AGENDA
Regular Scheduled Meeting
CITY OF GRIFFIN BOARD OF COMMISSIONERS
June 10, 2025
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 Kelsey Carden, Staff Attorney, as the May 2025 Strongest Link in the Chain award recipient. *Master Patrol Officer, Richard Powell will address.*

2. Presentation of proclamation for Juneteenth 2025.

3. Review financial reports for April 2025. *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. Subject to the Citizen Comment Policy adopted on February 13, 2024 and posted for public view, all speakers shall be limited to three minutes which will be strictly followed and enforced. 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 proposed budget for fiscal year beginning July 1, 2025 and ending June 30, 2026. *City Manager Jessica O'Connor will address*

CONSENT AGENDA

5. Consider minutes of the City of Griffin Board of Commissioners' Workshop and Regular Meetings on May 27, 2025.

6. Consider, on second reading, an ordinance amendment Sec. 2-189, Procurement of equipment, materials, and supplies, and Sec. 2-193, Contracts for public works construction. *Staff Attorney, Kelsey Carden, will address.*

7. Consider a purchase order, as amended, for twelve UV lamps from Xylem Water Solutions USA, Inc., Sole Source, in the amount of $5,989.00. *Director of Water and Wastewater, Brandon Lewis, will address.*

8. Consider the purchase of 300 65 gallon trash carts and 200 96 gallon trash carts in the amount of $29,243.75 from Toter, Single Source. *Director of Solid Waste Todd Ennis, will address.*

9. Consider the purchase of two 3-Phase Transformers in the amount of $33,790.00 from Gresco Utility Supply Co., sole source. *Electric Director, Jennifer Freeman, will address.*

10. Consider renewal of agreement for services for water storage tank maintenance for FY26 from American Tank Maintenance in the amount of $124,446.56. *Director of Water and Wastewater, Brandon Lewis, will address.*

11. Consider a Joint Funding Agreement with the United States Department of the Interior in the amount of $85,300.00 for the operation and maintenance of seven stream flow stations. *Director of Water and Wastewater, Brandon Lewis, will address.*

12. Consider a Task Order Form, under a Master Services Agreement with LJA Engineering, Inc. for the development of a water system asset management plan in the amount of $103,500.00. *Director of Water and Wastewater, Brandon Lewis, will address.*

13. Consider purchase from Cogsdale, Sole Source, to provide software maintenance and upgrades to the Cogsdale Customer Management and Utility Billing System in the amount of $224,813.62. *Telecommunications Manager, Chris Sprayberry will address.*

REGULAR AGENDA

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

14. Consider resolution adopting the annual Fiscal Year 2025 - 2026 Operating and Capital Budget appropriating expenditures and forecasted revenues for specified purposes, functions and activities, by fund for the budget period and the Capital Improvement Program (CIP). *City Manager Jessica O'Connor will address.*

15. Consider a Resolution to amend the City of Griffin's Fiscal Year 2024-2025 Operating & Capital Budget for the Third Quarter housekeeping amendments in the amount of $21,136,487.45. *Budget Analyst, Angela Thompson, will address.*

16. Consider the purchase of one Sutphen Heavy Duty Custom Pumper for $1,274,727.04, one Sutphen Heavy Duty 75' Mid-mount Aerial Ladder (SL75) for $1,834,852.12, and one Sutphen Heavy Duty Custom Wet Rescue (RA-22) for $1,399,851.72. A total of $4,509,430.88 from the Sutphen Corporation, through Sourcewell contract. *Fire Chief John Hamilton will address* .

17. Consider adoption of the updated electric rate tariff to include EV Rate for Public EV and DC Fast Charging Service. *Electric Director, Jennifer Freeman will address.*

18. Consider a contract with VHB, Inc., current vendor, in the amount of $11,688.00 for biological monitoring in the Cabin Creek watershed. *Director of Stormwater, Jeremy Kenway, will address.*

19. Consider the purchase of a 2025 New Way Sidewinder XTR ASL Garbage Truck from Sansom Equipment Company, best responsive quote, in the amount of $406,992.00 by lease supplement through the city`s master lease agreement with GMA and amend the budget accordingly. *Director of Solid Waste. Todd Ennis, will address*

20. Commissioners to appoint two new members to the personnel review board pursuant to the City of Griffin Personnel Policy, Article 15 Disciplinary Actions, Section 15.7 Hearing. *Director of Human Resources, Stephanie Woods, will address.*

21. Consider authorizing travel for the commissioners to the Georgia Municipal Association's Annual Convention in Savannah, Georgia on June 19-24, 2025.

22. Consider cancellation of the City of Griffin Board of Commissioners' June 24, 2025 Workshop and Regular meetings due to Commissioners' attendance at GMA Annual Convention in Savannah, Georgia, June 19-24, 2025.

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 Kelsey Carden, Staff Attorney, as the May 2025 Strongest Link in the Chain award recipient. *Master Patrol Officer, Richard Powell 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:
10/06/2025

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Kelsey Carden, May 2025.pdf

Griffin
Growing TOGETHER

Strongest Link in the Chain (Individual) Nomination Form

Nominee Name* Kelsey Corden Department City Manager office

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 _____ Date 5/29/25

Your (Nominator) Name R. Powell Department PD

Submission Date to HR 5/29/25

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

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.

The work these she put forth on the community with Clean up was absolutely amazing. The event went off without a hitch and was a great success. This work did not go unnoticed by citizens who were greatly appreciative. Truly the strongest links in the chain.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Presentation of proclamation for Juneteenth 2025.

SPECIAL CONSIDERATIONS OR CONCERNS:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:
Susan Bartholomew

Meeting Date:
10/06/2025

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Juneteenth 2025 Proclamation.pdf

Proclamation

Celebrating Juneteenth 2025

WHEREAS: On June 19th, 1865, two and a half years after President Lincoln issued the Emancipation Proclamation, Union soldiers, led by Major General Gordon Granger, landed at Galveston, Texas with the news that the Civil War had ended and that enslaved people were now free; and

WHEREAS: Major General Granger announced to the residents of Texas: "The people of Texas are informed that, in accordance with a proclamation from the Executive of the United States, all slaves are free. This involves an absolute equality of personal rights and rights of property."

WHEREAS: The first Juneteenth celebration was held in Texas in 1866. Since then, Juneteenth has been celebrated in communities across the United States, providing an opportunity to mark the emancipation of enslaved people; and

WHEREAS: On this day, in hundreds of communities across the country, people of all races, nationalities, and religions join hands to acknowledge the extremely painful history and lasting, systemic impact of slavery and racial injustice in the United States. Juneteenth is an opportunity to recommit ourselves to the goal of creating a more equal and just society, an effort that continues today; and

WHEREAS: The Urban Outreach Association, a non-profit community organization founded to change the culture within the community and raise awareness of independence, self-responsibility, and community safety, hosts an annual Juneteenth parade and celebration in the City of Griffin;

NOW THEREFORE
BE IT RESOLVED

We, the City of Griffin Board of Commissioners do hereby proclaim June 19th, 2025 to be,

"JUNETEENTH INDEPENDENCE DAY"

and urges all the citizens of the City of Griffin to take cognizance of this event and participate in its observance.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Seal of the City of Griffin to be affixed this 10th day of June in the year of our Lord two thousand and twenty-five.

_____
Douglas S. Hollberg, Mayor

_____
Jessica W. O'Connor, City Manager

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Review financial reports for April 2025. *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:

10/06/2025

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

Cash Balance 4.30.2025.pdf

Interim Statements by Fund_4.30.2025.pdf

LOST 4.30.2025.pdf

TSPLOST 4.30.2025.pdf

Budget to Actual Update.docx

	6/30/2024	4/30/2025		
	ALL FUNDS	**OPERATING**	**RESTRICTED**	**RESERVED**
CASH AND CASH EQUIVALENTS				
Cash				
101-General Fund	$9,515,694.25	$10,276,347.04	$375,127.06	
210-Confiscated Assets Fund	155,977.57		191,735.59	
234-ARPA American Rescue Plan Act	4,160,121.32		2,469,411.33	
251-Multiple Grant Fund	131,766.92		131,902.13	
253-Neighborhood Stabilization Program	210,550.03		210,550.03	
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)	903,348.74		1,085,353.62	
272-Tax Allocation District (TAD #2)	2,630,110.64		3,038,760.32	
282-Court Technology Fund	198,221.78		216,078.86	
283-Police Donations Fund	8,479.48		8,479.48	
321-SPLOST Fund 2016	7,725,909.68		4,706,796.20	
335-T-SPLOST Fund 2022	9,127,511.44		13,049,249.22	
360-Urban Redevelopment Agency Fund			2,535,743.69	
505-Water/Wastewater Utility Fund	5,578,974.10	5,094,107.39		
510-Electric Utility Fund	3,951,969.75	4,196,517.81	181,545.97	
540-Solid Waste Fund	1,440,205.04	568,779.70		648,911.60
550-Airport Fund	968,531.09	1,146,319.62	838.98	
560-Stormwater Utility Fund	592,680.34	696,680.73		
591-Golf Course Fund	1,568,005.89	2,418,724.85		
601-Internal Service Fund - Motor Pool Fund	1,477,630.08	1,852,392.85		
610-Internal Service Fund - Payroll	425,040.96	126,257.44	126,257.44	
611-ISF-Employee Benefits Fund	947,858.13	1,204,027.29		
745-Municipal Court Fund	339,893.88		431,396.01	
771-OPEB Fund	39,412.59		39,412.59	
791-Cemetery Trust Fund	1,296,518.30		1,296,518.30	
792-Mausoleum Trust Fund	315,501.25		315,501.25	
952-Main Street Fund	56,913.15		227,711.73	
953-Downtown Development Fund	129,991.02		107,309.72	
Total Cash	54,069,787.18	27,580,154.72	30,918,649.28	648,911.60
Investments				
101-General Fund	26,850,518.43	32,755,768.10		702,875.93
505-Water/Wastewater Utility Fund	5,118,398.60		4,479,211.27	
510-Electric Utility Fund	49,754,962.30	125,154.04	4,613,975.50	48,698,057.51
540-Solid Waste Fund	710,849.17	5,115.67	737,107.12	
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	4,552,673.40		4,786,265.24	
792-Mausoleum Trust Fund	516,064.22		533,045.41	
793-Light Water Sewer (LWS) Emergency Trust Fund	1,084,141.59		1,126,191.91	
Total Investments	91,144,365.48	32,983,046.58	18,735,545.45	49,400,933.44
Total Cash and Investments	**$145,214,152.66**	**$60,563,201.30**	**$49,654,194.73**	**$50,049,845.04**

INTERIM STATEMENTS by Fund

All Funds: City-Wide

For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING REVENUE							
TAXES							
Real property - current year	$61,353	$5,694,701	$5,372,500	$322,201	106.00%	$5,157,262	$5,240,427
Public utility	24,758	24,758	20,480	4,278	120.89%	37,378	37,378
Real property - prior year	6,892	156,094	125,000	31,094	124.88%	114,765	130,996
Motor vehicle	1,600	18,824	22,000	(3,176)	85.56%	20,689	23,356
Intangible	3,329	34,782	50,000	(15,218)	69.56%	48,910	67,441
Railroad equipment		8,522	7,300	1,222	116.74%	7,372	7,372
Real estate transfer (intangible)	1,666	16,702	18,000	(1,298)	92.79%	20,809	27,911
Total Taxes	99,598	5,954,383	5,615,280	(339,103)	106.04%	5,407,185	5,534,881
Motor vehicle title ad valorem tax fee	72,528	603,981	720,000	(116,019)	83.89%	607,483	725,546
Alternative ad valorem tax (AAVT)	3,500	3,500		3,500		4,365	4,365
Franchise taxes:							
Electric		55,130	75,000	(19,870)	73.51%	64,784	64,784
Gas		154,301	190,000	(35,699)	81.21%	144,468	192,801
Television cable		73,740	180,000	(106,260)	40.97%	88,964	171,543
Telephone	396	7,139	10,000	(2,861)	71.39%	8,690	17,933
Payment In Lieu of Tax GHA	8,282	13,759	15,000	(1,241)	91.73%	15,511	20,964
Video		6,106	15,000	(8,894)	40.71%	7,744	14,394
Total Franchise taxes	8,678	310,175	485,000	(174,825)	63.95%	330,161	482,419
Total Taxes and Franchise taxes	184,304	6,872,039	6,820,280	(51,759)	100.76%	6,349,194	6,747,211
Local option sales and use taxes	495,364	4,734,405	5,550,000	(815,595)	85.30%	4,722,889	5,645,956
Hotel/Motel	15,190	116,166	150,000	(33,834)	77.44%	111,554	131,637
Alcoholic beverage excise	49,635	449,237	620,000	(170,763)	72.46%	511,132	685,732
Total selective sales and use taxes	64,825	565,403	770,000	(204,597)	73.43%	622,686	817,369
Business taxes:							
Business and occupation taxes	4,330	460,635	450,000	10,635	102.36%	457,458	460,598
Insurance premium taxes		2,242,656	2,100,000	142,656	106.79%	2,084,942	2,084,942
Financial institutions taxes	16,567	132,179	110,000	22,179	120.16%	129,123	129,123
Total business taxes	20,897	2,835,470	2,660,000	175,470	106.60%	2,671,523	2,674,663
Penalties and interest on deliquent taxes							
Real	6,388	74,487	35,000	39,487	212.82%	45,379	58,271
Business	244	2,864	3,000	(136)	95.47%	3,420	3,483
Total penalties and interest on deliquent taxes	6,632	77,351	38,000	39,351	203.56%	48,799	61,754
TOTAL TAXES	**772,022**	**15,084,668**	**15,838,280**	**(753,612)**	**95.24%**	**14,415,091**	**15,946,953**
LICENSE AND PERMITS							
Business licenses:							
Alcoholic beverages:							
Beer	100	57,625	55,000	2,625	104.77%	56,025	57,475
Wine		58,525	53,000	5,525	110.42%	54,925	55,975
Liquor		99,400	102,000	(2,600)	97.45%	100,500	100,500
Total alcoholic beverage licenses	100	215,550	210,000	5,550	102.64%	211,450	213,950
General business licenses:							
Insurance	225	30,788	35,000	(4,212)	87.97%	33,788	34,238
Mobile food vendor permits		125		125			
Media production fees	300	300		300			
Total general business licenses	525	31,213	35,000	(3,787)	89.18%	33,788	34,238
Total Business licenses	625	246,763	245,000	1,763	100.72%	245,238	248,188
Non-business licenses and permits:							
Building and signs:							
Zoning and land use permits	650	4,550	8,500	(3,950)	53.53%	4,088	5,538
Sign permits	1,400	12,710	12,500	210	101.68%	11,260	13,855
Other permits		3,200	500	2,700	640.00%	550	1,650

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Catering	150	1,250	3,200	(1,950)	39.06%	2,275	2,775
Total building and sign permits	2,200	21,710	24,700	(2,990)	87.89%	18,173	23,818
Regulatory fees (permits):							
Building structures and equipment permits:							
Protective	4,400	43,900	60,000	(16,100)	73.17%	54,470	64,120
Building	55,522	299,471	285,000	14,471	105.08%	248,434	288,857
Plumbing	613	5,883	17,000	(11,117)	34.61%	18,711	21,017
Electrical	2,450	31,786	35,000	(3,214)	90.82%	35,030	39,326
Gas		830	1,000	(170)	83.00%	5,836	6,448
Mechanical	700	6,589	12,000	(5,411)	54.91%	15,281	17,187
Total building structures and equipment permits	63,685	388,459	410,000	21,541	94.75%	377,762	436,955
Total non-business licenses and permits	65,885	410,169	434,700	(24,531)	94.36%	395,935	460,773
Penalties and interest on deliquent licenses and permits							
Interest on business licenses	81	1,188		1,188		1,019	1,042
Total penalties and interest on deliquent licenses and permits	81	1,188		1,188		1,019	1,042
TOTAL LICENSES AND PERMITS	**66,591**	**658,120**	**679,700**	**(21,580)**	**96.83%**	**642,192**	**710,003**
CHARGES FOR SERVICES							
General government:							
Fees - court reimbursement							10
Fees - plan reviews		18,956	75,000	(56,044)	25.27%	81,166	94,338
Fees - demolition recovery	16,975	120,995	15,000	105,995	806.63%	13,657	13,962
Fees - zoning applications	1,100	5,125	3,000	2,125	170.83%	3,952	4,852
Fees - reimbursements			5,000	(5,000)		3,400	3,400
Information technology fees	300	3,000		3,000		3,000	3,600
Indirect cost allocation	612,282	6,122,824	7,444,450	(1,321,626)	82.25%	5,617,473	6,739,638
GIS cost allocation	34,156	341,564	409,877	(68,313)	83.33%	250,704	306,416
Motor pool charges	75,687	915,947	1,237,950	(322,003)	73.99%	901,122	1,082,307
Publication Sales		80		80			
Business occupation tax admin fee	1,300	76,100	75,000	1,100	101.47%	76,540	78,360
Total general government	741,800	7,604,591	9,265,277	1,660,686	82.08%	6,951,014	8,326,883
Public safety - fire inspections	200	6,383	4,000	2,383	159.58%	6,626	8,486
Public safety - prisoner housing fees	4,837	55,978	80,000	(24,022)	69.97%	62,295	71,819
Streets and public improvements						323	323
Utilities / enterprise charges and fees							
Fees - Collection - Residential	255,826	2,466,680	2,915,000	(448,320)	84.62%	2,223,826	2,924,079
Fees - Collection - Commercial	115,087	1,112,193	1,247,000	(134,807)	89.19%	978,108	1,288,608
Fees - Transfer Station	219,987	1,677,816	1,576,000	101,816	106.46%	1,244,993	1,527,060
Fees - Special Handling	2,460	17,215	17,000	215	101.26%	15,345	18,230
Fees - Rolloff Containers	77,200	584,300	770,000	(185,700)	75.88%	650,689	776,939
Fees - Yard Waste Disposal	76,528	741,424	933,370	(191,946)	79.44%	672,031	882,697
Fees - Yard Waste Special Handling	(43)	(96)		(96)		(339)	(352)
Sale of Recycled Materials	2,355	36,753	8,000	28,753	459.41%	75,073	75,494
Permit Fees - Commercial Hauler	300	2,400	4,000	(1,600)	60.00%	2,900	3,300
Fees - Landfill Use	252,016	2,169,146	2,525,000	(355,854)	85.91%	2,181,295	2,659,452
Recycling Fees Sort Line			150,000	(150,000)			
Water Institutional	19,228	201,274	305,696	(104,422)	65.84%	223,015	266,148
Fees - Water Industrial	25,808	259,285	260,000	(715)	99.73%	509,134	580,685
Fees - Water Residential	354,451	3,735,162	4,665,053	(929,891)	80.07%	3,354,293	4,394,913
Fees - Water Commercial	133,434	1,177,545	1,415,000	(237,455)	83.22%	986,756	1,326,984

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Pass-Thru Water Spalding County	(581,652)	(4,815,359)	(4,053,996)	(761,363)	118.78%	(4,153,896)	(5,558,783)
Fees - Fire Hydrant Water	21,875	43,208	50,514	(7,306)	85.54%	60,836	69,128
Fees - Water Lock Cut	400	1,600	1,500	100	106.67%	1,250	1,950
Bulk Water - Spalding County	851,238	9,286,844	10,301,203	(1,014,359)	90.15%	7,547,718	10,323,374
Bulk Water - Williamson	5,580	79,860	97,000	(17,140)	82.33%	72,829	102,172
Bulk Water - Zebulon	42,954	423,255	433,305	(10,050)	97.68%	290,438	399,286
Bulk Water - Butts County	2,398	30,073	41,911	(11,838)	71.75%	22,340	33,821
Bulk Water - Coweta County	513,000	5,260,350	6,261,750	(1,001,400)	84.01%	5,105,550	6,416,550
Bulk Water - Barnesville		40		40			9
Bulk Water - City of Concord	4	3,168	1,843	1,325	171.89%	1,407	3,134
Fees - Water Tap		2,220		2,220			
Fees - Water Irrigation	16,408	333,601	390,000	(56,399)	85.54%	334,945	410,588
Fees - Meter Install	8,660	37,380	61,200	(23,820)	61.08%	26,230	38,470
Fees - Commercial Broken Pipe	735	5,406		5,406			1
Sewer Flat - Industrial	27,738	283,597	389,000	(105,403)	72.90%	653,960	733,763
Sewer Flat - Residential	490,275	5,123,225	5,950,000	(826,775)	86.10%	4,540,279	5,976,316
Sewer Flat - Commercial	256,652	2,448,827	2,875,000	(426,173)	85.18%	2,213,729	2,889,323
Sewer Tap Fee	9,200	11,500	92,000	(80,500)	12.50%	12,600	17,200
Stormwater - Residential Upper Tier	42,890	362,164	427,354	(65,190)	84.75%	322,770	424,148
Stormwater - Residential Lower Tier	18,643	195,933	236,472	(40,539)	82.86%	179,175	234,780
Stormwater - Commercial Fees	190,705	1,847,549	2,197,367	(349,818)	84.08%	1,758,125	2,266,390
Sewer - Sun City	140,571	1,336,214		1,336,214		1,111,549	1,518,500
Sewer - Greyson Parc	18,018	156,235		156,235		74,099	112,539
Sewer - Highland Mills							43
Fees - Electric Residential Service	1,311,362	17,668,735	21,572,334	(3,903,599)	81.90%	15,541,591	19,958,465
Fees - Electric Commercial Service	1,499,694	16,878,657	20,487,480	(3,608,823)	82.39%	15,248,046	19,687,445
Fees - Electric Industrial Service	717,248	7,313,228	8,700,000	(1,386,772)	84.06%	6,647,221	8,567,012
Fees - Electric Fuel Adjustment	604,119	7,258,990	8,714,625	(1,455,635)	83.30%	6,453,806	8,274,752
Fees - Electric Temporary Service	50	1,600	2,000	(400)	80.00%	1,500	1,800
Fees - Pole Rental Current Year		276,077	301,000	(24,923)	91.72%	145,456	367,918
ECCR Adjustment	113,985	1,369,621	1,558,487	(188,866)	87.88%	1,217,699	1,577,041
Telecom - Telephone Revenue	3,328	22,204	15,315	6,889	144.98%	12,561	16,051
Telecom - Telephone Internal Customer Fees	5,332	52,584	62,364	(9,780)	84.32%	46,397	59,473
Total utilities / enterprise charges and fees	7,866,047	87,479,683	103,958,147	(16,478,464)	84.15%	78,607,329	101,646,896
Other / enterprise charges and fees							
Green Fees	22,731	187,406	255,000	(67,594)	73.49%	207,678	258,362
Handicap Fees		1,050	1,155	(105)	90.91%	735	770
Golf Cart Rentals	34,269	301,129	290,000	11,129	103.84%	284,313	364,768
Merchandise Sales	4,011	22,976	40,000	(17,024)	57.44%	27,601	31,942
Driving Range Fees	3,549	27,669	25,000	2,669	110.68%	23,399	30,574
Membership Fees	4,830	42,245	40,000	2,245	105.61%	38,400	46,450
Food & Beverage	4,120	33,116	34,000	(884)	97.40%	28,472	37,595
Beer Sales	1,885	14,357	17,500	(3,143)	82.04%	16,451	20,576
Pull Cart Rentals	92	1,174	1,000	174	117.40%	40	40
Tournament Fees	974	33,582	35,000	(1,418)	95.95%	26,734	32,320
Golf Balls	4,495	28,912	14,000	14,912	206.51%	15,724	22,966
Fuel Sales - AVGAS	22,458	166,236	194,408	(28,172)	85.51%	166,373	212,098
Fuel Sales - Jet A	21,528	169,010	132,575	36,435	127.48%	109,976	139,230
Airport Services - Tug Fees	70	160		160		1,090	1,110
Fiber Fees	53,721	514,242	640,521	(126,279)	80.28%	425,687	561,319
Fiber Fees - Internal Customer Fees	40,781	403,579	481,691	(78,112)	83.78%	374,863	475,963

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Total other / enterprise charges and fees	219,514	1,946,843	2,201,850	(255,007)	88.42%	1,747,536	2,236,083
Other fees							
General Fund-Customer Service -Charges for Serv- -	63,714	635,241	760,000	(124,759)	83.58%	545,929	728,230
Fuel Flowage Fees	5,240	30,700	24,000	6,700	127.92%	21,520	24,400
Landfill Capital Surcharge Fee	6,625	58,270	186,000	(127,730)	31.33%	69,385	81,882
Landfill Closure Surcharge Fee	6,625	58,260	186,000	(127,740)	31.32%	69,369	81,865
Container Fees	3,480	36,900	46,880	(9,980)	78.71%	41,340	48,300
Pole Installation		5,995	5,000	995	119.90%	9,495	9,495
After Hours Service Fee	1,975	19,669	15,000	4,669	131.13%	12,825	16,458
Connection Fees	18,945	200,955	200,000	955	100.48%	179,025	219,175
Surge Protection Fees	394	4,013	4,800	(787)	83.60%	3,715	4,816
Reconnect Fees	23,975	155,835	205,000	(49,165)	76.02%	177,210	202,210
Underground Trenching	12,440	30,913	30,000	913	103.04%	85,160	110,651
Credit Card Fees	1,004	8,185		8,185		10,513	12,238
Power Resoration Aid		275,062	50,000	225,062	550.12%	37,352	55,092
Overnight Fees	40	150	200	(50)	75.00%	190	200
Total other fees	144,457	1,520,148	1,712,880	(192,732)	88.75%	1,263,028	1,595,012
Culture and recreation							
Still Branch WTP Gate Receipts	1,011	5,066	8,000	(2,934)	63.33%	5,411	7,294
Total culture and recreation	1,011	5,066	8,000	(2,934)	63.33%	5,411	7,294
Other charges for services							
Cemetery Opening/Closing Fee	300	1,500		1,500		600	900
Site Sales	7,550	78,600		78,600		88,360	113,410
Cemetery Fees	14,500	147,250	160,000	(12,750)	92.03%	129,060	163,360
Niche Engraving		150		150		350	350
Internment Fees	2,100	19,800	23,650	(3,850)	83.72%	17,850	22,950
Monument Fees	1,100	8,000	10,000	(2,000)	80.00%	8,100	9,900
Returned Check Fees	2,555	26,685	26,800	(115)	99.57%	19,980	25,055
Delinquent Penalties	127,833	1,421,785	1,600,000	(178,215)	88.86%	1,408,325	1,653,028
Total other charges for services	155,938	1,703,770	1,820,450	(116,680)	93.59%	1,672,625	1,988,953
TOTAL CHARGES FOR SERVICES	**9,133,804**	**100,322,462**	**119,050,604**	**(18,728,142)**	**84.27%**	**90,316,187**	**115,881,749**
FINES AND FORFEITURES							
Court							
Police Revenue	1,240	9,925	13,000	(3,075)	76.35%	21,492	19,456
Traffic Fines	47,019	560,484	900,000	(339,516)	62.28%	572,446	674,479
Fine Surcharge - Technology - Court	1,478	17,825	25,000	(7,175)	71.30%	16,956	20,083
School Zone Speed Safety Program	7,025	80,001	300,000	(219,999)	26.67%	88,326	102,026
Total court revenues and fines	56,762	668,235	1,238,000	(569,765)	53.98%	699,220	816,044
Confiscations							
Federal Confiscations	1,368	83,283		83,283		542	4,547
Total state and federal confiscations	1,368	83,283		83,283		542	4,547
National Opioid Settlement Payments		36,399		36,399		77,740	78,319
TOTAL FINES AND FORFEITURES	**58,130**	**787,917**	**1,238,000**	**(450,083)**	**63.64%**	**777,502**	**898,910**
RENTS AND ROYALTIES							
Property Rental	11,687	171,245	151,858	19,387	112.77%	117,228	151,157
Water Tower	14,757	60,992	79,352	(18,360)	76.86%	61,675	79,013
Sale of Excess Capacity	3,854	86,352	285,000	(198,648)	30.30%	6,977	15,510
Third-party Sales	59,189	689,672	755,790	(66,118)	91.25%	669,870	742,936

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Equipment Rental Fees	1,264	13,909	29,173	(15,264)	47.68%	13,642	16,399
MEAG Refunding Flexible Operating	3,854	86,353		86,353		6,977	15,510
AMR from MEAG Trust	900	9,000	10,800	(1,800)	83.33%	9,125	10,925
T-Hangar Rentals	1,025	10,250	12,300	(2,050)	83.33%	9,325	11,375
Tie Down Rentals	425	1,750	1,800	(50)	97.22%	1,200	1,650
Ground Leases	13,740	148,499	158,753	(10,254)	93.54%	182,470	218,405
MEAG Year End Settlement		1,249,539	750,000	499,539	166.61%		
Settlements from Insurance Claims	68	4,320		4,320		15,022	16,878
Settlements from Insurance Claims		16,261		16,261		566,805	583,912
Cash Over/Short	117	(588)		(588)		404	128
Misc Revenue	103,593	2,266,925	37,000	2,229,925	6,126.82%	1,149,524	1,794,563
TOTAL RENTS AND ROYALTIES	**214,473**	**4,814,479**	**2,271,826**	**2,542,653**	**211.92%**	**2,810,244**	**3,658,361**
TOTAL OPERATING REVENUE	**10,245,020**	**121,667,646**	**139,078,410**	**(17,410,764)**	**87.48%**	**108,961,216**	**137,095,976**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	2,105,262	21,953,716	28,972,610	7,018,894	75.77%	19,677,274	24,466,848
Employee Benefits	649,857	7,165,563	11,775,300	4,609,737	60.85%	6,811,870	6,835,237
Total Personal Services and Employee Benefits	2,755,119	29,119,279	40,747,910	11,628,631	71.46%	26,489,144	31,302,085
Purchased or Contracted Services	1,430,251	14,321,247	21,012,889	6,691,642	68.15%	14,853,914	19,365,921
Utilities:							
Water/Sewerage	19,577	208,577	256,195	47,618	81.41%	200,610	236,276
Natural Gas	3,404	37,305	63,750	26,445	58.52%	37,753	44,706
Electricity	215,564	2,385,411	3,139,245	753,834	75.99%	2,247,024	2,713,296
Propane	11,764	25,068	124,390	99,322	20.15%	28,732	47,974
Gasoline	89,320	918,169	2,388,848	1,470,679	38.44%	1,047,910	1,327,693
Stormwater	68,543	669,964	804,879	134,915	83.24%	739,011	888,816
Customer Service Fee	392	3,924	5,011	1,087	78.31%	3,727	4,518
Total Utilities	408,564	4,248,418	6,782,318	2,533,900	62.64%	4,304,767	5,263,279
Supplies	580,910	4,376,206	7,179,387	2,803,181	60.96%	4,164,924	5,567,644
Electricity for Resale	3,294,223	35,234,957	42,223,556	6,988,599	83.45%	35,922,749	42,993,654
Capital Outlay:							
Property (Land and Buildings)	2,034,476	13,681,803	31,474,587	17,792,784	43.47%	11,956,184	16,120,413
Machinery and Equipment	916,092	2,817,642	4,785,478	1,967,836	58.88%	3,119,736	4,368,558
Capital Outlay - Reclass to Balance Sheet	(866,872)	(6,573,410)		6,573,410		(9,862,303)	(13,795,260)
Total Capital Outlay	2,083,696	9,926,035	36,260,065	26,334,030	27.37%	5,213,617	6,693,711
Depreciation Expense	662,723	6,508,699	7,549,860	1,041,161	86.21%	6,543,115	8,030,075
Bad Debt		205,872	389,000	183,128	52.92%	281,595	371,655
Inter-Departmental Charges	1,293,991	12,441,100	8,351,205	(4,089,895)	148.97%	10,325,826	12,474,489
Miscellaneous		85,789	983,129	897,340	8.73%	69,030	72,030
TOTAL OPERATING EXPENSE	**12,509,477**	**116,467,602**	**171,479,319**	**55,011,717**	**67.92%**	**108,168,681**	**132,134,543**
OPERATING INCOME (LOSS)	**(2,264,457)**	**5,200,044**	**(32,400,909)**	**37,600,953**	**(16.05%)**	**792,535**	**4,961,433**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Operating - Categorical							
Direct		15,659		15,659		52,752	61,064
Indirect		1,466,221	340,007	1,126,214	431.23%		7,270,601
Total Operating - Categorical		1,481,880	340,007	1,141,873	435.84%	52,752	7,331,665
Capital							
Direct		340,791	2,303,148	(1,962,357)	14.80%	1,000	16,602

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Indirect						7,830	12,564
Net Capital		340,791	2,303,148	(1,962,357)	14.80%	8,830	29,166
Total Federal Government Grants		1,822,671	2,643,155	(820,484)	68.96%	61,582	7,360,831
Federal Government Transfers (Non-Grant)							
America Rescue Plan (ARP) Act of 2021 Fiscal Recovery Funds	454,735	1,690,710	3,227,927	(1,537,217)	52.38%		697,614
State Government Grants							
Operating - Categorical							
Direct							
FEMA/State Disaster Grant							1,154,013
Miscellaneous State Grant			6,182	(6,182)			
GA DOT Grant	393,151	713,611	329,045	384,566	216.87%	704,836	704,836
Total Direct	393,151	713,611	335,227	(378,384)	212.87%	704,836	1,858,849
Indirect						13,000	13,500
Total Operating - Categorical	393,151	713,611	335,227	378,384	212.87%	717,836	1,872,349
Indirect						288,730	288,730
Capital							
Direct (CDBG Grant Proceeds)	561,982	2,598,233	2,155,037	443,196	120.57%	1,023,914	1,080,002
Total Capital		340,791	2,303,148	(1,962,357)	14.80%	8,830	29,166
Total State Government Grants	955,133	3,311,844	2,490,264	821,580	132.99%	2,030,480	3,241,081
Local Government Unit Grants							
Spalding Co. Contribution		15,512	543,059	(527,547)	2.86%	31,025	149,384
Board of Education - RESA		129,179	165,634	(36,455)	77.99%	124,485	146,392
Spalding County Contribution			257,676	(257,676)			59,475
Spalding County Contribution			55,133	(55,133)		6,379,930	
City of Griffin Contribution							(193,300)
Total Local Government Unit Grants		144,691	1,021,502	876,811	14.16%	6,535,440	161,951
Transportation Special purpose local option sales and use taxes	398,590	3,929,953	3,727,500	202,453	105.43%	3,818,886	4,586,706
Total Intergovernmental revenue	1,808,458	10,899,869	13,110,348	(2,210,479)	83.14%	12,446,388	16,048,183
Intergovernmental - Exp	(80,302)	(384,920)	(463,295)	78,375	83.08%	(364,289)	(431,409)
Total Intergovernmental - net	1,728,156	10,514,949	12,647,053	(2,132,104)	83.14%	12,082,099	15,616,774
Interest Income							
Bank Account Interest	227	2,269		2,269		2,269	2,722
Bank Account Interest	125,404	1,274,104	960,000	314,104	132.72%	1,021,721	1,259,826
Bank Account Interest	44,133	469,859		469,859		434,227	508,062
Dividends	133,227	1,676,307		1,676,307		1,278,014	1,533,613
P-Card Rebate Program		7,663		7,663		6,413	6,413
Unrealized Gain/Loss on Investments	28,607	523,029		523,029		270,341	836,467
Total Interest/Investment Income	331,598	3,953,231	960,000	2,993,231	411.79%	3,012,985	4,147,103
Principal	(24,229)	(213,317)	(473,800)	260,483	45.02%	(261,253)	(236,745)
Interest Expense	(58,414)	(1,369,862)	(1,689,253)	319,391	81.09%	(1,525,483)	(1,433,200)
Total principal and interest expense	(82,643)	(1,583,179)	(2,163,053)	579,874	73.19%	(1,786,736)	(1,669,945)
Contributions and donations							
Contributions & Donations		13,058	50,739	(37,681)	25.74%	64,596	65,015
Contributed Capital	2,800	2,800		2,800			
GMA Safety Grant		20,000	20,000		100.00%	20,000	20,000
Total contributions and donations	2,800	35,858	70,739	(34,881)	50.69%	84,596	85,015

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets	7,551	42,613		42,613		180,548	559,649
Proceeds from Bond Issuance		4,565,000		4,565,000			
GMA Lease Proceeds		642,144	642,144		100.00%	1,240,723	
Total gain (loss) on sale of capital assets	7,551	5,249,757	642,144	4,607,613	817.54%	1,421,271	559,649
TOTAL NON-OPERATING INCOME (EXPENSE)	**1,987,462**	**18,170,616**	**12,156,883**	**6,013,733**	**149.47%**	**14,814,215**	**18,738,596**
INCOME (LOSS) BEFORE TRANSFERS	**(276,995)**	**23,370,660**	**(20,244,026)**	**43,614,686**	**(115.44%)**	**15,606,750**	**23,700,029**
TRANSFERS							
Transfers - in	1,763,466	13,695,778	18,029,574	(4,333,796)	75.96%	11,453,706	15,492,116
Transfers - out	(1,763,466)	(13,695,778)	(17,823,441)	4,127,663	76.84%	(11,453,706)	(15,492,093)
TOTAL TRANSFERS - NET			**206,133**	**(206,133)**			**23**
CHANGE IN NET POSITION	**($276,995)**	**$23,370,660**	**($20,037,893)**	**$43,408,553**	**(116.63%)**	**$15,606,750**	**$23,700,052**
CONTROL TOTALS							
Total Revenues	$14,158,892	$155,502,139	$171,891,214	($16,389,075)	90.47%	$137,380,157	$173,428,045
Total Expenditures	14,435,887	132,131,477	191,929,108	59,797,631	68.84%	121,773,412	149,727,989
Revenues less expenditures	(276,995)	23,370,662	(20,037,894)	(43,408,556)	(116.63%)	15,606,745	23,700,056
Difference		($2)	$1	$3	(200.00%)	$5	($4)

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Real property - current year	$61,353	$5,694,701	$5,372,500	$322,201	106.00%	$5,157,262	$5,240,427
Public utility	24,758	24,758	20,480	4,278	120.89%	37,378	37,378
Real property - prior year	6,892	156,094	125,000	31,094	124.88%	114,765	130,996
Motor vehicle	1,600	18,824	22,000	(3,176)	85.56%	20,689	23,356
Intangible	3,329	34,782	50,000	(15,218)	69.56%	48,910	67,441
Railroad equipment		8,522	7,300	1,222	116.74%	7,372	7,372
Real estate transfer (intangible)	1,666	16,702	18,000	(1,298)	92.79%	20,809	27,911
Total Taxes	99,598	5,954,383	5,615,280	(339,103)	106.04%	5,407,185	5,534,881
Motor vehicle title ad valorem tax fee	72,528	603,981	720,000	(116,019)	83.89%	607,483	725,546
Alternative ad valorem tax (AAVT)	3,500	3,500		3,500		4,365	4,365
Franchise taxes:							
Electric		55,130	75,000	(19,870)	73.51%	64,784	64,784
Gas		154,301	190,000	(35,699)	81.21%	144,468	192,801
Television cable		73,740	180,000	(106,260)	40.97%	88,964	171,543
Telephone	396	7,139	10,000	(2,861)	71.39%	8,690	17,933
Payment In Lieu of Tax GHA	8,282	13,759	15,000	(1,241)	91.73%	15,511	20,964
Video		6,106	15,000	(8,894)	40.71%	7,744	14,394
Total Franchise taxes	8,678	310,175	485,000	(174,825)	63.95%	330,161	482,419
Total Taxes and Franchise taxes	184,304	6,872,039	6,820,280	(51,759)	100.76%	6,349,194	6,747,211
Local option sales and use taxes	495,364	4,734,385	5,550,000	(815,615)	85.30%	4,722,889	5,645,956
Hotel/Motel	15,190	116,166	150,000	(33,834)	77.44%	111,554	131,637
Alcoholic beverage excise	49,635	449,237	620,000	(170,763)	72.46%	511,132	685,732
Total selective sales and use taxes	64,825	565,403	770,000	(204,597)	73.43%	622,686	817,369
Business taxes:							
Business and occupation taxes	4,330	460,635	450,000	10,635	102.36%	457,458	460,598
Insurance premium taxes		2,242,656	2,100,000	142,656	106.79%	2,084,942	2,084,942
Financial institutions taxes	16,567	132,179	110,000	22,179	120.16%	129,123	129,123
Total business taxes	20,897	2,835,470	2,660,000	175,470	106.60%	2,671,523	2,674,663
Penalties and interest on deliquent taxes							
Real	6,388	74,487	35,000	39,487	212.82%	45,379	58,271
Business	244	2,864	3,000	(136)	95.47%	3,420	3,483
Total penalties and interest on deliquent taxes	6,632	77,351	38,000	39,351	203.56%	48,799	61,754
TOTAL TAXES	**772,022**	**15,084,648**	**15,838,280**	**(753,632)**	**95.24%**	**14,415,091**	**15,946,953**
LICENSE AND PERMITS							
Business licenses:							
Alcoholic beverages:							
Beer	100	57,625	55,000	2,625	104.77%	56,025	57,475
Wine		58,525	53,000	5,525	110.42%	54,925	55,975
Liquor		99,400	102,000	(2,600)	97.45%	100,500	100,500
Total alcoholic beverage licenses	100	215,550	210,000	5,550	102.64%	211,450	213,950
General business licenses:							
Insurance	225	30,788	35,000	(4,212)	87.97%	33,788	34,238
Mobile food vendor permits		125		125			
Media production fees	300	300		300			
Total general business licenses	525	31,213	35,000	(3,787)	89.18%	33,788	34,238
Total Business licenses	625	246,763	245,000	1,763	100.72%	245,238	248,188
Non-business licenses and permits:							
Building and signs:							
Zoning and land use permits	650	4,550	8,500	(3,950)	53.53%	4,088	5,538
Sign permits	1,400	12,710	12,500	210	101.68%	11,260	13,855
Other permits		3,200	500	2,700	640.00%	300	600
Catering	150	1,250	3,200	(1,950)	39.06%	2,275	2,775

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Total building and sign permits	2,200	21,710	24,700	(2,990)	87.89%	17,923	22,768
Regulatory fees (permits):							
Building structures and equipment permits:							
Protective	4,400	43,900	60,000	(16,100)	73.17%	54,470	64,120
Building	55,522	299,471	285,000	14,471	105.08%	248,434	288,857
Plumbing	613	5,883	17,000	(11,117)	34.61%	18,711	21,017
Electrical	2,450	31,786	35,000	(3,214)	90.82%	35,030	39,326
Gas		830	1,000	(170)	83.00%	5,836	6,448
Mechanical	700	6,589	12,000	(5,411)	54.91%	15,281	17,187
Total building structures and equipment permits	63,685	388,459	410,000	21,541	94.75%	377,762	436,955
Total non-business licenses and permits	65,885	410,169	434,700	(24,531)	94.36%	395,685	459,723
Penalties and interest on deliquent licenses and permits							
Interest on business licenses	81	1,188		1,188		1,019	1,042
Total penalties and interest on deliquent licenses and permits	81	1,188		1,188		1,019	1,042
TOTAL LICENSES AND PERMITS	**66,591**	**658,120**	**679,700**	**(21,580)**	**96.83%**	**641,942**	**708,953**
CHARGES FOR SERVICES							
General government:							
Fees - court reimbursement							10
Fees - plan reviews		18,956	75,000	(56,044)	25.27%	81,166	94,338
Fees - demolition recovery	16,975	120,995	15,000	105,995	806.63%	13,657	13,962
Fees - zoning applications	1,100	5,125	3,000	2,125	170.83%	3,952	4,852
Fees - reimbursements			5,000	(5,000)		3,400	3,400
Information technology fees	300	3,000		3,000		3,000	3,600
Indirect cost allocation	612,282	6,122,824	7,444,450	(1,321,626)	82.25%	5,617,473	6,739,638
GIS cost allocation	34,156	341,564	409,877	(68,313)	83.33%	250,704	306,416
Publication Sales		80		80			
Business occupation tax admin fee	1,300	76,100	75,000	1,100	101.47%	76,540	78,360
Total general government	666,113	6,688,644	8,027,327	1,338,683	83.32%	6,049,892	7,244,576
Public safety - fire inspections	200	6,383	4,000	2,383	159.58%	6,626	8,486
Public safety - prisoner housing fees	4,837	55,978	80,000	(24,022)	69.97%	62,295	71,819
Utilities / enterprise charges and fees							
Sale of Recycled Materials		7,682		7,682		279	2,608
Total utilities / enterprise charges and fees		7,682		7,682		279	2,608
Other fees							
Credit Card Fees	1,004	8,185		8,185		10,515	12,240
Total other fees	1,004	8,185		8,185		10,515	12,240
Other charges for services							
Cemetery Opening/Closing Fee	300	1,500		1,500		600	900
Site Sales	7,550	78,600		78,600		88,360	113,410
Cemetery Fees	14,500	147,250	160,000	(12,750)	92.03%	129,060	163,360
Niche Engraving		150		150		350	350
Internment Fees	2,100	19,800	23,650	(3,850)	83.72%	17,850	22,950
Monument Fees	1,100	8,000	10,000	(2,000)	80.00%	8,100	9,900
Returned Check Fees		120		120		180	180
Total other charges for services	25,550	255,420	193,650	61,770	131.90%	244,500	311,050
TOTAL CHARGES FOR SERVICES	**697,704**	**7,022,292**	**8,304,977**	**(1,282,685)**	**84.56%**	**6,374,107**	**7,650,779**

	FISCAL YEAR 2025			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
FINES AND FORFEITURES							
Court							
Police Revenue	1,240	9,925	13,000	(3,075)	76.35%	21,492	19,456
Traffic Fines	47,019	560,484	900,000	(339,516)	62.28%	572,446	674,479
Fine Surcharge - Technology - Court	1,478	17,825	25,000	(7,175)	71.30%	16,956	20,083
School Zone Speed Safety Program	7,025	80,001	300,000	(219,999)	26.67%	88,326	102,026
Total court revenues and fines	56,762	668,235	1,238,000	(569,765)	53.98%	699,220	816,044
Confiscations							
Federal Confiscations	1,368	83,283		83,283		542	4,547
Total state and federal confiscations	1,368	83,283		83,283		542	4,547
National Opioid Settlement Payments		36,399		36,399		77,740	78,319
TOTAL FINES AND FORFEITURES	**58,130**	**787,917**	**1,238,000**	**(450,083)**	**63.64%**	**777,502**	**898,910**
RENTS AND ROYALTIES							
Property Rental	11,287	170,045	151,858	18,187	111.98%	117,228	145,657
Third-party Sales		240		240		360	360
Ground Leases	1,694	25,763	18,480	7,283	139.41%	64,135	75,422
Settlements from Insurance Claims						477	477
Settlements from Insurance Claims		16,261		16,261		80,804	97,911
Misc Revenue	60,791	1,162,449		1,162,449		631,071	928,626
TOTAL RENTS AND ROYALTIES	**73,772**	**1,374,758**	**170,338**	**1,204,420**	**807.08%**	**894,075**	**1,248,453**
TOTAL OPERATING REVENUE	**1,668,219**	**24,927,735**	**26,231,295**	**(1,303,560)**	**95.03%**	**23,102,717**	**26,454,048**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	1,245,555	12,781,862	16,574,325	3,792,463	77.12%	11,309,325	14,048,016
Employee Benefits	385,038	4,164,771	6,613,591	2,448,820	62.97%	3,917,797	4,691,052
Allocated Payroll Costs	(23,452)	(234,518)	(283,940)	(49,422)	82.59%	(234,518)	(281,422)
Total Personal Services and Employee Benefits	1,607,141	16,712,115	22,903,976	6,191,861	72.97%	14,992,604	18,457,646
Purchased or Contracted Services	420,483	4,879,938	6,828,390	1,948,452	71.47%	6,544,298	7,746,189
Utilities:							
Water/Sewerage	4,058	43,585	70,345	26,760	61.96%	43,000	50,921
Natural Gas	1,477	20,095	27,800	7,705	72.28%	21,218	25,424
Electricity	43,758	491,765	683,800	192,035	71.92%	484,774	581,477
Propane	389	1,715	5,890	4,175	29.12%	2,088	2,088
Gasoline	36,388	362,126	819,088	456,962	44.21%	394,261	504,072
Stormwater	62,660	612,635	732,874	120,239	83.59%	684,465	823,197
Customer Service Fee	154	1,526	1,876	350	81.34%	1,467	1,775
Total Utilities	148,884	1,533,447	2,341,673	808,226	65.49%	1,631,273	1,988,954
Supplies	154,930	1,367,414	2,239,684	872,270	61.05%	1,181,759	1,531,026
Capital Outlay:							
Property (Land and Buildings)	1,167,604	7,982,912	19,391,037	11,408,125	41.17%	3,853,409	5,139,763
Machinery and Equipment	916,092	2,091,117	2,593,109	501,992	80.64%	1,360,209	1,553,948
Capital Outlay - Reclass to Balance Sheet		(147,993)		147,993			
Total Capital Outlay	2,083,696	9,926,036	21,984,146	12,058,110	45.15%	5,213,618	6,693,711
Inter-Departmental Charges	670,836	6,523,859	4,329,330	(2,194,529)	150.69%	5,788,000	6,886,351
Miscellaneous		39,133	817,277	778,144	4.79%	46,612	46,612
TOTAL OPERATING EXPENSE	**5,085,970**	**40,981,942**	**61,444,476**	**20,462,534**	**66.70%**	**35,398,164**	**43,350,489**
OPERATING INCOME (LOSS)	**(3,417,751)**	**(16,054,207)**	**(35,213,181)**	**19,158,974**	**45.59%**	**(12,295,447)**	**(16,896,441)**

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Operating - Categorical							
Direct		15,659		15,659		52,752	61,064
Indirect		1,466,221	216,890	1,249,331	676.02%		7,270,601
Total Operating - Categorical		1,481,880	216,890	1,264,990	683.24%	52,752	7,331,665
Total Federal Government Grants		1,481,880	216,890	1,264,990	683.24%	52,752	7,331,665
Federal Government Transfers (Non-Grant)							
America Rescue Plan (ARP) Act of 2021 Fiscal Recovery Funds	454,735	1,690,710	3,227,927	(1,537,217)	52.38%		697,614
State Government Grants							
Operating - Categorical							
Direct							
FEMA/State Disaster Grant							1,154,013
GA DOT Grant	393,151	713,611	329,045	384,566	216.87%	704,836	704,836
Total Direct	393,151	713,611	329,045	(384,566)	216.87%	704,836	1,858,849
Total Operating - Categorical	393,151	713,611	329,045	384,566	216.87%	704,836	1,858,849
Indirect						288,730	288,730
Direct (CDBG Grant Proceeds)		929,360	2,028,919	(1,099,559)	45.81%	1,000,000	1,000,000
Total State Government Grants	393,151	1,642,971	2,357,964	(714,993)	69.68%	1,993,566	3,147,579
Local Government Unit Grants							
Board of Education - RESA		129,179	165,634	(36,455)	77.99%	124,485	146,392
Spalding County Contribution			257,676	(257,676)			59,475
Spalding County Contribution						6,379,930	
Total Local Government Unit Grants		129,179	423,310	294,131	30.52%	6,504,415	205,867
Transportation Special purpose local option sales and use taxes	398,590	3,929,953	3,727,500	202,453	105.43%	3,818,886	4,586,706
Total Intergovernmental revenue	1,246,476	8,874,693	9,953,591	(1,078,898)	89.16%	12,369,619	15,969,431
Intergovernmental - Exp	(54,684)	(313,589)	(387,295)	73,706	80.97%	(298,580)	(346,042)
Total Intergovernmental - net	1,191,792	8,561,104	9,566,296	(1,005,192)	89.49%	12,071,039	15,623,389
Interest Income							
Bank Account Interest	124,661	1,259,070	960,000	299,070	131.15%	1,005,944	1,241,575
Bank Account Interest	3,679	53,319		53,319		41,175	54,214
Dividends	9,436	194,902		194,902		83,381	94,741
Unrealized Gain/Loss on Investments	(96,215)	60,151		60,151		148,354	377,149
Total Interest/Investment Income	41,561	1,567,442	960,000	607,442	163.28%	1,278,854	1,767,679
Principal	(24,229)	(213,317)	(473,800)	260,483	45.02%	(201,150)	(236,745)
Interest Expense	(4,508)	(47,715)	(268,403)	220,688	17.78%	(50,870)	(54,748)
Total principal and interest expense	(28,737)	(261,032)	(742,203)	481,171	35.17%	(252,020)	(291,493)
Contributions and donations							
Contributions & Donations		8,798	24,139	(15,341)	36.45%	45,754	46,173
Contributed Capital	2,800	2,800		2,800			
GMA Safety Grant		11,576	11,576		100.00%	11,463	11,463
Total contributions and donations	2,800	23,174	35,715	(12,541)	64.89%	57,217	57,636
Gain (loss) on sale of capital assets							

INTERIM STATEMENTS by Fund
Governmental Funds
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Gain / Loss on Sale of Assets	7,551	13,513		13,513		100,105	100,105
Proceeds from Bond Issuance		4,565,000		4,565,000			
GMA Lease Proceeds		642,144	642,144		100.00%		
Total gain (loss) on sale of capital assets	7,551	5,220,657	642,144	4,578,513	813.00%	100,105	100,105
TOTAL NON-OPERATING INCOME (EXPENSE)	**1,214,967**	**15,111,345**	**10,461,952**	**4,649,393**	**144.44%**	**13,255,195**	**17,257,316**
INCOME (LOSS) BEFORE TRANSFERS	**(2,202,784)**	**(942,862)**	**(24,751,229)**	**23,808,367**	**3.81%**	**959,748**	**360,875**
TRANSFERS							
Transfers - in	1,327,776	11,590,000	14,965,689	(3,375,689)	77.44%	11,428,706	13,506,341
Transfers - out	(444,235)	(2,491,581)	(3,573,824)	1,082,243	69.72%	(792,585)	(3,108,848)
TOTAL TRANSFERS - NET	**883,541**	**9,098,419**	**11,391,865**	**(2,293,446)**	**79.87%**	**10,636,121**	**10,397,493**
CHANGE IN NET POSITION	**($1,319,243)**	**$8,155,557**	**($13,359,364)**	**$21,514,921**	**(61.05%)**	**$11,595,869**	**$10,758,368**
CONTROL TOTALS							
Total Revenues	$4,294,381	$52,203,700	$52,788,433	($584,733)	98.89%	$48,337,218	$57,855,239
Total Expenditures	5,613,625	44,048,144	66,147,797	22,099,653	66.59%	36,741,346	47,096,872
Revenues less expenditures	(1,319,244)	8,155,556	(13,359,364)	(21,514,920)	(61.05%)	11,595,872	10,758,367
Difference	$1	$1		($1)	0.00%	($3)	$1

	FISCAL YEAR 2025			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Real property - current year	$41,338	$4,773,223	$4,600,000	$173,223	103.77%	$4,386,755	$4,454,247
Public utility	24,758	24,758	20,480	4,278	120.89%	37,378	37,378
Real property - prior year	6,892	156,094	125,000	31,094	124.88%	114,765	130,996
Motor vehicle	1,600	18,824	22,000	(3,176)	85.56%	20,689	23,356
Intangible	3,329	34,782	50,000	(15,218)	69.56%	48,910	67,441
Railroad equipment		8,522	7,300	1,222	116.74%	7,372	7,372
Real estate transfer (intangible)	1,666	16,702	18,000	(1,298)	92.79%	20,809	27,911
Total Taxes	79,583	5,032,905	4,842,780	(190,125)	103.93%	4,636,678	4,748,701
Motor vehicle title ad valorem tax fee	72,528	603,981	720,000	(116,019)	83.89%	607,483	725,546
Alternative ad valorem tax (AAVT)	3,500	3,500		3,500		4,365	4,365
Franchise taxes:							
Electric		55,130	75,000	(19,870)	73.51%	64,784	64,784
Gas		154,301	190,000	(35,699)	81.21%	144,468	192,801
Television cable		73,740	180,000	(106,260)	40.97%	88,964	171,543
Telephone	396	7,139	10,000	(2,861)	71.39%	8,690	17,933
Payment In Lieu of Tax GHA	8,282	13,759	15,000	(1,241)	91.73%	15,511	20,964
Video		6,106	15,000	(8,894)	40.71%	7,744	14,394
Total Franchise taxes	8,678	310,175	485,000	(174,825)	63.95%	330,161	482,419
Total Taxes and Franchise taxes	164,289	5,950,561	6,047,780	97,219	98.39%	5,578,687	5,961,031
Local option sales and use taxes	495,364	4,734,385	5,550,000	(815,615)	85.30%	4,722,889	5,645,956
Alcoholic beverage excise	49,635	449,237	620,000	(170,763)	72.46%	511,132	685,732
Total selective sales and use taxes	49,635	449,237	620,000	(170,763)	72.46%	511,132	685,732
Business taxes:							
Business and occupation taxes	4,330	460,635	450,000	10,635	102.36%	457,458	460,598
Insurance premium taxes		2,242,656	2,100,000	142,656	106.79%	2,084,942	2,084,942
Financial institutions taxes	16,567	132,179	110,000	22,179	120.16%	129,123	129,123
Total business taxes	20,897	2,835,470	2,660,000	175,470	106.60%	2,671,523	2,674,663
Penalties and interest on deliquent taxes							
Real	6,388	74,487	35,000	39,487	212.82%	45,379	58,271
Business	244	2,864	3,000	(136)	95.47%	3,420	3,483
Total penalties and interest on deliquent taxes	6,632	77,351	38,000	39,351	203.56%	48,799	61,754
TOTAL TAXES	**736,817**	**14,047,004**	**14,915,780**	**(868,776)**	**94.18%**	**13,533,030**	**15,029,136**
LICENSE AND PERMITS							
Business licenses:							
Alcoholic beverages:							
Beer	100	57,625	55,000	2,625	104.77%	56,025	57,475
Wine		58,525	53,000	5,525	110.42%	54,925	55,975
Liquor		99,400	102,000	(2,600)	97.45%	100,500	100,500
Total alcoholic beverage licenses	100	215,550	210,000	5,550	102.64%	211,450	213,950
General business licenses:							
Insurance	225	30,788	35,000	(4,212)	87.97%	33,788	34,238
Mobile food vendor permits		125		125			
Media production fees	300	300		300			
Total general business licenses	525	31,213	35,000	(3,787)	89.18%	33,788	34,238
Total Business licenses	625	246,763	245,000	1,763	100.72%	245,238	248,188
Non-business licenses and permits:							
Building and signs:							
Zoning and land use permits	650	4,550	8,500	(3,950)	53.53%	4,088	5,538
Sign permits	1,400	12,710	12,500	210	101.68%	11,260	13,855
Other permits		3,200	500	2,700	640.00%	300	600
Catering	150	1,250	3,200	(1,950)	39.06%	2,275	2,775
Total building and sign permits	2,200	21,710	24,700	(2,990)	87.89%	17,923	22,768

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Regulatory fees (permits):							
Building structures and equipment permits:							
Protective	4,400	43,900	60,000	(16,100)	73.17%	54,470	64,120
Building	55,522	299,471	285,000	14,471	105.08%	248,434	288,857
Plumbing	613	5,883	17,000	(11,117)	34.61%	18,711	21,017
Electrical	2,450	31,786	35,000	(3,214)	90.82%	35,030	39,326
Gas		830	1,000	(170)	83.00%	5,836	6,448
Mechanical	700	6,589	12,000	(5,411)	54.91%	15,281	17,187
Total building structures and equipment permits	63,685	388,459	410,000	21,541	94.75%	377,762	436,955
Total non-business licenses and permits	65,885	410,169	434,700	(24,531)	94.36%	395,685	459,723
Penalties and interest on deliquent licenses and permits							
Interest on business licenses	81	1,188		1,188		1,019	1,042
Total penalties and interest on deliquent licenses and permits	81	1,188		1,188		1,019	1,042
TOTAL LICENSES AND PERMITS	**66,591**	**658,120**	**679,700**	**(21,580)**	**96.83%**	**641,942**	**708,953**
CHARGES FOR SERVICES							
General government:							
Fees - court reimbursement							10
Fees - plan reviews		18,956	75,000	(56,044)	25.27%	81,166	94,338
Fees - demolition recovery			15,000	(15,000)		13,657	13,962
Fees - zoning applications	1,100	5,125	3,000	2,125	170.83%	3,952	4,852
Fees - reimbursements			5,000	(5,000)		3,400	3,400
Information technology fees	300	3,000		3,000		3,000	3,600
Indirect cost allocation	612,282	6,122,824	7,444,450	(1,321,626)	82.25%	5,617,473	6,739,638
GIS cost allocation	34,156	341,564	409,877	(68,313)	83.33%	250,704	306,416
Publication Sales		80		80			
Business occupation tax admin fee	1,300	76,100	75,000	1,100	101.47%	76,540	78,360
Total general government	649,138	6,567,649	8,027,327	1,459,678	81.82%	6,049,892	7,244,576
Public safety - fire inspections	200	6,383	4,000	2,383	159.58%	6,626	8,486
Public safety - prisoner housing fees	4,837	55,978	80,000	(24,022)	69.97%	62,295	71,819
Utilities / enterprise charges and fees							
Sale of Recycled Materials		1,146		1,146		279	2,608
Total utilities / enterprise charges and fees		1,146		1,146		279	2,608
Other fees							
Credit Card Fees	1,004	8,185		8,185		10,515	12,240
Total other fees	1,004	8,185		8,185		10,515	12,240
Other charges for services							
Cemetery Fees	14,500	147,250	160,000	(12,750)	92.03%	129,060	163,360
Internment Fees	2,100	19,800	23,650	(3,850)	83.72%	17,850	22,950
Monument Fees	1,100	8,000	10,000	(2,000)	80.00%	8,100	9,900
Returned Check Fees		120		120		180	180
Total other charges for services	17,700	175,170	193,650	(18,480)	90.46%	155,190	196,390
TOTAL CHARGES FOR SERVICES	**672,879**	**6,814,511**	**8,304,977**	**(1,490,466)**	**82.05%**	**6,284,797**	**7,536,119**
FINES AND FORFEITURES							
Court							
Police Revenue	1,240	9,925	13,000	(3,075)	76.35%	21,492	19,456
Traffic Fines	47,019	560,484	900,000	(339,516)	62.28%	572,446	674,479

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
School Zone Speed Safety Program	7,025	80,001	300,000	(219,999)	26.67%	88,326	102,026
Total court revenues and fines	55,284	650,410	1,213,000	(562,590)	53.62%	682,264	795,961
TOTAL FINES AND FORFEITURES	**55,284**	**650,410**	**1,213,000**	**(562,590)**	**53.62%**	**682,264**	**795,961**
RENTS AND ROYALTIES							
Property Rental	11,287	170,045	151,858	18,187	111.98%	117,228	145,657
Ground Leases	1,694	25,763	18,480	7,283	139.41%	64,135	75,422
Settlements from Insurance Claims						477	477
Settlements from Insurance Claims		16,261		16,261		80,804	97,911
Misc Revenue	60,791	1,162,449		1,162,449		631,071	928,626
TOTAL RENTS AND ROYALTIES	**73,772**	**1,374,518**	**170,338**	**1,204,180**	**806.94%**	**893,715**	**1,248,093**
TOTAL OPERATING REVENUE	**1,605,343**	**23,544,563**	**25,283,795**	**(1,739,232)**	**93.12%**	**22,035,748**	**25,318,262**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	1,245,555	12,781,862	16,574,325	3,792,463	77.12%	11,281,486	14,020,177
Employee Benefits	385,038	4,164,771	6,613,591	2,448,820	62.97%	3,909,665	4,682,920
Allocated Payroll Costs	(23,452)	(234,518)	(283,940)	(49,422)	82.59%	(234,518)	(281,422)
Total Personal Services and Employee Benefits	1,607,141	16,712,115	22,903,976	6,191,861	72.97%	14,956,633	18,421,675
Purchased or Contracted Services	386,060	4,442,239	6,367,070	1,924,831	69.77%	3,964,876	4,995,922
Utilities:							
Water/Sewerage	4,058	43,585	70,345	26,760	61.96%	43,000	50,921
Natural Gas	1,477	20,095	27,800	7,705	72.28%	21,218	25,424
Electricity	43,758	491,765	683,800	192,035	71.92%	484,774	581,477
Propane	389	1,715	5,890	4,175	29.12%	2,088	2,088
Gasoline	36,388	362,126	819,088	456,962	44.21%	394,261	504,072
Stormwater	62,660	612,635	732,874	120,239	83.59%	684,465	823,197
Customer Service Fee	154	1,526	1,876	350	81.34%	1,467	1,775
Total Utilities	148,884	1,533,447	2,341,673	808,226	65.49%	1,631,273	1,988,954
Supplies	154,930	1,346,084	2,100,124	754,040	64.10%	1,146,118	1,495,386
Capital Outlay:							
Property (Land and Buildings)		239,107	392,642	153,535	60.90%	190,982	187,697
Machinery and Equipment	691,144	1,667,229	2,037,561	370,332	81.82%	953,002	1,146,741
Total Capital Outlay	691,144	1,906,336	2,430,203	523,867	78.44%	1,143,984	1,334,438
Inter-Departmental Charges	670,836	6,523,859	4,329,330	(2,194,529)	150.69%	5,788,000	6,886,351
Miscellaneous		37,500	742,304	704,804	5.05%	37,500	37,500
TOTAL OPERATING EXPENSE	**3,658,995**	**32,501,580**	**41,214,680**	**8,713,100**	**78.86%**	**28,668,384**	**35,160,226**
OPERATING INCOME (LOSS)	**(2,053,652)**	**(8,957,017)**	**(15,930,885)**	**6,973,868**	**56.22%**	**(6,632,636)**	**(9,841,964)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Operating - Categorical							
Direct		15,659		15,659		18,128	26,440
Indirect			216,890	(216,890)			13,601
Total Operating - Categorical		15,659	216,890	(201,231)	7.22%	18,128	40,041
Total Federal Government Grants		15,659	216,890	(201,231)	7.22%	18,128	40,041
State Government Grants							
Operating - Categorical							
Direct							
GA DOT Grant	393,151	713,611	329,045	384,566	216.87%	704,836	704,836
Total Direct	393,151	713,611	329,045	(384,566)	216.87%	704,836	704,836

INTERIM STATEMENTS by Fund

101-General Fund

For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Total Operating - Categorical	393,151	713,611	329,045	384,566	216.87%	704,836	704,836
Indirect						288,730	288,730
Direct (CDBG Grant Proceeds)			28,919	(28,919)			
Total State Government Grants	393,151	713,611	357,964	355,647	199.35%	993,566	993,566
Local Government Unit Grants							
Board of Education - RESA		129,179	165,634	(36,455)	77.99%	124,485	146,392
Spalding County Contribution			257,676	(257,676)			59,475
Total Local Government Unit Grants		129,179	423,310	294,131	30.52%	124,485	205,867
Total Intergovernmental revenue	393,151	858,449	998,164	(139,715)	86.00%	1,136,179	1,239,474
Intergovernmental - Exp	(48,039)	(262,124)	(321,670)	59,546	81.49%	(248,365)	(286,683)
Total Intergovernmental - net	345,112	596,325	676,494	(80,169)	88.15%	887,814	952,791
Interest Income							
Bank Account Interest	113,501	1,138,614	960,000	178,614	118.61%	995,229	1,223,857
Bank Account Interest	2,101	20,525		20,525		21,852	27,847
Unrealized Gain/Loss on Investments	569	11,726		11,726		(4,065)	(6,147)
Total Interest/Investment Income	116,171	1,170,865	960,000	210,865	121.97%	1,013,016	1,245,557
Principal	(24,229)	(186,554)	(447,030)	260,476	41.73%	(175,416)	(211,011)
Interest Expense	(4,508)	(19,824)	(240,503)	220,679	8.24%	(21,950)	(25,828)
Total principal and interest expense	(28,737)	(206,378)	(687,533)	481,155	30.02%	(197,366)	(236,839)
Contributions and donations							
Contributions & Donations		8,798	24,139	(15,341)	36.45%	45,754	46,173
GMA Safety Grant		11,576	11,576		100.00%	11,463	11,463
Total contributions and donations		20,374	35,715	(15,341)	57.05%	57,217	57,636
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets	7,551	13,513		13,513		43,467	43,467
GMA Lease Proceeds		642,144	642,144		100.00%		
Total gain (loss) on sale of capital assets	7,551	655,657	642,144	13,513	102.10%	43,467	43,467
TOTAL NON-OPERATING INCOME (EXPENSE)	**440,097**	**2,236,843**	**1,626,820**	**610,023**	**137.50%**	**1,804,148**	**2,062,612**
INCOME (LOSS) BEFORE TRANSFERS	**(1,613,555)**	**(6,720,174)**	**(14,304,065)**	**7,583,891**	**46.98%**	**(4,828,488)**	**(7,779,352)**
TRANSFERS							
Transfers - in	1,297,846	10,835,856	13,365,687	(2,529,831)	81.07%	9,444,428	11,332,061
Transfers - out	(422,210)	(2,202,777)	(2,767,938)	565,161	79.58%	(704,836)	(2,793,560)
TOTAL TRANSFERS - NET	**875,636**	**8,633,079**	**10,597,749**	**(1,964,670)**	**81.46%**	**8,739,592**	**8,538,501**
CHANGE IN NET POSITION	**($737,919)**	**$1,912,905**	**($3,706,316)**	**$5,619,221**	**(51.61%)**	**$3,911,104**	**$759,149**
CONTROL TOTALS							
Total Revenues	$3,420,059	$37,085,761	$41,285,503	($4,199,742)	89.83%	$33,730,056	$39,236,456
Total Expenditures	4,157,979	35,172,859	44,991,819	9,818,960	78.18%	29,818,950	38,477,307
Revenues less expenditures	(737,920)	1,912,902	(3,706,316)	(5,619,218)	(51.61%)	3,911,106	759,149
Difference	$1	$3		($3)	0.00%	($2)	

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Real property - current year	$20,015	$921,479	$772,500	$148,979	119.29%	$770,508	$786,180
Total Taxes	20,015	921,479	772,500	(148,979)	119.29%	770,508	786,180
Total Taxes and Franchise taxes	20,015	921,479	772,500	(148,979)	119.29%	770,508	786,180
Hotel/Motel	15,190	116,166	150,000	(33,834)	77.44%	111,554	131,637
Total selective sales and use taxes	15,190	116,166	150,000	(33,834)	77.44%	111,554	131,637
TOTAL TAXES	**35,205**	**1,037,645**	**922,500**	**115,145**	**112.48%**	**882,062**	**917,817**
CHARGES FOR SERVICES							
General government:							
Fees - demolition recovery	16,975	120,995		120,995			
Total general government	16,975	120,995		(120,995)	0.00%		
Utilities / enterprise charges and fees							
Sale of Recycled Materials		6,536		6,536			
Total utilities / enterprise charges and fees		6,536		6,536			
TOTAL CHARGES FOR SERVICES	**16,975**	**127,531**		**127,531**			
FINES AND FORFEITURES							
Court							
Fine Surcharge - Technology - Court	1,478	17,825	25,000	(7,175)	71.30%	16,956	20,083
Total court revenues and fines	1,478	17,825	25,000	(7,175)	71.30%	16,956	20,083
Confiscations							
Federal Confiscations	1,368	83,283		83,283		542	4,547
Total state and federal confiscations	1,368	83,283		83,283		542	4,547
National Opioid Settlement Payments		36,399		36,399		77,740	78,319
TOTAL FINES AND FORFEITURES	**2,846**	**137,507**	**25,000**	**112,507**	**550.03%**	**95,238**	**102,949**
TOTAL OPERATING REVENUE	**55,026**	**1,302,683**	**947,500**	**355,183**	**137.49%**	**977,300**	**1,020,766**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages						27,839	27,839
Employee Benefits						8,132	8,132
Total Personal Services and Employee Benefits						35,971	35,971
Purchased or Contracted Services	34,023	435,946	461,320	25,374	94.50%	2,578,250	2,748,672
Supplies		21,330	139,560	118,230	15.28%	35,640	35,640
Capital Outlay:							
Property (Land and Buildings)	1,167,604	7,595,812	18,998,395	11,402,583	39.98%	3,662,427	4,952,066
Machinery and Equipment	224,948	423,888	555,548	131,660	76.30%	407,207	407,207
Total Capital Outlay	1,392,552	8,019,700	19,553,943	11,534,243	41.01%	4,069,634	5,359,273
Miscellaneous		1,633	74,973	73,340	2.18%	9,112	9,112
TOTAL OPERATING EXPENSE	**1,426,575**	**8,478,609**	**20,229,796**	**11,751,187**	**41.91%**	**6,728,607**	**8,188,668**
OPERATING INCOME (LOSS)	**(1,371,549)**	**(7,175,926)**	**(19,282,296)**	**12,106,370**	**37.22%**	**(5,751,307)**	**(7,167,902)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Operating - Categorical							

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Direct						34,624	34,624
Indirect		1,466,221		1,466,221			7,257,000
Total Operating - Categorical		1,466,221		1,466,221		34,624	7,291,624
Total Federal Government Grants		1,466,221		1,466,221		34,624	7,291,624
Federal Government Transfers (Non-Grant)							
America Rescue Plan (ARP) Act of 2021 Fiscal Recovery Funds	454,735	1,690,710	3,227,927	(1,537,217)	52.38%		697,614
State Government Grants							
Operating - Categorical							
Direct							
FEMA/State Disaster Grant							1,154,013
Total Direct							1,154,013
Total Operating - Categorical							1,154,013
Direct (CDBG Grant Proceeds)		929,360	2,000,000	(1,070,640)	46.47%	1,000,000	1,000,000
Total State Government Grants		929,360	2,000,000	(1,070,640)	46.47%	1,000,000	2,154,013
Local Government Unit Grants							
Spalding County Contribution						6,379,930	
Total Local Government Unit Grants						6,379,930	
Transportation Special purpose local option sales and use taxes	398,590	3,929,953	3,727,500	202,453	105.43%	3,818,886	4,586,706
Total Intergovernmental revenue	853,325	8,016,244	8,955,427	(939,183)	89.51%	11,233,440	14,729,957
Intergovernmental - Exp	(6,646)	(51,465)	(65,625)	14,160	78.42%	(50,215)	(59,359)
Total Intergovernmental - net	846,679	7,964,779	8,889,802	(925,023)	89.59%	11,183,225	14,670,598
Interest Income							
Bank Account Interest	11,160	103,955		103,955		144	172
Total Interest/Investment Income	11,160	103,955		103,955		144	172
Principal		(26,763)	(26,770)	7	99.97%	(25,734)	(25,734)
Interest Expense		(27,890)	(27,900)	10	99.96%	(28,920)	(28,920)
Total principal and interest expense		(54,653)	(54,670)	17	99.97%	(54,654)	(54,654)
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets						56,638	56,638
Proceeds from Bond Issuance		4,565,000		4,565,000			
Total gain (loss) on sale of capital assets		4,565,000		4,565,000		56,638	56,638
TOTAL NON-OPERATING INCOME (EXPENSE)	**857,839**	**12,579,081**	**8,835,132**	**3,743,949**	**142.38%**	**11,185,353**	**14,672,754**
INCOME (LOSS) BEFORE TRANSFERS	**(513,710)**	**5,403,155**	**(10,447,164)**	**15,850,319**	**(51.72%)**	**5,434,046**	**7,504,852**
TRANSFERS							
Transfers - in	29,930	754,145	1,600,002	(845,857)	47.13%	1,984,278	2,174,280
Transfers - out	(22,025)	(288,804)	(805,886)	517,082	35.84%	(87,749)	(315,288)
TOTAL TRANSFERS - NET	**7,905**	**465,341**	**794,116**	**(328,775)**	**58.60%**	**1,896,529**	**1,858,992**
CHANGE IN NET POSITION	**($505,805)**	**$5,868,496**	**($9,653,048)**	**$15,521,544**	**(60.79%)**	**$7,330,575**	**$9,363,844**
CONTROL TOTALS							
Total Revenues	$949,441	$14,742,026	$11,502,929	$3,239,097	128.16%	$14,251,799	$17,981,813

INTERIM STATEMENTS by Fund

Special Revenue Funds

For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Total Expenditures	1,455,246	8,873,532	21,155,977	12,282,445	41.94%	6,921,225	8,617,970
Revenues less expenditures	(505,805)	5,868,494	(9,653,048)	(15,521,542)	(60.79%)	7,330,574	9,363,843
Difference		$2		($2)	0.00%	$1	$1

INTERIM STATEMENTS by Fund
210-Confiscated Assets Fund
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
FINES AND FORFEITURES							
Confiscations							
Federal Confiscations	$1,368	$83,283		$83,283		$542	$4,547
Total state and federal confiscations	1,368	83,283		83,283		542	4,547
TOTAL FINES AND FORFEITURES	**1,368**	**83,283**		**83,283**		**542**	**4,547**
TOTAL OPERATING REVENUE	**1,368**	**83,283**		**83,283**		**542**	**4,547**
OPERATING EXPENSE							
Purchased or Contracted Services						9,932	9,932
Supplies						3,250	3,250
Miscellaneous		1,633		(1,633)		9,112	9,112
TOTAL OPERATING EXPENSE		**1,633**		**(1,633)**		**22,294**	**22,294**
OPERATING INCOME (LOSS)	**1,368**	**81,650**		**81,650**		**(21,752)**	**(17,747)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Intergovernmental - Exp		(642)		(642)		(1,410)	(1,410)
Total Intergovernmental - net		(642)		(642)		(1,410)	(1,410)
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets						54,725	54,725
Total gain (loss) on sale of capital assets						54,725	54,725
TOTAL NON-OPERATING INCOME (EXPENSE)		**(642)**		**(642)**		**53,315**	**53,315**
INCOME (LOSS) BEFORE TRANSFERS	**1,368**	**81,008**		**81,008**		**31,563**	**35,568**
CHANGE IN NET POSITION	**$1,368**	**$81,008**		**$81,008**	**0.00%**	**$31,563**	**$35,568**
CONTROL TOTALS							
Total Revenues	$1,368	$83,283		$83,283	0.00%	$55,267	$59,272
Total Expenditures		2,275		(2,275)	0.00%	23,704	23,704
Revenues less expenditures	1,368	81,008		(81,008)	0.00%	31,563	35,568

INTERIM STATEMENTS by Fund
213-National Opioid Settlement
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
FINES AND FORFEITURES							
National Opioid Settlement Payments		$36,399		$36,399		$77,740	$78,319
TOTAL FINES AND FORFEITURES		**36,399**		**36,399**		**77,740**	**78,319**
TOTAL OPERATING REVENUE		**36,399**		**36,399**		**77,740**	**78,319**
OPERATING EXPENSE							
Supplies		5,880	139,560	133,680	4.21%		
TOTAL OPERATING EXPENSE		**5,880**	**139,560**	**133,680**	**4.21%**		
OPERATING INCOME (LOSS)		**30,519**	**(139,560)**	**170,079**	**(21.87%)**	**77,740**	**78,319**
Intergovernmental							
INCOME (LOSS) BEFORE TRANSFERS		**30,519**	**(139,560)**	**170,079**	**(21.87%)**	**77,740**	**78,319**
CHANGE IN NET POSITION		**$30,519**	**($139,560)**	**$170,079**	**(21.87%)**	**$77,740**	**$78,319**
CONTROL TOTALS							
Total Revenues		$36,399		$36,399	0.00%	$77,740	$78,319
Total Expenditures		5,880	139,560	133,680	4.21%		
Revenues less expenditures		30,519	(139,560)	(170,079)	(21.87%)	77,740	78,319

INTERIM STATEMENTS by Fund
220-COPS Hiring Program Grant
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages						$26,492	$26,492
Employee Benefits						8,132	8,132
Total Personal Services and Employee Benefits						34,624	34,624
TOTAL OPERATING EXPENSE						**34,624**	**34,624**
OPERATING INCOME (LOSS)						**(34,624)**	**(34,624)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Operating - Categorical							
Direct						34,624	34,624
Total Operating - Categorical						34,624	34,624
Total Federal Government Grants						34,624	34,624
Total Intergovernmental revenue						34,624	34,624
Total Intergovernmental - net						34,624	34,624
TOTAL NON-OPERATING INCOME (EXPENSE)						**34,624**	**34,624**
CONTROL TOTALS							
Total Revenues					0.00%	$34,624	$34,624
Total Expenditures					0.00%	34,624	34,624

INTERIM STATEMENTS by Fund
Community Development Block Grants
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services	$7,000	$49,400	$95,000	$45,600	52.00%	$75,190	$93,690
Capital Outlay:							
Property (Land and Buildings)	22,930	1,374,968	3,221,762	1,846,794	42.68%	1,625,642	1,922,903
Total Capital Outlay	22,930	1,374,968	3,221,762	1,846,794	42.68%	1,625,642	1,922,903
TOTAL OPERATING EXPENSE	**29,930**	**1,424,368**	**3,316,762**	**1,892,394**	**42.94%**	**1,700,832**	**2,016,593**
OPERATING INCOME (LOSS)	**(29,930)**	**(1,424,368)**	**(3,316,762)**	**1,892,394**	**42.94%**	**(1,700,832)**	**(2,016,593)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
State Government Grants							
Direct (CDBG Grant Proceeds)		929,360	2,000,000	(1,070,640)	46.47%	1,000,000	1,000,000
Total State Government Grants		929,360	2,000,000	(1,070,640)	46.47%	1,000,000	1,000,000
Total Intergovernmental revenue		929,360	2,000,000	(1,070,640)	46.47%	1,000,000	1,000,000
Total Intergovernmental - net		929,360	2,000,000	(1,070,640)	46.47%	1,000,000	1,000,000
TOTAL NON-OPERATING INCOME (EXPENSE)		**929,360**	**2,000,000**	**(1,070,640)**	**46.47%**	**1,000,000**	**1,000,000**
INCOME (LOSS) BEFORE TRANSFERS	**(29,930)**	**(495,008)**	**(1,316,762)**	**821,754**	**37.59%**	**(700,832)**	**(1,016,593)**
TRANSFERS							
Transfers - in	29,930	433,684	1,315,002	(881,318)	32.98%	1,279,442	1,419,103
TOTAL TRANSFERS - NET	**29,930**	**433,684**	**1,315,002**	**(881,318)**	**32.98%**	**1,279,442**	**1,419,103**
CHANGE IN NET POSITION		**($61,324)**	**($1,760)**	**($59,564)**	**3,484.32%**	**$578,610**	**$402,510**
CONTROL TOTALS							
Total Revenues	$29,930	$1,363,044	$3,315,002	($1,951,958)	41.12%	$2,279,442	$2,419,103
Total Expenditures	29,930	1,424,368	3,316,762	1,892,394	42.94%	1,700,832	2,016,593
Revenues less expenditures		(61,324)	(1,760)	59,564	3,484.32%	578,610	402,510

INTERIM STATEMENTS by Fund

233-Community Development Block Grant 2021

For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services						$9,790	$9,790
Capital Outlay:							
Property (Land and Buildings)			93,951	93,951		36,191	36,191
Total Capital Outlay			93,951	93,951		36,191	36,191
TOTAL OPERATING EXPENSE			**93,951**	**93,951**		**45,981**	**45,981**
OPERATING INCOME (LOSS)			**(93,951)**	**93,951**		**(45,981)**	**(45,981)**
Intergovernmental							
INCOME (LOSS) BEFORE TRANSFERS			**(93,951)**	**93,951**		**(45,981)**	**(45,981)**
TRANSFERS							
Transfers - in			94,041	(94,041)		446,641	446,641
TOTAL TRANSFERS - NET			**94,041**	**(94,041)**		**446,641**	**446,641**
CHANGE IN NET POSITION			**$90**	**($90)**	**0.00%**	**$400,660**	**$400,660**
CONTROL TOTALS							
Total Revenues			$94,041	($94,041)	0.00%	$446,641	$446,641
Total Expenditures			93,951	93,951	0.00%	45,981	45,981
Revenues less expenditures			90	90	0.00%	400,660	400,660

INTERIM STATEMENTS by Fund
235-Community Development Block Grant 2022
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services						$45,400	$56,900
Capital Outlay:							
Property (Land and Buildings)			111,848	111,848		1,494,776	1,765,112
Total Capital Outlay			111,848	111,848		1,494,776	1,765,112
TOTAL OPERATING EXPENSE			**111,848**	**111,848**		**1,540,176**	**1,822,012**
OPERATING INCOME (LOSS)			**(111,848)**	**111,848**		**(1,540,176)**	**(1,822,012)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
State Government Grants							
Direct (CDBG Grant Proceeds)						1,000,000	1,000,000
Total State Government Grants						1,000,000	1,000,000
Total Intergovernmental revenue						1,000,000	1,000,000
Total Intergovernmental - net						1,000,000	1,000,000
TOTAL NON-OPERATING INCOME (EXPENSE)						**1,000,000**	**1,000,000**
INCOME (LOSS) BEFORE TRANSFERS			**(111,848)**	**111,848**		**(540,176)**	**(822,012)**
TRANSFERS							
Transfers - in			107,998	(107,998)		702,376	825,862
TOTAL TRANSFERS - NET			**107,998**	**(107,998)**		**702,376**	**825,862**
CHANGE IN NET POSITION			**($3,850)**	**$3,850**	**0.00%**	**$162,200**	**$3,850**
CONTROL TOTALS							
Total Revenues			$107,998	($107,998)	0.00%	$1,702,376	$1,825,862
Total Expenditures			111,848	111,848	0.00%	1,540,176	1,822,012
Revenues less expenditures			(3,850)	(3,850)	0.00%	162,200	3,850

INTERIM STATEMENTS by Fund

236-Community Development Block Grant 2023

For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services	$3,000	$27,000	$34,000	$7,000	79.41%	$20,000	$27,000
Capital Outlay:							
Property (Land and Buildings)		1,305,268	1,495,018	189,750	87.31%	94,675	121,600
Total Capital Outlay		1,305,268	1,495,018	189,750	87.31%	94,675	121,600
TOTAL OPERATING EXPENSE	**3,000**	**1,332,268**	**1,529,018**	**196,750**	**87.13%**	**114,675**	**148,600**
OPERATING INCOME (LOSS)	**(3,000)**	**(1,332,268)**	**(1,529,018)**	**196,750**	**87.13%**	**(114,675)**	**(148,600)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
State Government Grants							
Direct (CDBG Grant Proceeds)		929,360	1,000,000	(70,640)	92.94%		
Total State Government Grants		929,360	1,000,000	(70,640)	92.94%		
Total Intergovernmental revenue		929,360	1,000,000	(70,640)	92.94%		
Total Intergovernmental - net		929,360	1,000,000	(70,640)	92.94%		
TOTAL NON-OPERATING INCOME (EXPENSE)		**929,360**	**1,000,000**	**(70,640)**	**92.94%**		
INCOME (LOSS) BEFORE TRANSFERS	**(3,000)**	**(402,908)**	**(529,018)**	**126,110**	**76.16%**	**(114,675)**	**(148,600)**
TRANSFERS							
Transfers - in	3,000	341,584	531,018	(189,434)	64.33%	130,425	146,600
TOTAL TRANSFERS - NET	**3,000**	**341,584**	**531,018**	**(189,434)**	**64.33%**	**130,425**	**146,600**
CHANGE IN NET POSITION		**($61,324)**	**$2,000**	**($63,324)**	**(3,066.20%)**	**$15,750**	**($2,000)**
CONTROL TOTALS							
Total Revenues	$3,000	$1,270,944	$1,531,018	($260,074)	83.01%	$130,425	$146,600
Total Expenditures	3,000	1,332,268	1,529,018	196,750	87.13%	114,675	148,600
Revenues less expenditures		(61,324)	2,000	63,324	(3,066.20%)	15,750	(2,000)

INTERIM STATEMENTS by Fund

237-Community Development Block Grant 2024

For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services	$4,000	$22,400	$61,000	$38,600	36.72%		
Capital Outlay:							
Property (Land and Buildings)	22,930	69,700	1,520,945	1,451,245	4.58%		
Total Capital Outlay	22,930	69,700	1,520,945	1,451,245	4.58%		
TOTAL OPERATING EXPENSE	**26,930**	**92,100**	**1,581,945**	**1,489,845**	**5.82%**		
OPERATING INCOME (LOSS)	**(26,930)**	**(92,100)**	**(1,581,945)**	**1,489,845**	**5.82%**		
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
State Government Grants							
Direct (CDBG Grant Proceeds)			1,000,000	(1,000,000)			
Total State Government Grants			1,000,000	(1,000,000)			
Total Intergovernmental revenue			1,000,000	(1,000,000)			
Total Intergovernmental - net			1,000,000	(1,000,000)			
TOTAL NON-OPERATING INCOME (EXPENSE)			**1,000,000**	**(1,000,000)**			
INCOME (LOSS) BEFORE TRANSFERS	**(26,930)**	**(92,100)**	**(581,945)**	**489,845**	**15.83%**		
TRANSFERS							
Transfers - in	26,930	92,100	581,945	(489,845)	15.83%		
TOTAL TRANSFERS - NET	**26,930**	**92,100**	**581,945**	**(489,845)**	**15.83%**		
CONTROL TOTALS							
Total Revenues	$26,930	$92,100	$1,581,945	($1,489,845)	5.82%		
Total Expenditures	26,930	92,100	1,581,945	1,489,845	5.82%		

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services		$199,399	$64,450	($134,949)	309.39%		
Supplies		14,847		(14,847)			
Capital Outlay:							
Property (Land and Buildings)	232,694	1,055,483	2,591,020	1,535,537	40.74%	236,082	290,407
Machinery and Equipment	224,948	423,888	555,548	131,660	76.30%	407,207	407,207
Total Capital Outlay	457,642	1,479,371	3,146,568	1,667,197	47.02%	643,289	697,614
Miscellaneous			74,973	74,973			
TOTAL OPERATING EXPENSE	**457,642**	**1,693,617**	**3,285,991**	**1,592,374**	**51.54%**	**643,289**	**697,614**
OPERATING INCOME (LOSS)	**(457,642)**	**(1,693,617)**	**(3,285,991)**	**1,592,374**	**51.54%**	**(643,289)**	**(697,614)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Transfers (Non-Grant)							
America Rescue Plan (ARP) Act of 2021 Fiscal Recovery Funds	454,735	1,690,710	3,227,927	(1,537,217)	52.38%		697,614
Total Intergovernmental revenue	454,735	1,690,710	3,227,927	(1,537,217)	52.38%		697,614
Total Intergovernmental - net	454,735	1,690,710	3,227,927	(1,537,217)	52.38%		697,614
TOTAL NON-OPERATING INCOME (EXPENSE)	**454,735**	**1,690,710**	**3,227,927**	**(1,537,217)**	**52.38%**		**697,614**
INCOME (LOSS) BEFORE TRANSFERS	**(2,907)**	**(2,907)**	**(58,064)**	**55,157**	**5.01%**	**(643,289)**	
CHANGE IN NET POSITION	**($2,907)**	**($2,907)**	**($58,064)**	**$55,157**	**5.01%**	**($643,289)**	
CONTROL TOTALS							
Total Revenues	$454,735	$1,690,710	$3,227,927	($1,537,217)	52.38%		$697,614
Total Expenditures	457,642	1,693,618	3,285,991	1,592,373	51.54%	643,289	697,614
Revenues less expenditures	(2,907)	(2,908)	(58,064)	(55,156)	5.01%	(643,289)	
Difference		$1		($1)	0.00%		

INTERIM STATEMENTS by Fund
251-Multiple Grant Fund
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services						$30	$30
TOTAL OPERATING EXPENSE						**30**	**30**
OPERATING INCOME (LOSS)						**(30)**	**(30)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest	4	135		135		144	172
Total Interest/Investment Income	4	135		135		144	172
TOTAL NON-OPERATING INCOME (EXPENSE)	**4**	**135**		**135**		**144**	**172**
INCOME (LOSS) BEFORE TRANSFERS	**4**	**135**		**135**		**114**	**142**
CHANGE IN NET POSITION	**$4**	**$135**		**$135**	**0.00%**	**$114**	**$142**
CONTROL TOTALS							
Total Revenues	$4	$135		$135	0.00%	$144	$172
Total Expenditures					0.00%	30	30
Revenues less expenditures	4	135		(135)	0.00%	114	142

INTERIM STATEMENTS by Fund
253-Neighborhood Stabilization Program
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Intergovernmental							
TRANSFERS							
Transfers - in							$47,056
TOTAL TRANSFERS - NET							**47,056**
CHANGE IN NET POSITION					**0.00%**		**$47,056**
CONTROL TOTALS							
Total Revenues					0.00%		$47,056
Revenues less expenditures					0.00%		47,056

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages						$1,347	$1,347
Total Personal Services and Employee Benefits						1,347	1,347
Purchased or Contracted Services		760		(760)		1,344,365	1,359,324
Supplies						32,121	32,121
TOTAL OPERATING EXPENSE		**760**		**(760)**		**1,377,833**	**1,392,792**
OPERATING INCOME (LOSS)		**(760)**		**(760)**		**(1,377,833)**	**(1,392,792)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Operating - Categorical							
Indirect		1,466,221		1,466,221			7,257,000
Total Operating - Categorical		1,466,221		1,466,221			7,257,000
Total Federal Government Grants		1,466,221		1,466,221			7,257,000
State Government Grants							
Operating - Categorical							
Direct							
FEMA/State Disaster Grant							1,154,013
Total Direct							1,154,013
Total Operating - Categorical							1,154,013
Total State Government Grants							1,154,013
Local Government Unit Grants							
Spalding County Contribution						6,379,930	
Total Local Government Unit Grants						6,379,930	
Total Intergovernmental revenue		1,466,221		1,466,221		6,379,930	8,411,013
Total Intergovernmental - net		1,466,221		1,466,221		6,379,930	8,411,013
TOTAL NON-OPERATING INCOME (EXPENSE)		**1,466,221**		**1,466,221**		**6,379,930**	**8,411,013**
INCOME (LOSS) BEFORE TRANSFERS		**1,465,461**		**1,465,461**		**5,002,097**	**7,018,221**
CHANGE IN NET POSITION		**$1,465,461**		**$1,465,461**	**0.00%**	**$5,002,097**	**$7,018,221**
CONTROL TOTALS							
Total Revenues		$1,466,221		$1,466,221	0.00%	$6,379,930	$8,411,013
Total Expenditures		760		(760)	0.00%	1,377,832	1,392,791
Revenues less expenditures		1,465,461		(1,465,461)	0.00%	5,002,098	7,018,222
Difference					0.00%	($1)	($1)

INTERIM STATEMENTS by Fund

271-Tax Allocation District (TAD #1)

For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Real property - current year	$8,493	$393,163	$290,000	$103,163	135.57%	$281,861	$296,360
Total Taxes	8,493	393,163	290,000	(103,163)	135.57%	281,861	296,360
Total Taxes and Franchise taxes	8,493	393,163	290,000	(103,163)	135.57%	281,861	296,360
TOTAL TAXES	**8,493**	**393,163**	**290,000**	**103,163**	**135.57%**	**281,861**	**296,360**
TOTAL OPERATING REVENUE	**8,493**	**393,163**	**290,000**	**103,163**	**135.57%**	**281,861**	**296,360**
OPERATING INCOME (LOSS)	**8,493**	**393,163**	**290,000**	**103,163**	**135.57%**	**281,861**	**296,360**
Intergovernmental							
INCOME (LOSS) BEFORE TRANSFERS	**8,493**	**393,163**	**290,000**	**103,163**	**135.57%**	**281,861**	**296,360**
TRANSFERS							
Transfers - out	(13,480)	(223,460)	(721,511)	498,051	30.97%	(25,000)	(194,186)
TOTAL TRANSFERS - NET	**(13,480)**	**(223,460)**	**(721,511)**	**498,051**	**30.97%**	**(25,000)**	**(194,186)**
CHANGE IN NET POSITION	**($4,987)**	**$169,703**	**($431,511)**	**$601,214**	**(39.33%)**	**$256,861**	**$102,174**
CONTROL TOTALS							
Total Revenues	$8,493	$393,163	$290,000	$103,163	135.57%	$281,861	$296,360
Total Expenditures	13,480	223,460	721,511	498,051	30.97%	25,000	194,186
Revenues less expenditures	(4,987)	169,703	(431,511)	(601,214)	(39.33%)	256,861	102,174

INTERIM STATEMENTS by Fund

272-Tax Allocation District (TAD #2)

For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Real property - current year	$11,522	$528,316	$482,500	$45,816	109.50%	$488,647	$489,820
Total Taxes	11,522	528,316	482,500	(45,816)	109.50%	488,647	489,820
Total Taxes and Franchise taxes	11,522	528,316	482,500	(45,816)	109.50%	488,647	489,820
TOTAL TAXES	**11,522**	**528,316**	**482,500**	**45,816**	**109.50%**	**488,647**	**489,820**
TOTAL OPERATING REVENUE	**11,522**	**528,316**	**482,500**	**45,816**	**109.50%**	**488,647**	**489,820**
OPERATING EXPENSE							
Capital Outlay:							
Property (Land and Buildings)						202,700	202,700
Total Capital Outlay						202,700	202,700
TOTAL OPERATING EXPENSE						**202,700**	**202,700**
OPERATING INCOME (LOSS)	**11,522**	**528,316**	**482,500**	**45,816**	**109.50%**	**285,947**	**287,120**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Principal		(26,763)	(26,770)	7	99.97%	(25,734)	(25,734)
Interest Expense		(27,890)	(27,900)	10	99.96%	(28,920)	(28,920)
Total principal and interest expense		(54,653)	(54,670)	17	99.97%	(54,654)	(54,654)
TOTAL NON-OPERATING INCOME (EXPENSE)		**(54,653)**	**(54,670)**	**17**	**99.97%**	**(54,654)**	**(54,654)**
INCOME (LOSS) BEFORE TRANSFERS	**11,522**	**473,663**	**427,830**	**45,833**	**110.71%**	**231,293**	**232,466**
CHANGE IN NET POSITION	**$11,522**	**$473,663**	**$427,830**	**$45,833**	**110.71%**	**$231,293**	**$232,466**
CONTROL TOTALS							
Total Revenues	$11,522	$528,316	$482,500	$45,816	109.50%	$488,647	$489,820
Total Expenditures		54,654	54,670	16	99.97%	257,354	257,354
Revenues less expenditures	11,522	473,662	427,830	(45,832)	110.71%	231,293	232,466
Difference		$1		($1)	0.00%		

INTERIM STATEMENTS by Fund
275-Hotel / Motel Tax Fund
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Hotel/Motel	$15,190	$116,166	$150,000	($33,834)	77.44%	$111,554	$131,637
Total selective sales and use taxes	15,190	116,166	150,000	(33,834)	77.44%	111,554	131,637
TOTAL TAXES	**15,190**	**116,166**	**150,000**	**(33,834)**	**77.44%**	**111,554**	**131,637**
TOTAL OPERATING REVENUE	**15,190**	**116,166**	**150,000**	**(33,834)**	**77.44%**	**111,554**	**131,637**
OPERATING INCOME (LOSS)	**15,190**	**116,166**	**150,000**	**(33,834)**	**77.44%**	**111,554**	**131,637**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Intergovernmental - Exp	(6,646)	(50,823)	(65,625)	14,802	77.44%	(48,805)	(57,591)
Total Intergovernmental - net	(6,646)	(50,823)	(65,625)	14,802	77.44%	(48,805)	(57,591)
TOTAL NON-OPERATING INCOME (EXPENSE)	**(6,646)**	**(50,823)**	**(65,625)**	**14,802**	**77.44%**	**(48,805)**	**(57,591)**
INCOME (LOSS) BEFORE TRANSFERS	**8,544**	**65,343**	**84,375**	**(19,032)**	**77.44%**	**62,749**	**74,046**
TRANSFERS							
Transfers - out	(8,545)	(65,344)	(84,375)	19,031	77.44%	(62,749)	(74,046)
TOTAL TRANSFERS - NET	**(8,545)**	**(65,344)**	**(84,375)**	**19,031**	**77.44%**	**(62,749)**	**(74,046)**
CHANGE IN NET POSITION	**($1)**	**($1)**		**($1)**	**0.00%**		
CONTROL TOTALS							
Total Revenues	$15,190	$116,166	$150,000	($33,834)	77.44%	$111,554	$131,637
Total Expenditures	15,190	116,166	150,000	33,834	77.44%	111,554	131,637
Difference	($1)	($1)		$1	0.00%		

INTERIM STATEMENTS by Fund
282-Court Technology Fund
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
FINES AND FORFEITURES							
Court							
Fine Surcharge - Technology - Court	$1,478	$17,825	$25,000	($7,175)	71.30%	$16,956	$20,083
Total court revenues and fines	1,478	17,825	25,000	(7,175)	71.30%	16,956	20,083
TOTAL FINES AND FORFEITURES	**1,478**	**17,825**	**25,000**	**(7,175)**	**71.30%**	**16,956**	**20,083**
TOTAL OPERATING REVENUE	**1,478**	**17,825**	**25,000**	**(7,175)**	**71.30%**	**16,956**	**20,083**
OPERATING EXPENSE							
Purchased or Contracted Services		3,780	16,870	13,090	22.41%	12,438	24,678
TOTAL OPERATING EXPENSE		**3,780**	**16,870**	**13,090**	**22.41%**	**12,438**	**24,678**
OPERATING INCOME (LOSS)	**1,478**	**14,045**	**8,130**	**5,915**	**172.76%**	**4,518**	**(4,595)**
Intergovernmental							
INCOME (LOSS) BEFORE TRANSFERS	**1,478**	**14,045**	**8,130**	**5,915**	**172.76%**	**4,518**	**(4,595)**
CHANGE IN NET POSITION	**$1,478**	**$14,045**	**$8,130**	**$5,915**	**172.76%**	**$4,518**	**($4,595)**
CONTROL TOTALS							
Total Revenues	$1,478	$17,825	$25,000	($7,175)	71.30%	$16,956	$20,083
Total Expenditures		3,780	16,870	13,090	22.41%	12,438	24,678
Revenues less expenditures	1,478	14,045	8,130	(5,915)	172.76%	4,518	(4,595)

	FISCAL YEAR 2025			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
General government:							
Fees - demolition recovery	$16,975	$120,995		$120,995			
Total general government	16,975	120,995		(120,995)	0.00%		
Utilities / enterprise charges and fees							
Sale of Recycled Materials		6,536		6,536			
Total utilities / enterprise charges and fees		6,536		6,536			
TOTAL CHARGES FOR SERVICES	**16,975**	**127,531**		**127,531**			
TOTAL OPERATING REVENUE	**16,975**	**127,531**		**127,531**			
OPERATING EXPENSE							
Purchased or Contracted Services	19,928	107,143		(107,143)		97,270	181,034
Supplies		603		(603)		270	270
Capital Outlay:							
Property (Land and Buildings)	50,186	2,626,943		(2,626,943)		1,587,287	2,489,635
Total Capital Outlay	50,186	2,626,943		(2,626,943)		1,587,287	2,489,635
TOTAL OPERATING EXPENSE	**70,114**	**2,734,689**		**(2,734,689)**		**1,684,827**	**2,670,939**
OPERATING INCOME (LOSS)	**(53,139)**	**(2,607,158)**		**(2,607,158)**		**(1,684,827)**	**(2,670,939)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Intergovernmental - Exp							(358)
Total Intergovernmental - net							(358)
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets						1,913	1,913
Total gain (loss) on sale of capital assets						1,913	1,913
TOTAL NON-OPERATING INCOME (EXPENSE)						**1,913**	**1,555**
INCOME (LOSS) BEFORE TRANSFERS	**(53,139)**	**(2,607,158)**		**(2,607,158)**		**(1,682,914)**	**(2,669,384)**
TRANSFERS							
Transfers - in							3,285
Transfers - out							(47,056)
TOTAL TRANSFERS - NET							**(43,771)**
CHANGE IN NET POSITION	**($53,139)**	**($2,607,158)**		**($2,607,158)**	**0.00%**	**($1,682,914)**	**($2,713,155)**
CONTROL TOTALS							
Total Revenues	$16,975	$127,531		$127,531	0.00%	$1,913	$5,198
Total Expenditures	70,114	2,734,689		(2,734,689)	0.00%	1,684,827	2,718,353
Revenues less expenditures	(53,139)	(2,607,158)		2,607,158	0.00%	(1,682,914)	(2,713,155)

INTERIM STATEMENTS by Fund
335-Transportation SPLOST
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services	$7,095	$74,261	$285,000	$210,739	26.06%	$1,039,025	$1,079,985
Capital Outlay:							
Property (Land and Buildings)	16,289	186,427	13,185,613	12,999,186	1.41%	10,717	46,421
Total Capital Outlay	16,289	186,427	13,185,613	12,999,186	1.41%	10,717	46,421
TOTAL OPERATING EXPENSE	**23,384**	**260,688**	**13,470,613**	**13,209,925**	**1.94%**	**1,049,742**	**1,126,406**
OPERATING INCOME (LOSS)	**(23,384)**	**(260,688)**	**(13,470,613)**	**13,209,925**	**1.94%**	**(1,049,742)**	**(1,126,406)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Transportation Special purpose local option sales and use taxes	398,590	3,929,953	3,727,500	202,453	105.43%	3,818,886	4,586,706
Total Intergovernmental revenue	398,590	3,929,953	3,727,500	202,453	105.43%	3,818,886	4,586,706
Total Intergovernmental - net	398,590	3,929,953	3,727,500	202,453	105.43%	3,818,886	4,586,706
TOTAL NON-OPERATING INCOME (EXPENSE)	**398,590**	**3,929,953**	**3,727,500**	**202,453**	**105.43%**	**3,818,886**	**4,586,706**
INCOME (LOSS) BEFORE TRANSFERS	**375,206**	**3,669,265**	**(9,743,113)**	**13,412,378**	**(37.66%)**	**2,769,144**	**3,460,300**
TRANSFERS							
Transfers - in		320,460	285,000	35,460	112.44%	704,836	704,836
TOTAL TRANSFERS - NET		**320,460**	**285,000**	**35,460**	**112.44%**	**704,836**	**704,836**
CHANGE IN NET POSITION	**$375,206**	**$3,989,725**	**($9,458,113)**	**$13,447,838**	**(42.18%)**	**$3,473,980**	**$4,165,136**
CONTROL TOTALS							
Total Revenues	$398,590	$4,250,414	$4,012,500	$237,914	105.93%	$4,523,721	$5,291,541
Total Expenditures	23,384	260,688	13,470,613	13,209,925	1.94%	1,049,741	1,126,406
Revenues less expenditures	375,206	3,989,726	(9,458,113)	(13,447,839)	(42.18%)	3,473,980	4,165,135
Difference		($1)		$1	0.00%		$1

INTERIM STATEMENTS by Fund
360-Urban Redevelopment Agency Fund
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services		$1,203		($1,203)			
Capital Outlay:							
Property (Land and Buildings)	845,505	2,351,992		(2,351,992)			
Total Capital Outlay	845,505	2,351,992		(2,351,992)			
TOTAL OPERATING EXPENSE	**845,505**	**2,353,195**		**(2,353,195)**			
OPERATING INCOME (LOSS)	**(845,505)**	**(2,353,195)**		**(2,353,195)**			
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest	11,156	103,819		103,819			
Total Interest/Investment Income	11,156	103,819		103,819			
Gain (loss) on sale of capital assets							
Proceeds from Bond Issuance		4,565,000		4,565,000			
Total gain (loss) on sale of capital assets		4,565,000		4,565,000			
TOTAL NON-OPERATING INCOME (EXPENSE)	**11,156**	**4,668,819**		**4,668,819**			
INCOME (LOSS) BEFORE TRANSFERS	**(834,349)**	**2,315,624**		**2,315,624**			
CHANGE IN NET POSITION	**($834,349)**	**$2,315,624**		**$2,315,624**	**0.00%**		
CONTROL TOTALS							
Total Revenues	$11,156	$4,668,819		$4,668,819	0.00%		
Total Expenditures	845,505	2,353,195		(2,353,195)	0.00%		
Revenues less expenditures	(834,349)	2,315,624		(2,315,624)	0.00%		

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Other charges for services							
Cemetery Opening/Closing Fee	$300	$1,500		$1,500		$600	$900
Site Sales	7,550	78,600		78,600		88,360	113,410
Niche Engraving		150		150		350	350
Total other charges for services	7,850	80,250		80,250		89,310	114,660
TOTAL CHARGES FOR SERVICES	**7,850**	**80,250**		**80,250**		**89,310**	**114,660**
RENTS AND ROYALTIES							
Third-party Sales		240		240		360	360
TOTAL RENTS AND ROYALTIES		**240**		**240**		**360**	**360**
TOTAL OPERATING REVENUE	**7,850**	**80,490**		**80,490**		**89,670**	**115,020**
OPERATING EXPENSE							
Purchased or Contracted Services	400	1,753		(1,753)		1,172	1,595
Property (Land and Buildings)		147,993		(147,993)			
Capital Outlay - Reclass to Balance Sheet		(147,993)		147,993			
TOTAL OPERATING EXPENSE	**400**	**1,753**		**(1,753)**		**1,172**	**1,595**
OPERATING INCOME (LOSS)	**7,450**	**78,737**		**78,737**		**88,498**	**113,425**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest		16,502		16,502		10,571	17,546
Bank Account Interest	1,578	32,795		32,795		19,323	26,367
Dividends	9,436	194,902		194,902		83,381	94,741
Unrealized Gain/Loss on Investments	(96,784)	48,425		48,425		152,419	383,295
Total Interest/Investment Income	(85,770)	292,624		292,624		265,694	521,949
Contributions and donations							
Contributed Capital	2,800	2,800		2,800			
Total contributions and donations	2,800	2,800		2,800			
TOTAL NON-OPERATING INCOME (EXPENSE)	**(82,970)**	**295,424**		**295,424**		**265,694**	**521,949**
INCOME (LOSS) BEFORE TRANSFERS	**(75,520)**	**374,161**		**374,161**		**354,192**	**635,374**
CHANGE IN NET POSITION	**($75,520)**	**$374,161**		**$374,161**	**0.00%**	**$354,192**	**$635,374**
CONTROL TOTALS							
Total Revenues	($75,120)	$375,913		$375,913	0.00%	$355,364	$636,970
Total Expenditures	400	1,753		(1,753)	0.00%	1,172	1,595
Revenues less expenditures	(75,520)	374,160		(374,160)	0.00%	354,192	635,375
Difference		$1		($1)	0.00%		($1)

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Other charges for services							
Cemetery Opening/Closing Fee	$300	$1,500		$1,500		$600	$900
Site Sales	7,550	78,600		78,600		88,360	113,410
Niche Engraving		150		150		350	350
Total other charges for services	7,850	80,250		80,250		89,310	114,660
TOTAL CHARGES FOR SERVICES	**7,850**	**80,250**		**80,250**		**89,310**	**114,660**
RENTS AND ROYALTIES							
Third-party Sales		240		240		360	360
TOTAL RENTS AND ROYALTIES		**240**		**240**		**360**	**360**
TOTAL OPERATING REVENUE	**7,850**	**80,490**		**80,490**		**89,670**	**115,020**
OPERATING EXPENSE							
Purchased or Contracted Services	268	1,031		(1,031)		742	986
Property (Land and Buildings)		147,993		(147,993)			
Capital Outlay - Reclass to Balance Sheet		(147,993)		147,993			
TOTAL OPERATING EXPENSE	**268**	**1,031**		**(1,031)**		**742**	**986**
OPERATING INCOME (LOSS)	**7,582**	**79,459**		**79,459**		**88,928**	**114,034**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Dividends	9,436	194,902		194,902		83,381	94,741
Unrealized Gain/Loss on Investments	(101,443)	38,690		38,690		142,307	366,963
Total Interest/Investment Income	(92,007)	233,592		233,592		225,688	461,704
Contributions and donations							
Contributed Capital	2,800	2,800		2,800			
Total contributions and donations	2,800	2,800		2,800			
TOTAL NON-OPERATING INCOME (EXPENSE)	**(89,207)**	**236,392**		**236,392**		**225,688**	**461,704**
INCOME (LOSS) BEFORE TRANSFERS	**(81,625)**	**315,851**		**315,851**		**314,616**	**575,738**
CHANGE IN NET POSITION	**($81,625)**	**$315,851**		**$315,851**	**0.00%**	**$314,616**	**$575,738**
CONTROL TOTALS							
Total Revenues	($81,358)	$316,882		$316,882	0.00%	$315,358	$576,724
Total Expenditures	268	1,031		(1,031)	0.00%	742	986
Revenues less expenditures	(81,626)	315,851		(315,851)	0.00%	314,616	575,738
Difference	$1				0.00%		

INTERIM STATEMENTS by Fund
792-Mausoleum Trust Fund
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services	$51	$279		($279)		$124	$199
TOTAL OPERATING EXPENSE	**51**	**279**		**(279)**		**124**	**199**
OPERATING INCOME (LOSS)	**(51)**	**(279)**		**(279)**		**(124)**	**(199)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest		16,502		16,502		10,571	17,546
Unrealized Gain/Loss on Investments	1,595	479		479		3,060	1,595
Total Interest/Investment Income	1,595	16,981		16,981		13,631	19,141
TOTAL NON-OPERATING INCOME (EXPENSE)	**1,595**	**16,981**		**16,981**		**13,631**	**19,141**
INCOME (LOSS) BEFORE TRANSFERS	**1,544**	**16,702**		**16,702**		**13,507**	**18,942**
CHANGE IN NET POSITION	**$1,544**	**$16,702**		**$16,702**	**0.00%**	**$13,507**	**$18,942**
CONTROL TOTALS							
Total Revenues	$1,595	$16,981		$16,981	0.00%	$13,631	$19,141
Total Expenditures	51	279		(279)	0.00%	124	199
Revenues less expenditures	1,544	16,702		(16,702)	0.00%	13,507	18,942

INTERIM STATEMENTS by Fund

793-Light Water Sewer (LWS) Emergency Trust Fund

For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services	$80	$443		($443)		$306	$409
TOTAL OPERATING EXPENSE	**80**	**443**		**(443)**		**306**	**409**
OPERATING INCOME (LOSS)	**(80)**	**(443)**		**(443)**		**(306)**	**(409)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest	1,578	32,795		32,795		19,323	26,367
Unrealized Gain/Loss on Investments	3,065	9,256		9,256		7,052	14,737
Total Interest/Investment Income	4,643	42,051		42,051		26,375	41,104
TOTAL NON-OPERATING INCOME (EXPENSE)	**4,643**	**42,051**		**42,051**		**26,375**	**41,104**
INCOME (LOSS) BEFORE TRANSFERS	**4,563**	**41,608**		**41,608**		**26,069**	**40,695**
CHANGE IN NET POSITION	**$4,563**	**$41,608**		**$41,608**	**0.00%**	**$26,069**	**$40,695**
CONTROL TOTALS							
Total Revenues	$4,643	$42,050		$42,050	0.00%	$26,375	$41,105
Total Expenditures	80	443		(443)	0.00%	306	409
Revenues less expenditures	4,563	41,607		(41,607)	0.00%	26,069	40,696
Difference		$1		($1)	0.00%		($1)

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING REVENUE							
LICENSE AND PERMITS							
Non-business licenses and permits:							
Building and signs:							
Other permits						$250	$1,050
Total building and sign permits						250	1,050
Total non-business licenses and permits						250	1,050
TOTAL LICENSES AND PERMITS						**250**	**1,050**
CHARGES FOR SERVICES							
General government:							
Motor pool charges	75,687	915,947	1,237,950	(322,003)	73.99%	901,122	1,082,307
Total general government	75,687	915,947	1,237,950	322,003	73.99%	901,122	1,082,307
Streets and public improvements						323	323
Utilities / enterprise charges and fees							
Fees - Collection - Residential	255,826	2,466,680	2,915,000	(448,320)	84.62%	2,223,826	2,924,079
Fees - Collection - Commercial	115,087	1,112,193	1,247,000	(134,807)	89.19%	978,108	1,288,608
Fees - Transfer Station	219,987	1,677,816	1,576,000	101,816	106.46%	1,244,993	1,527,060
Fees - Special Handling	2,460	17,215	17,000	215	101.26%	15,345	18,230
Fees - Rolloff Containers	77,200	584,300	770,000	(185,700)	75.88%	650,689	776,939
Fees - Yard Waste Disposal	76,528	741,424	933,370	(191,946)	79.44%	672,031	882,697
Fees - Yard Waste Special Handling	(43)	(96)		(96)		(339)	(352)
Sale of Recycled Materials	2,355	29,072	8,000	21,072	363.40%	74,794	72,885
Permit Fees - Commercial Hauler	300	2,400	4,000	(1,600)	60.00%	2,900	3,300
Fees - Landfill Use	252,016	2,169,146	2,525,000	(355,854)	85.91%	2,181,295	2,659,452
Recycling Fees Sort Line			150,000	(150,000)			
Water Institutional	19,228	201,274	305,696	(104,422)	65.84%	223,015	266,148
Fees - Water Industrial	25,808	259,285	260,000	(715)	99.73%	509,134	580,685
Fees - Water Residential	354,451	3,735,162	4,665,053	(929,891)	80.07%	3,354,293	4,394,913
Fees - Water Commercial	133,434	1,177,545	1,415,000	(237,455)	83.22%	986,756	1,326,984
Pass-Thru Water Spalding County	(581,652)	(4,815,359)	(4,053,996)	(761,363)	118.78%	(4,153,896)	(5,558,783)
Fees - Fire Hydrant Water	21,875	43,208	50,514	(7,306)	85.54%	60,836	69,128
Fees - Water Lock Cut	400	1,600	1,500	100	106.67%	1,250	1,950
Bulk Water - Spalding County	851,238	9,286,844	10,301,203	(1,014,359)	90.15%	7,547,718	10,323,374
Bulk Water - Williamson	5,580	79,860	97,000	(17,140)	82.33%	72,829	102,172
Bulk Water - Zebulon	42,954	423,255	433,305	(10,050)	97.68%	290,438	399,286
Bulk Water - Butts County	2,398	30,073	41,911	(11,838)	71.75%	22,340	33,821
Bulk Water - Coweta County	513,000	5,260,350	6,261,750	(1,001,400)	84.01%	5,105,550	6,416,550
Bulk Water - Barnesville		40		40			9
Bulk Water - City of Concord	4	3,168	1,843	1,325	171.89%	1,407	3,134
Fees - Water Tap		2,220		2,220			
Fees - Water Irrigation	16,408	333,601	390,000	(56,399)	85.54%	334,945	410,588
Fees - Meter Install	8,660	37,380	61,200	(23,820)	61.08%	26,230	38,470
Fees - Commercial Broken Pipe	735	5,406		5,406			1
Sewer Flat - Industrial	27,738	283,597	389,000	(105,403)	72.90%	653,960	733,763
Sewer Flat - Residential	490,275	5,123,225	5,950,000	(826,775)	86.10%	4,540,279	5,976,316
Sewer Flat - Commercial	256,652	2,448,827	2,875,000	(426,173)	85.18%	2,213,729	2,889,323
Sewer Tap Fee	9,200	11,500	92,000	(80,500)	12.50%	12,600	17,200
Stormwater - Residential Upper Tier	42,890	362,164	427,354	(65,190)	84.75%	322,770	424,148
Stormwater - Residential Lower Tier	18,643	195,933	236,472	(40,539)	82.86%	179,175	234,780
Stormwater - Commercial Fees	190,705	1,847,549	2,197,367	(349,818)	84.08%	1,758,125	2,266,390
Sewer - Sun City	140,571	1,336,214		1,336,214		1,111,549	1,518,500
Sewer - Greyson Parc	18,018	156,235		156,235		74,099	112,539

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Sewer - Highland Mills							43
Fees - Electric Residential Service	1,311,362	17,668,735	21,572,334	(3,903,599)	81.90%	15,541,591	19,958,465
Fees - Electric Commercial Service	1,499,694	16,878,657	20,487,480	(3,608,823)	82.39%	15,248,046	19,687,445
Fees - Electric Industrial Service	717,248	7,313,228	8,700,000	(1,386,772)	84.06%	6,647,221	8,567,012
Fees - Electric Fuel Adjustment	604,119	7,258,990	8,714,625	(1,455,635)	83.30%	6,453,806	8,274,752
Fees - Electric Temporary Service	50	1,600	2,000	(400)	80.00%	1,500	1,800
Fees - Pole Rental Current Year		276,077	301,000	(24,923)	91.72%	145,456	367,918
ECCR Adjustment	113,985	1,369,621	1,558,487	(188,866)	87.88%	1,217,699	1,577,041
Telecom - Telephone Revenue	3,328	22,204	15,315	6,889	144.98%	12,561	16,051
Telecom - Telephone Internal Customer Fees	5,332	52,584	62,364	(9,780)	84.32%	46,397	59,473
Total utilities / enterprise charges and fees	7,866,047	87,472,002	103,958,147	(16,486,145)	84.14%	78,607,050	101,644,287
Other / enterprise charges and fees							
Green Fees	22,731	187,406	255,000	(67,594)	73.49%	207,678	258,362
Handicap Fees		1,050	1,155	(105)	90.91%	735	770
Golf Cart Rentals	34,269	301,129	290,000	11,129	103.84%	284,313	364,768
Merchandise Sales	4,011	22,976	40,000	(17,024)	57.44%	27,601	31,942
Driving Range Fees	3,549	27,669	25,000	2,669	110.68%	23,399	30,574
Membership Fees	4,830	42,245	40,000	2,245	105.61%	38,400	46,450
Food & Beverage	4,120	33,116	34,000	(884)	97.40%	28,472	37,595
Beer Sales	1,885	14,357	17,500	(3,143)	82.04%	16,451	20,576
Pull Cart Rentals	92	1,174	1,000	174	117.40%	40	40
Tournament Fees	974	33,582	35,000	(1,418)	95.95%	26,734	32,320
Golf Balls	4,495	28,912	14,000	14,912	206.51%	15,724	22,966
Fiber Fees	53,721	514,242	640,521	(126,279)	80.28%	425,687	561,319
Fiber Fees - Internal Customer Fees	40,781	403,579	481,691	(78,112)	83.78%	374,863	475,963
Total other / enterprise charges and fees	175,458	1,611,437	1,874,867	(263,430)	85.95%	1,470,097	1,883,645
Other fees							
General Fund-Customer Service -Charges for Serv- -	63,714	635,241	760,000	(124,759)	83.58%	545,929	728,230
Landfill Capital Surcharge Fee	6,625	58,270	186,000	(127,730)	31.33%	69,385	81,882
Landfill Closure Surcharge Fee	6,625	58,260	186,000	(127,740)	31.32%	69,369	81,865
Container Fees	3,480	36,900	46,880	(9,980)	78.71%	41,340	48,300
Pole Installation		5,995	5,000	995	119.90%	9,495	9,495
After Hours Service Fee	1,975	19,669	15,000	4,669	131.13%	12,825	16,458
Connection Fees	18,945	200,955	200,000	955	100.48%	179,025	219,175
Surge Protection Fees	394	4,013	4,800	(787)	83.60%	3,715	4,816
Reconnect Fees	23,975	155,835	205,000	(49,165)	76.02%	177,210	202,210
Underground Trenching	12,440	30,913	30,000	913	103.04%	85,160	110,651
Credit Card Fees						(2)	(2)
Power Resoration Aid		275,062	50,000	225,062	550.12%	37,352	55,092
Total other fees	138,173	1,481,113	1,688,680	(207,567)	87.71%	1,230,803	1,558,172
Culture and recreation							
Still Branch WTP Gate Receipts	1,011	5,066	8,000	(2,934)	63.33%	5,411	7,294
Total culture and recreation	1,011	5,066	8,000	(2,934)	63.33%	5,411	7,294
Other charges for services							
Returned Check Fees	2,555	26,565	26,800	(235)	99.12%	19,800	24,875
Delinquent Penalties	127,833	1,421,785	1,600,000	(178,215)	88.86%	1,408,325	1,653,028
Total other charges for services	130,388	1,448,350	1,626,800	(178,450)	89.03%	1,428,125	1,677,903
TOTAL CHARGES FOR SERVICES	**8,386,764**	**92,933,915**	**110,394,444**	**(17,460,529)**	**84.18%**	**83,642,931**	**107,853,931**

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
RENTS AND ROYALTIES							
Water Tower	14,757	60,992	79,352	(18,360)	76.86%	61,675	79,013
Sale of Excess Capacity	3,854	86,352	285,000	(198,648)	30.30%	6,977	15,510
Third-party Sales	59,189	689,432	755,790	(66,358)	91.22%	669,510	742,576
Equipment Rental Fees	1,264	13,909	29,173	(15,264)	47.68%	13,642	16,399
MEAG Refunding Flexible Operating	3,854	86,353		86,353		6,977	15,510
MEAG Year End Settlement		1,249,539	750,000	499,539	166.61%		
Settlements from Insurance Claims	68	4,320		4,320		14,544	16,401
Settlements from Insurance Claims						486,001	486,001
Cash Over/Short	117	(588)		(588)		404	128
Misc Revenue	41,487	1,082,586	37,000	1,045,586	2,925.91%	505,052	794,360
TOTAL RENTS AND ROYALTIES	**124,590**	**3,272,895**	**1,936,315**	**1,336,580**	**169.03%**	**1,764,782**	**2,165,898**
TOTAL OPERATING REVENUE	**8,511,354**	**96,206,810**	**112,330,759**	**(16,123,949)**	**85.65%**	**85,407,963**	**110,020,879**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	837,372	8,952,940	12,117,783	3,164,843	73.88%	8,173,226	10,174,353
Employee Benefits	258,364	2,933,593	5,056,153	2,122,560	58.02%	2,831,998	2,071,374
Allocated Payroll Costs	23,452	234,518	283,940	49,422	82.59%	234,518	281,422
Total Personal Services and Employee Benefits	1,119,188	12,121,051	17,457,876	5,336,825	69.43%	11,239,742	12,527,149
Purchased or Contracted Services	991,552	9,289,750	13,996,851	4,707,101	66.37%	8,153,873	11,425,190
Utilities:							
Water/Sewerage	15,364	163,165	182,850	19,685	89.23%	155,581	182,868
Natural Gas	1,694	14,733	32,200	17,467	45.75%	13,929	16,141
Electricity	171,011	1,885,135	2,441,445	556,310	77.21%	1,753,665	2,121,689
Propane	11,375	23,352	118,500	95,148	19.71%	26,644	45,886
Gasoline	52,441	552,678	1,561,561	1,008,883	35.39%	649,362	817,944
Stormwater	3,443	33,097	44,045	10,948	75.14%	30,803	36,978
Customer Service Fee	193	1,939	2,540	601	76.34%	1,818	2,203
Total Utilities	255,521	2,674,099	4,383,141	1,709,042	61.01%	2,631,802	3,223,709
Supplies	400,504	2,785,386	4,595,343	1,809,957	60.61%	2,727,781	3,731,430
Electricity for Resale	3,294,223	35,234,957	42,223,556	6,988,599	83.45%	35,922,749	42,993,654
Capital Outlay:							
Property (Land and Buildings)	603,865	3,689,786	9,354,555	5,664,769	39.44%	8,069,105	10,685,771
Machinery and Equipment		726,525	2,192,368	1,465,843	33.14%	1,751,086	2,806,169
Capital Outlay - Reclass to Balance Sheet	(603,865)	(4,416,311)		4,416,311		(9,820,192)	(13,491,939)
Total Capital Outlay			11,546,923	11,546,923		(1)	1
Depreciation Expense	653,105	6,398,655	7,408,220	1,009,565	86.37%	6,426,627	7,889,777
Bad Debt		205,872	389,000	183,128	52.92%	281,595	371,655
Inter-Departmental Charges	594,553	5,638,350	3,745,476	(1,892,874)	150.54%	4,306,802	5,308,874
Miscellaneous		23,693	96,051	72,358	24.67%		
TOTAL OPERATING EXPENSE	**7,308,646**	**74,371,813**	**105,842,437**	**31,470,624**	**70.27%**	**71,690,970**	**87,471,439**
OPERATING INCOME (LOSS)	**1,202,708**	**21,834,997**	**6,488,322**	**15,346,675**	**336.53%**	**13,716,993**	**22,549,440**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Operating - Categorical							
Indirect			123,117	(123,117)			
Total Operating - Categorical			123,117	(123,117)			
Capital							

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Direct		328,500	328,500		100.00%		
Net Capital		328,500	328,500		100.00%		
Total Federal Government Grants		328,500	451,617	(123,117)	72.74%		
State Government Grants							
Operating - Categorical							
Direct							
Miscellaneous State Grant			6,182	(6,182)			
Total Direct			6,182	6,182			
Indirect						5,000	5,000
Total Operating - Categorical			6,182	(6,182)		5,000	5,000
Capital							
Direct (CDBG Grant Proceeds)			16,416	(16,416)			
Total Capital		328,500	328,500		100.00%		
Total State Government Grants			22,598	(22,598)		5,000	5,000
Total Intergovernmental revenue		328,500	474,215	(145,715)	69.27%	5,000	5,000
Intergovernmental - Exp	(25,617)	(70,440)	(76,000)	5,560	92.68%	(57,709)	(77,368)
Total Intergovernmental - net	(25,617)	258,060	398,215	(140,155)	64.80%	(52,709)	(72,368)
Interest Income							
Bank Account Interest	227	2,269		2,269		2,269	2,722
Bank Account Interest	40,454	416,540		416,540		393,052	453,848
Dividends	123,792	1,481,405		1,481,405		1,194,633	1,438,873
P-Card Rebate Program		7,663		7,663		6,413	6,413
Unrealized Gain/Loss on Investments	124,822	462,878		462,878		121,987	459,318
Total Interest/Investment Income	289,295	2,370,755		2,370,755		1,718,354	2,361,174
Principal						(60,104)	
Interest Expense	(54,848)	(1,211,095)	(1,296,750)	85,655	93.39%	(1,350,477)	(1,267,458)
Total principal and interest expense	(54,848)	(1,211,095)	(1,296,750)	85,655	93.39%	(1,410,581)	(1,267,458)
Contributions and donations							
Contributions & Donations		4,260		4,260			
GMA Safety Grant		5,879	5,879		100.00%	8,537	8,537
Total contributions and donations		10,139	5,879	4,260	172.46%	8,537	8,537
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets		29,100		29,100		79,559	458,660
GMA Lease Proceeds						1,240,723	
Total gain (loss) on sale of capital assets		29,100		29,100		1,320,282	458,660
TOTAL NON-OPERATING INCOME (EXPENSE)	**208,830**	**1,456,959**	**(892,656)**	**2,349,615**	**(163.22%)**	**1,583,883**	**1,488,545**
INCOME (LOSS) BEFORE TRANSFERS	**1,411,538**	**23,291,956**	**5,595,666**	**17,696,290**	**416.25%**	**15,300,876**	**24,037,985**
TRANSFERS							
Transfers - in	285,109	1,237,611	1,590,295	(352,684)	77.82%		1,308,952
Transfers - out	(1,319,231)	(11,204,197)	(14,249,617)	3,045,420	78.63%	(10,661,121)	(12,687,231)
TOTAL TRANSFERS - NET	**(1,034,122)**	**(9,966,586)**	**(12,659,322)**	**2,692,736**	**78.73%**	**(10,661,121)**	**(11,378,279)**
CHANGE IN NET POSITION	**$377,416**	**$13,325,370**	**($7,063,656)**	**$20,389,026**	**(188.65%)**	**$4,639,755**	**$12,659,706**
CONTROL TOTALS							
Total Revenues	$9,085,758	$100,182,914	$114,401,147	($14,218,233)	87.57%	$88,460,133	$114,163,205

INTERIM STATEMENTS by Fund

Business-Type Activities

For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Total Expenditures	8,708,342	86,857,544	121,464,804	34,607,260	71.51%	83,820,382	101,503,493
Revenues less expenditures	377,416	13,325,370	(7,063,657)	(20,389,027)	(188.65%)	4,639,751	12,659,712
Difference			$1	$1	0.00%	$4	($6)

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING REVENUE							
LICENSE AND PERMITS							
Non-business licenses and permits:							
Building and signs:							
Other permits						$250	$1,050
Total building and sign permits						250	1,050
Total non-business licenses and permits						250	1,050
TOTAL LICENSES AND PERMITS						**250**	**1,050**
CHARGES FOR SERVICES							
Streets and public improvements						323	323
Utilities / enterprise charges and fees							
Fees - Collection - Residential	255,826	2,466,680	2,915,000	(448,320)	84.62%	2,223,826	2,924,079
Fees - Collection - Commercial	115,087	1,112,193	1,247,000	(134,807)	89.19%	978,108	1,288,608
Fees - Transfer Station	219,987	1,677,816	1,576,000	101,816	106.46%	1,244,993	1,527,060
Fees - Special Handling	2,460	17,215	17,000	215	101.26%	15,345	18,230
Fees - Rolloff Containers	77,200	584,300	770,000	(185,700)	75.88%	650,689	776,939
Fees - Yard Waste Disposal	76,528	741,424	933,370	(191,946)	79.44%	672,031	882,697
Fees - Yard Waste Special Handling	(43)	(96)		(96)		(339)	(352)
Sale of Recycled Materials	2,355	26,747	8,000	18,747	334.34%	12,722	21,280
Permit Fees - Commercial Hauler	300	2,400	4,000	(1,600)	60.00%	2,900	3,300
Fees - Landfill Use	252,016	2,169,146	2,525,000	(355,854)	85.91%	2,181,295	2,659,452
Recycling Fees Sort Line			150,000	(150,000)			
Water Institutional	19,228	201,274	305,696	(104,422)	65.84%	223,015	266,148
Fees - Water Industrial	25,808	259,285	260,000	(715)	99.73%	509,134	580,685
Fees - Water Residential	354,451	3,735,162	4,665,053	(929,891)	80.07%	3,354,293	4,394,913
Fees - Water Commercial	133,434	1,177,545	1,415,000	(237,455)	83.22%	986,756	1,326,984
Pass-Thru Water Spalding County	(581,652)	(4,815,359)	(4,053,996)	(761,363)	118.78%	(4,153,896)	(5,558,783)
Fees - Fire Hydrant Water	21,875	43,208	50,514	(7,306)	85.54%	60,836	69,128
Fees - Water Lock Cut	400	1,600	1,500	100	106.67%	1,250	1,950
Bulk Water - Spalding County	851,238	9,286,844	10,301,203	(1,014,359)	90.15%	7,547,718	10,323,374
Bulk Water - Williamson	5,580	79,860	97,000	(17,140)	82.33%	72,829	102,172
Bulk Water - Zebulon	42,954	423,255	433,305	(10,050)	97.68%	290,438	399,286
Bulk Water - Butts County	2,398	30,073	41,911	(11,838)	71.75%	22,340	33,821
Bulk Water - Coweta County	513,000	5,260,350	6,261,750	(1,001,400)	84.01%	5,105,550	6,416,550
Bulk Water - Barnesville		40		40			9
Bulk Water - City of Concord	4	3,168	1,843	1,325	171.89%	1,407	3,134
Fees - Water Tap		2,220		2,220			
Fees - Water Irrigation	16,408	333,601	390,000	(56,399)	85.54%	334,945	410,588
Fees - Meter Install	8,660	37,380	61,200	(23,820)	61.08%	26,230	38,470
Fees - Commercial Broken Pipe	735	5,406		5,406			1
Sewer Flat - Industrial	27,738	283,597	389,000	(105,403)	72.90%	653,960	733,763
Sewer Flat - Residential	490,275	5,123,225	5,950,000	(826,775)	86.10%	4,540,279	5,976,316
Sewer Flat - Commercial	256,652	2,448,827	2,875,000	(426,173)	85.18%	2,213,729	2,889,323
Sewer Tap Fee	9,200	11,500	92,000	(80,500)	12.50%	12,600	17,200
Stormwater - Residential Upper Tier	42,890	362,164	427,354	(65,190)	84.75%	322,770	424,148
Stormwater - Residential Lower Tier	18,643	195,933	236,472	(40,539)	82.86%	179,175	234,780
Stormwater - Commercial Fees	190,705	1,847,549	2,197,367	(349,818)	84.08%	1,758,125	2,266,390
Sewer - Sun City	140,571	1,336,214		1,336,214		1,111,549	1,518,500
Sewer - Greyson Parc	18,018	156,235		156,235		74,099	112,539
Sewer - Highland Mills							43
Fees - Electric Residential Service	1,311,362	17,668,735	21,572,334	(3,903,599)	81.90%	15,541,591	19,958,465

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Fees - Electric Commercial Service	1,499,694	16,878,657	20,487,480	(3,608,823)	82.39%	15,248,046	19,687,445
Fees - Electric Industrial Service	717,248	7,313,228	8,700,000	(1,386,772)	84.06%	6,647,221	8,567,012
Fees - Electric Fuel Adjustment	604,119	7,258,990	8,714,625	(1,455,635)	83.30%	6,453,806	8,274,752
Fees - Electric Temporary Service	50	1,600	2,000	(400)	80.00%	1,500	1,800
Fees - Pole Rental Current Year		276,077	301,000	(24,923)	91.72%	145,456	367,918
ECCR Adjustment	113,985	1,369,621	1,558,487	(188,866)	87.88%	1,217,699	1,577,041
Telecom - Telephone Revenue	3,328	22,204	15,315	6,889	144.98%	12,561	16,051
Telecom - Telephone Internal Customer Fees	5,332	52,584	62,364	(9,780)	84.32%	46,397	59,473
Total utilities / enterprise charges and fees	7,866,047	87,469,677	103,958,147	(16,488,470)	84.14%	78,544,978	101,592,682
Other / enterprise charges and fees							
Green Fees	22,731	187,406	255,000	(67,594)	73.49%	207,678	258,362
Handicap Fees		1,050	1,155	(105)	90.91%	735	770
Golf Cart Rentals	34,269	301,129	290,000	11,129	103.84%	284,313	364,768
Merchandise Sales	4,011	22,976	40,000	(17,024)	57.44%	27,601	31,942
Driving Range Fees	3,549	27,669	25,000	2,669	110.68%	23,399	30,574
Membership Fees	4,830	42,245	40,000	2,245	105.61%	38,400	46,450
Food & Beverage	4,120	33,116	34,000	(884)	97.40%	28,472	37,595
Beer Sales	1,885	14,357	17,500	(3,143)	82.04%	16,451	20,576
Pull Cart Rentals	92	1,174	1,000	174	117.40%	40	40
Tournament Fees	974	33,582	35,000	(1,418)	95.95%	26,734	32,320
Golf Balls	4,495	28,912	14,000	14,912	206.51%	15,724	22,966
Fiber Fees	53,721	514,242	640,521	(126,279)	80.28%	425,687	561,319
Fiber Fees - Internal Customer Fees	40,781	403,579	481,691	(78,112)	83.78%	374,863	475,963
Total other / enterprise charges and fees	175,458	1,611,437	1,874,867	(263,430)	85.95%	1,470,097	1,883,645
Other fees							
General Fund-Customer Service -Charges for Serv- -	63,714	635,241	760,000	(124,759)	83.58%	545,929	728,230
Landfill Capital Surcharge Fee	6,625	58,270	186,000	(127,730)	31.33%	69,385	81,882
Landfill Closure Surcharge Fee	6,625	58,260	186,000	(127,740)	31.32%	69,369	81,865
Container Fees	3,480	36,900	46,880	(9,980)	78.71%	41,340	48,300
Pole Installation		5,995	5,000	995	119.90%	9,495	9,495
After Hours Service Fee	1,975	19,669	15,000	4,669	131.13%	12,825	16,458
Connection Fees	18,945	200,955	200,000	955	100.48%	179,025	219,175
Surge Protection Fees	394	4,013	4,800	(787)	83.60%	3,715	4,816
Reconnect Fees	23,975	155,835	205,000	(49,165)	76.02%	177,210	202,210
Underground Trenching	12,440	30,913	30,000	913	103.04%	85,160	110,651
Credit Card Fees						(2)	(2)
Power Resoration Aid		275,062	50,000	225,062	550.12%	37,352	55,092
Total other fees	138,173	1,481,113	1,688,680	(207,567)	87.71%	1,230,803	1,558,172
Culture and recreation							
Still Branch WTP Gate Receipts	1,011	5,066	8,000	(2,934)	63.33%	5,411	7,294
Total culture and recreation	1,011	5,066	8,000	(2,934)	63.33%	5,411	7,294
Other charges for services							
Returned Check Fees	2,555	26,565	26,800	(235)	99.12%	19,800	24,875
Delinquent Penalties	127,833	1,421,785	1,600,000	(178,215)	88.86%	1,408,325	1,653,028
Total other charges for services	130,388	1,448,350	1,626,800	(178,450)	89.03%	1,428,125	1,677,903
TOTAL CHARGES FOR SERVICES	**8,311,077**	**92,015,643**	**109,156,494**	**(17,140,851)**	**84.30%**	**82,679,737**	**106,720,019**
RENTS AND ROYALTIES							
Water Tower	14,757	60,992	79,352	(18,360)	76.86%	61,675	79,013

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Sale of Excess Capacity	3,854	86,352	285,000	(198,648)	30.30%	6,977	15,510
Third-party Sales	59,189	689,432	755,790	(66,358)	91.22%	669,510	742,576
Equipment Rental Fees	1,264	13,909	29,173	(15,264)	47.68%	13,642	16,399
MEAG Refunding Flexible Operating	3,854	86,353		86,353		6,977	15,510
MEAG Year End Settlement		1,249,539	750,000	499,539	166.61%		
Settlements from Insurance Claims	68	4,320		4,320		14,544	16,401
Settlements from Insurance Claims						486,001	486,001
Cash Over/Short	117	(588)		(588)		404	128
Misc Revenue	40,052	1,054,119	37,000	1,017,119	2,848.97%	497,392	780,253
TOTAL RENTS AND ROYALTIES	**123,155**	**3,244,428**	**1,936,315**	**1,308,113**	**167.56%**	**1,757,122**	**2,151,791**
TOTAL OPERATING REVENUE	**8,434,232**	**95,260,071**	**111,092,809**	**(15,832,738)**	**85.75%**	**84,437,109**	**108,872,860**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	801,790	8,595,025	11,666,217	3,071,192	73.67%	7,828,506	9,759,290
Employee Benefits	247,557	2,823,039	4,883,281	2,060,242	57.81%	2,722,878	1,942,147
Allocated Payroll Costs	23,452	234,518	283,940	49,422	82.59%	234,518	281,422
Total Personal Services and Employee Benefits	1,072,799	11,652,582	16,833,438	5,180,856	69.22%	10,785,902	11,982,859
Purchased or Contracted Services	984,728	9,240,205	13,912,123	4,671,918	66.42%	8,099,998	11,358,971
Utilities:							
Water/Sewerage	15,010	159,830	169,850	10,020	94.10%	142,709	166,629
Natural Gas	957	7,534	19,200	11,666	39.24%	6,878	7,945
Electricity	169,322	1,866,545	2,413,445	546,900	77.34%	1,734,646	2,098,850
Propane	11,375	23,352	118,500	95,148	19.71%	26,644	45,886
Gasoline	51,717	546,577	1,552,876	1,006,299	35.20%	644,763	811,944
Stormwater	2,973	28,499	38,795	10,296	73.46%	26,520	31,827
Customer Service Fee	182	1,834	2,412	578	76.04%	1,719	2,083
Total Utilities	251,536	2,634,171	4,315,078	1,680,907	61.05%	2,583,879	3,165,164
Supplies	331,788	2,220,846	3,964,093	1,743,247	56.02%	2,042,330	2,797,923
Electricity for Resale	3,294,223	35,234,957	42,223,556	6,988,599	83.45%	35,922,749	42,993,654
Capital Outlay:							
Property (Land and Buildings)	603,865	3,689,786	9,354,555	5,664,769	39.44%	8,069,105	10,685,771
Machinery and Equipment		726,525	2,099,637	1,373,112	34.60%	1,695,926	2,751,008
Capital Outlay - Reclass to Balance Sheet	(603,865)	(4,416,311)		4,416,311		(9,765,031)	(13,436,779)
Total Capital Outlay			11,454,192	11,454,192			
Depreciation Expense	646,310	6,330,704	7,337,710	1,007,006	86.28%	6,365,290	7,814,849
Bad Debt		205,872	389,000	183,128	52.92%	281,595	371,655
Inter-Departmental Charges	573,636	5,447,260	3,623,833	(1,823,427)	150.32%	4,097,694	5,065,627
Miscellaneous		23,693	96,051	72,358	24.67%		
TOTAL OPERATING EXPENSE	**7,155,020**	**72,990,290**	**104,149,074**	**31,158,784**	**70.08%**	**70,179,437**	**85,550,702**
OPERATING INCOME (LOSS)	**1,279,212**	**22,269,781**	**6,943,735**	**15,326,046**	**320.72%**	**14,257,672**	**23,322,158**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Operating - Categorical							
Indirect			53,569	(53,569)			
Total Operating - Categorical			53,569	(53,569)			
Capital							
Direct		328,500	328,500		100.00%		
Net Capital		328,500	328,500		100.00%		
Total Federal Government Grants		328,500	382,069	(53,569)	85.98%		

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
State Government Grants							
Operating - Categorical							
Direct							
Miscellaneous State Grant			6,182	(6,182)			
Total Direct			6,182	6,182			
Indirect						5,000	5,000
Total Operating - Categorical			6,182	(6,182)		5,000	5,000
Capital							
Direct (CDBG Grant Proceeds)			7,143	(7,143)			
Total Capital		328,500	328,500		100.00%		
Total State Government Grants			13,325	(13,325)		5,000	5,000
Total Intergovernmental revenue		328,500	395,394	(66,894)	83.08%	5,000	5,000
Intergovernmental - Exp	(25,617)	(70,440)	(76,000)	5,560	92.68%	(57,709)	(77,368)
Total Intergovernmental - net	(25,617)	258,060	319,394	(61,334)	80.80%	(52,709)	(72,368)
Interest Income							
Bank Account Interest	227	2,269		2,269		2,269	2,722
Bank Account Interest	40,454	416,540		416,540		393,052	453,848
Dividends	123,792	1,481,405		1,481,405		1,194,633	1,438,873
P-Card Rebate Program		7,663		7,663		6,413	6,413
Unrealized Gain/Loss on Investments	124,822	462,878		462,878		121,987	459,318
Total Interest/Investment Income	289,295	2,370,755		2,370,755		1,718,354	2,361,174
Principal						(60,104)	
Interest Expense	(54,848)	(1,211,095)	(1,296,750)	85,655	93.39%	(1,350,477)	(1,267,458)
Total principal and interest expense	(54,848)	(1,211,095)	(1,296,750)	85,655	93.39%	(1,410,581)	(1,267,458)
Contributions and donations							
Contributions & Donations		4,260		4,260			
GMA Safety Grant		5,879	5,879		100.00%	8,537	8,537
Total contributions and donations		10,139	5,879	4,260	172.46%	8,537	8,537
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets		29,100		29,100		79,559	458,660
GMA Lease Proceeds						1,240,723	
Total gain (loss) on sale of capital assets		29,100		29,100		1,320,282	458,660
TOTAL NON-OPERATING INCOME (EXPENSE)	**208,830**	**1,456,959**	**(971,477)**	**2,428,436**	**(149.97%)**	**1,583,883**	**1,488,545**
INCOME (LOSS) BEFORE TRANSFERS	**1,488,042**	**23,726,740**	**5,972,258**	**17,754,482**	**397.28%**	**15,841,555**	**24,810,703**
TRANSFERS							
Transfers - in	225,748	990,891	1,284,213	(293,322)	77.16%		745,648
Transfers - out	(1,319,231)	(11,204,197)	(14,249,617)	3,045,420	78.63%	(10,661,121)	(12,684,557)
TOTAL TRANSFERS - NET	**(1,093,483)**	**(10,213,306)**	**(12,965,404)**	**2,752,098**	**78.77%**	**(10,661,121)**	**(11,938,909)**
CHANGE IN NET POSITION	**$394,559**	**$13,513,434**	**($6,993,146)**	**$20,506,580**	**(193.24%)**	**$5,180,434**	**$12,871,794**
CONTROL TOTALS							
Total Revenues	$8,949,275	$98,989,455	$112,778,294	($13,788,839)	87.77%	$87,489,279	$112,451,881
Total Expenditures	8,554,716	85,476,022	119,771,441	34,295,419	71.37%	82,308,847	99,580,085
Revenues less expenditures	394,559	13,513,433	(6,993,147)	(20,506,580)	(193.24%)	5,180,432	12,871,796
Difference		$1	$1		100.00%	$2	($2)

FISCAL YEAR 2025			Variance with	PRIOR FYTD	
Actual		Amended	Amended Budget	4/30/2024	6/30/2024
MTD	FYTD	Budget	$ Over / (Under) %	Actual	Actual

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
LICENSE AND PERMITS							
Non-business licenses and permits:							
Building and signs:							
Other permits						$250	$1,050
Total building and sign permits						250	1,050
Total non-business licenses and permits						250	1,050
TOTAL LICENSES AND PERMITS						**250**	**1,050**
CHARGES FOR SERVICES							
Utilities / enterprise charges and fees							
Sale of Recycled Materials		2,362	8,000	(5,638)	29.53%	345	3,664
Water Institutional	19,228	201,274	305,696	(104,422)	65.84%	223,015	266,148
Fees - Water Industrial	25,808	259,285	260,000	(715)	99.73%	509,134	580,685
Fees - Water Residential	354,451	3,735,162	4,665,053	(929,891)	80.07%	3,354,293	4,394,913
Fees - Water Commercial	133,434	1,177,545	1,415,000	(237,455)	83.22%	986,756	1,326,984
Pass-Thru Water Spalding County	(581,652)	(4,815,359)	(4,053,996)	(761,363)	118.78%	(4,153,896)	(5,558,783)
Fees - Fire Hydrant Water	21,875	43,208	50,514	(7,306)	85.54%	60,836	69,128
Fees - Water Lock Cut	400	1,600	1,500	100	106.67%	1,250	1,950
Bulk Water - Spalding County	851,238	9,286,844	10,301,203	(1,014,359)	90.15%	7,547,718	10,323,374
Bulk Water - Williamson	5,580	79,860	97,000	(17,140)	82.33%	72,829	102,172
Bulk Water - Zebulon	42,954	423,255	433,305	(10,050)	97.68%	290,438	399,286
Bulk Water - Butts County	2,398	30,073	41,911	(11,838)	71.75%	22,340	33,821
Bulk Water - Coweta County	513,000	5,260,350	6,261,750	(1,001,400)	84.01%	5,105,550	6,416,550
Bulk Water - Barnesville		40		40			9
Bulk Water - City of Concord	4	3,168	1,843	1,325	171.89%	1,407	3,134
Fees - Water Tap		2,220		2,220			
Fees - Water Irrigation	16,408	333,601	390,000	(56,399)	85.54%	334,945	410,588
Fees - Meter Install	8,660	37,380	61,200	(23,820)	61.08%	26,230	38,470
Fees - Commercial Broken Pipe	735	5,406		5,406			1
Sewer Flat - Industrial	27,738	283,597	389,000	(105,403)	72.90%	653,960	733,763
Sewer Flat - Residential	490,275	5,123,225	5,950,000	(826,775)	86.10%	4,540,279	5,976,316
Sewer Flat - Commercial	256,652	2,448,827	2,875,000	(426,173)	85.18%	2,213,729	2,889,323
Sewer Tap Fee	9,200	11,500	92,000	(80,500)	12.50%	12,600	17,200
Stormwater - Residential Upper Tier	3,500	3,500		3,500			
Sewer - Sun City	140,571	1,336,214		1,336,214		1,111,549	1,518,500
Sewer - Greyson Parc	18,018	156,235		156,235		74,099	112,539
Sewer - Highland Mills							43
Total utilities / enterprise charges and fees	2,360,475	25,430,372	29,545,979	(4,115,607)	86.07%	22,989,406	30,059,778
Culture and recreation							
Still Branch WTP Gate Receipts	1,011	5,066	8,000	(2,934)	63.33%	5,411	7,294
Total culture and recreation	1,011	5,066	8,000	(2,934)	63.33%	5,411	7,294
Other charges for services							
Delinquent Penalties			462,880	(462,880)			
Total other charges for services			462,880	(462,880)			
TOTAL CHARGES FOR SERVICES	**2,361,486**	**25,435,438**	**30,016,859**	**(4,581,421)**	**84.74%**	**22,994,817**	**30,067,072**
RENTS AND ROYALTIES							
Water Tower	14,757	60,992	79,352	(18,360)	76.86%	61,675	79,013
Settlements from Insurance Claims						289	414
Settlements from Insurance Claims						65,670	65,670

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Misc Revenue	16,168	294,151		294,151		174,895	329,920
TOTAL RENTS AND ROYALTIES	**30,925**	**355,143**	**79,352**	**275,791**	**447.55%**	**302,529**	**475,017**
TOTAL OPERATING REVENUE	**2,392,411**	**25,790,581**	**30,096,211**	**(4,305,630)**	**85.69%**	**23,297,596**	**30,543,139**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	273,568	2,959,702	4,151,714	1,192,012	71.29%	2,783,580	3,411,178
Employee Benefits	86,549	1,005,969	1,777,041	771,072	56.61%	1,001,265	584,592
Allocated Payroll Costs	37,361	373,608	463,739	90,131	80.56%	401,548	481,858
Total Personal Services and Employee Benefits	397,478	4,339,279	6,392,494	2,053,215	67.88%	4,186,393	4,477,628
Purchased or Contracted Services	215,766	2,653,535	4,216,808	1,563,273	62.93%	2,051,754	2,785,001
Utilities:							
Water/Sewerage	13,823	147,966	150,400	2,434	98.38%	132,343	154,118
Natural Gas	663	4,827	16,100	11,273	29.98%	4,812	5,518
Electricity	161,784	1,790,667	2,296,745	506,078	77.97%	1,663,722	2,014,292
Propane	11,375	23,352	118,500	95,148	19.71%	26,644	45,886
Gasoline	9,502	115,780	394,252	278,472	29.37%	124,051	154,995
Stormwater	723	7,047	9,110	2,063	77.35%	7,588	9,125
Customer Service Fee	137	1,393	1,817	424	76.66%	1,297	1,577
Total Utilities	198,007	2,091,032	2,986,924	895,892	70.01%	1,960,457	2,385,511
Supplies	214,515	1,277,614	2,434,006	1,156,392	52.49%	1,267,763	1,781,098
Capital Outlay:							
Property (Land and Buildings)	448,738	2,488,502	5,392,044	2,903,542	46.15%	6,454,754	8,521,614
Machinery and Equipment		84,860	239,986	155,126	35.36%	72,898	72,898
Capital Outlay - Reclass to Balance Sheet	(448,738)	(2,573,361)		2,573,361		(6,527,652)	(8,594,512)
Total Capital Outlay		1	5,632,030	5,632,029	0.00%		
Depreciation Expense	366,836	3,493,402	4,306,000	812,598	81.13%	3,724,430	4,494,629
Bad Debt		59,560	112,540	52,980	52.92%	78,087	103,061
Inter-Departmental Charges	187,127	1,842,294	1,299,326	(542,968)	141.79%	1,503,735	1,809,800
Miscellaneous		23,679	96,051	72,372	24.65%		
TOTAL OPERATING EXPENSE	**1,579,729**	**15,780,396**	**27,476,179**	**11,695,783**	**57.43%**	**14,772,619**	**17,836,728**
OPERATING INCOME (LOSS)	**812,682**	**10,010,185**	**2,620,032**	**7,390,153**	**382.06%**	**8,524,977**	**12,706,411**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Operating - Categorical							
Indirect			53,569	(53,569)			
Total Operating - Categorical			53,569	(53,569)			
Total Federal Government Grants			53,569	(53,569)			
State Government Grants							
Operating - Categorical							
Indirect						5,000	5,000
Total Operating - Categorical						5,000	5,000
Direct (CDBG Grant Proceeds)			7,143	(7,143)			
Total State Government Grants			7,143	(7,143)		5,000	5,000
Total Intergovernmental revenue			60,712	(60,712)		5,000	5,000
Total Intergovernmental - net			60,712	(60,712)		5,000	5,000
Interest Income							
Bank Account Interest	1,399	83,358		83,358		51,268	58,623
Unrealized Gain/Loss on Investments	1,775	(13,890)		(13,890)		25,157	40,536

INTERIM STATEMENTS by Fund
505-Water/Wastewater Utility Fund
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Total Interest/Investment Income	3,174	69,468		69,468		76,425	99,159
Interest Expense	(44,568)	(1,098,596)	(1,163,930)	65,334	94.39%	(1,272,553)	(1,164,441)
Total principal and interest expense	(44,568)	(1,098,596)	(1,163,930)	65,334	94.39%	(1,272,553)	(1,164,441)
Contributions and donations							
GMA Safety Grant		2,109	2,109		100.00%		
Total contributions and donations		2,109	2,109		100.00%		
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets		5,225		5,225		15,002	146,053
Total gain (loss) on sale of capital assets		5,225		5,225		15,002	146,053
TOTAL NON-OPERATING INCOME (EXPENSE)	**(41,394)**	**(1,021,794)**	**(1,101,109)**	**79,315**	**92.80%**	**(1,176,126)**	**(914,229)**
INCOME (LOSS) BEFORE TRANSFERS	**771,288**	**8,988,391**	**1,518,923**	**7,469,468**	**591.76%**	**7,348,851**	**11,792,182**
TRANSFERS							
Transfers - out	(444,430)	(2,456,184)	(3,752,002)	1,295,818	65.46%	(2,779,442)	(3,220,307)
TOTAL TRANSFERS - NET	**(444,430)**	**(2,456,184)**	**(3,752,002)**	**1,295,818**	**65.46%**	**(2,779,442)**	**(3,220,307)**
CHANGE IN NET POSITION	**$326,858**	**$6,532,207**	**($2,233,079)**	**$8,765,286**	**(292.52%)**	**$4,569,409**	**$8,571,875**
CONTROL TOTALS							
Total Revenues	$2,395,587	$25,867,384	$30,159,031	($4,291,647)	85.77%	$23,394,022	$30,793,354
Total Expenditures	2,068,728	19,335,174	32,392,111	13,056,937	59.69%	18,824,614	22,221,475
Revenues less expenditures	326,859	6,532,210	(2,233,080)	(8,765,290)	(292.52%)	4,569,408	8,571,879
Difference	($1)	($3)	$1	$4	(300.00%)	$1	($4)

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING REVENUE							
CHARGES FOR SERVICES							
Utilities / enterprise charges and fees							
Fees - Electric Residential Service	$1,311,362	$17,668,735	$21,572,334	($3,903,599)	81.90%	$15,541,591	$19,958,465
Fees - Electric Commercial Service	1,499,694	16,878,657	20,487,480	(3,608,823)	82.39%	15,248,046	19,687,445
Fees - Electric Industrial Service	717,248	7,313,228	8,700,000	(1,386,772)	84.06%	6,647,221	8,567,012
Fees - Electric Fuel Adjustment	604,119	7,258,990	8,714,625	(1,455,635)	83.30%	6,453,806	8,274,752
Fees - Electric Temporary Service	50	1,600	2,000	(400)	80.00%	1,500	1,800
Fees - Pole Rental Current Year		276,077	301,000	(24,923)	91.72%	145,456	367,918
ECCR Adjustment	113,985	1,369,621	1,558,487	(188,866)	87.88%	1,217,699	1,577,041
Total utilities / enterprise charges and fees	4,246,458	50,766,908	61,335,926	(10,569,018)	82.77%	45,255,319	58,434,433
Other fees							
General Fund-Customer Service -Charges for Serv- -	63,714	635,241	760,000	(124,759)	83.58%	545,929	728,230
Pole Installation		5,995	5,000	995	119.90%	9,495	9,495
After Hours Service Fee	1,975	19,669	15,000	4,669	131.13%	12,825	16,458
Connection Fees	18,945	200,955	200,000	955	100.48%	179,025	219,175
Surge Protection Fees	394	4,013	4,800	(787)	83.60%	3,715	4,816
Reconnect Fees	23,975	155,835	205,000	(49,165)	76.02%	177,210	202,210
Underground Trenching	12,440	30,913	30,000	913	103.04%	85,160	110,651
Credit Card Fees						(2)	(2)
Power Resoration Aid		275,062	50,000	225,062	550.12%	37,352	55,092
Total other fees	121,443	1,327,683	1,269,800	57,883	104.56%	1,050,709	1,346,125
Other charges for services							
Returned Check Fees	2,555	26,565	26,800	(235)	99.12%	19,530	24,605
Delinquent Penalties	127,833	1,421,785	939,390	482,395	151.35%	1,408,325	1,653,028
Total other charges for services	130,388	1,448,350	966,190	482,160	149.90%	1,427,855	1,677,633
TOTAL CHARGES FOR SERVICES	**4,498,289**	**53,542,941**	**63,571,916**	**(10,028,975)**	**84.22%**	**47,733,883**	**61,458,191**
RENTS AND ROYALTIES							
Sale of Excess Capacity	3,854	86,352	285,000	(198,648)	30.30%	6,977	15,510
Third-party Sales	59,189	689,432	755,790	(66,358)	91.22%	669,510	742,576
Equipment Rental Fees	1,264	13,909	29,173	(15,264)	47.68%	12,645	15,173
MEAG Refunding Flexible Operating	3,854	86,353		86,353		6,977	15,510
MEAG Year End Settlement		1,249,539	750,000	499,539	166.61%		
Settlements from Insurance Claims		3,240		3,240		13,511	15,175
Settlements from Insurance Claims						127	127
Cash Over/Short	109	(820)		(820)		72	(256)
Misc Revenue	15,923	284,121	37,000	247,121	767.89%	187,047	257,669
TOTAL RENTS AND ROYALTIES	**84,193**	**2,412,126**	**1,856,963**	**555,163**	**129.90%**	**896,866**	**1,061,484**
TOTAL OPERATING REVENUE	**4,582,482**	**55,955,067**	**65,428,879**	**(9,473,812)**	**85.52%**	**48,630,749**	**62,519,675**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	260,085	2,909,219	3,774,073	864,854	77.08%	2,666,127	3,382,975
Employee Benefits	80,595	898,166	1,473,952	575,786	60.94%	883,351	639,596
Allocated Payroll Costs	(19,693)	(196,930)	(252,019)	(55,089)	78.14%	(196,930)	(236,316)

INTERIM STATEMENTS by Fund

510-Electric Utility Fund

For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Total Personal Services and Employee Benefits	320,987	3,610,455	4,996,006	1,385,551	72.27%	3,352,548	3,786,255
Purchased or Contracted Services	309,932	2,689,209	4,282,814	1,593,605	62.79%	2,577,341	3,108,656
Utilities:							
Water/Sewerage	282	2,739	2,500	(239)	109.56%	1,994	2,377
Natural Gas	52	481	600	119	80.17%	445	568
Electricity	2,948	32,677	43,500	10,823	75.12%	35,705	40,972
Gasoline	6,038	61,147	160,320	99,173	38.14%	81,549	104,416
Stormwater	545	5,344	4,885	(459)	109.40%	4,063	4,819
Customer Service Fee	7	70	43	(27)	162.79%	95	109
Total Utilities	9,872	102,458	211,848	109,390	48.36%	123,851	153,261
Supplies	28,225	255,306	506,719	251,413	50.38%	290,997	373,626
Electricity for Resale	3,294,223	35,234,957	42,223,556	6,988,599	83.45%	35,922,749	42,993,654
Capital Outlay:							
Property (Land and Buildings)	130,284	1,146,940	3,587,531	2,440,591	31.97%	1,279,422	1,565,996
Machinery and Equipment		170,702	1,020,916	850,214	16.72%	762,501	1,040,784
Capital Outlay - Reclass to Balance Sheet	(130,284)	(1,317,643)		1,317,643		(2,041,924)	(2,606,780)
Total Capital Outlay		(1)	4,608,447	4,608,448	0.00%	(1)	
Depreciation Expense	135,877	1,349,501	1,680,130	330,629	80.32%	1,180,761	1,440,556
Bad Debt		120,871	228,390	107,519	52.92%	166,556	219,825
Inter-Departmental Charges	162,854	1,558,447	882,446	(676,001)	176.61%	1,167,143	1,437,948
TOTAL OPERATING EXPENSE	**4,261,970**	**44,921,203**	**59,620,356**	**14,699,153**	**75.35%**	**44,781,945**	**53,513,781**
OPERATING INCOME (LOSS)	**320,512**	**11,033,864**	**5,808,523**	**5,225,341**	**189.96%**	**3,848,804**	**9,005,894**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest	39,055	333,182		333,182		341,784	395,225
Dividends	120,187	1,451,126		1,451,126		1,173,554	1,416,955
Unrealized Gain/Loss on Investments	124,027	475,673		475,673		94,560	411,561
Total Interest/Investment Income	283,269	2,259,981		2,259,981		1,609,898	2,223,741
Contributions and donations							
GMA Safety Grant		3,167	3,167		100.00%	7,364	7,364
Total contributions and donations		3,167	3,167		100.00%	7,364	7,364
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets						5,315	10,365
Total gain (loss) on sale of capital assets						5,315	10,365
TOTAL NON-OPERATING INCOME (EXPENSE)	**283,269**	**2,263,148**	**3,167**	**2,259,981**	**71,460.31%**	**1,622,577**	**2,241,470**
INCOME (LOSS) BEFORE TRANSFERS	**603,781**	**13,297,012**	**5,811,690**	**7,485,322**	**228.80%**	**5,471,381**	**11,247,364**
TRANSFERS							
Transfers - out	(874,801)	(8,748,012)	(10,497,615)	1,749,603	83.33%	(7,881,679)	(9,464,250)
TOTAL TRANSFERS - NET	**(874,801)**	**(8,748,012)**	**(10,497,615)**	**1,749,603**	**83.33%**	**(7,881,679)**	**(9,464,250)**
CHANGE IN NET POSITION	**($271,020)**	**$4,549,000**	**($4,685,925)**	**$9,234,925**	**(97.08%)**	**($2,410,298)**	**$1,783,114**
CONTROL TOTALS							
Total Revenues	$4,865,751	$58,218,214	$65,432,046	($7,213,832)	88.98%	$50,253,325	$64,761,146
Total Expenditures	5,136,771	53,669,217	70,117,971	16,448,754	76.54%	52,663,627	62,978,032
Revenues less expenditures	(271,020)	4,548,997	(4,685,925)	(9,234,922)	(97.08%)	(2,410,302)	1,783,114

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Difference		$3		($3)	0.00%	$4	

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Utilities / enterprise charges and fees							
Fees - Collection - Residential	$255,826	$2,466,680	$2,915,000	($448,320)	84.62%	$2,223,826	$2,924,079
Fees - Collection - Commercial	115,087	1,112,193	1,247,000	(134,807)	89.19%	978,108	1,288,608
Fees - Transfer Station	219,987	1,677,816	1,576,000	101,816	106.46%	1,244,993	1,527,060
Fees - Special Handling	2,460	17,215	17,000	215	101.26%	15,345	18,230
Fees - Rolloff Containers	77,200	584,300	770,000	(185,700)	75.88%	650,689	776,939
Fees - Yard Waste Disposal	76,528	741,424	933,370	(191,946)	79.44%	672,031	882,697
Fees - Yard Waste Special Handling	(43)	(96)		(96)		(339)	(352)
Sale of Recycled Materials	2,298	20,461		20,461		12,107	17,346
Permit Fees - Commercial Hauler	300	2,400	4,000	(1,600)	60.00%	2,900	3,300
Fees - Landfill Use	252,016	2,169,146	2,525,000	(355,854)	85.91%	2,181,295	2,659,452
Recycling Fees Sort Line			150,000	(150,000)			
Total utilities / enterprise charges and fees	1,001,659	8,791,539	10,137,370	(1,345,831)	86.72%	7,980,955	10,097,359
Other fees							
Landfill Capital Surcharge Fee	6,625	58,270	186,000	(127,730)	31.33%	69,385	81,882
Landfill Closure Surcharge Fee	6,625	58,260	186,000	(127,740)	31.32%	69,369	81,865
Container Fees	3,480	36,900	46,880	(9,980)	78.71%	41,340	48,300
Total other fees	16,730	153,430	418,880	(265,450)	36.63%	180,094	212,047
Other charges for services							
Returned Check Fees						270	270
Delinquent Penalties			153,880	(153,880)			
Total other charges for services			153,880	(153,880)		270	270
TOTAL CHARGES FOR SERVICES	**1,018,389**	**8,944,969**	**10,710,130**	**(1,765,161)**	**83.52%**	**8,161,319**	**10,309,676**
RENTS AND ROYALTIES							
Settlements from Insurance Claims	68	1,080		1,080		744	812
Settlements from Insurance Claims						420,203	420,203
Misc Revenue	5,644	131,378		131,378		79,689	113,642
TOTAL RENTS AND ROYALTIES	**5,712**	**132,458**		**132,458**		**500,636**	**534,657**
TOTAL OPERATING REVENUE	**1,024,101**	**9,077,427**	**10,710,130**	**(1,632,703)**	**84.76%**	**8,661,955**	**10,844,333**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	142,652	1,497,116	2,041,281	544,165	73.34%	1,359,726	1,691,223
Employee Benefits	43,743	529,672	941,961	412,289	56.23%	499,105	244,585
Allocated Payroll Costs	2,172	21,716	24,860	3,144	87.35%	21,716	26,059
Total Personal Services and Employee Benefits	188,567	2,048,504	3,008,102	959,598	68.10%	1,880,547	1,961,867
Purchased or Contracted Services	368,563	3,419,493	4,667,280	1,247,787	73.27%	3,055,133	4,942,426
Utilities:							
Water/Sewerage	462	4,477	7,150	2,673	62.62%	3,920	4,736
Electricity	2,925	23,714	37,500	13,786	63.24%	17,169	21,522
Gasoline	30,400	310,531	863,910	553,379	35.94%	382,958	477,335
Stormwater	368	3,604	5,000	1,396	72.08%	3,488	4,195
Customer Service Fee	25	245	351	106	69.80%	229	278
Total Utilities	34,180	342,571	913,911	571,340	37.48%	407,764	508,066
Supplies	3,858	106,944	267,938	160,994	39.91%	102,685	145,285
Capital Outlay:							
Property (Land and Buildings)			86,970	86,970		268,030	527,061

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Machinery and Equipment		456,463	599,000	142,537	76.20%	590,134	1,369,934
Capital Outlay - Reclass to Balance Sheet		(456,463)		456,463		(858,164)	(1,896,994)
Total Capital Outlay			685,970	685,970			1
Depreciation Expense	88,658	913,033	774,140	(138,893)	117.94%	838,149	1,125,458
Bad Debt		19,799	37,410	17,611	52.92%	28,432	37,525
Inter-Departmental Charges	129,555	1,143,787	703,894	(439,893)	162.49%	749,891	988,126
TOTAL OPERATING EXPENSE	**813,381**	**7,994,131**	**11,058,645**	**3,064,514**	**72.29%**	**7,062,601**	**9,708,754**
OPERATING INCOME (LOSS)	**210,720**	**1,083,296**	**(348,515)**	**1,431,811**	**(310.83%)**	**1,599,354**	**1,135,579**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Capital							
Direct		328,500	328,500		100.00%		
Net Capital		328,500	328,500		100.00%		
Total Federal Government Grants		328,500	328,500		100.00%		
State Government Grants							
Operating - Categorical							
Direct							
Miscellaneous State Grant			6,182	(6,182)			
Total Direct			6,182	6,182			
Total Operating - Categorical			6,182	(6,182)			
Capital							
Total Capital		328,500	328,500		100.00%		
Total State Government Grants			6,182	(6,182)			
Total Intergovernmental revenue		328,500	334,682	(6,182)	98.15%		
Intergovernmental - Exp	(25,617)	(70,440)	(76,000)	5,560	92.68%	(57,709)	(77,368)
Total Intergovernmental - net	(25,617)	258,060	258,682	(622)	99.76%	(57,709)	(77,368)
Interest Income							
Dividends	3,604	30,279		30,279		21,079	21,918
P-Card Rebate Program		7,663		7,663		6,413	6,413
Unrealized Gain/Loss on Investments	(980)	1,095		1,095		2,269	7,221
Total Interest/Investment Income	2,624	39,037		39,037		29,761	35,552
Principal						(60,104)	
Interest Expense	(7,023)	(79,036)	(91,090)	12,054	86.77%	(41,827)	(59,963)
Total principal and interest expense	(7,023)	(79,036)	(91,090)	12,054	86.77%	(101,931)	(59,963)
Contributions and donations							
GMA Safety Grant		393	393		100.00%		
Total contributions and donations		393	393		100.00%		
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets		19,525		19,525		57,017	300,017
GMA Lease Proceeds						1,240,723	
Total gain (loss) on sale of capital assets		19,525		19,525		1,297,740	300,017
TOTAL NON-OPERATING INCOME (EXPENSE)	**(30,016)**	**237,979**	**167,985**	**69,994**	**141.67%**	**1,167,861**	**198,238**
INCOME (LOSS) BEFORE TRANSFERS	**180,704**	**1,321,275**	**(180,530)**	**1,501,805**	**(731.89%)**	**2,767,215**	**1,333,817**

INTERIM STATEMENTS by Fund
540-Solid Waste Utility Fund
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TRANSFERS							
Transfers - in	122,138	512,782	634,920	(122,138)	80.76%		
TOTAL TRANSFERS - NET	**122,138**	**512,782**	**634,920**	**(122,138)**	**80.76%**		
CHANGE IN NET POSITION	**$302,842**	**$1,834,057**	**$454,390**	**$1,379,667**	**403.63%**	**$2,767,215**	**$1,333,817**
CONTROL TOTALS							
Total Revenues	$1,148,863	$9,977,665	$11,680,126	($1,702,461)	85.42%	$9,989,456	$11,179,902
Total Expenditures	846,020	8,143,607	11,225,736	3,082,129	72.54%	7,222,240	9,846,084
Revenues less expenditures	302,843	1,834,058	454,390	(1,379,668)	403.63%	2,767,216	1,333,818
Difference	($1)	($1)		$1	0.00%	($1)	($1)

INTERIM STATEMENTS by Fund
555-Welcome Center Fund
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Intergovernmental							
TRANSFERS							
Transfers - in							$149,532
TOTAL TRANSFERS - NET							**149,532**
CHANGE IN NET POSITION					**0.00%**		**$149,532**
CONTROL TOTALS							
Total Revenues					0.00%		$149,532
Revenues less expenditures					0.00%		149,532

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Utilities / enterprise charges and fees							
Sale of Recycled Materials	$57	$3,924		$3,924		$269	$269
Stormwater - Residential Upper Tier	39,390	358,664	427,354	(68,690)	83.93%	322,770	424,148
Stormwater - Residential Lower Tier	18,643	195,933	236,472	(40,539)	82.86%	179,175	234,780
Stormwater - Commercial Fees	190,705	1,847,549	2,197,367	(349,818)	84.08%	1,758,125	2,266,390
Total utilities / enterprise charges and fees	248,795	2,406,070	2,861,193	(455,123)	84.09%	2,260,339	2,925,587
Other charges for services							
Delinquent Penalties			43,850	(43,850)			
Total other charges for services			43,850	(43,850)			
TOTAL CHARGES FOR SERVICES	**248,795**	**2,406,070**	**2,905,043**	**(498,973)**	**82.82%**	**2,260,339**	**2,925,587**
RENTS AND ROYALTIES							
Misc Revenue	2,935	56,399		56,399		37,026	48,905
TOTAL RENTS AND ROYALTIES	**2,935**	**56,399**		**56,399**		**37,026**	**48,905**
TOTAL OPERATING REVENUE	**251,730**	**2,462,469**	**2,905,043**	**(442,574)**	**84.77%**	**2,297,365**	**2,974,492**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	64,375	631,720	955,967	324,247	66.08%	529,664	650,549
Employee Benefits	20,079	221,960	436,104	214,144	50.90%	193,731	200,925
Allocated Payroll Costs						(27,941)	(33,529)
Total Personal Services and Employee Benefits	84,454	853,680	1,392,071	538,391	61.32%	695,454	817,945
Purchased or Contracted Services	58,295	223,981	333,594	109,613	67.14%	204,277	271,408
Utilities:							
Water/Sewerage	141	1,348	3,200	1,852	42.13%	1,832	2,046
Natural Gas	242	2,226	2,500	274	89.04%	1,621	1,859
Electricity	571	7,080	12,500	5,420	56.64%	6,989	8,350
Gasoline	4,026	40,098	81,098	41,000	49.44%	30,100	38,910
Stormwater	393	3,741	4,350	609	86.00%	3,610	4,342
Customer Service Fee	7	70	84	14	83.33%	66	80
Total Utilities	5,380	54,563	103,732	49,169	52.60%	44,218	55,587
Supplies	42,365	253,451	317,820	64,369	79.75%	84,062	114,069
Capital Outlay:							
Machinery and Equipment			188,735	188,735		240,693	237,693
Capital Outlay - Reclass to Balance Sheet						(240,693)	(237,693)
Total Capital Outlay			188,735	188,735			
Depreciation Expense	40,504	422,863	456,340	33,477	92.66%	466,902	563,513
Bad Debt		5,642	10,660	5,018	52.93%	8,519	11,244
Inter-Departmental Charges	49,750	465,014	372,504	(92,510)	124.83%	346,587	425,971
TOTAL OPERATING EXPENSE	**280,748**	**2,279,194**	**3,175,456**	**896,262**	**71.78%**	**1,850,019**	**2,259,737**
OPERATING INCOME (LOSS)	**(29,018)**	**183,275**	**(270,413)**	**453,688**	**(67.78%)**	**447,346**	**714,755**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest	227	2,269		2,269		2,269	2,722
Total Interest/Investment Income	227	2,269		2,269		2,269	2,722

INTERIM STATEMENTS by Fund
560-Stormwater Utility Fund
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Interest Expense	(3,244)	(33,450)	(41,730)	8,280	80.16%	(36,098)	(43,054)
Total principal and interest expense	(3,244)	(33,450)	(41,730)	8,280	80.16%	(36,098)	(43,054)
Contributions and donations							
GMA Safety Grant						330	330
Total contributions and donations						330	330
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets		4,350		4,350		2,225	2,225
Total gain (loss) on sale of capital assets		4,350		4,350		2,225	2,225
TOTAL NON-OPERATING INCOME (EXPENSE)	**(3,017)**	**(26,831)**	**(41,730)**	**14,899**	**64.30%**	**(31,274)**	**(37,777)**
INCOME (LOSS) BEFORE TRANSFERS	**(32,035)**	**156,444**	**(312,143)**	**468,587**	**(50.12%)**	**416,072**	**676,978**
TRANSFERS							
Transfers - in			67,574	(67,574)			
TOTAL TRANSFERS - NET			**67,574**	**(67,574)**			
CHANGE IN NET POSITION	**($32,035)**	**$156,444**	**($244,569)**	**$401,013**	**(63.97%)**	**$416,072**	**$676,978**
CONTROL TOTALS							
Total Revenues	$251,956	$2,469,088	$2,972,616	($503,528)	83.06%	$2,302,190	$2,979,769
Total Expenditures	283,994	2,312,645	3,217,186	904,541	71.88%	1,886,118	2,302,791
Revenues less expenditures	(32,038)	156,443	(244,570)	(401,013)	(63.97%)	416,072	676,978
Difference	$3	$1	$1		100.00%		

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Utilities / enterprise charges and fees							
Telecom - Telephone Revenue	$3,328	$22,204	$15,315	$6,889	144.98%	$12,561	$16,051
Telecom - Telephone Internal Customer Fees	5,332	52,584	62,364	(9,780)	84.32%	46,397	59,473
Total utilities / enterprise charges and fees	8,660	74,788	77,679	(2,891)	96.28%	58,958	75,524
Other / enterprise charges and fees							
Fiber Fees	53,721	514,242	640,521	(126,279)	80.28%	425,687	561,319
Fiber Fees - Internal Customer Fees	40,781	403,579	481,691	(78,112)	83.78%	374,863	475,963
Total other / enterprise charges and fees	94,502	917,821	1,122,212	(204,391)	81.79%	800,550	1,037,282
TOTAL CHARGES FOR SERVICES	**103,162**	**992,609**	**1,199,891**	**(207,282)**	**82.72%**	**859,508**	**1,112,806**
RENTS AND ROYALTIES							
Misc Revenue	1,174	263,000		263,000		7,879	12,230
TOTAL RENTS AND ROYALTIES	**1,174**	**263,000**		**263,000**		**7,879**	**12,230**
TOTAL OPERATING REVENUE	**104,336**	**1,255,609**	**1,199,891**	**55,718**	**104.64%**	**867,387**	**1,125,036**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	22,359	223,093	273,913	50,820	81.45%	169,319	220,716
Employee Benefits	7,392	71,877	111,598	39,721	64.41%	56,923	144,271
Allocated Payroll Costs	6,000	59,999	74,704	14,705	80.32%	59,999	71,999
Total Personal Services and Employee Benefits	35,751	354,969	460,215	105,246	77.13%	286,241	436,986
Purchased or Contracted Services	20,852	119,646	220,004	100,358	54.38%	86,766	102,846
Utilities:							
Water/Sewerage	43	308	2,400	2,092	12.83%		
Electricity	101	613	6,000	5,387	10.22%		
Gasoline	230	2,703	16,175	13,472	16.71%	2,095	2,642
Stormwater	165	971	6,000	5,029	16.18%		
Customer Service Fee	4	21	72	51	29.17%		
Total Utilities	543	4,616	30,647	26,031	15.06%	2,095	2,642
Supplies	20,724	203,019	257,510	54,491	78.84%	187,847	247,825
Capital Outlay:							
Property (Land and Buildings)	24,843	41,444	272,210	230,766	15.23%	66,899	71,099
Capital Outlay - Reclass to Balance Sheet	(24,843)	(41,444)		41,444		(66,899)	(71,099)
Total Capital Outlay			272,210	272,210			
Depreciation Expense	7,599	75,994	91,100	15,106	83.42%	75,994	95,565
Inter-Departmental Charges	16,768	159,067	122,376	(36,691)	129.98%	100,424	123,469
Miscellaneous		14		(14)			
TOTAL OPERATING EXPENSE	**102,237**	**917,325**	**1,454,062**	**536,737**	**63.09%**	**739,367**	**1,009,333**
OPERATING INCOME (LOSS)	**2,099**	**338,284**	**(254,171)**	**592,455**	**(133.09%)**	**128,020**	**115,703**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Contributions and donations							
GMA Safety Grant		210	210		100.00%		
Total contributions and donations		210	210		100.00%		

INTERIM STATEMENTS by Fund
570-Telecommunications Fund
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TOTAL NON-OPERATING INCOME (EXPENSE)		**210**	**210**		**100.00%**		
INCOME (LOSS) BEFORE TRANSFERS	**2,099**	**338,494**	**(253,961)**	**592,455**	**(133.29%)**	**128,020**	**115,703**
CHANGE IN NET POSITION	**$2,099**	**$338,494**	**($253,961)**	**$592,455**	**(133.29%)**	**$128,020**	**$115,703**
CONTROL TOTALS							
Total Revenues	$104,336	$1,255,819	$1,200,101	$55,718	104.64%	$867,386	$1,125,036
Total Expenditures	102,238	917,325	1,454,064	536,739	63.09%	739,368	1,009,333
Revenues less expenditures	2,098	338,494	(253,963)	(592,457)	(133.28%)	128,018	115,703
Difference	$1		$2	$2	0.00%	$2	

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Streets and public improvements						$323	$323
Other / enterprise charges and fees							
Green Fees	22,731	187,406	255,000	(67,594)	73.49%	207,678	258,362
Handicap Fees		1,050	1,155	(105)	90.91%	735	770
Golf Cart Rentals	34,269	301,129	290,000	11,129	103.84%	284,313	364,768
Merchandise Sales	4,011	22,976	40,000	(17,024)	57.44%	27,601	31,942
Driving Range Fees	3,549	27,669	25,000	2,669	110.68%	23,399	30,574
Membership Fees	4,830	42,245	40,000	2,245	105.61%	38,400	46,450
Food & Beverage	4,120	33,116	34,000	(884)	97.40%	28,472	37,595
Beer Sales	1,885	14,357	17,500	(3,143)	82.04%	16,451	20,576
Pull Cart Rentals	92	1,174	1,000	174	117.40%	40	40
Tournament Fees	974	33,582	35,000	(1,418)	95.95%	26,734	32,320
Golf Balls	4,495	28,912	14,000	14,912	206.51%	15,724	22,966
Total other / enterprise charges and fees	80,956	693,616	752,655	(59,039)	92.16%	669,547	846,363
TOTAL CHARGES FOR SERVICES	**80,956**	**693,616**	**752,655**	**(59,039)**	**92.16%**	**669,870**	**846,686**
RENTS AND ROYALTIES							
Equipment Rental Fees						998	1,226
Cash Over/Short	8	233		233		332	384
Misc Revenue	(1,792)	25,069		25,069		10,856	17,887
TOTAL RENTS AND ROYALTIES	**(1,784)**	**25,302**		**25,302**		**12,186**	**19,497**
TOTAL OPERATING REVENUE	**79,172**	**718,918**	**752,655**	**(33,737)**	**95.52%**	**682,056**	**866,183**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	38,751	374,175	469,268	95,093	79.74%	320,090	402,649
Employee Benefits	9,198	95,394	142,624	47,230	66.88%	88,502	128,178
Allocated Payroll Costs	(2,387)	(23,874)	(27,344)	(3,470)	87.31%	(23,874)	(28,649)
Total Personal Services and Employee Benefits	45,562	445,695	584,548	138,853	76.25%	384,718	502,178
Purchased or Contracted Services	11,319	134,342	191,623	57,281	70.11%	124,726	148,634
Utilities:							
Water/Sewerage	259	2,992	4,200	1,208	71.24%	2,620	3,353
Electricity	994	11,793	17,200	5,407	68.56%	11,060	13,713
Gasoline	1,520	16,319	37,121	20,802	43.96%	24,009	33,647
Stormwater	780	7,792	9,450	1,658	82.46%	7,771	9,346
Customer Service Fee	4	35	45	10	77.78%	33	40
Total Utilities	3,557	38,931	68,016	29,085	57.24%	45,493	60,099
Supplies	22,101	124,511	180,100	55,589	69.13%	108,976	136,018
Capital Outlay:							
Property (Land and Buildings)		12,900	15,800	2,900	81.65%		
Machinery and Equipment		14,500	51,000	36,500	28.43%	29,700	29,700
Capital Outlay - Reclass to Balance Sheet		(27,400)		27,400		(29,700)	(29,700)
Total Capital Outlay			66,800	66,800			
Depreciation Expense	6,835	75,910	30,000	(45,910)	253.03%	79,054	95,127
Inter-Departmental Charges	27,581	278,651	243,286	(35,365)	114.54%	229,912	280,314
TOTAL OPERATING EXPENSE	**116,955**	**1,098,040**	**1,364,373**	**266,333**	**80.48%**	**972,879**	**1,222,370**
OPERATING INCOME (LOSS)	**(37,783)**	**(379,122)**	**(611,718)**	**232,596**	**61.98%**	**(290,823)**	**(356,187)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Expense	(13)	(13)		(13)			

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Total principal and interest expense	(13)	(13)		(13)			
Contributions and donations							
Contributions & Donations		4,260		4,260			
GMA Safety Grant						843	843
Total contributions and donations		4,260		4,260		843	843
TOTAL NON-OPERATING INCOME (EXPENSE)	**(13)**	**4,247**		**4,247**		**843**	**843**
INCOME (LOSS) BEFORE TRANSFERS	**(37,796)**	**(374,875)**	**(611,718)**	**236,843**	**61.28%**	**(289,980)**	**(355,344)**
TRANSFERS							
Transfers - in	103,610	478,109	581,719	(103,610)	82.19%		596,116
TOTAL TRANSFERS - NET	**103,610**	**478,109**	**581,719**	**(103,610)**	**82.19%**		**596,116**
CHANGE IN NET POSITION	**$65,814**	**$103,234**	**($29,999)**	**$133,233**	**(344.12%)**	**($289,980)**	**$240,772**
CONTROL TOTALS							
Total Revenues	$182,781	$1,201,285	$1,334,374	($133,089)	90.03%	$682,900	$1,463,142
Total Expenditures	116,967	1,098,053	1,364,374	266,321	80.48%	972,880	1,222,370
Revenues less expenditures	65,814	103,232	(30,000)	(133,232)	(344.11%)	(289,980)	240,772
Difference		$2	$1	($1)	200.00%		

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
General government:							
Motor pool charges	$75,687	$915,947	$1,237,950	($322,003)	73.99%	$901,122	$1,082,307
Total general government	75,687	915,947	1,237,950	322,003	73.99%	901,122	1,082,307
Utilities / enterprise charges and fees							
Sale of Recycled Materials		2,325		2,325		62,072	51,605
Total utilities / enterprise charges and fees		2,325		2,325		62,072	51,605
TOTAL CHARGES FOR SERVICES	**75,687**	**918,272**	**1,237,950**	**(319,678)**	**74.18%**	**963,194**	**1,133,912**
RENTS AND ROYALTIES							
Misc Revenue	1,435	28,467		28,467		7,661	14,106
TOTAL RENTS AND ROYALTIES	**1,435**	**28,467**		**28,467**		**7,661**	**14,106**
TOTAL OPERATING REVENUE	**77,122**	**946,739**	**1,237,950**	**(291,211)**	**76.48%**	**970,855**	**1,148,018**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	35,582	357,915	451,565	93,650	79.26%	344,720	415,063
Employee Benefits	10,807	110,554	172,872	62,318	63.95%	109,120	129,227
Total Personal Services and Employee Benefits	46,389	468,469	624,437	155,968	75.02%	453,840	544,290
Purchased or Contracted Services	6,825	49,544	84,728	35,184	58.47%	53,875	66,218
Utilities:							
Water/Sewerage	355	3,335	13,000	9,665	25.65%	12,872	16,239
Natural Gas	737	7,199	13,000	5,801	55.38%	7,051	8,196
Electricity	1,688	18,590	28,000	9,410	66.39%	19,020	22,839
Gasoline	725	6,100	8,685	2,585	70.24%	4,599	6,000
Stormwater	469	4,598	5,250	652	87.58%	4,283	5,151
Customer Service Fee	11	105	128	23	82.03%	98	119
Total Utilities	3,985	39,927	68,063	28,136	58.66%	47,923	58,544
Supplies	68,716	564,540	631,250	66,710	89.43%	685,451	933,507
Capital Outlay:							
Machinery and Equipment			92,731	92,731		55,160	55,160
Capital Outlay - Reclass to Balance Sheet						(55,160)	(55,160)
Total Capital Outlay			92,731	92,731			
Depreciation Expense	6,795	67,951	70,510	2,559	96.37%	61,337	74,928
Inter-Departmental Charges	20,917	191,091	121,643	(69,448)	157.09%	209,109	243,247
TOTAL OPERATING EXPENSE	**153,627**	**1,381,522**	**1,693,362**	**311,840**	**81.58%**	**1,511,535**	**1,920,734**
OPERATING INCOME (LOSS)	**(76,505)**	**(434,783)**	**(455,412)**	**20,629**	**95.47%**	**(540,680)**	**(772,716)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Operating - Categorical							
Indirect			69,548	(69,548)			
Total Operating - Categorical			69,548	(69,548)			
Total Federal Government Grants			69,548	(69,548)			
State Government Grants							
Direct (CDBG Grant Proceeds)			9,273	(9,273)			
Total State Government Grants			9,273	(9,273)			

INTERIM STATEMENTS by Fund

Internal Service Funds

For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Total Intergovernmental revenue			78,821	(78,821)			
Total Intergovernmental - net			78,821	(78,821)			
TOTAL NON-OPERATING INCOME (EXPENSE)			**78,821**	**(78,821)**			
INCOME (LOSS) BEFORE TRANSFERS	**(76,505)**	**(434,783)**	**(376,591)**	**(58,192)**	**115.45%**	**(540,680)**	**(772,716)**
TRANSFERS							
Transfers - in	59,361	246,720	306,082	(59,362)	80.61%		563,304
Transfers - out							(2,674)
TOTAL TRANSFERS - NET	**59,361**	**246,720**	**306,082**	**(59,362)**	**80.61%**		**560,630**
CHANGE IN NET POSITION	**($17,144)**	**($188,063)**	**($70,509)**	**($117,554)**	**266.72%**	**($540,680)**	**($212,086)**
CONTROL TOTALS							
Total Revenues	$136,484	$1,193,459	$1,622,853	($429,394)	73.54%	$970,854	$1,711,323
Total Expenditures	153,626	1,381,522	1,693,363	311,841	81.58%	1,511,536	1,923,408
Revenues less expenditures	(17,142)	(188,063)	(70,510)	117,553	266.72%	(540,682)	(212,085)
Difference	($2)		$1	$1	0.00%	$2	($1)

INTERIM STATEMENTS by Fund

601-Internal Service Fund - Motor Pool Fund

For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
General government:							
Motor pool charges	$75,687	$915,947	$1,237,950	($322,003)	73.99%	$901,122	$1,082,307
Total general government	75,687	915,947	1,237,950	322,003	73.99%	901,122	1,082,307
Utilities / enterprise charges and fees							
Sale of Recycled Materials		2,325		2,325		62,072	51,605
Total utilities / enterprise charges and fees		2,325		2,325		62,072	51,605
TOTAL CHARGES FOR SERVICES	**75,687**	**918,272**	**1,237,950**	**(319,678)**	**74.18%**	**963,194**	**1,133,912**
RENTS AND ROYALTIES							
Misc Revenue	1,435	28,467		28,467		7,661	14,106
TOTAL RENTS AND ROYALTIES	**1,435**	**28,467**		**28,467**		**7,661**	**14,106**
TOTAL OPERATING REVENUE	**77,122**	**946,739**	**1,237,950**	**(291,211)**	**76.48%**	**970,855**	**1,148,018**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	35,582	357,915	451,565	93,650	79.26%	344,720	415,063
Employee Benefits	10,807	110,554	172,872	62,318	63.95%	109,120	129,227
Total Personal Services and Employee Benefits	46,389	468,469	624,437	155,968	75.02%	453,840	544,290
Purchased or Contracted Services	6,825	49,544	84,728	35,184	58.47%	53,875	66,218
Utilities:							
Water/Sewerage	355	3,335	13,000	9,665	25.65%	12,872	16,239
Natural Gas	737	7,199	13,000	5,801	55.38%	7,051	8,196
Electricity	1,688	18,590	28,000	9,410	66.39%	19,020	22,839
Gasoline	725	6,100	8,685	2,585	70.24%	4,599	6,000
Stormwater	469	4,598	5,250	652	87.58%	4,283	5,151
Customer Service Fee	11	105	128	23	82.03%	98	119
Total Utilities	3,985	39,927	68,063	28,136	58.66%	47,923	58,544
Supplies	68,716	564,540	631,250	66,710	89.43%	685,451	933,507
Capital Outlay:							
Machinery and Equipment			92,731	92,731		55,160	55,160
Capital Outlay - Reclass to Balance Sheet						(55,160)	(55,160)
Total Capital Outlay			92,731	92,731			
Depreciation Expense	6,795	67,951	70,510	2,559	96.37%	61,337	74,928
Inter-Departmental Charges	20,917	191,091	121,643	(69,448)	157.09%	209,109	243,247
TOTAL OPERATING EXPENSE	**153,627**	**1,381,522**	**1,693,362**	**311,840**	**81.58%**	**1,511,535**	**1,920,734**
OPERATING INCOME (LOSS)	**(76,505)**	**(434,783)**	**(455,412)**	**20,629**	**95.47%**	**(540,680)**	**(772,716)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Operating - Categorical							
Indirect			69,548	(69,548)			
Total Operating - Categorical			69,548	(69,548)			
Total Federal Government Grants			69,548	(69,548)			
State Government Grants							
Direct (CDBG Grant Proceeds)			9,273	(9,273)			
Total State Government Grants			9,273	(9,273)			

INTERIM STATEMENTS by Fund

601-Internal Service Fund - Motor Pool Fund

For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Total Intergovernmental revenue			78,821	(78,821)			
Total Intergovernmental - net			78,821	(78,821)			
TOTAL NON-OPERATING INCOME (EXPENSE)			**78,821**	**(78,821)**			
INCOME (LOSS) BEFORE TRANSFERS	**(76,505)**	**(434,783)**	**(376,591)**	**(58,192)**	**115.45%**	**(540,680)**	**(772,716)**
TRANSFERS							
Transfers - in	59,361	246,720	306,082	(59,362)	80.61%		563,304
Transfers - out							(2,674)
TOTAL TRANSFERS - NET	**59,361**	**246,720**	**306,082**	**(59,362)**	**80.61%**		**560,630**
CHANGE IN NET POSITION	**($17,144)**	**($188,063)**	**($70,509)**	**($117,554)**	**266.72%**	**($540,680)**	**($212,086)**
CONTROL TOTALS							
Total Revenues	$136,484	$1,193,459	$1,622,853	($429,394)	73.54%	$970,854	$1,711,323
Total Expenditures	153,626	1,381,522	1,693,363	311,841	81.58%	1,511,536	1,923,408
Revenues less expenditures	(17,142)	(188,063)	(70,510)	117,553	266.72%	(540,682)	(212,085)
Difference	($2)		$1	$1	0.00%	$2	($1)

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Local option sales and use taxes		$20		$20			
TOTAL TAXES		**20**		**20**			
CHARGES FOR SERVICES							
Other / enterprise charges and fees							
Fuel Sales - AVGAS	22,458	166,236	194,408	(28,172)	85.51%	166,373	212,098
Fuel Sales - Jet A	21,528	169,010	132,575	36,435	127.48%	109,976	139,230
Airport Services - Tug Fees	70	160		160		1,090	1,110
Total other / enterprise charges and fees	44,056	335,406	326,983	8,423	102.58%	277,439	352,438
Other fees							
Fuel Flowage Fees	5,240	30,700	24,000	6,700	127.92%	21,520	24,400
Overnight Fees	40	150	200	(50)	75.00%	190	200
Total other fees	5,280	30,850	24,200	6,650	127.48%	21,710	24,600
TOTAL CHARGES FOR SERVICES	**49,336**	**366,256**	**351,183**	**15,073**	**104.29%**	**299,149**	**377,038**
RENTS AND ROYALTIES							
Property Rental	400	1,200		1,200			5,500
AMR from MEAG Trust	900	9,000	10,800	(1,800)	83.33%	9,125	10,925
T-Hangar Rentals	1,025	10,250	12,300	(2,050)	83.33%	9,325	11,375
Tie Down Rentals	425	1,750	1,800	(50)	97.22%	1,200	1,650
Ground Leases	12,046	122,736	140,273	(17,537)	87.50%	118,335	142,983
Misc Revenue	1,315	21,890		21,890		13,400	71,578
TOTAL RENTS AND ROYALTIES	**16,111**	**166,826**	**165,173**	**1,653**	**101.00%**	**151,385**	**244,011**
TOTAL OPERATING REVENUE	**65,447**	**533,102**	**516,356**	**16,746**	**103.24%**	**450,534**	**621,049**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	22,335	218,914	280,503	61,589	78.04%	194,723	244,479
Employee Benefits	6,455	67,199	105,556	38,357	63.66%	62,076	72,811
Total Personal Services and Employee Benefits	28,790	286,113	386,059	99,946	74.11%	256,799	317,290
Purchased or Contracted Services	18,216	151,559	187,648	36,089	80.77%	155,743	194,543
Utilities:							
Water/Sewerage	154	1,826	3,000	1,174	60.87%	2,029	2,487
Natural Gas	233	2,477	3,750	1,273	66.05%	2,606	3,141
Electricity	795	8,511	14,000	5,489	60.79%	8,585	10,130
Gasoline	491	3,365	8,200	4,835	41.04%	4,288	5,677
Stormwater	2,441	24,231	27,960	3,729	86.66%	23,742	28,640
Customer Service Fee	46	459	595	136	77.14%	442	540
Total Utilities	4,160	40,869	57,505	16,636	71.07%	41,692	50,615
Supplies	25,475	223,406	344,360	120,954	64.88%	255,384	305,188
Capital Outlay:							
Property (Land and Buildings)	263,007	2,009,105	2,728,995	719,890	73.62%	33,670	294,879
Machinery and Equipment						8,441	8,441
Capital Outlay - Reclass to Balance Sheet	(263,007)	(2,009,105)		2,009,105		(42,111)	(303,320)
Total Capital Outlay			2,728,995	2,728,995			
Depreciation Expense	9,618	110,044	141,640	31,596	77.69%	116,488	140,298
Inter-Departmental Charges	28,603	278,891	276,399	(2,492)	100.90%	231,024	279,263
Miscellaneous		22,963	69,801	46,838	32.90%	22,418	25,418
TOTAL OPERATING EXPENSE	**114,862**	**1,113,845**	**4,192,407**	**3,078,562**	**26.57%**	**1,079,548**	**1,312,615**
OPERATING INCOME (LOSS)	**(49,415)**	**(580,743)**	**(3,676,051)**	**3,095,308**	**15.80%**	**(629,014)**	**(691,566)**

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Capital							
Direct		12,291	1,974,648	(1,962,357)	0.62%	1,000	16,602
Indirect						7,830	12,564
Net Capital		12,291	1,974,648	(1,962,357)	0.62%	8,830	29,166
Total Federal Government Grants		12,291	1,974,648	(1,962,357)	0.62%	8,830	29,166
State Government Grants							
Operating - Categorical							
Indirect						8,000	8,500
Total Operating - Categorical						8,000	8,500
Capital							
Direct (CDBG Grant Proceeds)	561,982	1,668,874	109,703	1,559,171	1,521.27%	23,914	80,002
Total Capital		12,291	1,974,648	(1,962,357)	0.62%	8,830	29,166
Total State Government Grants	561,982	1,668,874	109,703	1,559,171	1,521.27%	31,914	88,502
Local Government Unit Grants							
Spalding Co. Contribution		15,512	543,059	(527,547)	2.86%	31,025	149,384
Spalding County Contribution			55,133	(55,133)			
City of Griffin Contribution							(193,300)
Total Local Government Unit Grants		15,512	598,192	582,680	2.59%	31,025	(43,916)
Total Intergovernmental revenue	561,982	1,696,677	2,682,543	(985,866)	63.25%	71,769	73,752
Intergovernmental - Exp		(891)		(891)		(8,000)	(8,000)
Total Intergovernmental - net	561,982	1,695,786	2,682,543	(986,757)	63.22%	63,769	65,752
Interest Income							
Bank Account Interest	743	15,034		15,034		15,777	18,250
Total Interest/Investment Income	743	15,034		15,034		15,777	18,250
Interest Expense	942	(111,052)	(124,100)	13,048	89.49%	(124,136)	(110,994)
Total principal and interest expense	942	(111,052)	(124,100)	13,048	89.49%	(124,136)	(110,994)
Contributions and donations							
Contributions & Donations			26,600	(26,600)		18,842	18,842
GMA Safety Grant		2,545	2,545		100.00%		
Total contributions and donations		2,545	29,145	(26,600)	8.73%	18,842	18,842
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets						885	885
Total gain (loss) on sale of capital assets						885	885
TOTAL NON-OPERATING INCOME (EXPENSE)	**563,667**	**1,602,313**	**2,587,588**	**(985,275)**	**61.92%**	**(24,863)**	**(7,265)**
INCOME (LOSS) BEFORE TRANSFERS	**514,252**	**1,021,570**	**(1,088,463)**	**2,110,033**	**(93.85%)**	**(653,877)**	**(698,831)**
TRANSFERS							
Transfers - in	150,581	868,166	1,473,590	(605,424)	58.92%	25,000	676,823
Transfers - out							303,986
TOTAL TRANSFERS - NET	**150,581**	**868,166**	**1,473,590**	**(605,424)**	**58.92%**	**25,000**	**980,809**
CHANGE IN NET POSITION	**$664,833**	**$1,889,736**	**$385,127**	**$1,504,609**	**490.68%**	**($628,877)**	**$281,978**

INTERIM STATEMENTS by Fund
Component Units
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CONTROL TOTALS							
Total Revenues	$778,753	$3,115,524	$4,701,633	($1,586,109)	66.26%	$582,806	$1,409,601
Total Expenditures	113,920	1,225,789	4,316,507	3,090,718	28.40%	1,211,684	1,127,624
Revenues less expenditures	664,833	1,889,735	385,126	(1,504,609)	490.68%	(628,878)	281,977
Difference		$1	$1		100.00%	$1	$1

INTERIM STATEMENTS by Fund

550-Griffin-Spalding Airport Authority Fund

For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Other / enterprise charges and fees							
Fuel Sales - AVGAS	$22,458	$166,236	$194,408	($28,172)	85.51%	$166,373	$212,098
Fuel Sales - Jet A	21,528	169,010	132,575	36,435	127.48%	109,976	139,230
Airport Services - Tug Fees	70	160		160		1,090	1,110
Total other / enterprise charges and fees	44,056	335,406	326,983	8,423	102.58%	277,439	352,438
Other fees							
Fuel Flowage Fees	5,240	30,700	24,000	6,700	127.92%	21,520	24,400
Overnight Fees	40	150	200	(50)	75.00%	190	200
Total other fees	5,280	30,850	24,200	6,650	127.48%	21,710	24,600
TOTAL CHARGES FOR SERVICES	**49,336**	**366,256**	**351,183**	**15,073**	**104.29%**	**299,149**	**377,038**
RENTS AND ROYALTIES							
AMR from MEAG Trust	900	9,000	10,800	(1,800)	83.33%	9,125	10,925
T-Hangar Rentals	1,025	10,250	12,300	(2,050)	83.33%	9,325	11,375
Tie Down Rentals	425	1,750	1,800	(50)	97.22%	1,200	1,650
Ground Leases	12,046	122,736	140,273	(17,537)	87.50%	118,335	142,983
Misc Revenue	812	14,708		14,708		8,147	64,744
TOTAL RENTS AND ROYALTIES	**15,208**	**158,444**	**165,173**	**(6,729)**	**95.93%**	**146,132**	**231,677**
TOTAL OPERATING REVENUE	**64,544**	**524,700**	**516,356**	**8,344**	**101.62%**	**445,281**	**608,715**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	17,810	174,404	224,341	49,937	77.74%	156,834	197,466
Employee Benefits	4,942	52,508	82,190	29,682	63.89%	50,156	58,310
Total Personal Services and Employee Benefits	22,752	226,912	306,531	79,619	74.03%	206,990	255,776
Purchased or Contracted Services	10,535	113,929	135,934	22,005	83.81%	110,473	140,888
Utilities:							
Water/Sewerage	154	1,826	3,000	1,174	60.87%	2,029	2,487
Natural Gas	233	2,477	3,750	1,273	66.05%	2,606	3,141
Electricity	725	8,017	14,000	5,983	57.26%	8,585	10,130
Gasoline	491	3,365	7,380	4,015	45.60%	4,288	5,640
Stormwater	2,339	23,190	27,000	3,810	85.89%	23,007	27,670
Customer Service Fee	35	371	475	104	78.11%	367	444
Total Utilities	3,977	39,246	55,605	16,359	70.58%	40,882	49,512
Supplies	24,317	205,472	323,087	117,615	63.60%	248,898	296,555
Capital Outlay:							
Property (Land and Buildings)	249,527	1,783,895	2,245,318	461,423	79.45%	31,170	128,557
Machinery and Equipment						8,441	8,441
Capital Outlay - Reclass to Balance Sheet	(249,527)	(1,783,895)		1,783,895		(39,611)	(136,998)
Total Capital Outlay			2,245,318	2,245,318			
Depreciation Expense	9,618	110,044	141,640	31,596	77.69%	116,488	139,744
Inter-Departmental Charges	9,888	93,804	67,579	(26,225)	138.81%	74,359	90,836
Miscellaneous						81	81
TOTAL OPERATING EXPENSE	**81,087**	**789,407**	**3,275,694**	**2,486,287**	**24.10%**	**798,171**	**973,392**
OPERATING INCOME (LOSS)	**(16,543)**	**(264,707)**	**(2,759,338)**	**2,494,631**	**9.59%**	**(352,890)**	**(364,677)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Capital							

INTERIM STATEMENTS by Fund

550-Griffin-Spalding Airport Authority Fund

For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Direct		12,291	1,974,648	(1,962,357)	0.62%	1,000	16,602
Indirect						7,830	12,564
Net Capital		12,291	1,974,648	(1,962,357)	0.62%	8,830	29,166
Total Federal Government Grants		12,291	1,974,648	(1,962,357)	0.62%	8,830	29,166
State Government Grants							
Capital							
Direct (CDBG Grant Proceeds)	561,982	1,668,874	109,703	1,559,171	1,521.27%	23,914	80,002
Total Capital		12,291	1,974,648	(1,962,357)	0.62%	8,830	29,166
Total State Government Grants	561,982	1,668,874	109,703	1,559,171	1,521.27%	23,914	80,002
Local Government Unit Grants							
Spalding Co. Contribution		15,512	543,059	(527,547)	2.86%	31,025	149,384
Spalding County Contribution			55,133	(55,133)			
City of Griffin Contribution							(193,300)
Total Local Government Unit Grants		15,512	598,192	582,680	2.59%	31,025	(43,916)
Total Intergovernmental revenue	561,982	1,696,677	2,682,543	(985,866)	63.25%	63,769	65,252
Total Intergovernmental - net	561,982	1,696,677	2,682,543	(985,866)	63.25%	63,769	65,252
Interest Income							
Bank Account Interest	708	14,642		14,642		15,392	17,779
Total Interest/Investment Income	708	14,642		14,642		15,392	17,779
Interest Expense	942	(111,052)	(124,100)	13,048	89.49%	(124,136)	(110,994)
Total principal and interest expense	942	(111,052)	(124,100)	13,048	89.49%	(124,136)	(110,994)
Contributions and donations							
GMA Safety Grant		1,812	1,812		100.00%		
Total contributions and donations		1,812	1,812		100.00%		
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets						885	885
Total gain (loss) on sale of capital assets						885	885
TOTAL NON-OPERATING INCOME (EXPENSE)	**563,632**	**1,602,079**	**2,560,255**	**(958,176)**	**62.57%**	**(44,090)**	**(27,078)**
INCOME (LOSS) BEFORE TRANSFERS	**547,089**	**1,337,372**	**(199,083)**	**1,536,455**	**(671.77%)**	**(396,980)**	**(391,755)**
TRANSFERS							
Transfers - in	99,590	457,152	611,875	(154,723)	74.71%		482,637
TOTAL TRANSFERS - NET	**99,590**	**457,152**	**611,875**	**(154,723)**	**74.71%**		**482,637**
CHANGE IN NET POSITION	**$646,679**	**$1,794,524**	**$412,792**	**$1,381,732**	**434.73%**	**($396,980)**	**$90,882**
CONTROL TOTALS							
Total Revenues	$726,824	$2,694,983	$3,812,586	($1,117,603)	70.69%	$525,325	$1,175,268
Total Expenditures	80,146	900,460	3,399,795	2,499,335	26.49%	922,305	1,084,384
Revenues less expenditures	646,678	1,794,523	412,791	(1,381,732)	434.73%	(396,980)	90,884
Difference	$1	$1	$1		100.00%		($2)

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
RENTS AND ROYALTIES							
Misc Revenue	$503	$7,182		$7,182		$5,253	$6,834
TOTAL RENTS AND ROYALTIES	**503**	**7,182**		**7,182**		**5,253**	**6,834**
TOTAL OPERATING REVENUE	**503**	**7,182**		**7,182**		**5,253**	**6,834**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	4,526	44,510	56,162	11,652	79.25%	37,889	47,013
Employee Benefits	1,513	14,691	23,366	8,675	62.87%	11,920	14,501
Total Personal Services and Employee Benefits	6,039	59,201	79,528	20,327	74.44%	49,809	61,514
Purchased or Contracted Services	3,383	25,658	40,209	14,551	63.81%	24,906	32,270
Utilities:							
Electricity	71	494		(494)			
Gasoline			820	820			37
Stormwater	63	621		(621)		184	308
Customer Service Fee	4	35		(35)		10	17
Total Utilities	138	1,150	820	(330)	140.24%	194	362
Supplies	983	17,246	20,673	3,427	83.42%	6,078	8,185
Inter-Departmental Charges	10,577	103,710	111,168	7,458	93.29%	86,438	104,154
TOTAL OPERATING EXPENSE	**21,120**	**206,965**	**252,398**	**45,433**	**82.00%**	**167,425**	**206,485**
OPERATING INCOME (LOSS)	**(20,617)**	**(199,783)**	**(252,398)**	**52,615**	**79.15%**	**(162,172)**	**(199,651)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
State Government Grants							
Operating - Categorical							
Indirect						8,000	8,500
Total Operating - Categorical						8,000	8,500
Total State Government Grants						8,000	8,500
Total Intergovernmental revenue						8,000	8,500
Intergovernmental - Exp						(8,000)	(8,000)
Total Intergovernmental - net							500
Contributions and donations							
Contributions & Donations			26,600	(26,600)		12,842	12,842
GMA Safety Grant		733	733		100.00%		
Total contributions and donations		733	27,333	(26,600)	2.68%	12,842	12,842
TOTAL NON-OPERATING INCOME (EXPENSE)		**733**	**27,333**	**(26,600)**	**2.68%**	**12,842**	**13,342**
INCOME (LOSS) BEFORE TRANSFERS	**(20,617)**	**(199,050)**	**(225,065)**	**26,015**	**88.44%**	**(149,330)**	**(186,309)**
TRANSFERS							
Transfers - in	37,511	187,554	225,064	(37,510)	83.33%		
Transfers - out							208,133
TOTAL TRANSFERS - NET	**37,511**	**187,554**	**225,064**	**(37,510)**	**83.33%**		**208,133**
CHANGE IN NET POSITION	**$16,894**	**($11,496)**	**($1)**	**($11,495)**	**1,149,600...**	**($149,330)**	**$21,824**
CONTROL TOTALS							
Total Revenues	$38,014	$195,468	$252,397	($56,929)	77.44%	$26,096	$28,176
Total Expenditures	21,120	206,965	252,397	45,432	82.00%	175,425	6,353
Revenues less expenditures	16,894	(11,497)		11,497	0.00%	(149,329)	21,823

	FISCAL YEAR 2025			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Difference		$1	($1)	($2)	(100.00%)	($1)	$1

INTERIM STATEMENTS by Fund
953-Downtown Development Authority Fund
For the Ten Months Ending Wednesday, April 30, 2025

	FISCAL YEAR 2025			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		4/30/2024	6/30/2024
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Local option sales and use taxes		$20		$20			
TOTAL TAXES		**20**		**20**			
RENTS AND ROYALTIES							
Property Rental	400	1,200		1,200			5,500
TOTAL RENTS AND ROYALTIES	**400**	**1,200**		**1,200**			**5,500**
TOTAL OPERATING REVENUE	**400**	**1,220**		**1,220**			**5,500**
OPERATING EXPENSE							
Purchased or Contracted Services	4,297	11,973	11,505	(468)	104.07%	20,365	21,385
Utilities:							
Stormwater	38	420	960	540	43.75%	551	662
Customer Service Fee	7	53	120	67	44.17%	66	80
Total Utilities	45	473	1,080	607	43.80%	617	742
Supplies	175	688	600	(88)	114.67%	408	448
Capital Outlay:							
Property (Land and Buildings)	13,480	225,210	483,677	258,467	46.56%	2,500	166,323
Capital Outlay - Reclass to Balance Sheet	(13,480)	(225,210)		225,210		(2,500)	(166,323)
Total Capital Outlay			483,677	483,677			
Depreciation Expense							554
Inter-Departmental Charges	8,138	81,377	97,652	16,275	83.33%	70,227	84,273
Miscellaneous		22,963	69,801	46,838	32.90%	22,337	25,337
TOTAL OPERATING EXPENSE	**12,655**	**117,474**	**664,315**	**546,841**	**17.68%**	**113,954**	**132,739**
OPERATING INCOME (LOSS)	**(12,255)**	**(116,254)**	**(664,315)**	**548,061**	**17.50%**	**(113,954)**	**(127,239)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Intergovernmental - Exp		(891)		(891)			
Total Intergovernmental - net		(891)		(891)			
Interest Income							
Bank Account Interest	35	392		392		385	471
Total Interest/Investment Income	35	392		392		385	471
Contributions and donations							
Contributions & Donations						6,000	6,000
Total contributions and donations						6,000	6,000
TOTAL NON-OPERATING INCOME (EXPENSE)	**35**	**(499)**		**(499)**		**6,385**	**6,471**
INCOME (LOSS) BEFORE TRANSFERS	**(12,220)**	**(116,753)**	**(664,315)**	**547,562**	**17.57%**	**(107,569)**	**(120,768)**
TRANSFERS							
Transfers - in	13,480	223,460	636,651	(413,191)	35.10%	25,000	194,186
Transfers - out							95,853
TOTAL TRANSFERS - NET	**13,480**	**223,460**	**636,651**	**(413,191)**	**35.10%**	**25,000**	**290,039**
CHANGE IN NET POSITION	**$1,260**	**$106,707**	**($27,664)**	**$134,371**	**(385.73%)**	**($82,569)**	**$169,271**
CONTROL TOTALS							
Total Revenues	$13,915	$225,072	$636,651	($411,579)	35.35%	$31,385	$206,157
Total Expenditures	12,655	118,363	664,315	545,952	17.82%	113,953	36,887
Revenues less expenditures	1,260	106,709	(27,664)	(134,373)	(385.73%)	(82,568)	169,270
Difference		($2)		$2	0.00%	($1)	$1

FISCAL YEAR 2025			Variance with	PRIOR FYTD	
Actual		Amended	Amended Budget	4/30/2024	6/30/2024
MTD	FYTD	Budget	$ Over / (Under) %	Actual	Actual

CITY OF GRIFFIN
SALES TAX ANALYSIS

LOCAL OPTION SALES TAX (LOST)

Month	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	FY 2025 MTD	FY 2025 FYTD Total	FY 2025 FYTD % of Budget	MTD Change from Prior Year	Percent
July	$ 441,145	$ 441,145	9.29%	$ 458,324	$ 458,324	8.85%	$ 473,019	$ 473,019	8.92%	$ 470,106	$ 470,106	8.55%	$ (2,913)	-0.62%
August	425,603	866,748	18.25%	452,002	910,327	17.58%	493,024	966,043	18.23%	474,918	$ 945,024	17.18%	$ (18,106)	-3.67%
September	410,717	1,277,465	26.89%	450,187	1,360,514	26.28%	452,082	1,418,125	26.76%	480,208	$ 1,425,232	25.91%	$ 28,126	6.22%
October	417,442	1,694,907	35.68%	463,086	1,823,600	35.22%	462,562	1,880,687	35.48%	430,075	$ 1,855,307	33.73%	$ (32,487)	-7.02%
Distribution											$ -			
November	411,967	2,106,874	44.36%	468,213	2,291,813	44.27%	474,785	2,355,471	44.44%	482,265	$ 2,337,571	42.50%	$ 7,480	1.58%
December	442,119	2,548,993	53.66%	465,265	2,757,078	53.25%	452,471	2,807,942	52.98%	472,799	$ 2,810,370	51.10%	$ 20,328	4.49%
January	509,457	3,058,450	64.39%	545,958	3,303,035	63.80%	560,583	3,368,525	63.56%	567,668	$ 3,378,038	61.42%	$ 7,085	1.26%
February	397,730	3,456,180	72.76%	415,351	3,718,386	71.82%	423,694	3,792,219	71.55%	421,302	$ 3,799,340	69.08%	$ (2,392)	-0.56%
March	406,709	3,862,889	81.32%	420,772	4,139,158	79.95%	459,845	4,252,064	80.23%	439,681	$ 4,239,021	77.07%	$ (20,165)	-4.39%
April	472,417	4,335,306	91.27%	492,846	4,632,004	89.47%	470,825	4,722,889	89.11%	495,364	$ 4,734,385	86.08%	$ 24,539	5.21%
Distribution											$ -			
May	443,309	4,778,615	100.60%	460,159	5,092,163	98.35%	452,490	5,175,379	97.65%		$ -			
Jun	451,702	5,230,317	110.11%	467,858	5,560,021	107.39%	470,577	5,645,956	106.53%		$ -			
Total	**$ 5,230,317**			**$ 5,560,021**			**$ 5,645,956**			**$ 4,734,385**				
% of Budget	110.11%			107.39%			106.53%			86.08%				
Budget	$ 4,750,000			$ 5,177,373			$ 5,300,000			$ 5,500,000				
Average	$ 435,860			$ 463,335			$ 470,496			$ 473,439				

CITY OF GRIFFIN
SALES TAX ANALYSIS

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

	FY 2022			FY 2023			FY 2024			FY 2025		
Month	**MTD**	**FYTD Total**	**FYTD % of Budget**	**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%	$ 388,209	$ 388,209	10.41%
August	-			359,820	723,861	19.42%	370,885	$ 759,302	20.37%	$ 394,625	$ 782,834	21.00%
September	-			372,168	1,096,029	29.40%	374,611	$ 1,133,913	30.42%	$ 352,476	$ 1,135,310	30.46%
October	-			374,023	1,470,053	39.44%	375,853	$ 1,509,766	40.50%	$ 393,829	$ 1,529,139	41.02%
November	-			373,411	1,843,464	49.46%	365,356	$ 1,875,122	50.31%	$ 388,969	$ 1,918,108	51.46%
December	-			440,751	2,284,214	61.28%	461,588	$ 2,336,710	62.69%	$ 472,656	$ 2,390,764	64.14%
January	-			331,213	2,615,427	70.17%	343,359	$ 2,680,069	71.90%	$ 358,465	$ 2,749,229	73.76%
February	-			342,395	2,957,822	79.35%	379,372	$ 3,059,441	82.08%	$ 366,550	$ 3,115,779	83.59%
March	-			395,641	3,353,463	89.97%	387,858	$ 3,447,299	92.48%	$ 415,584	$ 3,531,363	94.74%
April	349,959	349,959	47.05%	367,844	3,721,307	99.83%	371,587	$ 3,818,886	102.45%	$ 398,590	$ 3,929,953	105.43%
May	355,568	705,527	94.86%	378,958	4,100,265	110.00%	382,870	$ 4,201,755	112.72%		$ -	
Jun	366,889	1,072,416	144.19%	379,147	4,479,412	120.17%	384,950	$ 4,586,706	123.05%		$ -	
Total	**$ 1,072,416**			**$ 4,479,412**			**$ 4,586,706**			**$ 3,929,953**		
% of Budget	144.19%			120.17%			123.05%			105.43%		
Budget	$ 743,750			$ 3,727,500			$ 3,727,500			$ 3,727,500		
Average	$ 357,472			$ 373,284			$ 382,225			$ 392,995		
% Increase PY				4.42%			2.40%			2.82%		
Actual Inception to Date	$ 1,072,416			$ 5,551,828			$ 10,138,533			$ 14,068,486		
Cummulative Budget	$ 743,750			$ 4,471,250			$ 8,198,750			$ 11,926,250		

April financial statements – 83.4% into the fiscal year

Year-to-date

Fund	Operating Revenue in Dollars	Operating Revenue Percentage of Budget	Operating Expense in Dollars	Operating Expense Percentage of Budget
General Fund	23.5M	93.1	32.5 M	78.8
Enterprise Funds	95.2 M	85.7	72.9 M	70.0
Water / Wastewater	25.7 M	85.7	15.7 M	57.4
Electric	55.9 M	85.5	44.9 M	75.3
Solid Waste	9.0 M	84.7	7.9 M	72.3

Year-to-Date Sales Tax Analysis

Sales Tax	Dollars Collected	Percent of Budget
LOST	4,734,385	86.8
TSPLOST	3,929,953	105.4

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Receive comments regarding the proposed budget for fiscal year beginning July 1, 2025 and ending June 30, 2026.
City Manager Jessica O'Connor will address

SPECIAL CONSIDERATIONS OR CONCERNS:

Public notices have been displayed and published as required. The proposed budget has been available for public review and consideration since Friday, May 16, 2025 at 8 a.m.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:
Felicia Trammel

Meeting Date:
10/06/2025

Reviewed By:
Jessica O'Connor

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider minutes of the City of Griffin Board of Commissioners' Workshop and Regular Meetings on May 27, 2025.

SPECIAL CONSIDERATIONS OR CONCERNS:

All Commissioners were present.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:
Susan Bartholomew

Meeting Date:
10/06/2025

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
05-27-25 After Agenda Workshop with Budget Presentation.pdf
05-27-25 Minutes.pdf

CITY OF GRIFFIN BOARD OF COMMISSIONERS
WORKSHOP MEETING
W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, MAY 27, 2025

Mayor Doug Hollberg presided, convening the meeting at 9:00 a.m. Commissioners attending included Rose Curtis, Holly Murray, Brad Wright, 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 Ward arrived at 9:05 a.m.

CALL TO ORDER

1. Fiscal Year 2025-2026 Budget Presentation. *City Manager, Jessica O'Connor, will address.*

   FY2026 Budget

   Ms. Jessica O'Connor, City Manager, addressed the Commissioners stating a Public Notice regarding the proposed FY2026 was advertised in the Griffin Daily News, the legal organ, on May 13, 2025, stating the dates of the public hearings and the date of the vote on the proposed budget. A copy of the proposed budget has been available in City Manager's office since Friday, May 15, 2025, and it has also been available on the city's website since May 15, 2025. The City Manager has not received any comments in her office. Staff has presented a fair and balanced budget.

   Ms. O'Connor highlighted revenue and expenses for both the general fund and the enterprise funds, capital requests and personnel requests.

   Attached hereto and made a part hereof is the FY2026 Budget Presentation.

2. Consider an Executive Session 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 9:47 a.m. by Commissioners Murray/Ward carried 7-0.

ADJOURN

Motion/second to adjourn the Workshop Meeting at 10:14 a.m. by Commissioner Ward/Murray carried 7-0.

_____ _____

Douglas S. Hollberg, Mayor Jessica W. O'Connor, City Manager


Griffin
Growing, TOGETHER
ANNUAL
BUDGET
Fiscal Year 25-26

Griffin
Growing, TOGETHER



Goals and Areas of Importance

- Improve City Rights of Way
- Transportation Improvements
- Address Substandard Properties & Blight
- Implement New Financial Software
- Enhance Community Outreach

Revenues

Overall Expenditures EXCEED Revenues by $11,489,268 ($5,554,192 in FY25)

General Fund Expenditures EXCEED Revenues by $14,772,518 ($11,264,909 FY25 projected)

Total General Fund Revenue Up (w/o transfers) $2,568,685 ($1,006,076 FY25)

Property Tax FY26 budgeted at $4,700,000 ($4,600,000 FY25)

Enterprise Funds Revenues

- Electric increased $703,807
- Wastewater increased $1,962,140
- Water decreased $239,980
- Stormwater increased $215,292
- Solid Waste increased $399,006
- Telecom increased $41,898
- Golf Course increased $132,324

Total Budget All Funds

Projected Revenues Up $30,480,214 (20.82%) - $23,733,458 is new airport grants

(from FY25 original projections)

Projected Operating Expenses Up $36,415,290 (23.96%) - $24,184,316 airport

(from FY25 original projections)



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Total Budget All Funds – Without New Airport

Projected Revenues Up $6,521,327 (4.5%)

(from FY25 original projections)

Projected Operating Expenses Up $12,230,974 (8.05%)

(from FY25 original projections)



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EXPENSE HIGHLIGHTS

Capital Requests

$37,058,456 (FY25 $9,975,848)

Airport (utilities & site prep)	$24,184,316
CDBG (infrastructure)	$1,593,115
TSPLOST (transportation)	$3,727,500
Patrol Vehicles (12)	$780,000
Harry Simmons Improvements	$750,000
Bucket Truck	$355,000
Digger Derrick	$390,000
Wheel Loader	$340,000
Expansion of Fiber Network	$100,000
General Fund Capital	$1,793,455
	(FY24 $1,122,900)

EXPENSE HIGHLIGHTS

Personnel

2% increase budgeted for each department to continue pay-for-performance plan and give raises according to evaluations

NO insurance increase for employees; however the City is absorbing an increase of $368,050 in medical insurance coverage

Property and casualty coverage has a budgeted increase of $320,924

EXPENSE HIGHLIGHTS

Personnel

General Fund

- Management Services – Addition of Executive Assistant
- Fire – Addition of Emergency Preparedness Coordinator
- Fire – 12 new firefighters will be added to organizational chart over next 2 years to staff new station
- Public Works – Sign Shop Paving and Marking Tech

Enterprise Funds

- Electric – Funded Tech Services Engineer position
- Solid Waste – Eliminated "Swing" driver position

EXPENSE HIGHLIGHTS

Fuel

- **Regular $3.65 / gal**
  - High - $3.44 Low - $2.64

- **Diesel $4.20 / gal**
  - High - $3.84 Low - $3.09

EXPENSE HIGHLIGHTS

GENERAL FUND











Management Services

Total Increased $245,966

- Commissioners Increased $74,078
- City Manager Increased $162,593
- Communications & PR Increased $4,460
- Staff Attorney Increased $10,188
- City Attorney Increased $147
- Elections Decreased $5,500
- Municipal Court Increased $35,841

Griffin
Growing TOGETHER

Commission Expenses

Municode - $15,000

Education & Training - $17,500

Three Rivers Regional Commission - $25,000

Georgia Municipal Association - $8,600

National League of Cities - $2,200

I-75 Central Corridor Coalition - $2,000

UGA Griffin - $17,500

Contingency - $100,000

Griffin Growing TOGETHER

Finance

Expense Increased - $186,449

- Director Increased $14,359
- Accounting Increased $167,723
- Procurement Increased $4,368

Biggest increase is for new accounting software at $100,000

Griffin
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Human Resources & Risk Management

Human Resources

Expense Increased - $73,117



Risk Management

Expense Increased - $10,887



Griffin
Growing, TOGETHER

Information Technology & GIS

Information Technology

Expense Increased - $918,068

- Pick-Up Truck $35,000
- Servers for Disaster Recovery - $377,635
- PPDM Archiver - $110,000
- R&M Services Up - $185,283

GIS

Expense Increased - $77,915

- Aerial Imagery - $28,000
- ESRI Training - $5,615



Police

Total Expense Up $2,422,069

- Vehicle Replacement – $65,000 each for 12 Patrol Cars & Outfitting (total of $780,000)
- AXON Contract for Body Cameras, Dash Cameras, and Tasers - $400,000
- Inmate Custody - $144,000





FIRE



Total Expense Increased - $1,321,945

- ALS Cardiac Monitoring - $25,000
- Thermal Imaging Cameras (4) - $36,000
- Crew Cab Pickup - $77,000
- Telescoping Ram - $12,000
- Turn-out Gear - $56,500
- Station Uniforms - $42,000



Public Works

Total Expenses Increased $342,981

Director Decreased
$30,988

Cemetery Decreased
$25,812

Facilities Decreased
$8,868

Streets Increased
$278,921



Public Works – Cont.

Parks Increased

$106,350

Sign Shop Increased

$109,786 (new position)

Welcome Center

Operational Cost $115,868

Archives Total Budget

$179,743 (Split City $89,871; County $89,871)



Public Works

Total Capital Expenses $232,000

(FY25 $155,800)

Streets Capital - $110,000

- Class 5 4x4 Pick-Up Truck at $110,000

Cemetery & Parks Capital - $70,500

- Zero-Turn Mower at $15,500
- ¾ Ton Crew Cab Pick-Up Truck $55,000

Sign Shop Capital - $51,500

- Half-ton Pick-Up Truck $51,500

Development Services

Expenses Increased - $472,636

CAA Building Inspections - $277,900 (FY25 $297,500)

CDBG Application Fees - $15,000

Unified Development Code Rewrite - $100,000



Development Services – Cont.

Transportation Planning - $120,000 ($85,000 in FY2)

Tax & Licensing – Increased $27,473

Economic Redevelopment – $341,011
Increased $104,066 (FY25 $236,945)



Economic Development

Expenses Decreased – $12,844

Historic City Hall Facilities Decreased - $18,736

Historic City Hall Rental Revenue – $20,000

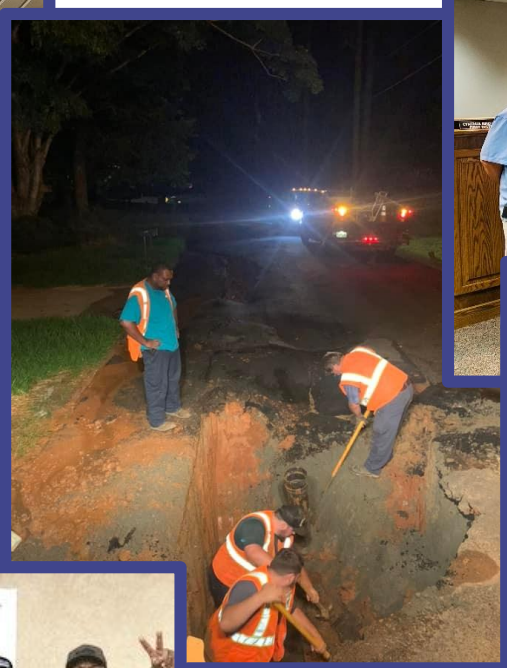




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EXPENSE HIGHLIGHTS
ENTERPRISE FUNDS













Electric Dept.



Revenues Increased – $703,807

Residential Service Decreased $372,334

Commercial Service Increased $233,737

Industrial Service Remained Flat at $8,700,000

PCA / ECCR Increased $26,971

Off System Sales Decreased $185,000

Delinquent Penalties Increased $75,000

Electric Dept.



Expenses Increased - $2,898,931

(FY25 $593,700)

Line Maintenance/Improvements	$500,000
Memorial Drive Street Light Upgrade	$400,000
New Customer Construction	$300,000
LED Conversion for Street Lights	$200,000
Security Lighting	$150,000
System Protection	$150,000
Bucket Truck	$355,000
Digger Derrick	$390,000

Electric Dept.



Expenses (con't)

Electric Total Capital	$3,100,240
	(FY 25 $1,869,703)
General Fund Transfer	$9,919,903
	(FY25 - $10,497,615)
Reserved Earnings	$656,630

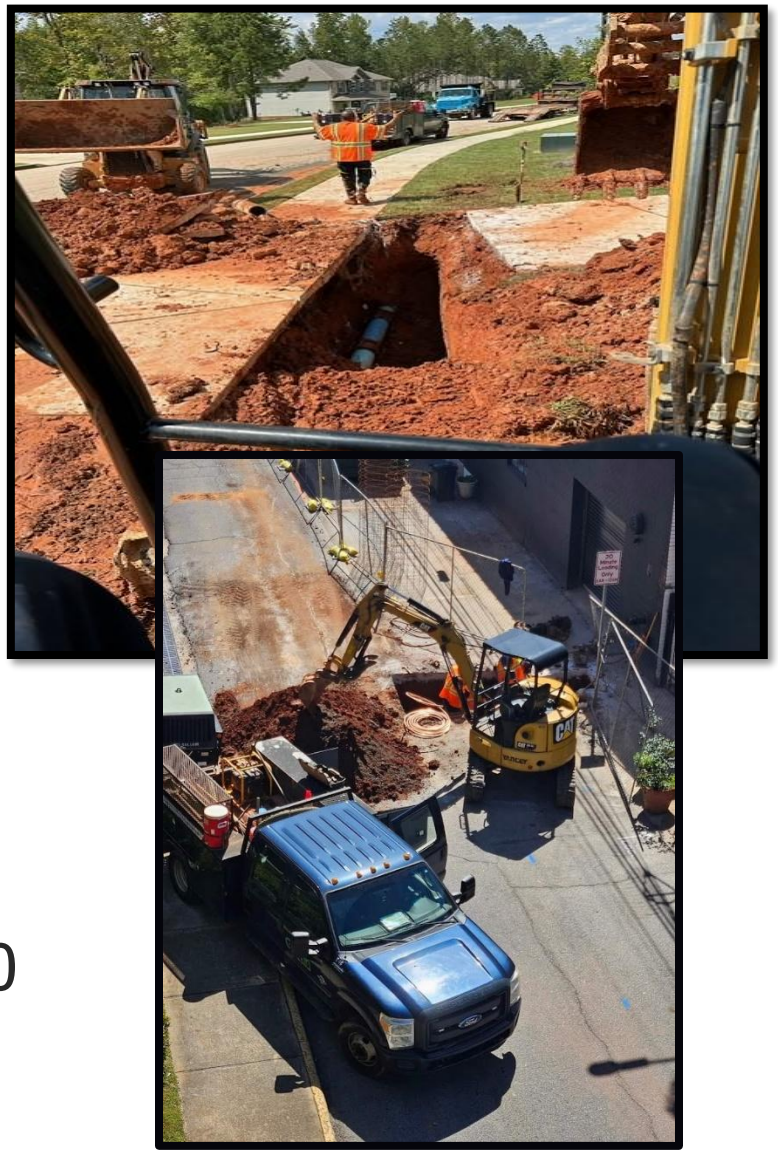
Wastewater

REVENUE – Increased $1,962,140

EXPENSES – Increased $684,456

- **Shoal Creek WWTP –** Up $196,110
- **Potato Creek WWTP –** Up $195,528
- **Cabin Creek WWTP –** Up $38,808
- **Blanton Mill –** Down $27,632
- **Lab –** Up $61,855
- **Lift Stations –** Up $56,919
- **Solids Management –** Down $38,708
- **WW Collections –** Up $201,577

Wastewater



Total WW Capital – $393,000

($160,000 FY25)

- Renewals & Extensions - $200,000
- Mini Excavator - $110,000
- Flail Mower Attachment - $40,000
- SUV for Lab - $31,000
- Automatic Entrance Gate - $12,000

Water

REVENUE – Decreased $239,980

Residential Decreased - $85,053

Commercial Increased - $20,000

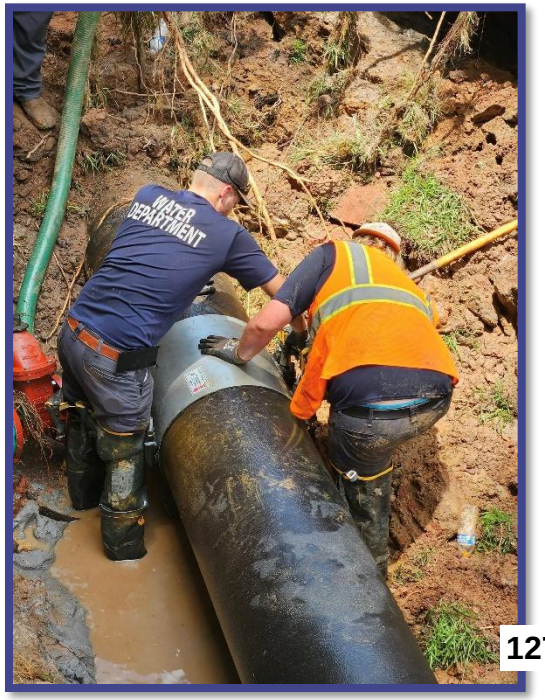
Industrial / Institutional

Decreased - $34,696

Wholesale (excluding Spalding)

Increased - $74,491

Spalding Increased (net) $1,533,797



Water

EXPENSES – Increased $1,625,143

($1,686,699 Decrease in FY25)

Director – Increased $58,265

Still Branch – Increased $455,256

Harry Simmons – Increased $907,188

Water Distribution – Increased $58,261

Meter Division – Increased $123,341

Construction Management – Increased $22,518

Water

Capital – $950,000

Simmons Project Total
$750,000

- Motor Control Center with Starter
  $300,000
- High Service Pumps (4)
  $280,000
- Pump Station Control Panel
  $50,000
- LS Pumps (2)
  $120,000



Water Line Renewals
& Extensions Total $200,000

Water/Wastewater

Debt Service - $8,099,310 ($8,096,650 FY25) (P&I)

Reservoir Bonds - $4,235,530

($3,728,000 Principal / $507,530 Interest)

PCWWTP GEFA Loan - $541,460

($366,280 Principal / $175,180 Interest)

CCWWTP GEFA Loan - $788,800

($690,510 Principal / $98,290 Interest)

SCWWTP GEFA Loan - $450,730

($372,730 Principal / $78,000 Interest)

Water/Wastewater

EXPENSES – Debt Service Cont.

Flint River Pump Station GEFA Loan - $319,650
($282,130 Principal / $37,520 Interest)

Still Branch Generators GEFA Loan - $103,900
($88,110 Principal / $15,790 Interest)

Solids Facilities GEFA Loan 1 - $198,150
($193,680 Principal / $4,470 Interest)

Solids Facilities FEFA Loan 2 - $561,090

Dam Rehabilitation GEFA Loan 1 - $745,209
($660,988 Principal / $84,221 Interest)

Dam Rehabilitation GEGA Loan 2 - $154,780 (Estimated)

Water/Wastewater



EXPENSES

Total Water Capital - $950,000

Total WW Capital - $393,000

Total W/WW Capital - $1,343,000

W/WW Transfer - $3,066,115

Reserved W/WW funds - $1,677,836

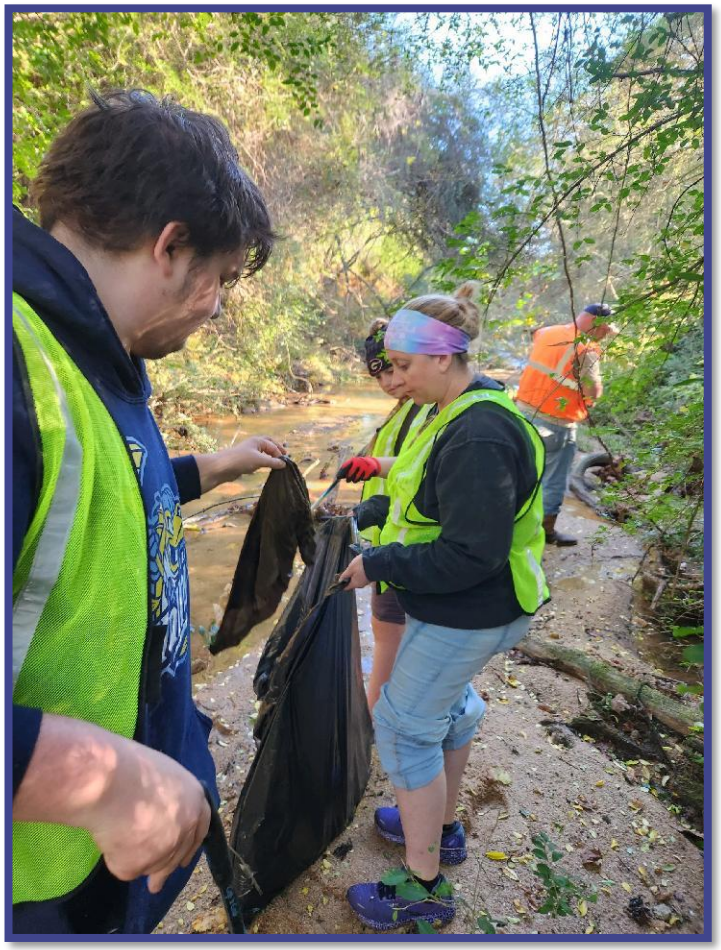
(FY25 $2,058,689)

Stormwater

Revenue Increased $215,292

Expenses Increased $326,070

Total Capital	**$204,000**
2 Half-Ton Pick-up Trucks	$100,000
Compact Track Loader	$104,000
Debt Service	**$195,108** (P&I)
Restricted	**($89,449)**
	($5,229 FY25)



Solid Waste



Revenue Increased $399,006

Residential Collections Increased	$66,462
Commercial Collections Increased	$78,000
Yard Waste Collections Increased	$13,630
Transfer Station Fees Increased	$369,000
Roll-off Fees Increased	$30,000
Landfill Fees Increased	$38,000
Recycling Fees Total	$150,000

Solid Waste

Expense Decreased

$12,066 (FY 25 $1,007,951 Increase)

Director Increased $223,006

Residential Increased $73,220

Commercial Decreased $227,357

Transfer Station Up $91,030

C&D Landfill Decreased $175,845

Closed Landfill Down $5,000

Yard Waste Increased $8,879



Solid Waste

Capital

Wheel Loader for Transfer Station

$340,000





Third Eye Camera System

$137,830

TOTAL = $477,830

Airport



Total Operating Revenue – $1,150,880
(not incl transfers)

Spalding County Operations	$587,382
Spalding County Debt Service	$366,509
Transfer from General Fund	$751,562 (City)

(FY25 $481,010; FY24 $537,770)

Airport

Total Expenses – $26,187,358

($1,682,065 FY25)



Fuel for resale - $298,040

(FY25 $291,450)

AV Gas - $166,760

Jet A - $131,280

$24,184,316 is to expend for new airport, of which $23,733,458 is grant money!

Telecom



Total Revenue – $1,241,790
(FY25 $1,199,891)
Operating Revenue Increased – $22,862
($129,020 FY25)

- $642,154 from fiber leases ($640,521 FY25)
- $480,541 from internal service charges ($481,691 FY25)

Total Expenses - $1,316,747 (FY25 $1,265,589)
Expenses increased - $51,157
Capital $100,000 (Fiber network expansion)

Golf Course

Operating Revenue – $884,979 ($752,655 FY25)

Increased $132,324 (17.58%)

Expenses – Up $179,343
(Total $1,487,759)

Transfer Required – $520,280 ($525,761 FY25)



140

Motor Pool

Revenue – $1,416,363

FY25 $1,237,950

Expenses – $1,721,730

FY25 $1,570,453

Capital Total – $60,000

Variation Tire Balancer	$25,000
Alignment Machine	$35,000

Transfer Required - $231,147

FY25 $261,993

Main Street Program



Main Street $178,079

($242,276 FY25)

- Removed allocation from Economic Development
- All specific to Main Street; increase of $33,259

Revenue budgeted - $31,359 ($26,600 FY25)

- $16,600 from GSBTA ($10,000 for advertising; $6,600 for sponsorships)
- $10,000 Corporate Sponsorship of Second Saturdays

Downtown Development Authority

DDA $424,998

($555,641 FY25)

Removed $97,456 Economic Development Allocation

Capital $400,000 for building purchase, rehab, & resale (Transfer from TAD1)



Hotel / Motel Tax

Revenue	**$170,000**	($150,000 FY25)
Historic City Hall	$31,875	(18.75%)
GSBTA (DMO)	$74,375	(43.75%)
General Fund	$63,750	(37.50%)

Special Revenue Funds

CDBG

Revenue & Expenses $1,654,115

$1,000,000 Grant $654,115 Local

Court Tech Revenue $20,000

$17,870 Expenses $2,130 Reserved

TSPLOST Revenue $3,727,500

$320,000 GF Transfer for LMIG

$4,047,500 Total Expenses


Griffin
Growing, TOGETHER
City of Griffin
ANNUAL
BUDGET
Fiscal Year 25-26

CITY OF GRIFFIN BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, MAY 27, 2025

Mayor Doug Hollberg presided, convening the meeting at 6:00 p.m. Commissioners attending included Cynthia Ward, Rose Curtis, Holly Murray, Brad Wright, 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.

Call to order by Mayor Hollberg

Pledge of Allegiance ..... Commissioner Wright

Invocation ..... Commissioner Tinsley

Approval of Agenda

Motion/second to approve the Agenda by Commissioners Murray/Ward carried 7-0.

PRESENTATIONS AND DELEGATIONS

1. Presentation of the proclamation for Georgia Municipal Court Clerks' Week 2025.

   Mayor Hollberg presented the Court Clerks Proclamation to Melissa Brock and Belinda Pryor.

2. Presentation of proclamation for Pride Month 2025.

CITIZEN COMMENTS

There were no citizen comments.

PUBLIC HEARINGS

3. Receive comments regarding the proposed budget for fiscal year beginning July 1, 2025 and ending June 30, 2026. *City Manager Jessica O'Connor will address*

   City Manager, Jessica O'Connor, addressed the Board regarding the proposed FY26 budget stating this is the first of two public hearings. A Public Notice was advertised in the Griffin Daily News, the legal organ, on May 13, 2025, stating the dates of the public hearings and the date of the vote on the proposed budget. A copy of the proposed budget has been available in City Manager's office since Friday, May 15, 2025, and it has also been available on the city's website since May 15, 2025. The City Manager has not received any comments in her office. Staff has presented a fair and balanced budget.

   There were no public comments.

CONSENT AGENDA

4. Consider purchase from Cogsdale, Sole Source, to provide software maintenance and upgrades to the Cogsdale Customer Management and Utility Billing System in the amount of $216,166.95. *Telecommunications Manager, Chris Sprayberry will address.*

5. Consider, on second reading, a proposed amendment to Code of Griffin, Chapter 6, Alcoholic Beverages. *Staff Attorney, Kelsey Carden, will address.*

6. Consider declaring as surplus Unit 1138, a 1997 Ford brick truck. *Director of Stormwater, Jeremy Kenway, will address.*

7. Consider purchase of multiple inventory items from Delta Municipal Supply, Sole Source, in the amount of $36,100.00 for the Water and Wastewater Department. *Director of Water and Wastewater, Brandon Lewis, will address.*

8. Consider a purchase order, as amended, for inspection of cranes and hoists at the Harry Simmons WTP and the Still Branch WTP from All-Lift Solutions, LLC, single source, in the amount of $3,480.00 for the Water and Wastewater Department. *Director of Water and Wastewater, Brandon Lewis, will address.*

9. Consider purchase from CentralSquare, Sole Source, to provide software maintenance and upgrades to the CentralSquare Police Records Management System in the amount of $111,070.93. *Telecommunications Manager, Chris Sprayberry will address.*

Motion/second to approve the Consent Agenda by Commissioners Tinsley/Murray carried 7-0.

REGULAR AGENDA

10. Consider minutes of the Griffin Board of Commissioners' Regular Meeting on May 13, 2025.

Motion/second to approve minutes of the Griffin Board of Commissioners' Regular Meeting on May 13, 2025 by Commissioners Murray/Wright carried 6-0-1. Commissioner Tinsley abstained as he did not attend the meeting.

11. Consider a Task Order Form to the Master Services Agreement between the City of Griffin and LJA in the amount of $19,500.00 for civil engineering services of a water main replacement for the Hamilton Intersection Realignment project. *Public Works Director, Mariza Eller, will address.*

Motion/second to approve a Task Order Form to the Master Services Agreement between the City of Griffin and LJA in the amount of $19,500.00 for civil engineering services of a water main replacement for the Hamilton Intersection Realignment project by Commissioners Murray/Ward carried 7-0.

12. Consider an Intergovernmental Agreement with the Spalding County Water and Sewerage Facilities Authority for Wastewater Treatment Services. *Director of Water and Wastewater, Brandon Lewis, will address.*

Motion/second to approve an Intergovernmental Agreement with the Spalding County Water and Sewerage Facilities Authority for Wastewater Treatment Services by Commissioners Ward/Wright carried 7-0.

13. Consider, on first reading, amending the Code of Ordinances of the City of Griffin, Chapter 50, Floods, Article III, Provisions for Flood Damage Reduction, Section 50-92. *Director of Stormwater, Jeremy Kenway, will address.*

Motion/second to approve on first reading, amending the Code of Ordinances of the City of Griffin, Chapter 50, Floods, Article III, Provisions for Flood Damage Reduction, Section 50-92 by Commissioners Murray/Wright carried 7-0.

14. Consider a change order for transfer station repairs in the amount of $24,500.00. *Solid Waste Director, Todd Ennis, will address.*

Motion/second to approve a change order for transfer station repairs in the amount of $24,500.00 by Commissioners Ward/Curtis carried 7-0.

15. Consider a purchase agreement between the City of Griffin and Wesco Distribution, Inc. in an amount not to exceed $250,000.00 for the purchase of parts and materials necessary for the maintenance and repair of electric infrastructure. *Electric Director, Jennifer Freeman will address.*

Motion/second to approve a purchase agreement between the City of Griffin and Wesco Distribution, Inc. in an amount not to exceed $250,000.00 for the purchase of parts and materials necessary for the maintenance and repair of electric infrastructure Commissioners Murray/Ward carried 7-0.

16. Consider a Declaration of Excess Power and enter into Power Sales Agreement for excess power sale consisting of 3.961 MW for a term of 4 years, beginning January 1, 2026, through MEAG Power to the City of Robertsdale, Alabama. *Electric Director, Jennifer Freeman will address.*

    Motion/second to approve a Declaration of Excess Power and enter into Power Sales Agreement for excess power sale consisting of 3.961 MW for a term of 4 years, beginning January 1, 2026, through MEAG Power to the City of Robertsdale, Alabama by Commissioners Murray/Tinsley carried 7-0.

17. Consider a resolution adopting updated Telecommunications rates for fiber internet and phone service based on a competitive cost analysis for the Griffin market for phone and internet services. *Telecommunications Manager, Chris Sprayberry, will address*.

    Motion/second to approve a resolution adopting updated Telecommunications rates for fiber internet and phone service based on a competitive cost analysis for the Griffin market for phone and internet services by Commissioners Murray/Wright carried 7-0.

18. Consider, on first reading, an ordinance amendment Sec. 2-189, Procurement of equipment, materials, and supplies, and Sec. 2-193, Contracts for public works construction. *Staff Attorney, Kelsey Carden, will address.*

    Motion/second to approve on first reading, an ordinance amendment Sec. 2-189, Procurement of equipment, materials, and supplies, and Sec. 2-193, Contracts for public works construction by Commissioners Murray/Ward carried 7-0.

19. Consider a settlement and Release in Full of All Claims for Property Damage in the amount of $4,561.68 for damage to a City Walk Sign/Pole at 335 N. 3rd Street. *Risk Manager, Greg Poole, will address.*

    Motion/second to approve a settlement and Release in Full of All Claims for Property Damage in the amount of $4,561.68 for damage to a City Walk Sign/Pole at 335 N. 3rd Street by Commissioners Wright/Ward carried 7-0.

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 thanked the Board for a productive workshop this morning.

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.

Curtis: No comment.

Murray: No comment.

Wright: No comment.

Tinsley: No comment.

McCord: No comment.

Hollberg: Mayor thanked Staff for its hard work on the budget. He reminded all that June Jam is June 14. Mayor concluded by offering his condolences to the family of Karen Gunnels.

ADJOURN

Motion/second to adjourn at 6:14 p.m. by Commissioners Ward/Tinsley carried 7-0.

_____ _____

Douglas S. Hollberg, Mayor Jessica W. O'Connor, City Manager

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider, on second reading, an ordinance amendment Sec. 2-189, Procurement of equipment, materials, and supplies, and Sec. 2-193, Contracts for public works construction. *Staff Attorney, Kelsey Carden, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

Georgia House Bill 137 was officially passed on May 12, 2025. This state law amendment changed the applicability of state public works construction contract and procurement requirements by increasing the project value for public works construction projects from $100,000 to $250,000. The State recognized that increasing costs made the prior threshold and related requirements inefficient and in some cases infeasible.
Similarly, this proposed amendment limits applicability of public works construction contract requirements by increasing the applicable project threshold from $100,000 to $250,000.

The proposed amendment also increases the City Manager's purchasing approval authority and delegation authority. Like our state counterparts, Staff has experienced increased costs for nearly all City projects since 2020 which has impacted services and rendered the current purchasing approval thresholds inefficient. This amendment increases the City Manager's purchase approval authority from $24,999.99 to $99,999.99. It also allows the City Manager to delegate purchasing approval authority, at her discretion, to department directors and the Finance Director for purchases less than $10,000.00 based on internal finance procedures.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

If adopted, the purchasing approval framework would be as follows:

- Purchases less than $10,000.00 -- City Manager or Designee(s) Approval Required
- Purchases between $10,000 and $99,999.99 -- City Manager Approval Required
- Purchases of $100,000.00 or more -- Board of Commissioners Approval Required

All contracts, regardless of the purchase price involved, must be approved by the Board in accordance with the City's Charter and state law.

Submitted By:
Kelsey Carden

Meeting Date:
10/06/2025

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
ORD - Sec. 2-189 and 2-193 Purchasing Approval Limits and Public Works Construction K 5.27.25.pdf
REDLINE - Sec. 2-189 and Sec. 2-193 Purchsing Thresholds and Public Works Threshold.pdf

No. 25 –

AN ORDINANCE

AN ORDINANCE, AMENDING THE CODE OF GRIFFIN, GEORGIA, AT CHAPTER 2, ADMINISTRATION, ARTICLE IV, FINANCE, DIVISION 2, PROCUREMENTS, SEC. 2-189, PROCUREMENT OF EQUIPMENT, MATERIALS, AND SUPPLIES, AND SEC. 2-193, CONTRACTS FOR PUBLIC WORKS CONSTRUCTION; PROVIDING FOR INCREASES IN CITY MANAGER PURCHASING APPROVAL AUTHORITY; PROVIDING FOR AN INCREASED PROJECT COSTS FOR APPLICATION OF PUBLIC WORKS CONSTRUCTION CONTRACT REQUIREMENTS BASED ON CHANGES TO STATE LAW; TO PROVIDE AN EFFECTIVE DATE; TO REPEAL ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GRIFFIN, GEORGIA, AND IT IS ESTABLISHED AS FOLLOWS:

Section 1. The Code of Griffin, Georgia is hereby amended at Chapter 2, ADMINISTRATION, Article IV, FINANCE, Division 2, PROCUREMENTS, Sec. 2-189, Procurement of equipment, materials, and supplies, and Sec. 2-193, Contracts for public works construction, which shall hereafter read as follows:

"Sec. 2-189. – Procurement of equipment, materials, and supplies.

(a) The city manager, in his or her discretion, may delegate to the department director and/or the finance director, as applicable based on internal purchasing procedures approved by the City Manager, the procurement of equipment, materials, and supplies having a gross or combined cost of less than $10,000.00; provided, however, purchases shall not be subdivided in an effort to evade the limitations of this section. Where feasible, whenever like purchases are required by more than one department, the procurement coordinator shall consolidate purchase orders to receive full advantage of available quantity discounts.

(b) Except as delegated pursuant to subsection (a) above, purchases of less than $100,000.00 shall be approved, in writing, by the city manager in accordance with internal purchasing procedures approved by the City Manager.

(c) Purchases of $100,000.00 or more shall be approved by the board of commissioners in a duly convened public meeting.

(d) The lowest responsive, responsible solicitation, bid, or quote, as applicable, shall be approved. Where the lowest solicitation, bid, or quote is not responsive or the solicitor is not deemed responsible, written documentation shall be maintained explaining why the lowest bid was rejected. Where the amount of procurement is less than $100,000.00 the city manager shall determine rejection of the lowest solicitation, bid, or quote; where the amount of procurement is $100,000.00 or more, rejection of the lowest solicitation, bid, or quote shall be determined by the board of commissioners.

(e) In determining the lowest responsive, responsible solicitation, a preference of up to five percent or $2,500.00, whichever is least, may be given to manufacturers, distributors, materialmen and suppliers having physical local business addresses within the 30223 or 30224 zip code areas. Otherwise, as far as may be reasonable and practicable without sacrificing price or quality, preference may be given to Georgia suppliers over out-of-state suppliers. A similar preference may be given to American suppliers over foreign suppliers.

(f) In determining specifications for procurement of equipment, materials and supplies, it is the policy of the City of Griffin to be environmentally-conscious and eco-friendly, including energy efficient/alternative energy initiatives and recycling/waste reduction and disposal options. Consideration may reasonably be given to the procurement of "green products".

(g) The requirements of this section shall not be applicable to the procurement of equipment, material, and supplies when the city manager has determined the procurement of such item(s) is only available from a sole or single source.

(h) The requirements of this section shall not apply when procurement of equipment, material, and supplies is available through federal or state bulk procurement programs, intergovernmental contracts, and similar cooperative buying services in which the city participates (including, but not limited to: the department of administrative services, Georgia Correctional Industries, Electric Cities of Georgia, and GMA programs)."

"Sec. 2-193. Contracts for public works construction.

(a) For purposes of this section, "public works construction" means the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to any real property, other than a project covered by federal or state funding whose solicitation and contract requirements take precedence over general law found in O.C.G.A. Title 36, Chapter 91.

(b) All public works construction contracts entered into by the City of Griffin with private persons or entities shall be in writing and on file in the city manager's office, available for public inspection and copying during normal business hours. All public works construction contracts shall be executed and entered in the manner and with the formalities required by the City Charter and other applicable laws.

(c) Unless otherwise required to follow specific procedures set forth in federal or state grant or funding agreements for a specific project, the city shall comply with the sealed competitive solicitation procedures set forth in O.C.G.A. Title 36, Chapter 91, which by reference are made a part hereof.

(d) The requirements of this section shall apply to all public works construction projects having an estimated cost of $250,000.00 or more, except that these requirements shall not apply to projects necessitated by an emergency; provided, the nature of the emergency shall be found and described in the minutes of the board of commissioners. The requirements of this section shall not apply to any projects or portions of projects self-performed by the city or when labor is performed by inmates from a state correctional institution. The requirements of this section shall not apply to sole or single source public

works construction projects when the board of commissioners, by resolution in a duly convened public meeting, has found and concluded that competitive procurement is not available or otherwise not feasible.

(e) In determining the lowest responsive, responsible solicitation, a preference of up to five percent or $2,500.00, whichever is least, may be given to manufacturers, distributors, materialman and suppliers having physical local business addresses within the 30223 or 30224 zip code areas. Otherwise, as far as may be reasonable and practicable without sacrificing price or quality, preference may be given to Georgia suppliers over out-of-state suppliers. A similar preference may be given to American suppliers over foreign suppliers. The policy set forth in this section shall not apply to public works contracts in which federal or state funding is provided."

Section 2. All ordinances and Code sections, or parts thereof, in conflict with the foregoing are expressly repealed.

Section 3. Should any provision of this ordinance be rendered invalid by any court of law, the remaining provisions shall continue in force and effect until amended or repealed by action of the municipal governing authority.

Section 4. Except as modified herein, The Code of Griffin, Georgia, is hereby reaffirmed and restated. The codifier is hereby granted editorial license to include this amendment in future supplements of said Code by appropriate section, division, article or chapter. The city attorney is directed and authorized to direct the codifier to make necessary minor, non-substantive corrections to the provisions of this Code, including but not limited to, the misspelling of words, typographical errors, duplicate pages, incorrect references to state or federal laws, statutes, this Code, or other codes or similar legal or technical sources, and other similar amendments, without necessity of passage of a corrective ordinance or other action of the Board of Commissioners. The city secretary shall, upon the written advice or recommendation of the city attorney and without the necessity of further council action, alter, amend or supplement any non-codified ordinance, resolution or other record filed in his or her office as necessary to effect similar non-substantive changes or revisions and ensure that such public records are correct, complete and accurate.

Section 5. This ordinance shall become effective immediately upon adoption on second and final reading.

First Reading: May 27, 2025

Second Reading: June 10, 2025

Sec. 2-189. Procurement of equipment, materials, and supplies.

(a) The city manager, in his or her discretion, ~~, upon recommendation of the procurement coordinator,~~ may delegate to the department director and/or the finance director, as applicable based on internal purchasing procedures approved by the City Manager, the procurement of equipment, materials, and supplies having a gross or combined cost of less than $10,000.00~~$5,000.00~~; provided, however, purchases shall not be subdivided in an effort to evade the limitations of this section. Where feasible, whenever like purchases are required by more than one department, the procurement coordinator shall consolidate purchase orders to receive full advantage of available quantity discounts.

(b) Except as delegated pursuant to subsection (a) above, ~~All other procurement of equipment, materials, or supplies having an estimated cost of less than $25,000.00 shall be competitively bid upon written specifications drawn by the department manager in consultation with the procurement coordinator, as approved by the city manager. The manner of advertisement or bid solicitation (including the pre-qualification of potential vendors), the period bid solicitations remain open, and procedures governing bidding and bid openings shall be recommended by the purchasing coordinator and approved, in writing, by the city manager. ALL REQUESTS FOR PROCUREMENT SHALL BE ISSUED WITH RESERVATION OF THE CITY'S RIGHT TO REJECT ALL BIDS; TO REBID UPON READVERTISEMENT (WITH OR WITHOUT MODIFIED SPECIFICATIONS); OR, IN CASES WHERE ALL BIDS RECEIVED FAIL TO MEET SPECIFICATIONS, TO NEGOTIATE WITH THE BIDDER WHOSE PRODUCT COMES CLOSEST TO MEETING SPECIFICATIONS.~~ p~~P~~urchases of less than $100,000.00 ~~$25,000.00~~ shall be approved, in writing, by the city manager in accordance with internal purchasing procedures approved by the City Manager.

(c) ~~Where authorization to procure is not provided by subparagraphs (a) or (b) above, all procurement of equipment, materials, or supplies shall be competitively solicited upon written specifications drawn by the department director in consultation with the procurement coordinator, as approved by the city manager. The manner of advertisement or bid solicitation (including the pre-qualification of potential vendors), the period bid solicitations remain open, and procedures governing bidding and bid openings shall be recommended by the procurement coordinator and approved, in writing, by the city manager. ALL INVITATIONS TO BID OR REQUESTS FOR PROPOSALS SHALL BE ISSUED WITH RESERVATION OF THE CITY'S RIGHT TO REJECT ALL BIDS; TO REBID UPON READVERTISEMENT (WITH OR WITHOUT MODIFIED SPECIFICATIONS); OR, IN CASES WHERE THE LOWEST RESPONSIVE AND RESPONSIBLE BID RECEIVED EXCEEDS FUNDING APPROPRIATED, TO NEGOTIATE WITH THE LOWEST BIDDER.~~ Purchases of $100,000.00 ~~$25,000.00~~ or more shall be approved by the board of commissioners in a duly convened public meeting.

(d) The lowest responsive, responsible solicitation, bid, or quote, as applicable, shall be approved. Where the lowest solicitation, bid, or quote is not responsive or the solicitor is not deemed responsible, written documentation shall be maintained explaining why the lowest bid was rejected. Where the amount of procurement is less than $100,000.00~~$25,000.00~~ the city manager shall determine rejection of the lowest solicitation, bid, or quote; where the amount of procurement is $100,000.00 or ~~$25,000.00 or~~ more, rejection of the lowest solicitation, bid, or quote shall be determined by the board of commissioners.

(e) In determining the lowest responsive, responsible solicitation, a preference of up to five percent or $2,500.00, whichever is least, may be given to manufacturers, distributors, materialmen and suppliers having physical local business addresses within the 30223 or 30224 zip code areas. Otherwise, as far as may be reasonable and practicable without sacrificing price or quality, preference may be given to Georgia suppliers over out-of-state suppliers. A similar preference may be given to American suppliers over foreign suppliers.

(f) In determining specifications for procurement of equipment, materials and supplies, it is the policy of the City of Griffin to be environmentally-conscious and eco-friendly, including energy efficient/alternative energy initiatives and recycling/waste reduction and disposal options. Consideration may reasonably be given to the procurement of "green products".

(g) The requirements of this section shall not be applicable to the procurement of equipment, material, and supplies when the city manager has determined the procurement of such item(s) is only available from a sole or single -source.

(h) The requirements of this section shall not apply when procurement of equipment, material, and supplies is available through federal or state bulk procurement programs, intergovernmental contracts, and similar cooperative buying services in which the city participates (including, but not limited to: the department of administrative services, Georgia Correctional Industries, Electric Cities of Georgia, and GMA programs).

(Ord. No. 18-14, § 1, 11-27-2018)

Sec. 2-193. Contracts for public works construction.

(a) For purposes of this section, "public works construction" means the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to any real property, other than a project covered by federal or state funding whose solicitation and contract requirements take precedence over general law found in O.C.G.A. Title 36, Chapter 91.

(b) All public works construction contracts entered into by the City of Griffin with private persons or entities shall be in writing and on file in the city manager's office, available for public inspection and copying during normal business hours. All public works construction contracts shall be executed and entered in the manner and with the formalities required by the City Charter and other applicable laws.

(c) Unless otherwise required to follow specific procedures set forth in federal or state grant or funding agreements for a specific project, the city shall comply with the sealed competitive solicitation procedures set forth in O.C.G.A. Title 36, Chapter 91, ~~including the requirement of all bonds and maintenance agreements set forth therein,~~ which by reference are made a part hereof.

(d) The requirements of this section shall apply to all public works construction projects having an estimated cost of ~~$100,000.00~~$250,000.00 or more, except that these requirements shall not apply to projects necessitated by an emergency; provided, the nature of the emergency shall be found and described in the minutes of the board of commissioners. The requirements of this section shall not apply to any projects or portions of projects self-performed by the city or when labor is performed by inmates from a state correctional institution. The requirements of this section shall not apply to sole or single source public works construction projects when the board of commissioners, by resolution in a duly convened public meeting, has found and concluded that competitive procurement is not available or otherwise not feasible.

(e) In determining the lowest responsive, responsible solicitation, a preference of up to five percent or $2,500.00, whichever is least, may be given to manufacturers, distributors, materialman and suppliers having physical local business addresses within the 30223 or 30224 zip code areas. Otherwise, as far as may be reasonable and practicable without sacrificing price or quality, preference may be given to Georgia suppliers over out-of-state suppliers. A similar preference may be given to American suppliers over foreign suppliers. The policy set forth in this section shall not apply to public works contracts in which federal or state funding is provided.

(Ord. No. 18-14, § 1, 11-27-2018)

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a purchase order, as amended, for twelve UV lamps from Xylem Water Solutions USA, Inc., Sole Source, in the amount of $5,989.00. *Director of Water and Wastewater, Brandon Lewis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

These parts are needed for the repair and maintenance of the UV disinfection system at the Cabin Creek WWTP. These parts must be replaced at approximately every 15,000 hours of use. Xylem is the sole source of Wedeco UV products.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

FY25 budgeted funds in Repair and Maintenance Supplies at Potato Creek WWTP in the amount of $67,140.00. This purchase is for $5,989.00.

Submitted By:
Brandon Lewis

Meeting Date:
10/06/2025

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Xylem Terms and Addendum.pdf
Xylem Sole Source.pdf
Xylem PO.pdf

xylem

Xylem Water Solutions USA, Inc.
Wedeco Products

4828 Parkway Plaza Blvd.
Suite 200
Charlotte, NC 28217
Tel 704/409-9700
Fax 704/409-9839

April 15, 2025

CITY OF GRIFFIN PUB WORKS & UT
100 S HILL ST
GRIFFIN GA 30223-3402

Project Name: CABIN CREEK - 068390
Job Name: CABIN CREEK-UV LAMPS

Quote # 2025-WED-0362
Account #: 068390

Xylem Water Solutions USA, Inc. WEDECO is pleased to provide a quote for the following equipment and/or services for your approval.

UV SPARES

Qty	Part Number	Description	Unit Price	Extended Price
12	76-610 54 66	LAMP, UV ECORAY ELR60	$ 487.00	$ 5,844.00
		Total Price		**$ 5,844.00**
		Freight Charge		**$ 145.00**
		Total Price		**$ 5,989.00**

Terms & Conditions

This order is subject to the City of Griffin Purchase Order Terms and Conditions and Addendum signed by both Parties which is attached and incorporated herein by reference and made a part of the agreement between the Parties.

Freight Terms: 3 DAP - Delivered At Place 08 - Jobsite (per IncoTerms 2020)
See Terms of Delivery below for freight payment terms.

Taxes: State, local and other applicable taxes are not included in this quotation.

Back Charges: Buyer shall not make purchases nor shall Buyer incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.

Tariff Changes: The prices quoted herein are based on the current tariff rates, duties, government charges, and trade regulations as of the date of this quote. If any new tariffs, duties, taxes, or similar charges are imposed, or any existing tariffs, duties, or charges are increased or modified by any government or regulatory authority (collectively, "Tariff Changes"), and such Tariff Changes result in an increase in the cost of goods, Xylem reserves the right to adjust the pricing of the affected goods to reflect the increased costs.

Shortages: Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report

damages or shortages so that replacement items can be shipped and the appropriate claims made.

Purchase Orders: Please make purchase orders out to: Xylem Water Solutions USA, Inc.

Terms of Delivery: PP/Add Order Position
Warranty: Standard warranty terms apply to the items in this quotation.
Validity: This Quote is valid for thirty (30) days.
Taxes: The prices quoted above do not include any state, federal, or locals sales tax or use taxes. Any such taxes as applicable must be added to the quoted prices.

Terms of Payment: 100% N30 standard.
Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by Xylem Water Solutions.

Schedule: Delivery lead times are approx. Mid April.
Shortages: Seller will not be responsible for any apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

Back Charges: Purchaser shall not make purchases nor shall Purchaser incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.

Customer Acceptance: A signed facsimile of this quote is acceptance as a binding contract.

Signature: _____

Name (please print) _____

Date:_____ PO#_____

Site Contact Name: _____

Site Contact Phone Number: _____

Sincerely,

Lisa Axtman
Aftermarket Sales Coordinator
Phone: 980-276-9934

LISA.AXTMAN@XYLEM.COM

ADDENDUM TO CITY OF GRIFFIN, GEORGIA PURCHASE ORDER NUMBER _____

Notwithstanding anything to the contrary in the City of Griffin, Georgia Purchase Order Number ____ (the "P.O.") and the Terms and Conditions of PO/Contract attached thereto, the City of Griffin, Georgia (the "City") hereby agrees to incorporate and/or amend the terms and conditions in the P.O. as follows:

1. Article 18 is added which shall read as follows:

"Article 18 Mutual Waiver and Limitation of Liability
To the extent permitted by law, City of Griffin and Vendor (inclusive of their respective officers, directors, members, partners, subcontractors, and employees) will not be liable to each other for loss of profit or revenue, loss of use or business opportunity, loss of contract, cost of obtaining alternative performance, or for any indirect, consequential, incidental, treble, or punitive damages. Further, to the extent permitted by law, the aggregate liability of each party to the other whether under contract law, in tort (including negligence), or under any other legal theory, is limited to this Purchase Order price ("Cap"). This Cap does not apply to: (a) respective costs, losses, or damages awarded to third parties for destruction of tangible property, (b) bodily injury, sickness, or death; and (c) gross negligence or wilful misconduct."

The Addendum to the City of Griffin, Georgia Purchase Order Number ____ is accepted and agreed on the final date of execution signature by the Parties below.

City of Griffin, Georgia

By: 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

Xylem Water Solutions USA, Inc.

Brett Harrison

By: Brett Harrison
Title: Territory Manager
Date: 6/3/2025

CITY OF GRIFFIN
FY25 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 Make-UV ECORAY ELR60

Model#76-610 54 66, 12-Lamps. UV System Bulbs/ Repair Parts

UV System for effective disinfection maintaining EPD permit compliance.

Supplier/Source Name/Address: **XYLEM/4828 Parkway Blvd,Suite 200.Charlotte, NC 28217**

Supplier/Source Contact: **Spencer Carpenter** **Phone:** **704-409-9700**

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?

Xylem is sole provider amd make for the UV System of Lamp/Bulbs replacement. All other 3rd party vendors are subject to purchased form Xylem at additional upcharge as sole provider for this particular UV System.

Is this a 1-time procurement? Estimated expenditure- one-time X 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.

Part#76-610 54 66/ 12-Lamp, UV ECORAY ELR60. UV System utilized for effective disinfection maintaining EPD permit compliance. Xylem is the sole provider for our given make/model UV System, in which provides capabilities of maintaining EPD given permit compliance.

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: 4/18/2025 Requestor: I.Shakir

Department: W&WW Dept Accting Code: 4333 Phone: 678-692-0408

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.

City of Griffin, Georgia SAM 5/14/25
100 S Hill Street
P O Box T
Griffin, Georgia 30224

DATE: 4/18/25

FY25 Purchase Order No. 25-0454
Bid/Quote No. 2025-WED-0362
Vendor No. 4396

Vendor Name & Address
XYLEM
4828 Parkway Plaza Blvd,Suite 200
Charlotte, NC
28217
Scarpenter@theopsgrp.net
Ph: 704-409-9700 Fax: 704-409-9839

Per Georgia State Code 48.8, the City of Griffin is tax exempt from sales and use tax.

Deliver to:
City of Griffin
1140 North Hill St.
Griffin. GA 30223

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	

ATTN: I.Shakir
Phone: 678-692-0408 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 REGISTRATION ON FILE PRIOR TO PO PROCESSING - On File? Y/N Y

Description	Account Number	Quantity	UOM	Unit Price	Extended Totals
12-Part#76-610 54 66-Lamp,UV ECORAY ELR60	505 - 4333 - 53 - 1130 - 0000	12	ea	487.000	**5,844.00**
Freight Charge	505 - 4333 - 53 - 1130 - 0000	1	ea	145.000	**145.00**
	- - - -				
UV System Bulbs/ Repair Parts	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
CAPITAL PROJECT #:	- - - -	*enter debit/credit amounts in*			
(DISTRIBUTION & $$)	- - - -	*the extended totals column*			

COMMENTS: Sole Source

Totals: $ $ 5,989.00

FY25 Purchase Order

COG USE ONLY

PRICING METHOD: W&WW/I.Shakir/4/18/2025

COG USE ONLY ✓ABC 5/22/25

	Verbal / Phone	Dept / Requestor / Date: 5/21/25 — Purchasing / Date: Deborah M Gilbert 5.22.25
X	Email/Mail/Fax	Department Mgr / Date — Finance Director / Date
	Bid / RFP #	
Copy emailed to Supplier		City Manager / Date — BOARD / Date
	Supplier Notified	

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.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the purchase of 300 65 gallon trash carts and 200 96 gallon trash carts in the amount of $29,243.75 from Toter, Single Source. *Director of Solid Waste Todd Ennis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The purchase of the trash carts was budgeted and approved for FY25. These trash carts are needed to replace trash carts for existing customers that cannot be repaired and to provide trash carts to new customers.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

Funds approved for FY25 in Operating Supplies

Submitted By:

Todd Ennis

Meeting Date:

10/06/2025

ATTACHMENTS:

Residential Trash and Recycling Carts Single Source FY25.pdf

PO Residential Trash and Recycling Carts FY25 (3).pdf

CITY OF GRIFFIN
FY26 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: 200 96 Gallon Trash Carts and 300 65 Gollon Trash Carts

Detail the research that has been done to qualify this for selected method of procurement: **Our spare part cart inventory is from Toter in which the parts will not fit carts from other vendors.**

Supplier/Source Name/Address: **Toter 841 Meacham Road Statesville, NC 28677**

Supplier/Source Contact: **Tim Pickel** **Phone:** **800-424-0422**

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?

Is this a 1-time procurement? Estimated expenditure- one-time X 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.

Odering 200 96 gallon aand 300 65 gallon trash carts from Toter enables residential collections to use the current inventory of lids and wheels that are in stock because they are compattiable with other trash cart vensdors.

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: 5/27/2025 Requestor: Todd Ennis

Department: Solid Waste/ Residenti Dept Accting Code: 540-4521-53-1120 Phone: 770-229-6421

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.

Griffin
Growing TOGETHER

City of Griffin, Georgia
100 S Hill Street
P O Box T
Griffin, Georgia 30224
(770) 229-6401

05/28/25 AM

DATE: 5/27/25

FY25 Purchase Order No. 25-0474
Bid/Quote No. WQ-10347996
Vendor No. 4754

Vendor Name & Address
Toter
Tim Pickel
841 Meacham Road
Statesville, NC 28677

Ph: 800-424-0422 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

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/ Residential
236 Emlet Drive
Griffin, GA 30224

ATTN: Todd Ennis/Rico Starks
Phone: 770-603-3852 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 REGISTRATION ON FILE PRIOR TO PO PROCESSING - On File? Y/N Y

Description	Account Number	Quantity	UOM	Unit Price	Extended Totals
300 64 Gallon Trash Carts ✓	540 - 4521 - 53 - 1120 - 0000	300	EA	53.000	15,900.00
200 96 Gallon Trash Carts ✓	540 - 4521 - 53 - 1120 - 0000	200	EA	58.500	11,700.00
Shipping ✓	540 - 4521 - 53 - 1120 - 0000	1	EA	1,643.750	1,643.75
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CAPITAL PROJECT #:	- - - -	enter debit/credit amounts in			
(DISTRIBUTION & $$)	- - - -	the extended totals column			

5-28-2025

COMMENTS: SINGLE SOURCE
Toter has agreed to CoG Terms and Conditions.

Totals: $ $ 29,243.75

FY25 Purchase Order

COG USE ONLY

PRICING METHOD: Solid Waste/Todd Ennis 05/27/2025

Verbal / Phone
X Email/Mail/Fax
Bid / RFP #

Dept / Requestor / Date: ✓ABC 5/30/25
Purchasing / Date: Deborah M Gilbert 5.30.25
Department Mgr / Date
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 # 120324-TOT

841 Meacham Rd. Statesville, NC. 28677
PHONE: 800-424-0422 FAX: 833-930-1124
WQ-10347996

Sell To:

Contact Name	Todd Ennis
Bill To Name	City of Griffin
Bill To	PO Box T Griffin, GA 30224-0046 USA
Email	tennis@cityofgriffin.com
Phone	(770) 229-6421
Mobile	(678) 603-3852

Ship To Name	City of Griffin
Ship To	236 Emlet Dr Dept Solid Waste Griffin, GA 30223 USA
Quick Ship	

Quote Information

Salesperson	Tim Pickel
Salesperson Email	tpickel@wastequip.com

Expiration Date	6/11/2025
Quote Number	WQ-10347996 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	300.00	$53.00	$15,900.00
**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	200.00	$58.50	$11,700.00

Payment Terms	Net 30 Days if credit has been established

Subtotal	$27,600.00
Shipping	$1,643.75

CITY OF GRIFFIN
FY26 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 200 96 Gallon Trash Carts and 300 65 Gollon Trash Carts

Detail the research that has been done to qualify this for selected method of procurement: **Our spare part cart inventory is from Toter in which the parts will not fit carts from other vendors.**

Supplier/Source Name/Address: **Toter 841 Meacham Road Statesville, NC 28677**

Supplier/Source Contact: **Tim Pickel** **Phone:** **800-424-0422**

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?

Is this a 1-time procurement? Estimated expenditure- one-time X 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.

Odering 200 96 gallon aand 300 65 gallon trash carts from Toter enables residential collections to use the current inventory of lids and wheels that are in stock because they are compattiable with other trash cart vensdors.

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: 5/27/2025 Requestor: Todd Ennis

Department: Solid Waste/ Residenti Dept Acctng Code: 540-4521-53-1120 Phone: 770-229-6421

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.

April Meeks

From: Todd Ennis
Sent: Friday, May 30, 2025 9:04 AM
To: April Meeks
Subject: FW: Griffin, GA - FW: PO Terms and Conditions

April,

Kellie the Senior Manager for Bids and Contracts for Toter agreed to our terms. See her response below.

Todd Ennis
Solid Waste | Director

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

From: Todd Ennis
Sent: Friday, May 30, 2025 9:00 AM
To: Kellie Clark <KClark@wastequip.com>
Cc: Marty Smith <msmith@wastequip.com>
Subject: RE: Griffin, GA - FW: PO Terms and Conditions

Thank you Kellie.

Todd Ennis
Solid Waste | Director

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

From: Kellie Clark <KClark@wastequip.com>
Sent: Friday, May 30, 2025 8:58 AM
To: Todd Ennis <tennis@cityofgriffin.com>
Cc: Marty Smith <msmith@wastequip.com>
Subject: Griffin, GA - FW: PO Terms and Conditions

Good morning!

I am pleased to say that Toter, LLC can agree to the Purchase Order Terms and Conditions as attached.

If you need additional information or have questions, just let me know.

Kind regards,

Kellie

Kellie Clark
Senior Manager, Bids and Contracts
Wastequip, LLC and Toter, LLC

980-987-7602 | Ext 9584

kclark@wastequip.com | www.wastequip.com
841 Meacham Road, Statesville, NC 28677

WASTEQUIP YOUR ONLY ALL-IN-ONE WASTE EQUIPMENT RESOURCE

From: Marty Smith <msmith@wastequip.com>
Sent: Friday, May 30, 2025 7:05 AM
To: Kellie Clark <KClark@wastequip.com>
Subject: FW: PO Terms and Conditions

See attached.
Thanks!

Marty Smith
Inside Sales-Business Development, Wastequip, LLC

704-248-4751

msmith@wastequip.com | www.wastequip.com
6525 Carnegie Blvd. Suite 300, Charlotte, 28211



From: Todd Ennis <tennis@cityofgriffin.com>
Sent: Thursday, May 29, 2025 5:55 PM
To: Marty Smith <msmith@wastequip.com>
Subject: PO Terms and Conditions

ALERT: This message originated outside of Wastequip's network. **BE CAUTIOUS** before clicking any link or attachment.

Marty,

We have a new procedure for PO`s therefore I am asking do you agree to the terms and conditions of PO/ Contract listed on the attached form. If you agree I will able to move forward with having the PO processed. Thank you for your consideration.

Todd Ennis
Solid Waste | Director
236 Emlet Dr,
Griffin, GA 30223

P: (770) 229-6421
E: tennis@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.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the purchase of two 3-Phase Transformers in the amount of $33,790.00 from Gresco Utility Supply Co., sole source. *Electric Director, Jennifer Freeman, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The purchase is for electric inventory.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

Two 3-Phase Transformers : $33,790.00 budgeted in FY25 Budget

Submitted By:
Jennifer Freeman

Meeting Date:
10/06/2025

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
PO-Gresco-3Phase Transformer-BOC 6-10-25.pdf
Quote-Gresco-3Phase Transformer-BOC 6-10-25.pdf
Sole Source-Gresco-3Phase Transformer-BOC 6-10-25.pdf

Griffin
GROWING TOGETHER

City of Griffin, Georgia
100 S Hill Street
P O Box T
Griffin, Georgia 30224
(770) 229-6401

AM 5/28/25

DATE: 5/16/25

FY25 Purchase Order No. 25-0475

Bid/Quote No. 10266603-00

Vendor No. 1551

Vendor Name & Address
Gresco Utility Supply Co
1135 Rumble Rd Forsyth Ga 31029

luke.zech@gresco.com ecombs@gresco.com
Ph: 800-329-3421 Fax: 800-299-4324

Per Georgia State Code 48.8, the City of Griffin is tax exempt from sales and use tax.

Deliver to:
City of Griffin
Electric Line construction
1010 North Hill Street
Griffin, GA 30223

ATTN: John Pierce
Phone: 770-229-6406 Fax: 678-692-0401

Freight is FOB Destination Deliveries are accepted between the hours of 7:00 a.m. and 3p.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
150KV 208/120 3 Phase Transformers ✓ Our P/N 23-0001 5-21-2025	510 - 0000 - 11 - 3603 - 0000	2	EA	16,895.000	33,790.00
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
CAPITAL PROJECT #:	- - - -	*enter debit/credit amounts in*			
(DISTRIBUTION & $$)	- - - -	*the extended totals column*			

COMMENTS: Sole Source Sheet Attached

Totals: $ $ 33,790.00

FY25 Purchase Order

COG USE ONLY ⬇ COG USE ONLY ⬇

PRICING METHOD:

	Verbal / Phone
X	Email/Mail/Fax
	Bid / RFP #

Dept / Requestor / Date: Debra Jordan 5/21/25

Department Mgr / Date: 5/22/25

Purchasing / Date: Deborah M Gilbert 5.30.25

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.

GRESCO

Quote

Entered Date	Taken By	Customer #	Order #
5/19/25	lzec	1595	10266603-00
	Expiration Date	**PO #**	**Page #**
	7/18/25	rfq	1

Bill To
CITY OF GRIFFIN ELECTRIC DEPT
PO BOX T

GRIFFIN, GA 30224-0046

Ship To
City of Griffin
LINE CONSTRUCTION DIV.
1010 N HILL ST
GRIFFIN, GA 30223-1930

Remit To
Gresco Utility Supply, Inc.
PO Box 932918

Atlanta, GA 31193-2918

Please note that the quote's expiration date, pricing, and lead times are subject to change based on manufacturing updates. GRESCO will communicate any changes at the time the order is placed.

Instructions

Ship Point	Via	Shipped	Terms	SlsRepIn/Out
Gresco-Forsyth, GA	Gresco Truck		Net 30 Days	lzec / ecom

Notes

Correspondence address: 1135 Rumble Road Forsyth GA 31029. If you have any questions, please do not hesitate to contact our Accounts Receivable department at ar@gresco.com. Thank you.

Line	Product and Description	Order Quantity	Qty UM	Unit Price	Price UM	Amount(Net)
1	**0150K3P14.4208-E** TX3PH 14.4 208/120 0150K 150KVA In stock xxxxxxxx	2.00	EA	16,895.00	EA	33,790.00

1	**Lines Total**	**Total Order Quantity**	**2.00**	**Subtotal**	**33,790.00**
				Taxes	**0.00**
				Total	**33,790.00**

5/22/25

CITY OF GRIFFIN
FY25 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: Ermco 3Phase Padmount Transformer

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

Gresco is the only distributer of Ermco Transformers

Supplier/Source Name/Address: **Gresco Supply Company 1135 Rumble Rd. Forsyth, GA 31029**

Supplier/Source Contact: **Eddie Combs** **Phone:** **800-329-3421**

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?

Ermco 3 phase underground transformers are the only brand to meet the specs required by Griffin Power

Is this a 1-time procurement? Estimated expenditure- one-time X 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.

Ermco 3 phase underground transformers are the only brand to meet the specs required by Griffin Power

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: 5/16/2025 Requestor: Rusty Spear

Department: Electric Dept Accting Code: 510-0000-11-3603 Phone: Ext 409

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.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider renewal of agreement for services for water storage tank maintenance for FY26 from American Tank Maintenance in the amount of $124,446.56. *Director of Water and Wastewater, Brandon Lewis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

This service includes inspections and washouts once per quarter for 4 clearwells, 5 elevated water storage tanks, and one clarifier.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

FY26 budgeted funds in account 505-4431-52-2200 and 505-4432-52-2200 for $630,125.00. This agreement is for $124,446.56.

Submitted By:
Brandon Lewis

Meeting Date:
10/06/2025

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
1.5M_Clearwell_Agreement_-_5-24-2017.pdf
3.0M_Clearwell_Agreement_-_5-24-2017.pdf
Open_Top_Clarifier_Agreement.pdf
SB_Clearwell_1.pdf
SB_Clearwell_2.pdf
American_Tank_Signed_2019-2029 (1).pdf
FY 26 Budget Letter - Griffin GA stamped by AJW.pdf

American Tank Maintenance

Limited Concrete Water Tank Maintenance Agreement

Tank Owner: City of Griffin

Tank Location: Buried Circular Clearwell at Harry Simmons Water Plant

Tank Size and Style: 1,500,000 Gallons - Concrete

This agreement entered into by and between the City of Griffin hereinafter known as the Owner, and American Tank Maintenance, LLC hereinafter known as the Company.

The Owner agrees to employ the Company to provide the professional services needed to maintain its 1,500,000 gallon water storage tank located at Circular Clearwell at Harry Simmons Water Plant.

This agreement outlines the Company's responsibility and accountability for the care and maintenance of the above referenced water storage tank. The Company's care and maintenance shall include the following:

The Company shall furnish all specialized services including engineering and inspection services necessary to washout and inspect this tank during the term of this agreement.

The Company shall schedule and coordinate a washout inspection of the water storage tank every three years (once in a three year period) with the Owner beginning in Contract Year 2. The Owner is responsible for draining the water storage tank. The Company shall clean the water storage tank of all mud, silt, and other accumulations which may be harmful to the water storage tank and/or its contents. The Company shall utilize high pressure equipment to perform this operation. Upon cleaning the water storage tank the Company shall inspect and document the condition as outlined in the preceding paragraph. Once the cleaning and inspection services are completed the Company shall disinfect the interior surfaces of the water storage tank utilizing AWWA Spray Method #2. A written report of the documented findings including photographs shall be made available to the Owner via mail or electronically.

The Company shall perform all services which shall be equal to, or exceed the standards of the State of Georgia and the American Water Works Association.

If the Owner needs and requests, then the Company shall provide pressure relief valves to the Owner for the Owner's use during service events which require the water storage tank to be drained.

The Owner shall have the right to continue this agreement for an indefinite period of time providing that the annual fee is paid in accordance with the terms of this agreement. The Owner shall have the right to terminate this agreement by sending written notice to American Tank Maintenance, LLC, PO Box 130, Warthen, GA 31094. The Owner's right to termination shall be subject to any agreement provisions incorporated herein.

The Company shall maintain and furnish current certificates of insurance coverage to the Owner during the duration of this agreement.

This agreement shall be managed by "Contract Years". "Contract Years" shall be defined as the consecutive 12 month periods beginning July 1, 2017. The annual fee for Contract Years 1,2, & 3 shall be $3,450.00 per year. The annual fee for Contract Year 4 shall be $3,761.00. The annual fee for Contract Year 4 shall remain constant for three consecutive Contract Years. The annual fee for Contract Year 7 shall be adjusted to reflect the current cost of service. The adjustment to annual fees shall be limited to a maximum of 4% annually. Any applicable taxes shall be the responsibility of the Owner.

The first annual fee for Contract Year 1 shall be due and payable in quarterly installments beginning July 1, 2017. The annual fee for Contract Year 2 shall be due and payable in quarterly installments beginning July 1, 2018. Each subsequent annual fee shall be due and payable in quarterly installments beginning each subsequent July 1st.

The Owner and the Company agree that any future mandated environmental, health or safety requirements which cause significant changes in cost of services provided under this agreement shall be cause for modification of this agreement. The Company is accepting this water storage tank under this agreement based on the current existing structure, components, location and surroundings. Any modification to the water storage tank, including antenna installations, and changes in surroundings especially real estate development shall be cause for modification of this agreement. This agreement does not include the cost for and/or liability on the part of the Company for: containment, removal and/or disposal of any hazardous waste materials, painting, repairs, operational problems due to cold weather, Acts of God, structural damage due to antenna installations or other attachments for which the tanks was not originally designed, repairs to the foundation of the water storage tank, operational or structural problems caused by physical conditions below the surface of the ground, acts of terrorism, or other conditions which are beyond the Owner's and/or Company's control.

The Company reserves the right to assign any outstanding receivables from this agreement to its bank or other lending institution as collateral for any loans or lines of credit.

This Agreement is signed this 1st day of July, 2017.

Owner: CITY OF GRIFFIN

By: _____

Witness: Michelle Haynes

American Tank Maintenance, LLC

By: _____ - Pres

Witness: _____

The above signatories certify that they are duly authorized to sign the Agreement on behalf of the entities represented.

American Tank Maintenance

Limited Concrete Water Tank Maintenance Agreement

Tank Owner: City of Griffin

Tank Location: Buried Rectangular Clearwell at Harry Simmons Water Plant

Tank Size and Style: 3,000,000 Gallons - Concrete

This agreement entered into by and between the City of Griffin hereinafter known as the Owner, and American Tank Maintenance, LLC hereinafter known as the Company.

The Owner agrees to employ the Company to provide the professional services needed to maintain its 3,000,000 gallon water storage tank located at Rectangular Clearwell at Harry Simmons Water Plant.

This agreement outlines the Company's responsibility and accountability for the care and maintenance of the above referenced water storage tank. The Company's care and maintenance shall include the following:

The Company shall furnish all specialized services including engineering and inspection services necessary to washout and inspect this tank during the term of this agreement.

The Company shall schedule and coordinate a washout inspection of the water storage tank every three years (once in a three year period) with the Owner beginning in Contract Year 1. The Owner is responsible for draining the water storage tank. The Company shall clean the water storage tank of all mud, silt, and other accumulations which may be harmful to the water storage tank and/or its contents. The Company shall utilize high pressure equipment to perform this operation. Upon cleaning the water storage tank the Company shall inspect and document the condition as outlined in the preceding paragraph. Once the cleaning and inspection services are completed the Company shall disinfect the interior surfaces of the water storage tank utilizing AWWA Spray Method #2. A written report of the documented findings including photographs shall be made available to the Owner via mail or electronically.

The Company shall perform all services which shall be equal to, or exceed the standards of the State of Georgia and the American Water Works Association.

If the Owner needs and requests, then the Company shall provide pressure relief valves to the Owner for the Owner's use during service events which require the water storage tank to be drained.

The Owner shall have the right to continue this agreement for an indefinite period of time providing that the annual fee is paid in accordance with the terms of this agreement. The Owner shall have the right to terminate this agreement by sending written notice to American Tank Maintenance, LLC, PO Box 130, Warthen, GA 31094. The Owner's right to termination shall be subject to any agreement provisions incorporated herein.

The Company shall maintain and furnish current certificates of insurance coverage to the Owner during the duration of this agreement.

This agreement shall be managed by "Contract Years". "Contract Years" shall be defined as the consecutive 12 month periods beginning July 1, 2017. The annual fee for Contract Years 1,2, & 3 shall be $3,450.00 per year. The annual fee for Contract Year 4 shall be $3,761.00. The annual fee for Contract Year 4 shall remain constant for three consecutive Contract Years. The annual fee for Contract Year 7 shall be adjusted to reflect the current cost of service. The adjustment to annual fees shall be limited to a maximum of 4% annually. Any applicable taxes shall be the responsibility of the Owner.

The first annual fee for Contract Year 1 shall be due and payable in quarterly installments beginning July 1, 2017. The annual fee for Contract Year 2 shall be due and payable in quarterly installments beginning July 1, 2018. Each subsequent annual fee shall be due and payable in quarterly installments beginning each subsequent July 1st.

The Owner and the Company agree that any future mandated environmental, health or safety requirements which cause significant changes in cost of services provided under this agreement shall be cause for modification of this agreement. The Company is accepting this water storage tank under this agreement based on the current existing structure, components, location and surroundings. Any modification to the water storage tank, including antenna installations, and changes in surroundings especially real estate development shall be cause for modification of this agreement. This agreement does not include the cost for and/or liability on the part of the Company for: containment, removal and/or disposal of any hazardous waste materials, painting, repairs, operational problems due to cold weather, Acts of God, structural damage due to antenna installations or other attachments for which the tanks was not originally designed, repairs to the foundation of the water storage tank, operational or structural problems caused by physical conditions below the surface of the ground, acts of terrorism, or other conditions which are beyond the Owner's and/or Company's control.

The Company reserves the right to assign any outstanding receivables from this agreement to its bank or other lending institution as collateral for any loans or lines of credit.

This Agreement is signed this 1ST day of July, 2017.

Owner:
CITY OF GRIFFIN

By: _____

Witness: Michelle Haynes

American Tank Maintenance, LLC

By: _____ - Pres

Witness: _____

The above signatories certify that they are duly authorized to sign the Agreement on behalf of the entities represented.

American Tank Maintenance

Water Tank Maintenance Agreement

Tank Owner: City of Griffin

Tank Location: Harry Simmons Water Plant

Tank Size and Style: 825,000 Gallon - Open Top Clarifier

This agreement entered into by and between the City of Griffin hereinafter known as the Owner, and American Tank Maintenance, LLC hereinafter known as the Company.

The Owner agrees to employ the Company to provide the professional services needed to maintain its 825,000 gallon water storage tank located at the Harry Simmons Water Plant – Open Top Clarifier.

This agreement outlines the Company's responsibility and accountability for the care and maintenance of the above referenced water storage tank. The Company's care and maintenance shall include the following:

The Company shall furnish all specialized services including engineering and inspection services necessary to maintain and care for the water storage tank during the term of this agreement. Maintenance and care shall include: visual inspections, exterior and interior painting, touch up painting.

The Company shall perform annual inspections and service the water storage tank beginning in Contract Year 2. The water storage tank and it's components including the safety, sanitary, structure, security and coatings aspects of the water storage tank shall be inspected and the findings documented to ensure that the water storage tank is in a sound and watertight condition.

The Company shall perform surface preparation and paint the exterior and/or interior surfaces of the water storage tank at such time as needed. The need for exterior painting shall be determined by the appearance and protective condition of the existing coating system and the Company shall use the same color of the existing coating system. The need for interior painting shall be determined by the thickness of the existing coating system and its protective condition.

The Company shall perform all services and utilize products which shall be equal to, or exceed the standards of the State of Georgia, the American Water Works Association, and the Steel Structures Painting Council. The Company shall perform all services relating to the interior of the water storage tank in accordance with procedures outlined in American Water Works Association D-102 standards.

The Company shall utilize coating systems which best suit the site conditions, environment, and general location of the water storage tank and are in compliance with local, state and federal statutes.

The Company shall provide emergency service to handle any problems covered by this agreement with the water storage tank. Reasonable mobilization time shall be acceptable to the Owner.

If the Owner needs and requests, then the Company shall provide pressure relief valves to the Owner for the Owner's use during service events which require the water storage tank to be drained.

The Owner shall have the right to continue this agreement for an indefinite period of time providing that the annual fee is paid in accordance with the terms of this agreement. The Owner shall have the right to terminate this agreement by sending written notice to American Tank Maintenance, LLC, PO Box 130, Warthen, GA 31094. The Owner's right to termination shall be subject to any agreement provisions incorporated herein.

The Company shall maintain and furnish current certificates of insurance coverage to the Owner during the duration of this agreement.

This agreement shall be managed by "Contract Years". "Contract Years" shall be defined as the consecutive 12 month periods beginning July 1, 2017. The annual fee for Contract Years 1, 2, & 3 shall be $37,259.00 per year. The annual fee for Contract Year 4 shall be $10,762.00. The annual fee for Contract Year 4 shall remain constant for three consecutive Contract Years. The annual fee for Contract Year 7 shall be adjusted to reflect the current cost of service. The adjustment to annual fees shall be limited to a maximum of 4% annually. Any applicable taxes shall be the responsibility of the Owner.

This water storage tank shall receive an exterior and interior renovation prior to the end of Contract Year 1. The first annual fee for Contract Year 1 shall be due and payable in quarterly installments beginning July 1, 2017. The annual fee for Contract Year 2 shall be due and payable in quarterly installments beginning July 1, 2018. Each subsequent annual fee shall be due and payable in quarterly installments beginning each subsequent July 1st. Should the Owner elect to terminate this agreement prior to remitting all of the first 3 annual fees then the balance of the first 3 annual fees shall be due and payable within thirty (30) days of notice to terminate.

The Owner and the Company agree that any future mandated environmental, health or safety requirements which cause significant changes in cost of services provided under this agreement shall be cause for modification of this agreement. The Company is accepting this water storage tank under this agreement based on the current existing structure, components, location and surroundings. Any modification to the water storage tank, including antenna installations, and changes in surroundings especially real estate development shall be cause for modification of this agreement. This agreement does not include the cost for and/or liability on the part of the Company for: any moving or mechanical parts, any electrical wiring or components, pumps, motors, conduit, containment, removal and/or disposal of any hazardous waste materials, operational problems due to cold weather, Acts of God, structural damage due to antenna installations or other attachments for which the tanks was not originally designed, repairs to the foundation of the water storage tank, operational or structural problems caused by physical

conditions below the surface of the ground, acts of terrorism, or other conditions which are beyond the Owner's and/or Company's control.

The Company reserves the right to assign any outstanding receivables from this agreement to its bank or other lending institution as collateral for any loans or lines of credit.

This Agreement is signed this 1ST day of July, 2017.

Owner:

CITY OF GRIFFIN

By: _____

Witness: _____

American Tank Maintenance, LLC

By: _____ - Pres

Witness: _____

The above signatories certify that they are duly authorized to sign the Agreement on behalf of the entities represented.

APPROVED AS TO FORM

THIS 25TH DAY OF May 2017

BY: _____

CITY ATTORNEY

American Tank Maintenance

Limited Concrete Water Tank Maintenance Agreement

Tank Owner: City of Griffin

Tank Location: Still Branch Concrete Clearwell Tank #1

Tank Size and Style: 1,000,000 Gallon Concrete

The Owner shall have the right to continue this agreement for an indefinite period of time providing that the annual fee is paid in accordance with the terms of this agreement. The Owner shall have the right to terminate this agreement by sending written notice to American Tank Maintenance, LLC, PO Box 130, Warthen, GA 31094. The Owner's right to termination shall be subject to any agreement provisions incorporated herein.

The Company shall maintain and furnish current certificates of insurance coverage to the Owner during the duration of this agreement.

This agreement shall be managed by "Contract Years". "Contract Years" shall be defined as the consecutive 12 month periods beginning July 1, 2016 and each subsequent 12 month period. The annual fee for Contract Years 1, 2, & 3 shall be $2,250.00 per year. The annual fee for Contract Year 4 shall be adjusted to reflect the current cost of service. The adjustment to annual fees shall be limited to a maximum of 4% annually. Any applicable taxes shall be the responsibility of the Owner.

The first annual fee for Contract Year 1 shall be due and payable in quarterly installments beginning July 1, 2016. The annual fee for Contract Year 2 shall be due and payable in quarterly installments beginning July 1, 2017. Each subsequent annual fee shall be due and payable in quarterly installments beginning each subsequent July 1st.

The Owner and the Company agree that any future mandated environmental, health or safety requirements which cause significant changes in cost of services provided under this agreement shall be cause for modification of this agreement. The Company is accepting this water storage tank under this agreement based on the current existing structure, components, location and surroundings. Any modification to the water storage tank, including antenna installations, and changes in surroundings especially real estate development shall be cause for modification of this agreement. This agreement does not include the cost for and/or liability on the part of the Company for: interior or exterior painting or coating, structural issues of any kind, containment or disposal of any hazardous waste materials, operational problems due to cold weather, Acts of God, structural damage due to antenna installations or other attachments for which the tanks was not originally designed, repairs to the foundation of the water storage tank, operational or structural problems caused by physical conditions below the surface of the ground, acts of terrorism, or other conditions which are beyond the Owner's and/or Company's control.

This agreement entered into by and between the City of Griffin hereinafter known as the Owner, and American Tank Maintenance, LLC hereinafter known as the Company.

The Owner agrees to employ the Company to provide the professional services needed to maintain its 1,000,000 gallon water storage tank located at Still Branch Concrete Clearwell Tank #1.

This agreement outlines the Company's responsibility and accountability for the care and maintenance of the above referenced water storage tank. The Company's care and maintenance shall include the following:

The Company shall furnish all specialized services necessary to inspect, washout and disinfect this tank during the term of this agreement.

The Company shall perform annual inspections and service the water storage tank beginning in Contract Year 2. The water storage tank and it's components including the safety, sanitary, structure, security and coatings aspects of the water storage tank shall be inspected and the findings documented to ensure that the water storage tank is in a sound and watertight condition.

The Company shall schedule and coordinate a washout inspection of the water storage tank every three years with the Owner beginning in Contract Year 1. The Owner is responsible for draining the water storage tank. The Company shall clean the water storage tank of all mud, silt, and other accumulations which may be harmful to the water storage tank and/or its contents. The Company shall utilize high pressure equipment to perform this operation. Upon cleaning the water storage tank the Company shall inspect and document the condition as outlined in the preceding paragraph. Once the cleaning and inspection services are completed the Company shall disinfect the interior surfaces of the water storage tank utilizing AWWA Spray Method #2. A written report of the documented findings including photographs shall be made available to the Owner via mail or electronically.

The Company shall perform all services and utilize products which shall be equal to, or exceed the standards of the State of Georgia and American Water Works Association.

If the Owner needs and requests, then the Company shall provide pressure relief valves to the Owner for the Owner's use during service events which require the water storage tank to be drained.

The Company reserves the right to assign any outstanding receivables from this agreement to its bank or other lending institution as collateral for any loans or lines of credit.

This Agreement is signed this 14th day of June, 2016.

Owner:

By: Dick Morrow
Chairman

Witness: Teresa A. Watson

American Tank Maintenance, LLC

By:

Witness:

The above signatories certify that they are duly authorized to sign the Agreement on behalf of the entities represented.

APPROVED AS TO FORM

THIS 11th DAY OF May, 2016

BY:

CITY ATTORNEY

American Tank Maintenance

Limited Concrete Water Tank Maintenance Agreement

Tank Owner: City of Griffin

Tank Location: Still Branch Concrete Clearwell Tank #2

Tank Size and Style: 1,000,000 Gallon Concrete

This agreement entered into by and between the City of Griffin hereinafter known as the Owner, and American Tank Maintenance, LLC hereinafter known as the Company.

The Owner agrees to employ the Company to provide the professional services needed to maintain its 1,000,000 gallon water storage tank located at Still Branch Concrete Clearwell Tank #2.

This agreement outlines the Company's responsibility and accountability for the care and maintenance of the above referenced water storage tank. The Company's care and maintenance shall include the following:

The Company shall furnish all specialized services necessary to inspect, washout and disinfect this tank during the term of this agreement.

The Company shall perform annual inspections and service the water storage tank beginning in Contract Year 1. The water storage tank and it's components including the safety, sanitary, structure, security and coatings aspects of the water storage tank shall be inspected and the findings documented to ensure that the water storage tank is in a sound and watertight condition.

The Company shall schedule and coordinate a washout inspection of the water storage tank every three years with the Owner beginning in Contract Year 2. The Owner is responsible for draining the water storage tank. The Company shall clean the water storage tank of all mud, silt, and other accumulations which may be harmful to the water storage tank and/or its contents. The Company shall utilize high pressure equipment to perform this operation. Upon cleaning the water storage tank the Company shall inspect and document the condition as outlined in the preceding paragraph. Once the cleaning and inspection services are completed the Company shall disinfect the interior surfaces of the water storage tank utilizing AWWA Spray Method #2. A written report of the documented findings including photographs shall be made available to the Owner via mail or electronically.

The Company shall perform all services and utilize products which shall be equal to, or exceed the standards of the State of Georgia and American Water Works Association.

If the Owner needs and requests, then the Company shall provide pressure relief valves to the Owner for the Owner's use during service events which require the water storage tank to be drained.

The Owner shall have the right to continue this agreement for an indefinite period of time providing that the annual fee is paid in accordance with the terms of this agreement. The Owner shall have the right to terminate this agreement by sending written notice to American Tank Maintenance, LLC, PO Box 130, Warthen, GA 31094. The Owner's right to termination shall be subject to any agreement provisions incorporated herein.

The Company shall maintain and furnish current certificates of insurance coverage to the Owner during the duration of this agreement.

This agreement shall be managed by "Contract Years". "Contract Years" shall be defined as the consecutive 12 month periods beginning July 1, 2016 and each subsequent 12 month period. The annual fee for Contract Years 1, 2, & 3 shall be $2,250.00 per year. The annual fee for Contract Year 4 shall be adjusted to reflect the current cost of service. The adjustment to annual fees shall be limited to a maximum of 4% annually. Any applicable taxes shall be the responsibility of the Owner.

The first annual fee for Contract Year 1 shall be due and payable in quarterly installments beginning July 1, 2016. The annual fee for Contract Year 2 shall be due and payable in quarterly installments beginning July 1, 2017. Each subsequent annual fee shall be due and payable in quarterly installments beginning each subsequent July 1st.

The Owner and the Company agree that any future mandated environmental, health or safety requirements which cause significant changes in cost of services provided under this agreement shall be cause for modification of this agreement. The Company is accepting this water storage tank under this agreement based on the current existing structure, components, location and surroundings. Any modification to the water storage tank, including antenna installations, and changes in surroundings especially real estate development shall be cause for modification of this agreement. This agreement does not include the cost for and/or liability on the part of the Company for: interior or exterior painting or coating, structural issues of any kind, containment or disposal of any hazardous waste materials, operational problems due to cold weather, Acts of God, structural damage due to antenna installations or other attachments for which the tanks was not originally designed, repairs to the foundation of the water storage tank, operational or structural problems caused by physical conditions below the surface of the ground, acts of terrorism, or other conditions which are beyond the Owner's and/or Company's control.

The Company reserves the right to assign any outstanding receivables from this agreement to its bank or other lending institution as collateral for any loans or lines of credit.

This Agreement is signed this 14th day of June, 2016.

Owner:
Dick Morrow

By: Dick Morrow
Chairman

Witness: Teresa A. Watson

American Tank Maintenance, LLC

By:

Witness:

The above signatories certify that they are duly authorized to sign the Agreement on behalf of the entities represented.

APPROVED AS TO FORM
THIS 11th DAY OF May, 2016
BY:
CITY ATTORNEY

American Tank Maintenance

Water Tank Maintenance Agreement

Tank Owner: City of Griffin

Tank Location: Five (5) Various Tanks

Tank Size and Style: Various Sizes & Styles

This agreement entered into by and between the City of Griffin hereinafter known as the Owner, and American Tank Maintenance, LLC hereinafter known as the Company.

The Owner agrees to employ the Company to provide the professional services needed to maintain its five (5) various water storage tanks as identified in the attached Schedules "A" & "B".

This agreement outlines the Company's responsibility and accountability for the care and maintenance of the above referenced water storage tanks. The Company's care and maintenance shall include the following:

The Company shall furnish all specialized services including engineering and inspection services necessary to maintain and care for the water storage tanks during the term of this agreement. Maintenance and care shall include: steel replacement, steel components, expansion joints, water level indicators, manhole covers and/or gaskets, and other components of the water storage tanks.

The Company shall perform annual visual inspections and service the water storage tanks beginning as identified in Schedule "A". The water storage tank and it's components including the safety, sanitary, structure, security and coatings aspects of the water storage tank shall be inspected and the findings documented to ensure that the water storage tank is in a sound and watertight condition.

The Company shall schedule and coordinate a washout inspection of the water storage tanks every two years with the Owner beginning as identified in Schedule "A". The Owner is responsible for draining the water storage tanks. The Company shall clean the water storage tanks of all mud, silt, and other accumulations which may be harmful to the water storage tanks and/or its contents. The Company shall utilize high pressure equipment to perform this operation. Upon cleaning the water storage tanks the Company shall inspect and document the condition as outlined in the preceding paragraph. Once the cleaning and inspection services are completed the Company shall disinfect the interior surfaces of the water storage tank utilizing AWWA Spray Method #2. A written report of the documented findings including photographs shall be made available to the Owner via mail or electronically.

The Company shall perform surface preparation and paint the exterior and/or interior surfaces of the water storage tanks at such time as needed. The need for exterior painting shall be determined by the appearance and protective condition of the existing coating system and the Company shall use the same color of the existing coating system. The need for interior painting shall be determined by the thickness of the existing coating system and its protective condition.

The Company shall perform all services and utilize products which shall be equal to, or exceed the standards of the State of Georgia, the American Water Works Association, and the Steel Structures Painting Council. The Company shall perform all services relating to the interior of

the water storage tanks in accordance with procedures outlined in American Water Works Association D-102 standards.

The Company shall utilize coating systems which best suit the site conditions, environment, and general location of the water storage tank and are in compliance with local, state and federal statutes.

The Company shall maintain an anti-climb deterrent device on the access ladder to deter unauthorized access to the water storage tanks. The Company shall install and maintain locks on all hatches of the water storage tank to deter unauthorized entry. The keys to the locks shall remain in the possession of the Owner and the Company.

The Company shall provide emergency service to handle any problems covered by this agreement with the water storage tanks. Reasonable mobilization time shall be acceptable to the Owner.

If the Owner needs and requests, then the Company shall provide pressure relief valves to the Owner for the Owner's use during service events which require the water storage tanks to be drained.

The Owner shall have the right to continue this agreement for an indefinite period of time providing that the annual fee is paid in accordance with the terms of this agreement. The Owner shall have the right to terminate this agreement by sending written notice to American Tank Maintenance, LLC, PO Box 130, Warthen, GA 31094. The Owner's right to termination shall be subject to any agreement provisions incorporated herein.

The Company shall maintain and furnish current certificates of insurance coverage to the Owner during the duration of this agreement.

This agreement shall be managed by "Contract Years". "Contract Years" shall be defined as the consecutive 12 month periods beginning July 1, 2019. However this agreement shall become effective from date of signature until July 1, 2019 at no cost to Owner. The annual fee for Contract Years 1-10 shall be as identified in Schedule "B". The annual fee for Contract Year 11 shall be adjusted to reflect the current cost of service. The adjustment to annual fees shall be limited to a maximum of 4% annually. Any applicable taxes shall be the responsibility of the Owner.

The first annual fee for Contract Year 1 shall be due and payable in quarterly installments beginning July 1, 2019. The annual fee for Contract Year 2 shall be due and payable in quarterly installments beginning July 1, 2020. Each subsequent annual fee shall be due and payable in quarterly installments beginning each subsequent July 1st.

The Owner and the Company agree that any future mandated environmental, health or safety requirements which cause significant changes in cost of services provided under this agreement shall be cause for modification of this agreement. The Company is accepting this water storage tank under this agreement based on the current existing structure, components, location and surroundings. Any modification to the water storage tank, including antenna installations, and changes in surroundings especially real estate development shall be cause for modification of this agreement. This agreement does not include the cost for and/or liability on the part of the Company for: containment, removal and/or disposal of any hazardous waste materials, electrical wiring or components, operational problems due to cold weather, Acts of God, structural damage due to antenna installations or other attachments for which the tanks was not originally designed, repairs to the foundation of the water storage tank, operational or structural problems caused by physical conditions below the surface of the ground, acts of terrorism, or other conditions which are beyond the Owner's and/or Company's control.

The Company reserves the right to assign any outstanding receivables from this agreement to its bank or other lending institution as collateral for any loans or lines of credit.

This Agreement is signed this 11th day of June, 2019.

Owner:

City of Griffin, GA.

By: Cynthia R Ward
Cynthia Reid-Ward
Chairperson

Attest:
Witness:
Kearny L. Smith
Secretary

(SEAL)

American Tank Maintenance, LLC

By:

Witness:

The above signatories certify that they are duly authorized to sign the Agreement on behalf of the entities represented.

APPROVED AS TO FORM
THIS 16th DAY OF May, 2019
BY:
CITY ATTORNEY

Schedule "A"

Initial Inspection Schedule

	Year 1	Year 2
535STP - Water Plant	Visual Inspection	Washout Inspection
50KGE - Water Plant	Washout Inspection	Visual Inspection
1M - E - Coca Cola	Washout Inspection	Visual Inspection
1M - E - Industrial Park	Washout Inspection	Visual Inspection
1M - E - By Pass	Visual Inspection	Washout Inspection

Schedule "B"

Annual Fees Year 1 – 10

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
535STP - Water Plant	$ 10,250	$ 10,250	$ 10,250	$ 10,865	$ 10,865	$ 10,865	$ 11,517	$ 11,517	$ 11,517	$ 12,208
50KGE - Water Plant	$ 7,750	$ 7,750	$ 7,750	$ 8,215	$ 8,215	$ 8,215	$ 8,708	$ 8,708	$ 8,708	$ 9,230
1M - E - Coca Cola	$ 23,250	$ 23,250	$ 23,250	$ 24,645	$ 24,645	$ 24,645	$ 26,124	$ 26,124	$ 26,124	$ 27,691
1M - E - Industrial Park	$ 23,250	$ 23,250	$ 23,250	$ 24,645	$ 24,645	$ 24,645	$ 26,124	$ 26,124	$ 26,124	$ 27,691
1M - E - By Pass	$ 23,250	$ 23,250	$ 23,250	$ 24,645	$ 24,645	$ 24,645	$ 26,124	$ 26,124	$ 26,124	$ 27,691
Total	$ 87,750	$ 87,750	$ 87,750	$ 93,015	$ 93,015	$ 93,015	$ 98,597	$ 98,597	$ 98,597	$ 104,511

119 Warthen Lane, Suite B, Warthen, GA 31094
Mailing Address: PO Box 130, Warthen, GA 31094
1-800-418-6099

Brandon Lewis
City of Griffin
P.O. Box T
Griffin, GA 30224

May 14, 2025

Brandon,

The following is the current billing for the City of Griffin through April of 2026.

City of Griffin				
Billing Period	**2025-07**	**2025-10**	**2026-01**	**2026-04**
IP - 1.5M - Buried Circular Clearwell - Harry Simmons	$ 1,024.87	$ 1,024.87	$ 1,024.87	$ 1,024.87
IP - 1M - (C) - Still Branch Clearwell #1	$ 740.00	$ 740.00	$ 740.00	$ 740.00
IP - 1M - (C) - Still Branch Clearwell #2	$ 740.00	$ 740.00	$ 740.00	$ 740.00
IP - 3M - Buried Rectangular Clearwell - Harry Simmons	$ 1,024.87	$ 1,024.87	$ 1,024.87	$ 1,024.87
MP - 1M - E - Bypass Tank	$ 6,531.00	$ 6,531.00	$ 6,531.00	$ 6,531.00
MP - 1M - E - Coca Cola Tank	$ 6,531.00	$ 6,531.00	$ 6,531.00	$ 6,531.00
MP - 1M - E - Industrial Park Tank	$ 6,531.00	$ 6,531.00	$ 6,531.00	$ 6,531.00
MP - 535STP - Water Plant Standpipe	$ 2,879.25	$ 2,879.25	$ 2,879.25	$ 2,879.25
MP - 75KGE - Water Plant Elevated	$ 2,177.00	$ 2,177.00	$ 2,177.00	$ 2,177.00
URMP - 825K - Open Top Clarifier - Harry Simmons	$ 2,932.65	$ 2,932.65	$ 2,932.65	$ 2,932.65
Grand Total	**$31,111.64**	**$31,111.64**	**$31,111.64**	**$31,111.64**

Should you have any questions just give me a call.

Best Regards,

Mike

Mike Lewis
President

Approved as to Form:

Andrew J. Whalen, III
Andrew J. Whalen, III, City Attorney

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Joint Funding Agreement with the United States Department of the Interior in the amount of $85,300.00 for the operation and maintenance of seven stream flow stations. *Director of Water and Wastewater, Brandon Lewis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The stream flow stations/gauges included in this joint funding agreement are conditional requirements of our Flint River withdrawal permits #126-1190-01 (Spalding) and #114-1191-02 (Pike). The maintenance of these stations/gauges insures our compliance with the conditions of these permits.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

FY26 budgeted funds in Technical Services accounts across the Water Treatment Plants and the Wastewater Treatment Plants. The total cost of the service is $100,500.00, but USGS will pay $15,200.00 towards that cost.

Submitted By:
Brandon Lewis

Meeting Date:
10/06/2025

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
FY26 - USGS Joint Funding Agreement stamped by AJW.pdf

United States Department of the Interior

U.S. GEOLOGICAL SURVEY
South Atlantic Water Science Center
1770 Corporate Drive, Suite 500
Norcross, GA 30093

March 13, 2025

Mr. Brandon Lewis
Water and Wastewater Department
City of Griffin
Post Office Box T
Griffin, Georgia 30224

Dear Mr. Lewis:

Attached is our standard joint-funding agreement 25MPJFAG0000060 between the U.S. Geological Survey South Atlantic Water Science Center and City of Griffin for negotiated deliverables (see attached), during the period July 1, 2025 through June 30, 2026 in the amount of $85,300.00 from your agency. U.S. Geological Survey contributions for this agreement are $15,200.00 for a combined total of $100,500.00. Please sign and return one fully-executed original to Megan Jernigan at sawscbudgethelp@usgs.gov or mail to the address above.

Federal law requires that we have a signed agreement before we start or continue work. Please return the signed agreement by **July 1, 2025**. If, for any reason, the agreement cannot be signed and returned by the date shown above, please contact Robert Sobczak at (470) 734-1524 or email rsobczak@usgs.gov to make alternative arrangements.

This is a fixed cost agreement to be billed quarterly via Down Payment Request (automated Form DI-1040). Please allow 30-days from the end of the billing period for issuance of the bill. If you experience any problems with your invoice(s), please contact Megan Jernigan at phone number (919) 819-9441 or sawscbudgethelp@usgs.gov.

The results of all work performed under this agreement will be available for publication by the U.S. Geological Survey. We look forward to continuing this and future cooperative efforts in these mutually beneficial water resources studies.

Sincerely,

Victor Engel

Victor C. Engel
Director, South Atlantic Water Science Center

Attachment
25MPJFAG0000060

Form 9-1366
(May 2018)

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR
Water Resource Investigations

Customer #: 6000001122
Agreement #: 25MPJFAG0000060
Project #: MP00GXH
TIN #: 58-6000587

Fixed Cost Agreement YES[X] NO[ ]

THIS AGREEMENT is entered into as of July 1, 2025, by the U.S. GEOLOGICAL SURVEY, South Atlantic Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the City of Griffin party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation for negotiated deliverables (see attached), herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of $0.00.

(a) $15,200.00 by the party of the first part during the period July 1, 2025 to June 30, 2026

(b) $85,300.00 by the party of the second part during the period July 1, 2025 to June 30, 2026

(c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of: $0.00.

(d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.

(e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (https://www.usgs.gov/office-of-science-quality-and-integrity/fundamental-science-practices).

Form 9-1366
(May 2018)

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR
Water Resource Investigations

Customer #: 6000001122
Agreement #: 25MPJFAG0000060
Project #: MP00GXH
TIN #: 58-6000587

9. Billing for this agreement will be rendered **quarterly**. Invoices not paid within 60 days from the billing date will bear Interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

USGS Technical Point of Contact

Name: Robert Sobczak
Assistant Director for Data- Georgia
Address: 1770 Corporate Drive Suite 500
Norcross, GA 30093
Telephone: (470) 734-1524
Fax: (678) 924-6710
Email: rsobczak@usgs.gov

Customer Technical Point of Contact

Name: Brandon Lewis
Director
Address: Post Office Box T
Griffin, GA 30024
Telephone: (770) 229-6424
Fax:
Email: blewis@cityofgriffin.com

USGS Billing Point of Contact

Name: Megan Jernigan
Budget Analyst
Address: 3916 Sunset Ridge Road
Raleigh, NC 27607
Telephone: (919) 819-9441
Fax:
Email: sawscbudgethelp@usgs.gov

Customer Billing Point of Contact

Name: Susan Bartholomew
Executive Assistant
Address: Post Office Box T
Griffin, GA 30024
Telephone: (77) 022-9640
Fax:
Email: sbartholomew@cityofgriffin.com

U.S. Geological Survey
United States
Department of Interior

Signature

By VICTOR ENGEL Digitally signed by VICTOR ENGEL Date: 2025.03.13 16:25:32 -04'00'

Name: Victor C. Engel

Title: Director, South Atlantic Water Science Center

City of Griffin

Signatures

By_____ **Date:** _____
Name:
Title:

By_____ **Date:** _____
Name:
Title:

By_____ **Date:** _____
Name:
Title:

Approved as to Form:

Andrew J. Whalen, III
Andrew J. Whalen, III, City Attorney

City of Griffin: 25MPJFAG0000060

7/1/2025 to 6/30/2026

Site Name	Site Numb	Collection Co	USGS CMF	Cooperator	Total Cost
CABIN CREEK AT NORTH SECOND STREET, NR GRIFFIN, GA	02211375	QCONT	$ 3,040	$ 14,060	$ 17,100
SHOAL CREEK AT SHOAL CREEK ROAD, NEAR GRIFFIN, GA	02344478	QCONT	$ 3,040	$ 14,060	$ 17,100
POTATO CREEK AT COUNTY LINE RD, NR ORCHARD HILL,GA	02346310	QCONT	$ 3,040	$ 14,060	$ 17,100
FLINT RIVER NEAR GRIFFIN, GA	02344500	QCONT	$ 3,040	$ 14,060	$ 17,100
FLINT RIVER BELOW BIG BRANCH, NEAR MOLENA, GA	02344872	QCONT	$ 3,040	$ 14,060	$ 17,100
FLINT RIVER BELOW WOOLSEY ROAD, NEAR WOOLSEY, GA	02344397	QMEAS-LOW	$ -	$ 3,500	$ 3,500
FLINT RIVER NEAR LOWRY, GA	02344412	QMEAS-LOW	$ -	$ 3,500	$ 3,500
CABIN CREEK AT NORTH SECOND STREET, NR GRIFFIN, GA	02211375	PRECIPCONT	$ -	$ 2,000	$ 2,000
SHOAL CREEK AT SHOAL CREEK ROAD, NEAR GRIFFIN, GA	02344478	PRECIPCONT	$ -	$ 2,000	$ 2,000
FLINT RIVER BELOW BIG BRANCH, NEAR MOLENA, GA	02344872	PRECIPCONT	$ -	$ 2,000	$ 2,000
POTATO CREEK AT COUNTY LINE RD, NR ORCHARD HILL,GA	02346310	PRECIPCONT	$ -	$ 2,000	$ 2,000
		Grand Total	**$ 15,200**	**$ 85,300**	**$100,500**

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Task Order Form, under a Master Services Agreement with LJA Engineering, Inc. for the development of a water system asset management plan in the amount of $103,500.00. *Director of Water and Wastewater, Brandon Lewis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

Under the 2018 America's Water Infrastructure Act, the Georgia Environmental Protection Division requires that all water systems serving greater than 3,300 people submit an asset management plan prior to or at the time of their water system permit renewals. The Griffin water system permit renewal application is due later this year, and this plan will be required for reissuance of our permit. This asset management plan will provide Griffin with a Geographical Information Systems (GIS) based tool for capital forecasting of its critical water distribution system assets.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

FY26 budgeted funds in the Director and Deputy Director Professional Services funds.

Submitted By:
Brandon Lewis

Meeting Date:
10/06/2025

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
TOF_COG Water AMP_04JUNE2025.pdf

TASK ORDER FORM

Water Asset Management Plan

For

City of Griffin

Project No. GAPW3152-25042

June 4, 2025

LJA Engineering, Inc. (LJA) has prepared this Task Order Form (TOF) in accordance with the Master Services Agreement. This TOF has been prepared to provide our services to City of Griffin related to the Asset Management Plan (AMP) for the Water and Wastewater System.

BACKGROUND

Under the 2018 America's Water Infrastructure Act (AWIA), Georgia Environmental Protection Division (EPD) requires all Community Water Systems (CWS) and Non-Transient Non-Community Water Systems (NTNCWS) serving more than 3,300 people to submit an Asset Management Plan aligned with five core principles before a drinking water permit is issued. These core principles include:

1. Take an Inventory
2. Determine Level of Service
3. Identify Critical Assets
4. Determine Life Cycle Costs
5. Develop a Long-Term Funding Strategy

The City of Griffin maintains GIS records for both the water distribution and wastewater collection systems. However, these datasets are not currently structured to support full AMP compliance, particularly for evaluating asset condition, risk of failure, and life cycle costs.

SCOPE OF WORK

The Scope of Work for this TOF is separated into two tasks. Each task can be pursued independently, and LJA will provide separate cost estimates and deliverables for each.

Task 1 – Water System AMP Data Analysis & Planning

Water GIS and Data Collection & Review

- Meet with City of Griffin's Water Department, GIS staff, and relevant vendors.
- Collect and inventory the following datasets:
  - Water system GIS layers (pipes, valves, hydrants, meters, service laterals, tanks, pump stations)
  - Record drawings (PDF)
  - Work order history for water assets (preferably geo-referenced)
  - Water meter data (at least 12 months, preferably daily totals)
  - Hydraulic modeling files (provided by Garver)
  - Capital improvement and any relevant master plans
  - Operations and Maintenance (O&M) manuals, design standards, org charts, job titles

Data Gap Analysis

- Review available data to identify missing or incomplete information (e.g., asset condition, location, size).
- Identify gaps required to evaluate level of service, criticality, and life cycle cost for the water system.
- Categorize identified gaps by asset class (e.g. hydrants, valves, mains) and prioritize based on impact to future risk or life cycling modeling.

Schema Development & Risk Framework

- Develop a GIS-compatible schema with fields for:
  - Consequence of Failure (CoF)
  - Likelihood of Failure (LoF)
  - Risk Score
- Submit schema to Client for review and incorporate feedback before finalizing.
- Preliminary suggestions for scoring logic (e.g., CoF categories based on pipe size, material, service area) to expedite Task 2 risk scoring.

Water System AMP Gap Closure Plan

- Prepare a Data Gap & Next Steps Report for the water system including:
  - Suggested actions to complete the AMP
  - Estimated costs for data collection or field inspection
  - GIS schema in geodatabase & Excel formats

Task 1 Deliverables

- Water Asset Inventory Summary
- Risk-Based Water GIS Schema
- Water Data Gap & Next Steps Report
- Meeting Notes & Stakeholder Coordination Documents

Task 2 – Water System AMP Plan Development

Level of Service & Performance Metrics

- Meet with City of Griffin staff to define customer, regulatory, and operational Level of Service (LOS) goals.
- Establish performance metrics and targets for key asset categories (e.g., pressure zones, fire flow, water loss).
- Document system-wide and asset-specific LOS in a format consistent with EPD expectations.
- Identify data or tracking mechanisms required to monitor performance.

Criticality & Risk Scoring

- Apply CoF and LoF scores to assets based on available data and City's input.
- Utilize the GIS risk schema from Task 1 to calculate risk scores and identify high priority assets.
- Confirm scoring logic with City's stakeholders and revise based on feedback.

Lifecycle Costing & Replacement Planning

- Assign expected useful life to major asset classes based on age, material, and condition.
- Develop annual and long-range replacement forecasts based on lifecycle projections.
- Incorporate Client-specific unit costs for repair and replacement activities.
- Align investment needs with known funding levels or rate structure, where applicable.

Operations & Maintenance Strategy

- Recommend preventative maintenance actions based on asset type and risk level.
- Outline standard operating procedures (SOPs) to support proactive O&M.
- Identify staffing, equipment, and training needs to implement the maintenance strategy.
- Summarize O&M suggestions and organize by asset class or system component.

Final Asset Management Plan (AMP)

- Compile AMP report incorporating results from Tasks 1 and 2.
- Include summary tables, risk maps, performance targets, capital needs forecast, and implementation schedule.
- Submit draft AMP to Client for review and comment.
- Incorporate feedback and prepare final version for adoption and EPD compliance.
- Present findings to Client's leadership and/or council as requested.

Task 2 Deliverables

- Draft, finalize, and provide the Water System Asset Management Plan to the Client for submittal to EPD.
- Capital Forecast by Asset Class
- Risk-Based Prioritization Map (GIS format)
- Level of Service & Performance Target Summary
- Maintenance and SOP Suggestions

SCHEDULE

Upon receipt of the signed notice to proceed, LJA anticipates completion of the scope of work described as follows:

Task 1 – Water System AMP Data Analysis & Planning	*8 weeks from Notice to Proceed*
Task 2 – Water System AMP Plan Development	*6 weeks from acceptance of Task 1 deliverables and coordination with City's staff*

FEE ESTIMATE

In accordance with the Master Services Agreement, the project team will complete the above-described scope of work for the following fee:

Task 1 – Water System AMP Data Analysis & Planning	**$ 25,000.00 lump sum**
Task 2 – Water System AMP Plan Development	**$ 78,500.00 lump sum**
	$103,500.00 Total

Any work requested outside of the above scope of work will be invoiced on a time and expenses basis in accordance with our current Unit Rates.

AUTHORIZATION

As our authorization, please sign in the space provided below.

City of Griffin

Signature:_____

Date:_____

LJA Engineering, Inc.

Signature: Brian K Upson

Brian K. Upson, PE
Sr. Vice President

Date: 6/4/25

Attested by:

City of Griffin

Signature:_____

Date:_____

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider purchase from Cogsdale, Sole Source, to provide software maintenance and upgrades to the Cogsdale Customer Management and Utility Billing System in the amount of $224,813.62. *Telecommunications Manager, Chris Sprayberry will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The Cogsdale Customer Management System provides management for all City of Griffin Utility billing. The system controls multiple automated billing kiosks that operate 24/7 autonomously. The maintenance also includes Application Programing Interfaces (APIs) that receive data from Griffin's AMI platforms, Neptune360 and Itron. This data can then be accessed by the customer online through Silverblaze and in person through automated kiosks, both of which are maintained by Cogsdale. This maintenance will provide Griffin with software upgrades and security patches, as well as remote support for any issues that may arise with the software.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The FY26 budget includes $224,813.62 for maintenance and support of the Cogsdale system.

Submitted By:
Chris Sprayberry

Meeting Date:
10/06/2025

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Cogsdale Sole Source.pdf
AGENDA_ITEM_COGSDALE.pdf

CITY OF GRIFFIN
FY25 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 — Yearly Maintenance

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

Cogsdale is the only vendor that can support the Cogsdale software

Supplier/Source Name/Address: **Cogsdale**

Supplier/Source Contact: **Kirk Crowder** **Phone:** **902-812-2835**

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?

Maintain the software code to provide security patches for the Cogsdale software and provide end user support and bug fixes.

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.

Cogsdale owns and maintains the proprietary code for the software

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: 5/2/2025 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.

AM 5/14/25

City of Griffin, Georgia
100 S Hill Street
P O Box T
Griffin, Georgia 30224
(770) 229-6401

DATE: 5/14/25

FY26

FY25 Purchase Order No.
Bid/Quote No. COGMN 0000470A
Vendor No. 8109

Vendor Name & Address
Cogsdale
Attn: Kirk Crowder
62133 Collections Center Dr
Chicago, IL 60693-0621 USA
kcrowder@cogsdale.com
Ph: Fax:

Per Georgia State Code 48.8, the City of Griffin is tax exempt from sales and use tax.

Deliver to:
City of Griffin
IT Dept.
100 South Hill St
Griffin, GA 30223

ATTN: Gibb Ctton
Phone: 6786920386 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
Cogsdale Yearly Maint. FY25 ✓	101 1535 52 2200 0000	1	ea	224,813.62	224,813.62
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
CAPITAL PROJECT #:	- - - -	*enter debit/credit amounts in*			
(DISTRIBUTION & $$)	- - - -	*the extended totals column*			

5-15-2025

COMMENTS: Inv. COGMN0000470A To be paid from FY26 budget **Totals: $** **224,813.62**

SOLE SOURCE

FY25 Purchase Order

COG USE ONLY		COG USE ONLY: GIBB COTTON 5/14/2025	
PRICING METHOD:			
	Verbal / Phone	Dept / Requestor / Date: ABC 5/15/25	Purchasing / Date: Deborah M Gilbert 5.16.25
X	Email/Mail/Fax	Department Mgr / Date	Finance Director / Date
	Bid / RFP #		
Copy emailed to Supplier		City Manager / Date	BOARD / Date
	Supplier Notified		

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.

COGSDALE
A division of HARRIS

Invoice	**COGMN0000470A**
Date	**4/30/2025**
Page	**1 of 1**

Bill To

City of Griffin
Gibb Cotton
100 South Hill Street
Griffin, GA 30224
USA

Ship To

City of Griffin
Gibb Cotton
100 South Hill Street
Griffin, GA 30224
USA

Purchase order No	Customer ID.	Salesperson ID	Shipping Method	Payment Terms
	GRIF01	ELDRIDGEJ	LOCAL DELIVERY	Net 30

Ordered	Item Number	Description	Unit Price	Ext Price
1.00	NOTE	Reissue of COGMN0000470 without HCTC for period 07/01/2025 to 06/30/2026	US$0.00	US$0.00
1.00	PROP-CSM	GRIF100| CSM (QUO-1018): 7/1/2025 to 6/30/2026	US$77,412.51	US$77,412.51
1.00	PROP-CSM	GRIF101| CSM (1,000) Locations (QUO-4018): 7/1/2025 to 6/30/2026	US$1,559.34	US$1,559.34
1.00	PROP-CUSTWB	GRIF103| Customer Web: 7/1/2025 to 6/30/2026	US$10,827.38	US$10,827.38
1.00	TPM-FSTPTH	GRIF104| FastPath AD Configurator: 7/1/2025 to 6/30/2026	US$2,121.56	US$2,121.56
1.00	TPM-GP-CIS	GRIF105| Microsoft Dynamics GP Software: 7/1/2025 to 6/30/2026	US$39,691.33	US$39,691.33
1.00	SUBS REV	GRIF106| eOne - Popdock Business: 7/1/2025 to 6/30/2026	US$1,131.51	US$1,131.51
1.00	PROP-CSM	GRIF107| CSM (2,000) Locations (QUO-5779): 7/1/2025 to 6/30/2026	US$2,309.64	US$2,309.64
1.00	TPM-OTHER	GRIF108| Itron AMI Implementation (QUO-4742): 7/1/2025 to 6/30/2026	US$12,422.06	US$12,422.06
1.00	SUBS REV	GRIF109| QUO-6289 CSM Web API: 7/1/2025 to 6/30/2026	US$18,602.46	US$18,602.46
1.00	TPM-GP-CIS	GRIF102| 10 GP limited user licenses (QUO-4837): 7/1/2025 to 6/30/2026	US$3,196.47	US$3,196.47
1.00	PROP-CSM	GRIF110| CSM (1,000) Locations (QUO-8107): 7/1/2025 to 6/30/2026	US$1,771.66	US$1,771.66
1.00	PROP-CSM	GRIF111| Dynatouch Outdoor Free-Standing Kiosk: 7/1/2025 to 6/30/2026	US$8,773.14	US$8,773.14
1.00	SUBS REV-SBZ	GRIF112| SilverBlaze Yearly Subscription (QUO-06564): 7/1/2025 to 6/30/2026	US$44,994.56	US$44,994.56

Invoice Questions? Please call Ekta Kanani at 613-223-0581 OR e-mail ekanani@harriscomputer.com

Subtotal	US$224,813.62
Misc	US$0.00
Tax	US$0.00
Freight	US$0.00
Trade Discount	US$0.00
Total	US$224,813.62

CITY OF GRIFFIN
FY25 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.

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Provide a description and identify the make/model of the item and quantity: Yearly Maintenance

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

Cogsdale is the only vendor that can support the Cogsdale software

Supplier/Source Name/Address: **Cogsdale**

Supplier/Source Contact: **Kirk Crowder** **Phone:** **902-812-2835**

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?

Maintain the software code to provide security patches for the Cogsdale software and provide end user support and bug fixes.

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.

Cogsdale owns and maintains the proprietary code for the software

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: 5/2/2025 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.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider resolution adopting the annual Fiscal Year 2025 - 2026 Operating and Capital Budget appropriating expenditures and forecasted revenues for specified purposes, functions and activities, by fund for the budget period and the Capital Improvement Program (CIP). *City Manager Jessica O'Connor will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

Recommended FY 2025-2026 Budget, see link:

FY2026 Budget

The Fiscal Year 2025 - 2026 Operating and Capital Budget provides for revenues and expenditures for the General Fund, Griffin-Spalding Airport Authority Fund, Solid Waste Fund, Stormwater Fund, Motor Pool Fund, Watershed Management Fund, Electric Utility Fund, Special Revenue Funds, and Component Unit Funds, etc., including personnel, purchased and/or contractual services, operations, and financing of expenditures based on forecasted revenues. Public notices and public hearings were advertised and held as required.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

N/A

Submitted By:
Felicia Trammel

Meeting Date:
10/06/2025

Reviewed By:
Jessica O'Connor

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Resolution to amend the City of Griffin's Fiscal Year 2024-2025 Operating & Capital Budget for the Third Quarter housekeeping amendments in the amount of $21,136,487.45. *Budget Analyst, Angela Thompson, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

This budget amendment re-allocates existing appropriations of funds that result from budgetary changes or accounting treatments for compliance between the nature of the purchase and with the chart of accounts and increases the budget to recognize additional revenue and appropriate that revenue for expenditure.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The budget amendment re-allocates $254,951.45 in funds that have previously been appropriated in the General Fund, Water & Wastewater Fund, Electric Fund and Golf Course Fund and recognizes additional revenue totaling $20,917,844.94 and appropriates that revenue for expenditure in the Airport Authority Fund and the Asset Forfeiture Fund. All new revenues recognized in this amendment are the result of a grant or a direct contribution from an outside entity to the City of Griffin and are in turn appropriated for the purpose in which they were given.

Submitted By:
Angela Thompson

Meeting Date:
10/06/2025

ATTACHMENTS:
AGENDA ITEM 20250610 BA Resolution Housekeeping Amendment #3.pdf
Third Quarter Housekeeping Amendment.pdf

RESOLUTION

A RESOLUTION TO AMEND THE FISCAL YEAR 2024-2025 OPERATING & CAPITAL BUDGET IN THE AMOUNT OF $21,136,487.45

WHEREAS, the Board of City Commissioners is charged with the preparation of an annual budget for the City of Griffin; and

WHEREAS, on June 11, 2024, the Board of City Commissioners adopted the Fiscal Year 2024-2025 Operating & Capital Budget; and

WHEREAS, the Board of City Commissioners approve amending the City of Griffin's Fiscal Year 2024-2025 Operating and Capital Budget by re-allocating existing appropriations totaling $254,951.45 within the General, Water & Wastewater, Electric and Golf Course Funds; and by recognizing additional revenues totaling $20,917,844.94 and appropriating those revenues for expenditure within the Airport Authority and Asset Forfeiture Funds; and increasing the budget of the General Fund in the amount of 218,642.51

BE IT RESOLVED by the Board of City Commissioners this 10th day of June, 2025, that the Fiscal Year 2024-2025 Operating & Capital Budget be, and is hereby, amended in the amount of $21,346,487.45 as follows:

SEE DETAILED FISCAL YEAR 2024-2025 Operating & Capital Budget -Budget Amendment for General Housekeeping Measures #3

_____

Douglas Hollberg, Mayor

_____

Jessica O'Connor, Secretary

Fiscal Year 2024-2025 Operating Capital Budget
Budget Amendment for General Housekeeping Measures #3

Item or Project	Account Number	Account Description	Budgetary Debit	Budgetary Credit
Amendment #1 - Boundary Survey for 219 East Bank Street Parking Lot				
To reclass funds from Operating Supplies to Professional Services for a Boundary Survey of 219 East Bank Street	101-4220-53-1120-0000	Operating Supplies	-	(11,800.00)
To reclass funds from Operating Supplies to Professional Services for a Boundary Survey of 219 East Bank Street	101-4220-52-1200-0000	Professional Fees	11,800.00	-
			11,800.00	(11,800.00)
Amendment #2 - Flashing Beacons Crystal Brook & Ellis Intersection				
To reclass funds from Operating Supplies to Capital Equipment for addition of Flashing Beacons at Intersection of Crystal Brook & Ellis	101-4270-53-1120-0000	Operating Supplies	-	(10,475.00)
To reclass funds from Operating Supplies to Capital Equipment for addition of Flashing Beacons at Intersection of Crystal Brook & Ellis	101-4270-54-2500-0000	Other Equipment	10,475.00	-
			10,475.00	(10,475.00)
Amendment #3 Still Branch Renaming - Facility Sign				
To reclass funds from Still Branch Operating Supplies to Capital Site Improvements for Renaming - Facility Sign	505-4432-53-1120-0000	Operating Supplies	-	(17,000.00)
To reclass funds from Still Branch Operating Supplies to Capital Site Improvements for Renaming - Facility Sign	505-4332-54-1200-0000	Capital Site Improvements	17,000.00	-
			17,000.00	(17,000.00)
Amendment #4 - Customer Service Reception Desk				
To reclass funds from Capital Furniture & Fixtures to Tools & Small Equipment to comply with the nature of the purchase	510-1590-54-2300-0000	Capital Furniture & Fixtures	-	(9,700.00)
To reclass funds from Capital Furniture & Fixtures to Tools & Small Equipment to comply with the nature of the purchase	510-1590-53-1600-0000	Tools & Small Equipment	9,700.00	-
			9,700.00	(9,700.00)
Amendment #5 - Safety Expo and Safe Driver Programs				
To reclass funds from Other Fire Programs to Risk Management for the Safety Expo and Safe Driver Programs	101-3590-53-1300-0000	Food	-	(800.00)
To reclass funds from Electric Office of the Director to Risk Management for the Safety Expo and Safe Driver Programs	510-4610-53-1300-0000	Food	-	(1,500.00)
To reclass funds from Electric Marketing to Risk Management for the Safety Expo and Safe Driver Programs	510-4640-53-1300-0000	Food	-	(88.00)
To reclass funds from Other Fire Programs, Electric Director and Marketing to Risk Management for the Safety Exp and Safe Driver Programs	101-1555-53-1300-0000	Food	1,860.00	-
To reclass funds from Other Fire Programs, Electric Director and Marketing to Risk Management for the Safety Exp and Safe Driver Programs	101-1555-53-1700-0000	Other Supplies	528.00	-
To reclass funds within Risk Management for the Kiwanis Fairgrounds Insurance Rider for the Safety Expo Program	101-1555-53-1400-0000	Books & Periodicals	-	(261.00)
To reclass funds within Risk Management for the Kiwanis Fairgrounds Insurance Rider for the Safety Expo Program	101-1555-52-3100-0000	Insurance other than Employee Benefits	261.00	-
Transfers related to the reclass of funds from the Electric Fund to the General Fund for the Safety Expo and Safe Driver Programs	510-0000-61-1200-0000	Transfers OUT to General Fund	1,588.00	-
Transfers related to the reclass of funds from the Electric Fund to the General Fund for the Safety Expo and Safe Driver Programs	101-0000-39-1211-0000	Transfers IN from Electric Fund	-	(1,588.00)
			4,237.00	(4,237.00)
Amendment #6 - Finance Department Furniture				
To reclass funds from Advertising to Tools & Small Equipment to replace aging furniture for department	101-1501-52-3300-0000	Advertising		(1,200.00)
To reclass funds from Printing & Binding to Tools & Small Equipment to replace aging furniture for department	101-1501-52-3400-0000	Printing & Binding		(750.00)
To reclass funds from Travel to Tools & Small Equipment to replace aging furniture for department	101-1501-52-3500-0000	Travel		(2,500.00)
To reclass funds from Education & Training to Tool & Small Equipment to replace aging furniture for department	101-1501-52-3700-0000	Education & Training		(3,550.00)
To reclass funds from within the Finance Department to Tools & Small Equipment to replace aging furniture for department	101-1501-53-1600-0000	Tools & Small Equipment	8,000.00	
			8,000.00	(8,000.00)
Amendment #7 - Golf Cart Barn Doors				
To reclass funds within the Golf Course to provide funding for installation of security doors at the Cart Barn	591-5130-54-1200-0000	Site Improvements	-	(2,900.00)
To reclass funds within the Golf Course to provide funding for installation of security doors at the Cart Barn	591-5130-54-2500-0000	Other Equipment	-	(714.60)
To reclass funds within the Golf Course to provide funding for installation of security doors at the Cart Barn	591-5130-53-1270-0000	Gas & Diesel Fuel	-	(8,538.33)
To reclass funds within the Golf Course to provide funding for installation of security doors at the Cart Barn	591-5130-54-1300-0000	Buildings	12,152.93	-
			-	-
			12,152.93	(12,152.93)
Amendment #8 - Police Arms				
To recognize revenue received in the Asset Forfeiture Fund and appropriate those revenues for expenditure	210-3227-35-1321-0000	Federal Confiscations	-	(17,053.00)
To recognize revenue received in the Asset Forfeiture Fund and appropriate those revenues for expenditure	210-3227-53-1600-0000	Tools & Small Equipment	17,053.00	-
			17,053.00	(17,053.00)

Fiscal Year 2024-2025 Operating Capital Budget
Budget Amendment for General Housekeeping Measures #3

Item or Project	Account Number	Account Description	Budgetary Debit	Budgetary Credit
Amendment #9- New Airport Progress FY25				
To amend the budget for progress work for the New Airport related to the new grant participation agreements	550-6516-54-1100-0000	Sites	4,285,671.71	-
To amend the budget for progress work for the New Airport related to the new grant participation agreements	550-6516-54-1200-0000	Site Improvements	16,833,762.74	-
To amend the budget for progress work for the New Airport related to the new grant participation agreements	550-6516-33-1310-0000	Federal Grants	-	(8,321,388.12)
To amend the budget for progress work for the New Airport related to the new grant participation agreements	550-6516-33-4110-0000	State Grants	-	(12,360,761.32)
To amend the budget for progress work for the New Airport related to the new grant participation agreements	550-6516-33-6001-0000	Spalding County Contribution	-	(218,642.50)
To amend the budget for progress work for the New Airport related to the new grant participation agreements	550-6516-39-1200-0000	Transfer from General Fund	-	(218,642.51)
To amend the budget for progress work for the New Airport related to the new grant participation agreements	101-0000-61-1015-0000	Transfer to Airport Authority Fund	218,642.51	-
			21,338,076.96	(21,119,434.45)
Amendment #11 - Correct Budgetary Coding				
To correct budget coding for 2 police vehicles that coded to Repair & Maintenance Expense instead of Vehicle Expense	101-3220-52-2200-0000	Repair & Maintenance Expense	-	(122,000.00)
To correct budget coding for 2 police vehicles that coded to Repair & Maintenance Expense instead of Vehicle Expense	101-3220-54-2200-0000	Capital Vehicles	122,000.00	-
			122,000.00	(122,000.00)
Amendment #12 - Spectophotometer Replacement				
To Reclass Funds from Repair & Maintenance Services for the purchase of a replacement Spectrophotometer	505-4432-52-2200-0000	Repair & Maintenance Services	-	(6,845.70)
To Reclass Funds from Repair & Maintenance Services for the purchase of a replacement Spectrophotometer	505-4432-54-2500-0000	Capital Equipment	6,845.70	-
			6,845.70	(6,845.70)
Amendment #13 - Urban Redevelopment Re-allocation				
To Reclass remaining budgeted funds from Disposal Fees to Professional Services	101-7320-52-2110-0000	Disposal Fees	-	(52,740.82)
To Reclass remaining budgeted funds from Disposal Fees to Professional Services	101-7320-52-1200-0000	Professional Fees	52,740.82	-
			52,740.82	(52,740.82)
		Grand Total	**21,610,081.41**	**(21,391,438.90)**
	Revenue	Total Revenue	-	(20,917,844.94)
	Expense	Total Expenditures/Expenses	21,389,850.90	(253,363.45)
	Transfers In	Total Transfers In	-	(220,230.51)
	Transfers Out	Total Transfer Out	220,230.51	-
		Total Budgetary Debits/Credits	**21,610,081.41**	**(21,391,438.90)**
			-	-
		By Fund		
	101	General Fund	426,307.33	(207,664.82)
	210	Asset Forfeiture Fund	17,053.00	(17,053.00)
	505	Water & Wastewater Fund	23,845.70	(23,845.70)
	510	Electric Fund	11,288.00	(11,288.00)
	540	Solid Waste Fund	-	-
	550	Airport Authority Fund	21,119,434.45	(21,119,434.45)
	560	Stormwater Fund	-	-
	570	Telecommunications Fund	-	-
	591	Golf Course Fund	12,152.93	(12,152.93)
	601	Motor Pool Fund	-	-
	952	Mainstreet Fund	-	-
	953	DDA Fund	-	-
		Total All Funds	**21,610,081.41**	**(21,391,438.90)**

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the purchase of one Sutphen Heavy Duty Custom Pumper for $1,274,727.04, one Sutphen Heavy Duty 75' Mid-mount Aerial Ladder (SL75) for $1,834,852.12, and one Sutphen Heavy Duty Custom Wet Rescue (RA-22) for $1,399,851.72. A total of $4,509,430.88 from the Sutphen Corporation, through Sourcewell contract. *Fire Chief John Hamilton will address*.

SPECIAL CONSIDERATIONS OR CONCERNS:

The pumper build time is 36-38 months, aerial build time is 20-22 months, and the rescue build time is 29-31 months . These times are approximate. If the purchase is approved, the purchase order will be transmitted to the dealer (Williams Fire Apparatus) and the unit will be placed in the queue for build.

Sourcewell contract #113021-SUT.

STAFF RECOMMENDATION:

Staff recommends approval

FINANCIAL IMPACT:

We currently plan to finance these through GMA. We do not know the exact interest rate we will receive due to the length of time before a loan can be created. Payment is not due until we take delivery of an apparatus.

Submitted By:
John Hamilton

Meeting Date:
10/06/2025

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Single Source.pdf
SKM_C550i-N25060612170 (1).pdf

CITY OF GRIFFIN
FY25 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

Sutphen Fire Apparatus and Equipment

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

In the last 9 years we have changed over to Sutphen units for consistency and ease of maintenance

Supplier/Source Name/Address:

Sutphen Corporation 6450 Eiterman Rd. , Dublin OH 43016 800-848-5860

Supplier/Source Contact: **Phone:**

Todd Moore/Williams Fire Apparatus 770-695-3808

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?

Sutphen is the vehicle apparatus vehicle that we use. The dealer that we purchase them through is Williams Fire Apparatus in Alabama. The equipment is part of the total purchase and is the only one that can supply this for Sutphen apparatus purchases.

Is this a 1-time procurement? Estimated expenditure- one-time X 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.

Williams Fire Apparatus is the sole dealer for our area and is the only dealer that can supply equipment for these units.

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: 6/5/2025 Requestor: John Hamilton

Department: Fire Dept Accting Code: 101-3520-54-2200-000 Phone: ###

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.

SUTPHEN

PURCHASE AGREEMENT

FOR SUTPHEN FIRE APPARATUS

THIS AGREEMENT made and entered into this 10th day of June 2025 by and between THE SUTPHEN CORPORATION, an Ohio Corporation, of Dublin, Ohio, hereinafter called "SUTPHEN" and Griffin Fire Department of Griffin, GA, hereinafter called "PURCHASER", sets forth the terms whereby Purchaser agrees to purchase a fire apparatus from Sutphen pursuant to the terms contained herein.

PURCHASE: Purchaser hereby agrees to buy and Sutphen hereby agrees to sell and furnish to Purchaser the apparatus and equipment according to the Sutphen Proposal dated May 29th, 2025 and made a part hereof, and the Proposal Price Page with the Sutphen Terms and Conditions also made part of this Agreement as attached hereto ("Proposal").

1. **PURCHASE PRICE**: Purchaser agrees to pay for said apparatus and equipment the total Purchase Price of Four Million Five Hundred Nine Thousand Four Hundred Thirty dollars and eighty-eight cents ($4,509,430.88).

   Evolving industry conditions and market volatility may materially impact the cost to manufacture fire apparatus. As such, Sutphen reserves the right to impose a price adjustment. The price adjustment will be determined using the Producer Price Index (PPI) – specifically, WPU141106843 the Commodity Data for Heavy Duty Truck Manufacturing: Buses, including military and firefighting vehicles with chassis of own manufacture. The calculation will be based on the PPI value the month of contract execution, compared to the PPI value 12 months prior to the originally slotted production completion date.

   If the PPI reflects an increase exceeding 5% over this period, the Purchaser will be subject to a price adjustment equal to the percentage increase in excess of 5%. Sutphen will provide written notice to the Purchaser as soon as it reasonably anticipates the need to apply such adjustment. Upon receipt of such notice, the Purchaser may request to terminate the Agreement. If the termination request is approved, a cancellation fee equal to 5% of the original contract purchase price will be applied.

2. **PAYMENT**: Final payment shall be made at the time of final inspection at the factory as per Sutphen Proposal Terms and Conditions. Should payment be delayed,

Sutphen reserves the right to charge interest at the rate of one and one-half percent (1.5%) per month, beginning on the day after payment is due.

3. **FINAL COMPLETION**: The Sutphen Heavy Duty Custom Pumper and equipment being purchased hereunder shall be completed within approximately 36-38 months and the Sutphen Heavy Duty 75' Mid Mount Aerial Ladder and equipment being purchased hereunder shall be completed within approximately 20-22 months and the Sutphen Heavy Duty Custom wet Rescue and equipment being purchased hereunder shall be completed within approximately 29-31 months after the receipt and acceptance of this agreement at Sutphen's office as per Sutphen Proposal, provided that such delivery date shall be automatically extended for delays beyond Sutphen's control, including, without limitation, strikes, labor disputes, riots, civil unrest, pandemics, war or other military actions, sabotage, government regulations or controls, fire or other casualty, or inability to obtain materials or services. If such delay occurs, Sutphen shall give notice of delay to Purchaser. Purchaser shall not be entitled to any discount or reduction in price for such delay and Sutphen shall not be liable for any damages (compensatory, incidental, consequential or otherwise) related to such delay.

4. **MANUFACTURER'S CERTIFICATE OF ORIGIN**: Transfer of the Manufacturer's Certificate of Origin (MCO) shall take place during pre-delivery inspection and full in accordance with the terms of this Agreement. Sutphen reserves the right to withhold delivery of the MCO until payment in full is received. If Purchaser requires any third-party equipment mounting, the apparatus shall be moved to the third-party facility by the dealer or Purchaser for such mounting. Such third-party work shall not delay or offset payment to Sutphen.

5. **SUTPHEN WARRANTIES**: Sutphen warrants to Purchaser that all goods and services furnished hereunder will conform in all respects to the terms of this order, including any applicable change orders, drawings, specifications, or standards incorporated herein, and/or shall be free of defects in materials, workmanship, and free from such defects in design. In addition, Sutphen warrants that the goods and services are suitable for and will perform in accordance with the purposes for which they were intended, for a period of one year from the Warranty Registration Date, unless an extended warranty is purchased.

6. **SHORTAGES AND OMISSIONS**: The apparatus shall be tested per NFPA #1900 at Sutphen's manufacturing facility. Purchaser agrees that the apparatus and equipment being purchased hereunder shall not be driven or used in any manner until it is paid for in full. In the event there are any shortages or omissions with the apparatus at time of completion, Purchaser may withhold a sum equivalent to the price of any such shortages as determined by Sutphen.

7. **DEFAULT**: In the case of any default in payment hereunder or in the payment on any notes, negotiable paper, obligations or other instruments issued by Purchaser, and only to the extent permitted by law, Sutphen may take full possession of the apparatus and equipment or of the piece or pieces upon which default has been made, and any payments that have been made theretofore shall be applied as rent in full for the use of the apparatus and equipment up to the date of taking possession by Sutphen.

8. **PURCHASER GUARANTEES**: With the signing of this agreement, Purchaser attests that it has the full power and legal authority to enter into this agreement and guarantees that funds for its purchase are available or in the process of collection.

9. **ACCEPTANCE**: This agreement shall not be binding until it is signed and approved by an officer of the Sutphen Corporation.

10. **TAXES, ETC.:** The purchase price provided for herein does not include any federal, state or local sales tax, duties, imposts, revenues, excise or other taxes which may hereafter be imposed by governmental authority or otherwise and which are made applicable to the apparatus or equipment covered by the agreement. In the event that any such taxes are subsequently imposed and become applicable, the purchase price herein shall be increased by the amount of such taxes and such sum shall be immediately paid by Purchaser to Sutphen. To the extent applicable, the prices and deliveries set forth herein are subject to the Defense Production Act.

11. **INSURANCE**: Sutphen shall provide insurance insuring the apparatus and equipment against loss by fire, theft, or collision and insuring against property damage and personal injury through the completion of the apparatus and transfer of the Manufacturer's Certificate of Origin.

12. **TERMINATION**: After the execution of this Agreement, Purchaser shall have no right to terminate the Agreement except as provided herein. In the event Sutphen accepts Purchaser's request to terminate the Agreement, Sutphen may charge a cancellation fee. The following charge schedule based on costs incurred may be applied, at Sutphen's sole discretion:(a) 10% after order is accepted by Sutphen; (b) 30% of the Purchase Price after production has commenced. The cancellation fee may increase accordingly as costs are incurred as the order progresses through engineering and into manufacturing.

13. **GENERAL**: This agreement and the Sutphen Proposal provided herein take precedence over all previous negotiations, oral or written, and no representations or warranties are applicable except as specifically contained in this agreement or in the Sutphen Proposal. No alteration, modification, amendment or change of this Agreement shall be binding unless executed in writing by the parties. No waiver of any of the provisions of this Agreement shall be deemed a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. If a Purchase Order is also issued, this Agreement and the Sutphen Proposal Terms and Conditions shall supersede the terms in the Purchase Order where terms may be inconsistent. This Agreement may be signed in counterparts by the parties, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same Agreement. A signed copy of this Agreement delivered by facsimile, e-mail, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement. This Agreement may only be amended, modified or supplemented by an agreement in writing signed by each party hereto.

14. **GOVERNS**: This Agreement shall be governed and controlled as to interpretation, enforcement, validity, construction, effect and in all other respects by the laws, statutes and decisions of the State of Georgia. Exclusive jurisdiction and venue for any litigation at all related to this Agreement shall be in the appropriate court in Spalding County, Georgia, and the parties hereto consent and submit to the general jurisdiction of this court. All of the terms and provisions of this Agreement shall be binding upon and inure to the benefit of and be enforceable by Sutphen, Purchaser, their successors and assigns.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be duly executed and attested by its duly authorized representatives, effective as of the date below when accepted at Sutphen Corporations offices.

SALES REPRESENTATIVE OF THE SUTPHEN CORPORATION

By Todd Moore
Sales Representative

Accepted at offices of:
The Sutphen Corporation
6450 Eiterman Rd.
Dublin, Ohio 43016

By Julia Dutphen Pfeifer

Title V.P.

Date 6-6-25

PURCHASER

_____

By _____

Title _____

Date _____

By _____

Title _____

Date _____

Approved as to form:

Andrew J. Whalen, III
Andrew J. Whalen, III
City Attorney

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider adoption of the updated electric rate tariff to include EV Rate for Public EV and DC Fast Charging Service. *Electric Director, Jennifer Freeman will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

In 2020, Charge Point, in collaboration with the City of Griffin, installed a level 2 EV Charging Station in the parking lot across from the Welcome Center for public use. The original plan was to install the charger for economic development purposes, and provide the service free of charge for a year or two, in order to monitor how much usage it would receive. It has been installed for over five years and is used fairly frequently. We feel that at this time, an electric rate should be put into effect for the EV Charger. The rate proposed is in line with other cities that have EV Chargers, as well as Georgia Power's rate.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

The original cost of the EV charger was $12,500.

Rate sheet attached

Submitted By:
Jennifer Freeman

Meeting Date:
10/06/2025

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Public EV DC Fast-Charging Service (rev20250106)-BOC 6-10-25.docx

PUBLIC EV & DC FAST-CHARGING SERVICE

PAGES	EFFECTIVE DATE	REVISION
1	As noted below	20240305

AVAILABILITY:

Available in all areas served by the City and subject to its service rules and regulations.

APPLICABILITY:

For electric vehicle charging facilities that are owned by City of Griffin and equipped with Electric Vehicle chargers.

TYPE OF SERVICE:

Single or three phase, 60 hertz, at standard voltage.

MONTHLY RATE:

The monthly rate will be set annually according to the following schedule:

Level 2 Charger.....@ ..... $0.25 per kWh

DC Fast Charger .....@ ..... $0.46 per kWh
plus Idle Fee ..... $0.40/min after 15-minute grace period, once charging is completed

POWER COST ADJUSTMENT (PCA):

Does not apply.

ENVIRONMENTAL COMPLIANCE COST RECOVERY (ECCR):

Does not apply.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a contract with VHB, Inc., current vendor, in the amount of $11,688.00 for biological monitoring in the Cabin Creek watershed. *Director of Stormwater, Jeremy Kenway, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

VHB, Inc. (formerly CCR, Inc.) has conducted routine, annual biological stream sampling for the City in support of the City's NPDES stormwater permit for approximately 15 years. Recent ownership changes now require contracts for all customers. VHB conducts similar sampling for W/WW Department and, when possible, combines sampling events to reduce costs, environmental impacts, and simplify reporting.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The amount of the contract is $11,688.00 and will be paid in percentages as portions of the project are completed. Item is budgeted in proposed FY26 budget in Environmental Monitoring Professional Services 560-4730-52-1200.

Submitted By:
Ariel Blanton

Meeting Date:
10/06/2025

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
VHB_Justification_FY26.xlsx
FY26 - VHB Bio Monitoring Assessment_VHB Signed.pdf

Justification – Recommendation to Purchase

Type of Purchase (Bid#/Quote#/PO): Contract. Project #81615.25/U171797

Date (Bid Open or Date Submitted): 2/6/2025

Title or Description: Habitat, macroinvertebrate, and fish assessments

Recommended Supplier

Company Name: VHB, Inc.

City, State: Atlanta, GA

Award/PO Amount: $11,688.00

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 Responsible Bid:

VHB, Inc (formerly CCR, Inc.) has conducted COG's biological assessments for over 15 years. They are familiar with the appropriate EPD protocols, COG's watershed protection plans, and other drivers that govern how, where, and when sampling should be conducted. They also conduct similar sampling for the Water/Waste Water Department and typiclaly conduct the sampings in conjunction to reduce costs, economic impact, and provide seamless reporting between departments.

Vanasse Hangen Brustlin, Inc.
1355 Peachtree St, NE
Suite 100
Atlanta, Georgia 30309

Phone: 404.214.6745
www.vhb.com
Engineers | Scientists | Planners | Designers

Client Authorization

☒ **New Contract** **Date** 2/6/2025

☐ **Amendment No.** **Project No.** 81615.25/U171797

Project Name **Long-Term WPP Monitoring**
City of Griffin, GA

To:		Cost Estimate	Amendment	Contract Total
	City of Griffin **Ariel Blanton** **Acct. Dept.** **P.O. Box T** **Griffin, GA 30224** Email: ablanton@cityofgriffin.com	Biological and Habitat Monitoring (Lump Sum)		$11,688

As Requested By: A. Blanton

☒ Fixed Fee ☐ Time & Expenses
☐ Cost + Fixed Fee ☐ Other

This Agreement is composed of Part I, Part II. Part I includes details of the services to be performed, timing of the services, and compensation. Part II (attached) contains the Terms and Conditions of Agreement, which are proposed general terms of the engagement between City of Griffin, hereinafter called the "Client," and Vanasse Hangen Brustlin, Inc. (VHB).

SCOPE OF SERVICE

Biological Monitoring and Habitat Monitoring

Biological monitoring will be performed at five (5) study sites in the Shoal Creek watershed in 2025-26:

- HC3: Heads Creek upstream of Westmoreland Road;
- SC0: Shoal Creek near old sewage treatment plant;
- SC2: Shoal Creek upstream of North Pine Hill Road;
- SC5: South Fork Shoal Creek on golf course off Westminster Road;
- SC10: Shoal Creek downstream of SR 19 crossing.

The macroinvertebrate community and habitat assessments will be conducted at all five sites under the GEPD's current SOP *Macroinvertebrate Biological Assessment of Wadeable Streams in Georgia* dated March 2007. Fish community assessments will only be performed at SC2 and SC5 under the GDNR's Wildlife Resources Division current protocols for fish sampling, *Part I: Standard Operating Procedures for Conducting Biomonitoring on Fish Communities in Wadeable Streams in Georgia* (GDNR, 2020).

Biological sampling for fish will occur April through October, and macroinvertebrate sampling will occur October through February, as per the state protocols. Macroinvertebrate sampling and habitat assessments will be performed by a 2-person crew, and fish sampling will be conducted by a 3-person crew. Benthic macroinvertebrates will be collected via dip netting, and fish will be sampled by electrofishing (backpack). Macroinvertebrate samples will be preserved and analyzed in the laboratory, whereas the fish will be primarily processed (enumerated and identified) in the field and returned to the collection area of the stream. Some voucher fish specimens may be preserved and taken to the laboratory for identification.

Prior to biological surveys, water quality will be assessed via *in situ* measurements of the following parameters: air and water temperature, dissolved oxygen (DO), % DO, salinity, pH, turbidity, and specific conductance. During macroinvertebrate monitoring efforts, the following water chemistry parameters will be sampled: TSS, alkalinity, hardness, ammonia, nitrate-nitrite, TKN, and total phosphorus and orthophosphate. Dissolved metals samples (cadmium, copper, lead, and zinc) will be collected using "clean" hands sampling, and the required filtering will be done at and by the laboratory.

A report describing the sampling methodology and results will be prepared, including a discussion of impairment/impacted areas, and provided to the client in electronic format by May of 2026.

ASSUMPTIONS

It is understood that VHB will perform services under the sole direction of the Client. In the performance of these services, VHB will communicate its efforts with those of other project team members.

- Biological monitoring will be performed at five study sites in 2025-2026
- Biological sampling for fish will occur from April through October
- Macroinvertebrate sampling will occur from October through February
- Macroinvertebrate sampling and habitat assessments will be conducted at four sites and performed by a 2-person crew
- Fish sampling will be conducted by a 3-person crew
- No access problems to sites

SERVICES NOT INCLUDED

The following services have not been included in this Agreement at this time:

- No meetings

Should work be required in these areas, or areas not previously described, VHB will prepare a proposal or amendment, at the Client's request, that contains the Scope of Services, fee, and schedule required to complete the additional work items.

CLIENT FURNISHED INFORMATION

VHB will rely upon the accuracy and completeness of Client-furnished information in connection with the performance of services under this Agreement.

SCHEDULE

VHB will begin performance of the above services on the date written authorization to proceed is received. The schedule is also subject to timely delivery of information promised by the Client and is exclusive of Client and local review of interim products.

COMPENSATION

VHB will perform the Scope of Services contained in this Agreement on a lump sum basis. VHB will bill on a percent complete basis every four weeks.

Task	Lump Sum
Biological Monitoring	$11,688
TOTAL	**$11,688**

Prepared By: ge/JP **Department Approval:** F. Ponce

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

☒ Subject to attached terms & conditions.

☐ Subject to terms & conditions in our original agreement dated

Vanasse Hangen Brustlin, Inc. Authorization

FAP By

Fabricio Ponce

Title Managing Director, Atlanta

Date June 5, 2025

Client Authorization *(Please sign original and return)*

By

Title

Date

Approved as to Form:

Andrew J. Whalen, III

Andrew J. Whalen, III, City Attorney

Jessica W. O'Connor, Secretary

GEORGIA ONLY

STANDARD TERMS AND CONDITIONS. The engagement of VHB by Client is under the following terms and conditions. These terms and conditions are an integral part of the collective Agreement between Client and VHB.

SCOPE OF SERVICES. VHB shall perform the services set forth in the attached Scope of Services. Requests for additional services and any associated fee adjustment must be authorized in writing before additional services can begin.

PERFORMANCE STANDARDS. VHB's services require decisions that are not based upon science, but rather upon judgmental considerations. In the performance or furnishing of professional services hereunder, VHB, and those it is responsible for, shall exercise the degree of skill and care ordinarily exercised by similarly practicing professionals performing similar services under similar conditions in the same locality ("Standard of Care"). VHB shall be entitled to rely on the accuracy and completeness of data, reports, surveys, requirements, and other information provided by Client.

SCHEDULE. VHB shall perform its services as set forth in the Scope of Services as expeditiously as consistent with the Standard of Care and the orderly progress of the Work. VHB shall not be responsible for failure to perform or for delays in the services arising out of factors beyond the reasonable control or without the fault or negligence of VHB.

PAYMENT. The fee estimate for the proposed Scope of Services is valid for 60 days from the date of Proposal. All schedules set forth in the attached Scope of Services commence upon receipt of a signed Agreement and, if requested, a retainer. Retainers will be applied to the last invoice. A RETAINER OF $[0] IS REQUIRED BEFORE SERVICES WILL COMMENCE.

Invoices will be rendered monthly and are due upon receipt. Any invoice unpaid more than 30 days after date of invoice will bear interest at 1-1/2 percent per month.

If Client fails to pay any invoice within 45 days of the date of invoice, VHB may, without waiving any other claim or right against Client or incurring any liability for delay, suspend the services until VHB has been paid in full. Sealed plans, final documents, reports, and attendance at meetings/hearings will not be provided unless payment for services is current.

If VHB is performing services for Client under multiple projects, payments must be current on all projects for services hereunder to continue. Client acknowledges VHB's right to suspend services and withhold plans and documents, as provided above, if any payments are overdue. If services are suspended for 30 days or longer, upon resuming services VHB shall be entitled to expenses incurred in the interruption and resumption of its services. If services are suspended for 90 days or longer, VHB shall be entitled to expenses incurred in the interruption and resumption of its services and fees for remaining services shall be equitably adjusted.

The parties agree to coordinate invoices to assure timely payment. At minimum, VHB's project manager and Client's representative will confer as often as necessary about any issues involving invoicing and collections. Client's representative will contact VHB's project manager forthwith upon receipt of an invoice about any questions or issues concerning invoiced amounts. If Client's representative and VHB's project manager are unable to resolve any questions or issues, Client's representative will line item any disputed or questionable amount and pay VHB. VHB, at its option, may revise and resubmit disputed amounts at a later date.

Should it become necessary to utilize legal or other resources to collect any or all monies rightfully due for services rendered under this Agreement, VHB shall be entitled to full reimbursement of all such costs, including reasonable attorneys' fees, as part of this Agreement.

OWNERSHIP OF WORK PRODUCT. All work products (whether in hard or electronic form) prepared by VHB pursuant to the Agreement are instruments of service with respect to the Project and are not authorized, intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other Project. Any reuse by Client or a third person or entity authorized by Client without written verification or adaptation by VHB for the specific application will be at Client's sole risk and without liability or legal exposure to VHB. Client shall release, defend, indemnify and hold harmless VHB from all claims, damages, losses and expenses, including attorneys' fees, arising out of or resulting therefrom. Any such verification or adaptation will entitle VHB to additional compensation at rates to be agreed upon by VHB and Client, third person, or entity seeking to reuse said documents.

Client recognizes that information recorded on or transmitted as electronic media, including CADD documents ("Electronic Documents") is subject to undetectable alteration, either intentional or unintentional, due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, the Electronic Documents are provided to Client for informational purposes only and are not represented as suitable for any use or purpose.

VHB retains the copyright in all work products produced in connection with this Agreement, unless otherwise agreed to in

writing by an authorized VHB representative. VHB licenses to Client on a non-exclusive basis the use of work products produced solely in connection with this Agreement. The license may be revoked for any failure of Client to perform under this Agreement.

CERTIFICATIONS. VHB shall not be required to sign any documents, no matter by whom requested, that would result in VHB having to certify, guarantee or warrant the existence of conditions whose existence VHB cannot wholly ascertain. Any certification provided by VHB shall be so provided based on VHB's knowledge, information, and belief subject to the preceding sentence, and shall reflect no greater certainty than VHB's professional opinion developed through and consistent with the Standard of Care. VHB shall be compensated for any work necessary to assess project compliance with regulatory standards for purposes of such certification.

INSURANCE. VHB agrees to carry the following insurance during the term of this Agreement:

- Workmen's Compensation and Employer's Liability Insurance in compliance with statutory limits
- Comprehensive General Liability Insurance including Products Completed, Contractual, Property, and Personal Injury coverage with combined single limits of $1,000,000 per occurrence and $2,000,000 in the aggregate
- Professional Liability Insurance with a limit of $1,000,000 per claim and in the aggregate
- Automobile Liability Insurance including non-owned and hired automobiles with a combined single limit of $1,000,000 per occurrence

Certificates of insurance will be furnished upon request. If Client requires additional insurance coverage, and it is available, Client agrees to reimburse VHB for such additional expense.

INDEMNITY. To the extent permitted by law, Client and VHB shall at all times indemnify and save harmless each other, their officers, and employees on account of damages, losses, expenses, reasonable counsel fees, and compensation arising out of any claims for damages, personal injuries and/or property losses sustained by any person or entity, to the extent caused by the negligent acts, errors or omissions of the indemnifying party, its employees, or subcontractors in connection with the Project, and/or under this Agreement.

Client agrees to the fullest extent permitted by law, to indemnify and hold harmless VHB, its officers, employees and subconsultants from and against any and all claims, suits, demands, liabilities costs including reasonable attorneys' fees, and defense costs caused by, arising out of, or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products, or material that exist on, about, or adjacent to the job site.

LIMITATION ON VHB'S RESPONSIBILITY AND JOBSITE SAFETY. VHB will not be responsible for the acts or omissions of contractors or others at the Site, except for its own subcontractors and employees. Neither the professional activities of VHB nor the presence of VHB or its employees or subconsultants at a project site shall relieve the other parties on this project of their obligations, duties, and, including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending, and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. VHB and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. Client agrees that Contractor shall be solely responsible for job site safety and warrants that this intent shall be carried out in Client's contract with Contractor.

ALLOCATION OF RISK. In recognition of the relative risks and benefits of the Project to both Client and VHB, the risks have been allocated such that Client agrees that to the fullest extent permitted by law, VHB's total liability in the aggregate to Client and any persons or entities claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project and/or this Agreement from any cause or causes, including, but not limited to, VHB's negligence, errors, omissions, strict liability, statutory liability, indemnity obligation, breach of contract or breach of warranty shall not exceed the higher of $50,000 (fifty thousand dollars), or ten (10) percent of the compensation actually paid to VHB. Client and VHB may agree to a higher limitation of liability for an increased fee.

DISPUTE RESOLUTION. All questions in dispute under this Agreement shall be submitted to non-binding mediation as a condition precedent to the institution of legal proceedings. On the written notice of either party to the other of the election to submit any dispute under this Agreement to mediation, each party shall designate their representative and shall meet within ten (10) days after the service of the notice. The parties shall then attempt to resolve the dispute within ten (10) days of meeting. Should the parties be unable to agree on a resolution of the dispute, then the parties shall proceed with mediation in accordance with the mediation rules of the American Arbitration Association. The cost of mediation shall be borne equally by both parties. This Agreement shall be governed and construed in accordance with the laws of the State of Georgia, and for any dispute arising from this Agreement, venue shall be appropriate in Spalding County, Georgia

LEGAL SUPPORT. To the extent VHB is required to respond to any dispute resolution process, including, but not limited to, requests for document production, discovery or a request to

appear in any deposition or legal proceeding, which is related to the Scope of Services but does not arise out of VHB's negligent acts, errors or omissions, Client shall compensate VHB for all costs incurred by VHB, including reasonable attorneys' fees.

DESCRIPTIVE HEADINGS AND COUNTERPARTS. The headings contained in this Agreement are for convenience of reference only and shall not constitute a part hereof, or define, limit or in any way affect the meaning of any of the terms or provisions hereof. This Agreement may be executed in two or more counterparts, and any party hereto may execute any such counterpart, which, when executed and delivered, shall be deemed to be an original and all of such counterparts taken together shall be deemed to be one and the same instrument.

EXCLUSIVE REMEDIES. In the event that any dispute is not remedied through the alternative dispute resolution procedures set forth herein, all claims, actions, and rights of action arising from or relating in any way to this Agreement or the services performed thereunder, whether in contract, tort, indemnity and all other rights of action whatsoever, shall be filed in a court of competent jurisdiction within three years of the completion of such services, or all such claims, actions and rights of action shall be waived. Recovery under this Agreement shall be limited by the parties' agreement on Allocation of Risk and the remainder of this section.

Notwithstanding any other provision of this Agreement, neither party shall be liable to the other for any liquidated, incidental, special, indirect or other consequential damages incurred, regardless of the nature of the cause or whether caused by Client or VHB, or their employees, subconsultants, or subcontractors. Consequential damages include, without limitation, loss of use, loss of profits, loss of production, or business interruption; however, the same may be caused.

VHB and Client waive all claims against each other arising out of or related to this Agreement or the services to the extent that losses, damages, and liabilities associated with such claims have been compensated by the proceeds of property insurance or any other insurance policy.

VHB makes no warranties or guarantees, express or implied, under this Agreement or any other contract document with respect to its provision of professional services. In entering into this Agreement, Client has relied only upon the representations set forth in this Agreement. No verbal warranties, representations, or statements shall be considered a part of this Agreement or a basis upon which Client relied in entering into this Agreement.

NO THIRD PARTY BENEFICIARIES. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either Client or VHB. In addition, nothing herein shall be construed as creating a contractual relationship between Client and any VHB employee, representative, or consultant. Client agrees that in the event of a dispute regarding this Agreement or the services rendered by VHB hereunder, Client shall only seek recourse against VHB and waives any right to pursue a claim against VHB's individual directors, officers or employees.

VHB's commitments as set forth in this Agreement are based on the expectation that all of the services described in this Agreement will be provided. In the event Client later elects to reduce VHB's Scope of Services, Client hereby agrees to release, hold harmless, defend, and indemnify VHB from any and all claims, damages, losses or costs associated with or arising out of such reduction in services.

SEVERABILITY. The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

TAXES. Any taxes or fees, enacted by local, state, or federal government and based on gross receipts or revenues, will be invoiced to and payable by Client as an additional amount due under this Agreement.

PROJECT SPECIFIC PROVISIONS. To the extent the Scope of Services involves any of the following services/geographies, the following general provisions apply accordingly:

AMERICANS WITH DISABILITIES ACT (ADA). Client understands and agrees that ADA standards are evolving and subject to varying, potentially contradictory interpretations and applications. VHB will use its reasonable professional efforts and judgment to interpret applicable ADA requirements and other federal, state and local laws, rules, codes, ordinances, and regulations as they apply to the project. VHB cannot and does not warrant or guarantee that Client's Project will comply with all ADA requirements or ADA interpretations or other applicable regulatory interpretations.

CLIMATE CHANGE/FLOOD ANALYSIS. Consultant shall not be responsible or liable for any damages, losses, litigation, expenses, counsel fees and compensation arising out of any claims, damages, personal injuries and/or property losses related to flooding conditions whether directly or indirectly due to flood water damage, and Client shall at all times indemnify and hold harmless VHB, its respective officers, agents and employees on account of any related claims, damages, losses, expenses and counsel fees related thereto.

CONSTRUCTION PHASE SERVICES

SITE VISITS. VHB shall make periodic site visits upon the request of Client or as otherwise agreed in writing by Client and VHB for the limited purpose of determining whether work is in general conformance with VHB's plans and specifications. Such visits are not intended to be an exhaustive check or a detailed inspection of Contractor's work. VHB shall not supervise or have control over Contractor's work nor have any responsibility for construction ways, means, methods, techniques, sequences, or procedures selected by Contractor nor for Contractor's safety precautions or programs in connection with the Work.

SHOP DRAWINGS. VHB's review and approval of submittals such as shop drawings, product data, samples, and other data, shall be for the limited purpose of checking for conformance with the design concept and the information in VHB's documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades, or construction safety precautions, all of which are the sole responsibility of Contractor and other unrelated parties. Review of a specific item shall not indicate that VHB has reviewed the entire assembly of which the item is a component. VHB shall not be responsible for any deviations from VHB's documents or other documents that are not brought to the attention of VHB in writing by Contractor. VHB shall not be required to review partial submissions or those for which submission of correlated items have not been received.

GEOTECHNICAL SERVICES. Client understands that VHB does not perform geotechnical services directly and, if requested, will retain a geotechnical subconsultant on behalf of Client, and VHB shall rely on the accuracy and completeness of data furnished as if the geotechnical services were contracted directly through Client.

TANK INSPECTION. Client will provide VHB with available underground storage tank (UST) documentation as necessary. VHB assumes that the documentation and site plans will be in order, be complete and meet regulatory compliance standards. VHB's inspection services are to fulfill regulatory requirements and do not include invasive testing or equipment calibration and testing. Accordingly, Client expressly agrees that VHB shall have no liability for equipment functioning or malfunctioning, product releases or spills.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the purchase of a 2025 New Way Sidewinder XTR ASL Garbage Truck from Sansom Equipment Company, best responsive quote, in the amount of $406,992.00 by lease supplement through the city`s master lease agreement with GMA and amend the budget accordingly. *Director of Solid Waste. Todd Ennis, will address*

SPECIAL CONSIDERATIONS OR CONCERNS:

The 2025 New Way Sidewinder XTR ASL Garbage Truck will replace the New Way Sidewinder XTR ASL Garbage Truck the was deemed a total loss due to fire damage.

STAFF RECOMMENDATION:

Staff recommends approval

FINANCIAL IMPACT:

The amendment appropriates funding by reallocating $406,992.000 in GMA Lease Proceeds for the purpose of purchasing capital equipment and reallocating $406,992.00 appropriations for vehicles FY 25.

Submitted By:

Todd Ennis

Meeting Date:

10/06/2025

ATTACHMENTS:

Residential ASL Quotes.pdf

Budget Amendment ASL Residential Collection Truck FY25.pdf

PO Residential ASL Collection Truck FY25.pdf

Residential ASL Justification to Purchase FY25.xlsx

QUOTE

QUOTE #	*SECQ8503*
DATE	*May 7, 2025*
CONTRACT CUSTOMER ID #	*29765*
CONTRACT #	*110223-NWY*

To: Todd Ennis
City of Griffin (GA)
236 Emlet Drive
Griffin, GA 30224
United States

Phone: 770-229-6421
tennis@cityofgriffin.com

Sales Contact: Andrew Bielecki
706-255-8748
andrew@secequip.com

QUOTE STATUS	SHIPPING TERMS	DELIVERY IN DAYS	PAYMENT TERMS
Sourcewell	Customer Location	Immediate	Net Delivery

QTY	DESCRIPTION
1	New Way Sidewinder XTR Automated Side Loading Refuse Body - 31 cubic yard Capacity
1	Severe Duty Refuse Package: 7GA AR Hopper FLR & Side Liner, Forward Panel of Body Side Wall 7GA AR450, Body Floor & GA AR450 32" into Body, Chromium Overlay on Packer Guide Rails
1	Hinged Front Cylinder Splash Shields
2	Hopper Sump Cleanout Chute Extensions - LH/RH
1	Hydraulic Hopper Cover
1	Hopper Access Ladder w/ Handles
1	Shovel/Broom Rack
1	Large Caution Safety Decal - Tailgate
1	LED Work Lights - (1) Light in Hopper and (1) Curbside Toward Arm
1	LED Beacon Strobe Light (Surface Mount, Mid-Tailgate)
1	LED Strobe Light Package (Integrated Strobe System) (2) round lights mounted lower tailgate
1	LED Strobe Light Package (Integrated Strobe System) (2) round lights mounted front of body - bulkhead
1	Safety Vision Quad Camera System w/ 7" Color Monitor - Arm, LH Blindspot, Hopper & Rearview
1	Remote Grease Zerks Tailgate and Upper Cylinder Hinge Pins
1	Front Remote Grease Zerks - System Packer & Body Lift Pins

QTY	DESCRIPTION
1	Electronic Hydraulic Filter By-Pass Indicator In Cab
1	Arm Extended Audible Alarm
1	Quick Disconnect Hydraulic Pressure Gauge
1	Freight - F.O.B. City of Griffin
1	New Kenworth L770 Cabover Chassis

This quote does not include any federal, state, or local taxes.
* In stock equipment are subject to prior sale. *

This Quote is valid for 30 Days.

TOTAL $406,992.00

BIRMINGHAM OFFICE
2800 Powell Avenue
Birmingham, AL 35233
Ph: (205) 324-3104
Fax: (205) 324-2679

MOBILE OFFICE
2025 West I-65 Service Road North
Mobile, AL 36618
Ph: (251) 631-3766
Fax: (251) 631-3768

SHELBYVILLE OFFICE
3196 Highway 231 North
Shelbyville, TN 37160
Ph: (615) 696-7066
Fax: (615) 413-5323

STONECREST OFFICE
2601 South Stone Mountain Lithonia Road
Stonecrest, Georgia 30058
Ph: (706) 685-6900
Fax: (706) 609-3491

STATESBORO GA OFFICE
207 Hal Averitt Blvd.
Statesboro, Georgia 30458
(912) 549-0005

Sourcewell
Formerly NJPA

HGACBuy™
THE SMART PURCHASING SOLUTION

ENVIRONMENTAL PRODUCTS GROUP

Todd Ennis – City of Griffin
5/9/2025

Labrie Side Loaders

Environmental Products would like to thank you for the opportunity to present the **Labrie Automizer Right-Hand Side Loader.**

Environmental Products Group is the sole provider of Labrie Equipment in the state of Georgia, as well as many other leading industry product lines including: Vactor sewer Cleaners, Elgin Street Sweepers, TRUVAC Hydro Excavation Equipment, Envirosight Pipeline Inspection Cameras, Petersen Grapple Loaders, PB Asphalt Pothole Patchers, Madvac Sweepers and Vacuums, and a host of parts, tools and accessories for all your needs.

Environmental Products Group prides itself on our local parts, service, and training capabilities. With multiple full-service locations throughout Florida, Georgia, Tennessee. Including Vactor, Elgin, TRUVAC, and Envirosight repair centers, Extensive parts inventory, factory-trained technicians, mobile parts and service, rentals, turnkey maintenance packages, leasing options, and much more... we are ready to service your every need.

EP Rents is a division of Environmental Products Group, EP Rents specializes in rental trucks when you need them. With a large inventory of Vactor Sewer Cleaners and Trailer Jetters, Elgin Sweeper, Envirosight Pipeline Inspection Cameras, Petersen Grapple Loaders. Call us for any of your rental needs.

Thank you for your consideration.

Henry Ortman | 813-382-7746 | hortman@myEPG.com

ENVIRONMENTAL PRODUCTS GROUP

Product Description

- The Automizer™ Right-Hand side loader features a strong, light-weight body with a reliable loading arm that can reach farther than any other automated side loader.

  Parked cars and other obstacles are no longer an obstacle with an arm that can reach 12-feet and lift up to 1,000 pounds fully extended.
  Thanks to carefully engineered hydraulics, this arm maneuvers both smoothly and with exacting precision.

Body Features

- Standard Hight Gripper
- Heavy Duty Arm, *32-95 US gallon cans*
- Arm out alarm at 4 mph
- Spill shield on Gripper
- Crusher Panel
- RAM Type Packer Panel
- Retainer Teeth Under Breaker Bar (3/8" Hardox 450)
- Auxiliary Arm Controls Inside Cab on curbside
- Single Arm Joystick
- Crusher Panel Control on Joystick
- Packer Control on Joystick
- Grabber Control on Joystick
- Standard Tailgate Seal

Hydraulic Features

- JIC Hydraulic Fitting
- Hydraulic Oiler Cooler
- Dual Pump Denison T6DC Work-at-Idle (Front)
- Hydraulic Tank Mounted on Chassis
- Hydraulic Pressure Gauge for Main Valve with Quick Coupler
- Pneumatic Over Hydraulic Body Main Valve

Lighting/Camera Features

- Additional Lights on Tailgate: 2/3 Lightbar + Central Break Light + 4 Multifunctional Lights (X Pattern)
- 2/3 Centered Backup Lights on Tailgate – LED (2)
- Streetside Hopper Work Light – LED (1)
- Post Curbside Light – LED (3)
- 4x Envirolink Cameras in 4 Standard Positions with Heater/Without Shutter
  - Camera Position 1: Tailgate Center
  - Camera Position 2: Streetside Hopper
  - Camera Position 3: Tailgate Curbside
  - Camera Position 4: Tailgate Streetside – Pointing Streetside Alley
- 7" Envirolink Color Monitor (Included in Camera System Base Price) (5 Channels)
  - Monitor Position: Ceiling, Centered, Near Windshield
- Monitor Mounting Brackets for Labrie Standard Installation
- Cart Counting Device on Arm

Appearance Features

- Urethane Body Paint
- One Coat of Urethane Primer
- Rubber Mud Guards – Rear of Rear Axle
- Anti-Sail Bars on Rear Mud Guards (Rear Wheels)
- Mud Guards with Labrie Logo
- Diesel Tank from Company or CNG/Electric

Chassis Description

- 2024 Kenworth DS
- Paccar MX-11 400 HP
- Allison 4000 Series Transmission

SALE PRICE = $405,000.00

Please don't hesitate to call with questions, or if you need any additional information. Thank you for your interest and the opportunity to earn your business.

Equipment Proposal

Proposal # 16673

This Equipment Proposal (the "Proposal") has been prepared by Ten-8 Industrial, LLC ("Company") in response to the undersigned Customer's request for a proposal. This Proposal is comprised of the special terms set forth below, the Proposal Option List, Warranty, and Company's Purchasing Terms and Conditions. Through its signature below or other Acceptance (as defined below), Customer acknowledges having received, read and being bound by this Proposal, all attachments and Company's Purchasing Terms and Conditions.

Date: May 19, 2025 ("Proposal Date") **Customer:** City of Griffin ("Customer")

Customer Address: Griffin,Ga

Qty	Product Description & Options	Price
1	**2025 Peterbilt 520 with McNeilus 28 Cubic yard ZR Auomated Side Loader** **OPTION Included in Price:** **12' Extended Reach Arm** **3rd Eye Camera System (reverse,arm,hopper** **Excalibr**	**$428,046.75**
	Total:	**$428,046.75**

** Pricing is subject to change as follows:

(a) All prices are exclusive of, and Customer is responsible for all taxes, charges, fees, levies, imposts, duties, tariffs or other assessments imposed by or payable to any federal, state, local or foreign tax or governmental authority. Applicable taxes and fees will be calculated at time of invoice.

(b) Commercial chassis price is an estimate; final chassis price will be determined when chassis is delivered by the manufacturer to the original equipment manufacturer ("OEM"). The OEM will notify Company of its final price, and Company will notify Customer of the final price.

Delivery Timing: The Product described above in the Product Description and Options Section of this document will be built by and shipped from the manufacturer approximately _____ (months) after receipt of the commercial chassis, subject to market and production conditions, Force Majeure, delays from the chassis manufacturer, changes to Order Specifications, or any other circumstances or cause beyond Company's or manufacturer's control.

Other: _____

Unless accepted within _____ days from date of proposal, the right is reserved to withdraw this proposal.

Order continues immediately following page.

ACCEPTANCE OF THIS PROPOSAL CREATES AN ENFORCEABLE BINDING AGREEMENT BETWEEN COMPANY AND CUSTOMER. "ACCEPTANCE" MEANS THAT CUSTOMER DELIVERS TO COMPANY: (A) A PROPOSAL SIGNED BY AN AUTHORIZED REPRESENTATIVE, OR (B) A PURCHASE ORDER INCORPORATING THIS PROPOSAL, WHICH IS DULY APPROVED, TO THE EXTENT APPLICABLE, BY CUSTOMER'S GOVERNING BOARD. ACCEPTANCE OF THIS PROPOSAL IS EXPRESSLY LIMITED TO THE TERMS CONTAINED IN THIS PROPOSAL AND COMPANY'S PURCHASING TERMS AND CONDITIONS. ANY ADDITIONAL OR DIFFERENT TERMS, WHETHER CONTAINED IN CUSTOMER'S FORMS OR OTHERWISE PRESENTED BY CUSTOMER AT ANY TIME, ARE HEREBY REJECTED.

INTENDING TO CREATE A BINDING AGREEMENT, Customer and Company have each caused this Proposal to be executed by their duly authorized representatives as of date of the last signature below.

Customer: **City of Griffein**
By: _____
Title: _____
Print: _____
Date: _____

Ten-8 Industrial, LLC
By: Joseph Barronton
Title: **Authorized Sales Representative**
Print: **Joe Barronton**
Date: **5-19-2025**

RESOLUTION

A RESOLUTION TO AMEND THE FISCAL YEAR 2024-2025 OPERATING & CAPITAL BUDGET IN THE AMOUNT OF $406,992.00

WHEREAS, the Board of City Commissioners is charged with the preparation of an annual budget for the City of Griffin; and

WHEREAS, on June 11, 2024, the Board of City Commissioners adopted the Fiscal Year 2024-2025 Operating & Capital Budget; and

WHEREAS, the Board of City Commissioners approve increasing the City of Griffin's Solid Waste Fund Fiscal Year 2024-2025 Operating and Capital Budget by recognizing 406,992.00 in additional funding and appropriating that funding for use in the Residential Collection Division for the purpose set forth below; and

BE IT RESOLVED by the Board of City Commissioners this 10th day of June, 2025 that the Fiscal Year 2024-2025 Operating & Capital Budget be, and is hereby, amended in the amount of $406,992.00 as follows:

SOLID WASTE FUND – Residential Collection Division

INCREASE EXPENSE		
540-4521-54-2200-0000	Vehicles	$ 406,992.00
INCREASE REVENUE		
540-4521-39-3510-0000	GMA Lease Proceeds	(406,992.00)

_____

Douglas Hollberg, Mayor

_____

Jessica O'Connor, Secretary

Griffin
Growing, TOGETHER

City of Griffin, Georgia
P O Box T
Griffin, Georgia 30224
(770) 229-6400

DATE: 6/4/25

Purchase Order No. _____

Contract # and Expiration: _____

FY25 EQUIPMENT PO

Contract With: _____

Vendor No. _____

Vendor Name & Address

Sansom Equipment Company
2601 South Stone Mountain Rd North
Stonecrest,GA 30058
andrew@secequip.com
Ph: 706-255-8748 Fax:

Per Georgia State Code 48.8, the City of Griffin is tax exempt from sales and use tax.

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)

Deliver to:

City of Griffin
Dept: Motorpool
245 Emlet Drive
Griffin, GA 30224

Todd Ennis

Phone: 678-229-6421 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
Sidewinder XTR ASL Grabage Truck	540 - 4521 - 54 2200 - 0000	1	ea	406,992.00	406,992.00
	- - - -				
	- - - -				
	- - - -				
	- - - -				
UNIT NO. of asset being surplused:		ARF attached?		**TOTAL $**	**406,992.00**
CAPITAL PROJ#: _____	540 - 4521 - 54 - 9999 - 0000				-406,992.00
	540 - 4500 - 11 - 7500 - 000				406,992.00
Note: All deliveries are to be made to authorized COG Motorpool				****TOTAL $**	**406,992.00**

COG USE ONLY

Payment method: CASH ____ LEASE _____ GRANT _____ LEINHOLDER: _____

	Dept request	**APPROVALS**
	Agenda item copy	Solid Waste/Todd Ennis 06/04/2025
	Fleet authorization	**Dept / Requestor / Date** 06/04/2025 **Purchasing / Date**
	Leinholder info	
	Order (cc PF,SW,rqstr)	
	Invoicing/Delivery	**Department Mgr / Date** **Finance Director / Date**
	Payment/MSO	
	Tag/Origs to Finance	
	Risk Mgmt	**City Manager / Date** **BOARD / Date**
	Fixed Assets	

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 INFRIGEMENT

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.

Justification – Recommendation to Purchase

Type of Purchase (Bid#/Quote#/PO):

Date (Bid Open or Date Submitted): 6/5/2025

Title or Description: Residential ASL Garbage Truck

Recommended Supplier

Company Name: Sansom Equipment Truck

City, State: Stonecrest GA

Award/PO Amount: $406,992

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. Sansom Equipment Company $406,992.00
Quote #2. Enivronmental Products Groups $405,000
Quote #3. Ten-8 Industrial $428,046.75
Justification Statement:
The justification to purchase from Sansom Equipment is due to this company having a local service
location in Georgia that has allowed the City of Griffin to recieve exceptional service when needed on
on the trucks previous purchased from Sansom. The Environmental Products Group service location is not in the

Justification Statement: Continued
State of Georgia which would cause delays in route
collection for the City of Griffin residential customers when truck service is needed.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Commissioners to appoint two new members to the personnel review board pursuant to the City of Griffin Personnel Policy, Article 15 Disciplinary Actions, Section 15.7 Hearing. *Director of Human Resources, Stephanie Woods, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

A personnel review board action results when a Regular employee has been aggrieved by a Notice of Disciplinary Action imposing a salary reduction, suspension, demotion or dismissal, and appeals the action. The last personnel review board, which is comprised of six members, was approved by the Board of Commissioners on April 8, 2025. This was in preparation for a Hearing that took place on May 16, 2025.

Appointees to the personnel review board must be 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 a hearing. Three members will ultimately be selected and will preside over an administrative hearing, in accordance with the Personnel Policy.

Given that two members of the recently approved personnel review board have already served at a Hearing fulfilling their obligation, and given the distance to our location from theirs, the request is to remove them and replace with two new members. The two members we are seeking to replace at this time are; Dr. Teaa Alston-Bing, and Chief Woodrow Blue. This request is necessary at this time as on May 30, 2025 another recently dismissed employee gave written notice requesting an appeal to the personnel review board within the required timeframe.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:
Stephanie Woods

Meeting Date:
10/06/2025

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Approved Personnel Policy 1.1.24.pdf
June 2025 Personnel Review Board.pdf

CITY OF GRIFFIN

PERSONNEL POLICY

MANUAL

Approved by the Board of Commissioners on the date of December 12, 2023

THIS PERSONNEL POLICY WILL BE EFFECTIVE
ON THE DATE OF JANUARY 1, 2024 AND SUPERSEDES AND REPLACES
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

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.

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.

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,

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.

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

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.

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.

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.

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.

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.

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.

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

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.

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.

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.

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

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.

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.

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

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.

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

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.

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

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.

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.

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.

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.

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.

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.

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.

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.

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 **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 11.7 **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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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

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.

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.

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.

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 be subject to disciplinary action up to and including 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.

Sick Leave Bonus Program. The purpose of this program is to annually reward non-exempt or hourly full-time employees who do not use scheduled or unscheduled Sick Leave between the dates of December 1, and November 30, of the subsequent year. An employee must have completed one full calendar year (January to December) of active service before he or she is eligible to receive any Sick Leave Bonus. An eligible employee may receive either:

- $500.00 for "perfect attendance" during the time period for any non-exempt full time employee.

- $250.00 if:

    - No more than 8 hours were used as Sick Leave and the employee is a non-exempt non-Public Safety employee;

    - No more than 12 hours were used as Sick Leave and the employee is a non-exempt Law Enforcement employee; or

    - No more than 24 hours were used as Sick Leave and the employee is a non-exempt Fire Protection employee.

All bonuses are subject to the required taxes and will be paid on a paycheck prior to December 25 of each calendar year.

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 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 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;

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.

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.

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, may be subject to disciplinary measures. 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, may be subject to disciplinary measures.

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 respective doctor's approval and prior notification and approval by the Human Resources Director. Failure to do so may subject an employee to disciplinary measures.

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:

- 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 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.

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.

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.

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.

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.

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.

- 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.

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.

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.

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.

FINAL DECISION

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.

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;

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;

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.

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.

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

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;

(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.

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.

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.

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

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.

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

- 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;

- 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.

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.

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_____

Personnel Review Board Members Approved by Board of Commissioners on April 8, 2025

	Name	Position	Location	Contact Number	
1	Hasco Craver	Assistant City Manager	City of Newnan	678-673-5439	hcraver@newnanga.gov
2	Miles Neville	H.R. Director	Spalding County	770-467-4221	mneville@spaldingcounty.com
3	Captain Chaundra Brownlee	Police Captain (Training)	Hampton Police Department	470-615-4728	cbrownlee@hamptonga.gov
4	Dr. Randall Peters	Former President of Southern Crescent Technical College; Currently appointed to the Griffin-Spalding County Airport Authority; certified personal coach, speaker and leadership trainer			randypeters1026@comcast.net

Recommendation for New Personnel Review Board Members: June 10, 2025

1	William Wilson	Former Spalding County Manager	Retired County Manager	770-366-4756	comgr@icloud.com
2	Willie Brinkley	Deputy Chief	Athens Clarke County Police Dept.	706-424-0183	willie.brinkley@accgov.com

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider authorizing travel for the commissioners to the Georgia Municipal Association's Annual Convention in Savannah, Georgia on June 19-24, 2025.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

This will be accommodated in budgeted travel and registration for Commissioners 101-1110-52-3500 and 101-1110-52-3700 in FY 25.

Submitted By:
Susan Bartholomew

Meeting Date:
10/06/2025

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
printer_20250530_082342.pdf

Thursday

June 19

3:00 PM - 7:00 PM

Badge Pick Up

You will be able to print your badge at the following locations:

- Savannah Convention Center
- Westin Savannah Hotel lobby
- Hyatt Regency lobby
- Marriott Riverfront lobby

Friday

June 20

7:00 AM - 4:30 PM

Registration and Welcome Center

7:15 AM - 8:00 AM

Breakfast for Training Institute/Clerks Training Participants

8:15 AM - 3:15 PM

Municipal Trainings

- Building Collaborative Relationships to Solve Community Challenges (new)
- Conflict Resolution*
- Downtown Development Authority Basic Training
- Economic Development*
- Effective Branding and Marketing Strategies for Municipal Governments
- Fire and Emergency Medical Services
- How Shall We Live? Practical Ethics for Public Life*+

- Law Enforcement Services: Trends and Best Practices
- Navigating the Future: Thinking, Planning and Acting Strategically
- Making Citizen Engagement Work in Our Communities*
- Municipal Finance I*
- Regional Approaches to Cooperation
- Service Delivery Strategy — Efficiency & Tax Equity for Local Governments

8:15 AM - 3:15 PM

Clerks Training

- Elections Training – CEU

11:30 AM - 1:00 PM

Lunch (Trainings)

12:30 PM - 3:30 PM

Municipal Trainings

- Beyond the Beltway: Influencing Federal Policy Through Grassroots Engagement
- Excellence in Customer Service
- How to Attract and Retain Young Professionals in Your Town
- Mobile Workshop: Port of Savannah

12:30 PM - 3:30 PM

Clerks Training

- Human Resources – Required

1:30 PM - 3:30 PM

RMEBS Board of Trustees Meeting

3:00 PM - 7:00 PM

Badge Pick Up

You will be able to print your badge at the following locations:

- Savannah Convention Center
- Westin Savannah Hotel lobby
- Hyatt Regency lobby
- Marriott Riverfront lobby

3:45 PM - 5:00 PM

Mentor/Mentee Meet and Greet and Orientation

3:45 PM - 5:15 PM

Board of Directors Meeting

Saturday

June 21

7:00 AM - 8:00 AM

Breakfast

7:00 AM - 6:00 PM

Registration and Welcome Center

8:15 AM - 11:15 AM

Municipal Trainings

- Building Bridges Between Cities and Colleges
- Current Issues Class: Municipal Law Update 2025
- Capital Improvement Program
- Employee Benefits 101 (Retirement)
- Entrepreneur Friendly Cities
- Funding and Programming Transportation Projects in Your Community

- Human Trafficking: Georgia's Role and Response
- Information Privacy and Security Breaches: Prevention and Response*
- Let's Get Social
- Living Beyond Expectations: The Opportunities and Challenges of the Growing Senior Population
- Local Government Debt Methods 101
- Municipal Annexation: Growing Pains and Growth Spurts
- Municipal Electric Systems 101
- Municipal Gas Systems 101
- Municipal Taxation 101 — The Basics*
- New and Emerging Technology for Cities
- Open Records*
- Public Works Services*
- Recreation and Parks – Building Communities
- Risk and Insurance 101
- Roles and Responsibilities of Council and Staff*
- Succession Planning: Preparing for Tomorrow's Workforce Today
- Trends in Urban Design for Local Leaders
- Strengthening the Well-Being of Children and Youth

8:15 AM - 3:15 PM

Clerks Training

- Steady Under Pressure: Managing Emotions with Challenging Customers – CEU
- Professional Skills Development 101 Business Writing – Required
- Ethics & the Public Servant – Masters

11:30 AM - 1:00 PM

Lunch (Policy Committees)

11:45 AM - 1:00 PM

Policy Committee Meetings

12:15 PM - 3:15 PM

Clerks Training

1:15 PM - 2:30 PM

Policy Committee Meetings

2:45 PM - 4:00 PM

Policy Committee Meetings

3:55 PM - 4:00 PM

Municipal Marketplace Opening Ceremony

4:00 PM - 6:00 PM

Municipal Marketplace Opening and Reception

Sunday

June 22

7:00 AM - 5:00 PM

Registration and Welcome Center

7:30 AM - 8:00 AM

Worship Service

8:00 AM - 8:45 AM

RMEBS Membership Meeting

8:00 AM - 8:45 AM

Mayor's Reading Club Meeting

8:30 AM - 9:00 AM

Breakfast

8:30 AM - 9:00 AM

City Attorneys Session Registration

9:00 AM - 10:30 AM

Opening General Session

9:00 AM - 1:00 PM

City Attorneys Session and Brunch

10:30 AM - 2:00 PM

Municipal Marketplace Open (Lunch Included)

11:00 AM - 12:00 AM

Legislative Policy Council Meeting

12:00 PM - 2:00 PM

City Managers Session and Lunch

12:00 PM - 2:00 PM

Clerks Business Meeting and Lunch

1:00 PM - 2:00 PM

Federal Policy Council Meeting

1:00 PM - 2:00 PM

Municipal Training Board Meeting

2:15 PM - 3:15 PM

Rapid Fire Sessions

3:00 PM - 3:30 PM

Voting Credential Pickup

3:30 PM - 5:00 PM

Business Meeting and Installation of Officers and Board of Directors

Monday

June 23

8:00 AM - 4:00 PM

Registration and Welcome Center

8:00 AM - 8:30 AM

Breakfast

8:30 AM - 9:45 AM

General Session

10:00 AM - 11:00 AM

Concurrent Sessions

11:15 AM - 12:15 PM

Concurrent Sessions

12:30 PM - 2:15 PM

Awards Luncheon

2:30 PM - 2:45 PM

District Networking

2:45 PM - 3:45 PM

District Connections

6:00 PM - 9:00 PM

Closing Event

Tuesday

June 24

7:30 AM - 8:00 AM

Breakfast

8:15 AM - 11:15 AM

Municipal Trainings

- Capital Improvement Program
- Changing Demographics and Best Practices
- Current Issues Class: Municipal Law Update 2025
- Effective Practices for Municipal Operations
- Entrepreneur Friendly Cities
- Municipal Courts Post-Ferguson II: Promoting Justice, Protecting City Assets
- Municipal Taxation 102 — The Basics Continued
- Municipal Water and Wastewater Systems*
- Practices for Successful Meetings*
- Public Policy Development and Implementation*

* This class is on the required list for the Municipal Training Institute Certificate program.

+ This class is in the Training Institute's Advanced Leadership Track and is required to earn the Certificate of Dedication.

Resources

General Information

Registration & Badges

Billing & Payment

Events & Meals

Training & Classes

Savannah Convention Center

Hotels & Transportation

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider cancellation of the City of Griffin Board of Commissioners' June 24, 2025 Workshop and Regular meetings due to Commissioners' attendance at GMA Annual Convention in Savannah, Georgia, June 19-24, 2025.

SPECIAL CONSIDERATIONS OR CONCERNS:

This annual meeting routinely requires advance cancellation of Commission meetings.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

N/A

Submitted By:

Susan Bartholomew

Meeting Date:

10/06/2025

Reviewed By:

Jessica O'Connor