Griffin)
- Automatic Bank Draft
- All major credit cards (Visa, Mastercard, American Express, Discover, etc.).
    - Customers paying with a credit card in person must have a valid government picture identification, and the name on the credit card must match the person making the transaction (no cards can be accepted that do not have a name on it,

such as “Account Holder”). Customers paying with a credit card over the phone must verify either the entire account number and/or social security number. Payments made using a credit/debit card may be assessed a nominal processing fee. There is a maximum of $1,000 per credit card transaction.

SECTION 8.2: DRIVE THRU

In an effort to expedite the drive thru traffic:

- There is a limit of three (3) transactions per customer.
- Accounts that have been disconnected for nonpayment must be paid in the office to restore services and cannot be paid via drive thru.
- Payments for returned items (such as checks and/or electronic payments) must be paid in the office and cannot be paid via drive thru.
- For safety purposes, customers must remain in their vehicle. No walk-up traffic is permitted.

SECTION 8.3: DROP BOX LOCATIONS

Payments placed in drop boxes after 8:00 AM will not be processed until the next business day. Payments placed in the drop box should be either check or money order only. Cash payments should not be put in the drop boxes. Past due payments should not be placed in the drop boxes.

The City of Griffin will not be responsible for cash payments put in the drop box locations.

SECTION 9:
PAYMENT ARRANGEMENTS

Payment arrangements are offered as a courtesy in an effort to assist customers who are struggling to pay their utility statement. By agreeing to a payment arrangement, customers must pay ½ of the balance (current or past due) and arrange to pay the remaining debt in installments. Customers may utilize the payment arrangement courtesy once every six (6) months.

Customers are required to pay in accordance with the agreed-upon terms of the payment arrangement. Should the customer default on the arrangement, the services will be subject to disconnection. If services are disconnected, the entire past due debt and any additional applicable fees (reconnect fee, after hours fee, etc.) must be paid before services are restored.

The “Schedule a Payment” feature does *not* constitute a payment arrangement. If the date selected for the scheduled payment is after the disconnect date, there is no guarantee that services will not be disconnected.

SECTION 10:
ADJUSTMENT OF STATEMENTS

An adjustment, refund or back-billing may be made for any overcharge or undercharge resulting from incorrect reading of the meter, incorrect application of the rate schedule, incorrect meter connection, or other similar reason.

- **Overcharges** – The amount of the overcharge will be refunded or credited to the customer. The time period for which the City of Griffin will adjust, refund or credit the customer's statement shall not exceed one (1) year.
- **Undercharges** – The statements may be calculated back to a period not to exceed one (1) year. If the recalculated statements exceed $10.00, the customer may be back billed for the amount due. If back billing creates a financial hardship, a reasonable payment arrangement to pay may be offered at the City of Griffin's discretion. The City of Griffin reserves the right not to back bill if it determines doing so is not cost effective, or for other reasons deemed appropriate by the Electric Director.

SECTION 11:
BROKEN PIPE ADJUSTMENT POLICY

The following policy is applicable only to those customers designated as City of Griffin or SCWSFA Water and Wastewater residential customers:

a) Excessive water use caused by a leak, not the fault of the City of Griffin, is to be adjusted by one half the amount in excess of the customer's normal usage. An occurrence may entail two consecutive months but no more than two months. The adjustment will be issued upon proof of repair.

b) Sewer charges attributed to a water leak, not the fault of the City of Griffin, that does not flow into the sewer line, is to be adjusted by the amount of water in excess of the customer's normal usage. An occurrence may entail two consecutive months but no more than two months. The adjustment will be issued upon proof of repair.

c) Sewer charges attributed to a water leak, not the fault of the City of Griffin, that does flow into the sewer line, is to be adjusted by one half the amount of water in excess of the customer's normal usage. An occurrence may entail two consecutive months but no more than two months. The adjustment will be issued upon proof of repair.

d) Customers may obtain one (1) broken pipe adjustment per twelve months per connection.

e) Payment plans for customer with high bills due to leaks, that are not the fault of the City of Griffin, are permissible with no penalties added for late payment. Payment plans must be approved by the Customer Service Manager.

f) Hardship: Upon proof that the customer's household income is in the low-level income bracket, the broken pipe adjustment will be increased to equal the customer's previous twelve-month billing period monthly average. Customers who believe they may qualify should speak with the Customer Service Manager for more information.

g) If a bill becomes late while a customer with a good payment history is in the process of applying for the Broken Pipe Adjustment, then they may have their late penalty waived, at their request.

SECTION 12: POOL AND SOD CREDIT

A Customer is eligible to get one month of sewer charges adjusted to average if the customer has installed a pool or replaced a liner. The Customer must provide proof of purchase or repair to be eligible for credit.

A Customer is eligible to get one month of sewer charges adjusted to average if the customer has laid sod. The Customer must provide proof of purchase to be eligible for credit.

SECTION 13: DISPUTED STATEMENT

In the event there is a dispute concerning a statement for utility services, the customer may contact the Customer Service Department to discuss prior to the date of disconnection. The City of Griffin will delay disconnection pending settlement of the disputed charges, as described elsewhere in this policy. Any undisputed portion of the statement must be paid in full by the due date to avoid disconnection of services. In the event there is a dispute concerning a payment made on an account, the receipt must be presented in order to pursue the dispute.

SECTION 14: VOLUNTARY TERMINATION OF SERVICE

Customers may request to terminate service in writing or by telephone. The customer whose name appears on the contract is the only person who can voluntarily terminate the service. When making a request by phone, the customer must provide the account number and/or social security number to help us verify their identity.

Utility services for a deceased account holder will be disconnected once it is verified that the account holder is deceased, as it is unlawful for the City of Griffin to continue to bill a deceased account holder. Methods of verification are death certificate, death notice in a legal publication, or Letters of Testamentary.

It is the responsibility of the account holder to voluntarily terminate utility services once they vacate the premises. Failure to request to terminate utility service when the Customer vacates a property will result in continued utility service and charges to the Customer's account. Customer will be responsible for all charges incurred up until such time Customer Service receives the request to terminate service and disconnects service, if necessary. Utility services for an incarcerated account holder can be terminated by sending a notarized letter requesting services to be disconnected out of their name to the City of Griffin Customer Service Department.

In the event a property changes ownership, the former property owner has a responsibility to notify Customer Service and provide proof of the change of ownership. Failure to notify Customer Service of a change of ownership will result in continued billing of Stormwater and Customer Service fees to the former owner's account. Customer will be responsible for all charges incurred up until such time Customer Service is notified.

Requests for termination of service received prior to 10:00 am, Monday thru Friday, will be processed on the same business day. Request for termination of service made after 10:00 am, Monday thru Friday, will be processed on the next business day.

SECTION 15:
DISCONNECTION DUE TO NON-PAYMENT

In the event that electric and/or water service is disconnected for non-payment or due to returned check/EFT/ACH, restoration of service will only be made upon payment (consisting of cash, credit card or money order only) of all applicable charges, in addition to the payment of all indebtedness due to the City of Griffin for services rendered:

a) The applicable trip charge for service disconnected at the meter.

b) The applicable trip charge for service disconnected at the pole.

c) The additional charge for customer violation.

d) The Reconnection Fees stated above shall be charged each time that the service is disconnected. These charges will also be applied for reconnecting service to the customer who knowingly violates service policies.

Customers who have had their services disconnected due to non-payment or returned check/EFT/ACH and are in the Customer Service Department by or before 4:30 PM can have their services restored by 7:00 PM, provided all past due balances and a reconnection fee have been paid. Customers who are in the Customer Service Department after 4:30 PM will have their services restored the next business day. They can choose to pay the after-hours fee and have their services restored by 7:00 PM provided past due balance has been paid. A reconnection fee will be added to the following billing statement; provided, however, Customers may pay the reconnection fee at the time power is restored if desired.

As a courtesy option, Customers seeking a reconnect may waive the reconnection fee once per year.

Where customers are subject to termination of service due to non-payment, the customer may request a meeting with the Customer Service Manager, or his/her designee, to resolve any dispute prior to the scheduled date of termination. The customer's failure to schedule a meeting to discuss the dispute or establish a payment arrangement shall not be cause to delay discontinuance of service.

SECTION 16:
DENIAL OF SERVICE OR INVOLUNTARY DISCONNECTION

SECTION 16.1: CAUSE FOR DENIAL OR DICONNECTION

The City of Griffin may deny or unilaterally discontinue utility service for any one or combination of the following reasons:

- Failure of the customer to pay statements for utility service(s) as required in the Billing Information Section of this policy;
- Failure of the customer to pay deposits as required as described in this policy;
- Upon discovery of meter tampering, including by-passing the meter or altering its function;
- Failure of the customer to permit authorized City of Griffin employees and/or agents access to their meters at all reasonable hours; Locked gates, loose dogs, parking vehicles over meters, etc. are violations of City of Griffin policy concerning reasonable access to meters.
- Use of power or water for unlawful purposes;
- Discovery of a condition which is determined to be hazardous or unsafe;
- Excessive Water Loss meaning consumption is above the normal water use pattern for the customer;
- In the event Customer's use of equipment is in such a manner as to adversely affect the City of Griffin's equipment or service to others;
- In the event of unauthorized use or resale of utility service;
- For violation of, or non-compliance with, utility service rules;
- For failure of a prospective customer to furnish service equipment, permits, certificates, or rights-of-way specified by the utility as a condition of receiving service, or for failure of a prospective customer to fulfill his or her contractual obligations for service or facilities;
- Any other action(s) that would violate O.C.G.A. § 16-8-5;
- If the primary account holder has an unpaid balance due to the City of Griffin for a previously active account;

- In the event the service location has been without electrical service for six (6) months and an inspection has not been completed;
- Benefit of Service Rule – In the case of customers who have been disconnected for failure to pay, or for whom credit action is pending, service will not be reconnected or continued in the name of another occupant, or owner of the premises, if the previous customer or any other person liable for payment of the delinquent statement(s) continues to occupy the premises as shown on a lease or sales agreement. Similarly, New or Transferred Accounts will not be established for customers who have co-occupants, as shown on a lease or sales agreement that will benefit from the service so long as they have delinquent accounts. This shall not apply to an active account holder with an excellent credit history who allows a delinquent account holder to reside with them. In the case of service initiation where a delinquent statement exists, City of Griffin Customer Service reserves the right to require a notarized lease agreement from the customer applying for utility service at that location. After receipt, the City of Griffin Customer Service Department will verify said lease agreement by contacting the owner for further certification.

SECTION 16.2:
WORK OFF NON-PAYMENT INACTIVE ACCOUNT (WONPIA)

When an account has been disconnected and the customer has not paid to restore service within thirty (30) calendar days, the City of Griffin can proceed to make the account inactive. If the customer comes in to restore service after the account has been made inactive, they will need to provide a lease agreement or proof of ownership, valid government issued picture I.D., social security card, and pay the total past due balance on the account, a reconnect fee and a deposit (subject to additional deposit).

SECTION 17: EXCEPTIONS TO INVOLUNTARY DISCONNECTION OF SERVICE

SECTION 17.1:
WEATHER FORECAST

Disconnection of a residential customer's electric service will not occur on any day when the low temperature to is below 32 degrees Fahrenheit or heat index is above 100 degrees Fahrenheit during normal business hours. In any instance where an account is subject to disconnection for customer violation of these polices as described herein, but is not disconnected due to this weather provision, the account may be disconnected without notice when the forecasted low temperature is above 32 degrees Fahrenheit or forecasted heat index is below 100 degrees Fahrenheit, unless the customer has made payment of any past due charges or corrected any conditions which subject the account to disconnection. This provision shall only apply to electric service, and shall not apply to water, sewer, garbage, yard waste, or other services offered by the City of Griffin.

SECTION 17.2:
HEALTH OF A RESIDENT

Disconnection of service may be postponed if doing so would pose an eminent danger to the life or health of a person who permanently resides on the premises. A special danger to health is indicated if a person is seriously impaired and may, because of mental or physical problems, be unable to operate life-support equipment. In the event such equipment is on the customer's property, the customer must furnish a written notice from a licensed physician or public health official in advance of disconnection of services. The written verification must include: (1) the name of the person endangered; (2) a statement that he or she is a permanent resident of the premises in question; (3) the name, business address and telephone number of the certifying party; (4) the specific nature of the health danger; and (5) approximately how long the danger will continue.

Once written verification has been placed on file with Customer Service, the account will be coded as a Health of a Resident customer. In the event a Health of a Resident account is subject to disconnection, the disconnection date will be extended by one (1) day, in addition to the grace period defined herein, allowing the customer to either make arrangements to pay the unpaid balance, contact Customer Service for payment arrangement, or relocate the resident in special danger before disconnection occurs. In addition to the delivery of a Disconnection Notice, Customer Service Representative will attempt to contact the account holder via phone to advise of the one (1) day extension prior to disconnection. In the event that Customer Service is unable to make contact via phone, the Representative will attempt to leave a voice mail message. The City's inability to contact the customer shall not be cause to further extend the disconnection date.

SECTION 18:
RETURNED CHECKS / EFT / ACH / CHARGE BACKS

If a check, EFT, or ACH is received by the City of Griffin for payment of a utility statement, the payment method will be processed for payment as soon as possible. Should the payment method fail to clear the bank or institution on which it is drawn, for any reason, the customer will be notified and the service in question shall be subject to disconnection within fifteen (15) days. A Returned Check/EFT/ACH charge will be applied for the additional handling of the returned payment method, regardless of the reason. Returned check, EFT, and ACH charges are set forth on the City of Griffin's Fee Schedule. Once a Returned Check/EFT/ACH is received by the City of Griffin, the account will be "flagged" and future payments must be paid in cash, cashier's check, credit card or money order for a period of twelve (12) months. Customers having more than three (3) returned items (EFT, ACH, credit payments, etc.) will be subject to their account becoming cash only. Customers having items returned as a chargeback (*See Section 3, Definitions*) will be placed on cash only for a period of twelve (12) months.

Under no circumstances will a check be accepted by the City of Griffin if the person presenting the check states or implies that monies are not currently in the account sufficient to clear the check, nor will a post-dated check be accepted as payment for any portion of an account owed to the City of Griffin.

If the returned check/EFT/ACH is not due to Customer's error, but the Bank's error, the customer may bring a letter from his/her bank stating why the error occurred. If this letter is approved by Customer Service, the returned check/EFT/ACH fee and the check restriction may be removed.

SECTION 19: COLLECTIONS

Unpaid final statements for a prior location for a customer may be transferred to the customer's active (new) location once the prior location's account is 30 days past the due date.

If an account is inactive and the customer does not currently hold an active account elsewhere, the final bill will be placed with a collection agency once the account has been inactive for ninety (90) days. Collection agencies have special resources to help them locate customers that have moved. Agencies can also affect the credit standing of the debtor. Any legal or agency fees incurred by the City of Griffin, associated with the collection of a delinquent statement, will be the responsibility of the customer. Once an account has been referred to the City of Griffin's Collection Agency, customers must coordinate payments to the agency directly.

SECTION 20: BANKRUPTCY

Federal bankruptcy law directly affects the ability of the City of Griffin to discontinue utility service. A key factor is whether the discontinuance of utility service, when done in compliance with the City's own policies and procedures, was completed before or after the filing of the bankruptcy proceeding.

a) **Discontinuance before Bankruptcy:** Utility service may be discontinued at any time prior to the filing of a bankruptcy petition in the event of default (nonpayment) by the customer. In such a case, the City of Griffin does not need to reconnect the service unless, within thirty (30) days after the bankruptcy filing, the customer or his trustee provides the City of Griffin with adequate assurance of payment (a deposit) for services provided after the bankruptcy filing. Pre-bankruptcy deposits will be applied toward pre-bankruptcy charges and any remaining balance will be charged to the Bankruptcy Write-off Account.

b) **Discontinuance after Bankruptcy:** Utility services may not be altered, refused or disconnected based solely on the bankruptcy filing or the customer's failure to pay for pre-bankruptcy service. However, the City of Griffin has the right to demand assurance of payment (a deposit) for further service after the bankruptcy. The bankrupt customer or

his trustee has thirty (30) days from the bankruptcy filing to provide such assurance. During that period the City of Griffin must continue to provide service to the customer. If this adequate assurance is not provided within thirty (30) days, then the service can be discontinued by the City of Griffin.

c) **Failure to Pay for New Service:** Upon filing for bankruptcy, the customer shall be responsible for all post-bankruptcy charges which may include establishing a new utility account, and to provide assurance of payment (a deposit) for further service after the bankruptcy. Payments relating to the post-bankruptcy charges are not protected by the bankruptcy proceeding. All payment terms previously described for utility service shall apply. Failure to make on time payments shall subject the new account to disconnection for non-payment as described in this policy.

Payments received from bankruptcy and write-off accounts will be considered as bad debt recovery funds and credited to the bankruptcy write-off account or as a credit to the write-off account.

SECTION 21: CUSTOMER COMMUNICATIONS

SECTION 21.1: CUSTOMER SERVICE REPRESENTATIVES

Customer Service Representatives provide their first name to a customer during all conversations, whether in person, by telephone, electronically, or by any other means. The representative shall have immediate access to the most current detailed information available concerning the customer's account and previous contact with the City of Griffin, and shall be properly qualified and instructed in the screening and prompt handling of customer issues.

A Customer Service Department Representative, whether in person or over the telephone, will assist the customer in resolving an issue from start to finish. Any research that is needed will be handled by the Representative.

The Representative has a 48-hour time period in which to resolve the customer's issue. In the event an issue will take longer than 48 hours to resolve, the Representative should attempt to notify the customer as soon as practicable to explain the reason for the delay and provide an estimated time period for resolution. Representatives should keep the customer updated throughout the process as necessary.

SECTION 21.2: TELEPHONE AND OTHER CONTACT INFORMATION

The main number for reaching the Customer Service Department is 770-229-6403. The Customer Service Department is staffed during the business hours of 8:00 am through 6:00 pm, Monday through Friday (except holidays), to handle routine business questions and other communications. Telephone messages left for Customer Service Representative will be returned within the next business day. Utility emergencies can be reported to the same number during normal business hours, or by calling System Operations at 770-229-6406 after 6:00 pm

weekdays, and during weekends and holidays. The System Operations Office is staffed 24 hours a day to respond to problems or complaints of an emergency nature.

SECTION 22: COMPLAINT PROCEDURE

Complaints concerning the charges, practices, facilities, or services of the City of Griffin or Spalding County, as applicable, shall be investigated promptly and thoroughly. The Customer Service Department shall keep records of written complaints based upon the records retention schedule for the City of Griffin. Customers are required to submit previously unresolved verbal complaints in writing, containing the following information:

a) Name(s) of complainant
b) Account number of complainant
c) Address(s) of complainant
d) Telephone number(s) of complainant
e) Nature of the complaint
f) Relief sought

Initial contact by a customer regarding a complaint shall be made with a Customer Service Representative of the City of Griffin. The complaint may be pursued with the appropriate supervisor or the Customer Service Manager, in that order, if the customer is not satisfied with the handling of the complaint. A written complaint may be filed with the appropriate Utility Director or designee if the customer is not satisfied with the manager's handling of the complaint. If customer is dissatisfied with resolution from the Director, then the complaint may be escalated to the City Manager. Resolution of the complaint at that time will be final.

SECTION 23: CUSTOMER INFORMATION RECORDS

SECTION 23.1: CUSTOMER PRIVACY

The City of Griffin shall abide by the limitations imposed upon operators in the use, collection and disclosure of personally identifiable customer information by the Federal Privacy Act, and by any other State or Federal Regulatory agency with jurisdiction over such information.

The confidentiality of consumer account information is defined in "The Fair and Accurate Credit Transaction Act of 2003", P.L. 108-159 and the regulations issued by the Federal Trade Commission in 2009, known as "Red Flag Warnings". The City of Griffin acts as a creditor for purposes of operating its utilities.

SECTION 23.2: RETENTION OF CUSTOMER INFORMATION

Retention of personally identifiable customer information shall be discontinued when it is no longer required by law or the City's record retention schedule and shall be properly destroyed.

All documents that are retained by the City of Griffin remain the City of Griffin's property until such time they may be purged pursuant to the City of Griffin's retention schedule.

SECTION 23.3:
DISCLOSURE REQUIRED BY LAW OR COURT ORDER

The City of Griffin shall only release utility records to the extent required by the Georgia Open Records Act, court order, subpoena, or other state or federal law requiring such disclosure. Authorities seeking disclosure of personally identifiable information shall be required to provide a court order or subpoena, served upon the City Manager and Customer Service Manager.

SECTION 23.4: INFORMAL INSPECTION

Customers or their representatives seeking to inspect their own utility records, including their own personally identifiable information, shall be permitted to review such documents during normal business hours; provided, however, that the Customer's representative must provide a notarized statement authorizing them to act on behalf of the customer. Customers shall have the right to request the correction of any information within their records they determine to be inaccurate. Customers wishing to obtain a copy of their utility records must submit an Open Records Request.

SECTION 23.5: LEGAL REMEDIES

Customers shall have the right to seek all other legal remedies available to them under Georgia law as it relates to the City's provision of utility service or the Service Agreement between the City and the customer.

SECTION 24: ADOPTION AND DISCLAIMER

The Board of City Commissioners reserves the right to change the rules, regulations, rights, rates, and fees pertaining to the use and provision of utility services from time to time; provided, however, that such changes shall be approved by the Board of Commissioners at a public meeting, unless the City has enacted emergency procedures set forth in the Code of Griffin.

This Customer Service Policy may be amended by the City of Griffin Board of Commissioners at a public meeting, with implementation, in whole or in part, as soon as practicable after approval of the amendment as presented.

If any clause or portion of this policy is held to be illegal and of no effect, the remainder of the policy shall remain unaffected and shall be enforced to the fullest extent allowed by law.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider Resolution approving the standardized form for the Service Contract and Blanket Service Contract for the provision of utility services to customers of the City's combined utility system. *Customer Service Manager, Rita Bagwell, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The Service Contract is used to establish utility service for customers of the City's combined utility system, with the exception of fiber and phone services. The Service Contract incorporates the City of Griffin Customer Service Policy and requires the Customer to initial certain terms and conditions prior to establishing service.

The Blanket Service Contract allows property owners who own and lease at least five properties served by the City's combined utility system to apply to be a default customer at those properties. In the event a tenant residing at one of the default customer's properties closes their individual account, the Blanket Service Agreement authorizes the City to transfer service to the default customer in order to prevent interruptions of service on the property during periods when the property might be vacant. By signing the Blanket Service Contract, the default customer agrees to the same terms and conditions of every other customer, including the Customer Service Policy; however, default customers do not pay a connection fee upon transfer.

Neither the Service Contract or the Blanket Service Contract apply to the City's provision of fiber or Voice Over IP phone services. These services utilize a separate Master Services Agreement which was approved by the Board of Commissioners on April 26, 2022.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

N/A

Submitted By:
Kelsey Carden

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Resolution - Form of Service Contract and Blanket Service Contract for Utility Service.pdf
Amended Service Contract w Terms 12.1.23.pdf
Amended Blanket Service Agreement 12.6.23.pdf

No. 23-

A RESOLUTION

A RESOLUTION BY THE BOARD OF COMMISSIONERS FOR THE CITY OF GRIFFIN, GEORGIA, APPROVING THE FORM OF THE SERVICE CONTRACT AND BLANKET SERVICE CONTRACT FOR UTILITY SERVICE AND AUTHORIZING THE CITY OF GRIFFIN CUSTOMER SERVICE DIVISION STAFF TO ACCEPT BINDING CONTRACTS TAKING THE FORM APPROVED FOR PURPOSES OF PROVIDING UTILITY SERVICES TO ITS CUSTOMERS, UNTIL SUCH TIME AS THIS RESOLUTION IS SUPERSEDED AND/OR UNTIL THE BOARD OF COMMISSIONERS APPROVES AN AMENDED FORM OF THE SERVICE CONTRACT OR BLANKET SERVICE CONTRACT; AND FOR OTHER PURPOSES.

WHEREAS, the City of Griffin requires customers to execute a Service Contract and/or a Blanket Service Contract for purposes of establishing the terms of the City's provision of utility services to customers who execute said contract;

WHEREAS, the Board desires to approve forms of the Service Contract and the Blanket Service Contract;

WHEREAS, the Board recognizes the importance of executing these contracts as efficiently as possible;

WHEREAS, the Board desires to authorize the execution of the Service Contract and Blanket Service Contract taking the form approved by the Board of Commissioners, without the need for approval of each individual contract at a regularly scheduled meeting of this Commission, in order to create an efficient system for finalizing said contracts;

NOW THEREFORE, BE IT RESOLVED AND IT IS ESTABLISHED THAT the Board of Commissioners hereby approve the form of the Service Contract, attached hereto as Exhibit "A," and the Blanket Service Contract, attached hereto as Exhibit "B," (hereinafter, collectively, "Contracts") for purposes of establishing the terms of the City's provision of utility services to customers who execute said contracts.

[CONTINUED ON FOLLOWING PAGE]

BE IT FURHTER RESOLVED that Customer Service is hereby authorized to accept Contracts taking the form approved herein for purposes of establishing a binding agreement for the provision of utility service, without the need to submit each individual contract to this Commission for approval at a regularly scheduled meeting. Each Contract must be signed by the Customer and accepted by Customer Service to be binding; provided, however, that no Contract taking this form shall bind the City to provide such utility service in violation of the terms of the Customer Service Policy, and the City reserves the right to deny or discontinue service in accordance said Policy.

SO RESOLVED, this 12TH day of December, 2023.

_____

Douglas S. Hollberg, Mayor

ATTEST:

_____

Jessica O'Connor, Secretary

EXHIBIT "A"

SERVICE CONTRACT

770-229-6403 Hours of Operation Monday - Friday 8:00 am - 6:00 pm
After Hours System Operations (After Business Hours) 770-229-6406

ACCOUNT: _____ **Due Date:** _____

Name: _____ Name of Spouse: _____

Service Address: _____

Mailing Address: _____

Driver's License or ID #: _____ Social Security #: _____

Tax ID or EIN # (Business Customers Only): _____

Phone: ( ) _____ Work: ( ) _____ Cell: ( ) _____

Email Address: _____

Place of Employment & Address: _____

~ This contract is subject to the terms and conditions shown on PAGE 2.

I, the undersigned person, do hereby authorize the City to furnish the service as designated above to the person and at the address shown above, subject to the terms and conditions endorsed hereon and the City of Griffin Customer Service Policy, which are hereby made part of this contract.

I understand that it is my responsibility to check the plumbing system for potential problems (e.g., busted pipes, open spigots, valves, and faucets). The City of Griffin will not be responsible for any water damages inside the home due to water service activation that has been requested by the applicant. In the event that the water is left off due to a spin on the meter (e.g., busted pipes, open spigots, valves, and/or faucets) customer may request an additional trip to turn on the water at no charge. At that time, if the water meter continues to spin due to busted pipes, open spigots, valves, and/or faucets the meter will remain off. Any requests for additional trips will then be subject for an additional field trip fee (per each visit).

I understand that failure to notify the City to discontinue service when I vacate the property will result in continued utility service and bills.

I understand that I will be responsible for all charges until such time as the services are ordered off, and that the ***charges on my first bill that** . **do not include usage are NON-REFUNDABLE.**

Signature: X _____ Date: X _____

OFFICE USE ONLY

New Service / Transfer: Final bill for _____ will be mailed to new location # _____ .
If not paid by due date, the balance will be transferred to new location.

Date To Be Worked: _____ CITY COUNTY

Lease Verification Info:
Property Owner: _____ Phone: ( ) _____ Date: _____ Initials: _____

TYPE OF SERVICE

ELECTRIC:	Yes	No	Residential	Commercial	
Security Light	Yes	No			
WATER	Yes	No	**SEWAGE:**	Yes	No
SOLID WASTE:	Yes	No	Apartment	Residential	Commercial
STORMWATER:	Yes	No	RES 1	RES 2	Commercial
YARD WASTE:	Yes	No			
CUSTOMER SERVICE FEE:	Yes	No			

CHARGES		**PAYMENT METHOD**			***CHARGES ON FIRST BILL PLUS USAGE**	
Electric Deposit		Cash			Connection Fee	
Water Deposit		Check #			Solid Waste Container Fee	
After Hours Fee		Money Order #			Credit Report Fee	
Credit Card Fee		Credit Card	Mastercard	Visa	Request For Credit Report	
Reconnect Fee					Deposit Waived Per On Line	
Deposit To Be Transferred From		Exp Date			**THESE CHARGES ARE *NON-REFUNDABLE***	

TERMS AND CONDITIONS REFERRED TO AND MADE PART OF THIS CONTRACT

****** INITIAL BESIDE EACH NUMBER ******

_____ 1. The City of Griffin, Georgia ("City") agrees to deliver electricity or water to the customer at a point near the customer's property, or to provide sewer service at a point selected by the City near the customer's property, or some or all of these services subscribed for according to Page 1 of this Contract, hereinafter collectively referred to as "Service."

_____ 2. A. The customer will pay for the service at the regular rates now or hereafter established by the Board of Commissioners of the City of Griffin.

B. In the case of meter service, when the meter fails to register properly the customer agrees to pay for the service based on the average of the preceding month's usage of service.

C. Upon receipt, all bills will be paid by the customer at the City offices. Payments mailed will be credited when received.

_____ 3. A. The City will use diligence in providing regular and uninterrupted service, but shall not be liable in the case of interrupted service.

B. This contract shall exist until cancelled by the City or the customer upon thirty (30) days notice to the other. The City shall have the right to discontinue the service **without notice** for any of the following purposes without causing termination of this contract:

a. For repairs;
b. For want of supply;
c. For nonpayment of a service bill;
d. On an account of or to prevent fraud;
e. For the violation by the customer of any provision of this contract;
f. For any other reason set forth within the City of Griffin Customer Service Policy.

_____ 4. The customer will furnish, at their own expense, all necessary wiring and piping, except meters and meter boxes which shall be furnished by the City. All wiring and piping must conform to all code standards set forth in the Code of Griffin, Georgia and any other policies of the City of Griffin, Georgia.

_____ 5. A. The City shall have the right of access to the customer's premises at all times during this contract and upon its termination for the purpose of reading meters, inspecting and repairing service apparatus, and removing its property for replacement or upon termination of the contract.

B. The City will not be required to examine any concealed wires, or pipes or appliances on the customer's property, nor is the City liable for any defect or deterioration of any such wires or pipes or appliances.

_____ 6. The customer will not permit anyone other than authorized employees of the City to interfere or tamper with the City meters and service connections and will further pay the City for all damages to its property located at or upon the customer's premises. No other person or property will be furnished service through the meters installed under this contract.

_____ 7. The City is a Combined Utility. The customer will not have a selection of services. The services provided to each property will depend on its location. Customers inside the City limits will need to call the Solid Waste Department at (770) 229-6421 to have a trash receptacle provided. Failure to call the Solid Waste Department will not result in charges being removed from the customer's bill.

_____ 8. The City of Griffin Customer Service Policy is hereby incorporated by reference into this contract, and services shall be provided in accordance with these terms and the Customer Service Policy. The customer acknowledges that the policy can be reviewed at Customer Service or on the City of Griffin's website.

EXHIBIT "B"

CITY OF GRIFFIN
BLANKET SERVICE CONTRACT

Default Customer Name: _____

Authorized Representative Name & Title: _____
(if different than Default Customer Name)

Default Customer Mailing Address: _____

_____

Default Customer Driver's License No: _____

Default Customer SSN: _____

Default Customer Tax ID or EIN: _____
(Business Entity Only)

Default Customer Cell Phone: _____

Default Customer Work Phone: _____

Default Customer Email: _____

WHEREAS, the City is a supplier of utilities, including electricity, water, sewer, yard waste, solid waste, and stormwater service, to residential and commercial customers both within and without the municipal limits;

WHEREAS, the undersigned Default Customer is the owner and/or rental agent of certain real properties, more fully described in Exhibit "A" attached and incorporated hereto, which from time to time are lease and rented to tenants who must assume responsibility for their own utilities; and

WHEREAS, the undersigned Default Customer desires to assure that utilities to the premises are not cut off or suspended during such periods as the premises are not leased or occupied;

NOW, THEREFORE, BE IT AGREED:

1. Default Customer affirms it owns or manages a minimum of five (5) properties serviced by the City of Griffin, and a minimum of five (5) service addresses must be listed in Exhibit "A" to qualify for default customer status. All of the properties listed in Exhibit "A" shall be referred to as "Default Locations" under this agreement and shall be individually subject to terms of the City of Griffin Customer Service Policy.

2. Default Customer acknowledges that, from time to time, tenants may execute individual service contracts for utility service at the Default Locations if they provide proof of a lease.

3. Default Customer agrees that the intent of this Blanket Service Contract is intended to assure that utilities are continuously provided to the premises, without interruption, during those periods when the Default Location(s) are not leased or occupied by tenants.

4. Default Customer authorizes the City to provide utilities to the Default Locations described in Exhibit "A" attached hereto, subject to the terms and conditions attached as Exhibit "B" and the Customer Service Policy, which are hereby made a part of this Contract.

5. Default Customer agrees to pay for all services to the Default Location(s) during the periods when an individual tenant has not entered into a service contract for the property, at such rates and fees now or hereafter established by the Board of Commissioners of the City.

6. Default Customer shall notify the City, in writing, of any changes in occupancy or ownership of the Default Locations covered by this Agreement, or in the effective dates of any changes affecting rental or occupancy of the Default Locations. Otherwise, the City shall be entitled to rely upon this agreement in servicing the Default Locations and shall look solely to the Default Customer for payment of services rendered.

7. Default Customer understands it is responsible for checking the plumbing system for potential problems (e.g., busted pipes, open spigots, valves, and faucets). The City of Griffin will not be responsible for any water damages inside the home due to water service activation that has been requested by the applicant. In the event that the water is left off due to a spin on the meter (e.g., busted pipes, open spigots, valves, and/or faucets) Default Customer may request an additional trip to turn on the water at no charge. At that time, if the water meter continues to spin due to busted pipes, open spigots, valves, and/or faucets the meter will remain off. Any requests for additional trips will then be subject for an additional field trip fee (per each visit).

Signature of Default Customer: _____ Date: _____

Printed Name: _____

Its: _____

Exhibit "A"

Default Locations Subject to Blanket Service Agreement

Street Address, Tax Parcel No, and Unit Number must be included
Minimum of service addresses required to qualify

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

A separate sheet may be attached if there are more service addresses needed

Exhibit "B"

TERMS AND CONDITIONS OF BLANKET SERVICE CONTRACT

*** INITIAL BESIDE EACH NUMBER ***

_____ 1. The City of Griffin, Georgia ("City") agrees to deliver electricity or water to the customer at a point near the customer's property, or to provide sewer service at a point selected by the City near the customer's property, or some or all of other services as subscribed.

_____ 2. A. The customer will pay for the service at the regular rates now or hereafter established by the Board of Commissioners of the City of Griffin.

B. In the case of meter service, when the meter fails to register properly the customer agrees to pay for the service based on the average of the preceding month's usage of service.

C. Upon receipt, all bills will be paid by the customer at the City offices. Payments mailed will be credited when received.

_____ 3. A. The City will use diligence in providing regular and uninterrupted service, but shall not be liable in the case of interrupted service.

B. This contract shall exist until cancelled by the City or the customer upon thirty (30) days' notice to the other. The City shall have the right to discontinue the service **without notice** for any of the following purposes without causing termination of this contract:

a. For repairs;
b. For want of supply;
c. For nonpayment of a service bill;
d. On an account of or to prevent fraud;
e. For the violation by the customer of any provision of this contract;
f. For any other reason set forth within the City of Griffin Customer Service Policy.

_____ 4. The customer will furnish, at their own expense, all necessary wiring and piping, except meters and meter boxes which shall be furnished by the City. All wiring and piping must conform to all code standards set forth in the Code of Griffin, Georgia and any other policies of the City of Griffin, Georgia.

_____ 5. A. The City shall have the right of access to the customer's premises at all times during this contract and upon its termination for the purpose of reading meters, inspecting and repairing service apparatus, and removing its property for replacement or upon termination of the contract.

B. The City will not be required to examine any concealed wires, or pipes or appliances on the customer's property, nor is the City liable for any defect or deterioration of any such wires or pipes or appliances.

_____ 6. The customer will not permit anyone other than authorized employees of the City to interfere or tamper with the City meters and service connections and will further pay the City for all damages to its property located at or upon the customer's premises. No other person or property will be furnished service through the meters installed under this contract.

_____ 7. The City is a Combined Utility. The customer will not have a selection of services. The services provided to each property will depend on its location. Customers inside the City limits will need to call the Solid Waste Department at (770) 229-6421 to have a trash receptacle provided. Failure to call the Solid Waste Department will not result in charges being removed from the customer's bill.

_____ 8. The City of Griffin Customer Service Policy is hereby incorporated by reference into this contract, and services shall be provided in accordance with these terms and the Customer Service Policy. The customer acknowledges that the policy can be reviewed at Customer Service or on the City of Griffin's website.

SERVICE CONTRACT

770-229-6403 Hours of Operation Monday - Friday 8:00 am - 6:00 pm
After Hours System Operations (After Business Hours) 770-229-6406

ACCOUNT: _____ **Due Date:** _____

Name: _____ Name of Spouse: _____

Service Address: _____

Mailing Address: _____

Driver's License or ID #: _____ Social Security #: _____

Tax ID or EIN # (Business Customers Only): _____

Phone: ( ) _____ Work: ( ) _____ Cell: ( ) _____

Email Address: _____

Place of Employment & Address: _____

~ This contract is subject to the terms and conditions shown on PAGE 2.

I, the undersigned person, do hereby authorize the City to furnish the service as designated above to the person and at the address shown above, subject to the terms and conditions endorsed hereon and the City of Griffin Customer Service Policy, which are hereby made part of this contract.

I understand that it is my responsibility to check the plumbing system for potential problems (e.g., busted pipes, open spigots, valves, and faucets). The City of Griffin will not be responsible for any water damages inside the home due to water service activation that has been requested by the applicant. In the event that the water is left off due to a spin on the meter (e.g., busted pipes, open spigots, valves, and/or faucets) customer may request an additional trip to turn on the water at no charge. At that time, if the water meter continues to spin due to busted pipes, open spigots, valves, and/or faucets the meter will remain off. Any requests for additional trips will then be subject for an additional field trip fee (per each visit).

I understand that failure to notify the City to discontinue service when I vacate the property will result in continued utility service and bills.

I understand that I will be responsible for all charges until such time as the services are ordered off, and that the ***charges on my first bill that** . **do not include usage are NON-REFUNDABLE.**

Signature: X _____ Date: X _____

OFFICE USE ONLY

New Service / Transfer: Final bill for _____ will be mailed to new location # _____ .
If not paid by due date, the balance will be transferred to new location.

Date To Be Worked: _____ CITY COUNTY

Lease Verification Info:
Property Owner: _____ Phone: ( ) _____ Date: _____ Initials: _____

TYPE OF SERVICE

ELECTRIC:	Yes	No	Residential	Commercial		
Security Light	Yes	No				
WATER	Yes	No	**SEWAGE:**	Yes	No	
SOLID WASTE:	Yes	No	Apartment	Residential	Commercial	
STORMWATER:	Yes	No	RES 1	RES 2	Commercial	
YARD WASTE:	Yes	No				
CUSTOMER SERVICE FEE:	Yes	No				

CHARGES		**PAYMENT METHOD**			***CHARGES ON FIRST BILL PLUS USAGE**	
Electric Deposit		Cash			Connection Fee	
Water Deposit		Check #			Solid Waste Container Fee	
After Hours Fee		Money Order #			Credit Report Fee	
Credit Card Fee		Credit Card	Mastercard	Visa	Request For Credit Report	
Reconnect Fee					Deposit Waived Per On Line	
Deposit To Be Transferred From		Exp Date			**THESE CHARGES ARE *NON-REFUNDABLE***	

TERMS AND CONDITIONS REFERRED TO AND MADE PART OF THIS CONTRACT

****** INITIAL BESIDE EACH NUMBER ******

_____ 1. The City of Griffin, Georgia ("City") agrees to deliver electricity or water to the customer at a point near the customer's property, or to provide sewer service at a point selected by the City near the customer's property, or some or all of these services subscribed for according to Page 1 of this Contract, hereinafter collectively referred to as "Service."

_____ 2. A. The customer will pay for the service at the regular rates now or hereafter established by the Board of Commissioners of the City of Griffin.

B. In the case of meter service, when the meter fails to register properly the customer agrees to pay for the service based on the average of the preceding month's usage of service.

C. Upon receipt, all bills will be paid by the customer at the City offices. Payments mailed will be credited when received.

_____ 3. A. The City will use diligence in providing regular and uninterrupted service, but shall not be liable in the case of interrupted service.

B. This contract shall exist until cancelled by the City or the customer upon thirty (30) days notice to the other. The City shall have the right to discontinue the service **without notice** for any of the following purposes without causing termination of this contract:

a. For repairs;
b. For want of supply;
c. For nonpayment of a service bill;
d. On an account of or to prevent fraud;
e. For the violation by the customer of any provision of this contract;
f. For any other reason set forth within the City of Griffin Customer Service Policy.

_____ 4. The customer will furnish, at their own expense, all necessary wiring and piping, except meters and meter boxes which shall be furnished by the City. All wiring and piping must conform to all code standards set forth in the Code of Griffin, Georgia and any other policies of the City of Griffin, Georgia.

_____ 5. A. The City shall have the right of access to the customer's premises at all times during this contract and upon its termination for the purpose of reading meters, inspecting and repairing service apparatus, and removing its property for replacement or upon termination of the contract.

B. The City will not be required to examine any concealed wires, or pipes or appliances on the customer's property, nor is the City liable for any defect or deterioration of any such wires or pipes or appliances.

_____ 6. The customer will not permit anyone other than authorized employees of the City to interfere or tamper with the City meters and service connections and will further pay the City for all damages to its property located at or upon the customer's premises. No other person or property will be furnished service through the meters installed under this contract.

_____ 7. The City is a Combined Utility. The customer will not have a selection of services. The services provided to each property will depend on its location. Customers inside the City limits will need to call the Solid Waste Department at (770) 229-6421 to have a trash receptacle provided. Failure to call the Solid Waste Department will not result in charges being removed from the customer's bill.

_____ 8. The City of Griffin Customer Service Policy is hereby incorporated by reference into this contract, and services shall be provided in accordance with these terms and the Customer Service Policy. The customer acknowledges that the policy can be reviewed at Customer Service or on the City of Griffin's website.

CITY OF GRIFFIN
BLANKET SERVICE CONTRACT

Default Customer Name: _____

Authorized Representative Name & Title: _____
(if different than Default Customer Name)

Default Customer Mailing Address: _____

_____

Default Customer Driver's License No: _____

Default Customer SSN: _____

Default Customer Tax ID or EIN: _____
(Business Entity Only)

Default Customer Cell Phone: _____

Default Customer Work Phone: _____

Default Customer Email: _____

WHEREAS, the City is a supplier of utilities, including electricity, water, sewer, yard waste, solid waste, and stormwater service, to residential and commercial customers both within and without the municipal limits;

WHEREAS, the undersigned Default Customer is the owner and/or rental agent of certain real properties, more fully described in Exhibit "A" attached and incorporated hereto, which from time to time are lease and rented to tenants who must assume responsibility for their own utilities; and

WHEREAS, the undersigned Default Customer desires to assure that utilities to the premises are not cut off or suspended during such periods as the premises are not leased or occupied;

NOW, THEREFORE, BE IT AGREED:

1. Default Customer affirms it owns or manages a minimum of five (5) properties serviced by the City of Griffin, and a minimum of five (5) service addresses must be listed in Exhibit "A" to qualify for default customer status. All of the properties listed in Exhibit "A" shall be referred to as "Default Locations" under this agreement and shall be individually subject to terms of the City of Griffin Customer Service Policy.
2. Default Customer acknowledges that, from time to time, tenants may execute individual service contracts for utility service at the Default Locations if they provide proof of a lease.

3. Default Customer agrees that the intent of this Blanket Service Contract is intended to assure that utilities are continuously provided to the premises, without interruption, during those periods when the Default Location(s) are not leased or occupied by tenants.

4. Default Customer authorizes the City to provide utilities to the Default Locations described in Exhibit "A" attached hereto, subject to the terms and conditions attached as Exhibit "B" and the Customer Service Policy, which are hereby made a part of this Contract.

5. Default Customer agrees to pay for all services to the Default Location(s) during the periods when an individual tenant has not entered into a service contract for the property, at such rates and fees now or hereafter established by the Board of Commissioners of the City.

6. Default Customer shall notify the City, in writing, of any changes in occupancy or ownership of the Default Locations covered by this Agreement, or in the effective dates of any changes affecting rental or occupancy of the Default Locations. Otherwise, the City shall be entitled to rely upon this agreement in servicing the Default Locations and shall look solely to the Default Customer for payment of services rendered.

7. Default Customer understands it is responsible for checking the plumbing system for potential problems (e.g., busted pipes, open spigots, valves, and faucets). The City of Griffin will not be responsible for any water damages inside the home due to water service activation that has been requested by the applicant. In the event that the water is left off due to a spin on the meter (e.g., busted pipes, open spigots, valves, and/or faucets) Default Customer may request an additional trip to turn on the water at no charge. At that time, if the water meter continues to spin due to busted pipes, open spigots, valves, and/or faucets the meter will remain off. Any requests for additional trips will then be subject for an additional field trip fee (per each visit).

Signature of Default Customer: _____ Date: _____

Printed Name: _____

Its: _____

Exhibit "A"

Default Locations Subject to Blanket Service Agreement

Street Address, Tax Parcel No, and Unit Number must be included
Minimum of service addresses required to qualify

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

A separate sheet may be attached if there are more service addresses needed

Exhibit "B"

TERMS AND CONDITIONS OF BLANKET SERVICE CONTRACT

*** INITIAL BESIDE EACH NUMBER ***

_____ 1. The City of Griffin, Georgia ("City") agrees to deliver electricity or water to the customer at a point near the customer's property, or to provide sewer service at a point selected by the City near the customer's property, or some or all of other services as subscribed.

_____ 2. A. The customer will pay for the service at the regular rates now or hereafter established by the Board of Commissioners of the City of Griffin.

B. In the case of meter service, when the meter fails to register properly the customer agrees to pay for the service based on the average of the preceding month's usage of service.

C. Upon receipt, all bills will be paid by the customer at the City offices. Payments mailed will be credited when received.

_____ 3. A. The City will use diligence in providing regular and uninterrupted service, but shall not be liable in the case of interrupted service.

B. This contract shall exist until cancelled by the City or the customer upon thirty (30) days' notice to the other. The City shall have the right to discontinue the service **without notice** for any of the following purposes without causing termination of this contract:

a. For repairs;
b. For want of supply;
c. For nonpayment of a service bill;
d. On an account of or to prevent fraud;
e. For the violation by the customer of any provision of this contract;
f. For any other reason set forth within the City of Griffin Customer Service Policy.

_____ 4. The customer will furnish, at their own expense, all necessary wiring and piping, except meters and meter boxes which shall be furnished by the City. All wiring and piping must conform to all code standards set forth in the Code of Griffin, Georgia and any other policies of the City of Griffin, Georgia.

_____ 5. A. The City shall have the right of access to the customer's premises at all times during this contract and upon its termination for the purpose of reading meters, inspecting and repairing service apparatus, and removing its property for replacement or upon termination of the contract.

B. The City will not be required to examine any concealed wires, or pipes or appliances on the customer's property, nor is the City liable for any defect or deterioration of any such wires or pipes or appliances.

_____ 6. The customer will not permit anyone other than authorized employees of the City to interfere or tamper with the City meters and service connections and will further pay the City for all damages to its property located at or upon the customer's premises. No other person or property will be furnished service through the meters installed under this contract.

_____ 7. The City is a Combined Utility. The customer will not have a selection of services. The services provided to each property will depend on its location. Customers inside the City limits will need to call the Solid Waste Department at (770) 229-6421 to have a trash receptacle provided. Failure to call the Solid Waste Department will not result in charges being removed from the customer's bill.

_____ 8. The City of Griffin Customer Service Policy is hereby incorporated by reference into this contract, and services shall be provided in accordance with these terms and the Customer Service Policy. The customer acknowledges that the policy can be reviewed at Customer Service or on the City of Griffin's website.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Resolution adopting the proposed changes to the Personnel Policy to be effective on January 1, 2024. *Stephanie Woods, Human Resources Director, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The Personnel Policy is periodically reviewed to ensure compliance with applicable laws, and to update or make changes necessary to attract and retain a talented workforce. The last Personnel Policy was adopted and effective on February 9, 2021. Revisions to the current Personnel Policy were presented at the workshop this morning and discussion was held. The revised version of the Personnel Policy would be effective on January 1, 2024 and will supersede and replace the former version.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

N/A

Submitted By:
Stephanie Woods

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Personnel Policy Proposal Highlights for 1.1.24.pdf
Proposed Personnel Policy for 1.1.24.pdf
Resolution for Approval of Personnel Policy 12.08.2023.pdf

December 12, 2023

The current City of Griffin personnel policy was approved by the Board of Commissioners on 11/26/19. At this time December 12, 2023, we are recommending changes to the personnel policy with an effective date of January 1, 2024. This is a summary of the significant changes to the fully revised policy that staff is recommending to have Board approval on.

Article 1. Introductions. No significant changes.

Article 2. Equal Employment Opportunity and Non-Discrimination.

Current: Equal Employment Opportunity and American with Disabilities Act is well defined and examples given; however, how to lodge a "complaint" and "Retaliation" was not addressed.

Proposal:

1. Complaint process is clearly defined with several different options on whom to go to.

2. Retaliation is defined and the consequences of retaliating against someone.

3. The addition of information on the City's Employee Diversity and Inclusion team (EDIT) which was not addressed in the current version of the policy as it was not in formation at the time of adoption.

Article 3. Recruitment and Selection. No significant changes.

Article 4. Establishment of Positions. No significant changes.

Article 5. General Employment Rules.

Current: Reinstatement of an employee is allowed within a six-month period of the person leaving and returning.

Proposal:

1. Reinstatement of an employee is allowed only within a three-month period of the person leaving and returning.

2. The addition of information addressing what happens if an employee is re-hired or reinstated and what happens in regards to the Pension Plan.

Current: A Department Director may recommend a rate higher than the minimum pay rate up to a maximum of 10%

Proposal: A matrix has been developed to substantiate the higher rate. The matrix includes factors such as certifications and education not required of the job.

Current: Probationary Period really only addressed full-time employees.

Proposal:

1. Probationary Period has been broken out to make it clear that all new employees are in an Initial Probationary Period. Other probationary periods are detailed specifically (i.e., promotion, disciplinary, reinstatement).

2. Other Additions:

   a. Physical Fitness for Public Safety Employees has been added pursuant to CALEA standards and Fire standards.

   b. Temporarily Performing Different Duties Exemption has been added. This is where in the case of an emergency situation that directly threatens human life or safety, serious damage to property or serious disruption to the operations of the City (and beyond the City's control), the City Manager has the authority to temporarily re-assign an exempt employees' primary duties and re-classify him or her to a non-exempt status which would be re-assessed every 30 days.

   c. "Stand-by Time" has been added. This is time that a non-exempt employee shall be available after completing his or her regular work shift in which the employee is required to be available for call back to return to work in case of emergency or need. Currently there is no compensation for Stand-by Time. We are proposing to add $8 per day for each employee that serves Stand-by Time. This does not include Public Safety positions.

   d. "Call back Pay" is in the current policy; however, the total period of compensation was not clear. The proposal is that the employee will be compensated from the time of leaving his or her current whereabouts for the greater of two hours or for the actual hours worked.

   e. "Differential Pay" has been added specific to the Police Department. This includes Detective Detail Pay and K9 Handler Pay. Both include an additional one hour of pay for each day for those duly classified and fulfilling the tasks.

   f. "Employee Relationships" have been more clearly defined and what the expectations are for such.

   g. Expectations on "Parking" and "Solicitations" have been defined.

Article 6. Use of City Assets.

Current: Section addressed only City Vehicles
Proposal: This section covers all City Assets with expectations and consequences thereof.

Article 7. Drugs and Alcohol.

Proposal: The addition to the policy regarding "Prescription Drug Use" and the expectations of employees using Prescription Drugs.

Article 8. Safe Workplace.

Current: One page addressing prohibited conduct, reporting procedures, enforcement and workplace searches.

Proposal:
1. Three pages including the above topics in more detail.
2. The additions of defining Workplace Violence including Domestic Violence, Possession of Firearms, and City Expectations of Targeted Employees.

Article 9. Travel Expenses and Reimbursements. No significant changes.

Article 10. Travel Expenses.

Current: Meal reimbursement amounts are $10 for Breakfast, $15 for Lunch, and $25 for Dinner.

Proposal: $15 for Breakfast, $25 for Lunch, and $35 for Dinner.

Article 11. Payroll.

Proposal: The addition of Payroll Fees which states that Pursuant to O.C.G.A. § 18-4-14 there will be a one-time fee of $50.00 or 10% of the amount paid into court, on behalf of an employee for child support payments. The fee will be charged against an employee's income as reimbursement for the City's administrative costs. In addition, pursuant to O.C.G.A. 19-11-20(d) there will be a $25.00 fee against an employee's income as reimbursement for the City's administrative costs for each initial income deduction (i.e., garnishment) and $3.00 for each deduction(s) thereafter.

Article 12. Separation. No significant changes.

Article 13. Attendance and Leave.

Proposal: The addition of the City providing a supporting environment to enable breastfeeding employees the opportunity to express their milk during works hours per the Georgia Code-Labor and Industrial Relations-Title 34, Section 34-1-6.

Current: All full-time probationary and regular employees begin to accrue Vacation Leave immediately upon employment at the following bi-weekly accrual rates:

- 3.08 hours (80 hours per year) during the first five (5) years of continuous employment.
- 4.60 hours (120 hours per year) during the sixth (6) through fifteenth (15) year of continuous employment.
- 6.14 hours (160 hours per year) after completing the fifteenth year of continuous employment.

Full-time probationary and regular Fire Suppression personnel begin to accrue Vacation Leave immediately upon employment at the following bi-weekly accrual rates:

- 6.46 hours (168 hours per year) during the first five (5) years of continuous employment.
- 9.24 hours (240 hours per year) during the sixth (6) through fifteenth (15) year of continuous employment.
- 12.92 hours (336 hours per year) after completing the fifteenth (15) year of continuous employment.

Proposal: No change to the accrual rates; however, changing the years when the accrual increases. The first increased accrual will occur upon five years through ten years. The highest accrual will occur upon 10 years.

Current: Eligible employees receive a bi-weekly accrual rate of 2.15 hours of Sick Leave. All full-time probationary and regular employees will earn and accrue Sick Leave at a rate of 2.15 hours bi-weekly immediately upon employment and up to a maximum amount of 480 hours. Full-time probationary and regular Fire Suppression personnel accrue Sick Leave at a rate of 6.46 hours bi-weekly immediately upon employment and up to a maximum amount of 1,440 hours.

Proposal: Increasing the Sick Leave accrual rate to 3.10 hours bi-weekly and up to a maximum amount of 480 hours with the exception of Fire Suppression which will have an accrual rate of 9.25 hours bi-weekly up to a maximum amount of 1,443 hours.

Current: Donations of Sick Leave are stated to be for a severe sickness of the employee. The employee must have not worked for three weeks and be on qualified Family Medical Leave.

Proposal:
1. Severe sickness is defined as "Life threatening accident or illness includes the following: advanced or rapidly growing cancers, acute serious illnesses or injuries with the potential of loss life, and chronic conditions involving failure of bodily organs or systems." The employee must not have worked for two weeks and be on either qualified Family Medical Leave or if not eligible, an approved Leave of Absence due to the employee's own illness.

2. An employee that is sick but it does not qualify as a severe sickness as defined above may receive unsolicited sick donations from fellow employees.

3. Upon an employee's return to work, any un-used donations that were given to an employee will be forfeited and placed into a donated sick leave bank to be used for future employee's requests. This sick leave bank will be the responsibility of the Human Resources Director to manage with oversight from the City Manager.

Current: Annual sick leave bonus is based on the period of December 1 of the prior year to November 30 of the subsequent year for eligible employees.

Proposal: Removal of the sick leave bonus program altogether. Sick leave usage is accounted for as 15% of an employee's annual performance evaluation.

Current: Compensation for employees that annually work 2080 hours**.** An employee will receive 8 hours of Holiday pay on the respective holiday. If the employee is mandated to work on the Holiday, he or she will receive regular pay for hours worked in addition to the Holiday pay. For purposes of overtime however, Holiday pay is excluded.

Proposal: To change the current policy to where Holiday pay is included for purposes of overtime.

Current: Inclement weather states essential personnel to report to work as due.

Proposal: The addition of non-exempt personnel that support the essential services for the public good regarding the health and welfare of citizens and customers shall report to work as regularly scheduled and as directed by their department director/manager, in the event City offices are closed. Such personnel will be compensated at twice his or her regular hourly rate of pay.

Proposal:

1. Addition of a Policy over measures the City will take during Extreme Heat to ensure the safety our of our employees.

2. Addition of a Policy over Natural Disaster which states in the event of City offices closing, that the addition of non-exempt personnel that support the essential services for the public good regarding the health and welfare of citizens and customers shall report to work as regularly scheduled and as directed by their department director/manager. Such personnel will be compensated at twice his or her regular hourly rate of pay.

3. Addition of a Policy pursuant to new legal regulations regarding "Pregnant Workers Fairness Act & Pregnancy Discrimination Act."

4. Additions to the current policy on Family Medical Leave to include:

i. With a vaginal delivery, an employee may only use two weeks of his or her own Sick Leave if he or she is not the laborer. For Cesarean or other complicated birth, an employee may only use up to a maximum of four weeks of his or her own Sick Leave if he or she is not the laborer. All other time off must be Vacation Leave or it will be unpaid; unless, the terms of a serious health condition continue to exist for the laborer or child(ren).

ii. If an employee cannot medically return to work at the end of the Family Medical Leave period, yet still has accrued Sick and Vacation Leave to use, he or she will remain an active employee under the terms of a Leave of Absence/FML exhausted, as defined in Section 13.16, until the sooner of one of the following occur: 1) The Leave time is exhausted; 2) The Long-Term Disability elimination period of 180 days is satisfied; 3) The employee resigns or retires; or 4) The employee is no longer alive.

iii. An employee absent from work on FML because of his or her own serious health condition, but who otherwise performs <u>similar work elsewhere</u> to his or her job duties with the City, will be considered to constitute dishonest behavior within the aspect of employment and such employee may be subject to termination.

iv. An employee absent from work to care for spouse, child or parent with a serious health condition but who otherwise performs <u>any</u> work elsewhere during such period of time, will be considered to constitute dishonest behavior within the aspect of employment and such employee may be subject to termination.

5. Addition of Voting Leave requirements pursuant to State law.

6. Addition to Bereavement Leave to include the following (in addition to immediate family): his or her parent-in-law, sibling, half-sibling, step-sibling, son or daughter-in-law, grand-parent, or grandchild; the employee shall be granted up to three (3) regular working shifts for all employees with the exception of Fire Suppression personnel who shall receive two (2) regular twenty-four hour shifts with pay per incident.

7. Addition of Military Leave policy Pursuant to GA code < 38-2-279 (2020) Every public officer or employee shall be paid his or her salary or other compensation as such public officer or employee for any and all periods of absence while engaged in the performance of ordered military duty and while going to and returning from such duty, not exceeding a total of 18 days in any one federal fiscal year.

8. Addition of policy over Leave of Absence and Leave of Absence/FML Exhausted.

Article 14. Investigation of Employee Misconduct/Administrative Leave.

Proposal: Addition of additional expectations regarding Administrative Leave.

Article 15. Disciplinary Actions.

Proposal: Additions to the list of items that are subject to Disciplinary Action include the following:

- Numerous or very costly "at-fault" accident(s) or injuries that involve City property and/or occur on City worked time. Note: Any at-fault accident o injury with monetary damages or claims in excess of $1,000 or two or more "at-fault" accidents or injuries will result in an automatic written reprimand.
- Failure to fulfill duties as required of "Stand-by" or Detective Detail.
- Receiving any City service without paying for it.
- Scavenging items.
- Misuse of information derived from the GA Crime Information Center or the Criminal Justice Information System Network.
- Negligent supervision.
- Harassment or Retaliation either off-duty or on-duty.
- Conduct, either on-duty or off-duty, that could contribute to a hostile work environment on the basis of any status as protected by law.
- Am ongoing pattern of a negative mindset or hostile behavior that stems from an uncooperative or superior attitude.

Proposal: Addition of the purpose and details on a Performance Improvement Plan.

Current: The Personnel Review Board shall consist of a pool of nine members and up to three alternate members.

Proposal: A pool of six members.

- Removal of oral warning under disciplinary actions. The Disciplinary Notice will indicate either a written warning or written reprimand. (New form has been made.)

Article 16. Grievance.

Proposal:

1. There have been some additions to what is not eligible to be grieved.

2. It is stated that an issue regarding an employee being unlawfully discriminated or retaliated against is not a grievance, but rather a Complaint and under Article 2.

3. The process allows for steps to be skipped given the situation; thereby, the matter can go to the attention of someone else up the chain with absolutely no involvement.

Article 17. Career Planning and Professional Development.

Proposal:

1. New Employee Orientation has been added.

2. Career Planning has been revised and the steps simplified.

Article 18. Employee Privacy in the Workplace.

This section completely re-vamped with up-dated legal information and states that there is no right or expectation of personal privacy in the use of City owned or provided equipment, services, or physical resources, including desks, office spaces, lockers, or vehicles. The Article covers (1) data privacy; (2) physical resource privacy; and (3) photo and video consent.

Kelsey Carden will address.

Article 19. Acceptable Use Policy.

This section completely re-vamped with updated legal information.
Kelsey Carden will address.

Article 20. Social Media.

This section completely re-vamped with updated legal information.
Kelsey Carden will address.

Article 21. Employee Recognition

Proposal: The addition of the Quarterly Connector Award.

Article 22. Implementation. No significant changes.

CITY OF GRIFFIN

PERSONNEL POLICY

MANUAL

PROPOSAL

To be Proposed to the Board of Commissioners on the date of December 12, 2023

TO BE EFFECTIVE ON THE DATE OF JANUARY 1, 2024 AND
WILL SUPERSEDE AND REPLACE ANY AND ALL FORMER PERSONNEL POLICIES.

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ARTICLE 1.

INTRODUCTION

Section 1.1 **Intent**. One of the values stated by the Board of Commissioners is "that the employees of the City Griffin are its most important resources, and through them, our mission and vision will be accomplished. We will support them with dignity, respect, and fairness." As such, the intent of this Personnel Policy is to provide an effective, efficient, and equitable system of personnel administration. This Policy does not constitute a contract between the City and its employees but is only a statement of policy, which may be amended, supplemented, modified, or repealed at the discretion of the Board of Commissioners.

Section 1.2 **Establishment**. This Policy is established to provide for the recruitment and retention of qualified applicants and employees, the career development of employees, and the establishment of administrative procedures for Human Resources with the following principles:

- Recruiting, selecting, and advancing prospective and current employees based upon their ability, knowledge, skills, and qualifications;
- Establishing pay grades and rates consistent with the principle of comparable pay for comparable work;
- Developing, retaining, and awarding a talented and diverse workforce;
- Assuring equal opportunity and non-discrimination of applicants and employees;
- Assuring employees protection against political coercion; and
- Ensuring employees that a public official will not use his or her authority or influence over them to negatively affect their performance of duties. The Standard Operating Procedures (SOP) of a Department, if applicable, is incorporated herein and by reference made a part of this Policy. However, in the event of any conflict between a SOP and this Policy, this Policy shall prevail. Notwithstanding any provision herein, the Board of Commissioners does not intend to and does not hereby create any constitutionally protected property interest in or any other expectancy to continued employment.

Section 1.3 **Administration.** The City Manager or his or her designee, which for the purposes of this Policy shall be the Human Resources Director, is responsible for the administration of this Policy.

Section 1.4 **Covered Employees**. This Policy applies to all City of Griffin employees, including regular, part-time, and probationary (as defined herein) with the exception of elected and appointed officers (members of the Board of Commissioners, City Manager, City Attorney, Municipal Court Judge,) or those employees specifically exempted by the Board of Commissioners upon written recommendation from the City Manager. Elected officers are not deemed employees of the City except for purposes of participation in group insurance benefit plans.

Section 1.5 **Definitions.** For the purpose of this Policy, the following terms shall have the meaning ascribed to them below:

Administrative Leave with Pay. Leave with pay normally pending the outcome of an investigation.

Administrative Leave without Pay. Leave without pay may be utilized in cases of gross misconduct, an act of moral turpitude, and other extreme circumstances as determined by the City Manager and the Human Resources Director.

At-will. Georgia is an at-will employer meaning that employment may be terminated at any time with or without notice or cause by the Employer, as long as it is not a discriminatory or illegal reason.

Business Days. Monday through Friday of each calendar week, excluding City designated holidays.

Call-back Pay. When a non-exempt employee is on "Stand-by" or is on "Detective Detail" and must report to a designated location in which work will be performed, he or she will be compensated from the time of leaving his or her current whereabouts for the greater of two hours or for the actual hours worked. An employee must accurately record this for payroll purposes. Such time will be at the regular hourly rate of pay unless he or she has already exceeded the hours required in which overtime must and shall be paid.

COBRA. The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives an employee and his or her covered dependent(s) that lose his or her health benefits, the right to choose to continue group health benefits

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provided by the group health plan for a limited period of time under certain circumstances such as voluntary or involuntary job loss, reduction in hours worked, transition between jobs, death, divorce, and other life events.

Current Range Penetration. A calculation that is performed to determine the percentage through the current range of pay for the position an employee is currently in. In the case of an employee requesting to be moved to a lower pay grade or demoted, that Current Range Penetration will be applied to the new pay grade. With this calculation, the employee does not lose former pay for performance increases.

"De Minimis". In general, a de minimis benefit is one for which, considering its value and the frequency with which it is provided, is so small as to make accounting for it unreasonable or impractical.

Demotion. A change in the pay grade and corresponding pay rate of an employee from his or her current position to a lower one in the Position Classification and Pay Plan.

Department Director. The Department Director spearheads and oversees the operations of a respective department, ensuring efficiency and smooth workflow. Though titles vary in a few departments it should be noted that the Chief Technology Officer, Fire Chief, and Police Chief are considered Department Directors for purposes of this Policy.

Detective Detail Pay: A non-exempt detective that is so designated on a daily and/or weekly basis to perform off-shift job duties including job-related telephone calls, correspondence, and the availability to return to work in case of emergency or need. The employee is expected to report to the given designated location within no more than one hour of the call for an emergency or need. As such, the detective must ensure accessibility by cellular phone at all times. A detective will be paid an hour for each designated day of Detective Detail. This shall be tracked in the payroll system under the code of "Detective Detail." Should the employee have to return to work, he or she will be compensated from the time of leaving his or her current whereabouts until the return. Such time will be at the regular hourly rate of pay unless he or she has already exceeded the hours required in which overtime must and shall be paid.

Due Process. Clause of the 14th Amendment of the US Constitution which states that government cannot deprive a person of life, liberty, or property without due process of law. Only a Regular Employee is afforded Due Process.

Elected Official. A member of the Board of Commissioners for the City of Griffin. Elected Officials are exempt from the provisions of this Personnel Policy.

Employee. An individual employed by the City of Griffin excluding any elected or appointed Official. An individual must be a minimum age of 18 to be employed.

Exempt. An employee that is paid a salary, earning at least *$35,568 annually as of the date of this publication, and performs the job duties of one of more of the exempt professions as defined by the Fair Labor Standards Act. Properly classified Exempt employees do not receive overtime pay. *The salaried basis threshold is always subject to change by the U.S. Department of Labor.

Extended Family. An employee's biological brother/sister, step-parent, step-siblings, half-brother/sister, brother/sister-in-law, cousin, nephew, niece, uncle, aunt, mother/father in-law, grandparent/grandchild, and son/daughter-in-law.

Fair Labor Standards Act (FLSA). The FLSA establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and Federal, State, and local governments. Covered non-exempt workers are entitled to a minimum wage of not less than $7.25 per hour effective July 24, 2009. In addition, time worked in excess of 40 hours in a workweek for non-Public Safety employees, shall be compensated at one and one-half (1.5) times the regular hourly rate of pay. The use of accrued vacation or sick leave for compensation for hours not worked, does not count toward the calculation of overtime hours.

Fair Labor Standards Act (FLSA) Section 7(k). Section 7(k) provides that non-exempt workers engaged in Public Safety may be paid overtime on a work period basis. As such, overtime applies to Law Enforcement sworn personnel after 86 hours have been worked in a 14-day work period basis. Overtime applies to Fire Suppression personnel after 212 hours have been worked on a 28-day work period basis. The use of accrued vacation, sick, or holiday leave for compensation for hours not worked, does not count toward the calculation of overtime hours.

Flex Time. An arrangement that allows an employee to alter the starting and/or end time of her/his workday that is mutually beneficial to the employee and the department. A Department Director, in his or her discretion, may offer Flex Time to an Exempt employee within the same pay period in an effort to meet business demand. A Department Director, in his or her discretion, may offer Flex Time to a Non-Exempt employee during the same work week in an effort to avoid or reduce overtime hours.

General Educational Development (GED). A system of standardized examinations which entitle an individual who passes them to receive a credential considered as equivalent to the completion of high school.

Georgia Municipal Employees Benefit System (GMEBS) Defined Benefit Retirement Plan. The City of Griffin's Defined Benefit Retirement Plan (more commonly referred to as the City's Pension Plan). Eligibility occurs on the first day of full-time employment and vesting occurs at the completion of 10 years of service. (Note: though infrequent there are a few other vesting options.) The Plan specifics are detailed and governed in the GMEBS Adoption Agreement which is located in the Office of Human Resources. Plan specifics include, but are not limited to; break-in-service, service credit, forfeitures, terminations, and consequences of actions that can affect a person's rights to pension benefits such as public employment-related crimes and other heinous circumstances.

Georgia Open Records Act. The Georgia Open Records Act is a series of laws providing the public access to public records of government bodies. Public records are those documents generated by individuals or groups in public office in the course of public service. Public record means all documents, papers, letters, maps, books, tapes, photographs, computer based or generated information, data, data fields, or similar material prepared and maintained or received by an agency or by a private person or entity in the performance of a service or function for or on behalf of an agency or when such documents have been transferred to a private person or entity by an agency for storage or future governmental use. All public records shall be open for personal inspection and copying, except those which by order of a court or by law are specifically exempted from disclosure. A request of records must be responded to within three business days of the request. Any request pursuant under The Georgia Open Records Act shall be made and ultimately fulfilled only by the City's custodian of records.

Grievance. An official complaint, preferably in writing, by an employee over something believed to be wrong or unfair.

Immediate Family. An employee's spouse, meaning husband or wife, including those in same-sex marriages; an employee's son or daughter, meaning a biological, adopted or foster child; stepchild; legal ward; or a child of a person standing in place of a parent who is either under the age of 18 or over the age of 18 but incapable of self-care because of a mental or physical disability; and an employee's parent as a biological, adoptive, step or foster father or mother, or any other individual who stood in place of a parent to the employee when he or she was a minor.

Initial Probationary Employee. A new employee serving the first twelve (12) months of his or her employment with the City of Griffin. An employee having a status change from part time to full time will be considered an Initial Probationary Employee for the first twelve (12) months in the new status.

Job Description. A written document that clearly states essential job requirements, duties, responsibilities, skills, and qualifications required to perform a specific role.

K9 Handler Pay: A Police Officer that is actively a K9 Handler will be paid an hour each day. This shall be tracked in the payroll system under the code of "K9 Handler." Such compensation shall be for services performed for K9 activities which are reasonably related to maintaining the police dog for the job (i.e., time spent feeding, exercising, training, grooming, cleaning up after the dog).

Lay-off. A temporary or permanent separation of employment by an employer for reasons unrelated to the employee's performance.

Leave of Absence. An employee that experiences an out of the ordinary circumstance in which he or she seeks to take an extended period of time off work and in which there is no other type of leave coverage available.

Moral Turpitude. A crime involving moral turpitude is a criminal or offensive act that is vile and/or insulting to one's moral compass. Such crime disrespects and antagonizes societal norms and are typically done with vicious, evil intent.

Non-Exempt. As defined in the Fair Labor Standards Act, an employee that is subject to minimum wage requirements and overtime compensation.

Organizational Chart. Graphic representations for each Department that show the reporting structure of each duly authorized position.

Part-time Employee. An employee who works an average of less than 30 hours each week on a regular basis. A part-time employee does not qualify for any benefit plans or Due Process. In the event of an employee's status change from a part-time employee to a full-time employee, the date of the status change will become the new date of hire and the employee will be considered an Initial Probationary Full-Time Employee.

Pay Grade. A pay grade shall constitute a group of positions that have similar duties and responsibilities, requires like qualifications, and can be equitably compensated by the same rate of pay.

Pay Period. Bi-weekly beginning on Sunday at 12:00 a.m. and ending the subsequent Saturday at 11:59 p.m. with the exception of someone working at 11.59 p.m. on such Saturday. In this case, the pay period ends when the employee clocks out from the Saturday worked shift which will be at some point on Sunday.

Performance Evaluation. A method of evaluating an employee on a periodic basis as to his or her performance on the job. Performance Evaluations will be conducted on an employee after the completion of six months of service, twelve months of service, and then subsequently on an annual basis consistent with the employee's date of hire, and date of status change. However, for an employee in Fire Suppression the Performance Evaluation will be completed at five months of service, seven months of service, nine months of service and twelve months of service. Thereafter, it will be completed at the end of the year. The employee's immediate supervisor will complete the evaluation for an employee with final approval of the Department Director.

Performance Improvement Plan (PIP). A document that aims to help employees who are not meeting job performance goals. A PIP covers specific areas of performance deficiencies, identifies skills or training gaps and sets clear expectations. A PIP will include information on acceptable performance levels, specific and measurable objectives that are achievable, relevant, and time-bound, guidance on what management will do to assist the employee, details on progress meetings, and consequences for not meeting the objectives of the plan.

Personnel Action Form (PAF). A specific form that is completed and approved by the Department Director to dictate the specifics regarding the hire of a new employee, or to necessitate a change to an existing employee that affects his or her job status, classification, pay, or other related matter. PAF's shall be approved by the Human Resources Director with final approval by the City Manager. Upon completion and execution, the PAF will be placed in the respective employee's personnel file.

Position Classification and Pay Plan. The plan the City has in affect that states each position title, grade, department, and minimum and maximum pay rate. All duly authorized positions are listed in the Classification and Pay Plan which shall correspond to the City's duly authorized Organizational Chart.

Probationary Period. A stretch of time in which the employer monitors and assesses an employee's suitability for his or her role. A Probationary Period is applicable to a current employee changing to a new position, a current employee with performance issues, and a reinstated employee.

Promotion. A change in the rank of an employee from a position in one pay grade to a position in another pay grade having a higher minimum salary and carrying a greater scope of discretion and responsibility.

Reduction-in-force (RIF). A reduction in force (RIF) occurs when a position is eliminated with no intention of replacing it which results in a permanent cut in headcount. A RIF typically occurs as a result of economic developments affecting City revenue or expenses, or technological developments which render an employee's position unnecessary.

Reclassification. The assignment of an existing position from one pay grade and corresponding pay rate to a different pay grade and corresponding pay rate due to a significant change, whether increased or decreased, in the essential duties of a position.

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Regular Employee. An employee that works an average of at least 30 hours per week, or 130 hours per month, is duly classified in the Position Classification and Pay Plan, and has satisfactorily completed the initial probationary period of one year in a full-time position, and is therefore afforded Due Process.

Rehire. Process whereby a person previously worked for the City, left in good standing over three months ago, worked the required notice period, and is re-employed by the City. The number of times someone is eligible for a Rehire is limited.

Reinstatement. Process whereby a person previously worked for the City, left in good standing, worked the required notice period, and is reinstated within no more than three months of his or her original separation date. Only one Reinstatement will be allowed for a former employee.

Resignation. The voluntary separation of an employee is generally indicated by a written letter by the employee with his or her intent to leave the City's employ. An employee is expected to work a minimum two week notice upon advising the City of his or her Resignation. Vacation may not be used during this period unless prior approval is granted by the Department Director. For any sick pay to be used during this period, a doctor's note must be provided prior to the end of the pay period to be considered. Failure to properly fulfill the resignation period will result in the employee not being eligible for re-hire.

Retirement. Voluntary separation of an employee is generally indicated by a written letter by the employee with his or her intent to retire from the City. Such an employee has met the requirements of age and length of service under the laws governing the Defined Benefit Retirement plan established in Appendix B of The Code of Griffin, Georgia. An employee is expected to inform his or her Department Director as soon as determined but no later than when official Retirement papers are signed in Human Resources, with a minimum of a two-week working notice. Vacation may not be used during this period unless prior approval is granted by the Department Director. For any sick pay to be used during this period, a doctor's note must be provided prior to the end of the pay period to be considered.

Stand-by Time. The time an employee shall be available after completing his or her regular work shift, to include weekends and holidays, in which the employee is required to be available for call back to return to work in case of emergency or need.

Termination. A dismissal of someone's employment initiated by the City.

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ARTICLE 2.

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

Section 2.1 **Policy.** It is the policy of the City of Griffin to select, develop, and promote employees based on individual ability and job performance. It has been, and shall continue to be, the policy of the City of Griffin to provide equal employment opportunity to all people in aspects of employer-employee relations without discrimination with regard to race, color, religion, marital status, gender, gender identity, sexual orientation, national origin, age, physical or mental disability, genetic information, or past or present membership in the Uniformed Services, applicants to the Uniformed Services, any protected concerted activity, or any other legally protected status. The City complies with applicable Federal, State and local laws governing non-discrimination in all terms and condition of employment, including, but not limited to; hiring, promotion, discharge, pay, benefits, job training, classification, and referral.

Consistent with the foregoing policy statement, the following guidelines have been adopted:

- The Equal Employment Opportunity (EEO) policy is explained to all employees and all levels of management. This is completed during formal orientation sessions for new employees and on an ongoing basis.

- Federal and state government nondiscrimination posters, as well as the City's EEO Policy Statement, is displayed in conspicuous locations in all facilities where notices to employees and applicants for employment customarily are placed.

- City activities, employee organizations, and facilities at all locations are operated in compliance with the City's EEO and non-discrimination policy.

- All personnel actions, including, but not limited to; compensation, transfer, promotion, demotion, termination, and layoff are administered on a nondiscriminatory basis.

- Vacation, insurance, pension, and other benefits of employment are provided without unlawful discrimination.

- Within budget constraints, employees have the opportunity to participate in relevant training and development programs to improve skills and thereby increase the potential for advancement.

- Questions on the employment application and those asked during pre-employment interviews are designed not to reveal any EEO-protected status.

- Applicants for employment are not required to furnish photographs, except as may be required as part of a background investigation.

- Any selection tests and their uses are in accordance with federal and state selection guidelines.

- Recruitment sources authorized to refer applicants are advised orally and in writing of the City's commitment to an Equal Opportunity Policy.

- All City employment recruitment advertisements include the phrase "Equal Opportunity Employer."

It is the responsibility of every employee, and particularly every management and supervisory employee, to bring to the City's attention any evidence of unlawful discrimination so that the matter can be investigated and appropriate action taken pursuant to Section 2.4, Complaint.

Records pertinent to discrimination complaints filed with a federal or state agency shall be retained separately from the personnel file and retained in accordance with O.C.G.A. Section 50-18-90, *et seq*.

Section 2.2 **Disabilities.** The City is committed to the fair and equal employment of individuals with disabilities under the Americans with Disabilities Act (ADA). The City prohibits discrimination with respect to hiring,

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promotion, discharge, compensation, benefits, training, and all other aspects of employment against qualified employees or applicants with disabilities.

A "disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. A "qualified person with a disability" means an individual with a disability who has the requisite skills, experience, and education for the job in question and who can perform the essential functions of the job with or without reasonable accommodation.

The City will seek to provide a reasonable accommodation for a known disability or at the request of an individual with a disability. If an accommodation is needed by an applicant for employment, the individual with a disability may request an accommodation from Human Resources. If an accommodation is requested by an employee, the individual with a disability may request an accommodation from his or her Department Director. The City will engage in an informal process with the individual to clarify what the individual needs and to identify possible accommodations. The City will provide reasonable accommodation to individuals with disabilities who are qualified for the job in question unless the accommodation would impose an undue hardship on business operations, i.e., unduly costly, extensive, or disruptive. In addition, the City will not place qualified individuals with disabilities in positions in which they will pose a direct threat to the health or safety of others or themselves. A "direct threat" means a significant risk to the health or safety of one's self or others that cannot be eliminated by reasonable accommodation.

All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in a separate medical file in Human Resources, and disclosed only as permitted by law. Harassment of, or discriminatory treatment of employees on the basis of a disability, or because an employee has requested a reasonable accommodation is strictly prohibited.

Section 2.3 **Harassment.** It is and shall continue to be the policy of the City that employees and their work environment be free from all forms of harassment and intimidation. This applies to the conduct of a supervisor toward a subordinate, an employee toward another employee, vendor, customer, a non-employee toward an employee, or an employee toward an applicant for employment. Harassment can apply to conduct outside the workplace, as well as on the work site. As such, the City's anti-harassment policies apply to both off-duty and on-duty behavior.

While it is not the purpose of this policy to regulate an employee's personal morality, the City considers harassment of any sort an act of misconduct and grounds for immediate termination. This prohibited conduct includes, but is not limited to:

- Slurs, negative stereotyping, threatening, intimidating or hostile acts that relate to sex, race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected legal status.
- Bullying towards anyone at any time.
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of sex, race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected legal status.

Sexual Harassment, as defined by Equal Employment Opportunity Commission (EEOC), consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical acts of a sexual or sex-based nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

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Prohibited conduct includes, but is not limited to:

- Physical assaults of a sexual nature; such as rape, sexual battery, molestation or attempts to commit these assaults; and intentional physical conduct which is sexual in nature; such as touching, pinching, patting, grabbing, or brushing against another employee's body or poking another employee's body.

- Unwanted sexual advances, propositions or other sexual comments; such as sexually-oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.

- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit an employee to engage in sexual activity for compensation or reward.

- Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct, stalking, following or badgering.

- Intentionally making performance of the employee's job more difficult because of that employee's sex.

- Asking about a co-worker's sexual history or fantasies.

- Sending romantic or sexual messages via email, phone, or social media.

- Requesting sexually explicit pictures.

- Sexual or discriminatory displays or publications anywhere in the workplace by employees, such as:

    - Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing into the work environment or possessing any such material to read, display or view at work. A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work in and around the workplace and who is, posed for the obvious purpose of displaying or drawing attention to private portions of his or her body.

    - Reading or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic.

Section 2.4 **Complaint.** An employee who believes that he or she has been unlawfully discriminated against or harassed should, where feasible, confront the person making the offensive actions or statements, making that person aware that the conduct is unwelcomed and is to be ceased. Should the offender fail to stop, the offended employee shall file a complaint within his or her chain of command, directly to his or her Supervisor, Department Director, or the Human Resources Director. It is the responsibility of any Supervisor receiving a complaint to advise the Human Resources Director in writing within one business day of the receipt of the complaint.

The matter will promptly be investigated by the Human Resources Director generally within no more than five business days. The investigation will involve talking with the employee, the accused, and any other employee(s) who may have witnessed such. The investigation will be thoroughly documented.

The City will take appropriate action to ensure that the rights of an individual to file a complaint, furnish information, participate in an investigation, hearing or other activity related to discrimination or harassment will be respected and not interfered with in any manner. Confidentiality will be maintained, as much as possible, with respect to any complaint and only those who need to know about such complaint will be advised of its existence and findings.

The results of the investigation will be reported to the appropriate Department Director provided he or she is not the subject of the investigation. The Department Director and the Human Resources Director shall jointly make a

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recommendation to the City Manager of the appropriate corrective action. The City Manager will have the final authority on the matter.

In the event a complaint is against a City Commissioner the employee shall file the complaint with the City Manager directly. In the event the complaint is against another City official as defined in Section 2-79 of the Code of Griffin, the complaint shall be filed directly with the City Attorney.

The City considers discrimination and harassment of any form of prohibited conduct and disciplinary measures will result leading up to and including termination. Additionally, refusal to cooperate in an investigation, failure of being forthright, failure of sharing relevant information, and/or retaliating against a complainant and/or persons assisting the complainant will not be tolerated.

Title VI. The City of Griffin hereby gives public notice of its policy to uphold and assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all related statutes. Title VI and related statutes prohibiting discrimination in federally assisted programs require that no person in the United States of America shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance. Any person who believes they have been aggrieved by an unlawful discretionary practice regarding the City of Griffin's programs has the right to file a formal complaint. Any such complaint must be in writing and submitted to the City of Griffin's Title VI Coordinator within sixty (60) days following the date of the alleged occurrence. For more information regarding civil rights complaints, please contact:

Director, Human Resources
Post Office Box T
Griffin, Georgia 30224

Section 2.5 Employee Diversity and Inclusion. In September 2020, the Employee Diversity and Inclusion Team, or EDIT, was formed as a way to improve relationships and provide for inclusion within City government. The employee volunteers would identify institutional and structural processes that may perpetuate possible inequality across the organization and evaluate the current state of internal and external employment diversity and ways the City can work to provide a more diverse and inclusive workplace. The team goal was to recognize and better understand the differences we all have and how our actions and thoughts may impact others.

Diversity encompasses all aspects of the human experience. Diversity is a key driver of our vitality and innovation. Every individual is a necessary asset, which is demonstrated every day in all policies, operating procedures, and practices. Inclusion is the continuous act of acknowledging, accepting, and respecting our diversity. This ensures that our differences and similarities are fully interwoven into who we are as an organization. It is our conscious effort to ensure that all employees are represented fully.

EDIT developed the City's Diversity and Inclusion Statement as follows: The City of Griffin is committed to a work environment that values and supports diversity and inclusion. Together we strive to enrich our diversity and promote acceptance of the differences of others. We believe diversity strengthens our workforce and inclusion allows us to grow together. This growth will strengthen our work environment, our government, and our ability to service our citizens.

EDIT is still in existence and meets on a routine basis. In addition to many other tasks, EDIT sends out an anonymous survey each year for employees to complete to gauge diversity and inclusion as a whole.

Any employee can express interest in serving on this group of volunteers.

Section 2.6 Retaliation. Retaliation is in general defined as any kind of negative action against a current or former employee that takes the form of punishment and creates a hostile, threatening, or uncomfortable environment as a result of their reported complaint. Retaliation occurs when an employer (through a manager, supervisor, administrator or directly) takes an adverse action against an employee for engaging in protected activity.

An adverse action is an action, which would dissuade a reasonable employee from raising a concern about a possible violation or engaging in other related protected activity. Retaliation can have a negative impact on overall employee morale.

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Retaliation may be directed toward employees who file reports for harmful, discriminatory, or unethical behaviors. Whether accusations are true or false, the City will prevent victimization and other retaliatory behavior towards the employee. We believe it's important that employees aren't afraid to speak up about any issues. It is to our City's benefit to resolve them as soon as possible. An environment of fear can only be harmful in the long run. Retaliating against an employee who brought attention to inconsistencies or violations will harm our trustworthiness and reliability. Secondly, any kind of retaliatory action, whether intentional or unintentional, may expose us to a serious legal risk.

It's important to note that this policy refers to circumstances when an employee's report is true as well as circumstances when the report is unfounded. The City will follow all legal prohibitions for retaliation and will grant employees the right to speak about misconduct. All complaints and investigation documents will be kept confidential to the extent allowed in the course of the investigation and by law. Investigations will be conducted as least disruptive as possible.

Actions that often bring about retaliation include but are not limited to:

- Complaints for workplace harassment or discrimination
- Requests for leave
- Participation in a pending investigation of misconduct or violations
- Legal actions filed with an authority or legal entity

Retaliation in the workplace may be expressed in a variety of ways. These include but are not limited to:

- Victimization
- Termination or illegal retraction of benefits
- Reduction of compensation
- Poor work performance evaluation
- Exclusion from events or meetings
- Defamation of character
- Excessive and/or unexplainable changes in job duties, working and stand-by schedules

Employees have the right to communicate problems, suggestions, or issues within his or her chain of command, directly to his or her Supervisor, Department Director, or the Human Resources Director. It will be taken seriously and investigated thoroughly. If action is needed immediately during the investigation (like in cases of harassment), we will ensure the employee who filed the complaint will not be affected in any way. The alleged wrongdoer may see his or her employment or position affected until the investigation is concluded.

Employees who are found guilty of retaliation will be subject to disciplinary action up to and including termination. Disciplinary action may also apply to employees who have repeatedly filed false or unreasonable complaints that are proven to have been intentionally false, have falsified evidence, or the employee has acted maliciously or for personal benefit.

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ARTICLE 3.

RECRUITMENT AND SELECTION

Section 3.1 **Recruitment.** Recruitment may be closed to consider only current active employees or may be open for public competition. When a vacancy occurs which cannot be filled internally, Human Resources will recruit applicants from the public. Notwithstanding the foregoing, the City Manager shall have the authority to authorize or ratify non-compliance with this provision under circumstances he or she deems reasonable.

Vacancies will be publicized on The City of Griffin's website, various job boards, internally via routine job posting emails, and in the office of Human Resources. Positions to be filled by recruitment from outside the City of Griffin shall be filled through a competitive process open to the public. The qualifications for a position will be adhered to, thus; education, relative experience, certifications, references, and previous employment history will be determining factors. Additional factors in choosing the most suitable candidate include; 1) The prospect's proficiency for and ability to do the work; 2) The prospect's interest in doing the job; 3) The prospect's ability and willingness to adjust to the work environment and the people; and 4) The prospects potential for future advancement and performance. In addition, and based upon the essential functions of the job, additional factors such as physical agility, performance tests, or obtainment of a prospect's credit history as determined by the appropriate Department Director and Human Resources Director may apply in accordance with State and Federal laws. Furthermore, an individual must be a minimum age of 18 to be employed by the City of Griffin. Nothing contained herein shall relieve or preclude the City Manager from exercising final approval for the hiring of an employee.

When a contingent offer of employment has been extended to an individual to fill a vacancy or new position, the individual selected shall submit to a general background investigation to include business and personal references, previous work experience, a criminal background check, sex offender database check, motor vehicle record check, and a drug-screening test. Failure to pass the drug test, poor references, and false work experience will disqualify an individual. Applicants convicted of any crime will be considered on a case-by-case basis. Factors considered include the nature and gravity of the offense; the time passed since the offense and/or completion of sentence; and the nature of the job sought. Applicants excluded for reasons related to criminal background information will be notified and afforded an opportunity to review such information; to correct errors in the record; and to otherwise learn about factors related to their exclusion. An applicant who has been convicted of any felony or misdemeanor and has received a pardon from the appropriate Sate Pardons Parole Board shall be eligible for employment.

Upon the first day of employment a new employee will be verified by the Human Resources Department through the State of Georgia's e-Verify program, and the new employee must complete the Department of Homeland Security's employment eligibility verification to include providing the appropriate substantiating identification within three days of hire. Failure to comply, provide substantiating identification, unsuccessful verification through E-Verify, or insufficient employment eligibility verification will result in immediate dismissal of employment.

If an applicant for employment falsifies any material statement(s) on or in connection with the job application, including, but not limited to; employment history, education, or ability to perform the job, the individual shall not be eligible for employment with the City. If after the employee is hired the foregoing is discovered, or the employee is found to have misrepresented his or her self, or has falsified any material document related to his or her employment, the City Manager has the right to terminate his or her employment upon learning of such.

Section 3.2 **New Hire Referral Program**. The purpose of the New Hire Referral Program is to provide a referral reward to a current City of Griffin employee who refers an applicant for employment in a regular full-time position, and who is subsequently selected and successfully employed by the City of Griffin in a regular full-time position as defined in this Program. In order for the referring employee to be eligible for the referral reward, the applicant must list the name of the referring employee on the application for employment where indicated. If it is not listed, or if the applicant listed more than one name, no one is eligible to receive the reward.

All employees are eligible to receive a referral reward; however, supervisors/managers/directors are not eligible for the referral reward for positions that are within their control. In addition, individuals that began City work through a staffing agency, or any formerly employed individual of the City, are not eligible of being referred by a current employee under this program. The referral reward has three parts: (1) Upon hire, the referring employee will receive one of the following added to his or her vacation leave balance: 8 hours if a full-time exempt employee or a non-exempt non-Public Safety employee, 12 hours if a non-exempt Law Enforcement employee, or 24 hours if a non-exempt Fire Suppression employee; (2) Upon the successful completion of the new employees' ninety (90)

calendar days of employment, the referring employee will receive a $500.00 reward; and (3) Upon the successful completion of three hundred sixty-five (365) days of employment by the new employee, the referring employee will receive a subsequent $500.00 reward. Monetary rewards received under this Program are subject to the appropriate withholding taxes and will be paid through regular payroll processing. The employee receiving any incentive must be actively employed (with no break in service) on the date the incentive is awarded.

Any disputes arising from this program shall be brought to the attention of the Human Resources Director. The City Manager is the final authority on this matter.

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ARTICLE 4.

ESTABLISHMENT OF POSITIONS

Section 4.1 **Establishment**. The Human Resources Director shall be responsible for maintaining and administering a Position Classification and Pay Plan covering all employees of the City of Griffin. Such plan shall be approved by action of the Board of Commissioners and shall constitute the official approved system of grouping positions into appropriate pay grades.

Section 4.2 **Allocation of Positions**. The Human Resources Director shall be responsible for ensuring each position in the City is allocated in the Pay Plan by title, department, pay grade, minimum and maximum pay rates. The Human Resources Director shall also ensure the same information, to the extent allowed, is accurately recorded in the payroll system.

Abolished Positions. An abolished position shall be deleted from the classification and Pay Plan, and Organization Chart.

Changes in Duties of Position. Department Directors should submit to Human Resources recommended changes for any job description within their department. This may include items such as the job duties, qualifications, certifications, tests, or fitness requirements.

Departmental Restructuring or Reorganization. When a department or division under the jurisdiction of a Department Director is reorganized, such Department Director shall submit to the City Manager a new description for all affected positions and the budgetary impact. Such reorganization must be recommended by the City Manager for adoption by the Board of Commissioners in accordance with Article 3, Section 3.2(d) of the Charter and Related Laws of the City.

New position. When a new position is warranted, the Department Director shall complete a job description detailing the duties and responsibilities of such new position, and the Human Resources Director shall assign the position to one of the pay grades in the classification and Pay Plan. The City Manager shall approve the new position, which shall be ratified by the Board of Commissioners.

Reclassification of a position. Occasionally an employee's regular job duties and tasks increase in volume, complexity and qualifications needed. Completing a job task analysis and revising the current job description in an effort to reclassify the position into a higher pay grade rests ultimately with the Department Director. A reclassification request must be completed on the appropriate forms with substantiation. Reclassifications are considered on an annual basis during preparation of the new fiscal year budget. In the event of unusual impending circumstances, a reclassification may be considered at any time. The City Manager must approve any reclassification.

Unfunded position. A previously approved position that is no longer funded in the budget shall not be filled. It should still however show on the City's pay grade plan and corresponding Organizational chart.

Vacancy. When a vacancy occurs in a funded position, the Department Director shall complete a job vacancy posting form and submit it to Human Resources to post and advertise the position.

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ARTICLE 5.

GENERAL EMPLOYMENT RULES

Section 5.1 **Types of Employees**. The City Manager or his or her designee shall designate each newly hired person as one of the following types of employees: Initial probationary full-time or part-time. Once a full-time person has successfully completed his or her initial probationary period, he or she will automatically become a Regular Employee. Only full-time initial probationary employees are eligible to become Regular employees. Once a part-time person has successfully completed his or her initial probationary period, he or she will remain a part-time employee but no longer in the initial probationary status.

Section 5.2 **New Employees**. All employees of the City shall be employed upon the recommendation of the appropriate Department Director, approval of the Human Resources Director, and final approval by the City Manager. New employees shall be paid the minimum rate of pay for the classification to which they are assigned; however, if extenuating circumstances exist such as severely limited qualified candidates or exceptional credentials, the Department Director may recommend a rate higher than the minimum pay rate commensurate with the City's set Matrix formula template to award above the minimum pay rate of up to 10%. The Human Resources Director will complete the Matrix formula template and will submit it with the prospective Personnel Action Form (PAF). Only the City Manager can approve the final rate of pay.

Though infrequent, in the situation where filling an impending vacancy will be very difficult due to the required qualifications and severely limited job pool for such, a *Retention* incentive may be approved by the City Manager which can be up to 10% of an employee's annual gross pay. Any incentive amount in excess of the 10% must be approved by the Board of Commissioners. The *Retention* incentive is a lump-sum payment and not part of an employee's annual gross salary. Before any incentive will be paid to an employee, he or she must sign a written agreement to complete a minimum of two (2) years of employment from that date with the City of Griffin. If the employee does not complete the specified term of employment, he or she must repay a prorated portion of the applicable incentive attributable to the incomplete period of service. The employee will only receive credit for complete months of service. All incentives will be taxed based on federal and state requirements.

Section 5.3 **Reinstatement/Rehire**. A former employee who worked for the City at some point during the previous three months, leaving employment in good standing, working the required notice, and having successfully completed the Initial Probationary Period, that is hired again by the City within this three-month period, will be considered as being Reinstated. Reinstatement must be recommended by the Department Director and Human Resources Director, with final approval by the City Manager. Except for extraordinary circumstances, Reinstatement can only occur once during an employee's career with the City and only at the second time of employment. A Reinstated employee will show a re-hire date in the payroll and benefits systems as there was a break in service. However, a Reinstated employee will retain his or her original hire date for purposes of the vacation accrual. The date of the employee's actual reinstatement/re-hire will be used for purposes of annual Performance Evaluation and Pay for Performance, if applicable. A Reinstated employee will be on an automatic six-month probationary period. A Reinstated employee will have to re-enroll in City benefits which will be effective the first of the month after thirty days of employment with the exception of the Georgia Municipal Employees Benefits System (GMEBS) Pension Plan which is detailed further below.

A former employee who worked for the City more than three months prior, leaving employment in good standing and working the required notice is eligible for Rehire. A Rehire must be recommended by the Department Director and Human Resources Director, with final approval by the City Manager. The City seeks employees who are committed to long-term employment with the City; therefore, the number of times a former employee will be considered for Rehire is very limited. A Rehire will be treated as a new initial probationary employee in all matters with the exception of the GMEBS Pension Plan which is detailed further below.

Reinstatement into the GMEBS Pension Plan following re-employment. If a non-vested employee experiences a break in service, his or her current credited service shall not include any service rendered prior to the break in service, unless the participant returns to employment with the adopting employer and performs the lesser of; service equal to the break in service, or service equal to one year.

If a vested employee experiences a break in service, the requirements for reinstatement are waived and the Participant begins as a fully vested employee with immediate credited service from prior employment.

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If an employee leaves the service of a Participating Employer voluntarily or involuntarily and later becomes reemployed with the same Participating Employer, he or she will show a break in service due to non-participation in the plan.

Except as otherwise provided in the Employer's Adoption Agreement or any Addendum thereto, if a Participant withdraws Employee Contributions (including any Contributions made to purchase prior service credit, if permitted under the Adoption Agreement or any Addendum thereto) in accordance with this Section, and if such Participant later resumes employment with the Adopting Employer in an Eligible Employee class, then any service credit or benefit amount forfeited by virtue of the withdrawal may be reinstated upon the Participant's reemployment with the Adopting Employer, provided: (1) the Participant repays within six (6) months following the reemployment date and prior to Termination of Employment with the Adopting Employer all amounts previously withdrawn plus interest at the assumed actuarial rate of return for the GMEBS Retirement Fund established by the Board as of date of repayment, compounded annually from the date of return of contributions through the date of repayment; and (2) provided the Participant satisfied the break in service rules, as applicable. Repayment of Employee Contributions (including any Contributions made to purchase prior service credit) under this subsection shall be made in a single lump sum, by a rollover or transfer of pre-tax funds described in Sections 10.03 and 10.04 of this Plan, a lump sum payment of after-tax funds, after-tax payroll deductions, or any other method established by the Board, subject to any limitations included in the Adoption Agreement or any Addendum thereto. With respect to the repayment of Withdrawn Employee Contributions prior to September 26, 2014, in the event that withdrawal of Contributions made to purchase prior service credit is permitted by an Employer's Adoption Agreement or Addendum, repayment will be permitted only to the extent permitted by the Adoption Agreement or Addendum, and in accordance with any re-purchase or other repayment restrictions specified in the Adoption Agreement or Addendum.

Section 5.4 **Initial Probationary Period**. The Initial Probationary Period for all classifications of employees is twelve (12) months in duration. Only full-time employees that successfully complete the Initial Probationary Period of twelve months will acquire the status of a Regular employee during the Initial Probationary Period. During this period, the employee should expressly be observed and monitored for successful job performance. The employee shall have a performance evaluation by his or her Supervisor with prior approval by the Department Director at the completion of six (6) and twelve (12) months of service, excluding those in the Fire Suppression. Fire Suppression performance evaluations will be completed at five months, seven months, nine months, twelve months, and then annually thereafter.

An employee in his or her full-time Initial Employment Probationary Period, or an employee that is part-time is not subject to Due Process as defined in Section 15.6 incorporated herein. Therefore, at any time the Department Director may recommend termination to the City Manager, in writing, of an employee due to inadequate performance, violations of policy, or another legitimate work-related reason.

Section 5.5 **Promotion**. An employee is promoted when he or she is moved into a position in a classification with a higher pay grade and corresponding pay rate.

Promotions are open to all employees who meet the training, experience, and educational requirements included in the position description or have an equivalent combination of experience and training which provides the required knowledge, skills, and abilities. The City of Griffin encourages the promotion of current employees when filling vacancies. An interested employee shall complete an internal bid sheet and submit it to Human Resources, with a current copy of his or her resume, to be considered. All qualified internal applicants will be interviewed. Note that in some positions an internal bid sheet deadline will be posted and enforced.

Promotions are to be recommended by the corresponding Department Director, agreed to by the Human Resources Director, and approved by the City Manager.

Section 5.6 **Promotional Increase**. An employee being promoted shall receive a minimum of a five percent (5%) increase upon going to the grade immediately above the one he or she is presently in and two and one-half percent (2.5%) for each additional grade for a total promotional increase not to exceed seven and one-half percent (7.5%) or the entry level of the grade to which the employee is promoted, whichever is higher. Consequently, if the employee has a rate of pay higher than the maximum of the new grade, the employee will not receive any additional compensation.

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Section 5.7 **Decrease in Pay Grade or Demotion.** In the event an employee request to be moved into a position with a lower pay grade, or is demoted into a position with a lower pay grade, his or her pay will reduce to the higher of the minimum pay rate of the new position or that of current range penetration, but factored on the new minimum pay rate.

Section 5.8 **Probationary Period.** Definition "A stretch of time in which the employer monitors and assesses an employee's suitability for his or her role." A Probationary Period is automatically applicable to a current employee changing to a new position, a current employee with performance issues, and a reinstated employee. As such, the Probationary Period is six months with the exception of Public Safety, which has a Probationary Period of twelve months. The employee's performance will be evaluated at the completion of the respective time period. If an employee's work is satisfactory at the end of the probationary period, an employee will continue to do his or her job as a Regular or Part-Time Employee. If the performance is unsatisfactory, he or she may be placed on an additional six-month probationary period, with approval of the City Manager, returned to his or her former position (if available), transferred into a related classification position and pay grade (if available and qualified), demoted, or terminated for cause. If the employee is a Regular employee, any recommended action of demotion or termination is subject to Due Process/Disciplinary Conference as detailed in Section 15.6.

Section 5.9 **Transfer**. A transfer of an employee from one department to another requires the approval of both Department Directors, the Human Resources Director and the City Manager. A transfer of an employee in a department to another position or division in the same department requires the approval of the Department Director, Human Resources Director and the City Manager. Employees may receive lateral transfers and continue at the same rate of pay. Requests for transfers shall be based on the qualifications of the employee and the requirements of the position. An employee is eligible for transfer if he or she meets the requirements of education, training and experience for the vacancy. An interested employee shall complete an internal bid sheet and submit it to Human Resources by the deadline indicated to be considered.

Section 5.10 **Overtime for Non-Public Safety Non-Exempt employees.** Time worked in excess of 40 hours in a workweek compensated at one and one-half (1.5) times the regular hourly rate of pay for an employee. Hours not worked due to vacation or sick leave, do not count toward hours worked for overtime calculation.

Section 5.11 **Overtime for Public Safety Non-Exempt employees.** Fire Suppression and sworn Law Enforcement personnel are subject to overtime based on FLSA Section 207(k). Overtime applies to Law Enforcement personnel after 86 hours have been worked in a 14-day work period basis. Overtime applies to Fire Suppression Personnel after 212 hours have been worked on a 28-day work period basis. Hours not worked due to holiday, vacation or sick leave, do not count toward hours worked for overtime calculation.

Section 5.12 **Physical Fitness for Public Safety Employees**. The level of service to the community in which we serve can be affected by the level of physical fitness of sworn law enforcement officers and those employees in Fire Suppression. As such, these employees are expected to maintain a level of physical fitness appropriate for the performance of his or her assigned duties. Therefore, individual physical fitness levels will be assessed (by testing methods) at a minimum of an annual basis for the limited purpose of determining an individuals' fitness for duty or ability to otherwise perform the essential functions of his or her position with or without a reasonable accommodation and without posing a direct threat to the health and safety of either the employee or others. Successfully completing the physical fitness test as due and within the stated time constraints are an ongoing essential requirement of Public Safety positions.

In the event an employee's actions indicate that he or she may not be able to complete the physical duties required of the position, the City maintains the right to assess the physical fitness test at any time in an effort to ensure the employee meets the physical requirements of the position. In addition, in the event of an employee returning to work from any form of a Leave of Absence in which the absence was for the employee directly, the City will maintain the right to assess his or her physical fitness test in an effort to ensure the employee meets the physical requirements of the position. Successful completion of the physical fitness test as warranted and within the stated time constraints are an ongoing essential requirement of Public Safety positions.

Section 5.13 **Exempt Employees**. Executive, administrative, professional, computer, or highly compensated employees, as defined in the regulations by the Secretary of Labor, are exempt from both the minimum wage and overtime pay requirements of the Fair Labor Standards Act (FLSA). To qualify for the exemption, an employee must meet all of the pertinent tests relating to duties, responsibilities, and salary. As a general rule, if the exempt employee performs any work during the workweek, he or she must be paid the full salary amount. An employer may

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not make deductions from an exempt employee's pay for absences caused by the employer or by the operating requirements of the business. If the exempt employee is ready, willing, and able to work, an employer cannot make deductions from the exempt employee's pay when no work is available. Deductions from pay are allowed:

- When an employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- For absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- To offset an amount an employee receives as jury or witness fees, or for temporary military duty pay;
- For penalties imposed in good faith for infractions of safety rules of major significance;
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions;
- In the employee's initial or terminal week of employment if the employee does not work the full week; or
- Unpaid leave taken by the employee under the Family and Medical Leave Act.

Executive. An employee is exempt as an executive employee, who is compensated on a salary basis at a rate not less than $684 per week; whose primary duty is managing the enterprise or managing a customarily recognized department or subdivision of the enterprise; who customarily and regularly directs the work of at least two (2) or more other full-time employees or their equivalent; and has the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status or other employees must be given particular weight.

Administrative. An employee is exempt as an administrative employee, who is compensated on a salary at a rate not less than $684 per week; whose primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and whose primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

Professional. An employee is exempt as a professional employee, who is compensated on a salary basis at a rate not less than $684 per week; whose primary duty is the performance of work requiring knowledge of an advanced type (defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment) in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction; or whose primary duty is the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.

Computer. An employee is exempt as a computer employee who is compensated on a salary basis at a rate not less than $684 per week; who is employed as a computer systems analyst, computer programmer, software engineer or other similarly skilled worker in the computer field performing one or more of the following duties:

- The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- A combination of the aforementioned duties, the performance of which requires the same level of skills.

Highly Compensated. An employee is exempt as a highly compensated employee who performs office or non-manual work and is paid the IRS annual compensation limit or more and regularly performs at least one of the duties of an executive, administration or professional employee identified in the standard tests for exemption. As of the year 2024 this limit is $155,000.00.

Section 5.14 Temporarily Performing Different Duties Exemption. If an emergency situation exists that directly threatens human life or safety, serious damage to property, or serious disruption to the operations of the City that are beyond the City's control and could not have been reasonably anticipated, the City Manager has the authority to assign qualified employees to temporarily perform work in connection with the emergency and not those of the employee's primary duties. As such, should an exempt employee temporarily perform non-exempt work, he or she will be re-classified as a non-exempt employee for the week(s) in which non-exempt work was performed. The City Manager will re-assess employee's exemption status every 30 days.

Section 5.15 **Stand-by Time**. The time a non-exempt employee shall be available after completing his or her regular work shift, to include weekends and holidays, in which the employee is required to be available for call back to return to work in case of emergency or need. The employee is expected to return to work within one hour. Employees should ensure accessibility by cellular phone and may not consume alcohol while on Stand-by. An employee will receive $8.00 per day for each day in which he or she is designated and serves Stand-by Time. Consequently, if an employee in Stand-by status has to return to work, he or she shall be compensated as defined in "Call-back Pay."

Section 5.16 **Call-back Pay.** When a non-exempt employee is on "Stand-by" or is on "Detective Detail" and must report to a designated location in which work will be performed, he or she will be compensated from the time of leaving his or her current whereabouts for the greater of two hours or for the actual hours worked. In the event the employee has gone back to his or her current whereabouts and then gets called out again, this shall be treated as a separate occurrence. In the event the employee gets called out while still on a call, this does not suffice as a separate occurrence. An employee must accurately record this for payroll purposes. Such time will be at the regular hourly rate of pay unless he or she has already exceeded the hours required in which overtime must and shall be paid.

Section 5.17 **Differential Pay Specific to the Police Department:**

Detective Detail Pay: A non-exempt detective that is so designated on a daily and/or weekly basis to perform off-shift job duties including job-related telephone calls, correspondence, and the availability to return to work in case of emergency or need. The employee is expected to report to the given designated location within no more than one hour of the call for an emergency or need. As such, the detective must ensure accessibility by cellular phone at all times. A detective will be paid an hour for each designated day of Detective Detail. This shall be tracked in the payroll system under the code of "detective detail." Should the employee have to return to work, he or she will be compensated from the time of leaving his or her current whereabouts until the return. Such time will be at the regular hourly rate of pay unless he or she has already exceeded the hours required in which overtime must and shall be paid.

K9 Handler Pay: A Police Officer who is actively a K-9 Handler will be paid an hour each day. This shall be tracked in the payroll system under the code of "K9 Handler." Such compensation shall be for services performed for K9 activities which are reasonably related to maintaining the police dog for the job (i.e., time spent feeding, exercising, training, grooming, cleaning up after the dog).

Section 5.18 **Employee Relationships.** ***Definitions:*** *Consensual Social Relationship:* A relationship to which both employees voluntarily and mutually consent including, but not limited to; dating, romantic relationships, marriages, and marriages ending in dissolution. *Relative:* For purposes of this section of the policy, a relative is any person who is related by blood, marriage, or adoption.

Employees in a consensual social relationship or employment of family members in the same department of an organization may cause work disruptions, individual job performance to suffer, tension, uneasiness or strife between employees in and outside the relationship, actual or perceived favoritism between the employees in the relationship, decisions made or perceived to be made based on emotions or the relationship rather than on facts, an actual conflict of interest, the appearance of a conflict of interest based on the perception of employees or the public, and the potential for sexual harassment complaints.

The City expects employees to work together as team members to achieve the goals of the department and the City. Consequently, the following must remain ongoing in existence of cases of consensual social relationships and employment of relatives: (1) One of the parties does not have authority (or practical power) to supervise, appoint, remove, or discipline the other; (2) Neither party handles confidential material that could create improper or inappropriate access to that material by the other; (3) Neither party is responsible for auditing the work of the other; and (4) Circumstances do not exist that might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interest of the City.

Employees should be aware in advance that a likely outcome of employees of the City who engage in consensual social relationships or employment of a relative in the same area, is that one of the employees may be transferred, or required to resign to avoid potential adverse impact on the City's activities. This policy applies to promotions, demotions, transfers, reinstatements, rehires, probationary and regular or part-time employees. All employees must notify the Human Resources Director if they enter into a consensual social relationship with another employee or if

they have a relative in the same department. Failure to immediately report such will result in disciplinary measures up to and including termination of one or both employees.

Section 5.19 **Outside Employment**. In an effort to ensure that a conflict of interest does not exist in the case of an employee who works elsewhere, approval is required beforehand. It is the expectation of the employee to advise his or her Department Director when an employee does have outside employment. The employee will be given the City's official outside employment request form to be completed. Upon completion, the Department Director will either approve or disapprove of such. An employee that performs outside employment before receiving an approval or proceeds with outside employment that was unapproved, will subject an employee to disciplinary measures. The completed outside employment request form will be placed in the employee's official personnel file.

Section 5.20 **Gifts and Gratuities**. An employee shall not accept gifts, money or loans from organizations, businesses, or individuals with whom he or she conducts official City business if the employee believes, or reasonably should believe, that such benefits are given for the purpose of influencing the employee's performance or failure to perform any official duty of the employee's office or employment. However, these limitations are not intended to prohibit the acceptance of articles of nominal value that are distributed generally such as calendars, pens, mugs, snacks, meals or flowers. Such items must not be lavish, frequent or create the appearance of an attempt to influence business decisions. It is particularly important that Fire Suppression and Law Enforcement Officers guard against relationships which might be construed as evidence of favoritism, coercion, unfair advantage or collusion. Violations of this policy will result in disciplinary measures up to and including termination. Offers of non-nominal donations to a particular department or to the City as a whole shall be referred to the City Manager prior to acceptance.

Section 5.21 **Political Activity**. It is the policy of the City of Griffin to not prohibit its employees or officers from offering or holding most elective or appointed offices of this state or any political subdivision of this state, board, commission, authority, political party, or political organization, provided the office is not full-time and does not have the potential to conflict with the performance of official duties of the person as a City employee or officer. However, a City employee may not hold the office of Commissioner of the City of Griffin while employed by the City. The City of Griffin encourages its employees to become active in matters of local concern within the community; however, any regular employee or officer of the City shall confer with the City Manager, prior to qualifying for election or accepting appointment, to ascertain whether the office sought poses the potential for conflict with the City or the employee's job responsibilities to the City. Factors the City Manager may consider in balance with an employee's First Amendment right to qualify for or serve in public office are: the elected office or position's potential for conflict with the employee's job duties; the potential for conflict between jurisdictional authority of the City and the office or position sought (including the political subdivision or entity which such public office serves); time constraints of the elected office or position in contrast with time requirements and responsibilities of the employee's job (which is considered primary); and whether the office sought is partisan or non-partisan.

City employees may participate in political or partisan activities of their choosing as private citizens when not on City time, provided that they do not utilize City resources or property not otherwise available to a member of the public lawfully speaking on a matter of public concern, and further provided the activity does not adversely affect the responsibilities of the employee in his or her position or disrupt the efficiency of City operations.

An employee shall not publicly endorse or actively support any campaigns for City elected officials while on City time or when the employee could be perceived as representing and/or speaking on behalf of the City or as a City employee. Employees are prohibited from soliciting or accepting political favors, goods, and/or services from elected officials, including conditions of employment, for purposes of personal gain. Employees are encouraged to familiarize themselves with the applicable State and local Ethics Code.

Employees shall not solicit contributions or services for a partisan political cause, ballot issue, or a campaign for public office of any kind while on City time or on City property not otherwise available to a member of the public lawfully speaking on a matter of public concern. Employees are prohibited from utilizing a City uniform or vehicle, or otherwise representing the City or identifying as a City employee, while campaigning or advocating for a partisan political cause, ballot issue, or candidate for public office. Employees may not allow others to use City funds for political activities under any circumstances, nor shall they authorize the use of City facilities or property for political activity except as authorized by the Code of Griffin or other City policies.

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Any City employee who meets with or may be observed by the public, or who otherwise may be perceived as representing the City to the public, while performing his or her regular duties shall not wear or display any button, badge, sticker, or other apparel relevant to any candidate for public office, political cause, or ballot issue.

Employees should be cognizant that their activities and speech, both in person and via social media, carry a heightened perception of authority within the public and/or community at large and will be more closely scrutinized by persons who know they are employed by the City, regardless of whether or not such authority actually exists or is disclaimed. Employees who engage in political activities must take personal responsibility for ensuring that such activity is consistent with all policies of the City of Griffin, including, but not limited to, those pertaining to prohibitions against false or misleading statements; promotion or endorsement of violence or illegal activity; disparaging individuals or groups based on race, ethnicity, national origin, gender, sexual orientation, religion, disability, or other characteristics protected by law; or otherwise engaging in conduct unbecoming an employee of the City of Griffin, bringing discredit to the City, or interfering or being detrimental to the mission or function of the City.

Political activities which cause unnecessary and material disruption to, or interference with, the City's operations and relationship to the public it serves may lead to disciplinary action, even if such activity is conducted off duty and without the use of City resources.

Situations involving an employee's political activity are often evaluated on a case-by-case, fact-intensive basis, and the laws in this area are rapidly evolving. Employees are encouraged to discuss the application of this policy with the City's Department of Human Resources before engaging in such activity if they are concerned that they may be in violation.

Section 5.22 **Confidentiality**. Upon employment with the City and as a condition of continuing employment, the City requires that all employees at all times agree to protect the confidential matters of the City as defined in O.C.G.A. 50-18-70 *et. seq.* or further defined in the Georgia Open Records Act. Disclosure of confidential information is prohibited and will result in disciplinary action up to and including termination. Unauthorized disclosure of medical, legal or other confidential information shall lead to action up to and including termination of the employee(s) involved. It is the City's policy not to discuss payroll, personnel or related issues with anyone other than the employee. If the employee is not known to the person assisting him or her, identification will be required before assistance is provided.

The City also requires that employees not disclose to anyone, other than authorized City representatives, any information which has not been cleared for public disclosure, released to the news media, published in a newsletter, or otherwise approved for general distribution. No restricted, confidential or privileged information, records or material concerning the City shall be used, released or discussed with anyone outside the office or with other employees without authorization. Georgia Open Records Act requests should be directed to the City Manager, or his or her designee, and/or City Attorney. Violation of this policy may result in termination of employment, and potential civil and criminal prosecution.

Section 5.23 **Conflict of Interest.** An employee must avoid any relationship or activity that might impair or even appear to impair, his or her ability to make objective and fair decisions when performing his or her job. At times, one may be faced with a situation where actions on behalf of the City may conflict with your own personal or family interest. However, you owe a duty to the City to advance its legitimate interests when the opportunity to do so arises. One must never use the City's information for personal gain or personally take oneself any opportunity discovered through one's position with the City. If an employee, an employee's business, or any business in which the employee or member of the employee's immediate family has a substantial interest is transacting business with the City, or if an employees' immediate family member is otherwise the subject of interest for the City, the employee should disclose such relation so that any possible conflict of interest can be evaluated and minimized as necessary.

Section 5.24 **Dress and Grooming**. Employees are expected to maintain the highest standards of personal cleanliness and present a neat, clean, groomed, and professional appearance at all times. Our professional image is an important aspect of our organization. Whether or not job responsibilities place employees in direct contact with City Officials, County Officials, State Officials or the public, employees represent the City with their appearance as well as their actions.

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Uniforms, provided by the City of Griffin and applicable to respective departmental duties, shall be worn at all times as designated. Failure to return uniforms as due will be charged to the employee. Clothing and/or work-boot reimbursements are limited but budgeted in some form annually in various positions and departments.

Though not all inclusive, the following are not allowed at any time for any employee: shorts, t-shirts unless part of a uniform, scantily-clad tops or tops that reveal undergarments, jeans with holes, low-riding jeans, midriff tops, athletic style apparel (i.e., sweatpants, jackets, running suits, gym pants, leggings), short skirts or dresses, front or back low necklines, flip flops, slippers, or clothing that has words, slogans, pictures, advertisements, scenes, etc., that would be disruptive or considered offensive within the work environment or to the public. Situations in which inappropriate attire is worn or other non-compliance to the Dress and Grooming policy exist will be addressed by the employee's Department Director or the City Manager. Employees who are improperly attired may be required to leave work to change their attire and will not be compensated for the time away. Administrative casual days are on Fridays and other days as designated at the City Manager's discretion. Professional dress of jeans and tennis shoes are allowed on administrative casual days.

The City recognizes the importance of individually-held religious beliefs to persons within its workforce. The City will reasonably accommodate an employee's sincerely held religious beliefs or medical needs in terms of workplace attire unless providing the accommodation creates an undue hardship.

The City Manager has the final determination of whether attire is considered unacceptable or may be accommodated.

Section 5.25 **Tattoos, Body Piercings, and Other Body Art**. City management recognizes and applauds a person's individual expression with respect to tattoos, body piercings and other body art. However, it is the policy of the City of Griffin to require employees to ensure exposed tattoos are non-offensive to a reasonable person. Tattoos that may be considered offensive must be covered. Other body art must be covered except for piercings, which must be tasteful, non-offensive, and professional. An exception to this rule may be reasonably accommodated based on a sincerely held religious belief unless providing such accommodation creates an undue hardship. The City Manager has the final determination of whether such individual form of art is considered unacceptable or may be accommodated.

Section 5.26 **Employment Benefits.** The City provides certain employment benefits for its employees and retirees under such terms, conditions, and eligibility requirements as determined by the Board of Commissioners. Only initial probationary full-time and regular full-time employees are eligible for employment benefits. Such benefits include health, dental, vision, disability, life insurance benefits, and other benefits it deems appropriate. Benefit terms, conditions and rates are subject to change annually. The benefit year is July 1 to June 30 of the subsequent year; however, the plan year is calendar year.

The City of Griffin also offers a deferred compensation plan, 457(b), whereby an employee may contribute a portion of his or her pre-tax income for retirement purposes. Lastly, the City offers its benefit-eligible employees a Defined Benefit Retirement Plan which is administered by the Georgia Municipal Employee Benefits System ("GMEBS"). The retirement benefit is determined by taking years of service multiplied by 2.0, then multiplying that number, as a percentage, by the highest 5 years of average gross salary. For example, an employee hired today who works 30 years with an average of the highest 5 years of gross salary being $40,000.00 can expect to retire with 60% of his or her average pay, which in this case, would amount to $24,000. Employees will be required to contribute to the GMEBS Defined Benefit (DB) Retirement Plan at a contribution rate of 2.0% on each regular payroll for all participants who are in service with the City on or after July 1, 2018. Vesting occurs at the completion of 10 years of service. Employees may take a normal retirement at age 65 with at least 5 years of service. Employees may take an early reduced retirement at age 55 with less than 25 years of service. An alternate normal retirement benefit is available for regular full-time employees who reach age 55 with at least 25 years of service. Certified Law Enforcement employees and Fire Suppression employees (as defined by the DB Master Plan) fall under the "Rule of 75". Using the same retirement benefit calculation above, they may take a regular retirement upon reaching age 50 with at least 25 years of service.

The information in this section is merely a summary. Please refer to each benefit plan's certificate of coverage or plan document for a complete description of all benefits and exclusions. In the event the City provides such benefits, the same shall be subject to modification, reduction, or termination at any time at the discretion of the Board of Commissioners, and no employee and/or retiree shall possess a contractual, proprietary, or other enforceable interest in such benefits.

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Section 5.27 **Employee Assistance Program (EAP).** The City contracts with a provider to offer support in areas such as alcoholism, drug abuse, family or relationship problems, emotional problems, stress management, and child and adolescent counseling needs. The services are free to all City employees and their dependents. The EAP is completely confidential.

There are times management, as an intervention strategy, may mandate an employee to take advantage of the EAP. This may be initiated in response to workplace violence threats, suicidal thoughts, drugs, alcohol and related performance indicators. In such case, the City will receive documentation from the EAP vendor and will keep such as confidential as possible.

Information regarding the EAP can be found in the employee benefits booklet, in the office of Human Resources, and on the City's intranet.

Section 5.28 **Inmate Fraternization.** It is the policy of the City of Griffin to limit the amount and type of interaction employees have with inmate labor working under the direction and control of City or respective contracted personnel. All employees working for the City of Griffin are bound by the rules listed in this policy.

Employees shall not maintain social, emotional, sexual, business or financial associations with inmates either on-duty or off-duty. Prohibited activities include, but are not limited to; telephone calls, letters, notes, or other communication outside the normal scope of employment. In addition:

- Employees shall not directly or indirectly give to or accept from any inmate, or his or her family, anything in the nature of a gift or promise of a gift. This includes, but is not limited to; food, drink, money, cigarettes, gum, candy, books, phones, cd's, etc.,
- Horseplay between employees and inmates is prohibited. Horseplay includes, but is not limited to; wrestling, pushing, chasing, or practical jokes.
- Employees shall not discuss with inmates either of their personal lives or those of other employees.
- Employees shall not bring in or carry out of a facility any item(s) for an offender.
- Employees are expected to treat inmates professionally and with respect, and in turn should receive the same.

Any employee who believes that he or she is a victim of a prohibited activity should immediately notify their supervisor and the Director of Human Resources. Anyone with knowledge of another employee's violation of this policy shall immediately report such violation to the Director of Human Resources. Any violation of this policy may subject an employee to termination of employment and a referral to the proper legal authority for potential criminal prosecution as authorized by law.

Section 5.29 **Cell Phone Stipend.** *Eligibility*. An employee whose job duties include the need for hardware such as a cell phone, tablet or other personal device for 24/7/365 access. An employee will be provided a City mobile device for such purposes; however, if preferred and approved, such an employee may use his or her own personal device and receive a stipend amount of pay for doing so. In either situation, work related communications are subject to the Georgia Open Records Act.

Stipend Amounts. The amount of the stipend will be determined by the business contact required by the employee's position and the need to perform his or her job responsibilities. The position generally requires emergency callbacks, irregular work hours, and other job-related factors that require the employee to routinely utilize such hardware. Any stipend amount will be added to an employee's regular paycheck on the last payroll of the month. Any stipend amount received will not constitute an increase to base pay, and will not be included in any calculations of changes to pay or any other incentive. In accordance with IRS rules, the stipend amount is a taxable benefit.

An approved employee will receive $30 for talk, text, and data service (Tier 1). Department Directors and other approved employees may receive a stipend of up to $70 for talk, text, data, and mobile hotspot capabilities (Tier 2). Employees receiving the Tier 2 benefit must remain available for emergency contact anywhere, and at any time in support of critical systems with 24/7/365 response requirements. He or she shall respond to emails and phone calls both during and after regular work hours in which data is required. All stipends must be approved by the respective Department Director with final approval by the City Manager.

Employee Responsibilities Regarding a Stipend. An employee will be responsible for purchasing his or her own cell phone and any other related hardware, establishing a service contract with the provider of his or her choice, and is

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solely responsible for all payments to the service provider. Because the cell phone is personally owned by the employee, and the stipend provided is taxable income, the employee may use the phone for both business and personal purposes, as needed. Support from the City's Information Technology Department is limited to documentation provided for connecting the hardware to the City's provided services including the sending and receiving of emails, calendar use, contacts, and related storage. As a result, information contained on devices covered by this policy are subject to all City of Griffin policies in addition to federal and state data security and protection laws. Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse and will result in immediate termination of the cell phone stipend.

An employee receiving a stipend must assist the City of Griffin, as needed, in providing access to information about or contained on the hardware covered by this policy in response to requests for such data or information by third parties as required by federal and/or state law. Any hardware that has data capabilities must be secured based on current security standards including password protection and encryption. If such hardware is lost or stolen, it must be reported to the employee's supervisor, the wireless device service provider, and the City's Information Technology Department immediately.

Cancellation. If an employee terminates his or her cellular services in which a stipend has been granted, it is his or her responsibility to notify his or her supervisor, so the stipend can be canceled. Likewise, any stipend will be ceased when an employee's job position changes no longer necessitating the need for the stipend, or if/when an employee separates employment. The City Manager reserves the right to cancel an employee stipend at his or her discretion at any time.

Section 5.30 Telephone/Cellular Phone Use. While at work, employees are to exercise the same discretion in using personal cellular phones as they do City phones. Excessive personal calls, text messaging, and use of other phone applications during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore required to make non-emergency personal calls on non-work time where possible and to ensure that friends and family members are aware of the City's policy. Though not inclusive, the following will lead to disciplinary measures up to and including termination; excessive amounts of employee telephone calls and texting for personal non-emergency reasons; playing, browsing, and using non-work-related phone applications during work hours; inappropriate use of telephones (i.e., while with a customer, prank phone calls, calls to inappropriate places); inappropriate conduct and browsing; and placing personal long distance calls on City phones.

Lastly, an employee may not write, send, or read any City communication on any phone while operating any motor vehicle or other moving equipment. All employees shall comply with hands-free verbal and electronic communications as required by Georgia law.

Section 5.31 Parking. In an effort to allow citizens convenient access to park when coming to support downtown businesses, employees regardless of being in their own personal vehicle or a City owned vehicle are expected to abide by the following: 1) Not park on the lower two levels of the parking deck; and 2) Not park on spaces on Bank Street, Hill Street, and/or Solomon Street unless it is a very brief stop. If anyone has an Americans with Disability Act (ADA) issue or concern, please contact the Human Resources Director so he or she can work with you on a reasonable accommodation, if needed.

Section 5.32 Solicitations. Most forms of selling and solicitations are inappropriate in the workplace. They can be an intrusion on employees and citizens and may present a hazard to employee safety or the security of the City or employee property. The following limitations apply: 1) Persons not employed by the City may not solicit, survey, petition, or distribute literature on City premises at any time. This includes but is not limited to; persons soliciting for charities, salespersons, and questionnaire surveyors; and 2) Employees may not solicit literature for any purpose during work time or in work areas. Reasonable forms of solicitation for charitable organizations may be permitted by the City Manager in advance.

Section 5.33 Smoking and Tobacco Use. The City of Griffin operates and maintains buildings for use by employees and officials, visitors and other individuals for the purpose of conducting City business. In recognition of the health dangers of first- and second-hand smoke, smokeless tobacco, cigarettes, e-cigarettes, cigars and pipes are prohibited in all City-owned vehicles and equipment, and while indoors on City property. In addition, City employees shall not engage in any form of tobacco use while in direct or potential contact with the public. This prohibition includes but is not limited to building inspections, job site inspections, and meetings held away from City property or out of doors and other applicable times.

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The use of tobacco is permitted only in specific areas outside of buildings. Department Directors will determine appropriate tobacco areas and if and when tobacco breaks will be allowed. The City Manager must approve all permitted tobacco areas. Failure to adhere to or to enforce this provision is subject to discipline.

An employee and/or his or her spouse, covered by the City of Griffin's medical insurance policy, who use(s) tobacco products in any form, will be charged a tobacco user surcharge in addition to the regular medical insurance premium on his or her bi-weekly paycheck. The surcharge cost is $18.00 each pay period which is established by the City Manager and is subject to change at his or her discretion with a minimum of thirty days' notice to employees.

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ARTICLE 6.

USE OF CITY ASSETS

Section 6.1 **Definition of Terms**: *"City Assets equipment and/or property"* includes, but is not limited to; capital equipment used in the regular course of employment such as lawnmowers, large power tools, backhoes, tools and machinery, vehicles, drones, radios, security access cards, computers, phones, cameras and keys.

"Negligent" is defined as the damage or loss of City assets due to an employee's dishonesty, willful misconduct, carelessness, misappropriation, or abuse.

Section 6.2 **Authorization and Expectations Specific to City Vehicles.** The City Manager may authorize an employee to take a City-owned vehicle to his or her residence at the completion of his or her work shift if the job duties require an employee to be on Stand-by Duty or due to the nature of the position held. Such authorization must be obtained in writing on the appropriate form. The City Manager may also assign and provide a City vehicle to an employee to use for official City business during business hours. In either case, a City vehicle is property of the City and an employee assigned to or using a City vehicle is expected to use the vehicle for official City business and not for personal reasons. In addition, an employee shall wear a seat belt at all times, require seat belts of any passenger(s), follow all City rules and regulations, State laws, ensure preventative maintenance and repairs, and display prudent behavior when operating and maintaining the vehicle. Tobacco usage is not allowed in City vehicles, nor is the transportation of alcohol unless the transport is within the official duties of a Law Enforcement Officer. Passengers in City vehicles are not allowed unless it is another City employee, an individual(s) connected to City business, or other circumstance approved beforehand in writing by the Department Director.

Violations, citations, fines or other actions taken by any police jurisdiction against an employee while driving a City vehicle, in person or by official photo cameras such as in school speeding zones, shall be the responsibility of the employee and may be cause for disciplinary action up to and including termination. It is the employee's responsibility to notify his or her supervisor of any such violation immediately. The City may at any time without notice, conduct a license check and/or verify updated driving records of an employee that drives a City vehicle as an on-going condition of employment. In addition, the City may at any time without notice add or maintain existing GPS tracking. Intentional tampering, misuse, or removal of such tracking device by an employee is grounds for disciplinary action up to and including termination.

It is the expectation that employees maintain the cleanliness of the vehicle, inside and out, as it is a reflection on the City. Vehicle interiors shall be kept free of litter and debris, and the physical appearance of the vehicle must create a good impression. Attaching personal items such as stickers, tags, flags, etc., or personal altering of the vehicle is prohibited. Transportation of animals is prohibited except as necessary during the performance of official public safety business. Employees shall also display courteous and considerate driving habits when driving or riding in a City vehicle.

The Department Director or City Manager reserves the right to remove vehicle privileges from employees for disciplinary reasons, poor cleanliness or maintenance, numerous and/or costly at-fault accidents, traffic complaints, excessive wear or abuse, failure to maintain a valid driver's license, violating the City's drug and alcohol policy, violating transportation laws, a change in job assignment or duties and responsibilities, or as related to a worker's compensation absence. Any employee violating any rules related to the Use of City Vehicles will be subject to disciplinary action, up to and including termination.

An employee who operates vehicles in the course and scope of their employment must notify their supervisor when and if: 1) His/her driver's license becomes invalid or suspended for any reason. As such, the employee will immediately be prohibited from operating vehicles on City business; and 2) Notify his or her Department Director of any citations for moving violations while operating City vehicles.

Section 6.3 **Qualified Non-Personal Use of Vehicle.** An employee's use of a Qualified Non-Personal Use of Vehicle is a working condition fringe benefit and is excludable from an employee's taxable wages. A Qualified Non-Personal Use Vehicle, as defined by the IRS, is any vehicle that the employee is not likely to use more than minimally for personal purposes because of its design *("de minimis")*. Specific to the City of Griffin, these include the following:

1. Clearly marked police, fire and public safety officer vehicles for those employee's always on call, required to use the vehicle for commuting, and prohibited to use it for personal purposes.

2. Unmarked vehicles used by law enforcement officers responsible for the prevention or investigation of crimes involving injury to persons or property; and authorized by law to carry firearms, execute search warrants and make arrests; and regularly carries firearms.

3. Bucket trucks, cement mixers, garbage trucks, dump trucks, combines, and forklifts;

4. Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.

5. Qualified specialized utility repair truck. The term qualified specialized utility repair truck means any truck (not including a van or pickup truck) specifically designed and used to carry heavy tools, testing equipment, or parts if:
   (i) The shelves, racks, or other permanent interior construction which has been installed to carry and store such heavy items is such that it is unlikely that the truck will be used more than a "*de minimis"* amount for personal purposes; and

   (ii) The City requires the employee to drive the truck home in order to be able to respond in emergency situations for purposes of restoring or maintaining electricity, gas, telephone, water, sewer, or steam utility services.

6. Trucks and vans not likely to be used more than a "*de minimis"* amount for personal purposes, that are clearly marked with permanently affixed City decals or special painting, are equipped with at least one of the following: hydraulic lift gate, permanently installed tanks or drums, permanently installed side boards or panels materially raising the level of the sides of the bed of the truck, or other heavy equipment such as an electric generator, welder, boom or crane used to tow other vehicles.

Section 6.4 Commuting Valuation Rule. Personal use of a City vehicle is defined as use not all for City business. Personal use of a City vehicle is considered a taxable fringe benefit to the employee, unless it is used on a "*de minimums"* basis, such as an occasional use for personal errand while commuting to and from work. In such circumstance, the City will use the Commuting Valuation Rule for vehicles not subject to the Qualified Non-Personal Use exemption. Under this rule, commuting to work and home and vice versa, is subject to Federal withholding at a rate of $1.50 per one-way and $3.00 round trip. Respective employees must keep a daily log per month for applicable days of commuting. Logs shall be reviewed monthly by the supervisor and approved by the Department Director. It is the responsibility of the employee to maintain these logs for his or her benefit. The Human Resources Director, or his or her designee, will request in June and December that the one-page log that has the total amount per month calculated be provided for the purpose of calculating the Federal withholding through payroll.

Section 6.5 Usage Expectations. Employees who are issued or use City equipment and/or property shall be responsible for the safekeeping, clean condition (inside and out), proper care, maintenance and operability. Damaged, lost or stolen City equipment shall be reported to the Department Director and a thorough investigation shall be conducted and documented. Replacement equipment may not be issued until the investigation is complete, unless an emergency exists that requires immediate replacement. An employee's failure to report damaged, lost or stolen City equipment may lead to disciplinary action up to and including termination.

City equipment and/or property shall only be used by those to whom it is assigned. Use should be limited to official purposes and in the capacity for which it is assigned, except when otherwise directed by appropriate supervisor or required by special circumstances. In the event any City equipment and/or property becomes damaged or unserviceable, no employee shall attempt to repair the equipment and/or property without prior approval of his or her supervisor (unless it is defined as his or her job duties.) Damaged or unserviceable City equipment and/or property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of by an employee. The employee shall bring the matter to the attention of his or her supervisor. The supervisor in conjunction with the Department Director shall determine if the equipment and/or property shall be recommended as surplus. If so, proper protocol as detailed further in the Financial Standard Operating Procedures shall be followed.

An employee's intentional, negligent abuse or misuse of City equipment and/or property will lead to disciplinary measures up to and including termination. In addition, any employee who attempts to steal, sell, or use City

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property for his or her individual benefit in any way will be subject to disciplinary measures up to and including termination of employment and forfeiting of Pension Plan rights, if eligible. Furthermore, an employee that attempts to bid on, purchase, or otherwise take possession of any property declared as surplus and being offered for sale by the City, will be subject to disciplinary measures up to and including termination of employment and forfeiting of Pension Plan rights, if eligible.

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ARTICLE 7.

DRUGS AND ALCOHOL

Section 7.1 **Drug and Alcohol-free Workplace**. *Purpose and Goal*. The City of Griffin is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. The City recognizes that alcohol abuse and drug use pose a significant threat to City goals. The City has established a drug-free workplace program that balances respect for individuals with the need to maintain an alcohol and drug-free environment.

- This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.
- The City has no intention of interfering with the private lives of its employees unless involvement with alcohol and other drugs off the job affects job performance or public safety.
- As a condition of employment, the City requires that employees adhere to a strict policy regarding the use and/or possession of drugs and alcohol.
- The City encourages employees to voluntarily seek help with drug and alcohol problems through their own measures or that of the City's Employee Assistance Program (EAP), a provided City benefit for all employees.

Covered Workers. Any individual employed by the City of Griffin.

Applicability. This drug and alcohol-free workplace policy is intended to apply whenever anyone is representing or conducting business for the City. Therefore, this policy applies during all working hours, meal periods, Stand-by Duty, Detective Detail, and whenever conducting business representing the City, or when wearing any item or operating any equipment belonging to the City of Griffin.

Prohibited Behavior includes:

- The use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia, illegally obtained prescription drugs or alcohol by an individual anywhere on City premises, while on City business (whether or not on City premises), during the course of a work shift, or while representing the City.

- Reporting to work or working while using or under the influence of alcohol or any other controlled substances. For purposes of this policy, an employee shall be determined to be under the influence of either- if there is blood or urine in a positive amount as determined by a diagnostic test or if the employee has openly confessed of being under current influence.

- Reporting to work in a condition which may create the impression with other individuals that the employee may be under the influence of non-prescribed drugs, excessive controlled substances, or alcohol (such as having an alcohol smell).

- Reporting to or being at work while using prescribed drugs where, in the opinion of the City, such use prevents the employee from performing the duties of his or her job or poses a risk to the safety of the employee, other persons, or property.

Prescription Drug Use. Any employee using prescription medication while on the job shall do so in strict accordance with medical directions. It is the employee's responsibility to notify the prescribing physician of the duties required by the employee's position and to ensure the physician approves the use of the prescription medication while the employee is performing his or her duties.

The abuse and/or inappropriate use of legally prescribed drugs, including the performance of duties when the employee knows or should know that he or she is potentially impaired due to the prescription drug use, shall be prohibited and shall be deemed a violation of this policy. Job performance or attendance deficiencies resulting from use shall be cause for disciplinary action up to and including termination. If any employee's behavior or job performance gives rise to a reasonable suspicion that the employee is abusing or inappropriately using prescription

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medication, the employee may be required to submit to drug testing and not allowed to work until such time as the employee is cleared by the employee's physician.

Notification of Convictions. An employee who is arrested or convicted of a criminal drug or alcohol violation while employed by the City must notify their Supervisor and Department Director within two calendar days of their arrest.

Consequences. One of the goals of this drug and alcohol-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug abuse. If, however, an individual violates this policy, he or she will be subject to disciplinary action, up to and including termination of employment. An employee may be required to enter a drug and/or alcohol treatment program as a condition of continued employment at the discretion of the City. If the employee fails to successfully complete the treatment program, he or she will be subject to disciplinary action, up to and including termination of employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance issues.

Assistance. The City of Griffin recognizes that alcohol and drug abuse, are addictions which are treatable illnesses. The City also realizes that early intervention and support improve the success of rehabilitation. To support our employees, we will:

1. Encourage employees to seek help if they are concerned that they or their family member(s) may have a drug and/or alcohol problem.
2. Offer all employees assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
3. Mandate an employee in exigent circumstances or those employees in Law Enforcement to contact the EAP.

Confidentiality. All information received by the City through the drug and alcohol-free workplace program or EAP is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility. A safe and productive drug and alcohol-free workplace is achieved through cooperation and shared responsibility. Both employees and management are encouraged to:

- Be concerned about working in a safe environment;
- Support fellow workers in seeking help;
- Encourage the use of the Employee Assistance Program; and
- Report dangerous behavior to their supervisor or a higher level of management.

Communication. Communicating the City's drug and alcohol-free workplace policy to both supervisors and employees is critical to the City's success. Prospective employees are notified of the City's policy when applying for a job and subsequently during the pre-employment process. Upon employment, employees are continually advised of the policy in written and verbal communications.

Section 7.2 Testing for Drugs and Alcohol. It is the intent and policy of the City of Griffin to prevent the usage and eliminate the presence of alcohol and illegal drugs in the workplace. It is also the City's intention to provide a safe work environment for all employees, protect City property and equipment from damage, assure all City business is conducted with efficiency and quality, and protect the public and its property against endangerment due to the impairment of City employees' physical and/or mental capabilities. Therefore, as a condition to employment with the City, all employees must comply with the requirements of this policy.

Definitions. "Established Drug Test" means the collection and testing of bodily fluids administered in a manner equivalent to that required by the Mandatory Guidelines for Federal Workplace Drug Testing Programs (HHS Regulations 53 Fed. Reg. 11979, et. seq.), as amended or any other professionally valid procedures approved by the Georgia Department of Human Resources.

"Illegal Drug" means marijuana as defined in paragraph (16) O.C.G.A. Section 16-13-21, as amended; a controlled substance as defined in paragraph (4) of O.C.G.A. Section 16-13-71, as amended; or any other controlled substance or dangerous drug that persons are prohibited from using. The term "illegal drug" shall not include any drug when used pursuant to and in compliance with a valid medical prescription or when used as otherwise authorized by state or federal law.

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Section 7.3 **Employees Subject to Random Drug or Alcohol Testing.** All employees working for the City of Griffin as an ongoing condition of employment are subject to random drug or alcohol testing without notice. Selection is made by neutral criteria so that all employees eligible for testing have an equal opportunity for being tested. The Risk Manager and the Human Resource Director shall be responsible for ensuring employees are selected on a random basis for drug testing, scheduling the testing, and compiling results.

Section 7.4 **Employees Subject to Drug or Alcohol Testing for Cause**. Testing for Cause applies when there is Reasonable Suspicion to believe that an employee is using illegal drugs, abusing alcohol or prescribed drugs. "Reasonable Suspicion" is based on a belief that an employee is using or has used drugs or alcohol in violation of the City's policy drawn from specific objective and articulate facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:

- Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
- Evidence that an individual has tampered with any substance abuse test during his or her employment;
- An employee has used, possessed, sold, solicited or transferred drugs while working or while on City property or while operating City equipment;
- Where there is any unusual occurrence which could indicate the use of alcohol or drugs;
- When a substance abuse test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination or is scheduled for all members of an employment classification or group; or
- As part of a follow-up to a rehabilitation program for such.

In the event a supervisor wants to subject an employee to testing for cause, he or she shall immediately contact the Department Director, who will notify the Risk Manager or Human Resources Director who shall conduct an investigation and proceed with next steps to include scheduling the test, compiling the result, and recommendation of the final outcome.

Section 7.5 **Post-Accident/Incident Drug and/or Alcohol Testing**. An employee shall be subject to a drug and/or alcohol screening:

- If the employee is operating a City vehicle and/or equipment causing any damage to the City's vehicle or equipment beyond normal wear and tear;
- If the employee is operating a City vehicle and/or equipment causing any damage to a vehicle, property or equipment belonging to someone else or inflicts bodily injury to someone else;
- If the employee is operating a vehicle in the course of City-related business causing any damage to the personal vehicle and/or other vehicle, property or equipment belonging to someone else, as well as any bodily injuries sustained to the other person(s); or
- If the employee sustains a work-related injury requiring medical treatment by a healthcare provider.

If or when any of the above occur, an employee must inform his or her supervisor immediately. The employee's supervisor should immediately contact the Risk Manager for administering approval for post-accident screenings and medical attention to the appropriate medical facility; however, in the event of loss of life or limb, an employee should be taken to Spalding Regional Hospital for emergency treatment. In an extreme emergency where injuries require advanced treatment (i.e., trauma, burn, etc.,) the employee should be taken to the closest trauma center.

Section 7.6 **Confidentiality**. The City will make every effort to ensure that results of any tests and any outcomes are treated confidentially and handled only on a 'need to know' basis.

Section 7.7 **Penalties for Use of Alcohol or Illegal Drugs or Refusal to Submit to Testing**. All tests which produce a positive result for an illegal substance or alcohol use will be reviewed by a certified Medical Review Officer (MRO), a physician trained to evaluate test results. The MRO will determine whether the positive test is valid and will certify the results of the outcome. An employee subject to testing by virtue of this policy who

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produces a valid MRO approved positive test result will be notified and given a copy of the test result, at which time, the employee (either in person or in writing) may rebut the test, explain any mitigating circumstances, or offer any other explanation. A valid positive test certified by a MRO, will result in the employee being recommended for termination of employment to the City Manager. Likewise, if an employee refuses to submit to a test or fails to complete the test as required, he or she will be recommended for termination of employment to the City Manager.

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ARTICLE 8.

SAFE WORKPLACE

The City is concerned about the well-being and personal safety of its employees and anyone doing business with the City. Consequently, the City strictly prohibits threats and acts of violence, including domestic violence. Acts of violence and/or threats of violence, whether expressed or implied toward individuals in the workplace, are prohibited and will not be tolerated. All incidents of violence and threats of violence that are reported will be taken seriously, investigated, and addressed appropriately.

Section 8.1 Definition of Workplace Violence. Workplace violence is any conduct that is severe, offensive, or intimidating enough to make an individual reasonably fear for his or her personal safety or the safety of family, friends or property. Examples of workplace violence include, but are not limited to; threats or acts of violence or behavior that causes a reasonable fear or intimidation response that occurs on City premises, no matter what the relationship is between the City and the perpetrator or victim of the behavior or off City premises, where the perpetrator is someone who is acting as an employee or representative of the City at the time, where the victim is an employee who is exposed to the conduct because of work for the City, or where there is a reasonable basis for believing that violence may occur against the targeted employee or others in the workplace.

Section 8.2 Prohibited Conduct. Examples of conduct that may be considered threats of acts of violence, and is therefore prohibited include but are not limited to the following:

- Threatening physical or aggressive contact directed toward another individual or engaging in behavior that causes a reasonable fear of such contact.
- Threatening an individual or his or her family, friends, associates, or property with physical harm or behavior that causes a reasonable fear of such harm.
- Intentional destruction or threat of destruction of the City's or another's property.
- Harassing or threatening physical, verbal, written, or electronic communications, including verbal statements, phone calls, emails, letters, website materials, diagrams, drawings, gestures, and any other form of communication that causes a reasonable fear or intimidation response in others.
- Stalking which is defined as a pattern of conduct over a period of time, however short, which evidences a continuity of purpose and includes physical presence, telephone calls, emails, and any other type of correspondence sent by any means.
- Veiled threats of physical harm or intimidative actions and statements, in any form, that lead to a reasonable fear of harm or an intimidation response.
- Communicating an endorsement of the inappropriate use of a firearm or weapons of any kind.

To further ensure a safe working environment, weapons of any type, including, but not limited to; knives with 3-inch blades or longer, fighting weapons, brass knuckles, and stun guns are prohibited inside City buildings and properties, inside City-owned vehicles, or while conducting official business, on or offsite.

Domestic violence is defined as a pattern of coercive tactics carried out by an abuser against an intimate partner (the victim) with the goal of establishing and maintaining power and control over the victim. Where the abuser's tactics include any of the above-described conduct on City properties, this policy applies. Where such tactics include any of the above-described behaviors off City premises, this policy applies where the abuser is someone who is acting as an employee or representative of the City at the time, where the victim is an employee who is exposed to the conduct because of work for the City, or where there is a reasonable basis for believing that violence may occur against the victim or others in the workplace.

Section 8.3 Possession of Firearms. The Business Security and Employee Privacy Act allows employees to possess firearms in their personal vehicles while those vehicles are on an employer's property as long as such weapons are concealed and the vehicle is locked. The City has a vested interest in protecting the safety and wellbeing of its employees and citizens while respecting all local, state and federal laws. Other than lawful possession of concealed weapons located in a personal vehicle, no employee may have a firearm on City property or in City vehicles, including all take-home vehicles, except as authorized as a condition of the employee's job such as post-certified law enforcement officers.

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Section 8.4 Reporting Procedures. If you observe the possession of unauthorized non-City issued weapons on City premises, or if you are subjected to or threatened with violence, or if you become aware of another individual who has been subjected to or threatened with violence, you must report this information to your supervisor, Department Director, Risk Manager or other appropriate higher-level official immediately. Supervisors must report all potential violations to the Risk Manager or Human Resources Director so they can be handled appropriately. Do not assume that any violation or threat is not serious. All complaints will be thoroughly investigated, and all complaints that are reported to management will be treated with as much confidentiality as possible. Even without an actual threat, the employee should report any behavior witnessed which is regarded as threatening or violent, when that behavior is job related, might be carried out on City property, or is connected to City employment. Under this policy, decisions may have to be made quickly to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. Nothing in this policy is intended to prevent quick action to stop or reduce the risk of harm to anyone, including requesting immediate assistance from emergency response resources (911).

Failure to report any threats or acts of violence in violation of this policy appropriately is itself a violation of this policy and may subject any employees involved to discipline up to and including termination. In addition, retaliation against anyone for reporting an actual or suspected violation of this policy in good faith will not be tolerated and will subject the individual engaging in the retaliation to discipline up to and including termination. Any complaints about retaliation should be reported in the same manner as violations of this policy are to be reported.

Section 8.5 City Expectations of Targeted Employees. The City reserves the right to seek orders of protection (also known as restraining orders or stay away orders) against any person who violates this policy. Additionally, employees themselves may seek and obtain orders of protection against individuals outside of the workplace. Employees so protected are obligated to immediately notify his or her Department Director, the Risk Manager, or the Human Resources Director if (a) an order of protection extends to the workplace; or (b) they reasonably believe that their safety (or the safety of others) in the workplace is affected by the order of protection. Employees should provide notification of:

1. The existence of any such order and a copy of the order;
2. Any violations or attempted violations of the order;
3. Any changes to the order that affect the workplace; and
4. The order being lifted.

Employees who are subject to orders of protection requiring them to stay away from or refrain from contacting other individuals who are or may be in the workplace must immediately provide a copy of the order to his or her Department Director, the Risk Manager, or the Human Resources Director.

Upon being notified of an order of protection, it is the responsibility of the Department Director to relay the information to the Human Resources Director or Risk Manager. He or she will contact the reporting party to gather information about the individual and assess the situation. The City will make every effort to maintain confidentiality of such orders with the understanding that it will use the information as necessary to maintain safety in the workplace.

Section 8.6 Workplace Searches. Per Article 18 of this Personnel Policy, Employee Privacy in the Workplace, City employees, volunteers, and contractors have no right or expectation of personal privacy in the use of city-owned or provided equipment, digital services, or physical resources, including desks, office spaces, lockers, or vehicles. The City has an interest in preventing workplace violence and keeping its workplace free from drugs, illegal weapons, alcohol, or other contraband that poses a risk to its employees and its operations.

If the City reasonably suspects that an employee either has or may have violated this policy, or that the employee possesses contraband that may pose a threat to other employees or the public, the City may request to search the employee's person, and his or her personal effects or vehicle. If an employee is asked to submit to a search and refuses, the employee will be subject to disciplinary action up to and including termination. However, nothing herein should be interpreted as conditioning employment on a willingness to consent to an *unconstitutional* search.

PROPOSAL

In addition, the City may conduct searches of any property owned and/or provided by the City to its employees, including, but not limited to; any workstations, lockers, credenzas, cabinets, computers, and computer-stored information, voicemail, email, business records, and/or City vehicles, at any time, without notice to or permission from affected employees, for purposes of enforcing the no violence policy and ensuring safety in the workplace.

Searches will be conducted by the Risk Manager or Human Resources Director with prior approval from the City Manager, and may or may not be conducted in the presence of the person whose property is searched. Any weapon(s) or other contraband found in violation of this policy will be confiscated and may be turned over to law enforcement, as appropriate. Any illegal activity discovered during an inspection is subject to referral to the appropriate law enforcement authorities.

PROPOSAL

ARTICLE 9.

TRAVEL EXPENSES AND REIMBURSEMENTS

Section 9.1 **Policy**. All requests for travel must be approved by the employee's respective Department Director and must be signed by the person requesting to travel and the respective Department Director. The City Manager shall review and approve all travel requests submitted by Department Directors, which must be submitted a minimum of five (5) working days before travel begins. All requests must be submitted on the forms provided by the Finance Department and be completed in full detail including the reason for the travel, departure and return times, and projected travel expense dollars. Travel and training shall be allowed based on budget and workload considerations, and must be directly related to the position of the employee. In order to control costs and to promote the conservation of funds, the Department Director shall limit the number of employees who travel to the same conference and should always keep in mind the need to maintain adequate staffing levels to provide effective service delivery to the citizens of Griffin.

Section 9.2 **Reimbursable/Non-Reimbursable Expenses**. Employees are expected to use a City vehicle when traveling on City business. If a city vehicle is not available, or the employee chooses to use his or her personal vehicle, he or she shall use a City Wex Fleet card for the purchase of necessary gas. Whenever two (2) or more employees are attending the same conference, training seminar, etc., employees shall travel together using only one (1) vehicle. Parking garage charges and taxi fares or related, upon proof of applicable receipts, are reimbursable. Tips for valet parking are not reimbursable.

All travel within 200 miles of the City of Griffin City Hall shall be by automobile. Outside a 200-mile radius, the City Manager, at his or her discretion, will decide on a case-by-case basis whether travel by auto or air is most appropriate. All travel by air shall be in the lowest priced seat available. If applicable and approved in advance, economy rental car fees are reimbursable. Applicable receipts are required in all cases.

It is the responsibility of the traveling employee to use the hotel/motel tax exemption and State local sales tax exemption when staying overnight within the State. The City credit card should be used for the purchase if and when possible. This will prevent the charges of Georgia sales tax and hotel/motel taxes which will not be reimbursed if an employee chooses to use his or her own credit card for the stay. Hotel/Motel stays are not eligible for reimbursement if they are within sixty (60) highway driving miles of City Hall, unless prior approval has been granted by the City Manager.

Meals are often provided in registration fees for the event an employee may be attending. If this is the case, additional meal reimbursements are not eligible. Meals are reimbursed only for the employee, and an appropriate itemized receipt listing all items purchased is required and will have to be submitted with the Reimbursement Request Expense Form. Reimbursement requests should include the amount of the meal and beverage. Gratuities are only reimbursable if documented on the receipt and the overall total does not exceed the maximum allowable expense. The following amounts are the maximum allowable meal amounts: Breakfast $15.00, Lunch $25.00, Dinner $35.00. In the event alcohol was purchased with the meal, it is preferable to be on a separate receipt from the meal as it is not eligible for reimbursement. If a separate receipt cannot be obtained, mark though it on the receipt and deduct the taxes applicable to it prior to submitting it for reimbursement.

No reimbursement for breakfast will be made on trips that begin after 7:00 a.m. in the time zone where located. No reimbursement for dinner will be made on trips that end before 7:00 p.m. in the time zone where located. There will be no reimbursement for meals during attendance at seminars held within Spalding County unless included in the cost of the seminar, training, etc.

Expenses for alcoholic beverages, laundry or dry-cleaning, videos or other entertainment are not eligible for reimbursement. Spousal registration, lodging, travel, meals, event fees, etc. are not eligible for reimbursement at any time.

Section 9.3 **Reimbursement Process for Travel.** Upon return from any work-related travel, an expense form approved by the Finance Department shall be completed in full by the employee making the trip, signed and approved by the respective Department Director and submitted to the Finance Department no later than five (5) days following the travel. Itemized legible receipts are required for each line-item expense to be eligible for reimbursement.

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Upon approval from the Finance Department and City Manager, any amount due an employee for reimbursement will be processed through regular payroll processing as timely as possible.

Section 9.4 Reimbursement Process for Non-Travel Items. In the event an employee purchases with his or her own dollars something on behalf of the City that is eligible for reimbursement, the employee shall complete the City's official reimbursement request form. The form must clearly indicate what the purchase was for, where the purchase was from, the dollar amount, and where the expense should be charged. The employee is required to sign the form, which then must have approval from the respective Department Director, Finance, and the City Manager, if applicable. All employee reimbursements are processed through regular payroll processing as timely as possible and are treated as non-taxable items.

Any request to purchase something with the intent of submitting it for reimbursement, must have supervisor approval beforehand to be eligible for reimbursement. It is preferable that items are purchased and charged to the corresponding department's City credit card. In either case, a detailed receipt of the purchase is required.

PROPOSAL

ARTICLE 10.

PERSONNEL RECORDS

Section 10.1 **Personnel Transactions**. Upon employment of all employees, Human Resources will maintain all information as is necessary to certify the employment status, position, position description, and wage of each employee. Human Resources will maintain a separate personnel file for each employee which will be designated as the official personnel file which shall include, but is not limited to; applications, resumes, separations, disciplines, performance evaluations, pay changes, and other personnel transactions. Individual personnel files may be kept by respective Department Directors/Managers but all original documents shall be forwarded to Human Resources for the official personnel file.

As required by the Americans with Disabilities Act, employee medical information that includes records related to medical leave, reasonable accommodations, and related are maintained by Human Resources, but separate of the employee's personnel file.

Section 10.2 **Public Inspection and Confidentiality**. All personnel records of employees covered under these regulations and all other records and materials relating to the administration of the personnel system shall be considered open for public inspection to the extent required by the Georgia Open Records Act. Such records may be inspected only under the supervision of the Human Resources Director or his or her designee. Medical records subject to HIPAA privacy laws are filed outside of the official personnel file and will not be available for inspection through the Georgia Open Records Act.

Section 10.3 **Destruction of Records**. Employee service records shall be retained in accordance with retention schedules established by O.C.G.A. Section 50-18-90 et seq., and applicable federal regulations, after separation of employment. Such records may be kept in their original form or in any other duplicate form deemed appropriate by the Human Resources Director. All other records, including correspondence, applications and examinations shall be retained in accordance with retention schedules established by O.C.G.A. Section 50-18-90, *et seq.* and applicable federal regulations.

PROPOSAL

ARTICLE 11.

PAYROLL

Section 11.1 **Timekeeping**. The City must keep accurate records of employees' working hours to meet requirements under federal and state laws and ensure that employees are paid properly for the hours worked. Accordingly, all employees must keep accurate records of their working hours by clocking in and out as dictated by the department which is the means of reporting hours. Employees should clock in on the time clock or web portal at the start of their shift and clock out for all non-working hours such as the meal period and at the end of the shift.

Supervisors are responsible for training all new hires on how to use the time clock or web portal. Supervisors must review discrepancies with actual hours worked by the employee and discrepancies with authorized leave during the period covered by the time card. Supervisors and/or designated administrative staff shall do a final approval of time cards for their department no later than noon on the Tuesday of a pay week, unless indicated otherwise due to a City holiday.

Employees must observe the following rules with respect to timecards, web punches, and/or the use of a time clock:

• Employees generally punch their timecard in the time clock four times daily: at the beginning and end of the workday and before and after the meal period. Some departments have an automatic meal period, so confirm whether to clock in or out with your supervisor. Employees must obtain their supervisor's approval for any non-routine or unscheduled breaks or leave. Departments vary in the shift start time, end time, and meal period so please confirm with your supervisor. When clocking in or out, the employee's time will be rounded to the nearest five minutes.

• Employees should be ready to work as soon as they punch/clock in. Likewise, employees should avoid any work off-the-clock before they have punched the clock at the beginning of the day or after they have punched out. Where there is a significant difference—for example, ten minutes—between time actually worked and time recorded, employees should alert their supervisor to make an adjustment on their time.

Misrepresenting working hours, falsifying information on a timecard, tampering with the City's time clock or that of another employee, and clocking in and out for another employee is prohibited and will lead to disciplinary measures.

Section 11.2 **Pay System.** The payroll system used by the City is Paychex Flex. This is a cloud-based software program that can be accessed online by any computer at any time. This software allows employees to be able to view their pay stubs, W2s, time off balances, request time off and more. All employees are encouraged to enroll in Paychex Flex; however, employees who clock in/out via the web must enroll. To enroll, go to paychexflex.com and set yourself up as a new user. It will take several minutes to complete this process, as you will set up security questions and such.

For those employees that choose to be paid via direct deposit, to get a copy of your payroll stub you will have to obtain it yourself on paychexflex.com. You'll also be able to get your w2 as soon as it is ready. In addition, there are some personal items you can change yourself at any time such as tax filing(s), address, direct deposit changes and more.

Section 11.3 **Pay Period.** An employee will be paid for all time worked or requested and approved paid time off during the past pay period, bi-weekly on the subsequent Friday. The pay period begins at 12:00 a.m. on Sunday and ends on the subsequent Saturday at 11:59 p.m. with the exception of someone still working at 11.59 p.m. on such Saturday. In this case, the pay period ends when the employee clocks out from the Saturday worked shift which will be at some point on Sunday.

The City does not permit advances on paychecks.

Section 11.4 **Payroll Deductions.** By law, the City is required to deduct from an employee's paycheck legally required Federal, State, any other appropriate taxes, child support payments and wage garnishments. Other deductions include the mandatory 2% contribution into the Pension Plan for full-time employees, and those that an employee has specifically requested and authorized the City to perform, such as the employee's share of voluntary benefit premiums and 457(b) deferrals.

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Federal and State taxes are determined by how you have completed the corresponding tax forms, which are completed by you upon employment. An employee may change his or her tax withholdings when desired. Employee withholding taxes are also withheld as required by the Federal Insurance Contribution Act (FICA). This includes Social Security and Medicare benefits, which are a certain percentage of an employee's wages as required by law. FICA with-holdings cannot be changed by the employee. The City equally contributes on your behalf to FICA, which provides each working American with retirement income and also provides income security to employees in the event of disability, income security to surviving members of a deceased worker's family, and insurance for the aged and the disabled.

It is the employee's responsibility to verify that any and all deductions are accurate according to his or her understanding of the deduction. For example, if an employee enrolls in a voluntary benefit, any premium due from the employee will show as a deduction on the employee's paycheck once the benefit becomes effective. If the amount of the deduction is incorrect or non-existent on the paycheck, this should be questioned by the employee as this indicates an error or misunderstanding.

It is the responsibility of the employee to bring any discrepancy regarding a payroll deduction to the attention of Human Resources within two (2) pay periods of the discrepancy or the City will assume no responsibility for the error or any reimbursement to the employee retrospectively. If the matter can be corrected at the time it will be.

Section 11.5 **Payroll Adjustments**. Each Department Director shall be responsible for immediately notifying the Human Resources Director of any occurrences or actions taken that recommend an adjustment in the pay rate, grade, status, or position of any employee under his or her supervision by completion of a Personnel Action Form (PAF). Upon receipt of such notice, it is the responsibility of the Human Resources Director to verify, approve, and then submit to the City Manager who has final approval. In addition, upon taking action by the City Manager or the Board of Commissioners requiring an adjustment in the wage of any employee, the Human Resources Director or his or her designee shall make such payroll adjustment(s).

Section 11.6 **Payroll Fees.** Pursuant to O.C.G.A. § 18-4-14 there will be a one-time fee of $50.00 or 10% of the amount paid into court, on behalf of an employee for child support payments. The fee will be charged against an employee's income as reimbursement for the City's administrative costs. In addition, pursuant to O.C.G.A. 19-11-20(d) there will be a $25.00 fee against an employee's income as reimbursement for the City's administrative costs for each initial income deduction (i.e., garnishment) and $3.00 for each deduction(s) thereafter.

Section 11.7 **W2 Form.** As required by law, annually one W2 is provided to each employee who worked any hours during the preceding calendar year. W2s are distributed timely and in accordance with Federal Law. Active employee W2s are provided to the respective department for distribution. Former employee W2s are mailed to the most current address the City has on file. An employee can also print his or her own W2 via the Paychex application. Requests for previous W2 forms will be in accordance with the Georgia Open Records Act.

Section 11.8 **Recovery of Wages Improperly Paid**. Elected and appointed officials and employees may be held liable for the return of wages improperly or illegally paid to employees. Though highly infrequent, The City shall reserve the right to correct any improper or illegal wages and recover from employees the amount. If necessary, a payment arrangement can be made by the Human Resources Director.

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PROPOSAL

ARTICLE 12.

SEPARATION

Section 12.1 **Types of Separation from Employment**. Separations shall be designated as one of the following:

- Resignation;
- Abandonment of job;
- Lay off;
- Loss of job requirements;
- Termination;
- Retirement; or
- Death

Section 12.2 **Resignation**. An employee shall submit to his or her Department Director written notice of resignation at least ten (10) working days in advance of the date of resignation. However, if the employee is in Fire Suppression the written notice of resignation shall be submitted at least five working shifts in advance of the date of resignation. During this notice period, an employee cannot use vacation, unless approved in advance by the Department Director. If an employee calls in sick or doesn't work a complete shift due to being sick, the employee will not be allowed to use any sick pay unless a sufficient physicians' notice is provided for the time not worked. The notice must be provided to the supervisor by the last day of the related pay period to be considered.

Failure to complete a working Resignation notice and comply with the requirements of the notice period, will result in the employee not being eligible for re-hire in the future. The City, at its discretion maintains the right to deny an employee from working a notice. Upon receipt of a resignation, the Department Director shall forward the notice to the Human Resources Director. Any employee resigning his or her job shall have no right of appeal. The Human Resources Department will send an exit survey that can be anonymously completed to any employee that resigns.

Section 12.3 **Abandonment of Job**. An employee not on a duly authorized leave of absence who fails to report for his or her work shift for two consecutive days or one work shift if in Law Enforcement or Fire Suppression, and who has not contacted his or her supervisor will be deemed to have abandoned his or her job. In addition, an employee who states he or she is leaving work at any time during his or her scheduled working shift without the supervisor's approval, will be considered as abandoning his or her job for that day. The date in which the employee will be considered as separated from employment will be the second day of the absence, or day one in the case of Law Enforcement or Fire Suppression. An employee who abandons his or her job will not be eligible for future re-hire.

Section 12.4 **Lay-off.** An involuntary separation of employment by lay-off can occur in several ways and/or for several reasons, including the lack of work, lack of funds, abolishment of the position, departmental reorganization/restructuring, or by a reduction-in-force. This involuntary separation does not involve delinquency, misconduct or poor performance of the employee and reflects no discredit on the employee's eligibility for future employment.

Whenever the lay-off of any employee(s) shall become necessary, the City Manager shall notify the Department Director a minimum of thirty (30) calendar days in advance of the intended action of the necessity for such lay-off and the reasons thereof. The Department Director in conjunction with the Human Resources Director and City Manager will determine the basis of each position that will be laid off.

Lay-Off by Departmental Restructuring or Reorganization. When a department or division under the jurisdiction of a Department Director is reorganized, the Department Director shall submit to the City Manager a new description for all affected positions, a revised Organizational Chart, and a budgetary impact statement; provided, when a restructuring or reorganization impacts the position held by a Department Director, the City Manager may bypass this step. In any departmental restructuring or reorganization, such restructuring or reorganization must be recommended by the City Manager for adoption by the Board of Commissioners in accordance with Article 3, Section 3.2(d) of the Charter and related laws of the City. Under such circumstances, the City Manager, in his or her discretion, may (but is not required) consider any combination of the following factors with respect to potentially-affected employees when making the recommendation to the Board of Commissioners: (1) seniority and

PROPOSAL

classification; (2) years of service with the City of Griffin; (3) performance of a critical skill; and (4) job performance over the past three years.

Notice to Employees. Employees to be laid off shall be notified in writing by the Human Resources Director a minimum of thirty (30) calendar days prior to the effective date of the lay-off.

Transfers/Reassignments. Any employee scheduled to be laid off will have the opportunity to apply for any vacancies available in which the employee is qualified to fill the position.

No Right to Hearing or Appeal. An employee separated because of a lay-off in any form will have no right to an appeal. Provided, in the event an aggrieved employee alleges that a lay-off was motivated by unlawful discrimination or retaliation, he or she may file a complaint in accordance with Article 2 of this policy as herein set forth.

Section 12.5 Loss of Job Requirements. It is the expectation that each employee continues to meet the qualifications of his or her position. Therefore, an employee that no longer has the necessary license or credential required for his or her position, will be subject to demotion, and/or disciplinary measures up to and including termination. It is the expectation that the employee informs his or her Supervisor if and when this occurs immediately.

Section 12.6 Termination. A termination is the dismissal of employment initiated by the City. Terminations are governed by the provisions established in Sections 5.4, 5.8, 15.4 and 15.5 of this policy as herein set forth.

Section 12.7 Retirement. The Retirement of an employee is the voluntary separation of an employee who has met the requirements of age and length of service under the laws governing the GMBES Defined Benefit Retirement Plan established in Appendix B of The Code of Griffin, Georgia. An employee seeking retirement shall advise Human Resources and his or her respective Department Director with written notice of Retirement no less than ten (10) advance working days from the date of retirement. However, if the employee is in Fire Suppression the written notice shall be submitted to his or her respective Department Director and Human Resources at least five working shifts in advance of the date of resignation. During the notice period, an employee cannot use vacation, unless approved in advance by the Department Director. If an employee calls in sick or doesn't work a complete shift due to being sick, the employee will not be allowed to use any sick pay unless a sufficient physician's notice is provided for the time not worked. The notice must be provided to the supervisor by the last day of the related pay period to be considered.

Failure to complete a working Resignation notice and comply with the requirements of the notice period will result in the employee not being eligible for re-hire in the future. The City, at its discretion maintains the right to deny an employee from working a notice. Any employee retiring from his or her job shall have no right of appeal. The Human Resources Department will send an exit survey that can be anonymously completed to any employee that retires.

Employees hired after July 1, 2007 are not eligible to continue health insurance benefits upon retirement except as a part of COBRA healthcare continuation. The Human Resources Department will send an exit survey that can be anonymously completed to any employee who resigns.

Section 12.8 Death. Separation will be effective on the date of death of an employee. Any compensation owed for worked hours and accrued vacation hours will be processed through regular payroll methods.

Section 12.9 Benefits. All benefit coverage will cease at 11:59 p.m. on the Saturday in which the pay period ends and hours were worked by an employee. However, in the event of an employee's death, all benefit coverage will cease on the date of death.

In the event an employee has been on qualified Family Medical Leave (FML) which has been exhausted in addition to any Sick or Vacation Leave an employee may have had, and the employee medically cannot return to work or gives notice of no intent to return to work, benefits will cease on the current pay period ending date, unless FML dictates otherwise as specified in section 13.15 contained herein. Conversion privileges and rights available to an employee such as those defined by COBRA will be provided to the employee in the legally required timeframe.

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Section 12.10 **Accruals.** Vacation accruals will be pro-rated for the time worked in the corresponding last pay period in which an employee worked.

Section 12.11 **City-owned Property**. An employee is expected to return all City property in his or her possession into his or her Director upon separation of employment. An employee's final paycheck will be issued through regular payroll and will be adjusted to offset the cost of any City property of value which was not returned in working order. Items must be returned by the pay period ending date in which the employee separated or the employee's pay will be offset by the value.

Section 12.12 **References.** The City will respond to reference requests through the Human Resources Department. Human Resources will verify dates of employment and position(s) held. Without a signed authorization from the current or former employee, wage information or related will not be provided. No other information will be provided by Human Resources unless is subject to and official Open Records Request.

PROPOSAL

ARTICLE 13.

ATTENDANCE AND LEAVE

Section 13.1 **Workplace Schedules**. The established work week and the hours of work should, insofar as practical, be uniform within occupational groups and shall be determined in accordance with the needs of City services and the reasonable needs of the public who may be required to do business with various City departments. Because the nature of the work varies across the City, starting and ending times are at the recommendation of the Department Director and approval of the City Manager. Employees are expected to observe the hours set within their department and make any special arrangements needed in advance and with Supervisor approval. Supervisors can authorize rest periods for their employees, taking into account their department's operational requirements and employee needs.

Meal periods are unpaid and are either a duration of thirty minutes or one hour varying by department. In departments with flexible work operations, employees can elect the timing of their meal periods. In departments that require continuous staffing, supervisors schedule mealtimes to ensure essential functions are covered at all times. Employees who voluntarily forego meal periods must receive prior approval from their Supervisor and will not be entitled to additional pay, banking time off, or leaving early for said day. However, a supervisor can allow employees to skip an occasional meal period in order to leave early for a doctor's appointment, school visit, or other purpose that normally would count against an employees' leave balance(s). Such rescheduling arrangements require advanced supervisory approval; they cannot be used on a regular basis to reduce employees' work schedules. Employees who take unauthorized meal periods, extended unauthorized meal periods, and excessive and/or long break periods will be subject to disciplinary measures.

Breastfeeding. Supporting the Georgia Code-Labor and Industrial Relations-Title 34, Section 34-1-6, the City will provide a supporting environment to enable breastfeeding employees the opportunity to express their milk during work hours. The City will make reasonable efforts to provide a room or other location, other than a restroom, where the employee can pump in privacy. The break time shall, if possible, run concurrently with any break time already provided to an employee. If it is not concurrent with any regular break time, the period of time will be unpaid.

Section 13.2 **Attendance**. Punctual and regular attendance is an essential responsibility of each employee. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, others must perform the work, which diminishes the smooth functioning of a department.

Each Department Director shall be responsible for the attendance of all persons in his or her department. Where sufficient leave has not been accumulated to cover a period of absence, the employee will not be paid. The payroll system keeps complete attendance records on each employee including accrued and used vacation and sick leave.

Having employees on the job performing their duties is one of the most critical factors in providing effective and efficient services to the citizens of the City of Griffin. As such, the City will:

- Encourage regular and prompt attendance;
- Ensure that absenteeism problems are handled timely, consistently, objectively and uniformly; and
- Reduce efficiency problems that result from excessive and unscheduled absenteeism.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to work until the completion of their work shift. Failure to meet these expectations will result in disciplinary measures up to and including termination.

Section 13.3 **Absenteeism.** Regular attendance is considered to be an essential function of every City employee's job and employees are expected to report to work as scheduled. By accepting employment with the City, individuals are indicating that they will take appropriate action to manage their personal affairs; take precautions against accidents, both on and off the job; and be at work promptly every scheduled workday. Absences from work are classified as either scheduled or unscheduled.

A **"scheduled absence"** occurs when all three of the following conditions are met:

1. The employee provides sufficient notice to his or her supervisor, generally a minimum of two weeks;
2. The employee has sufficient Vacation or Sick Leave to cover the absence; and
3. The supervisor approves the absence.

An **"unscheduled absence"** occurs when the above criteria are not met, such as a sudden illness or contagious symptoms and conditions. In such instance, an employee must give notice to his or her supervisor a minimum of one hour before the start of his or her shift unless a different minimum has been dictated by his or her supervisor, with Department Director approval. If an employee knows the evening before his or her shift that he or she will not be able to attend work the subsequent day, notification shall be provided that evening, for Public Safety employees. This notification must be made by the employee to the supervisor in the appropriate notification manner as dictated by the supervisor (i.e., phone call, text, email). If the supervisor has not dictated the notification method preferred, the notification shall be by phone call. It is the expectation that the employee is to confirm the supervisor's receipt of notification. In the exigent circumstance that the employee cannot notify the supervisor directly, a caregiver should notify the supervisor of the circumstance. The employee is expected to contact the supervisor back, by phone call, as soon as possible.

An employee not on a duly authorized leave of absence who fails to report for his or her work shift for two consecutive days or one work shift if Law Enforcement or Fire Suppression personnel, and who has not contacted his or her supervisor will be deemed to have abandoned his or her job as stated in Section 12.3 of this policy as herein set forth.

Section 13.4 **Tardiness.** Employees are expected to report to work on time. Tardiness disrupts the work schedule and places an extra burden on supervisors and co-workers. An employee is considered to be tardy at any time after the designated start time. In such instances, an employee must give notice to his or her supervisor a minimum of thirty (30) minutes before the start of his or her shift unless a different minimum has been dictated by his or her supervisor, with Department Director approval. This notification must be made by the employee to the supervisor in the appropriate notification manner as dictated by the supervisor (i.e., phone call, text, email). If the supervisor has not dictated the notification method preferred, the notification shall be by phone call. It is the expectation that the employee is to confirm the supervisor's receipt of notification. This notification does not excuse the tardiness but simply notifies a supervisor of the delay.

Section 13.5 **Vacation Leave**. Vacation Leave is for the purpose of rejuvenating both physical and mental faculties and each employee is encouraged to take such time. Vacation Leave will be granted at the preference of the employee, when possible, but continuity of services will take precedent. Vacation Leave preference may be determined by seniority, whenever appropriate. All full-time probationary and regular employees (excluding Fire Suppression personnel) shall be entitled to earn and accrue Vacation Leave immediately upon employment at the following bi-weekly accrual rates:

- 3.08 hours (80 hours per year) until five years of continuous employment is met.
- 4.60 hours (120 hours per year) upon five years of continuous employment being met and until ten years of continuous employment being met.
- 6.14 hours (160 hours per year) upon ten years of continuous employment being met.

Full-time probationary and regular Fire Suppression personnel begin to accrue Vacation Leave immediately upon employment at the following bi-weekly accrual rates:

- 6.46 hours (168 hours per year) until five years of continuous employment is met.
- 9.24 hours (240 hours per year) upon five years of continuous employment being met and until 10 years of continuous employment.
- 12.92 hours (336 hours per year) upon ten years of continuous employment being met.

A request for Vacation Leave must be submitted to the employee's immediate supervisor via the timekeeping system or other method in which the department directs. Requests must be made as far in advance as possible in order for the department to schedule required manpower. Late or multiple requests may result in denial based on minimum manpower requirements. Due to the necessity of keeping all City services in operation, large numbers of employees will not be granted Vacation Leave at any one time. Further, in an effort to ensure adequate support and coverage in each department, the Department Director in his or her sole discretion, retains the right to approve or decline Vacation Leave requests.

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It is the intent of this policy to have employees use either some or all of their accrued unused Vacation Leave annually. Employees are cautioned not to retain an excess accumulation of Vacation Leave until late in the calendar year when it often becomes more difficult for time off to be taken with holidays and holiday time off requests. Fire Suppression personnel must use all accrued Vacation Leave by the date of December 31 each calendar year, or it will be forfeited. All other employees have a cap of 120 Vacation Leave hours as of December 31, each calendar year. In other words, any accrued Vacation Leave hours an employee has in excess of 120 at the end of the day on December 31, will be forfeited.

When an employee is separated from service with the City, he or she shall be paid for accumulated, unused Vacation Leave, at his or her current rate of pay. Vacation leave may not be used during a resignation notice period unless prior approval was given by the Department Director pursuant to Section 12.2 and Section 12.7 of this policy as herein set forth.

Under no circumstance will Vacation Leave be advanced or given as cash to an employee.

Section 13.6 Sick Leave. *Definition.* Sick Leave is a paid absence from duty and the employee should manage his or her Sick Leave usage appropriately. It is a common misconception that just because an employee has a certain amount of Sick Leave hours accrued, he or she has the right to take those hours for any reason. Consequently, being "present" at work to perform an employee's job duties is an essential function of each job within the City. If an employee can't be "present" to perform his or her job duties on a consistent basis, the employee will not have acceptable performance and consequences will result as detailed further below.

Sick Leave may be used for:

- In the case of actual sickness or disability of the employee;
- For medical, dental, or eye examination or treatment for the employee and in which arrangements cannot be made outside of working hours;
- When the employee is required to care for a sick or injured member of his or her immediate family as defined in Section 1.5, Immediate Family; or
- To care for an employee's child after birth or placement for adoption or foster care which is limited to two weeks per incident, unless Family Medical Leave (FML) applies which is detailed in section 13.13.

Compliance. As a public agency, the City has a responsibility to our citizens to ensure that taxpayers funds are used appropriately, and that we are working as efficiently, effectively, and productively as possible on their behalf. Inappropriate use of Sick Leave is essentially a misuse of public funds. For this reason, the City has an obligation to closely monitor and address Sick Leave usage to ensure that such leave is being used correctly, and that productivity does not suffer as a result of excessive or inappropriate absences from the workplace. As such, the following apply:

- If an employee has absences of five or more consecutive working days or if in Fire Suppression, two or more shift days, Sick Leave will not be paid to the employee unless the employee provides a doctor's note excusing him or her from work for the day(s), upon his or her return to work. The doctor's note must be submitted to the supervisor by the last day of the corresponding pay period to be considered. If the employee is unable to return to work after being absent for more than five consecutive working days, or two or more shift days if in Fire Suppression, the employee should contact Human Resources as Family Medical Leave may apply. Family Medical Leave is for the employee's benefit, and is detailed further in Section 13.13.

- Once an employee is in excess of more than four unscheduled, non-consecutive Sick Leave occurrences during the year, or if in Fire Suppression more than two unscheduled, non-consecutive Sick Leave occurrences during the year, a doctor's note excusing him or her from work will be an on-going requirement. The doctor's note must be submitted to the supervisor by the last day of the corresponding pay period to be considered. Excessive absences, even with the required doctor's note, does not exclude an employee from disciplinary measures as being in attendance is an essential function for an employee to perform his or her job duties.

- No Sick Leave will be granted to an employee, without a doctor's note excusing him or her from work on the last scheduled work shift before a City designated holiday; on the scheduled and required work day of a City designated holiday; the first scheduled work shift after a City designated holiday; the day before

Vacation Leave or the day due back to work from Vacation leave; or during the notice period of an employee's separation from employment. The doctor's note must be submitted to the supervisor by the last day of the corresponding pay period to be considered. Excessive absences in conjunction with a Holiday or usage of Vacation leave, even with the required doctor's note, does not exclude an employee from disciplinary measures as being in attendance is an essential function for an employee to perform his or her job duties.

In any event of a Sick Leave absence, the Department Director or his or her designee, has total discretion in requiring a doctor's note excusing an employee from work. If this is requested and not provided by the final date of the corresponding pay period, the City will not pay an employee Sick Leave. The doctor's note must be submitted to the supervisor by the last day of the corresponding pay period to be considered.

Consequences. Disciplinary measures up to an including termination will result for the following:

- Habitual use of unscheduled Sick Leave in single or partial day increments.
- A pattern of using Sick Leave on the last scheduled work shift before or first scheduled work shift after a City holiday or a scheduled day off.
- Sick Leave consistently taken on Monday or Thursday (in a four-day work week) or on Monday or Friday (in a five-day work week.)
- A pattern of using Sick Leave to avoid working overtime or holiday work shifts.
- Sick Leave consistently taken the same time of each year.
- Sick Leave taken after a Vacation request was denied.
- Sick Leave consistently taken when difficult assignments or projects are scheduled or due.
- Sick Leave taken after discipline for a performance matter is issued.
- Sick Leave consistently taken when an employee's supervisor is on vacation.
- When an employee consistently has a low Sick Leave balance.

Accruals. All full-time probationary and regular employees (excluding Fire Suppression personnel) will earn and accrue Sick Leave at a rate of 3.10 hours bi-weekly (80 hours per year) immediately upon employment and up to a maximum amount of 480 hours. Full-time probationary and regular Fire Suppression personnel will earn and accrue Sick Leave at a rate of 9.25 hours bi-weekly immediately upon employment and up to a maximum amount of 1,443 hours.

Limitations. Sick Leave may be taken to supplement short or long-term disability payments or workers' compensation, but the combined amount cannot exceed the employee's regular pay for his or her regular workweek. Sick Leave will cease to accrue when an employee is on any form of a leave without pay with the exception of Military Leave pursuant to the Family Medical Leave Act as detailed in Section 13.15.

Advancement of Sick Leave is not allowed under any means. Sick Leave will not be paid out upon separation, and the usage of Sick Leave during the notice period will require a doctor's note excusing him or her from work for the day(s) pursuant to Section 12.2 and Section 12.7 of this policy herein set forth. The doctor's note must be submitted to the supervisor by the last day of the corresponding pay period to be considered.

Expectations. An employee absent from work out on Sick Leave, due to his or her own illness, including qualified Family Medical Leave with the exception of active Military Leave, and/or receiving any form of payment through or on behalf of the City, to include disability and workers' compensation, who is factually determined by the City to be working elsewhere with comparable essential job duties will constitute dishonest behavior within the aspect of employment and will be subject to termination and the reporting of such to appropriate authorities in reference to fraudulent claims.

Further, an employee out on Sick Leave, including Family Medical Leave with the exception of active Military Leave, shall not be permitted to travel away from the vicinity of his or her home except for emergencies, medical appointments and those matters specifically related to the purpose of the Sick Leave without the respective doctor's approval and prior notification and approval given and received by the Human Resources Director. Failure to abide by this, will constitute dishonest behavior within the aspect of employment and an employee will be subject to termination.

Donations of Sick Leave. In an employee's severe case of a life-threatening accident or illness, an employee may be eligible to receive donations of Sick Leave from other employees. Donations are not guaranteed and should not be

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expected by any employee at any time. To be considered a severe life-threatening accident or illness the employee must be on qualified and approved Family Medical Leave for his or her own sickness, have not been medically able to work a minimum of three consecutive weeks, have an acceptable historic record of Sick Leave use, and have depleted his or her own Sick Leave and Vacation Leave accruals. For purposes of this section, life threatening accident or illness includes the following: advanced or rapidly growing cancers, acute serious illnesses or injuries with the potential of loss life, and chronic conditions involving failure of bodily organs or systems. Only the Human Resources Director with approval by the City Manager has the authority to approve an employee to receive donations on behalf of other employees and to request donations from employees.

In the event an employee is on qualified and approved Family Medical Leave for his or her own sickness, has not been medically able to work a minimum of two consecutive weeks, has an acceptable historic record of Sick Leave use, and has depleted his or her own Sick and Vacation Leave accruals, but whose illness does not qualify as life threatening as defined above, a fellow employee-at his or her own request, may donate his or her own hours to the ill employee. In addition, in the event an employee is not eligible for Family Medical Leave due only because of the time restrictions, and is therefore on an substantiated and ultimately approved Leave of Absence specific to his or her own illness, and has not been medically able to work a minimum of two consecutive weeks, has an acceptable historic record of Sick Leave use, and has depleted his or her own Sick and Vacation Leave accruals, but whose illness does not qualify as life threatening as defined above, a fellow employee-at his or her own request, may donate his or her own hours to the ill employee. Such request shall be made to the Human Resources Director to ensure all requirements are met for this sort of donation. However, such circumstance(s), will not be solicited by the Human Resources Director and shall not be by the employee in need.

A recipient of Sick Leave donations is capped at a total of 480 hours. There is no limit on hours someone can donate to an employee with the exception of someone separating from employment, and that limit is 80 hours.

An employee receiving and using sick donations will not accrue sick or vacation time until his or her return to work. When the employee is medically released to return to work, any donations not used during the leave will be forfeited and placed into a donated sick leave bank to be used for future employee requests. This sick leave bank will be the responsibility of the Human Resources Director to manage with oversight from the City Manager.

Section 13.7 **Holidays.** *Definition:* A business day in which Administrative City offices are closed. The Board of Commissioners approves holidays for the upcoming year prior to the subsequent end of the year.

In addition to Board of Commissioner approved holidays each year, there is one Cultural Day so that the employee can observe his or her respective beliefs. The day the employee chooses to take as his or her Cultural Day must be approved in advance by the supervisor. Should the employee separate employment prior to six months of the date the Cultural Day was observed, it will be deducted from the employees' accrued vacation bank, if available. If the hours are not available, the final paycheck will have a deduction of the gross dollar amount of the Cultural Day previously taken. Upon separation or notice of separation an unused Cultural Day will not be paid out to the employee. An Unused Cultural Day will be forfeited at year end.

Eligibility. Full time probationary and regular employees are eligible to receive compensation for a Holiday. In order to receive compensation, an employee must work his or her last scheduled work shift before a Holiday; on the scheduled required work day of a Holiday; and on the first scheduled work shift after a Holiday. The only exception to this rule is if an employee received prior approval for Vacation Leave on those days or if the employee is out Sick on any/all of those days with doctor's excuse substantiation provided pursuant to Section 13.6.

Compensation for employees that annually work 2080 hours and/or an Exempt employee. An employee will receive 8 hours of Holiday pay on the respective holiday. If the employee is mandated to work on the Holiday, he or she will receive regular pay for hours worked in addition to the Holiday pay. For purposes of overtime, Holiday pay is included.

Compensation for Law Enforcement personnel that annually work 2184 hours. A non-exempt sworn officer in the Uniform Patrol Division will receive 12 hours per holiday of Holiday banked time on January 1st of each year. A non-exempt sworn officer in the Criminal Investigations Division will receive 10 hours of per holiday of Holiday banked time on January 1st of each year. Any new hire will receive the appropriate pro-rated Holiday hours for the remainder of the year. Holiday banked time is be exhausted by December 31 of each year or it will be forfeited. Any employee who terminates employment and has used more holiday leave prior to the actual Holiday will have this excess amount deducted from his or her final paycheck. Upon separation of employment for any reason, unused Holiday banked time will be forfeited. For purposes of overtime, Holiday pay is excluded.

Compensation for Fire suppression personnel that annually work 2904 hours. An employee will receive 24 hours per holiday of Holiday banked time on January 1st of each year. Any new hire will receive pro-rated Holiday hours for the remainder of the year. Holiday Banked time is be exhausted by December 31 of each year or it will be forfeited. Any employee who terminates employment and has used more holiday leave prior to the actual Holiday will have this excess amount deducted from his or her final paycheck. Upon separation of employment for any reason, unused Holiday banked time will be forfeited. For purposes of overtime, Holiday pay is excluded.

Section 13.8 **Religious Day Observances**. The City will make reasonable effort to permit employees to observe sincerely held religious beliefs, holidays and practices unless providing such an accommodation creates an undue hardship on the City. Please note that while the City will make reasonable effort to accommodate such requests, the requests cannot be guaranteed, as being servants to citizens take top priority. Any accommodation should be requested in as much advance notice as possible to both the Department Director and the Human Resources Director.

Section 13.9 **Inclement Weather**. During times of inclement weather, it is essential that the City continue to provide vital public services. Therefore, it is expected that employees make every reasonable effort to report to work without endangering their personal safety. In the event of inclement weather, employees are expected to work as scheduled unless the City Manager declares the closing of City administrative offices. The closing announcement will be issued as early as practicable and employees will be advised through the chain of command. If City offices are declared closed, non-emergency employees will be compensated at their regular rate of pay. If City offices are not closed and a non-emergency employee determines it is too hazardous for his or her safety to report to work, the employee shall notify his or her direct supervisor. To receive pay for an absence due to a personal judgment of inclement weather, the employee must use accrued Vacation Leave. If Vacation Leave has been depleted, the employee will not be paid.

Non-exempt personnel that support the essential services for the public good regarding the health and welfare of citizens and customers shall report to work as regularly scheduled and as directed by their department director/manager. Such personnel will be compensated at twice his or her regular rate of pay. Department management will make decisions as to what crews are needed and which, if any, crews may be held in reserve based on projections of inclement weather during each occurrence.

Section 13.10 **Extreme Heat**. This policy has been established as heat illness prevention measures and to prevent the risk of work-related heat illnesses to our employees that primarily work outdoors during extreme heat. The City Manager has the authority for implementing the provisions of this policy, if and when needed, as based on forecasted temperatures and humidity. The City Manager also has the authority to authorize changes to the dress code for employees that work outdoors in the event of Extreme Heat.

Working hours. Working hours may be changed in an effort to reduce the highest heat exposure. Working hours may vary by Department and will be determined by the City Manager in conjunction with the Department Director. To the extent possible, job duties may be altered to allow for partial indoor work during the hottest hours of the working day

Break. There will be a mandatory 5-minute cool-down break each hour and a mandatory 10 minute "cool-down" break every other hour for employees that are working outdoors.

Water. Water will be fresh, pure, suitably cool, and provided to employees free of charge. The water supply available per employee shall allow at least one quart per employee at all times and a minimum of two gallons per eight-hour shift. Workers should consume three to four cups of water every hour starting at the beginning of the work shift and throughout the day.

Responsibilities. It is the responsibility of an individual working alone or if in a crew, for the supervisor to:

- Visually examine the water and pour some on their skin to ensure that the water is suitably cool;
- Check every hour on the available, cool water supply. If the supply drops below 50%, containers shall be refilled with cool water or additional bottles, if applicable, restocked;
- Locate water containers as close as practicable to the areas where employees are working to encourage the frequent drinking of water. If field terrain prevents the water from being

placed within a reasonable distance from the employees, bottled water or personal water containers shall be made available so that employees can have drinking water readily accessible; and

- Continuously remind and encourage employees to drink water.

Communications. Frequent communications shall be maintained with and between employees at all times. It is the responsibility of an individual working alone or if in a crew, for the supervisor to:

- Provide means of communication to an individual working alone so he/she can contact him or her or emergency assistance if needed;
- Ensure all means of communications are functional and all persons at all times;
- Frequently contact an individual working alone to ensure he/she is not in distress;
- Directly observe and communicate with employees within his/her presence regularly for possible symptoms of heat illness and to ensure an employee is not in distress;
- Assign each employee a "buddy" to be on the lookout for signs and symptoms of any heat illness; and
- Take immediate action for an employee who states or looks to be in distress.

Emergency Response. When an employee shows symptom(s) of possible heat illness, he or she shall be placed in the shade, if not already, and provided cool water to drink and/or apply to his or her body. The employee shall not be left alone under any circumstance. If the supervisor is not aware of what is transpiring, he or she should be contacted by whomever is assisting the employee.

- Symptoms of heat exhaustion include: skin rash, muscle cramps, dizziness/fainting, nausea/vomiting, heavy sweating, headache, extreme thirst, and rapid breathing/heartbeat. If these do not improve or worsen after the person has been in the shade and drinking cool water, contact 911.

- Symptoms of heat stroke include: high body temperature, confusion/lack of coordination, dizziness/fainting, and no sweating - but very hot red skin. If these are present contact 911 immediately! While emergency services are en route, initiate first aide by removing excess layers of clothing, placing cold water on the armpits and groin area, and fanning the victim.

Section 13.11 Natural Disaster. During times of a Natural Disaster, it is essential that the City continue to provide vital public services. Therefore, it is expected that employees make every reasonable effort to report to work without endangering their personal safety. In the event of a Natural Disaster, employees are expected to work as scheduled unless the City Manager declares the closing of City administrative offices. The closing announcement will be issued as early as practicable and employees will be advised through the chain of command. If City offices are declared closed, non-emergency employees will be compensated at their regular rate of pay. If City offices are not closed and a non-emergency employee determines it is too hazardous for his or her safety to report to work, the employee shall notify his or her direct supervisor. To receive pay for an absence due to a personal judgment of a Natural Disaster, the employee must use accrued Vacation Leave. If Vacation Leave has been depleted, the employee will not be paid.

Non-exempt personnel that support the essential services for the public good regarding the health and welfare of citizens and customers shall report to work as regularly scheduled and as directed by their department director/manager. Such personnel will be compensated at twice his or her regular rate of pay. Department management will make decisions as to what crews are needed and which, if any, crews may be held in reserve based on projections of inclement weather during each occurrence.

Section 13.12 Workers' Compensation. The City provides a comprehensive Workers' Compensation insurance program at no cost to our employees under the Georgia Workers' Compensation Act. An employee who sustains an injury out of and in the course of employment, shall inform his or her supervisor immediately. An employee's failure to follow this requirement may jeopardize his or her right to benefits under Georgia's Workers' Compensation. The employee's supervisor should immediately contact the Risk Manager for administering approval for post-accident screenings and medical attention to the appropriate medical facility; however, in the event of loss of life or limb, an employee should be taken to Spalding Regional Hospital for emergency treatment. In an

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extreme emergency where injuries require advanced treatment (i.e., trauma, burn, etc.,), the employee should be taken to the closest trauma center.

Pursuant to Section 7.5 contained herein, an employee is required to complete a drug test if the employee sustains a work-related injury requiring medical treatment by a healthcare provider. Failure to complete a drug test will result in disciplinary action. A failure to complete the drug test as required, refusal to take the test, or a positive result of a test will be recommended for termination of employment to the City Manager.

The City has an aggressive return to work program. The Risk Manager will collaborate with the treating physician, the supervisor, and the claims adjuster to return the injured worker back to work as quickly as possible. If the treating physician recommends returning the worker back in a temporary restricted duty, the City will make every effort to accommodate such. The goal of the City is to get an injured worker back into his or her work environment as quickly and safely as possible.

Sick and/or Vacation Leave may be taken to supplement workers' compensation payments but may not exceed the employee's regular hours in a workweek. In the event a returned worker has a physician appointment related to the workers' compensation injury during the workday upon his or her return to work (and ongoing), it is the expectation that the employee report to work prior to the appointment and subsequently thereafter.

The following are prohibited actions as they relate to on-the-job injuries and accidents:

- Withholding information or providing false information regarding any on the job injury or accident.
- Submitting fraudulent claims for injuries allegedly suffered on the job. Additional criminal penalties may be imposed on employees who commit this violation.
- Failure to comply with any safety policy that results in an on-the job injury or accident.
- Failure to comply with imposed reporting requirements while out of work due to a related work injury.
- Working elsewhere performing similar work to his or her job duties with the City while receiving workers' compensation benefits through the City.

Section 13.13 Temporary Restricted Duty. An employee suffering from a medically-certified illness or injury requiring treatment from a licensed health care provider, that of which is not workers' compensation, who is unable to perform his or her regular duties, but is capable of performing an alternative duty assignment, may be permitted Temporary Restricted Duty to the extent that such work is available, and the individual is qualified to perform the work. Temporary Restricted Duty is not a position and the City does not guarantee that light duty assignments will be accommodated.

Every effort will be made to assign an employee to a position consistent with his or her training, experience, and pay classification; however, it may be necessary to place him or her in a lower classification. If this is the case, he or she will retain the privileges of his or her original classification, but with respect to the transitional work responsibilities and performance, he or she will report to the supervisor for that position.

Requests for temporary restricted duty assignments shall be submitted to the Human Resources Director. This request must be accompanied by an ability to work report, which must be signed by the authorized health care provider. The report must include an estimation of the probable duration of the disability, the work status, and the nature of work restrictions. The request with supporting documentation must be received and approved by the Human Resources Department prior to the employee being assigned to temporary restricted duty work. The City may require the employee to submit to an independent medical examination by a health care provider of the City's choosing either before the initial reassignment under this policy, or at any time during the reassignment.

All restricted duty assignments are limited in duration and shall not exceed thirty (30) days in duration for the same injury or condition. After thirty (30) days, an employee on temporary restricted duty other than that of the City's Worker's Compensation insurance policy, who is not capable of returning to his or her original position, must present a request for extension of the temporary assignment, with necessary supporting documentation, to the Human Resources Director. As a condition of consideration of a continued restricted assignment, an employee may be required to submit an update from his or her treating physician's work restriction recommendation.

An employee assigned to a temporary restricted work assignment is expected to make good faith efforts to recover from the temporary disability which necessitated such assignment. An employee in a temporary restricted work assignment is prohibited from engaging in outside employment in which he or she may reasonably be expected to

perform any of the functions for which he or she was determined as being physically or mentally unable to perform on behalf of the City.

An employee may not refuse to perform a temporary restricted duty assignment as long as it is consistent with the requirements set forth from his or her qualifying physician. Failure to appear for an employee's restricted duty assignment will be considered an unscheduled absence, and handled accordingly.

Furthermore, a public safety employee is not allowed to wear his or her uniform, or carry a work weapon(s) when serving in a temporary restricted assignment. As such, the employee shall dress in appropriate civilian attire in accordance with the City's dress code. The employee may carry his or her badge in a wallet or appropriate police badge case, but it must be out of view.

Section 13.14 Pregnant Workers Fairness Act & Pregnancy Discrimination Act. The Pregnant Workers Fairness Act requires employers to provide reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship. It is the employee's responsibility to request any reasonable accommodation which is being sought. This request shall go to the Human Resources Director. The Director will engage in an interactive process with the employee to determine what reasonable accommodations can be afforded.

The Pregnancy Discrimination Act prohibits discrimination on the basis of pregnancy, childbirth or related medical conditions. It is therefore the policy of the City to treat any and all women affected by pregnancy or related conditions in the same manner as other applicants or employees with similar abilities or limitations.

It is the employee's responsibility to request any work leave needed in as reasonable amount of time as possible. Physician certification necessitating the need for such leave will be required. An employee seeking Pregnancy Leave if eligible for Family Medical Leave, will be governed by the law and the City's policy and procedures on such. An employee that is not eligible for Family Medical Leave will be granted a maximum period of six weeks per pregnancy unless exigent circumstances exist. Pregnancy Leave is detailed further under Section 13.16, Other Types of Leave.

Section 13.15 Family Medical Leave. It is the policy of the City to grant up to 12 weeks of family and medical leave during a 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility for FML: To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- The employee must have worked for the employer for 12 months or 52 weeks. The twelve months or 52 weeks need not have been consecutive but must have been reached during the previous seven years. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- *The employee must have worked at least 1250 hours during the twelve-month period immediately before the date the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1250 hours eligibility test for an employee under FMLA.
- The employee must work in an office or worksite where 50 or more employees are employed by the City within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

*As related to USERRA-the protections afforded by USERRA extend to all military members (active duty and reserve), and all periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Type of Leave Covered:

To qualify as FML under this policy, the employee must be taking leave for one of the reasons listed below:

1) The incapacity due to pregnancy, prenatal medical care of childbirth;

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2) To care for an employee's child after birth or placement for adoption or foster care;

3) To care for the employee's spouse, child, or parent with a serious health condition (as defined below);

4) The employee's own serious health condition that prevents him or her from performing the essential functions of the job (as defined below); or

5) An impending call or order to active duty or service-member leave as protected by the National Defense Authorization Act of 2008 and amended in 2013 defined as:

a.) A 'qualifying exigency' that arises from the fact that the employee's spouse, son, daughter or parent is on active duty or has been notified of an impending call or order to covered active duty of deployment to a foreign country (as governed by the National Defense Authorization Act (NDAA) of 2008 and Amendments of 2013 covering both members of the National Guard and Reserves and Regular Armed Forces.

Eligible employees may take qualifying exigency leave for any of the following reasons: (1) short notice deployment (matters arising because a member of the military learns that he or she is being called into duty less than seven days before deployment; (2) military events and related activities (attending official ceremonies of the military or Red Cross); (3) child care and school activities; (4) financial and legal arrangements; (5) reprimand; (6) rest and recuperation (which is limited to fifteen days of leave to spend time with a member of the military who is on short term rest and recuperation); (7) post-deployment activities (such as arrival ceremonies and reintegration briefings); (8) Additional activities not encompassed in the other categories, but agreed to by the employer and employee. Any of these activities must be related to circumstances arising out of being on, or called to active duty; everyday, regular and routine matters do not qualify; and (9) leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.

b.) An FML service-member family leave program. This specifically provides that an eligible employee may take up to 26 weeks of FML (leave must be taken over a single twelve-month period beginning with the first day of the leave) to care for a spouse, son, daughter, parent or next of kin ('nearest blood relative who is not the service member's spouse parent or child') who is a covered service-member or covered veteran. The covered service-member must have a "serious illness or injury" incurred while on active duty or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, that may render the member unable to perform the duties of his or her office, grade, rank or rating and for which the member is (1) undergoing medical treatment, recuperation or therapy; (2) an outpatient; or (3) on a temporary disability retired list. The covered veteran must be undergoing medical treatment, recuperation, or therapy for a serious injury of illness. Covered veteran is defined as an individual who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FML to care for the covered veteran. A serious injury or illness for a covered veteran is defined as one incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran, and is: (1) A continuation of a serious injury of illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service-member unable to perform the duties of the service member's office, grade, rank, or rating; OR (2) A physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating of 50% or greater and such rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; OR (3) A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; OR (4) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance of Family Caregivers.

FML caregiver leave can be taken only once per injury, more than one family member may qualify for leave for the same injury and each relative may take a new period of leave for any subsequent injuries. All other rules of FML as stated below apply.

Definition of care for spouse, child or parent with a serious health condition:

- A 'spouse' is a husband or wife as defined by the State for purposes of marriage, including common law marriage in States where it is recognized. FML does not expressly apply to unmarried domestic partners.
- A 'child' includes the biological, adopted, foster, step, legal ward or child of a person who stands in the shoes of a parent to that child. The child must be under the age of 18, unless he or she is incapable of self-care due to mental or physical disability.
- A 'parent' is either the biological parent or the person who stood in the shoes of a parent to the employee, when the employee was a child. FML is not available to care for a close friend or family member who is 'like a parent' to an adult employee, unless that person actually housed, fed and clothed the employee when he or she was a child. FML does not apply to a mother-in-law or father-in-law.

FML ends upon the death of the employee's critically ill or injured parent, spouse or child.

Definition of a serious health condition {involving continuing treatment}: An illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care;
- Incapacitation for more than three consecutive calendar days of which there were two visits to a health care provider, the first visit must occur within seven days of the first day of the incapacity and the second visit must occur within thirty days of the incapacity.
- A period of incapacity which is permanent or long-term due to a chronic condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, the terminal stages of a disease, etc.,) Visits to the health care provider must occur at least twice per year.

Amount and Timing of Leave: Eligible employees may take up to 12 weeks of leave during a rolling twelve-month period {with the exception of 5(b), where an eligible employee may take up to 26 weeks of leave}. The twelve-month period is determined by measuring backward from the date an employee takes any FML.

Spouses who are both employed by the City and who request FML for the birth, adoption or foster care placement of a child with the employee, are eligible for a combined 12 weeks between the two employees. In other words, both employees continue to be eligible for 12 weeks of FML for their own illness, but may only take 12 weeks between them for this event. If the leave is for birth, adoption or foster placement of a child with the employee, the leave must be taken within 12 months of the birth or placement. *With a vaginal delivery, an employee may only use two weeks of his or her own Sick Leave if he or she is not the laborer. For Cesarean or other complicated birth, an employee may only use up to a maximum of four weeks of his or her own Sick Leave if he or she is not the laborer. All other time off must be Vacation Leave or it will be unpaid; unless, the terms of a serious health condition continue to exist for the laborer or child(ren).*

If an illness meets the criteria for a chronic serious health condition or if the leave is because of an impending call or order to active duty or covered service-member leave as defined above, leave may be taken on an intermittent or reduced schedule basis; however, the employee may be temporarily transferred to another position that better accommodates the need for leave. The City will require an employee with a serious health condition to take FML.

An employee requesting leave under this policy must provide verbal or written notice with an explanation of the reason(s) for the needed leave to the Human Resources Department. If the reason for FML is foreseeable (such as planned surgeries or normal birth), the employee must give 30 days' notice to the City. If the need for leave is unexpected (such as exigent circumstances where previous notice is impossible or unforeseeable), the employee must notify the City per usual and customary call-in procedures for reporting an absence.

The City will require that when an employee's leave is to care for a seriously ill spouse, son, daughter, parent, or for the employee's own serious health condition that it be supported with a certification from the relevant health care provider. For this reason, the employee will be given a "Certification of Health Care Provider" form (issued by the Department of Labor) that must be completed by the treating physician and returned to Human Resources within 15 calendar days of the request. If it is not practicable under the particular circumstances for an employee to provide the requested medical certification within the 15 calendar days after the City's request, despite the employee's diligent, good faith efforts, the employee must provide the certification within a reasonable period of time under the circumstances involved, but no later than 30 calendar days after the date the City requested the certification.

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If the initial medical certification is incomplete or insufficient, Human Resources will designate, in writing, what information is missing and give the employee seven days to cure the deficiency before denying the request. New medical certifications may be requested at the first absence in a new leave year, and persons with chronic conditions whose duration is 'unknown' or 'lifetime,' may be required to be re-certified every six months in conjunction with an absence.

The City has the right to request a second opinion if it has reason to doubt the initial Medical Certification. The City will select the provider and pay for the second opinion. If there is a conflict between the original Medical Certification and the second opinion, the City will require the opinion of a third physician. The City and the employee will mutually select the third physician and the City will pay for the third opinion, which will be considered final. An employee will be provisionally entitled to leave and benefits under FML pending the second and/or third opinion.

Only Human Resources personnel are authorized by the FMLA, to contact health care providers for purposes of authentication and clarification of information provided by the employee requesting leave. If additional information needs to be requested, the employee must provide his or her consent to allow the employer contact; however, if the employee refuses, FML may be denied.

The City will require that when an employee's leave is to care for an illness of a covered service-member that it be supported by the completion of the "Certification for Serious Injury or Illness of Covered Service-member for FML" form (issued by the Department of Labor) that must be completed and returned to Human Resources within 15 calendar days of the request. If it is not practicable under the particular circumstances for an employee to provide the requested medical certification within the 15 calendar days after the City's request, despite the employee's diligent, good faith efforts, the employee must provide the certification within a reasonable period of time under the circumstances involved, but no later than 30 calendar days after the date the City requested the certification.

The City will require that when an employee's leave is because a 'qualifying exigency' exists as defined above, it must be supported by the completion of the "Certification of Qualifying Exigency" form (issued by the Department of Labor) and requested supporting documentation that must be completed and returned to Human Resources within 15 calendar days of the request. If it is not practicable under the particular circumstances for an employee to provide the requested medical certification within the 15 calendar days after the City's request, despite the employee's diligent, good faith efforts, the employee must provide the certification within a reasonable period of time under the circumstances involved, but no later than 30 calendar days after the date the City requested the certification.

If an employee refuses or fails to provide required information, such as any of the above referenced Certification forms within the required time-frame, the City will not be able to designate the absence as FML and the employee will not have the FMLA protections and continuation of benefits of FMLA. The leave will therefore be treated as 'absent without leave' and subject to the City's policies and procedures on such.

City Notice to Employee: It is Human Resources personnel's responsibility to designate leave as paid or unpaid, FML qualifying or not, and to give notice to the employee. Upon receipt of the employees' qualifying certification documents, the employee will be provided a "Designation Notice" detailing the leave as paid or unpaid, and FML qualifying or not. This notice will be provided to the employee within five business days or as soon as practicable.

Pay and Benefits during FML: While an employee is on leave, the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. Under current City policy, the employee pays a portion of the medical premium. While using Sick or Vacation Leave, the City will continue to make payroll deductions to collect the employee's share of the premium. If Sick or Vacation Leave is exhausted, the employee must continue to make this payment, either in person or by mail. The payment must be received by Human Resources by the bi-weekly paycheck date. If the payment has not been made as due and is more than 30 days in arrears, the City has the right to terminate the respective coverage(s) for the duration of the leave. The City will provide 15 days' notification prior to the employee's loss of coverage. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the City will require the employee to reimburse the City the employer contribution paid toward the employee's insurance premium during the leave period.

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If the employee contributes to other voluntary benefit products, the City will continue making payroll deductions while the employee is using Sick or Vacation Leave. If the Sick or Vacation Leave has been exhausted, the employee must continue to make such payment(s), either in person or by mail. The payment must be received by Human Resources by the bi-weekly paycheck date. If the payment is more than 30 days in arrears, the City has the right to terminate all respective coverage(s), after providing a 15 day's notification prior to what will be the employee's loss of coverage. Re-instatement may be requested by the employee upon his or her return to work and by satisfying the previous debt; however, this is subject to acceptance by the benefit carrier.

Any accrued available Sick Leave and Vacation Leave must be used as part of the 12 weeks (or 26 weeks if applicable), once exhausted the remainder of the twelve weeks will be unpaid. Employees who are or will be receiving short-term disability, will only be allowed to use Sick or Vacation Leave for the 40% of their wages that short-term disability does not pay. Employees who are or will be receiving workers' compensation benefits, will only be allowed to use Sick or Vacation Leave for the 33% of their wages that workers' compensation does not pay.

FML runs concurrently with workers' compensation and short-term disability. If an employee cannot medically return to work at the end of the Family Medical Leave period, yet still has accrued Sick and Vacation Leave to use, he or she will remain an active employee under the terms of a Leave of Absence/FML exhausted, as defined in Section 13.16, until the sooner of one of the following occur: 1) The Leave time is exhausted; 2) The Long-Term Disability elimination period of 180 days is satisfied; 3) The employee resigns or retires; or 4) The employee is no longer alive.

Return to Work: An employee should notify Human Resources of his or her ability to return to work, one week prior to the anticipated date of return, or of any medically necessary changes in the date of return. If the leave was due to the employee's serious health condition, the City will require a 'fit for duty' certification from his or her health care provider of the circumstance, addressing the employee's ability to perform the essential functions of his or her job. If an employee is on intermittent leave, the City can request subsequent fit for duty certifications as often as once every 30 days, if reasonable safety concerns exist regarding the employee's ability to perform his or her essential job duties.

Upon a Public Safety employee's return, the City maintains the right to assess an employee's physical fitness test in an effort to ensure the employee meets the physical requirements of the position. Successful completion of the physical fitness test as warranted and within the stated time constraints are an on-going essential requirement of Public Safety positions pursuant to Section 5.12 contained herein.

If an employee is able to return to work on or before the expiration of available FML, he or she will be re-instated to the same position or a position with equivalent status, pay, benefits and other employment terms. The re-instatement right will automatically be negated if:

- The employee gives unequivocal notice of no intent to return to work;
- The employee does not return to work prior to the expiration of FML;
- The employee is medically released to return to work on such date, but fails to return on such date;
- The key employee exception applies;
- The leave was obtained by fraud;
- The project for which the employee was hired is finished;
- The employee cannot perform the essential functions of the job, with or without reasonable accommodation of a qualifying disability; or
- The employee's position was subject to a lay-off.

Expectations: An employee absent from work on FML because of his or her own serious health condition, but who otherwise performs similar work to his or her job duties with the City, and works elsewhere during such period of time, will be considered to constitute dishonest behavior within the aspect of employment and such employee may be subject to termination. In addition, an employee absent from work to care for spouse, child or parent with a serious health condition but who otherwise performs any work elsewhere during such period of time, will be considered to constitute dishonest behavior within the aspect of employment and such employee may be subject to termination.
Lastly, an employee on FML is not permitted to travel away from the vicinity of his or her home except for emergencies, medical appointments and those matters specifically related to the purpose of the FML without the

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respective doctor's approval and prior notification and approval by the Human Resources Director. Doing such will constitute dishonest behavior within the aspect of employment and such employee may be immediately terminated.

Section 13.16 Other Types of Leave.

1. **Jury Duty Leave.** An employee who is called to serve on a jury, or an employee that has been subpoenaed to appear before the court in the scope and performance of his or her job as a City employee shall be afforded this paid leave. The employee must provide his or her supervisor with a copy of the jury duty or court summons as soon as possible after receiving it. In addition, upon release from daily jury or court duties, the employee shall return to his or her respective department and respective job duties each day. When an employee is compensated by the Judicial System for such service, he or she is entitled to retain the payment to offset any related expenses.

   Leave for court attendance when the employee, as a private individual, is the defendant, engaged in personal litigation, or involved in a matter unrelated to his or her work with the City, shall be charged to the employee's vacation leave or if depleted, unpaid.

2. **Voting Leave.** An employee, upon providing reasonable notice to his or her supervisor, will be permitted to take necessary time off to vote on the day on which a primary or election is held. Time off is not paid and may not exceed two hours. The supervisor has the right to specify the hours during which the employee may be absent per O.C.G.A. § 21-2-404. Consequently, if an employee's work schedule begins at least two hours after polls open or ends at least two hours before polls close, voting time off will not be provided.

3. **Bereavement Leave.** Bereavement Leave is for the purpose of making funeral arrangements, attending funeral or memorial service and related family obligations. Bereavement leave shall be taken within two (2) weeks of the death. If a death occurs in an employee's immediate family (defined in Section 1.5), or his or her parent-in-law, sibling, half-sibling, step-sibling, son or daughter-in-law, grand-parent, or grandchild; the employee shall be granted up to three (3) regular working shifts for all employees with the exception of Fire Suppression personnel who shall receive two (2) regular twenty-four hour shifts with pay per incident. Bereavement Leave pay will be at the employee's regular hourly rate of pay.

   If a death occurs in an employee's extended family (defined in Section 1.5 unless specifically mentioned in the above paragraph), Bereavement Leave will be for one (1) regular working shift for all employees.

   Absence from the job for a death occurring outside the immediate or extended family or beyond the Bereavement Leave limits, shall be deducted from an employee's Vacation Leave.

   The City has the right at any time to require proof of death (i.e., obituary, certificate) and/or relationship before paying Bereavement Leave. If requested, documentation must be provided by the last day of the corresponding pay period to be considered.

4. **Military Leave**. Pursuant to GA code < 38-2-279 (2020) Every public officer or employee shall be paid his or her salary or other compensation as such public officer or employee for any and all periods of absence while engaged in the performance of ordered military duty and while going to and returning from such duty, not exceeding a total of 18 days in any one federal fiscal year. In the event the Governor declares an emergency and orders any public officer or employee to ordered military duty as a member of the National Guard, any such officer or employee, while performing such duty, shall be paid his or her salary or other compensation as a public officer or employee for a period not exceeding 30 days in any one federal fiscal year. " Ordered military duty" means any military duty performed in the service of the state or of the United States including, but not limited to; attendance at any service school or schools conducted by the armed forces of the United States by a public officer or employee as a voluntary member of the National Guard, or of any reserve force or reserve component of the armed forces of the United States pursuant to orders issued by competent state and federal authority.

5. **Leave of Absence**. If an employee has exhausted all forms of paid or unpaid leave yet, has extenuating circumstances that prevent him or her working for a brief period of time the employee may request a Leave of Absence. Such request must be sent to the Human Resources Director detailing how long the leave is requested for and how long. Only the City Manager can approve a leave of absence. If approved, the following will apply:

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- Sick and vacation time will not accrue during the period;
- The employee will not receive any holiday accrual or pay for any holidays observed during the period;
- The employee will not receive jury duty or bereavement leave, if applicable, during the period;
- The employee will remain in any benefit plans that he or she is currently enrolled in; however, he or she is required to reimburse the City any premiums that are paid on his or her behalf each payroll date if his or her paycheck does not cover the premiums due. Such amount must be paid to the office of HR by the Monday following each payroll Friday. Failure to comply by the deadline, will result in loss of coverage and no recourse of being able to get such coverage back;
- The employee will remain actively employed at his or her current rate of pay until his or her return date. All effort will be made to keep the employee in the same position, department, and working shift but this is not guaranteed; and
- The employee will be required to return to work on the date specified at his or her regularly scheduled time. Failure to return to work on the required date will be considered job abandonment effective that date.

6. **Leave of Absence/FML Exhausted**. This is specific to an employee that cannot medically return to work at the end of the Family Medical Leave period, yet still has accrued Sick and/or Vacation Leave available to use. As such, he or she will remain an active employee at his or her current rate of pay subject to the terms defined below until the sooner of one of the following occur: 1) All Leave time is exhausted and he or she still cannot medically return to work; 2) the Long-Term Disability elimination period of 180 days is satisfied; 3) The employee resigns or retires; or 4) The employee is no longer alive. The following terms apply at and during this period:

- Any accrued sick and vacation time must be used;
- Sick and vacation time will not accrue;
- The employee will not receive any holiday accrual or pay for any holidays observed;
- The employee will not receive any pay for jury duty or bereavement leave, if applicable;
- The employee will remain in any benefit plans that he or she is currently enrolled in; however, he or she is required to reimburse the City any premiums that are paid on his or her behalf each payroll date if his or her paycheck does not cover the premiums due. Such amount must be paid to the office of HR by the Monday following each payroll Friday. Failure to comply by the deadline, will result in loss of coverage and no recourse of being able to get such coverage back; and
- In the event an employee is medically able to return to work before exhausting any and all of his or her accrued leave time, all effort will be made to keep the employee in the same position, department, and working shift but this is not guaranteed.

7. **Pregnancy Leave.** An employee that is not eligible for Family Medical Leave will be granted a maximum period of six weeks per pregnancy under the terms of Pregnancy Leave. If exigent circumstances exists and
additional leave is needed, the employee shall contact Human Resources to see what, if any, accommodations can be met. The following conditions also apply:

- Any accrued sick and vacation time must be used during this period;
- Sick and vacation time will not accrue during this period;
- The employee will not receive any holiday accrual or pay for any holidays observed during the period;
- The employee will not receive any pay for jury duty or bereavement observed during the period;
- The employee will remain in any benefit plans that he or she is currently enrolled in; however, he or she is required to reimburse the City any premiums that are paid on her behalf each payroll date if her paycheck does not cover the premiums due. Such amount must be paid to the office of HR by the Monday following each payroll Friday. Failure to comply by the deadline, will result in loss of coverage and no recourse of being able to get such coverage back; and
- An employee should notify Human Resources of any medically necessary changes in the date of return as soon as evident.

The employee will be re-instated to the same position, with the same pay, benefits and other employment

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terms. However, the re-instatement right will be negated if; 1) The employee gives unequivocal notice of no intent to return to work; 2) The employee does not return to work as due and provides no prior notification of an issue; 3) The leave was obtained by fraud; 4) The employee cannot perform the essential functions of the job, with or without reasonable accommodation of a qualifying disability; 5) The project for which the employee was hired is finished; or 6) The employee's position was subject to a bona fide layoff.

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ARTICLE 14

INVESTIGATION OF EMPLOYEE MISCONDUCT/ADMINISTRATIVE LEAVE

The City of Griffin has a compelling interest in securing from its employees an accounting of their public performance as well as any off duty conduct with the potential to affect the City negatively. For this reason, it may be necessary from time to time, to conduct an investigation involving the conduct of an employee to determine whether there has been a violation of public trust, including violations of Personnel Policies. The City Manager may direct the investigation to be conducted by the Police Department, the City Attorney, another City Department, a Department Director, an outside investigative agency, or whoever may be deemed necessary.

Whenever material allegations are brought to the attention of the Department Director that an employee of the City has violated the public trust, including but not limited to; the commission of criminal acts, misappropriation of public funds, violations of a citizen's civil rights, or conduct subject to disciplinary action under Section 15.4 contained herein, it shall be the duty of such Department Director to notify the City Manager and Human Resources Director promptly. Upon a complaint of misconduct against an employee, the arrest for a felony or misdemeanor involving moral turpitude, or an indictment or a finding of probable cause by an authorized Judicial Officer, an employee will be placed on Administrative Leave. Administrative leave at the discretion of the Department Director and/or Human Resources Director with final approval by the City Manager when such action is deemed to be in the best interest of the City. Such leave may be with or without pay, depending on the circumstance(s). The following rules apply for an employee on Administrative Leave:

1. The employee will continue to receive the benefits afforded to him or her as afforded to him/her prior to being placed on Administrative Leave. The employee however, may have to reimburse the City for any premiums not covered by his or her paycheck.
2. The employee must be available to speak and/or meet with his or her Department Director, Human Resources, and/or the City Manager anytime, and with little time notice during Administrative Business Hours. Administrative Business Hours for purposes of this section are defined as 8:00 a.m. until 5:00 p.m. on Business Days.
3. The employee may not be on City property unless the purpose is generally used by the public for recreational or business purposes (i.e., park, golf course, paying a bill.)
4. The employee may not perform any form of another job during Administrative Business Hours without the written consent of his or her Department Director and final approval by the City Manager.
5. The employee is required to relinquish any City or Department issued equipment in his or her possession including, but not limited to; technology equipment, vehicle, badge(s), and weapon(s).
6. The employee must provide a working phone number and physical address in which he or she can be contacted.
7. The employee shall refrain from any contact- direct or indirect-with other City officials and employees other than his or her Department Director, Human Resources Director, or the City Manager. If a legitimate need exists for such contact, the employee shall contact the City Manager in advance to discuss the situation and, if deemed, warranted, appropriate arrangements will be made.
8. If the employee is a law enforcement employee, the following are also prohibited:
    i. The employee shall immediately relinquish his or her gun and badge;
    ii. The employee may not be armed in any capacity as a law enforcement officer;
    iii. The employee may not represent him/her self as a law enforcement officer;
    iv. The employee will have no authority as a law enforcement officer in any capacity and may therefore not take any law enforcement action in any situation;
    v. The employee may not work any other job;
    vi. The employee may not contact any potential witnesses or complainants; and
    vii. The employee shall not wear any law enforcement insignia including but not limited to; badge, gun, uniform.

Employees must cooperate with any investigation when compelled to do so.

In accordance with the Open Meetings Act, internal meetings held for investigative purposes shall be closed to the public and any non-essential City staff. Records and statements prepared in connection with the investigation of complaints against public officers or employees shall be subject to public disclosure ten (10) days after the investigative report has been presented to the agency or officer requesting the investigation, or when the investigation is finally concluded or terminated, whichever is later; provided, however, that the City Manager may authorize or ratify the prior disclosure of such records in his or her sole discretion.

PROOF

ARTICLE 15.

DISCIPLINARY ACTIONS

Section 15.1 **Intent**. Effective employee communications and expectations set forth by management and City policies that are enforced and adhered to, does not necessitate disciplinary actions. Consequently, there may be times that disciplinary actions are warranted based on an employee's inappropriate behavior, actions, or performance of job duties. The establishment of rules, regulations, and procedures for the imposition of disciplinary actions are not intended to restrict the rights of any employee, but rather to secure cooperation and maximum efficiency from all employees.

Section 15.2 **Expectation**. It is the expectation of every employee, regardless of his or her position or status, to immediately report suspected misconduct, dishonesty, harassment, fraudulent activity or other unlawful activity up to his or her chain of command, directly to his or her Department Director, the Human Resources Director, or the City Manager.

Section 15.3 **Purpose**. Meaningful discipline is a management tool for achieving acceptable, but preferably exceptional employee performance and behavior. Discipline may be necessary at times to ensure that all employees, irrespective of their department, operate together efficiently and effectively to deliver quality services to the citizens of the City of Griffin.

Section 15.4 **Conduct Subject to Disciplinary Action**. It is impossible to define all possible conduct that may warrant discipline. There are four (4) core concepts, however, that are universally accepted and should be considered whenever discipline is to be imposed:

- An employee's misconduct directly or indirectly relates to the employee's job or the integrity of public service;
- The rule or performance standard violation was known to the employee and/or the employee reasonably should have known that the conduct in question was inappropriate;
- The infraction is serious enough to warrant discipline, under all relevant facts and circumstances with the severity of the infraction determining the severity of the sanction imposed; and
- Where all relevant facts and circumstances are comparable, the rules were and have been consistently enforced.

With the foregoing concepts in mind, the following actions, which are often further detailed within this entire Personnel Policy, though non-inclusive, will constitute sufficient reason for disciplinary action up to and including termination:

1. The arrest for a crime while either on or off the job and/or failure to report it within the required two days.
2. The conviction of a felony or misdemeanor involving moral turpitude. Any negotiated disposition of a criminal act other than an unqualified acquittal or first offender discharge shall be deemed a conviction for purposes of this Policy. Disciplinary action based on the underlying conduct or for other good cause existing while criminal charges are pending can be taken at any time regardless of the status of any criminal action, without conviction of final appeal.
3. The willful or reckless making of false statements or reports, or altering of reports to supervisors, officials, the public, boards, commissioners, or agencies relating to matters within the employee's scope of employment or the operation and efficiency of the City in general.
4. Any violation of State or Federal laws, City ordinances, Department, and City of Griffin rules and regulations.
5. The making of a false statement, material omission, or misrepresentation on an employee's application, bid sheet for promotion, or other employment related documents, no matter when discovered.

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6. Making false claims or misrepresentations in an attempt to obtain sickness, accident benefits, or Workers' Compensation benefits.

7. Numerous or very costly "at-fault" accident(s) or injuries that involve City property and/or occur on City worked time. *Note: Any "at-fault" accident or injury with monetary damages or claims in excess of $1,000, or two or more "at-fault" accidents or injuries will result in an automatic written reprimand.*

8. Illegal activity of any sort while on duty.

9. Failure to use professional judgement and exercise prudent action, both on-duty and off-duty, that results in promoting a negative City image.

10. Wearing a City of Griffin uniform or other identifying mark while purchasing or consuming alcoholic beverages, commercial gambling, or other activity which may adversely or negatively affects the City.

11. Failure to wear a seatbelt while operating or riding in a City vehicle equipped with passenger restraint devices.

12. Speeding, reckless driving, or other failure to operate City motor vehicles and moving equipment, in a safe and proper manner.

13. Failure to report injuries to employees and others which occur on City property or in the performance of City business.

14. Failure to immediately report an accident or injury, regardless of fault that occurs either on City property, using City equipment, or in the performance of City business.

15. Unauthorized passengers or drivers in a City vehicle or other rolling stock.

16. Excessive absenteeism and tardiness.

17. Abusing lunch or break times in excess of the time allowed.

18. Failure to properly notify immediate supervisor when an employee is unable to report to work as scheduled.

19. Failure to return to work as due from any form of a Leave of Absence.

20. Quitting work, wasting time, loitering, or leaving assigned work area during work hours without permission.

21. Failure to fulfill duties as required of "Stand-by" or Detective Detail.

22. Violations to any form of Leave, paid or unpaid.

23. Abandonment of job.

24. Paying someone to work your shift.

25. Unauthorized use or removal of City equipment or property.

26. Unauthorized use of telephone, computer, or other City communication equipment.

27. Intentional destruction or vandalism of City property or another person's property.

28. Destruction, falsification, or intentional alteration of City business records, (i.e., time cards, reports).

29. Abuse, neglect, defacing, destroying, improper use, or theft of an employee's or that of the City's equipment, materials, supplies, or property.

30. Receiving any City service without paying for it.

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31. Scavenging items.

32. Financial misconduct or dishonesty to include (but is not limited to) theft, misuse, destruction, or other misappropriation of assets; misstatements or other irregularities in City records, including the intentional misstatement of the results of operations; forgery or alteration of documents, falsification of expenses and time cards, fraud and other unlawful acts.

33. Unauthorized disclosure of medical, legal, or other confidential information as defined in Section 5.22.

34. Theft, destruction, vandalism, or unauthorized use of another's property, including fellow employees, visitors, guests, and that owned or used by the City.

35. Misuse of information (i.e., network, materials) derived from the GA Crime Information Center (GCIC) or the Criminal Justice Information System Network (CJIS).

36. Recklessness, carelessness, or conduct endangering the safety of oneself, fellow employees, and/or members of the public, or causing avoidable waste of products or causing damage to City equipment, machinery, and/or property.

37. Displaying behavior that is threatening, intimidative, argumentative, repeated behavior that is intended to hurt another person, on-going victim blaming, intentional exclusion, public humiliation, or the use of offensive, vulgar, or abusive language toward fellow employees, visitors, and guests.

38. Fighting, attempting to fight or cause bodily harm, horseplay, disorderly or immoral conduct on City property, while performing City business, while representing the City in an official capacity, or while displaying the City name, logo, or graphic in any manner at any time.

39. Failure to behave in a respectful fashion that conveys values of civility with others to include rudeness, horseplay, disorderly conduct and bullying. Appropriate courtesy and business decorum in workplace communications and communicating with others is the expectation.

40. Failure to follow established policies and procedures in the safe handling of equipment, materials, people, and property, in the performance of job responsibilities.

41. The consumption, sale, or possession of alcoholic beverages, the use or abuse of controlled substances and/or illegal substances, or being intoxicated or otherwise affected on the job because of the prior (before shift) or during the shift even if on a lunch period, use of an alcoholic beverage or a controlled or illegal substance.

42. Willful failure to follow reasonable orders or instructions from the Supervisor.

43. Inadequate or unsatisfactory performance of assigned job duties and responsibilities.

44. Inefficiency or incompetence.

45. The loss of stated job qualifications, such as a necessary license, to include required status of a driver's license or certification.

46. Inability or unwillingness to obtain the proper certification or license required to perform the job.

47. Neglect of duties, and/or otherwise failing to perform required duties.

48. Negligent Supervision.

49. Sleeping on the job if not duly authorized.

50. Harassment or Retaliation either off-duty or on-duty.

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51. Conduct, either on-duty or off-duty, that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status as protected by Federal law, State law, or City policy.

52. Spreading gossip or rumors.

53. An ongoing pattern of a negative mindset or hostile behavior that stems from an uncooperative or superior attitude.

54. Having physical contact with inmate labor working in the custody and control of the City of Griffin. This includes giving an inmate food or any other items, hugging, or carrying on conversations of a personal nature.

55. Receiving from any person any fee, gift or other valuable in the course of work, when such fee, gift or other valuable thing is given in the hope or expectation of receiving any favor of better treatment than that afforded other persons.

56. Any violation of the Social Media Policy.

57. Any violation as stated in the entirety of this Personnel Policy.

Section 15.5 **Types of Disciplinary Action**. Supervisors, Managers and Department Directors, shall have the options detailed below when imposing discipline. In addition, depending on the severity of the offense, any of the options may be by-passed for a greater level of discipline.

- Written Warning. A disciplinary measure which may be issued for an incident, action or behavior which is intended to be more corrective or instructive in nature. In issuing the warning, the immediate supervisor should privately address the issue and what corrective actions should be taken. This shall be documented on the City's Disciplinary Notice notating that it is Warning. It shall be signed by the supervisor and employee, and then sent to Human Resources to be placed in the employee's personnel file. The supervisor and employee both should keep a copy.

- Written Reprimand. Where the incident, action, or behavior of the employee warrants a more stringent level of disciplinary action, a written reprimand may be issued. The Department Director or Supervisor will complete the City's Disciplinary Notice notating that it is a Reprimand. The Reprimand will address the issue, corrective action needed, and consequences thereof. The Reprimand will be discussed with the employee privately and in person. The Director or Supervisor shall keep a copy for his or her self and provide the employee with a copy. The original shall be sent to Human Resources to be placed in the employee's personnel file, provided however, that the failure to do so shall not affect the validity of the written reprimand. Upon receiving a Written Reprimand, an employee has five (5) business days to submit any written comments regarding the reprimand to Human Resources to be placed in his or her personnel file with the reprimand. *Note*: *Any at-fault accident or injury with monetary damages or claims in excess of $1,000 or two or more "at-fault" accidents or injuries will result in an automatic written reprimand*

- Disciplinary Conference. When discipline warrants more than a written warning or reprimand, a Disciplinary Conference may be imposed. Section 15.6 contained herein details the Disciplinary Conference.

- Performance Improvement Plan. A performance improvement plan (PIP) may be an option a Department Director chooses for an employee that is experiencing repeated or multiple performance deficiencies. A PIP is used primarily to facilitate improved performance by identifying deficiencies while providing an opportunity for improvement and success. A PIP will be specific about what needs to be improved and in what time frame(s).

With approval of the City Manager the following are additional Disciplinary Actions that can be imposed:

- Suspension. Where the incident, action, or behavior of the employee is deemed to warrant a severe disciplinary action, short of termination, the employee may be suspended without pay. A Department Director may recommend to the City Manager suspension of an employee without pay for a period of not less than one (1) nor more than fourteen (14) days. A recommendation of Suspension for a Regular Employee is subject to Due Process detailed in Section 15.6.

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- Demotion. A Department Director may recommend to the City Manager demotion of the employee to a position with a lower pay grade and corresponding pay rate. Following a demotion, an employee shall not be eligible for any promotion for a period of one (1) year, except under extraordinary circumstances and with City Manager approval. A recommendation of Demotion for a Regular Employee is subject to Due Process detailed in Section 15.6.

- Termination. A Department Director may recommend to the City Manager dismissal of an employee from employment with the City. Termination of a Regular Employee is subject to a Due Process as detailed in the next section. Termination of an employee in his or her Initial Probationary Period or that of a part-time employee, may be recommended at any time with the proper completion of a Personnel Action Form and supporting documentation. In accordance with the Charter of the City of Griffin, Georgia, only the City Manager has the authority to terminate an employee.

Section 15.6 Due Process/Disciplinary Conference. Regular Employees are covered by the Due Process clause of the 14th Amendment of the United States Constitution, which states that government cannot deprive a person of life, liberty, or property without due process of law. Basically, procedural due process in a government employment context requires that a government employee be afforded a meaningful opportunity to be heard if the employee has a property interest in his or her employment. As such, unless the conduct in question renders it impractical, and if the discipline warrants more than a written warning or reprimand, the right to be heard means that we must:

- Provide notice of the charges against someone;
- Provide proof that rules, regulations or standards of conduct were violated;
- Give the date and time of the hearing/conference;
- Give the accused an opportunity to rebut the charges in a meaningful time and way; and
- Establish--at a minimum--that there is substantial and credible evidence supporting its charges.

It is the responsibility of the Department Director to determine in conjunction with the Human Resources Director, if the employee's conduct in question is egregious enough to place the employee on Administrative Leave with or with-out pay. The Department Director will complete the Notice of Disciplinary Conference form and give it to the employee or have the employee, if on Administrative Leave, come and pick it up personally

On the date of the disciplinary conference, the Department Director will ask questions of the employee and give him or her the opportunity to tell his or her side of the story. After the disciplinary conference, the employee will have 24 hours to provide a written response, if desired, to the charges. Upon consideration of all relevant facts, the Department Director may then: 1) dismiss the alleged charges if the employee's explanation is sufficient; 2) administer Disciplinary Action that does not deprive a person of life, liberty, or property or 2) prepare a Recommendation for Disciplinary Action, that will result in deprivation of life, liberty or property to be forwarded to the Human Resources Director. The Human Resources Director shall forward all related documents to the recommended Disciplinary Action along with the employee's personnel file to the City Manager.

The City Manager will set-up a meeting with the accused to discuss the issue. Once the City Manager has completed his or her review of the issue, a response will be rendered by either agreeing to the recommended Notice of Disciplinary Action, which will be indicated by signature of acceptance or unacceptance with modifications. The notice or written letter of decision by the City Manager will be served upon the employee using the best means available to assure its receipt, generally within five (5) business days. If mailed, service is complete upon mailing.

Section 15.6 Hearing. Any Regular Employee who is aggrieved by a Notice of Disciplinary Action imposing a salary reduction, suspension, demotion, or dismissal, shall have the opportunity for a hearing before the Personnel Review Board created under this Section. Probationary employees or those employees dismissed due to a layoff, departmental, or City-wide reorganization, shall not be afforded a hearing before the Personnel Review Board.

Within five (5) business days after the employee receives his or her Notice of Disciplinary Action, the employee may file with the Human Resources Director a written request for a hearing before the Personnel Review Board. Unless a hearing is timely requested within the five (5) business day period, the employee will be deemed to have accepted the disciplinary sanction imposed. Upon receipt of a hearing request, the Human Resources Director shall schedule a hearing and notify all persons involved of the date, time, and place.

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While due process in an administrative hearing of the nature afforded employees in employment matters does not require an absolute or independent right to subpoena witnesses, upon written request, the City Manager will use his or her best effort to make available at the hearing other employees identified by the aggrieved employee as witnesses; provided, however, the Personnel Review Board shall be authorized to limit the number of witnesses called at the hearing. Deadlines imposed upon the employee shall be in writing. Any deadline missed shall be deemed as the employee withdrawing his or her right to appeal.

The Personnel Review Board shall consist of a pool of six (6) members and comprised of current or former city or county managers/administrators, city or county attorneys, law enforcement, human resource professionals or persons having experience in personnel management or public employment law. Upon recommendation by the City Manager, the Board of Commissioners shall approve the pool of members. All Personnel Review Board members shall serve without compensation, but shall be entitled to all travel expenses related to attendance at hearings. The Personnel Review Board shall appoint a spokesperson prior to any hearings who shall preside over all hearings. Three (3) members shall be required to preside over a Hearing. The members will be selected as follows: The employee shall go first and choose one member, the City Manager will go next and choose one member, and the Human Resources Director shall go last and choose one member. Hearings conducted by the Personnel Review Board shall be noticed in accordance with the Georgia Open Meetings Law, O.C.G.A.§ Section 50-14-1 *et. seq.* and shall be open to the public while receiving evidence or hearing argument on charges against an employee; provided, however, the Board may close its meeting pursuant to O.C.G.A. § Section 50-14-3(b)(2) for the purpose of deliberating upon its findings and a recommendation for disciplinary action. All hearings shall be recorded. Hearings shall be conducted with only such procedural formality as necessary to assure decorum and ascertainment of the truth.

Prior to the hearing, the City Attorney, or the City Manager's designee who shall be a member of the Georgia Bar in good standing, shall furnish the employee or his or her attorney with written notice of the names of all witnesses who may be called in support of the City's position. Likewise, the employee or his or her attorney shall notify the City Attorney or the City's designee, in writing, of any persons he or she may call as witnesses or employees being requested as witnesses. In the absence of extraordinary circumstances, witnesses not identified as required herein shall not be permitted to testify.

At the hearing, the employee shall have the right to: testify, as well as to present argument, either in person or through counsel, to have all witnesses sworn, to call and examine witnesses, to introduce evidence, to cross-examine opposing witnesses on any matter material relevant to the case, and to rebut any evidence against him or her. The initial burden of establishing good cause to impose disciplinary action shall be upon the City. Hearings may be continued from day to day until completed.

The Personnel Review Board shall be authorized to consider all issues related to the disciplinary action, including issues relating to alleged discrimination or retaliation.

Within ten (10) business days after the hearing, the Personnel Review Board shall issue written recommendation that the Notice of Disciplinary Action either be affirmed, or recommended to the City Manager that it be reversed, reconsidered, or modified from the sanction imposed. Whenever the Board's action is other than to affirm, the City Manager shall have five (5) business days from receipt of the recommendation in which to affirm, reverse, reconsider, or modify his or her Notice of Disciplinary Action, and take written action based thereon, unless a longer time is needed. The decision of the City Manager is final. Notice of the decision shall be sent to the employee and his or her counsel, if any, by certified mail or other appropriate means.

No retaliatory action shall be taken against an employee for exercising the privilege of seeking a hearing under this section or for testifying as a witness for an aggrieved employee.

Failure of an aggrieved employee to fully exhaust his or her administrative remedy under this Section shall constitute a defense by the City in any litigation arising out of any adverse employment decision.

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ARTICLE 16.

GRIEVANCE

In order for a harmonious relationship to exist between the City of Griffin and the employees of the City of Griffin, prompt consideration, and equitable adjustment will be made of employee grievances. Both supervisors and employees are expected to make every effort to resolve complaints as they arise. It is preferable for all grievances to be settled informally; however, there may be times when a grievance can only be resolved after a formal airing of the complaint.

Definition: *Grievance.* An official complaint in writing on the City's Grievance form, by an employee over something believed to be wrong or unfair. A grievance does not include the following matters:

- Termination due to layoff or reorganization within a department:
- Issues which are pending or have been concluded by other administrative or judicial procedures;
- Change in budget or organization structure, including the person or number of persons assigned to particular positions;
- Approved or un-approved requests to Reclassify a position;
- Disciplinary actions which have yet to occur;
- Any matter which is not within the jurisdiction or control of the City;
- Internal security practices established by the City;
- Decisions, policies, practices, resolutions, or ordinances made or passed by the Board of Commissioners of the City of Griffin which are not job or work related and which do not contradict these policies;
- Demotion, transfer, or termination of an Initial Probationary employee, part-time employee, or employee on probation;
- Employee receiving a written warning;
- Performance Evaluation Ratings in which the employee disagrees with the Supervisor's rating;
- Transfer of an employee in the same class from one division to another in the same department with no change in pay; and
- Changes from one location to another, one shift to another, or in work hours or days.

A complaint by an employee on the basis of being unlawfully discriminated or retaliated against is not a grievance. The employee shall refer to Article 2, Equal Employment Opportunity and Non-Discrimination. The procedure for filing a complaint is detailed in Section 2.4, Complaint.

General Provisions. Failure of the City to reply to the employee's grievance within the time limits specified grants the employee the opportunity to take the grievance to the next step. If an employee fails to appeal from one step to the next step within the time limits specified, the grievance shall be considered settled on the basis of the Department's last decision, and the grievance will not be subject to further consideration.

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STEP 1.
An employee of the City of Griffin who believes that he or she has a grievance shall take the matter up orally with his or her immediate supervisor within five (5) business days of its occurrence. The immediate supervisor shall provide an opportunity for full discussion of the grievance with the aggrieved employee. The immediate supervisor shall then attempt, if possible, to adjust the matter and shall respond orally with the outcome to the employee within five (5) business days of the date in which the aggrieved employee first brought the grievance to his or her attention. In the event the matter cannot be taken up with the immediate supervisor, the employee should immediately go to Step 2.

STEP 2. If the response of the immediate supervisor in STEP 1 is unsatisfactory to the employee or does not settle the issue, the aggrieved employee shall take the matter up orally or in writing with his or her respective Department Director. This shall take place within five (5) business days after the date in which the immediate supervisors' response was given to the employee. It is the responsibility of the Director to make notes of this interaction and provide opportunity for full discussion and review of the grievance with the aggrieved employee. The Director shall then attempt, if possible, to adjust the matter and shall respond in writing to the aggrieved employee the outcome within five (5) business days of their discussion. In the event the matter cannot be taken up with the Department Director, the employee should immediately go to Step 3.

STEP 3.
If the response in STEP 2 is unsatisfactory to the employee and does not settle the issue, the aggrieved employee shall take the matter up orally or in written form with the Human Resources Director. This shall be within five (5) days of the aggrieved employee's receipt of the written response from STEP 2, which shall be provided at this time as well. The Human Resources Director shall investigate the matter including meeting with the employee and whatever levels of the employee's supervision the Director deems appropriate. He or she shall use any means at his or her disposal to satisfactorily settle the grievance. The Human Resources Director shall respond in writing to the aggrieved employee the outcome within ten (10) days of their discussion.

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Grievances which have not been resolved in STEP 3 may be appealed to the City Manager by completing a new Grievance form and submitting it with copies of all other relevant Grievance forms within (5) business days after receiving the response of the Human Resources Director.

The City Manager will take such actions he or she deems necessary to decide the matter. This decision will be given to the aggrieved employee in a written document with a copy to the Department Director and Human Resources Director, within ten (10) working days from the date the grievance was brought forward to the City Manager. The decision will be final and not subject to further appeal.

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ARTICLE 17.

CAREER PLANNING AND PROFESSIONAL DEVELOPMENT

Section 17.1 **New Employee Orientation**. New employee orientation is held the first Thursday of each month for employees that were hired in the previous month. Included in this orientation is City Manager introduction, specific details on the City of Griffin, benefits, safety education, non-discrimination and equal employment opportunity training, and other specifics from the City of Griffin Personnel Policy. All new employees are required to attend orientation.

Section 17.2 **Training**. It is the intent of the City that all employees are adequately trained for their position and are given the tools and resources to do the job. The Department Director has the ultimate responsibility for planning, budgeting, and promoting the training of employees for the purpose of enhancing an employee's skill-set and to further assist employees in preparing themselves for advancement.

Within budget constraints, the City may conduct internal training sessions, both in formal and informal settings. Employees are encouraged to participate when and if possible and applicable to their job duties and career advancement.

When the City bears the training expenses specific to Peace Officer Training, and said Peace Officer is hired by another agency within 15 to 24 months after completing the mandated requirements, the City will enforce the provisions established in O.C.G.A § 35-8-22.

Section 17.3 **Career Planning and Professional Development**. The City of Griffin understands the value of our employees and is dedicated to retaining employees by identifying potential pathways for career advancement. This may include developing in a current role or identifying other positions within the City that meet the employee's interests and abilities. Each employee will fill out the "Career Planning and Professional Development" form. The "Career Planning and Professional Development" form is not an evaluation of the employee; it is merely for the purpose of determining a career pathway for the employee.

Employees should select one of the following pathway options:

a) The employee is very much interested in exploring a career pathway with the City of Griffin.
b) The employee has no interest in exploring a career pathway with the City of Griffin, but desires to remain in his or her current position and work long-term for the City of Griffin.
c) The employee has no interest in long-term employment with the City of Griffin.
d) The employee is uncertain at this time as to whether he or she is interested in a career pathway with the City of Griffin.

Employees are encouraged to consult with his or her Supervisor(s) and/or Director to determine the steps necessary to achieve his or her goal, even if the position is outside of the employee's current department. Completing the steps on the career pathway however do not guarantee an employee a specific job nor a specific time. An employee should consider that he or she may need to gain necessary skills, knowledge, education, tenure, and certain promotional steps to meet his or her chosen career pathway objectives and goals.

Section 17.4 **Certifications.** The City recognizes the importance of job-related continuing education which will give the employee greater skill in performing his or her job. To this end, the City will pay up to 2.5% of an employee's rate of pay for job related certifications up to a maximum of two (2) per employee during his or her tenure.

To be eligible for a certification increase, the certification must benefit the employee's major duties and responsibilities in his or her current job classification to significantly enhance their value to the department and organization as a whole. The employee must be able to prove the value of the certification and the degree of training/education necessary to achieve the certification.

The following are excluded from a certification increase:

1. Certifications which do not directly assess professional competencies and are not job related;
2. Certifications that are obtained that had no test or exam that had to be passed to obtain such;

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3. If the Certification is a requirement of the position or a 'renewal' of a current Certification;
4. A Certification achieved relevant to a different job than an employee has, even though the employee may seek future employment in such a job;
5. A Certification that is not relevant to his or her assigned duties and responsibilities; and
6. When an employee has reached the maximum rate of pay for his or her pay grade.

In unclear cases, the City Manager will consider the following factors in making a decision:

- Do the standards of the organization, including the nature of the examination and the requirements for successfully achieving certification, reflect a distinction between those who are or are not highly competent? In general, standards which can be met by all or most who apply for certification will not be eligible.
- Certifications with which no formal examination/testing process are given will be considered based on the complexity and level of training associated with obtaining such certification.

In all cases, certification increases must be approved by the Department Director with final approval by the City Manager, in advance of obtaining the certification and shall specifically be budgeted for the corresponding year in which it will be awarded.

Section 17.5 Performance Evaluations. It is incumbent upon each City of Griffin employee to perform in an exemplary manner reflecting the principles and disciplines upon which this institution was founded. In this spirit, the Performance Evaluation Program ensures that the City develops and retains qualified talent for the achievement of City goals and for an individuals' personal career development plan. The Performance Evaluation Program is designed to:

- Be an inherently objective process consistent City wide;
- Facilitate conversations and feedback while fostering a relationship between an employee and a manager;
- Be a mechanism in which a manager can be transparent, genuine and honest with an employee over how his/her current job performance is and how to improve it;
- Recognize an employee in detail for the goals he or she has met;
- Recognize an employee for the contributions he or she has made to the City and the community;
- Set future goals and expectations for career development and growth; and
- Reward pay for an individual's performance so he or she will continually strive for excellence.

Following his or her date of hire, full-time initial probationary employees will be evaluated as detailed in Section 5.4, Initial Probationary Period. Full-time Regular employees will be evaluated annually based upon their month of hire or promotion, if applicable, with the exception of Fire Suppression personnel who will be evaluated annually in December.

Performance Evaluations have four (4) different ratings which are:

1 = Needs Improvement
2 = Meets Expectations
3 = Exceeds Most Expectations
4 = Exceeds All Expectations

When the ratings are all tallied, an individual's overall rating will be between 1.0 and 4.0. The overall rating score will be used for purposes of Pay for Performance as detailed in Section 17.6.

Evaluations for the majority of employees are comprised of the following measures; Soft Skills, Quality and Quantity of Work, Attendance/Tardiness, Risk/Loss/Safety, Time Management, Career Development and Participation.

Employees in mid-level and upper-level leadership will be evaluated on a combination of the following measures;

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Accountability, Decision Making, Leadership, Planning and Organization, Managing People, Efficiency and Cost Control, Soft Skills, Quality and Quantity of Work, Adaptability, and Emotional Control.

The Performance Evaluation forms are located on the City's intranet and may be viewed by any employee at any time. Employees are encouraged to keep an on-going yearly tracking sheet of items related to the Evaluation. This tracking sheet is located on the City's intranet as well.

Section 17.6 **Pay for Performance Program.** The City of Griffin will align wage and salary increases, when annually budgeted and approved by the Board of Commissioners. If approved, the award is given only once at the same time for all eligible employees. Historically this has been the first pay day of the new fiscal year. The Pay for Performance Program is designed with performance elements that are within each employee's control. The program is intended to reward excellence and have employees actively participate in the City's success while performing to the best of their abilities.

Non-managerial staff will be evaluated on the following factors and weighted percentages:

Soft Skills 25%

Quality and Quantity of Work 25%

Attendance 15%

Risk/Loss 15%

Time Management 10%

Career Development 5%

Participation 5%

Middle and Upper Leadership staff will be evaluated on the following factors with a weighted percentage of 10% each: Accountability, Decision Making, Leadership, Planning and Organization, Managing People, Efficiency and Cost Control, Soft Skills, Quality and Quantity of Work, Adaptability, and Emotional Control.

Any increase in pay under the Pay for Performance Program will be calculated based on the score of an employee's most recent Annual Performance Evaluation which shall be within the past twelve months. In the case of the following the employee will not be eligible for any pay increase: 1) An individual receiving an overall rating of "Needs Improvement; 2) A full-time employee in a probationary period for any reason excluding promotional probation; 3) A part-time employee; 4) An employee already at the maximum pay rate for his or her job position; 5) An employee on a performance improvement plan at the time awards are given; 6) An employee that has been suspended (no matter how many days) within six months prior of the award time; and 7) An employee on Administrative Leave with no pay.

Any increase approved by the Board of Commissioners will be the same no matter the Department; however, amounts will individually vary within the department based on individual Performance Evaluation scores. The Pay for Performance Program in no way guarantees that a wage or salary adjustment for an employee at any time will be awarded. It is simply a mechanism to appropriately award an individual for his or her contribution to the City of Griffin, should a merit increase be approved by the Board of Commissioners.

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ARTICLE 18.

EMPLOYEE PRIVACY IN THE WORKPLACE

This policy serves as notice to all employees, volunteers, interns, and contractors of the City of that there is no right or expectation of personal privacy in the use of City owned or provided equipment, services, or physical resources, including desks, office spaces, lockers, or vehicles. The Article covers (1) data privacy; (2) physical resource privacy; and (3) photo and video consent. Electronic resources and physical resources provided by the City to employees, volunteers, interns, and/or contractors should NOT be considered private.

Section 18.1 Data Privacy. All data, including any data that is stored or printed as a document, is subject to monitoring, audit, and review. When using any property, equipment, or services provided by the City, there should be no expectation of personal privacy; this includes, but is it not limited to, the use of office phones, cellular/smartphones, voicemail, print, mail, the internet, email systems, and file share directories. Additionally, employees should exercise professional judgment when determining when to use email, the contents of email, and the persons with whom emails are exchanged. Email communications between City employees to other employees or third parties are not private.

The City reserves the right to monitor and review all communications entering or originating from its telecommunications system. The City has unlimited access to protect the security of these systems or the City's property rights. Furthermore, the City reserves the right to access, retrieve, read, and disclose any data, files, messages, software, and information stored or transmitted on City-funded systems for any purpose. Employees are hereby on notice that, even when a message is erased or a website visit is closed, the City may still retrieve the message or locate the website. The City reserves the right to monitor the use of its systems to prevent abuse, enforce other policies, and access information. Access may occur in the following situations: (1) impropriety; (2) violation of City policy; (3) legal requirements; (4) suspected criminal activities; (5) breach of system security; (6) location of substantive information; or (7) monitoring employee performance and conduct. The foregoing list should not be construed as exclusive, and the City reserves the right to monitor or access its systems or equipment as the City, in its discretion, deems necessary.

The data, documents, or other content gathered from the City-provided systems may be disclosed by City management within or outside the City without the user's permission. Furthermore, all communications, including text and images, may be disclosed to law enforcement or other third parties without the prior consent of either the sender or the receiver.

For details on appropriate, ethical, and lawful use of technology resources provided by the City for employee use, employees should reference the Acceptable Use Policy located at Article 19 of the Personnel Policy.

Section 18.2 Physical Resource Privacy. Employees may be assigned or provided with physical resources by the City, including, but not limited to, the following: workspaces, offices, storage spaces, desks, file cabinets, lockers, vehicles, lock boxes, or other physical resources for the employee's use during his/her employment with the City. Employees may be given keys to lock their desks, workplaces, or any other City-provided physical resource. The City shall be entitled to a duplicate and/or master key to access these physical resources at all times. Furthermore, the City may utilize keys or any other means to access any locked desk, workspace, vehicle, or other physical resource in order to inspect, investigate, search, or remove its contents. An employee's possession of a key does not create any right to privacy in any physical resource provided by the City or the materials or contents stored therein.

In some instances, employees may be given permission to use their own personal locks to secure physical resources such as lockers or other workspaces. Locks or any other device used to secure a physical resource provided by the City, even if personally installed by the employee, do not create a right to privacy in the physical resources or the materials or contents stored therein. The City may open a secured space, including lockers, to inspect, investigate, search, or remove its contents.

Section 18.3 Photo & Video Consent. By accepting employment with the City of Griffin, each employee consents to the City's use of photos, videos, or audio recordings that feature the employee on social media posts/releases, publications, exhibitions, or reproductions to be used for news, promotional purposes, advertising, and inclusion on the City's websites or social media platforms. If an employee does not want to consent to this, he or she must provide written notice to the Human Resources Director.

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ARTICLE 19.

ACCEPTABLE USE POLICY

This policy defines the appropriate, ethical, and lawful use of technology resources that are owned or provided by the City of Griffin for employee use by the City of Griffin Department of Information Technology. It delineates acceptable uses of the internet, email, and various technology systems by city employees, volunteers, interns, and contractors (hereinafter, collectively, "Users") while using City-owned or leased equipment, facilities, internet addresses, domain names, and/or email services registered to or provided by the City. It seeks to ensure that the use of the internet and computer systems provided by the City is consistent with other City policies, applicable laws, and the individual user's job responsibilities.

Section 19.1 Applicability. This policy applies to anyone who uses City technology resources, including full or part-time employees, temporary employees, contractors, vendors, volunteers, and others. It applies to all technical resources that are owned or leased by the City, used or accessed on City owned or occupied property, and/or provided for the purpose of conducting City business. This policy also applies to all activities on any accounts, subscriptions, or other technical services owned or otherwise provided by the City, including, but not limited to, internet and email.

Section 19.2 Usage. City-owned technology resources, including any accounts provided by the City, are to be used for City-related activities that support the mission, goals, and purpose of the City. Employees are expected to use the internet and email to improve their job knowledge; to access scientific, technical, and other information on topics that have relevance to the City; and to communicate with their peers in other government agencies, academia, and industries on matters of relevance to their work for the City. The City's computer systems are business tools that allow employees to connect to information and resources and to communicate and work with other employees, governmental entities, citizens, and other individuals for the benefit of the City and its operations. Access to the internet, City computer systems, and use of City-provided email must only be for City purposes. These systems shall be used in a professional manner for legitimate business purposes only and shall remain the property of the City at all times. Users may not use the internet or computer systems for any purposes which would reflect negatively on the City or its employees. Additionally, the use of these systems shall not disrupt or interfere with the work of any other computer or network system, adversely affect any business process within the City, or misrepresent the interests of the City.

Section 19.3 Access Approval; Account Security; Program and File Access. Access to the City's computer systems must be approved. Approvals may require displaying proof of identification and/or forms as requested, including signature and acknowledgement of this Acceptable Use Policy.

Only the Department of Information Technology can assign or administer user accounts. Accounts are assigned individually. They must not be shared or used by anyone other than the individual to whom they are assigned. Employees are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of internet resources. Allowing friends, family, or coworkers to use City of Griffin accounts, either locally or through the internet, is a serious violation of this Acceptable Use Policy which will result in disciplinary action.

A User may only access the programs and files that are located within their own account, unless the programs and/or files have been explicitly made available to others by the custodian of the data, either by written approval or through security systems. In other words, one user may not access the programs or files of another user without that user's express permission.

Section 19.4 Data Security and Privacy. All computer code, scripts, queries, documents, spreadsheets, presentations, media, or other types of data generated on City-provided equipment, or otherwise generated by employees while conducting City business, are the property of the City. As such, all messages created, sent, or retrieved over the internet or the City's email systems are the property of the City and should not be considered private information. Each employee is responsible for the content of all data that they place, send, or maintain using the City's electronic resources including, but not limited to, text, audio, video, or images.

The Department of Information Technology monitors the City of Griffin network and systems for various purposes. Information captured during monitoring may be used for administrative action, disciplinary action, or criminal prosecution, if applicable. Users have no right to privacy as to any information or file transmitted through or stored

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in the City's computer systems, email, or other technical resources. For more information regarding employee privacy, refer to Article 19, Employee Workplace Privacy, of the Personnel Policy.

Email or other communications solely related to the business of the City which may contain confidential or proprietary information, including, but not limited to, financial records, payroll, attorney-client privilege communications, medical information, personnel information, or other information, which may be protected by law from disclosure, either in whole or in part, should be sent using City-provided or City-approved communications mediums. Employees must be mindful of their duty to safeguard information that is confidential or proprietary to the City and its vendors, as well as confidential information of citizens and others, and must protect such information against unlawful disclosure.

Passwords should not be communicated in plain text. Should it be necessary to communicate a password, employees should coordinate with IT to transmit it securely.

All messages communicated electronically should identify the employee as the sender and should contain a subject title. Messages should not be transmitted under an assumed name. Employees or other users shall not attempt to obscure the origin of any message.

Communications which would be inappropriate under other City policies are equally unacceptable if delivered via electronic communications. These communications may include, but are not limited to, harassing or discriminatory comments, breaches of confidentiality, and insubordinate statements.

Section 19.5 **Network Performance and Availability.** No one shall deliberately attempt to degrade the performance of the City's technical resources or otherwise deprive authorized Users of said resources or access to the City's computer systems. When a process is consuming an excessive amount of system resources or objectionably degrading system response, it may be terminated or its priority may be altered without notice from the IT Department.

The IT Department, with approval from the Chief Technology Officer, will periodically engage in "phishing" campaigns, social engineering attacks, and vulnerability assessments for end-user training and risk analysis purposes. These activities may temporarily disrupt network communications.

All system maintenance will be performed by personnel within the City of Griffin IT Department. Employees must be aware that scheduled system maintenance may temporarily disrupt network communications or system availability and should plan accordingly.

Section 19.6 **Breach of Security.** Users may not attempt to circumvent security or use knowledge of loopholes in computer system security. Additionally, Users may not use unauthorized knowledge of a password to gain access to computing systems, obtain extra computing resources, take resources from another user, damage any computing system, or otherwise use these systems in any manner for which proper authorization has not been given. Any of these attempts are a violation of this policy.

Section 19.7 **Software Resources.** All software will be approved and installed by the Department of Information Technology. Users will not install any software or introduce any executable code (.exe, .com, .vbs, or .bat files) without approval from IT. All software licensing will be maintained and assigned by the Department of Information Technology. No User may license another User.

Section 19.8 **Additional Cost to the City.** Resources that incur a cost to the City (including, but not limited to, text messages, picture messages, app purchases, directory assistance, etc.), whether accessed via the internet, mobile devices, email, or other applications, must not be accessed or downloaded without prior approval. It is a Departmental Director or City Manager's responsibility to assure the business need, applicability, and safety of any new resource. Users may be held responsible for any costs that are accrued by the City without prior approval.

Section 19.9 **Unacceptable Use of City Technology Resources.** The following list, though not comprehensive or exclusive, contains uses of City technology resources which are expressly prohibited:

(a) The use of hacker or hacker-related software on any system for any purposes unrelated to IT operations or conducted by any staff not employed in the Department of Information Technology;

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(b) The intentional introduction of any malware, including viruses, worms, Trojan horses, adware, keyloggers, spyware, or the like on any computer network;

(c) Intentionally breaching, damaging, defacing, or destroying any hardware or software system;

(d) Attempting to access confidential data for personal gain if the User is not the custodian;

(e) Utilizing any City technology resource to conduct a private business;

(f) Utilizing any City technology resource for commercial or personal financial gain;

(g) Utilizing any City technology resource for illegal activities;

(h) Utilizing any City technology resource for political campaigning;

(i) Accessing sites that promote exclusivity, hatred, or positions that are contrary to the City's policy of embracing cultural diversity;[1]

(j) Accessing inappropriate sites, including adult content, online gambling, and dating services;[2]

(k) Accessing sites that promote illegal activity, copyright violation, or any activity that violates the City's ethical standards;[3]

(l) Accessing, downloading, or copying copyright-protected software, literature, or music;

(m) Utilizing the internet to obtain or disseminate language or material which would normally be prohibited in the workplace;

(n) Excessively utilizing City resources for purposes unrelated to City business;

(o) Accessing the internet, City network, email, or messaging while driving a City vehicle, unless it is a requirement of the job (e.g., Police, Fire/Rescue);

(p) Texting, emailing, calling, videoing, or otherwise operating a phone while driving a City vehicle or while driving a personal vehicle on City business in violation of Georgia law, unless it meets the exceptions provided in O.C.G.A. § 40-6-241.

Section 19.10 **Unacceptable Use of Email.** As a general guideline, the same standards should be utilized for the creation of email messages as would be utilized for other City correspondence or memoranda. The following are expressly prohibited:

(a) Distributing fraudulent, threatening, or obscene email or graphical displays used to harass or intimidate others;

(b) Creating or distributing chain letters;

(c) Exploiting distribution lists or list servers or similar broadcast systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited email (i.e., "spamming" City email addresses);

(d) Broadcasting email messages to large groups of email Users instead of targeting small and specifically interested populations;

(e) Broadcasting unsubstantiated virus warnings or messages from sources other than approved IT sources;

(f) Utilizing a City-issued email address for purposes unrelated to conducting City business.

Non-exempt hourly employees should not view or answer emails outside of working hours as such time will not be compensable. If any of the prohibited uses listed above are required for a legitimate business reason, an exception should be requested through the employee's Director, who will then escalate the request to the Department of Information Technology for consideration.

Section 19.11 **Minimum Security Rules & Requirements.** All City accounts will be created and maintained by the Department of Information Technology. No other employee, contractor, or vendor may create or modify accounts or permission to assets or data on any system without written authorization from the IT Department.

[1] For more information on the City's stance on cultural diversity, employees should contact the City of Griffin EDIT Team.
[2] With regard to websites that are normally considered not-safe-for work, exceptions will be made for law enforcement and other investigative staff as necessary to facilitate investigations.
[3] See fn. 2.

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Users are responsible for the usage and security of their network account and any device that is used to connect to City systems. If any User suspects their account or device has been lost, stolen, or used to facilitate unauthorized access to a City system, that User must report this to the IT Department within four (4) hours of the discovery/occurrence. For security reasons, any accounts or devices that are reported as lost or stolen may be remotely wiped.

To prevent computer viruses from being transmitted through City systems, employees are not permitted to download any software onto their computer or to any drive in said computer. When downloading a file or opening an email attachment, Users must scan all materials with City-provided antivirus software. Additional consideration of policies established by the Chief Technology Officer should be used in determining how to handle potentially damaging emails or files. Users must immediately report any suspicious output, email attachments, files, shortcuts, links, or system problems to the Department of Information Technology Help Desk and cease all activities on the system. Do not open email attachments that arrive anonymously, that have strange subject titles, or that contain multiple forwards or unusual extensions. If a User is ever unsure about the safety or content of an email attachment, they must consult the Department of Information Technology.

To ensure workstation security, Users will utilize screen locks and authorized, password-protected screensavers that are set to activate after ten minutes or less of inactivity. Users will lock or log off the workstation when departing the area. Employees are not to leave a computer without password-protecting it first.

Section 19.12 **Password.** All systems and accounts must utilize passwords for security; however, employees should be aware that password protection is not a guaranteed tool for maintaining confidentiality.

Users are not to share passwords. Do not store it on any processor, microcomputer, magnetic, or electronic media unless such storage is approved by the Department of Information Technology in writing. Additionally, passwords are not to be written down and made plainly or publicly available, such as sticky notes stuck to monitors or "hidden" under keyboards. Employees must notify the Department of Information Technology immediately if they suspect that another person may have unauthorized access to a password. All passwords remain the property of the City.

User-generated passwords will be at least 12 characters long, but not longer than 14 characters for Public Safety Users. As a general guideline, passwords should not contain personally identifiable information (e.g., social security numbers).

For complexity, they must contain characters from at least three of the following four categories:

- English uppercase letters A through Z
- English lowercase letters a through z
- Base 10 digits 0 through 9
- Non-alphanumeric characters (e.g., punctuation, symbols, etc.)

Passwords must not contain the following:

- User's account name
- Parts of the User's full name that exceed two consecutive characters
- Common names
- Call signs
- Birthdays
- Phone numbers
- One of the User's previous ten passwords

When a password is changed, it should be distinctly different from the previous password.

Section 19.13 **Policy Enforcement.** If violations of this policy are discovered, the City will take appropriate actions to resolve the issue. Violators may be subject to disciplinary actions. Disciplinary actions will conform to other City personnel policies and may result in termination. If violations of this policy are discovered that are illegal in nature, the City will notify the appropriate authorities.

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In order to protect the integrity, confidentiality, or availability of City computing and network resources, and to protect the City from liability, the City may suspend, block, or restrict access to computing resources or accounts when it appears reasonably necessary to do so. The City reserves the right to pursue appropriate legal actions to recover any financial losses suffered as a result of violations of this policy.

Section 19.14 **Disclaimer.** The City of Griffin makes available computing facilities consisting of hardware, software, accounts, and communication activities. The City accepts no responsibility for any damage or loss of data or services arising directly or indirectly from the use of these facilities or for any consequential loss or damages. The City makes no warranty, whether express, written or implied, regarding the computing services offered or their fitness for any particular purposes.

Section 19.15 **Acknowledgment.** Prior to or on the first day an employee or contractor begins work for the City, he/she must sign a copy of the Acceptable Use Policy stating the employee has read and understands the responsibilities regarding use of City accounts and systems, as well as the information provided therein.

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ARTICLE 20.

SOCIAL MEDIA

Section 20.1 Purpose and Intent; Definitions. The purpose and intent of this policy is to establish guidelines for employees who engage in social media activity as defined herein. This policy is not intended to prohibit any employee's personal expression in general or through social media activity in particular; however, the City has an interest in the effective and efficient fulfillment of its responsibilities to the public, and the City is empowered to take action against employees who act against that interest by engaging in social media activity which affects operations and/or undermines public trust and confidence.

This policy attempts to strike a reasonable balance between the employees' interest in engaging in social media activity and the City of Griffin's interest in preventing unnecessary disruption to or interference with its operations and relationship to the public it serves. This policy is not an effort to stifle employees' rights of free speech. Rather, this policy imposes guidelines for City employees when they communicate on social media sites as a private party, including but not limited to, ensuring that employees: communicate their status as a private party when speaking as such; do not violate laws and rules of employment designed to protect and maintain the stability and integrity of the workplace; protect confidential information; adhere to the rules of ethics; comply with open records and open meetings law requirements; and other guidelines related to similarly compelling government interests.

For purposes of this policy, the term "social media" is defined as internet and mobile-based applications, websites, and functions, other than email, with a focus on immediacy, interactivity, user participation, and information sharing. In most cases, the term refers to internet-based websites, applications, or similar platforms such as, but not limited to, Facebook®, Twitter®, Instagram®, Pinterest®, LinkedIn®, SnapChat®, TikTok®, YouTube®, Tumblr®, and Reddit®. Online social media technologies covered by this policy also include, but are not limited to, such applications as web logs/blogs, video logs/vlogs, message boards, podcasts, and wikis.

For purposes of this policy, the term, "social media activity" is defined as the act of sharing or providing information or otherwise communicating through social media, including, but not limited to, the posting, uploading, reviewing, downloading, and/or forwarding of text, audio recordings, video recordings, photographs/images, symbols, or hyperlinks.

Section 20.2 Scope of Policy. This policy applies to all employees of the City of Griffin without regard to whether their social media activity is conducted inside or outside of the workplace, while on or off-duty, anonymously, or through the use of pseudonyms. This policy applies to all employees of the City of Griffin without regard to job title, position, or rank; however, upon the approval of the City Manager, any department or affiliated agency of the City of Griffin, having special or unique concerns pertaining to its employees' social media activity, may adopt and implement more restrictive Standard Operating Procedures or other internal rules which are narrowly designed to address the unique concerns of that department or agency. Employees have a responsibility to familiarize themselves with any and all social media policies applicable to their position and department. Additionally, while not held to a different policy, the social media activity of City employees or officials whose positions carry a heightened perception of authority within the public and/or community at large may be more closely scrutinized, regardless of whether or not such authority actually exists or is disclaimed.

Section 20.3 Limitations and Restrictions on Social Media Activity. Employees have a right to engage in social media activities, but they do so at their own risk. All employees of the City of Griffin should remain mindful that, as public servants, they are generally held to higher standards than the general public with regard to their on-duty and off-duty conduct, professionalism, and ethics.

Situations involving personal social media use are often evaluated on a case-by-case, fact-intensive basis, and the laws in this area are rapidly evolving. Employees are encouraged to discuss the application of this policy to any particular social media activity with the Director of Human Resources before engaging in such activity.

Employees are strongly discouraged from disclosing or otherwise revealing their status as employees of the City of Griffin through social media. Except as otherwise authorized in advance by the City Manager, employees are strictly prohibited from directly or indirectly representing themselves to be speaking on behalf of the City of Griffin or in their capacity as a City of Griffin employee. If there is a risk of their statement being attributable to the City rather than the employee in their personal capacity, the employee must provide a disclaimer clarifying that their social media communication reflects only the employee's personal views and do not necessarily represent the views of the City, the employee's department, a board, or other agency, as applicable. However, the sufficiency of such a

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disclaimer in dispelling the public's perception of authority may depend on the context of the communication, the employee's position, or other details; for this reason, disclaimers should not be relied upon as a "loop hole."

Each employee who engages in social media activity must take personal responsibility for ensuring that such activity is consistent with all policies of the City of Griffin, including, but not limited to, those pertaining to prohibitions against false or misleading statements; promotion or endorsement of violence or illegal activity; promotion or endorsement of the abuse of alcohol or drugs; disparaging individuals or groups based on race, ethnicity, national origin, gender, sexual orientation, religion, disability, or other characteristics protected by law; or otherwise engaging in conduct unbecoming an employee of the City of Griffin, bringing discredit to the City, or interfering or being detrimental to the mission or function of the City. Improper use of social media may lead to disciplinary action, even if such activity is for personal use, conducted off duty, with the use of the employee's personal device/equipment, if the activity causes unnecessary and material disruption to or interference with the City's operations and relationship to the public it serves.

As public employees, speech, whether on or off duty, made pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the efficiency of operations of the department. Employees may be disciplined for engaging in any social media activity which disqualifies them from performing, or reasonably calls into question their ability to objectively perform, any essential function of their position with the City. Examples of such functions include, but are not limited to, testifying, making hiring or promotion decisions or recommendations, conducting performance evaluations, or determining eligibility for City programs.

While any employee, at his/her discretion, may engage in social media activity with any other employee(s) consistent with the limitations, restrictions, and guidelines of this policy, no employee may be required or otherwise compelled to engage in such activity with another employee or other individual.

No employee, whether for purposes of engaging in social media activity or otherwise, may disclose or otherwise reveal any privileged or confidential information pertaining to the City of Griffin, any current or former employee of the City, any applicant for employment with the City, or other person whose information was obtained as a result of the employee's employment with the City. Further, employees must not use social media to disseminate nonpublic information to further their own private interests (gain or loss) or that of another, such as engaging in financial transactions using such information, through advice and recommendation to others, or simply through unauthorized disclosure.

Employees shall not use their City email account or password in conjunction with a personal social networking site. Additionally, personal or private business venture social media accounts must not be tied to or connected with the City, in name or otherwise (e.g., personal account named 'City of Griffin Firefighter').

Exceptions to the above-stated limitations and restrictions may be authorized by the City Manager; provided, however, that any request for such an exception represents an acknowledgment by the employee that, if approved, the disclosure of information, photographs, audio, video, etc. via social media activity will be fully consistent with the letter and spirit of this and all other policies within the City, any internal standard operating procedures adopted by his/her Department Director, and any laws pertaining to copyrights, trade secrets, patents, privacy, and reputation laws.

Section 20.4 **Workplace and/or On-Duty Usage.** City of Griffin recognizes social media as a legitimate form of communication. As such, employees are permitted to engage in limited and incidental social media activity in the workplace and/or while on duty consistent with the City's policies on receipt of personal text messages or telephone calls of limited duration. However, employees choosing to do so are expected and required to use proper judgment and discretion, recognizing that even very brief periods of social media activity can collectively amount to significant periods of time. Workplace/on-duty social media activity shall not have a detrimental effect on employee productivity or the workplace as a whole. Supervisors are authorized to take action, as appropriate, to address concerns related to social media activity while on-duty.

Employees must adhere to the guidelines outlined in the City's Acceptable Use Policy and Privacy Policy. Employees must ensure they do not violate the City's ownership interest in any content posted by the employee. Except as otherwise authorized in advance by the City Manager, no employee, whether for purposes of engaging in social media activity or otherwise, may post or upload any information, audio recordings, video recordings, photographs/images, or other content from City of Griffin computers or equipment.

Section 20.5 **No Expectation of Privacy in Social Media Activity.** Social media activity is not secure or private, even if active steps are taken to restrict access to a social media account. Once information has been posted or exchanged via social media, it is generally trackable, traceable, and accessible for an indefinite period of time. Therefore, employees should use social media at their own risk. Employees are hereby on notice that there is no expectation of privacy in any social media activity which the employee engages in. The City reserves the right to monitor social media activities of employees which are accessible to the public or otherwise reported to the City and which is conducted in the workplace, on-duty, and/or otherwise directly or indirectly relates to or affects the City, its departments, its employees, or its operations. However, the City shall not require, demand, or force an employee to provide password/log-in information for personal accounts or to "friend" or link personal social media accounts to any supervisor, coworker, or officer of the City. Provided, nothing herein shall be construed to limit the City of Griffin Police Department or other law enforcement agency from obtaining access to an employee's social media accounts, applications, or activity pursuant to a criminal investigation and in accordance with the law.

Section 20.6 **Applications to Other Policies.** All other policies contained in the City of Griffin Personnel Policy relating to employee conduct apply equally to conduct that occurs through social media. This includes, but is not limited to, policies relating to discrimination, harassment, retaliation, workplace violence, conflicts of interest, and political activity. Any conflicts or inconsistencies between this policy and any one or more other policies shall be resolved by the City Manager.

Section 20.7 **Duty to Report.** All employees have an ongoing duty to report violations of this policy by any other employee to the Human Resources Director. The City of Griffin considers this duty to report to be a critical component of its efforts to enforce this policy in order to ensure the safety, well-being, morale, and efficiency of its employees, preserve its reputation and goodwill in the community, and avoid or minimize unnecessary disruptions to or interference with its operations and service to the public. The Human Resources Director will address reports and violations as warranted.

Section 20.8 **Corrective and/or Disciplinary Action; Other Potential Consequences.** Employees engaging in social media activity in violation of this policy will be held accountable through corrective and/or disciplinary action, up to and including termination of employment, as authorized by law or policy. The action shall be taken in accordance with the City's standard disciplinary policies and procedures. The City reserves the right to request an employee immediately remove any posted or uploaded test, audio recording, video recording, photograph/image, etc., even if previously approved under context provided, if such posted material constitutes a violation of this policy or other City of Griffin policies.

Employees should be aware that some conduct discussed in this policy may violate other laws for which there may be civil and/or criminal penalties. If an employee is sued in part due to social media activity under circumstances where the City would ordinarily provide a defense and/or indemnify the employee, the City reserves the right to withhold or withdraw such defense or indemnification in the event any such activity is found to violate this policy or any other policy of the City of Griffin. Employees have no authority to speak for the City except as approved by the City Manager, and employees alone will bear the consequences of social media use in their personal capacity.

Section 20.9 **Interpretation & Application.** Nothing in this policy is intended to or will be applied in a manner that violates any employee's constitutional rights, including rights to freedom of speech, expression, and association, or federal or state right to engage in any statutorily protected activity. This policy is intended for internal use for the City of Griffin only and should not be construed as establishing a higher duty or standard of care for purposes of any third-party civil claims against the City and/or its employees. A violation of this policy by an employee only provides a basis for corrective and/or disciplinary action against the employee by the City of Griffin.

This policy does not cover the additional guidelines, restrictions, or limitations of employee use of City of Griffin owned and/or operated social media accounts which are regulated through internal operations policies and procedures. However, an employee's violation of this policy related to social media activities on a City of Griffin owned and/or operated social media account shall be subject to corrective action and/or discipline.

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ARTICLE 21.

EMPLOYEE RECOGNITION

Section 21.1 **Scope and Purpose**. The Employee Recognition program has been established to recognize those City employees who have performed or provided a notable act, exemplary achievement, or exceptional service for the City of Griffin. The City Manager, or his or her designee, shall be responsible for program administration. Department Director and supervisor participation in the program is critical to the success of the program.

Section 21.2 **Strongest Link in the Chain.** The government of the City of Griffin is the chain that links customers to the service we provide. Each employee is a link in that chain and each employee has the power to strengthen or weaken that link. Consequently, we are only as strong as our weakest link. By working together and providing the greatest service to our citizens, we will strengthen and reinforce our chain.

To reinforce this concept each and every day, an employee shall receive a customized token which is representative of the importance of each person's role within our organization. It should serve as a daily reminder of our commitment to providing the best service to ourselves and the citizens in our community. It is the expectation that each employee will carry his or her token with them at all times. Periodically and at random, a Department Director or even the City Manager may ask an employee to show his or her token. If the employee is in possession of it, he or she will have the opportunity for a "free" lunch or other recognition from him or her.

In further continuance of this commitment, a ***Strongest Link in the Chain*** award will be awarded to an employee on a monthly and annual basis. The purpose of the ***Strongest Link in the Chain*** award is to:

- Recognize outstanding employees who embody the City's standards for excellence and strengthen our link in the chain philosophy;
- Reward employees who show exemplary individual achievement, contribution, and performance in their jobs and other related duties beyond their own positions;
- Acknowledge those whose efforts have inspired and supported the performance and achievement of others;
- Provide awards to such employees by a means that is fair, with equal consideration of all eligible staff;
- Provide recognition of a staff member who demonstrates:

    - A positive attitude toward work responsibilities, co-workers, and customers, and serves as a role model for others;
    - Commitment to quantity and quality in carrying out job responsibilities, thereby being an asset to the City of Griffin;
    - A willingness to exercise leadership, demonstrate initiative, and accept and carry out additional responsibilities beyond regular job assignments for the good of the City as a whole.

There will be one monthly award recipient and one annual award recipient.

The Human Resources Director has the responsibility for overseeing the nomination, selection, and award process for the ***Strongest Link in the Chain*** awards.

The Selection Committee has the responsibility for reviewing all nominations and selecting each monthly award recipient, and the annual Link in the Chain recipient. The Selection Committee is made up of the following positions

- City Manager (votes in the event of a tie on the monthly award, votes for the annual award.)
- Chief Technology Officer
- Director of Finance
- Director of Stormwater
- Director of Water and Waste Water
- Economic Development Director
- Electric Director
- GIS Director
- Public Works Director
- Planning and Development Director

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- Solid Waste Director
- Police Chief
- Fire Chief

Nominations may be made by any employee of the City of Griffin by thoroughly completing the ***Strongest Link in the Chain*** nomination form which is on the City's intranet at all times. Although not sought out, if a citizen wishes to submit a nomination, it will be considered. A candidate for the award must be an individual, not a department, division or other functional unit or group of people. Upon receipt by the Human Resources Director, the form will be sent to the nominee's Department Director for approval to move forward with the submission. The employee who nominates the monthly winner will receive a $15 gift certificate to the restaurant of his or her choice. The employee who nominates the annual winner will receive a $30 gift certificate to the restaurant of his or her choice.

A candidate for the ***Strongest Link in the Chain*** monthly award must meet the following criteria:

- Actively employed in a probationary or regular full-time status;
- Not have received the award in the previous twelve (12) month period;
- Not have any current disciplinary actions or such actions within the previous twelve (12) month period;
- Embodies the City's standards for excellence and strengthens our link in the chain philosophy;
- Has a positive attitude toward work responsibilities, co-workers & customers and serves as a role model for others;
- Is productive, exhibits commitment to quality in carrying out job responsibilities, and is an asset to the staff of her/his department;
- Is willing to take initiative and accepts and carries out additional responsibilities beyond regular job assignments; and
- Is consistently dependable and punctual in reporting for duty, completing assignments on time and participating in additional responsibilities.

Nominations should be submitted to the Human Resources Director by the due date indicated each month. The deadline date may vary somewhat, but will be communicated out via email to all employees in order to be considered for that month's award. The decision shall be made by the Selection Committee in time for inclusion in the Board of Commissioners first meeting of the month.

Nominees who do not receive the award for the month in which they have been nominated, may be nominated again in subsequent months.

Nominations for the Annual ***Strongest Link in the Chain*** shall possess the same qualities as listed for the monthly ***Strongest Link in the Chain*** award; however, the entire annual period shall be taken into account. Nominations must be received by the Human Resources Director by the date indicated and communicated out via email to all employees. The decision shall be made by the Selection Committee in time for inclusion in the Board of Commissioner's second meeting in January, unless extenuating circumstances exist.

The monthly ***Strongest Link in the Chain*** award recipient will receive the following:

- Recognition at a meeting of the Board of Commissioners;
- A large "Strongest Link" Chain, to be kept by the recipient for the month and then passed on to the next ***Strongest Link in the Chain*** recipient;
- A personalized "***Strongest Link in the Chain***" plaque and chain;
- Inclusion on an engraved plaque to be prominently displayed on the Wall of Excellence;
- A $30 gift certificate to a restaurant of his or her choice;
- One of the following added to his or her vacation leave balance: 8 hours if an exempt employee or non-exempt non-Public Safety employee, 12 hours if a non-exempt Law Enforcement employee, or 24 hours if a non-exempt Fire Suppression employee; and
- Recognition on the City's intranet and through social media.

The annual ***Strongest Link in the Chain*** award recipient will receive the following:

- Recognition at a meeting of the Board of Commissioners;
- A personalized "***Strongest Link in the Chain***" plaque and chain;

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- Inclusion on an engraved plaque to be prominently displayed on the Wall of Excellence outside of the City Manager's office;
- $100 gift card to a store or restaurant of his or her choice;
- One of the following added to his or her vacation leave balance: 16 hours if an exempt employee or non-exempt non-Public Safety employee, 24 hours if a non-exempt Law Enforcement employee, or 48 hours if a non-exempt Fire Suppression employee; and
- Recognition on the City's intranet and through social media.

Section 21.3 Quarterly Connector Award. In an effort to recognize amazing teamwork, as a part of the Strongest Link in the Chain program, we have the Quarterly Connector Award. Links are individual and form a chain. To connect a chain, one needs a connector. A connector isn't a link; it is the binding agent that connects the chain and makes it strong so it can with-hold most anything. In the spirit of the meaning behind the Strongest Link in the Chain program, the connector is a group, it is teamwork, that of more than two employees. It could be a department as a whole, it could be a particular shift. The possibilities are numerous.

This award goes through a nomination process with the same underlying criteria as the Strongest Link in the Chain.

The winner will be comprised by a total of three votes. The votes will be the consensus of the Employee Diversity Inclusion Team (EDIT), Employee Advisory Council and City Manager.

Nominations are sought quarterly and the winners are announced soon after. Given the randomness of how many employees this can entail as a quarterly winner, the reward each quarter for the recipients (and the nominator) will vary. It could be lunch for the group, it could be some hours off, it could be a random gift for all. We know great things happen every day that involve teamwork and we are proud to recognize those.

Section 21.4 Departmental Awards. When an employee's performance exceeds normal job standards or demonstrates an above-average performance or service while performing assigned/special duties, the Department Director may use this opportunity to reinforce and reward such performance. This will vary by Department but may include commendations such as:

Letter of Appreciation. A letter of appreciation may be written to an employee by their Department Director. A copy of this letter will be forwarded to the Human Resources Department for inclusion in the employee's personnel file and will be copied to the Board of Commissioners and the City Manager.

Department Employee of the Month. A department may present a monthly reward to an employee. The employee may be recommended by peers, subordinates, or his or her Supervisor. Selection will be made by the Department Director. The employee will be selected on merits of outstanding job performance, productivity, initiative, and other noteworthy contributions to the department and the City of Griffin.

Department Employee of the Year. A department may present an annual reward to an employee. The employee may be recommended by peers, subordinates, or his or her Supervisor. Selection will be made by the Department Director. The employee will be selected on merits of outstanding job performance, productivity, initiative, and other noteworthy contributions to the department and the City of Griffin.

Departmental Awards shall not conflict with Strongest Link in the Chain awards or the Performance Evaluation.

Section 21.5 Service Awards. The City of Griffin recognizes and shows appreciation for long-term full-time employment in various forms of Service Awards. Employees will be recognized for the completion of 5, 10,15 20, 25, 30, 35 and 40 years of service. These service milestones will be recognized by presentation, and in a manner determined by the Human Resources Director with City Manager final approval.

Section 21.6 Retirement Recognition. It is the intent to recognize those employees who have faithfully and on a long-term basis, served the City. Retirement recognition is generally the responsibility of the respective department and as such, may vary. At the request of the City Manager, the Board of Commissioners may issue a Certificate of Commendation to an employee, and/or present a special award or gift to the retiring employee.

Section 21.7 Distinguished Service Citation for Valor. This may be awarded by the Board of Commissioners or the City Manager to an employee who performs an act of heroism in the face of personal injury or danger.

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Section 21.8 **Customer Service Award.** All employees provide a service to the community. In an effort to provide the best possible service, employees may be recognized for their efforts in providing and improving upon services provided. In the spirit of excellence, the City Manager or his or her designee, may at any time, and in an appropriate matter, recognize an individual employee, groups of employees, divisions or departments for the accomplishment(s) of excellent customer service.

ARTICLE 22.

IMPLEMENTATION OF POLICY

Immediately upon adoption by the Board of Commissioners of this Policy, Department Directors shall be responsible for providing their respective employees a copy of it. The effective date of this Personnel Policy shall be on January 1, 2024. This Personnel Policy supersedes and replaces all former version. All employees shall be required to sign an Acknowledgement form that will be placed into their official personnel file located in the Human Resources Department. For new hires, it is the responsibility of the Human Resources Department to provide a copy of the policy to the employee and ensure that the Acknowledgement form is completed and maintained in the employee's personnel file.

PROPOSAL

ACKNOWLEDGEMENT FORM

This is to certify that I have received a copy of the Personnel Policy manual approved by the Board of Commissioners on the date of December 12, 2023, to be effective on January 1, 2024. I understand that I am responsible for reading and understanding the information contained in the Personnel Policy. It is also my responsibility to abide by the policies, rules and regulations contained in the Personnel Policy, and I am aware of the consequences if I do not. The Personnel Policy does not constitute a contract or promise of continued employment between the City and any employee. It is merely a statement of policy, which may be amended, supplemented, modified, or repealed at the discretion of the Board of Commissioners at any time.

Printed Name_____Department_____

Signed_____Date_____

PROPOSAL

A RESOLUTION

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF GRIFFIN ADOPTING THE PERSONNEL POLICY MANUAL OF THE HUMAN RESOURCES DEPARTMENT OF THE CITY OF GRIFFIN.

WHEREAS, the City of Griffin is a Georgia municipal corporation employing approximately four hundred ninety (490) employees; and

WHEREAS, the City of Griffin seeks to adopt personnel policies to provide an affective system of personnel administration for the City, to ensure high morale for the City, and to ensure high productivity for its citizens;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GRIFFIN that the City of Griffin Personnel Policy Manual is hereby adopted this the 12th day of December, 2023, by a vote of _____ "Aye" to _____ "Nay", with no commissioners absent or abstaining.

Signed:

_____
Douglas S. Hollberg, Mayor

Attest:

_____
Jessica W. O'Connor, City Manager

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the Griffin-Spalding County Hospital Authority grant allocations for the year 2024, requiring City and County approval. *City Manager, Jessica O'Connor will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

In order for the Hospital Authority to grant the funds, both the City and County Commissions must give their approvals. The proposed funds are $22,000.00 to the Spalding County Board of Health for flu shots and $54,000.00 to the Spalding County Senior Nutrition Program for Meals on Wheels.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

N/A

Submitted By:
Susan Bartholomew

Meeting Date:
12/12/2023

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Hospital.pdf

Griffin-Spalding County Hospital Authority
Post Office Box 1592
Griffin, Georgia 30224

Bonnie L. Pfrogner - Chairman
Brian Upson – Vice-chairman
Cal Oxford – Treasurer
Karl Broder - Member
Eddie Grogan - Member
Katherine Lindgren – Member
Bernadette Murphy – Member
Kelly Smith - Member

RECEIVED
DEC - 7 2023
BY: SB

December 5, 2023

Ms. Jessica O'Connor, Manager
City of Griffin
100 South Hill Street
Griffin, Georgia 30223

Dear Ms. O'Connor:

The Hospital Authority has allocated funds for the following projects for the year 2024:

Spalding County Board of Health (Flu Shots)	$22,000.00
Spalding County Senior Nutrition Program (Meals on Wheels)	$54,000.00

In order for the Hospital Authority to grant these funds the City Commission and the County Commission must give their approval.

I would appreciate you placing this on your next agenda for consideration.

If you have any questions or need further information please call me at (770) 227-1090.

Sincerely,

Yvonne M. Langford

Yvonne M. Langford

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a resolution adopting revisions to certain City of Griffin organizational charts. *City Manager, Jessica O'Connor, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

Changes are needed to reflect the reporting structure changes in the Public Works Department, division, personnel, and reporting structure changes in the Police Department, personnel and reporting structure changes in the Fire Department, personnel and reporting structure changes in the Planning & Development Department, and reporting structure changes in the Main Street/Economic Development structure.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

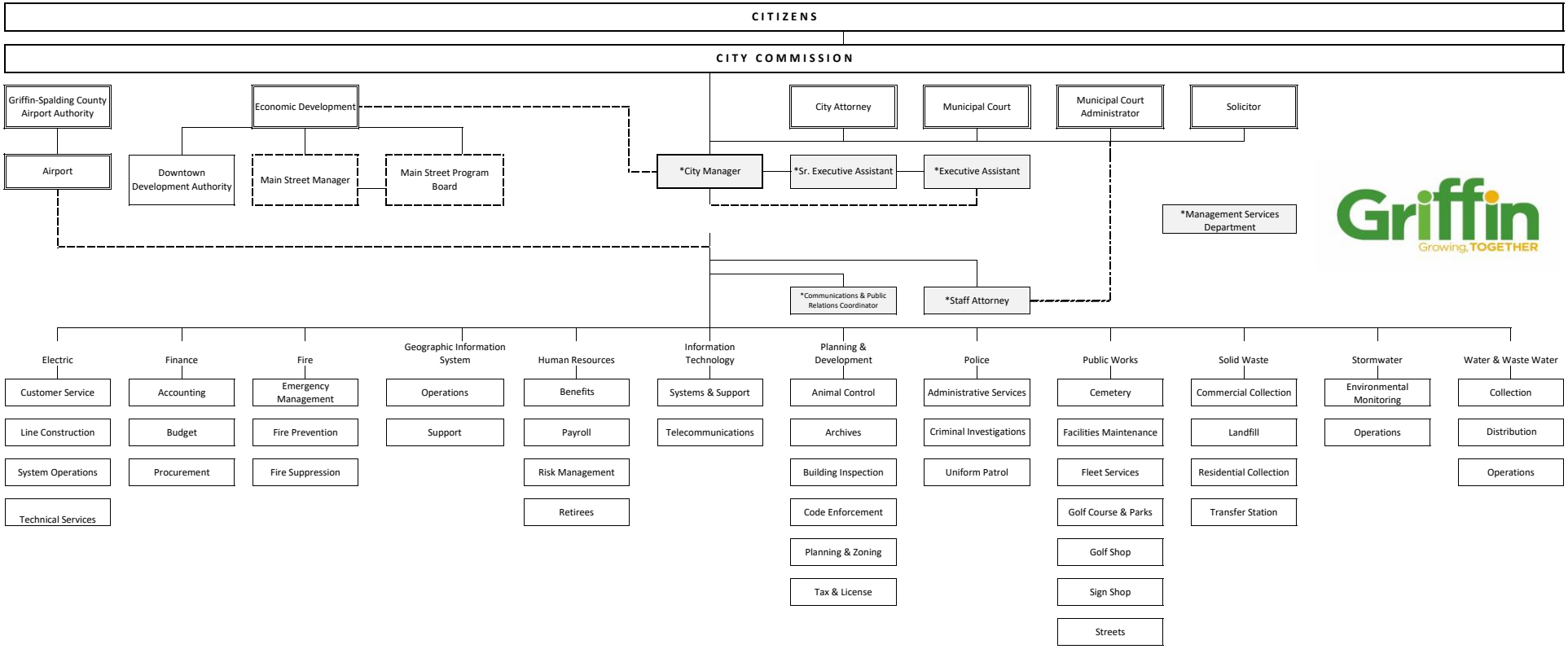
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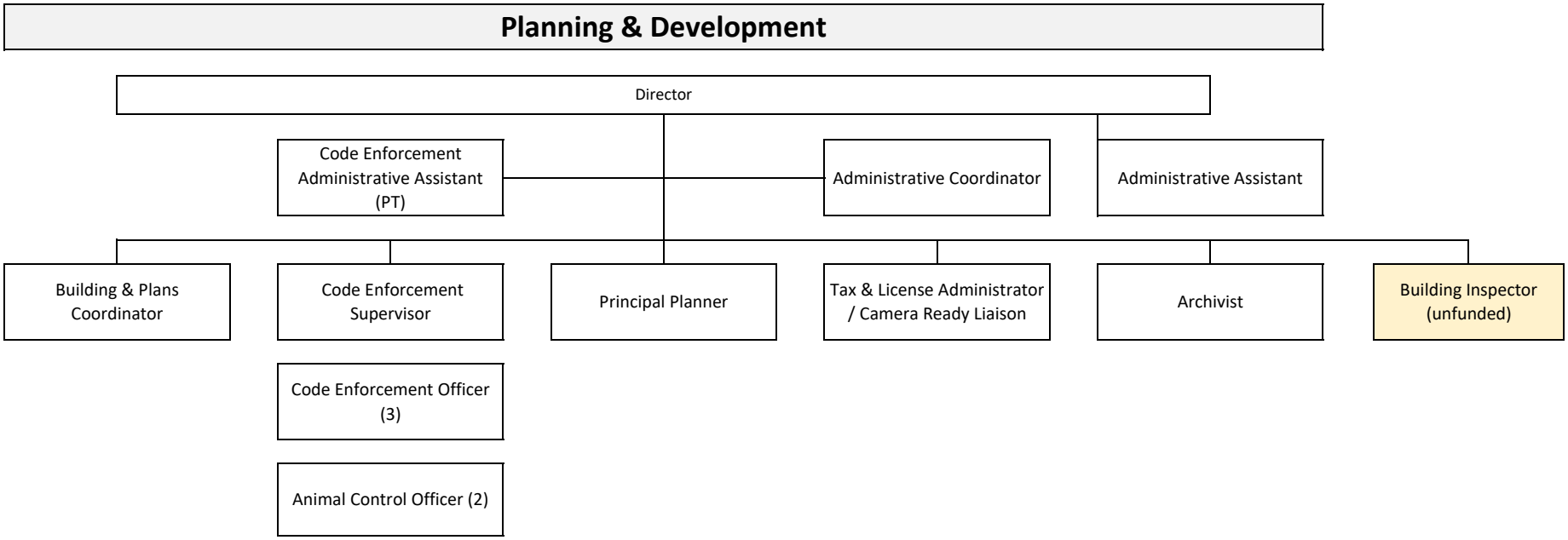
Submitted By:
Stephanie Woods

Meeting Date:
12/12/2023

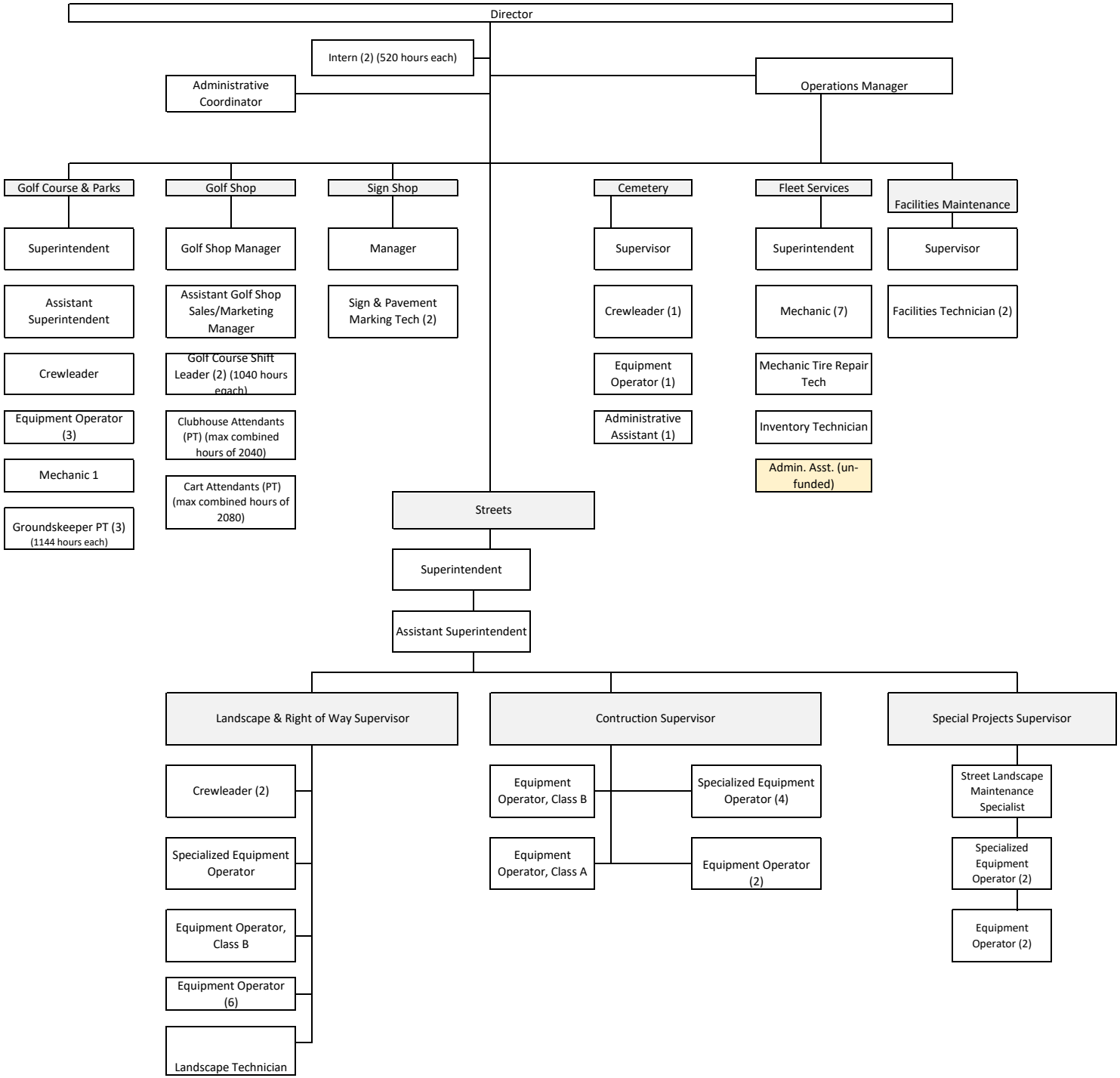
Reviewed By:
Jessica O'Connor

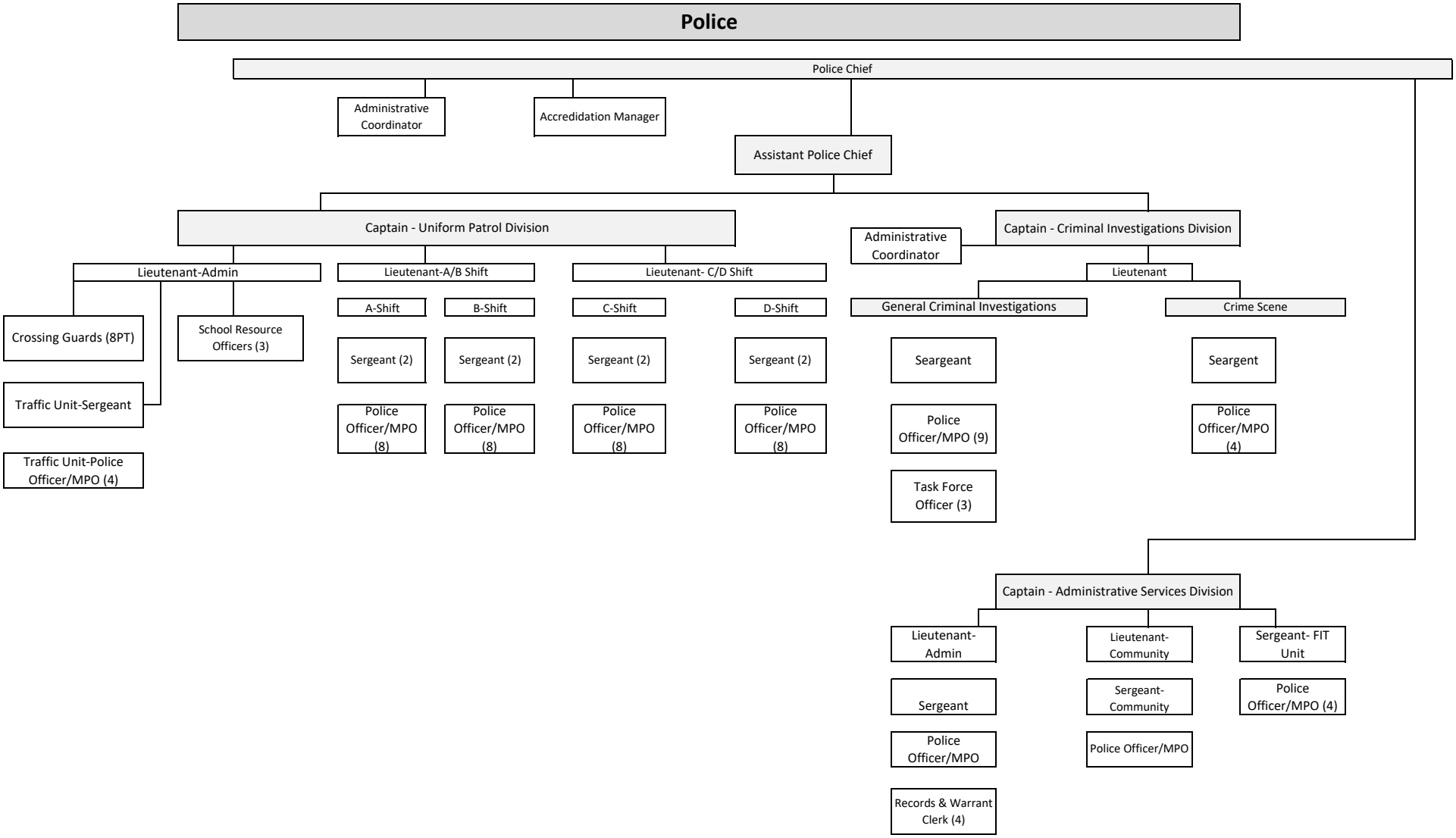
ATTACHMENTS:
Overall 1.1.24.pdf
planning 1.1.24.pdf
public works 1.1.24.pdf
police 1.1.24.pdf
fire 1.1.24.pdf
RES to Adopt Org Chart 12.08.2023.pdf

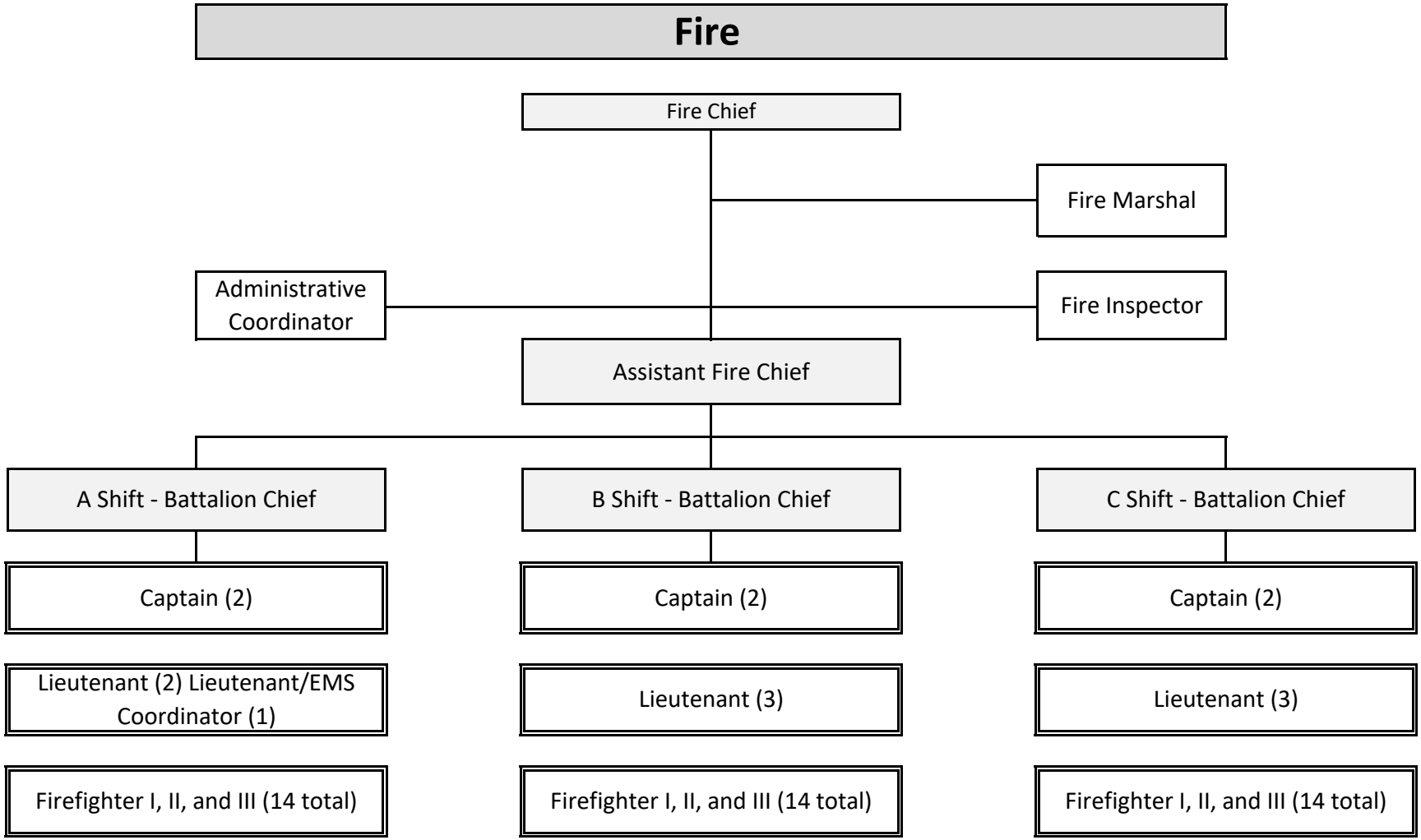

CITIZENS
CITY COMMISSION
Griffin-Spalding County Airport Authority
Airport
Economic Development
Downtown Development Authority
Main Street Manager
Main Street Program Board
*City Manager
City Attorney
Municipal Court
Municipal Court Administrator
Solicitor
*Sr. Executive Assistant
*Executive Assistant
*Management Services Department
*Communications & Public Relations Coordinator
*Staff Attorney
Griffin
Growing, TOGETHER
Electric
Customer Service
Line Construction
System Operations
Technical Services
Finance
Accounting
Budget
Procurement
Fire
Emergency Management
Fire Prevention
Fire Suppression
Geographic Information System
Operations
Support
Human Resources
Benefits
Payroll
Risk Management
Retirees
Information Technology
Systems & Support
Telecommunications
Planning & Development
Animal Control
Archives
Building Inspection
Code Enforcement
Planning & Zoning
Tax & License
Police
Administrative Services
Criminal Investigations
Uniform Patrol
Public Works
Cemetery
Facilities Maintenance
Fleet Services
Golf Course & Parks
Golf Shop
Sign Shop
Streets
Solid Waste
Commercial Collection
Landfill
Residential Collection
Transfer Station
Stormwater
Environmental Monitoring
Operations
Water & Waste Water
Collection
Distribution
Operations


Planning & Development
Director
Code Enforcement Administrative Assistant (PT)
Administrative Coordinator
Administrative Assistant
Building & Plans Coordinator
Code Enforcement Supervisor
Principal Planner
Tax & License Administrator / Camera Ready Liaison
Archivist
Building Inspector (unfunded)
Code Enforcement Officer (3)
Animal Control Officer (2)

Public Works




Police
Police Chief
Administrative Coordinator
Accredidation Manager
Assistant Police Chief
Captain - Uniform Patrol Division
Lieutenant-Admin
Crossing Guards (8PT)
Traffic Unit-Sergeant
Traffic Unit-Police Officer/MPO (4)
School Resource Officers (3)
Lieutenant-A/B Shift
A-Shift
Sergeant (2)
Police Officer/MPO (8)
B-Shift
Sergeant (2)
Police Officer/MPO (8)
Lieutenant- C/D Shift
C-Shift
Sergeant (2)
Police Officer/MPO (8)
D-Shift
Sergeant (2)
Police Officer/MPO (8)
Administrative Coordinator
Captain - Criminal Investigations Division
Lieutenant
General Criminal Investigations
Seargeant
Police Officer/MPO (9)
Task Force Officer (3)
Crime Scene
Seargent
Police Officer/MPO (4)
Captain - Administrative Services Division
Lieutenant-Admin
Sergeant
Police Officer/MPO
Records & Warrant Clerk (4)
Lieutenant-Community
Sergeant-Community
Police Officer/MPO
Sergeant- FIT Unit
Police Officer/MPO (4)


Fire
Fire Chief
Fire Marshal
Administrative Coordinator
Fire Inspector
Assistant Fire Chief
A Shift - Battalion Chief
B Shift - Battalion Chief
C Shift - Battalion Chief
Captain (2)
Captain (2)
Captain (2)
Lieutenant (2) Lieutenant/EMS Coordinator (1)
Lieutenant (3)
Lieutenant (3)
Firefighter I, II, and III (14 total)
Firefighter I, II, and III (14 total)
Firefighter I, II, and III (14 total)

A RESOLUTION

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF GRIFFIN, GEORGIA, AMENDING THE ORGANIZATIONAL CHART FOR THE CITY OF GRIFFIN TO REFLECT THE AMENDED ORGANIZATIONAL CHART OF THE CITY, AS WELL AS THE FIRE DEPARTMENT, PLANNING & DEVELOPMENT DEPARTMENT, POLICE DEPARTMENT, AND PUBLIC WORKS DEPARTMENT; AND FOR OTHER PURPOSES.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GRIFFIN, GEORGIA, that the organizational charts are amended to reflect the newly created positions, divisions, and reporting structures as reflected on each organizational chart associated therewith.

SO RESOLVED this 12th day of December 2023.

_____
Mayor Douglas S. Hollberg

ATTEST: (CITY SEAL)

_____
Jessica W. O'Connor, Secretary