

**A G E N D A**  
***City Council Meeting***  
***Tuesday, January 19, 2021 – 6:00 p.m.***

➤ **OPENING**

- **Call to Order**
- **Invocation:** Pastor Jonathan Phillips, Silk Hope Baptist Church
- **Pledge of Allegiance**
- **Roll Call**
- **Presentation:** Proclamation recognizing January 24 – January 30, 2021 as School Choice Week

➤ **FORMAL PUBLIC COMMENT – *No Formal Requests***

**Formal Public Comment – City Council Agenda Protocol**

The City of Garden City has identified this portion of the meeting to allow individuals an opportunity to formally address the City Council on issues of importance. Garden City requires that individuals who desire to formally address the City Council submit a written request form outlining the subject matter that they intend to discuss so that they can be placed on the meeting agenda. Members of the public desiring to be placed on the agenda to present or address matters to the City Council must submit a formal ***“REQUEST TO BE PLACED ON THE CITY COUNCIL AGENDA”*** form to the Office of the City Manager at least 10 days prior to the requested City Council meeting date that you wish to speak. City Council meetings are held on the first and third Monday of each month so the request must be submitted no later than 5:00 pm on the Friday which constitutes 10 days prior. The request can be done in person, regular mail, fax or e-mail and the speaker should obtain acknowledgement of the request from the City to demonstrate that the 10 day requirement has been met. The request form may be obtained from the Office of the City Manager and on the City’s website [www.gardencity-ga.gov](http://www.gardencity-ga.gov). The request should state the name of the individual(s) desiring to be heard and the subject matter to be presented to City Council. Requests may be referred at the discretion of the City Manager, to appropriate staff for mediation prior to being placed on the public agenda. Please be advised the completion of a request form does not entitle the speaker to be added to the agenda.

## ➤ PUBLIC HEARINGS – *No Public Hearings*

### *Speaking to a Public Hearing Item Protocol*

In the interests of time and to ensure fairness of all persons who appear before the City Council to speak for or against a public hearing item, speakers will be limited to three (3) minutes each to address City Council except as described herein. One speaker for the Petitioner may address the City Council for no more than 10 minutes, unless extended by the Mayor. In an effort help the City Council and the general public to better understand the issues, the Mayor may request that a City staff member address the City Council from the podium. Speakers from the general public may only speak when recognized by the Mayor during the public hearing. Speakers will be asked to come to the podium to address the City Council for three (3) minutes and they shall state their name and resident address for the record.

Speakers addressing City Council on a public hearing item should coordinate comments to respect City Council's time limits. Groups should select a spokesperson to present the major points that summarize their position and opinions. Speakers are urged to be brief and non-repetitive with their comments. Comments shall specifically address the public hearing item before the City Council, and the speaker shall maintain appropriate tone and decorum when addressing the City Council. City Council may ask questions of the applicant, speakers, or staff during these proceedings only for the purpose of clarifying information. The speaker shall not direct derogatory comments to any individual, organization, or business. At the conclusion of the three (3) minute time period, the speaker will be notified that his/her time has elapsed and the next speaker will be recognized to come forward to the podium and address the City Council. Once the public hearing is closed on an item, there will be no further opportunity for formal or informal public input at a City Council meeting.

***PROCEDURES FOR CONDUCTING PUBLIC HEARINGS ON PROPOSED ZONING DECISIONS BEFORE  
GARDEN CITY'S MAYOR AND COUNCIL AND STANDARDS GOVERNING THE EXERCISE OF  
CITY COUNCIL'S ZONING POWER***

**Procedures for Conducting Public Hearings on Proposed Zoning Decisions:**

All public hearings conducted by the Mayor and Council on Garden City, Georgia, on proposed zoning decisions shall be conducted as follows:

- (1) All public hearings by the Mayor and Council on zoning amendments shall be chaired by the Mayor.
- (2) The Mayor shall open the hearing by stating the specific zoning amendment being considered at the public hearing and further stating that printed copies of the adopted standards governing the exercise of the Mayor and Council's zoning power and the procedures governing the hearing are available to the public.
- (3) The Director of the City's Planning and Zoning Department shall advise the Mayor and Council of the recommendation of the Planning Commission when applicable.
- (4) The Mayor shall determine the number of attendees who desire to testify or present evidence at the hearing.
- (5) When there is a large number of individuals wishing to testify at a hearing, the Mayor may invoke time limits on individual speakers. In such cases, these time limits shall apply to all speakers. Proponents, including the petitioner or the petitioner's agent requesting the zoning decision, shall have no less than ten (10) minutes for the presentation of data, evidence, and expert opinions; opponents of the proposed decision shall have an equal minimum period of time. The Mayor may grant additional time; provided, however, an equal period of time shall be granted both sides.
- (6) The petitioner requesting such zoning decision, or the applicant's agent, shall be recognized first and shall be permitted to present and explain the request for the zoning decision. Thereafter, all individuals who so desire shall be permitted to speak in favor of the zoning decision.
- (7) After all individuals have had an opportunity to speak in accordance with subparagraph (6) above, those individuals present at the public hearing who wish to speak in opposition to the requested zoning decision shall have an opportunity to speak.
- (8) The Mayor may limit repetitious comments in the interest of time and may call for a show of hands of those persons present in favor of or opposed to the proposed decision.
- (9) It shall be the duty of the Mayor to maintain decorum and to assure the public hearing on the proposed decision is conducted in a fair and orderly manner.
- (10) Once all parties have concluded their testimony, the Mayor shall adjourn the public hearing.

**Standards Governing the Exercise of The Zoning Powers of Garden City's Mayor and Council:**

Prior to making a zoning amendment, the Mayor and Council shall evaluate the merits of a proposed amendment according to the following criteria:

- (1) Is this request a logical extension of a zoning boundary which would improve the pattern of uses in the general area?
- (2) Is this spot zoning and generally unrelated to either existing zoning or the pattern of development of the area?
- (3) Could traffic created by the proposed use or other uses permissible under the zoning sought traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?
- (4) Will this request place irreversible limitations or cause material detriment on the area similarly zoned as it is or on future plans for it?
- (5) Is there an imminent need for the rezoning and is the property likely to be used for the use requested?
- (6) Would the proposed use precipitate similar requests which would generate or accelerate adverse land use changes in the zone or neighborhood?



➤ **APPROVAL OF CITY COUNCIL MINUTES**

- Consideration of the Pre-agenda Session Minutes (11/16/20) and City Council Minutes (11/16/20).

➤ **CITY MANAGER REPORT**

- 2020 year-end staff reports included with the agenda packet

➤ **ITEMS FOR CONSIDERATION**

- **Ordinance, Sunday Hours of Package Sales of Alcoholic Beverages:** First reading of an ordinance to amend the Code of Ordinances of Garden City, Georgia, as amended by amending Chapter 6, Article II, Division IV, to permit package sales by properly licensed retailers of malt beverages, wines, and distilled spirits on Sundays between the hours of 11:00 a.m. and 12:00 a.m.
- **Resolution, Chief Judge Agreement (Tomlinson):** A resolution by the City Council to authorize the Mayor to execute an agreement between the City and Billy Tomlinson which sets forth the terms of Mr. Tomlinson's appointment as the Chief Judge of the Garden City Municipal Court.
- **Resolution, Associate Judge Agreement (Huffman):** A resolution by the City Council to authorize the Mayor to execute an agreement between the City and Brian Joseph Huffman, Jr., which sets forth the terms of Mr. Huffman's appointment as the Associate Judge of the Garden City Municipal Court.
- **Resolution, Judge Pro Tem Agreement (Sanders):** A resolution by the City Council to authorize the Mayor to execute an agreement between the City and Richard Sanders, Jr., which sets forth the terms of Mr. Sanders appointment as Judge Pro Tem of the Garden City Municipal Court.
- **Resolution, Prosecuting Attorney Agreement (Moody):** A resolution by the City Council to authorize the Mayor to execute an agreement between the City and Lindy Moody which sets forth the terms of Ms. Moody's appointment as the City's Prosecuting Attorney.
- **Resolution, Public Defender Agreement (Harmon):** A resolution by the City Council to authorize the Mayor to execute an agreement between the City and Crystal D. Harmon which sets forth the terms of Ms. Harmon's appointment as the City's Public Defender on a part-time basis.
- **Resolution, Judge Pro Tem Appointment (Andrews):** A resolution by the Mayor and Council to appoint Douglas G. Andrews to serve as Judge Pro Tem of the Garden City Municipal Court.
- **Resolution, Judge Pro Tem Appointment (Gerard):** A resolution by the Mayor and Council to appoint James P. Gerard to serve as Judge Pro Tem of the Garden City Municipal Court.
- **City Attorney Appointment (Gerard):** Consideration by the Mayor and Council to appoint James P. Gerard to serve as City Attorney.

- **Resolution, 2021 Qualifying Fee:** A resolution to set the qualifying fee for the Office of City Council Member at \$180.00 for the general election in November 2021.
- **Resolution, 2021 Election Duties:** A resolution to authorize the Board of Elections of Chatham County, Georgia, to perform all duties as the municipal superintendent of elections with the exception of the qualifying of candidates which shall be the responsibility of the Clerk of Council and to authorize the Chatham County Board of Registration to perform the duties of absentee ballot clerk. Qualifying for City Council will take place at City Hall commencing on Monday, August 16, 2021, at 8:30 a.m. and ending Thursday, August 19, 2021, at 4:00 p.m.

➤ **RECEIPT OF INFORMAL PUBLIC COMMENT:**

- **Procedure:** In an effort to best manage this section of the meeting, any person that desires to address the City Council must sign up using the process outlined on the website where this meeting is advertised. Once recognized by the Mayor, the person will be allowed to speak in accordance with the Informal Public Comment – Speaker Protocols outlined below.

**Informal Public Comment – Speaker Protocol**

The City of Garden City believes that any member of the general public should be afforded the opportunity to address the City Council provided that designated rules are followed by the speaker. Any member of the public who wishes to address the City Council and offer public comment on items within the City Council's jurisdiction, may do so during the Informal Public Comment period of the meeting. However, no formal action will be taken on matters that are not part of the posted agenda. Informal Public Comments are scheduled for a total of fifteen (15) minutes and each person will be limited to three (3) minutes. In order to ensure the opportunity for all those desiring to speak before the Council, there is no yielding of time to another speaker. Speakers not heard during the limited fifteen (15) minute period will be first to present their comments at the next Council meeting. The opportunity to address City Council on a topic of his/her choice shall be used by an individual only one (1) time per month. It may not be used to continue discussion on an agenda item that has already been held as a public hearing. Matters under negotiation, litigation, or related to personnel will not be discussed. If a member of the general public would like to address the City Council during the Informal Public Comment portion of the meeting, please respectfully indicate your desire to address the City Council when the Mayor solicits members of the general public to come forward and speak. You will be recognized by the Mayor and asked to come forward to the podium so that you can address the City Council in accordance with the rules outlined herein. Once the speaker has been recognized to speak, he/she will be given three (3) minutes to address the City Council. The speaker should not attempt to engage the City Council and/or Staff in a discussion/dialogue and the speaker should not ask specific questions with the expectation that an immediate answer will be provided as part of the three (3) minute time frame since that is not the intent of the Informal Public Comment period. If the speaker poses a question or makes a request of the City, the Mayor may refer the issue or request to the City Manager for follow up. At the conclusion of the three (3) minute time period, the speaker will be notified that his/her time has elapsed and the next speaker will be recognized to come forward to the podium and address the City Council. The Mayor may rule out of order any Speaker who uses abusive or indecorous language, if the subject matter does not pertain to the City of Garden City, or if the Speaker(s) attempts to engage the City Council Members in a discussion or dialogue on issues. City Council shall not discuss non-agendized matters because it does not give the public adequate notice. Accordingly, City Council shall be limited to asking factual and clarifying questions of staff, and when appropriate, the Council may consider placing a matter on a future agenda. In addition, it is not reasonable to expect staff to respond to any of a variety of issues on which they may or may not be prepared to respond to on a moment's notice, so the City Manager may respond, or direct staff to respond at a later time.

➤ **ADJOURN**



# **P R O C L A M A T I O N**

## ***SCHOOL CHOICE WEEK***

**WHEREAS**, all the children in the City of Garden City should have access to the highest-quality education possible; and,

**WHEREAS**, the City of Garden City recognizes the important role that an effective education plays in preparing all students in the City of Garden City to be successful adults; and,

**WHEREAS**, quality education is critically important to the economic vitality of the City of Garden City; and,

**WHEREAS**, the City of Garden City is home to a multitude of excellent education options from which parents can choose for their children; and,

**WHEREAS**, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

**WHEREAS**, our area has many high-quality teaching professionals who are committed to educating our children; and,

**WHEREAS**, School Choice Week is celebrated across the county by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

**NOW, THEREFORE RESOLVED**, that the Mayor and City Council of the City of Garden City, Georgia, does hereby recognize January 24 – January 30, 2021 as ***SCHOOL CHOICE WEEK*** in Garden City.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Garden City to be affixed this 19th day of January 2021.

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DON BETHUNE, Mayor

**MINUTES**  
**City Council Meeting**  
**Monday, November 16, 2020 – 6:00 p.m.**

**Call to Order:** Mayor Bethune called the meeting to order at 6:00 p.m.

**Opening:** Mr. Gerard Etheridge, with the First Baptist Church of Garden City gave the invocation and Mayor Bethune led the City Council in the pledge of allegiance to the flag.

**Roll Call**

**Council Members:** Mayor Don Bethune, Councilmember Marcia Daniel, Councilmember Richard Lassiter, Councilmember Morris, Councilmember Ruiz and Councilmember Tice. Absent: Mayor Pro-tem Bessie Kicklighter. Mayor Bethune stated that Mayor Pro-tem Kicklighter is feeling under the weather and could not be here.

**Staff Members:** Ron Feldner, City Manager; James P. Gerard, City Attorney; Rhonda Ferrell-Bowles, Finance Director/Clerk of Council; Ben Brengman, IT Director; Pam Franklin, HR Director; Scott Robider, City Marshal; Gil Ballard, Chief of Police; Corbin Medeiros, Fire Chief and Cliff Ducey, Recreation Director.

**Presentation:** Mayor Bethune presented a proclamation recognizing Pam Franklin for her years of service to the City as Human Resources Director. City Manager and City Council thanked Pam for dedication and service.

**Public Hearings**

**Alcoholic Beverage License Application (Pump & Go):** Mayor Bethune opened the public hearing to receive public comment on an alcoholic beverage license application by Pankilkumar Patel to sell wines, beer and/or malt beverages at Sai Baba 1912, Inc. (d/b/a Pump & Go), 4820 Augusta Road, Garden City, Georgia.

Mayor Bethune asked if there was anyone who wished to speak for or against the application. There being no questions or comments, Mayor Bethune closed the public hearing.

**City Council Minutes:** Councilmember Daniel made a motion to approve the 11/2/20 pre-agenda session minutes and city council minutes. The motion was seconded by Councilmember Lassiter and passed without opposition.

**Items for Consideration**

**FY2021 Schedule of Fees:** Clerk of Council stated that we have for consideration the updated schedule of fees for fiscal year 2021.

Councilmember Tice made a motion to approve the schedule of fees for fiscal year 2021. The motion was seconded by Councilmember Daniel and passed without opposition.

**Resolution, FY2021 Budget Adoption:** Clerk of Council read the heading of a resolution to adopt the FY2021 Operating and Capital Budgets; to provide appropriation of funds for operating and capital expenditures; and to appropriate funding for specific operating and capital funds of the Garden City Government.

Councilmember Lassiter made a motion to adopt the resolution. The motion was seconded by Councilmember Daniel and passed without opposition.

**Resolution, 2021 Alcoholic Beverage License Renewals:** Clerk of Council read the heading of a resolution to authorize the renewal of the Garden City alcohol licenses for the 2021 calendar year.

Councilmember Tice made a motion to adopt the resolution. The motion was seconded by Councilmember Ruiz and passed without opposition.

**Resolution, City Council Meeting Schedule Amendment:** Clerk of Council read the heading of a resolution to amend the regular meeting schedule of the Garden City City Council during the period of December 7, 2020 – January 19, 2021; to eliminate the December, 7<sup>th</sup>, December 21<sup>st</sup>, and January 4<sup>th</sup> regular city council meetings due to the holiday season; to eliminate the January 18<sup>th</sup> regular meeting of city council in observance of Martin Luther King Jr., Day; and to establish a meeting of city council on January 19<sup>th</sup>.

Councilmember Ruiz made a motion to adopt the resolution. The motion was seconded by Councilmember Morris and passed without opposition.

**Resolution, Countywide Hazard Mitigation Plan:** Clerk of Council read the heading of a resolution authorizing adoption of the Chatham County Multi-jurisdictional Pre-Disaster Hazard Mitigation Plan.

Councilmember Tice made a motion to adopt the resolution. The motion was seconded by Councilmember Ruiz and passed without opposition.

**Resolution, Telephone System Upgrade:** Clerk of Council read the heading of a resolution approving a lease-purchase and option agreement with NEC Financial Services, LLC, for an upgraded phone system at the City's City Hall Facilities at 100 Central Avenue in Garden City, Georgia, and for other purposes.

Councilmember Morris made a motion to adopt the resolution. The motion was seconded by Councilmember Ruiz and passed without opposition.

**Alcoholic Beverage License Application (Pump & Go):** Clerk of Council stated that we have for consideration an alcoholic beverage license application by Pankilkumar Patel to sell wines, beer and/or malt beverages at Sai Baba 1912, Inc. (d/b/a Pump & Go), 4820 Augusta Road, Garden City, Georgia.

Councilmember Tice made a motion to adopt the resolution. The motion was seconded by Councilmember Daniel and passed without opposition.

**Informal Public Comment:** Mayor Bethune stated that there were no requests to address City Council.



Mayor Bethune announcement that Councilman Richard Lassiter's son Kamari Lassiter has committed to play Division One College Football with the University of Georgia Bulldogs beginning with the 2021 season. The Mayor and City Council congratulated the Lassiter family on this tremendous accomplishment.

Mayor Bethune stated that this is our last council meeting for 2020. He stated our next council meeting will be held on January 19, 2021. Mayor, City Council, and City Manager wished everyone happy holidays and thanked staff for there work and dedication.

**Adjournment:** There being no further items to discuss, Mayor Bethune called for a motion to adjourn the meeting. Councilmember Lassiter made a motion to adjourn the meeting at approximately 6:23 p.m. The motion was seconded by Councilmember Morris and passed without opposition.

*Transcribed & submitted by: Clerk of Council*  
*Accepted & approved by: City Council 1/19/21*

**SYNOPSIS**  
**Pre-Agenda Session**  
**Monday, November 16, 2020 – 5:30 p.m.**

**Call to Order:** Mayor Bethune called the pre-agenda session to order and gave the opening prayer.

**Attendees**

**Council Members:** Mayor Don Bethune, Councilmember Marcia Daniel, Councilmember Richard Lassiter, Councilmember Natalyn Morris, Councilmember Debbie Ruiz and Councilmember Kim Tice. Absent: Mayor Pro-tem Bessie Kicklighter

**Staff Members:** Ron Feldner, City Manager; James P. Gerard, City Attorney; Rhonda Ferrell-Bowles, Finance Director/Clerk of Council; Scott Robider, City Marshal; Ben Brengman, IT Director; Corbin Medeiros, Fire Chief; Gil Ballard, Chief of Police and Cliff Ducey, Recreation Director.

**Revenue & Expenditures Report:** City Manager presented the Revenues & Expenditures Report for the month of October. City Council accepted the report as presented.

**Countywide Hazard Mitigation Plan:** Fire Chief provided an overview of the Chatham County Multi-Jurisdictional Pre-Disaster Hazard Mitigation Plan. He stated that local governments must develop an All-Hazard Mitigation Plan every five (5) years. This will allow Chatham County and Garden City to be eligible for federal and state assistance in the event of a declared disaster.

**City Facilities Telephone System Upgrade Update:** IT Director provided an overview of the lease/purchase agreement with NEC Financial Services, LLC for the new telephone system. He stated this would replace our current phone system which is approximately 13 years to 14 years old.

**Review of City Council Meeting Agenda:** City Manager provided an overview of the council agenda items.

There being no further pre-agenda items to be discussed, a general conversation ensued regarding the condition of the roads in the Oak subdivision. City Council adjourned the pre-agenda session at approximately 5:55 p.m.

*Transcribed & submitted by: Clerk of Council*  
*Accepted & approved by: City Council 1/19/21*

**REPORT TO MAYOR AND CITY COUNCIL**

**AGENDA ITEM**

**TO: THE HONORABLE MAYOR AND CITY COUNCIL      DATE: January 19, 2021**

**SUBJECT: Human Resources Department Report for December & Year-End 2020**

**Report in Brief**

Attached is the Human Resources Department's Month End Report.

Prepared by: Pamela L. Sweeney

Title: Human Resources Director

## Human Resources Department / December Month End Report

### Recruitment/Positions filled

In addition to the continuous recruitment for Police Officers and/or Police Officer Recruit and Part-time Firefighters, the City has job opportunities for: a Heavy Equipment Operator, a Water Repair Technician, 2 Public Works Technicians (approved for the 2021 budget) and a Water Operations Supervisor.

### New Hires

The City welcomed the following new employees in November and December: Pam Sweeney—HR Director, Shondée Thompson & Terry Pait—Police Officers, Luis Molinari Ferrer – Firefighter, Jonathan Trego—Code Enforcement Officer and Robert Wellmaker—Building Inspector.

### Promotions/Milestones

December Promotions: Dalton Brown – Promoted from Police Recruit to Police Officer. Scott Robider – Promoted to Assistant City Manager.

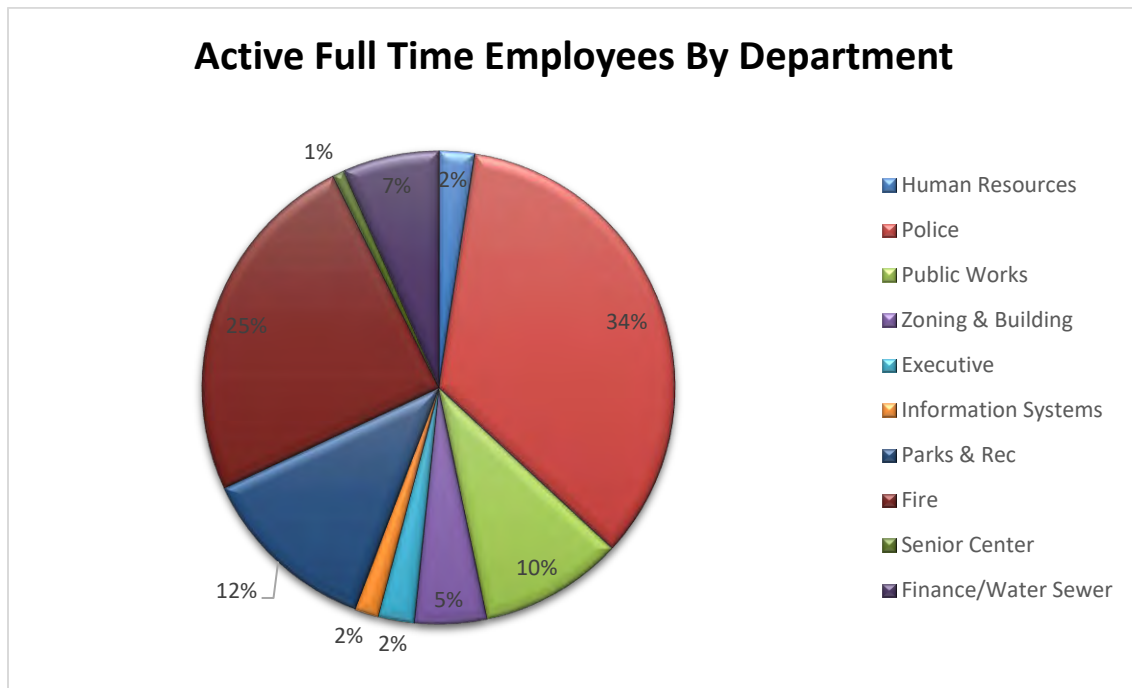
### Employment Terminations

There were four separations from employment: two voluntary resignations (PD), one from Public Works (employee passed away unexpectedly) and a retirement (Human Resources).

### City Employment

The City ends the month/year with 101 full-time employees.

The chart below illustrates the percentage distribution by department of full-time employees with actual employee count by department to the right of each department.



**FIGURE 1** NOTE: 2020 TOTAL COUNCIL APPROVED/BUDGETED POSITIONS IS 114



## ADDITIONAL PERSONNEL INFORMATION INCLUDING PART-TIME EMPLOYEES

This report normally covers the count for full-time employees only. In view of the current COVID-19 pandemic, I have included the count and employment status changes for all City employees to include part-time regularly scheduled, part-time casual (persons that have other employment and work as needed), as well as full-time employees.

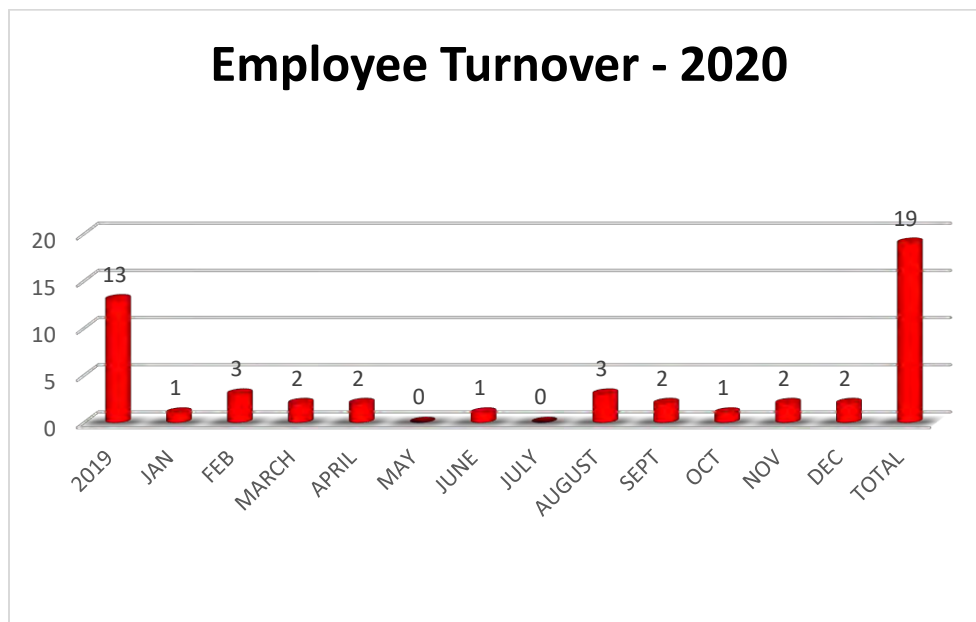
|                   |     |
|-------------------|-----|
| TOTAL EMPLOYEES:  | 122 |
| FULL TIME ONLY:   | 101 |
| CONTRACTOR/TEMP:  | 1   |
| PART TIME:        | 7   |
| PART-TIME CASUAL: | 13  |

Details as to the status of all City employees beginning with January 1, 2020 through the current date, is included as an attachment.

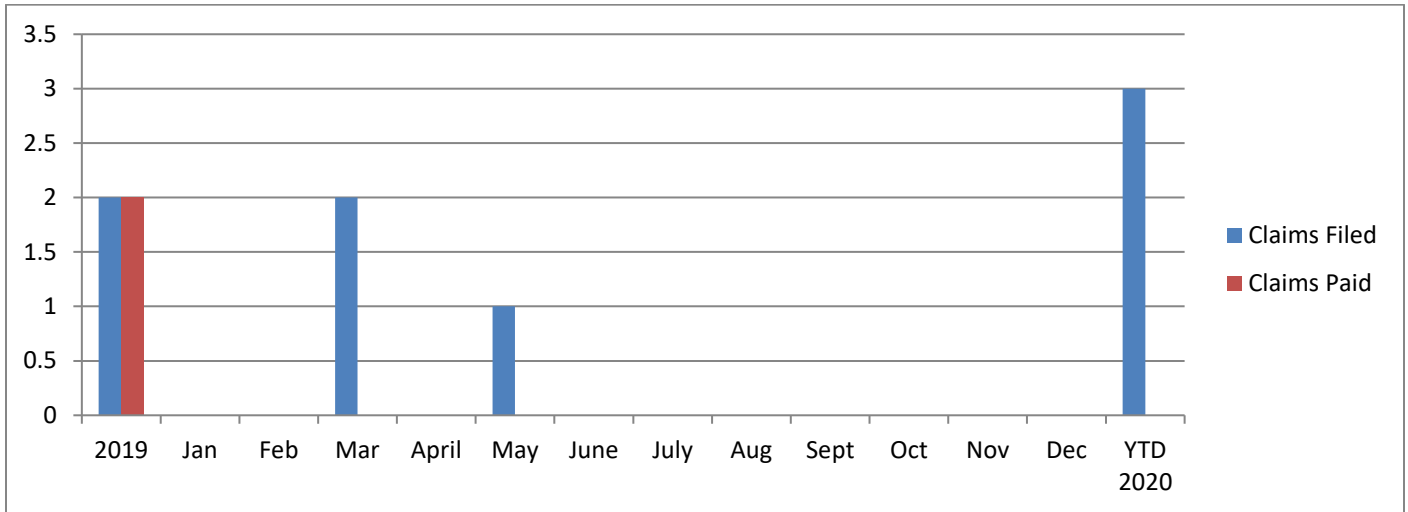
## EMPLOYEE TURNOVER DATA PER MONTH

|   |             |
|---|-------------|
| ➤ | January 1%  |
| ➤ | February 4% |
| ➤ | March 1%    |
| ➤ | April 2%    |
| ➤ | May 1%      |
| ➤ | June 1%     |
| ➤ | July 0      |
| ➤ | Aug 1%      |
| ➤ | Sept 2%     |
| ➤ | Oct. 1%     |
| ➤ | November 2% |
| ➤ | December 2% |

The graph below illustrates turnover in full time positions for current year 2020 compared to turnover occurring in the previous year, 2019.

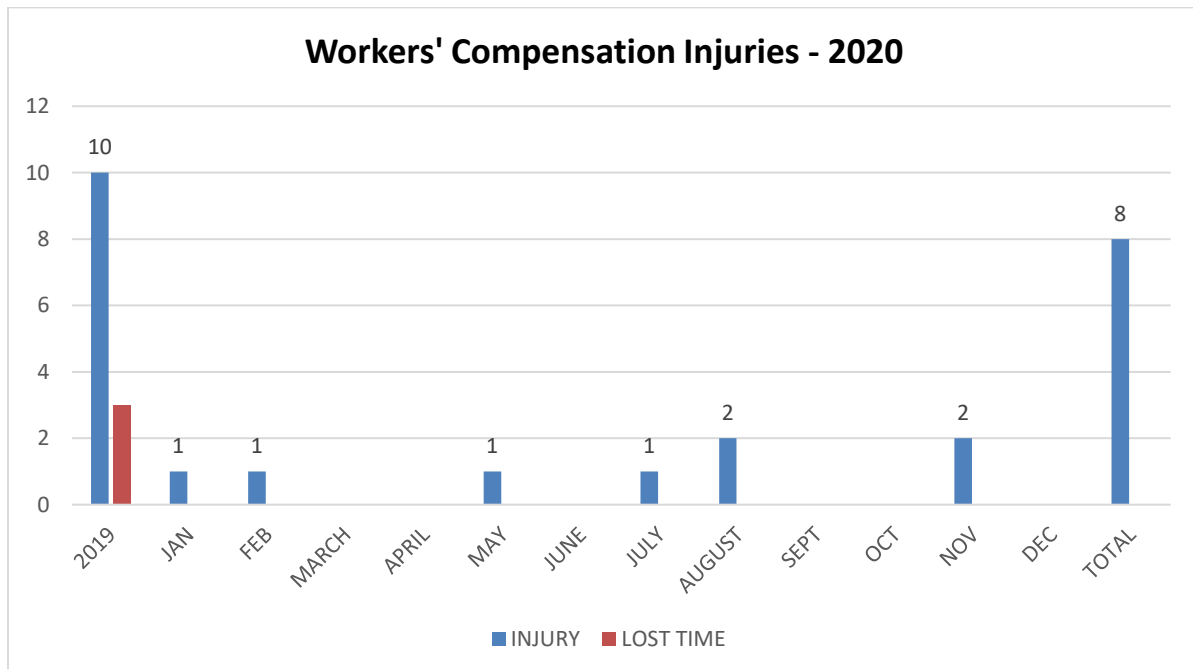


**Unemployment Claims:** No unemployment claims were received during November or December. There are 3 claims filed to date and none paid.



## Workers' Compensation

There were 2 workers' compensation accidents during the month of November (one in the Police Department and one in the Fire Department). There were no injuries or accidents during the month of December.



# GARDEN CITY PERSONNEL DATA

## HIRED 2020

| Job Title                | Hire Date  |
|--------------------------|------------|
| Firefighter – 3          | 2/7/2020   |
| Code Enforcement Officer | 2/14/2020  |
| Fire Marshall            | 2/24/2020  |
| Police Recruit – 2       | 3/16/2020  |
| Police Officer           | 8/24/2020  |
| Deputy Clerk of Court    | 8/24/2020  |
| Police Recruit – 2       | 9/10/2020  |
| Firefighter              | 9/16/2020  |
| Water Repair Technician  | 10/26/2020 |
| Human Resources Director | 11/16/2020 |
| Police Officers – 2      | 11/20/2020 |
| Firefighter              | 11/20/2020 |
| Code Enforcement Officer | 12/7/2020  |
| Building Inspector       | 12/15/2020 |
| <b>TOTAL</b>             | <b>19</b>  |

## SEPARATIONS - 2020

| Job Title                 | Term Date  | Reason       |
|---------------------------|------------|--------------|
| Special Projects Coord    | 1/2/2020   | Resigned     |
| Firefighter               | 2/2/2020   | Resigned     |
| Firefighter               | 2/4/2020   | Resigned     |
| Police Officer            | 2/7/2020   | Resigned     |
| Code Enforcement Officer  | 2/14/2020  | Retired      |
| Mechanic                  | 3/13/2020  | Perm Lay Off |
| Code Enforcement Officer  | 3/23/2020  | Resigned     |
| Detective                 | 4/3/2020   | Resigned     |
| Executive Asst. – PD      | 4/24/2020  | Retired      |
| Police Recruit            | 5/27/2020  | Resigned     |
| Police Officer – K-9      | 6/16/2020  | Resigned     |
| Firefighter               | 8/7/2020   | Resigned     |
| Public Works Director     | 8/28/2020  | Retired      |
| Heavy Equipment Oper.     | 8/28/2020  | Retired      |
| Police Officer            | 9/17/2020  | Resigned     |
| Police Recruit            | 9/28/2020  | Resigned     |
| Admin Asst. – Public Wks. | 10/8/2020  | WF Red.      |
| Police Officer            | 11/3/2020  | Resigned     |
| Sergeant                  | 11/20/2020 | Resigned     |
| Mechanic                  | 12/16/2020 | Death        |
| HR Director               | 12/18/2020 | Retired      |
| <b>TOTAL</b>              | <b>21</b>  |              |

**Job Title**

**Lay-off date**

PART-TIME

3/30/2020 (Status is INACTIVE)

***Total Employees Furloughed in FY2020 = 1***



**REPORT TO MAYOR AND CITY COUNCIL**

**AGENDA ITEM**

**TO: THE HONORABLE MAYOR AND CITY COUNCIL      DATE: 01/19/2021**  
**SUBJECT:    *Technology Department Report for the Year of 2020***

**Report in Brief**

The Technology and Building Department Annual Status Report includes a wide variety of information in an effort to better inform the public and the City Council.

Prepared by: Benjamin Brengman  
Title                      Director of Information Technology

Reviewed by: \_\_\_\_\_  
Title                      \_\_\_\_\_

Attachment(s)

## **Technology Report**

- Completed the security camera project.
- Completed the server and network upgrade project.
- Upgraded the body cameras and docking stations for the Police Department.
- Redeveloped the backup solution for the bodycam data to a cloud-based solution.
- Deployed 19 new laptop computers.
- Upgraded the domain controller.
- Upgraded the phone system at a City Hall and Fire Station Two.

## **Social Media**

- Currently we have 1281 followers on Facebook and 496 followers on twitter.
- Updated the Garden City website.
- Please visit our website for the latest on COVID-19.

## **Building Maintenance**

- Upgraded the filters in City Hall and Public Works to better prevent the spread of COVID-19.
- Connected the City Hall sprinkler system onto the new well water source.
- Installed LED lights at City Hall.
- Upgraded/Repaired security cameras.
- Repainted the iron work at City Hall.

**REPORT TO MAYOR AND CITY COUNCIL**

**AGENDA ITEM**

**TO: THE HONORABLE MAYOR AND CITY COUNCIL**

**DATE:** 01/13/2021

**SUBJECT: *Public Works & Water Operations Year End 2020 Report***

**Report in Brief**

The Public Works & Water Operations Departments Year End 2020 Status Report includes an extensive summary of the monthly activities of all divisions within the Department. This report also provides information regarding key projects and/or activities throughout the year.

The operations detail contained in this report is for the months of January – December and all projects related information is current as of 12/30/2020.

Prepared by: Lynnette S. Hymes  
Title Executive Assistant

Reviewed by: Jon Bayer  
Title Interim Public Works Director

Attachment(s)

**Public Works Department  
Monthly Status Report  
Summary – January – December 2020**

**Operations & Maintenance**

Public Works personnel completed 235 Resident Requests, and 1,242 Work Orders for the months of January - December. They included:

**Storm Drainage:**

- Ditch Maintenance (Backhoe): 1,777.369 feet
- Canal Maintenance (Kubota Side cutter): 30.41 miles
- Underground stormwater utility point repairs: 80 feet pipe repair, multiple storm drains and inverts cleaned
- Storm Drains Vacuumed: \$7,912.50 (3<sup>rd</sup> Party)

**Streets:**

- \$65,878.35 for 3<sup>rd</sup> party street/asphalt repairs
- Routine City street and right of way shoulder maintenance
- Dirt/gravel roads scraped/graded: All dirt roads scraped
- Minor pothole/asphalt repair by staff (Various Streets in the City)

**Street Sweeping:**

- 1,438.34 miles

**Signs & Markings:**

- 54 Multiple Knockdowns/replacements/cleaned/new

**Street Lights:**

- 10 - Outages
- 2 – New Lights – Augusta Road, Priscilla D. Thomas Way

**Mixed Dry Trash Collection by City:**

- 319.60 Tons Collected YTD taken to Savannah Regional Landfill
- 56 Truckloads Dry Trash YTD taken to Waste Management

**Trees:**

- \$22,150.00 spent for tree removal, tree trimming, and debris removal (3<sup>rd</sup> Party)

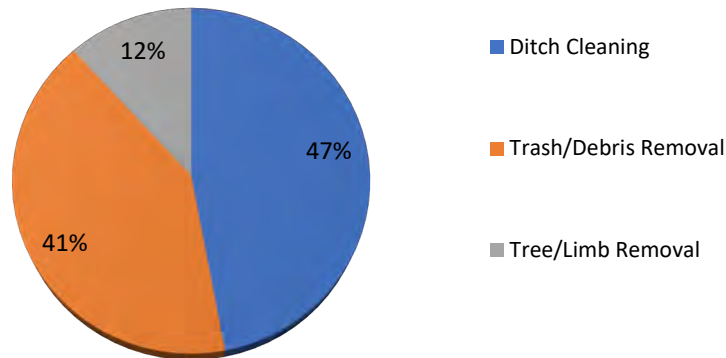
**Other:**

Demolition – 5004 Pineland Drive & 43 Leon Village

**Service Request** – Every time a request for Public Works service is made by phone call, written request, email request, or an actual one-on-one request to a PW employee, a **“Service Request”** is generated. This builds a computerized record of all requests made.

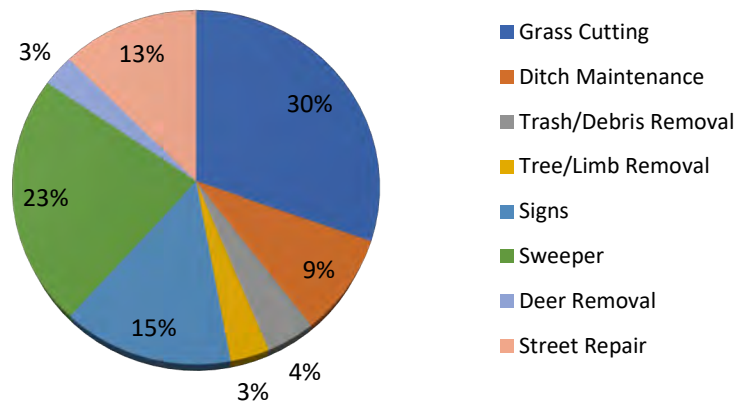


### ***January - December Top Service Requests***



**Work Order** – A “work order” is created each time a work crew or individual is assigned a task either because of service requests, pre-planned maintenance projects, or by other situations as they arise. This produces a database of work accomplished and the time and materials it took to do the work.

### ***January - December Top Work Order Types***



## Summary – January – December 2020

### Water Operations & Maintenance

909 Service Orders were received, and >>>>>>>> 602 Work Orders  
Water/Sewer crews handled 1,511 totals  
for the month of January - December They included: \_\_\_\_\_

Water: 571 Work Orders

- Produced 360.596 Million gallons of drinking water for the year.
- Hydrant Services
  - 4 Hydrant Replacements
  - 5 Hydrant Repairs
- Water Line Services
  - 95 Lateral Line Repairs, Installs, Replacements, and Maintenance
  - 25 Main Line Repairs, Installs, Replacements, and Maintenance
- Water Valve Services
  - 1602 Located Services: Various location in the City.
  - 1 Valve Replacements
  - 5 Valve Installations
  - 704 Water Cut-Ons
  - 285 Reconnects– Delinquent Water Bills
  - 605 Water Cut-Offs
- Meter Services
  - 28 Meter and MXU investigations
  - 280 Maintenance services
  - 356 Meter and MXU replacements
  - 1221 City initiated Re-Reads
  - 0 Customer Requested Re-Reads
  - 0 Corrected Readings

- \* Meter investigations consist of checking meters for accuracy and checking for leaks as requested by residents.
- \* Maintenance Services consist of repairs made for leaks at the meter, register repairs, box or lid replacements, as well as, requested cleaning services for apartments.
- \* City initiated Re-Reads occur any time a meter reader is requested to re-read a meter to confirm a high or low bill and, if needed, to give a courtesy notification of a possible leak. A re-read does not necessarily indicate a problem with the reading or the meter.
- \* Corrected Readings are any time after a re-read there is a change needed.

## Sewer: 499 Work Orders, including

- Sewer Cleanout Services
  - 7 Repairs
  - 4 Replacements
- Gravity Main Services
  - 11 Inspections
  - 5 Repair
  - 0 Sanitary Sewer Overflow Event
- Sewer Lateral Services
  - 26 Blockages Cleared
  - 14 Lateral Repairs
- Manhole Services (flushing & repairs)
  - 431 Inspections and Maintenance
  - 1 Repairs

## Wastewater Treatment Plant and Water System

- Clearwater Solutions (CWS) has submitted the MOR for water, DMR for wastewater, and all paperwork pertaining to them for the year.
- The treatment plant treated and discharged a total daily average of 11.08 MG for the year.
- The water system withdrew a total of 368.596 MG from well facilities and used 1.797 MG from Savannah I & D purchase system (Town Center Water System).
- During the year 70,974lbs. dry solids were removed from the WPCP.
- The in-house laboratory continued to analyze most all NPDES permit and process control tests, except for the annual tests that are contracted with EPD.

**REPORT TO MAYOR AND CITY COUNCIL**

**AGENDA ITEM**  
***Parks & Recreation***

**TO: THE HONORABLE MAYOR AND CITY COUNCIL**

**DATE:** January 13<sup>th</sup> 2021

**SUBJECT: *Parks & Recreation 2020 Year End Status Report***

**Report in Brief**

Annual Report for the Garden City Parks and Recreation Department. Our staff continues to appreciate opportunities to provide quality programming and facilities to our residents. We encourage all residents to engage themselves in a program of choice and begin reaping the emotions and physical rewards associated with teamwork, interaction and physical and mental activity. *2020 was a interesting year.*

The operations detail contained in this report is for the YEAR of 2020 and all related information is current as of January 13, 2021.

Prepared by: Cliff Ducey  
Title Parks & Recreation Director

Reviewed by: \_\_\_\_\_  
Title \_\_\_\_\_

Attachment(s)

**Parks & Recreation Department  
Status Report  
Summary - 2020**

**Adult/Youth/Sports Programs & Community Relations Activities/Events**

**Adult Programs**

**Senior Center**

During the first 3 months of 2020 we had an average of 40 Senior Citizens per day attend our senior programs at the Senior Center.

**Currently the Garden City Senior Center temporarily closed to the public due to the COVID-19 Pandemic.**

**Adult Programs**

**Senior Center –Closed to the Public until further notice**

- 1. The Garden City Senior Center staff continues to deliver 58 goodie bags to Garden City seniors every Tuesday that normally attended the Garden City Senior Center.
- 2. The seniors have been receiving a newsletter with their bag. This newsletter contains games, suggestions for reading, a list of different virtual tours and a letter for encouragement from Judy!
- 3. Judy continues to make telephone calls to check on the seniors who live alone.
- 4. We have also offered to pick up groceries and prescriptions if needed.

Garden City Center enjoyed a Pre-Thanksgiving outdoor Lunch on November 24<sup>th</sup> on the tennis courts at the Garden City Senior Center.

We provided over 100 free Catered lunches to Garden City Senior Citizens.

***We hope to reopen our Senior Center this spring.*** Our Garden City Seniors are looking forward to getting back to exercising, going on trips, playing games, watching movies, listening to lecturers, eating, shopping, and just hanging out with friends at the Garden City Senior Center.

## Youth Programs

Cooper Center—Building closed to the Public at this time

**The Parks and Recreation Department started a year-round Kids Café at the Cooper Center for school age kids.** We provide a free Breakfast and lunch Monday through Friday 11am 12noon (average 35 meals per day Grab and Go boxes only).

During the first 3 months of 2020, an average of 20 youth per day attended/participated in youth programs/after school or summer activities at the Cooper Center. ***Activities included: Ping-Pong, Air Hockey, Foosball, indoor board games and playground.***

## Review of Sports Programs/Activities Participation numbers.

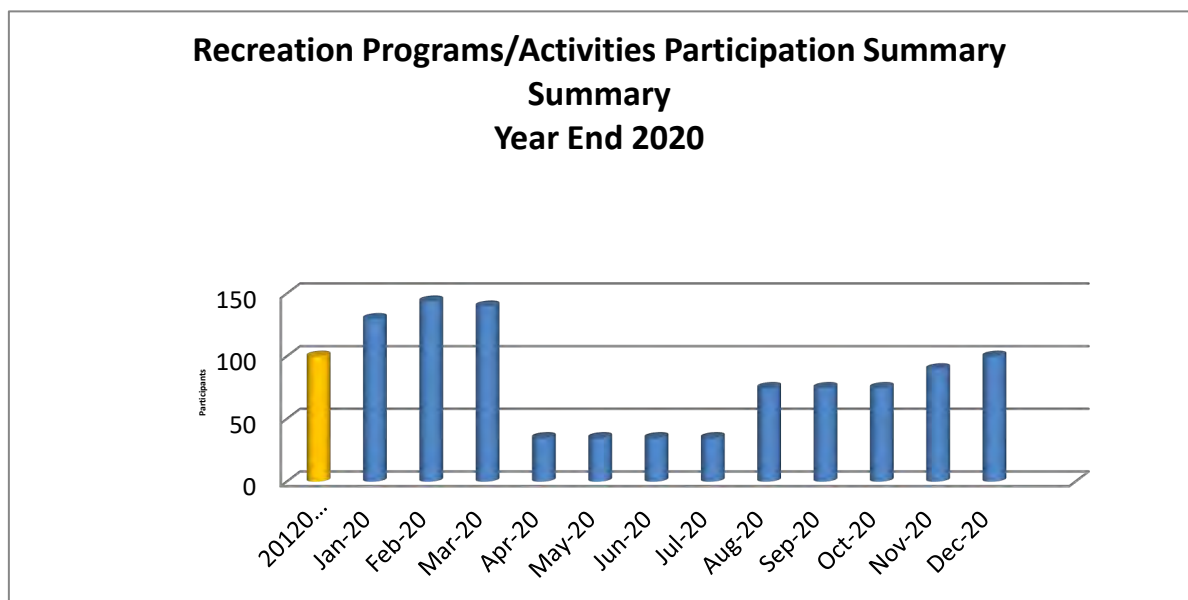
During the year of 2020, 225 Youths participated in Garden City's Youth Sport Programs.

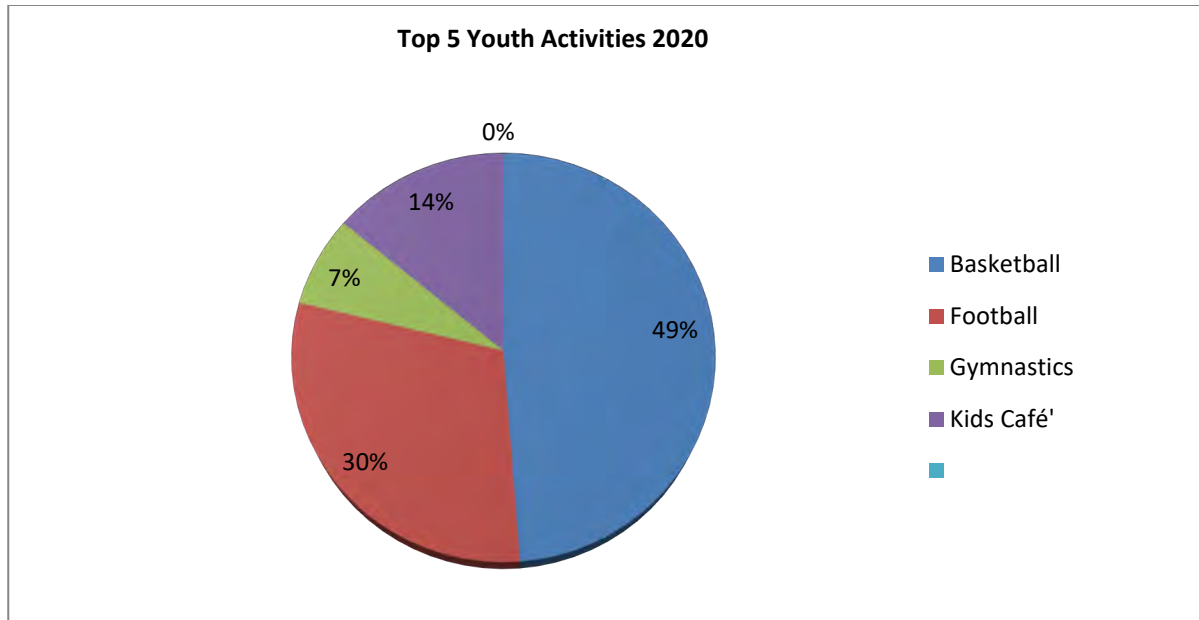
- **Football - 75**
- **Soccer - 11**
- **Rec Baseball - Cancelled**
- **Rec Softball - Cancelled**
- **T-Ball - Cancelled**
- **Basketball -122**
- **Gymnastics year-round – 18**
- **Football Camp -Cancelled**
- **Summer Day Camp- Cancelled**
- **After School Basketball Average per day – Cancelled**
- **Summer Swim Pool Activity Average per day – Cancelled**
- **Upcoming Sports Programs/Events**
  - 2021 Basketball season underway (we have 9 teams).
  - Baseball Softball and T-ball sign-ups start in February.

## Community Relations Activities/Events for 2020

- *6 teams participated in 2020 55<sup>th</sup> Annual Rebel Bowl Youth Football Bowl- November*
- *City Christmas lighting, Street light decorations were put up in December.*
- *Successful summer Kids Feeding Programs at the Cooper Center and the Garden city Recreation Center.*

*The graphs below are visual summaries of the number of participants in Garden City's Recreation Programs/Activities( April, May, June, July only Kid's Café' Feeding Program)*





### ***2020 Garden City Youth Championships***

**Basketball:** Congratulations to 12u Boys Garden City Eagles for Winning the Coastal Athletic Association League Championship again.

Congratulations to our GC14u Boys Basketball team for winning the Chatham County Basketball league, winning the GRPA District 2 tournament and finishing 2<sup>nd</sup> in the state GRPA tournament.

### **Cooper Center Arbor Day Tree Planting April 2020**

City staff along with the Savannah Tree Foundation planted 2 trees at the Garden City Cooper Center.



**REPORT TO MAYOR AND CITY COUNCIL**

**AGENDA ITEM**

**TO: THE HONORABLE MAYOR AND CITY COUNCIL**

**DATE:** January 8, 2020

**SUBJECT:** *Planning and Economic Development Permitting and Inspections Monthly Status Report*

**Report in Brief**

The Department of Planning and Economic Development Year-End Status Report includes a summary of the monthly activities and projects of permitting and inspections within the department. This report also provides information regarding key items of interest and/or activities throughout the year.

The operations detail contained in this report is for 2020 and all related information is current as of January 1, 2020.

Prepared by: Tonya Roper

Title                      Staff

Reviewed by: Scott Robider

Title Assistant City Manager

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Ronald Feldner, City Manager

Attachment(s)

- Permits Issued (By Work Class)
- Scheduled Inspections
- Planning Commission Minutes

## Planning and Economic Development Department

### Monthly Status Report

#### Summary – Year End 2020

### Permits

There were 358 permits issued during FY2020. *They included:*

#### **New Construction Building Permits**

- Please see attached sheet for listing of permits

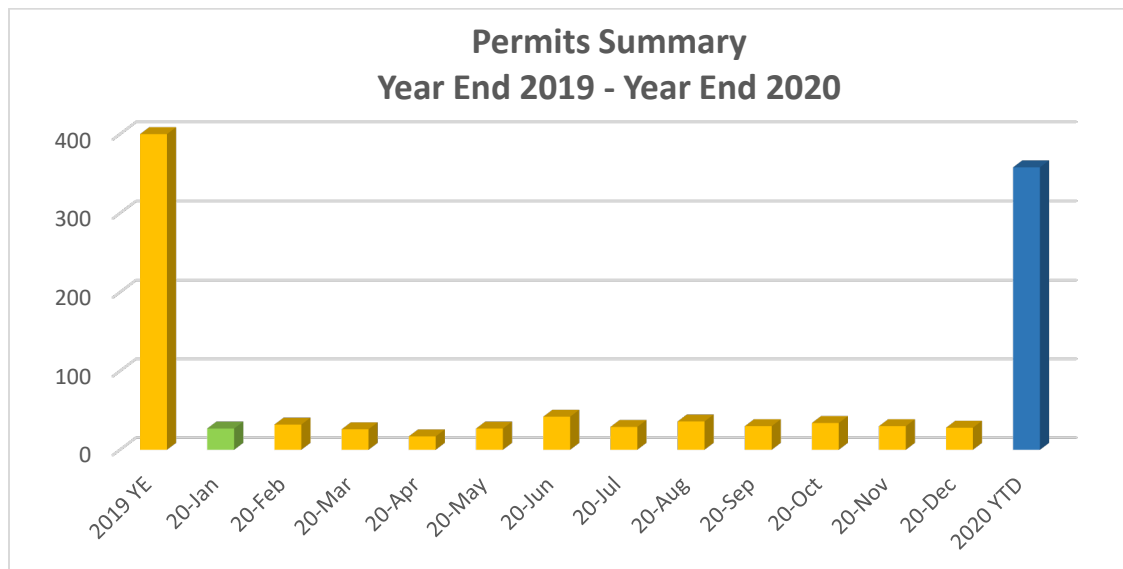
#### **Renovation/Expansion Building Permits**

- Please see attached sheet for listing of permits

#### **Miscellaneous Permits**

- Please see attached sheet for listing of permits

*The graph below is a visual summary of the permits issued.*



|               | <u>Number of Permits</u> |
|---------------|--------------------------|
| 2019 Year End | 447                      |
| Jan-20        | 27                       |
| Feb-20        | 32                       |
| Mar-20        | 26                       |
| Apr-20        | 17                       |
| May-20        | 27                       |
| Jun-20        | 42                       |
| Jul-20        | 29                       |
| Aug-20        | 36                       |
| Sep-20        | 30                       |
| Oct-20        | 34                       |
| Nov-20        | 30                       |
| Dec-20        | 28                       |
| 2020 YTD      | 358                      |

### **Inspections**

Inspections scheduled during FY2020 included:

- 74 Business License
- 324 Mechanical/Electrical/Plumbing
- 327 Building
- 114 Site (Property/Development/Preliminary/Demolition)
- 16 Fire
- 4 Stormwater

### **Zoning Board of Appeals/Planning Commission**

Petitions filed during FY 2020 Included:

- 5 Appeal/Variance
- 4 Site Plan
- 3 Zoning Map Amendments
- 3 Zoning Text Amendments

Board of Zoning Appeals/Planning Commission  
November 10, 2020 - 6:00PM

**Board of Appeals**

No petitions filed

**Planning Commission**

No petitions filed

Respectfully submitted  
TTR

Board of Zoning Appeals/Planning Commission  
December 8, 2020 - 6:00PM

Opening: Chairman Billy Jackson welcomed everyone and called the meeting to order.

Roll Call: Jenecia Perry; Parliamentarian, Jeff Ashley, Nancy Cox, Jimmy Crosby, and Charles Orrel. Absent: Misty Selph; Vice-Chair and Gary Monroe

Staff: Scott Robider; Acting Planning and Zoning Director

Visitors: Enclosed

**Board of Appeals**

No petitions filed

**Planning Commission**

PC2003: Justin Redmond representing property owners Larry and Mary Garrett request a general development plan review as a warehouse for Kelly Hill Road; PIN 6-0879-02-004, 6-0879-02-005 and 6-0879-02-006.

Chairman Jackson opened the floor for comments, questions and those in favor of the request.

Scott Robider; Acting Planning Director stated this is not a rezoning and was never unofficially tabled; this is the first time the case is being heard. The representative from the Savannah Ogeechee Canal Society will be allowed three minutes to speak.

Marc Liverman; Atlantic Coast Consulting Engineers said this is a 50000 sq. ft. development with access of the City of Savannah sanitation property. He stated there has been a traffic study and preliminary approval from DOT.

Robert McCorkle; McCorkle, Johnson & McCoy; Attorney, said it has been over a year on this project; a long process for the access issues, the easement has been in progress and reviewed by the City Attorney. The canal easement crossing was placed years ago and the easement amended. We are proposing to improve the existing road; the easement canal is recorded as the City of Savannah granted the amended easement. We are aware of concerns of the Canal Society. Mr. McCorkle referenced the Chatham County easement agreement with City of Savannah and stated the original easement was to develop a trail. Mr. McCorkle said this will not have an affect on the request, the CSX main line runs through the site, the property is not accessible on either end for a walking trail; this will be an industrial site that is gated and a blocked easement in place.

Commissioner Perry said could your plan include a sensibility of a trail?

Mr. McCorkle said I am unsure of where it would go, there are many crossings which is not changing the status of what's there.

Scott Robider; Acting Planning Director stated our portion of the request is to look at the general development plan.

Commissioner Perry said will there be any disturbance of a natural habitat?

Mr. Liverman replied no; any disturbances will be based on a permitted approval.

Mr. McCorkle said there's no waterflow of any direction in this project location.

Commissioner Perry asked what land is adjacent to the project?

Mr. McCorkle said LKQ and the Garretts but not immediately adjacent of the triangle tract.

Chairman Jackson asked for any further questions or comments; being none he than called for those in opposition.

Wendy Sevenandl; Savannah Ogeechee Canal Society stated we are a small organization for registered canals and are here to protect the trail. The funding received is from Splost; the easement was granted in 2015. The petitioner did not speak with us regarding the new plan; LKQ illegally filled in the Canal – we need to keep in mind the greenways.

Commissioner Perry said would you explain why there is no development to the trail?

Ms. Sevenandl stated other trails have been developed thru funding, bicycling is supported by CSX railroad and there's vision without the plan.

Sherol Brown; 56 Kelly Hill Road; adjacent property owner, asked what are the plans for access regarding Kelly Hill Road and how will this development affect my family's cemetery?

Scott Robider; Acting Planning Director said DSI will build a private road and not utilize Kelly Hill Road.

Mr. McCorkle said access will be provided to Shaw Cemetery; the owners have spent time and money to ensure no impact of the residents – there will be no impact to Garden City residents.

Commissioner Orrel stated the Canal Society has legitimate concerns; the developers and Canal Society must have positive open-door conversations.

Chairman Jackson asked for further questions or comments; being none he then called for a motion. Commissioner Crosby made a motion to approve PC2003: Justin Redmond representing property owners Larry and Mary Garrett request a general development plan review as a warehouse for Kelly Hill Road; PIN 6-0879-02-004, 6-0879-02-005 and 6-0879-02-006. Commissioner Cox seconds the vote; vote passes without opposition.

Chairman Jackson called for a motion to adjourn. Commissioner Perry made a motion to adjourn; Commissioner Cox seconds the motion; vote passes without opposition.

Respectfully submitted  
TTR





# November 30, 2020 - December 6, 2020

| November 2020 |    |    |    |    |    |    |
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| December 2020 |    |    |    |    |    |    |
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## Monday, November 30

## Tuesday, December 1

■ 8:30am - 9:30am Tree Removal Inspection - Shawna 912-224-0444

## Wednesday, December 2

- 8:00am - 9:00am Site Inspection (100 Town Center Drive - Tapestry Park) - Tonya Roper ☎
- 9:00am - 10:30am MEP/Framing - Milton 677-3826 (100 Town Center Drive Building 7000 2nd Floor) - Danielle Smith
- 2:00pm - 3:00pm MH Move Inspection - Michael Bates 912-429-8902 (50 Wolf Pen Island Road) - Danielle Smith
- 3:00pm - 4:00pm Screw Pattern - Milton 677-3826 (100 Town Center Drive Building 4000 3rd Floor) - Danielle Smith

## Thursday, December 3

- 8:30am - 9:30am Power Release Inspection - Mike Wilson 912-966-1280 (132 Oglesby Ave) - Danielle Smith
- 9:30am - 10:30am MEP/Framing & Insulation Inspection - Clyde 912-210-6832 (18 Daniel Ave) - Danielle Smith
- 12:00pm - 1:00pm Sign Final - TMobile (4801 Augusta Road Suite B)
- 1:00pm - 2:00pm Final Inspection - W8 Shipping (4903 Old Louisville Road) - Danielle Smith

## Friday, December 4

- 8:00am - 9:00am Power Release - Milton 677-3826 (100 Town Center Drive Building 3000) - Danielle Smith
- 9:00am - 10:30am MEP/Framing - Milton 677-3826 (100 Town Center Drive Building 7000 3rd Floor) - Danielle Smith
- 9:00am - 10:00am Landscape Maintenance Agreement Inspection (2 Bell Road - Manker Landscape, LLC) - Tonya Roper
- 2:00pm - 3:00pm iSolve Reminder (Office) - Tonya Roper ☎

## Saturday, December 5

## Sunday, December 6

# December 7, 2020 - December 13, 2020

| December 2020 |    |    |    |    |    |    | January 2021 |    |    |    |    |    |    |
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## Monday, December 7

- ☐ **Send Zoning Amendments** (Chatham County) ☞
- 1:00pm - 2:00pm Condemnation Inspection** (51 Leon Village) - Tonya Roper
- 3:00pm - 4:00pm OTC/Fire Inspection** - Marco 912-441-1821 (4608 Augusta Road) - Danielle Smith
- 6:00pm - 7:00pm City Council Pre-Agenda** (Conference Room) - Tonya Roper ☞

## Tuesday, December 8

- 8:00am - 9:00am Temporary Power Inspection** - Richard 912-657-0255 (801 Davis Avenue) - Tonya Roper
- 10:00am - 11:30am HGB Engineering Preliminary Site Plan Design Review** - 216-222 Dean Forest Road (City Hall Training Room) - Danielle Smith
- 5:30pm - 6:00pm Pre-Agenda ( BOA/PC)** (Conference Room) - Tonya Roper ☞
- 6:00pm - 7:00pm Zoning Board of Appeals/Planning Commission** (City Hall) - Tonya Roper ☞
- 6:00pm - 7:00pm Zoning Board of Appeals/Planning Commission** (City Hall) - Tonya Roper ☞

## Wednesday, December 9

- ☐ **Mayor & Council Report** (Rhonda - 12pm) - Tonya Roper ☞
- 8:00am - 9:00am MEP/Framing Rough** - Milton 677-3826 (100 Town Center Drive Bldg 7000 4th Floor - Tapestry Park) - Tonya Roper ☞
- 9:00am - 10:00am Above Ceiling inspection** - John Newton 478-494-7190 (2604 Highway 80) - Tonya Roper
- 10:00am - 11:00am Grease Trap Inspection** - Scott Vickers 644-0448 (4219 Augusta Road - Parker's) - Danielle Smith

## Thursday, December 10

- 9:00am - 10:00am Footing Inspection** - John 912-631-8811 (4219 Augusta Road - Parker's) - Danielle Smith
- 10:00am - 11:00am Plumbing Inspection** - Scott Vickers 644-0448 (4219 Augusta Road - Parker's) - Danielle Smith
- 11:00am - 1:00pm MEP/Framing Inspection** - Brad 912-658-1980 (4309 Augusta Road Building 2) - Danielle Smith
- 1:00pm - 2:00pm Service Pole** - Ricky 912-230-5143 (148 Beasley Road) - Tonya Roper

## Friday, December 11

- 8:00am - 10:30am Insulation** - Milton 677-3826 (Bldg 7000 1st and 2nd Floor) - Tonya Roper

## Saturday, December 12

## Sunday, December 13

# December 14, 2020 - December 20, 2020

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| January 2021 |    |    |    |    |    |    |
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| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

## Monday, December 14

- 9:00am - 10:00am Preliminary Landscape Bond Release Inspection (1320 Hwy 80 - Southern Eagle Expansion) - Tonya Roper
- 10:00am - 11:00am OTC / Fire Inspection - Arnoldo 732-496-0905 (9 Aviation Ct) - Danielle Smith

## Tuesday, December 15

- 8:00am - 9:00am Plumbing Slab - Vernon Hendrix 429-6742 (4219 Augusta Road) - Tonya Roper
- 1:00pm - 2:00pm Electrical Power Release - Paul Belden 912-667-8318 (55 Main Street) - Tonya Roper

## Wednesday, December 16

- 8:00am - 9:00am Site Inspection (100 Town Center Drive - Tapestry Park) - Tonya Roper

## Thursday, December 17

- 9:00am - 11:00am Meeting Via Zoom - New School Complex (City Hall Conference Room) - Tonya Roper
- 11:00am - 12:00pm Address Verification I (Old Dean Forest Road Lot 2, 2A, 2B) - Tonya Roper
- 11:30am - 12:30pm Drop In Retirement Lunch for Pam Franklin - Thursday, 12/17/20 (City Hall) - Tonya Roper
- 1:00pm - 2:00pm HVAC Inspection - Selena Osborne 912-483-7533 (132 Oglesby Avenue) - Tonya Roper

## Friday, December 18

- 8:00am - 9:00am Bond Beam Inspection - John 912-631-8811 (4219 Augusta Road - Parkers) - Tonya Roper
- 10:00am - 11:00am OTC/Fire/PZB Inspection - Ruchit 217-7029 (4928 Ogeechee Road Suite B) - Tonya Roper
- 11:00am - 1:00pm Sheetrock Nailing Inspection - Milton 912-677-3826 (100 Town Center Drive Bldg 7000 1st Floor - Tapestry Park) - Tonya Roper
- 1:30pm - 2:30pm House Panel - Milton 677-3826 (100 Town Center Drive Bldg 4000) - Tonya Roper
- 2:00pm - 3:00pm iSolve Reminder (Office) - Tonya Roper

## Saturday, December 19

## Sunday, December 20



# December 21, 2020 - December 27, 2020

| December 2020 |    |    |    |    |    |    |
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| January 2021 |    |    |    |    |    |    |
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| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

## Monday, December 21

- 8:00am - 10:00am MEP/Framing - Milton 677-3826 (100 Town Center Drive Bldg 5000 1st Floor - Tapestry Park) - Tonya Roper
- 10:00am - 11:00am Temporary Construction Office - Joe 629-0222
- 11:00am - 12:00pm Electrical Rough - Nasar 601-832-7243 (4015 4th Street) - Tonya Roper
- 1:00pm - 3:00pm Preliminary MH Inspection - Luis Morales Sales 912-436-4707 (431 Stock Farm Road Ridgeland SC 29936) - Tonya Roper
- 1:00pm - 2:00pm Fire Wall Shaft Liner - Milton 677-3826 (100 Town Center Drive Bldg 5000 - Attic Space) - Tonya Roper
- 2:00pm - 3:00pm Fire Wall - Milton 677-3826 (100 Town Center Drive Bldg 6000 - Tapestry Park) - Tonya Roper
- 6:00pm - 7:00pm City Council Pre-Agenda (Conference Room) 🗓️

## Tuesday, December 22

- 8:00am - 11:00am MEP/Framing - Milton 677-3826 (100 Town Center Drive Bldg 5000 2nd Floor - Tapestry Park) - Tonya Roper
- 10:00am - 11:00am Framing Inspection - Larry 313-7679 (66 Smith Ave) - Danielle Smith
- 11:00am - 12:00pm Bond Beam - Jon 631-8811 (4219 Augusta Road - Parkers) - Tonya Roper
- 12:00pm - 2:00pm MEP/Framing - Milton 677-3826 (100 Town Center Drive Bldg 5000 3rd Floor Tapestry Park) - Tonya Roper
- 1:00pm - 2:00pm Insulation Inspection - Brad 658-1980 (4309 Augusta Road - Bldg 2) - Danielle Smith
- 2:00pm - 3:00pm Address Request (Ogeechee Road) - Tonya Roper
- 3:00pm - 4:00pm MH Inspection/Electrical - Nancy 224-345-8411 (112 Salt Creek Road #11) - Tonya Roper

## Wednesday, December 23

- 8:00am - 9:00am Site Inspection (100 Town Center Drive - Tapestry Park) - Tonya Roper 🗓️
- 9:00am - 10:00am Final Inspection - Mike Powell 912-429-8740 (102 Bowman Ave - Lockbox code 1135) - Danielle Smith
- 11:00am - 12:00pm Power Release Inspection - Paige 965-9009 (1333 Lynah Ave Unit C29) - Danielle Smith
- 12:00pm - 1:00pm Power Release Inspection - Paige 965-9009 (1333 Lynah Ave Unit C02) - Danielle Smith

## Thursday, December 24

☐ Christmas Eve Observed (City Hall Closed) 🗓️

## Friday, December 25

☐ Christmas Day Observed (City Hall Closed) 🗓️

## Saturday, December 26

## Sunday, December 27

# December 28, 2020 - January 3, 2021

| December 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 | 31 |    |    |

| January 2021 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | Mo | Tu | We | Th | Fr | Sa |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

## Monday, December 28

☐ **Building Inspector** (Out of Office) - Tonya Roper

## Tuesday, December 29

- ☒ **8:30am - 10:00am Screw Pattern - Milton 677-3826** (100 Town Center Drive Bldg 7000 2nd Floor) - Danielle Smith
- ☒ **10:00am - 11:00am Plumbing Inspection - Amanda 912-330-4773** (379 Priscilla D Thomas Way) - Danielle Smith
- ☒ **2:00pm - 3:00pm Nailing Inspection - Naser 601-832-7243** (4015 4th Street) - Danielle Smith

## Wednesday, December 30

- ☒ **8:00am - 9:00am Site Inspection** (100 Town Center Drive - Tapestry Park) - Tonya Roper ☺
- ☒ **10:00am - 11:00am Bond Beam - Mike 912-690-0043** (4219 Augusta Road - Parkers) - Danielle Smith
- ☒ **12:00pm - 1:00pm MEP/Framing Inspection - Naser 601-832-7243** (4015 4th Street) - Danielle Smith
- ☒ **1:00pm - 2:00pm Final Inspection (Garage) - Gary 604-2695** (2613 13th Street) - Danielle Smith

## Thursday, December 31

☐ **New Year's Eve** (United States - City Hall Closed) ☺

## Friday, January 1

- ☐ **New Year's Day - Observed** (City Hall Closed) ☺
- ☒ **2:00pm - 3:00pm iSolve Reminder** (Office) - Tonya Roper ☺

## Saturday, January 2

## Sunday, January 3



## Permits Issued (By Work Class)

Permits Issued From Sunday, November 1, 2020 through Monday, November 30, 2020

| Permit   | Location Address          | Issued     | App Date   | Valuation | Square Feet | Parcel Number   |
|--|---------------------------|------------|------------|-----------|-------------|-----------------|
| <b>Commercial Permit LDA</b>                                       |                           |            |            |           |             |                 |
| COM-11-20-5510   | OLD DEAN FOREST RD 000000 | 11/02/2020 | 05/04/2020 | 0.00      | 52          | 6-0989 -04-001  |
| <b>Totals For Commercial Permit LDA : 1 Permit(s)</b>              |                           |            |            |           |             | <b>52</b>       |
| <b>Commercial Permit Site Development</b>                          |                           |            |            |           |             |                 |
| COM-11-20-5511   | OLD DEAN FOREST RD 000000 | 11/02/2020 | 05/04/2020 | 0.00      | 52          | 6-0989 -04-001  |
| <b>Totals For Commercial Permit Site Development : 2 Permit</b>    |                           |            |            |           |             | <b>52</b>       |
| <b>Demolition Permit Entire Structure</b>                          |                           |            |            |           |             |                 |
| DEMO-11-20-5533  | HIGHWAY 80 002831         | 11/11/2020 | 11/16/2020 | 0.00      | 4,000       | 6-0968 -01-005  |
| <b>Totals For Demolition Permit Entire Structure : 1 Permit(s)</b> |                           |            |            |           |             | <b>4,000</b>    |
| <b>Electrical Permit Commercial</b>                                |                           |            |            |           |             |                 |
| ELEC-11-20-5515  | BEASLEY RD 000148         | 11/04/2020 | 11/02/2020 | 0.00      | 0           | 6-0966 -01-003  |
| ELEC-11-20-5517  | CHATHAM PARKWAY 000150    | 11/04/2020 | 11/04/2020 | 0.00      | 0           | 6-0801 -02-002A |
| ELEC-11-20-5528  | TOWN CENTER DR 100        | 11/18/2020 | 11/17/2020 | 0.00      | 0           | 6-0989 -01-085  |
| <b>Totals For Electrical Permit Commercial : 3 Permit(s)</b>       |                           |            |            |           |             | <b>0</b>        |
| <b>Electrical Permit Residential</b>                               |                           |            |            |           |             |                 |
| ELEC-11-20-5509  | OLD DEAN FOREST RD 001518 | 11/02/2020 | 10/30/2020 | 0.00      | 0           | 6-0988 -02-017  |
| ELEC-11-20-5514  | 6TH ST 004002             | 11/04/2020 | 10/26/2020 | 0.00      | 0           | 6-0019 -09-008  |
| ELEC-11-20-5522  | OLD DEAN FOREST RD 001518 | 11/09/2020 | 11/09/2020 | 0.00      | 0           | 6-0988 -02-017  |
| ELEC-11-20-5527  | OGLESBY AV 000132         | 11/18/2020 | 11/16/2020 | 0.00      | 0           | 6-0013 -01-014  |
| ELEC-11-20-5529  | OLD DEAN FOREST RD 001518 | 11/19/2020 | 11/19/2020 | 0.00      | 0           | 6-0988 -02-017  |
| <b>Totals For Electrical Permit Residential : 8 Permit(s)</b>      |                           |            |            |           |             | <b>0</b>        |
| <b>Fence Permit Commercial</b>                                     |                           |            |            |           |             |                 |
| FENCE-11-20-5534   | AUGUSTA RD 004912         | 11/23/2020 | 11/05/2020 | 23,130.00 | 798         | 6-0009 -02-002  |
| <b>Totals For Fence Permit Commercial : 1 Permit(s)</b>            |                           |            |            |           |             | <b>798</b>      |
| <b>Fence Permit Industrial</b>                                     |                           |            |            |           |             |                 |
| FENCE-11-20-5535   | TELFAR RD 000411 C        | 11/23/2020 | 11/10/2020 | 5,655.00  | 202         | 6-0712 -01-009  |
| <b>Totals For Fence Permit Industrial : 2 Permit(s)</b>            |                           |            |            |           |             | <b>202</b>      |

| Permit   | Location Address          | Issued     | App Date   | Valuation         | Square Feet   | Parcel Number   |
|--|---------------------------|------------|------------|-------------------|---------------|-----------------|
| <b>Occupant Business License</b>                                   |                           |            |            |                   |               |                 |
| OL-11-20-5520  | 8TH ST 004103 Suite D     | 11/04/2020 | 11/04/2020 | 0.00              | 600           | 6-0022 -03-032  |
| OL-11-20-5524  | BOURNE AV 000515          | 11/02/2020 | 11/02/2020 | 0.00              | 27,000        | 6-0890 -01-001  |
| OL-11-20-5525  | DEAN FOREST RD 001450     | 11/12/2020 | 11/10/2020 | 0.00              | 1,200         | 6-0989 -01-087  |
| OL-11-20-5530  | HIGHWAY 80 W 000213       | 11/19/2020 | 11/09/2020 | 0.00              | 1,664         | 6-0020 -06-004  |
| OL-11-20-5531  | OLD LOUISVILLE RD 004912  | 11/19/2020 | 11/16/2020 | 0.00              | 6,000         | 6-0924A-02-017  |
| OL-11-20-5532  | MINIS AV 000032           | 11/19/2020 | 11/17/2020 | 0.00              | 10,800        | 6-0016 -02-023  |
| OL-11-20-5536  | PROSPERITY DR 000117      | 11/23/2020 | 11/05/2020 | 0.00              | 12,090        | 6-0988D-02-005C |
| <b>Totals For Occupant Business License : 7 Permit(s)</b>          |                           |            |            | <b>0.00</b>       | <b>59,354</b> |                 |
| <b>Residential Permit Complete Structure for C.O.</b>              |                           |            |            |                   |               |                 |
| RES-11-20-5512   | DANIEL AV 000014          | 11/24/2020 | 10/09/2020 | 98,000.00         | 1,733         | 6-0002 -02-041  |
| RES-11-20-5513   | DANIEL AV 000016          | 11/03/2020 | 10/09/2020 | 92,000.00         | 1,440         | 6-0002 -02-042  |
| <b>Totals For Residential Permit Complete Structure for C.O. :</b> |                           |            |            | <b>190,000.00</b> | <b>3,173</b>  |                 |
| <b>Residential Permit Deck/Porch</b>                               |                           |            |            |                   |               |                 |
| RES-11-20-5538   | SMITH AV 000155           | 11/24/2020 | 11/13/2020 | 8,000.00          | 608           | 6-0007 -04-001  |
| <b>Totals For Residential Permit Deck/Porch : 3 Permit(s)</b>      |                           |            |            | <b>8,000.00</b>   | <b>608</b>    |                 |
| <b>Residential Permit MH Move</b>                                  |                           |            |            |                   |               |                 |
| RES-11-20-5516   | OLD DEAN FOREST RD 001518 | 11/05/2020 | 11/04/2020 | 6,500.00          | 840           | 6-0988 -02-017  |
| RES-11-20-5518   | OGEECHEE RD 005008 Lot 55 | 11/04/2020 | 10/15/2020 | 5,000.00          | 700           | 6-0990C-02-009  |
| <b>Totals For Residential Permit MH Move : 5 Permit(s)</b>         |                           |            |            | <b>11,500.00</b>  | <b>1,540</b>  |                 |
| <b>Residential Permit Pool</b>                                     |                           |            |            |                   |               |                 |
| RES-11-20-5521   | WOODLAWN AV 002612        | 11/04/2020 | 11/02/2020 | 49,999.99         | 480           | 6-0927 -01-019  |
| <b>Totals For Residential Permit Pool : 6 Permit(s)</b>            |                           |            |            | <b>49,999.99</b>  | <b>480</b>    |                 |
| <b>Residential Permit Tree Removal</b>                             |                           |            |            |                   |               |                 |
| RES-11-20-5519   | TALMADGE AV 000722        | 11/04/2020 | 10/30/2020 | 0.00              | 0             | 6-0881 -05-001  |
| RES-11-20-5537   | TALMADGE AV 000722        | 11/23/2020 | 11/23/2020 | 0.00              | 0             | 6-0881 -05-001  |
| <b>Totals For Residential Permit Tree Removal : 8 Permit(s)</b>    |                           |            |            | <b>0.00</b>       | <b>0</b>      |                 |
| <b>Sign Permit Permanent</b>                                       |                           |            |            |                   |               |                 |
| SIGN-11-20-5526  | DEAN FOREST RD 001450     | 11/18/2020 | 11/13/2020 | 3,366.35          | 30            | 6-0989 -01-087  |
| <b>Totals For Sign Permit Permanent : 1 Permit(s)</b>              |                           |            |            | <b>3,366.35</b>   | <b>30</b>     |                 |
| <b>Tree Removal Permit Tree Removal</b>                            |                           |            |            |                   |               |                 |

| Permit  | Location Address | Issued     | App Date   | Valuation | Square Feet | Parcel Number  |
|---|------------------|------------|------------|-----------|-------------|----------------|
| COM-11-20-5523  | MAIN ST 000359   | 11/10/2020 | 11/09/2020 | 0.00      | 0           | 6-0011 -03-003 |
| Totals For Tree Removal Permit Tree Removal : 1 Permit(s) |                  |            |            |           |             |                |
|   |                  |            |            | 0.00      | 0           |                |



## Permits Issued (By Work Class)

Permits Issued From Tuesday, December 1, 2020 through Thursday, December 31, 2020

| Permit   | Location Address          | Issued     | App Date   | Valuation         | Square Feet   | Parcel Number  |
|--|---------------------------|------------|------------|-------------------|---------------|----------------|
| <b>Commercial Permit Complete Structure for C.O.</b>               |                           |            |            |                   |               |                |
| COM-12-20-5541   | DEAN FOREST RD 001302     | 12/02/2020 | 11/11/2020 | 565,000.00        | 14,575        | 6-0990 -02-008 |
| COM-6-20-5339  | LEONE AVE 000037          | 12/02/2020 | 05/29/2020 | 210,000.00        | 2,304         | 6-0819 -03-013 |
| <b>Totals For Commercial Permit Complete Structure for C.O.</b>    |                           |            |            | <b>775,000.00</b> | <b>16,879</b> |                |
| <b>Commercial Permit LDA</b>                                       |                           |            |            |                   |               |                |
| COM-6-20-5337  | LEONE AVE 000037          | 12/02/2020 | 12/02/2020 | 0.00              | 1             | 6-0819 -03-014 |
| <b>Totals For Commercial Permit LDA : 3 Permit(s)</b>              |                           |            |            | <b>0.00</b>       | <b>1</b>      |                |
| <b>Commercial Permit Shell Only</b>                                |                           |            |            |                   |               |                |
| COM-12-20-5558   | EXPORT BL 005525          | 12/23/2020 | 12/02/2020 | 52,000.00         | 1,100         | 6-0889 -02-012 |
| <b>Totals For Commercial Permit Shell Only : 4 Permit(s)</b>       |                           |            |            | <b>52,000.00</b>  | <b>1,100</b>  |                |
| <b>Commercial Permit Silt Fence</b>                                |                           |            |            |                   |               |                |
| COM-12-20-5563   | WHEATHILL RD 000100       | 12/18/2020 | 12/17/2020 | 0.00              | 45            | 6-0014 -01-029 |
| <b>Totals For Commercial Permit Silt Fence : 5 Permit(s)</b>       |                           |            |            | <b>0.00</b>       | <b>45</b>     |                |
| <b>Commercial Permit Site Development</b>                          |                           |            |            |                   |               |                |
| COM-6-20-5338  | LEONE AV 000037           | 12/02/2020 | 03/11/2020 | 0.00              | 1             | 6-0819 -03-014 |
| <b>Totals For Commercial Permit Site Development : 6 Permit</b>    |                           |            |            | <b>0.00</b>       | <b>1</b>      |                |
| <b>Demolition Permit Entire Structure</b>                          |                           |            |            |                   |               |                |
| DEMO-12-20-5539  | OLD DEAN FOREST RD 001514 | 12/01/2020 | 11/19/2020 | 50,000.00         | 1,500         | 6-0989 -04-001 |
| DEMO-12-20-5546  | MAIN ST 000191            | 12/04/2020 | 11/23/2020 | 5,000.00          | 1,535         | 6-0011 -02-011 |
| <b>Totals For Demolition Permit Entire Structure : 2 Permit(s)</b> |                           |            |            | <b>55,000.00</b>  | <b>3,035</b>  |                |
| <b>Electrical Permit Commercial</b>                                |                           |            |            |                   |               |                |
| ELEC-12-20-5564  | LYNAH AV 001327           | 12/23/2020 | 12/18/2020 | 0.00              | 0             | 6-0802 -11-011 |
| ELEC-12-20-5565  | LYNAH AV 001333           | 12/23/2020 | 12/21/2020 | 0.00              | 0             | 6-0802 -11-008 |
| <b>Totals For Electrical Permit Commercial : 2 Permit(s)</b>       |                           |            |            | <b>0.00</b>       | <b>0</b>      |                |
| <b>Electrical Permit Residential</b>                               |                           |            |            |                   |               |                |
| ELEC-12-20-5552  | OLD DEAN FOREST RD 001518 | 12/09/2020 | 12/09/2020 | 0.00              | 0             | 6-0988 -02-017 |

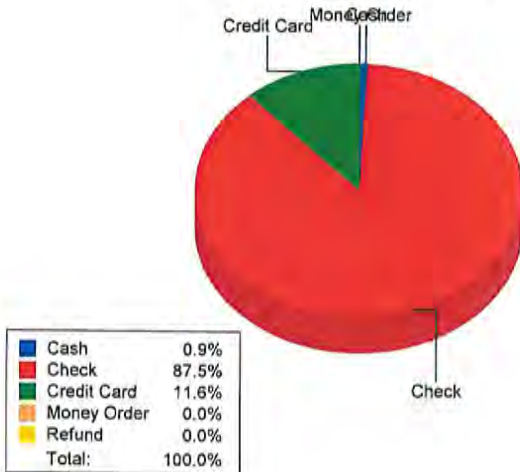
| Permit   | Location Address           | Issued     | App Date   | Valuation  | Square Feet | Parcel Number  |
|--|----------------------------|------------|------------|------------|-------------|----------------|
| <b>Totals For Electrical Permit Residential : 3 Permit(s)</b>      |                            |            |            |            |             |                |
| <b>Encroachment Alteration</b>                                     |                            |            |            |            |             |                |
| ENC-12-20-5555   | 4TH ST 004015              | 12/15/2020 | 12/05/2020 | 0.00       | 0           | 6-0019 -08-028 |
| <b>Totals For Encroachment Alteration : 1 Permit(s)</b>            |                            |            |            |            |             |                |
| <b>Fence Permit Industrial</b>                                     |                            |            |            |            |             |                |
| FNCE-12-20-5548  | COMMERCE BL 006052         | 12/08/2020 | 11/30/2020 | 11,832.00  | 784         | 6-0892 -01-027 |
| FNCE-12-20-5550  | TREMONT RD 004405          | 12/08/2020 | 12/03/2020 | 7,611.00   | 40          | 6-0712 -01-005 |
| FNCE-12-20-5556  | BRYCE INDUSTRIAL DR 00000E | 12/15/2020 | 12/04/2020 | 8,800.00   | 800         | 6-0989 -01-055 |
| <b>Totals For Fence Permit Industrial : 3 Permit(s)</b>            |                            |            |            |            |             |                |
| <b>HVAC Permit Residential</b>                                     |                            |            |            |            |             |                |
| HVAC-12-20-5559  | OGLESBY AV 000132          | 12/16/2020 | 12/08/2020 | 0.00       | 0           | 6-0013 -01-014 |
| <b>Totals For HVAC Permit Residential : 1 Permit(s)</b>            |                            |            |            |            |             |                |
| <b>Occupant Business License</b>                                   |                            |            |            |            |             |                |
| OL-12-20-5545  | AUGUSTA RD 004608          | 12/07/2020 | 12/01/2020 | 0.00       | 990         | 6-0013 -04-015 |
| OL-12-20-5547  | AVIATION CT 000009         | 12/07/2020 | 12/01/2020 | 0.00       | 4,500       | 6-0891 -01-021 |
| OL-12-20-5562  | TELFAR RD 000411 C         | 12/17/2020 | 12/17/2020 | 0.00       | 1           | 6-0712 -01-009 |
| <b>Totals For Occupant Business License : 3 Permit(s)</b>          |                            |            |            |            |             |                |
| <b>Occupant Other</b>  |                            |            |            |            |             |                |
| OL-12-20-5561  | MAIN STE 000309            | 12/17/2020 | 12/17/2020 | 0.00       | 1,200       | 6-0016 -07-004 |
| <b>Totals For Occupant Other : 4 Permit(s)</b>                     |                            |            |            |            |             |                |
| <b>Plumbing Permit Residential</b>                                 |                            |            |            |            |             |                |
| PLUM-12-20-5566  | PRISCILLA D THOMAS WY 000E | 12/23/2020 | 12/23/2020 | 0.00       | 0           | 6-0821 -03-003 |
| <b>Totals For Plumbing Permit Residential : 1 Permit(s)</b>        |                            |            |            |            |             |                |
| <b>Residential Permit Accessory</b>                                |                            |            |            |            |             |                |
| RES-12-20-5553   | ST JOSEPH AV 000115        | 12/03/2020 | 11/30/2020 | 1,591.25   | 378         | 6-0015 -05-008 |
| <b>Totals For Residential Permit Accessory : 1 Permit(s)</b>       |                            |            |            |            |             |                |
| <b>Residential Permit Complete Structure for C.O.</b>              |                            |            |            |            |             |                |
| RES-12-20-5543   | OLD LOUISVILLE RD 004304   | 12/03/2020 | 11/16/2020 | 147,500.00 | 1,744       | 6-0825 -03-005 |
| <b>Totals For Residential Permit Complete Structure for C.O. :</b> |                            |            |            |            |             |                |
| <b>Sign Permit Permanent</b>                                       |                            |            |            |            |             |                |
|  |                            |            |            |            |             |                |

| Permit   | Location Address            | Issued     | App Date   | Valuation  | Square Feet | Parcel Number   |
|--|-----------------------------|------------|------------|------------|-------------|-----------------|
| SIGN-12-20-5549  | BOURNE AV 000501            | 12/04/2020 | 12/01/2020 | 15,000.00  | 90          | 6-0890 -01-001A |
| <b>Totals For Sign Permit Permanent : 1 Permit(s)</b>            |                             |            |            |            |             |                 |
| <b>Tank Permit New</b>   |                             |            |            |            |             |                 |
| TANK-12-20-5551  | SONNY PERDUE DR 000002      | 12/08/2020 | 11/19/2020 | 700,000.00 | 0           | 6-0924 -05-015  |
| <b>Totals For Tank Permit New : 1 Permit(s)</b>                  |                             |            |            |            |             |                 |
| <b>Temporary Office New</b>                                      |                             |            |            |            |             |                 |
| TMPO-12-20-5540  | OLD DEAN FOREST RD 001514   | 12/01/2020 | 11/19/2020 | 0.00       | 1,200       | 6-0989 -04-002B |
| TMPO-12-20-5557  | PROSPERITY DR 000140 Bldg 4 | 12/15/2020 | 12/10/2020 | 3,500.00   | 1,440       | 6-0930 -01-002  |
| <b>Totals For Temporary Office New : 2 Permit(s)</b>             |                             |            |            |            |             |                 |
| <b>Tree Removal Permit Tree Removal</b>                          |                             |            |            |            |             |                 |
| COM-12-20-5544   | TALMADGE AV 000529          | 12/03/2020 | 11/30/2020 | 0.00       | 0           | 6-0926 -03-033  |
| <b>Totals For Tree Removal Permit Tree Removal : 1 Permit(s)</b> |                             |            |            |            |             |                 |
| <b>Well Permit Deep Well</b>                                     |                             |            |            |            |             |                 |
| WELL-12-20-5542  | DEAN FOREST RD 001302       | 12/02/2020 | 06/30/2020 | 0.00       | 420         | 6-0990 -02-008  |
| <b>Totals For Well Permit Deep Well : 1 Permit(s)</b>            |                             |            |            |            |             |                 |

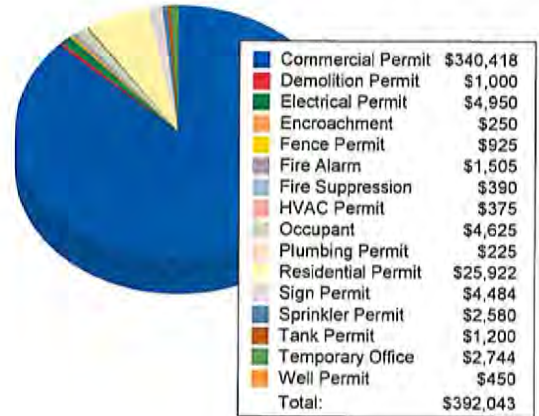


## Detailed Revenue Report

### Income Breakdown



### Income by Permit Type



From 1/1/2020 To 12/31/2020

|                   |            |                 | Amt Paid              | Change   | Invoice Amt |
|-------------------|------------|-----------------|-----------------------|----------|-------------|
| Commercial Permit |            |                 |                       |          |             |
| Cash              |            |                 |                       |          |             |
| COM-10-20-6092    | 10/29/2020 |                 | \$1,070.80            | (\$0.20) | \$1,070.60  |
|                   |            |                 | Total Cash Received:  |          | \$1,070.80  |
|                   |            |                 | Change Given:         |          | (\$0.20)    |
|                   |            |                 | Total Cash Collected: |          | \$1,070.60  |
| Check             |            |                 |                       |          |             |
| COM-6-20-5910     | 12/18/2020 | Check #: 14335  | \$2,727.20            | \$0.00   | \$2,727.20  |
| COM-6-20-5934     | 06/22/2020 | Check #: 6017   | \$2,775.00            | \$0.00   | \$2,775.00  |
| COM-6-20-5931     | 06/17/2020 | Check #: 8120   | \$330.00              | \$0.00   | \$330.00    |
| COM-3-20-5831     | 06/29/2020 | Check #: 018024 | \$1,200.00            | \$0.00   | \$1,200.00  |
| COM-2-20-5802     | 02/05/2020 | Check #: 1009   | \$1,833.39            | \$0.00   | \$1,833.39  |
| COM-10-19-5681    | 02/04/2020 | Check #: 022439 | \$3,260.00            | \$0.00   | \$3,260.00  |
| COM-2-20-5794     | 02/06/2020 | Check #: 1610   | \$1,988.00            | \$0.00   | \$1,988.00  |
| COM-12-19-5724    | 01/06/2020 | Check #: 11304  | \$1,184.00            | \$0.00   | \$1,184.00  |
| COM-1-20-5765     | 01/21/2020 | Check #: 6552   | \$150.00              | \$0.00   | \$150.00    |
| COM-9-20-6036     | 10/05/2020 | Check #: 6268   | \$75.00               | \$0.00   | \$75.00     |
| COM-8-19-5593     | 01/30/2020 | Check #: 1334   | \$365.00              | \$0.00   | \$365.00    |
| COM-7-20-5948     | 07/09/2020 | Check #: 054115 | \$750.00              | \$0.00   | \$750.00    |
| COM-7-20-5949     | 07/09/2020 | Check #: 054116 | \$200.00              | \$0.00   | \$200.00    |
| COM-6-20-5909     | 12/18/2020 | Check #: 14335  | \$24.80               | \$0.00   | \$24.80     |
| COM-7-20-5977     | 09/17/2020 | Check #: 488507 | \$900.00              | \$0.00   | \$900.00    |
| COM-1-20-5762     | 01/28/2020 | Check #: 19622  | \$594.50              | \$0.00   | \$594.50    |
| COM-12-19-5748    | 01/27/2020 | Check #: 1334   | \$1,153.40            | \$0.00   | \$1,153.40  |
| COM-10-20-6097    | 11/02/2020 | Check #: 022769 | \$35,367.25           | \$0.00   | \$35,367.25 |

|                |            |                     | Amt Paid    | Change | Invoice Amt |
|----------------|------------|---------------------|-------------|--------|-------------|
| COM-9-20-6038  | 09/21/2020 | Check #: 021846     | \$21,525.00 | \$0.00 | \$21,525.00 |
| COM-9-20-6031  | 09/22/2020 | Check #: 1001513873 | \$2,010.00  | \$0.00 | \$2,010.00  |
| COM-6-20-5935  | 06/19/2020 | Check #: 11754      | \$750.00    | \$0.00 | \$750.00    |
| COM-1-20-5766  | 01/23/2020 | Check #: 19930      | \$14.80     | \$0.00 | \$14.80     |
| COM-12-19-5753 | 01/09/2020 | Check #: 405400     | \$624.40    | \$0.00 | \$624.40    |
| COM-9-20-6037  | 11/16/2020 | Check #: 1001521926 | \$8,105.14  | \$0.00 | \$8,105.14  |
| COM-12-19-5742 | 02/12/2020 | Check #: 017139     | \$25,445.00 | \$0.00 | \$25,445.00 |
| COM-8-20-6014  | 08/27/2020 | Check #: 1029       | \$129.20    | \$0.00 | \$129.20    |
| COM-1-20-5792  | 02/12/2020 | Check #: 017138     | \$456.00    | \$0.00 | \$456.00    |
| COM-8-20-6013  | 08/27/2020 | Check #: 1029       | \$484.50    | \$0.00 | \$484.50    |
| COM-11-20-6105 | 11/12/2020 | Check #: 022989     | \$7,800.00  | \$0.00 | \$7,800.00  |
| COM-6-20-5899  | 11/02/2020 | Check #: 022768     | \$907.60    | \$0.00 | \$907.60    |
| COM-1-20-5791  | 02/11/2020 | Check #: 8864       | \$1,710.00  | \$0.00 | \$1,710.00  |
| COM-8-20-6008  | 08/21/2020 | Check #: 0756       | \$1,380.00  | \$0.00 | \$1,380.00  |
| COM-6-20-5908  | 12/18/2020 | Check #: 14335      | \$150.00    | \$0.00 | \$150.00    |
| COM-11-19-5702 | 01/23/2020 | Check #: 19930      | \$2,667.50  | \$0.00 | \$2,667.50  |
| COM-6-20-5915  | 06/15/2020 | Check #: 11738      | \$1,275.00  | \$0.00 | \$1,275.00  |
| COM-9-20-6032  | 09/22/2020 | Check #: 1001513870 | \$536.00    | \$0.00 | \$536.00    |
| COM-10-20-6101 | 11/02/2020 | Check #: 022766     | \$78,070.30 | \$0.00 | \$78,070.30 |
| COM-11-20-6106 | 11/12/2020 | Check #: 022990     | \$2,080.00  | \$0.00 | \$2,080.00  |
| COM-8-20-6000  | 08/20/2020 | Check #: 021107     | \$2,190.65  | \$0.00 | \$2,190.65  |
| COM-8-20-6012  | 08/27/2020 | Check #: 021293     | \$1,592.00  | \$0.00 | \$1,592.00  |
| COM-10-20-6098 | 11/02/2020 | Check #: 022770     | \$34,367.00 | \$0.00 | \$34,367.00 |
| COM-12-20-6135 | 12/02/2020 | Check #: 1036       | \$8,413.25  | \$0.00 | \$8,413.25  |
| COM-8-20-5996  | 08/14/2020 | Check #: 211082     | \$705.00    | \$0.00 | \$705.00    |
| COM-10-20-6100 | 11/02/2020 | Check #: 022771     | \$51,931.15 | \$0.00 | \$51,931.15 |
| COM-10-20-6096 | 11/02/2020 | Check #: 022767     | \$5,740.00  | \$0.00 | \$5,740.00  |
| COM-6-20-5933  | 07/02/2020 | Check #: 2834       | \$877.50    | \$0.00 | \$877.50    |
| COM-8-20-6011  | 08/27/2020 | Check #: 021294     | \$5,970.00  | \$0.00 | \$5,970.00  |

**Total Check Received: \$322,784.53**

**Change Given: \$0.00**

**Total Check Collected: \$322,784.53**

#### Credit Card

|                |            |  |            |        |            |
|----------------|------------|--|------------|--------|------------|
| COM-5-20-5884  | 08/25/2020 |  | \$1,372.05 | \$0.00 | \$1,372.05 |
| COM-12-19-5740 | 07/10/2020 |  | \$2,736.78 | \$0.00 | \$2,736.78 |
| COM-2-20-5798  | 02/11/2020 |  | \$741.04   | \$0.00 | \$741.04   |
| COM-9-20-6023  | 09/03/2020 |  | \$290.00   | \$0.00 | \$290.00   |
| COM-5-20-5875  | 06/04/2020 |  | \$570.20   | \$0.00 | \$570.20   |
| COM-12-19-5755 | 01/09/2020 |  | \$65.00    | \$0.00 | \$65.00    |
| COM-6-20-5905  | 06/08/2020 |  | \$371.60   | \$0.00 | \$371.60   |
| COM-6-20-5902  | 06/08/2020 |  | \$75.00    | \$0.00 | \$75.00    |
| COM-10-20-6094 | 10/30/2020 |  | \$400.00   | \$0.00 | \$400.00   |
| COM-9-20-6045  | 09/28/2020 |  | \$275.00   | \$0.00 | \$275.00   |
| FIRE-9-20-6040 | 09/22/2020 |  | \$600.00   | \$0.00 | \$600.00   |
| COM-10-20-6099 | 10/29/2020 |  | \$1,435.00 | \$0.00 | \$1,435.00 |
| COM-10-20-6089 | 10/27/2020 |  | \$165.00   | \$0.00 | \$165.00   |
| COM-10-20-6076 | 10/14/2020 |  | \$911.55   | \$0.00 | \$911.55   |
| COM-3-20-5835  | 03/16/2020 |  | \$596.47   | \$0.00 | \$596.47   |
| COM-12-20-6153 | 12/23/2020 |  | \$1,290.00 | \$0.00 | \$1,290.00 |
| COM-10-20-6077 | 10/13/2020 |  | \$1,418.25 | \$0.00 | \$1,418.25 |



|                |            | <b>Amt Paid</b> | <b>Change</b> | <b>Invoice Amt</b> |
|----------------|------------|-----------------|---------------|--------------------|
| COM-6-20-5906  | 06/08/2020 | \$276.00        | \$0.00        | \$276.00           |
| COM-3-20-5828  | 04/17/2020 | \$700.93        | \$0.00        | \$700.93           |
| COM-7-20-5967  | 07/28/2020 | \$580.00        | \$0.00        | \$580.00           |
| COM-3-20-5845  | 03/19/2020 | \$290.00        | \$0.00        | \$290.00           |
| COM-1-20-5774  | 01/27/2020 | \$65.00         | \$0.00        | \$65.00            |
| COM-10-20-6060 | 10/08/2020 | \$713.50        | \$0.00        | \$713.50           |
| COM-10-20-6102 | 10/30/2020 | \$290.00        | \$0.00        | \$290.00           |
| COM-7-20-5973  | 09/03/2020 | \$334.64        | \$0.00        | \$334.64           |

**Total Credit Card Received: \$16,563.01**

**Change Given: \$0.00**

**Total Credit Card Collected: \$16,563.01**

## Demolition Permit

### Cash

|                 |            |          |        |          |
|-----------------|------------|----------|--------|----------|
| DEMO-10-20-6082 | 10/23/2020 | \$100.00 | \$0.00 | \$100.00 |
|-----------------|------------|----------|--------|----------|

**Total Cash Received: \$100.00**

**Change Given: \$0.00**

**Total Cash Collected: \$100.00**

### Check

|                 |            |               |          |        |          |
|-----------------|------------|---------------|----------|--------|----------|
| DEMO-2-20-5818  | 02/19/2020 | Check #: 5704 | \$100.00 | \$0.00 | \$100.00 |
| DEMO-2-20-5815  | 02/19/2020 | Check #: 5704 | \$100.00 | \$0.00 | \$100.00 |
| DEMO-2-20-5816  | 02/19/2020 | Check #: 5704 | \$100.00 | \$0.00 | \$100.00 |
| DEMO-2-20-5817  | 02/19/2020 | Check #: 5704 | \$100.00 | \$0.00 | \$100.00 |
| DEMO-12-20-6139 | 12/07/2020 | Check #: 5250 | \$100.00 | \$0.00 | \$100.00 |

**Total Check Received: \$500.00**

**Change Given: \$0.00**

**Total Check Collected: \$500.00**

### Credit Card

|                 |            |          |        |          |
|-----------------|------------|----------|--------|----------|
| DEMO-11-20-6128 | 12/03/2020 | \$100.00 | \$0.00 | \$100.00 |
| DEMO-5-20-5880  | 06/23/2020 | \$100.00 | \$0.00 | \$100.00 |
| DEMO-3-20-5825  | 03/04/2020 | \$100.00 | \$0.00 | \$100.00 |
| DEMO-12-20-6133 | 12/01/2020 | \$100.00 | \$0.00 | \$100.00 |

**Total Credit Card Received: \$400.00**

**Change Given: \$0.00**

**Total Credit Card Collected: \$400.00**

## Electrical Permit

### Cash

|                |            |         |        |         |
|----------------|------------|---------|--------|---------|
| ELEC-2-20-5807 | 02/06/2020 | \$75.00 | \$0.00 | \$75.00 |
| ELEC-8-20-6015 | 08/26/2020 | \$75.00 | \$0.00 | \$75.00 |

|                |            | Amt Paid | Change | Invoice Amt |
|----------------|------------|----------|--------|-------------|
| ELEC-9-20-6049 | 09/28/2020 | \$75.00  | \$0.00 | \$75.00     |
| ELEC-2-20-5810 | 02/07/2020 | \$75.00  | \$0.00 | \$75.00     |
| ELEC-3-20-5840 | 03/17/2020 | \$75.00  | \$0.00 | \$75.00     |
| ELEC-1-20-5771 | 01/27/2020 | \$75.00  | \$0.00 | \$75.00     |
| ELEC-2-20-5824 | 02/28/2020 | \$75.00  | \$0.00 | \$75.00     |

**Total Cash Received: \$525.00**

**Change Given: \$0.00**

**Total Cash Collected: \$525.00**

#### Check

|                 |            |                 |          |        |          |
|-----------------|------------|-----------------|----------|--------|----------|
| ELEC-6-20-5898  | 06/01/2020 | Check #: 6452   | \$75.00  | \$0.00 | \$75.00  |
| ELEC-11-20-6124 | 11/19/2020 | Check #: 6592   | \$75.00  | \$0.00 | \$75.00  |
| ELEC-5-20-5872  | 05/14/2020 | Check #: 8879   | \$75.00  | \$0.00 | \$75.00  |
| ELEC-5-20-5869  | 05/06/2020 | Check #: 2825   | \$75.00  | \$0.00 | \$75.00  |
| ELEC-10-20-6079 | 10/15/2020 | Check #: 6572   | \$75.00  | \$0.00 | \$75.00  |
| ELEC-3-20-5850  | 03/30/2020 | Check #: 3291   | \$75.00  | \$0.00 | \$75.00  |
| ELEC-4-20-5858  | 04/02/2020 | Check #: 2085   | \$75.00  | \$0.00 | \$75.00  |
| ELEC-3-20-5851  | 03/30/2020 | Check #: 3291   | \$75.00  | \$0.00 | \$75.00  |
| ELEC-5-20-5887  | 05/21/2020 | Check #: 6448   | \$150.00 | \$0.00 | \$150.00 |
| ELEC-3-20-5834  | 04/15/2020 | Check #: 8004   | \$75.00  | \$0.00 | \$75.00  |
| ELEC-3-20-5849  | 03/30/2020 | Check #: 3291   | \$75.00  | \$0.00 | \$75.00  |
| ELEC-10-20-6058 | 10/02/2020 | Check #: 5317   | \$75.00  | \$0.00 | \$75.00  |
| ELEC-10-20-6080 | 10/15/2020 | Check #: 5323   | \$75.00  | \$0.00 | \$75.00  |
| ELEC-11-20-6117 | 11/09/2020 | Check #: 6585   | \$75.00  | \$0.00 | \$75.00  |
| ELEC-1-20-5773  | 01/27/2020 | Check #: 2239   | \$75.00  | \$0.00 | \$75.00  |
| ELEC-8-20-5987  | 08/06/2020 | Check #: 007415 | \$75.00  | \$0.00 | \$75.00  |
| ELEC-3-20-5836  | 04/22/2020 | Check #: 1056   | \$75.00  | \$0.00 | \$75.00  |
| ELEC-1-20-5775  | 01/27/2020 | Check #: 3061   | \$75.00  | \$0.00 | \$75.00  |
| ELEC-8-20-5992  | 08/12/2020 | Check #: 6860   | \$150.00 | \$0.00 | \$150.00 |
| ELEC-3-20-5830  | 03/11/2020 | Check #: 6417   | \$75.00  | \$0.00 | \$75.00  |
| ELEC-6-20-5916  | 06/15/2020 | Check #: 3714   | \$75.00  | \$0.00 | \$75.00  |
| ELEC-3-20-5826  | 03/04/2020 | Check #: 59862  | \$75.00  | \$0.00 | \$75.00  |

**Total Check Received: \$1,800.00**

**Change Given: \$0.00**

**Total Check Collected: \$1,800.00**

#### Credit Card

|                 |            |         |        |         |
|-----------------|------------|---------|--------|---------|
| ELEC-8-20-6006  | 08/19/2020 | \$75.00 | \$0.00 | \$75.00 |
| ELEC-8-20-5993  | 08/12/2020 | \$75.00 | \$0.00 | \$75.00 |
| ELEC-11-20-6109 | 11/04/2020 | \$75.00 | \$0.00 | \$75.00 |
| ELEC-1-20-5760  | 04/28/2020 | \$75.00 | \$0.00 | \$75.00 |
| ELEC-4-20-5860  | 04/22/2020 | \$75.00 | \$0.00 | \$75.00 |
| ELEC-7-20-5964  | 07/16/2020 | \$75.00 | \$0.00 | \$75.00 |
| ELEC-11-20-6123 | 11/18/2020 | \$75.00 | \$0.00 | \$75.00 |
| ELEC-3-20-5837  | 03/30/2020 | \$75.00 | \$0.00 | \$75.00 |
| ELEC-7-20-5961  | 07/15/2020 | \$75.00 | \$0.00 | \$75.00 |
| ELEC-12-20-6161 | 12/23/2020 | \$75.00 | \$0.00 | \$75.00 |
| ELEC-4-20-5862  | 04/22/2020 | \$75.00 | \$0.00 | \$75.00 |
| ELEC-4-20-5867  | 04/30/2020 | \$75.00 | \$0.00 | \$75.00 |



|                 |            |  | <b>Amt Paid</b> | <b>Change</b> | <b>Invoice Amt</b> |
|-----------------|------------|--|-----------------|---------------|--------------------|
| ELEC-1-20-5793  | 01/31/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-6-20-5943  | 06/25/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-8-20-6009  | 08/20/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-5-20-5879  | 05/19/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-11-20-6112 | 11/05/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-11-20-6104 | 11/03/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-11-20-6122 | 11/18/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-10-20-6081 | 10/21/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-2-20-5795  | 02/03/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-3-20-5846  | 03/25/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-8-20-6016  | 08/27/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-6-20-5946  | 06/30/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-8-20-6003  | 08/27/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-11-20-6110 | 11/05/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-6-20-5940  | 06/25/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-5-20-5885  | 05/21/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-8-20-6017  | 08/27/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-12-20-6145 | 12/09/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-4-20-5865  | 04/28/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-1-20-5761  | 01/10/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-6-20-5937  | 06/22/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-4-20-5854  | 04/01/2020 |  | \$75.00         | \$0.00        | \$75.00            |
| ELEC-12-20-6162 | 12/23/2020 |  | \$75.00         | \$0.00        | \$75.00            |

**Total Credit Card Received: \$2,625.00**

**Change Given: \$0.00**

**Total Credit Card Collected: \$2,625.00**

## Encroachment

### Cash

|                |            |  |         |        |         |
|----------------|------------|--|---------|--------|---------|
| ENC-12-20-6149 | 12/16/2020 |  | \$50.00 | \$0.00 | \$50.00 |
|----------------|------------|--|---------|--------|---------|

**Total Cash Received: \$50.00**

**Change Given: \$0.00**

**Total Cash Collected: \$50.00**

### Check

|               |            |                |         |        |         |
|---------------|------------|----------------|---------|--------|---------|
| ENC-4-20-5856 | 04/02/2020 | Check #: 38187 | \$50.00 | \$0.00 | \$50.00 |
| ENC-3-20-5852 | 03/30/2020 | Check #: 38122 | \$50.00 | \$0.00 | \$50.00 |

**Total Check Received: \$100.00**

**Change Given: \$0.00**

**Total Check Collected: \$100.00**

### Credit Card

|               |            |  |         |        |         |
|---------------|------------|--|---------|--------|---------|
| ENC-2-20-5797 | 02/11/2020 |  | \$50.00 | \$0.00 | \$50.00 |
| ENC-4-20-5855 | 04/02/2020 |  | \$50.00 | \$0.00 | \$50.00 |



| Amt Paid                     | Change | Invoice Amt |
|------------------------------|--------|-------------|
| Total Credit Card Received:  |        | \$100.00    |
| Change Given:                |        | \$0.00      |
| Total Credit Card Collected: |        | \$100.00    |

## Fence Permit

### Cash

|                       |            |          |        |         |
|-----------------------|------------|----------|--------|---------|
| FNCE-1-20-5758        | 01/06/2020 | \$50.00  | \$0.00 | \$50.00 |
| FNCE-2-20-5806        | 02/10/2020 | \$50.00  | \$0.00 | \$50.00 |
| Total Cash Received:  |            | \$100.00 |        |         |
| Change Given:         |            | \$0.00   |        |         |
| Total Cash Collected: |            | \$100.00 |        |         |

### Credit Card

|                              |            |          |        |          |
|------------------------------|------------|----------|--------|----------|
| FNCE-8-20-6018               | 08/31/2020 | \$50.00  | \$0.00 | \$50.00  |
| FNCE-11-20-6129              | 11/23/2020 | \$50.00  | \$0.00 | \$50.00  |
| FNCE-6-20-5917               | 06/16/2020 | \$50.00  | \$0.00 | \$50.00  |
| FNCE-12-20-6151              | 12/15/2020 | \$125.00 | \$0.00 | \$125.00 |
| FNCE-5-20-5878               | 05/13/2020 | \$50.00  | \$0.00 | \$50.00  |
| FNCE-7-20-5963               | 07/16/2020 | \$50.00  | \$0.00 | \$50.00  |
| FNCE-5-20-5896               | 05/28/2020 | \$50.00  | \$0.00 | \$50.00  |
| FNCE-4-20-5859               | 04/09/2020 | \$50.00  | \$0.00 | \$50.00  |
| FNCE-12-20-6143              | 12/08/2020 | \$50.00  | \$0.00 | \$50.00  |
| FNCE-9-20-6052               | 09/29/2020 | \$50.00  | \$0.00 | \$50.00  |
| FNCE-9-20-6047               | 09/25/2020 | \$50.00  | \$0.00 | \$50.00  |
| FNCE-9-20-6022               | 09/03/2020 | \$50.00  | \$0.00 | \$50.00  |
| FNCE-5-20-5881               | 05/20/2020 | \$50.00  | \$0.00 | \$50.00  |
| FNCE-3-20-5841               | 03/19/2020 | \$50.00  | \$0.00 | \$50.00  |
| FNCE-12-20-6141              | 12/08/2020 | \$50.00  | \$0.00 | \$50.00  |
| Total Credit Card Received:  |            | \$825.00 |        |          |
| Change Given:                |            | \$0.00   |        |          |
| Total Credit Card Collected: |            | \$825.00 |        |          |

## Fire Alarm

### Credit Card

|                              |            |            |        |          |
|------------------------------|------------|------------|--------|----------|
| FIRE-9-20-6035               | 09/10/2020 | \$375.00   | \$0.00 | \$375.00 |
| FIRE-4-20-5857               | 04/06/2020 | \$440.00   | \$0.00 | \$440.00 |
| FIRE-8-20-5999               | 08/18/2020 | \$465.00   | \$0.00 | \$465.00 |
| FIRE-9-20-6027               | 09/10/2020 | \$225.00   | \$0.00 | \$225.00 |
| Total Credit Card Received:  |            | \$1,505.00 |        |          |
| Change Given:                |            | \$0.00     |        |          |
| Total Credit Card Collected: |            | \$1,505.00 |        |          |

| Fire Suppression |            |               |  | Amt Paid               | Change | Invoice Amt |
|------------------|------------|---------------|--|------------------------|--------|-------------|
| Check            |            |               |  |                        |        |             |
| Fire-5-20-5892   | 05/28/2020 | Check #: 2694 |  | \$140.00               | \$0.00 | \$140.00    |
| Fire-12-20-6147  | 12/18/2020 | Check #: 2758 |  | \$250.00               | \$0.00 | \$250.00    |
|                  |            |               |  | Total Check Received:  |        | \$390.00    |
|                  |            |               |  | Change Given:          |        | \$0.00      |
|                  |            |               |  | Total Check Collected: |        | \$390.00    |

| HVAC Permit     |            |               |  |                              |        |          |
|-----------------|------------|---------------|--|------------------------------|--------|----------|
| Cash            |            |               |  |                              |        |          |
| HVAC-2-20-5822  | 03/11/2020 |               |  | \$75.00                      | \$0.00 | \$75.00  |
|                 |            |               |  | Total Cash Received:         |        | \$75.00  |
|                 |            |               |  | Change Given:                |        | \$0.00   |
|                 |            |               |  | Total Cash Collected:        |        | \$75.00  |
|                 |            |               |  |                              |        |          |
| Check           |            |               |  |                              |        |          |
| HVAC-2-20-5800  | 02/20/2020 | Check #: 2689 |  | \$75.00                      | \$0.00 | \$75.00  |
|                 |            |               |  | Total Check Received:        |        | \$75.00  |
|                 |            |               |  | Change Given:                |        | \$0.00   |
|                 |            |               |  | Total Check Collected:       |        | \$75.00  |
|                 |            |               |  |                              |        |          |
| Credit Card     |            |               |  |                              |        |          |
| HVAC-2-20-5801  | 02/04/2020 |               |  | \$75.00                      | \$0.00 | \$75.00  |
| HVAC-12-20-6156 | 12/17/2020 |               |  | \$75.00                      | \$0.00 | \$75.00  |
| HVAC-5-20-5895  | 06/01/2020 |               |  | \$75.00                      | \$0.00 | \$75.00  |
|                 |            |               |  | Total Credit Card Received:  |        | \$225.00 |
|                 |            |               |  | Change Given:                |        | \$0.00   |
|                 |            |               |  | Total Credit Card Collected: |        | \$225.00 |

| Occupant      |            |  |  |         |        |         |
|---------------|------------|--|--|---------|--------|---------|
| Cash          |            |  |  |         |        |         |
| OL-10-20-6095 | 10/28/2020 |  |  | \$65.00 | \$0.00 | \$65.00 |
| OL-10-20-6083 | 10/22/2020 |  |  | \$65.00 | \$0.00 | \$65.00 |
| OL-9-20-6048  | 09/25/2020 |  |  | \$65.00 | \$0.00 | \$65.00 |
| OL-7-20-5966  | 07/20/2020 |  |  | \$65.00 | \$0.00 | \$65.00 |

| Amt Paid              | Change | Invoice Amt |
|-----------------------|--------|-------------|
| Total Cash Received:  |        | \$260.00    |
| Change Given:         |        | \$0.00      |
| Total Cash Collected: |        | \$260.00    |

#### Check

|               |            |                 |                               |        |                 |
|---------------|------------|-----------------|-------------------------------|--------|-----------------|
| OL-8-19-5589  | 04/22/2020 | Check #: 9578   | \$65.00                       | \$0.00 | \$65.00         |
| OL-11-20-6131 | 11/30/2020 | Check #: 16599  | \$165.00                      | \$0.00 | \$165.00        |
| OL-3-20-5833  | 03/17/2020 | Check #: 155553 | \$65.00                       | \$0.00 | \$65.00         |
|               |            |                 | <b>Total Check Received:</b>  |        | <b>\$295.00</b> |
|               |            |                 | <b>Change Given:</b>          |        | <b>\$0.00</b>   |
|               |            |                 | <b>Total Check Collected:</b> |        | <b>\$295.00</b> |

#### Credit Card

|               |            |          |        |          |
|---------------|------------|----------|--------|----------|
| OL-10-20-6057 | 10/05/2020 | \$165.00 | \$0.00 | \$165.00 |
| OL-2-20-5821  | 02/25/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-6-20-5936  | 06/22/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-7-20-5960  | 07/15/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-3-20-5843  | 03/20/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-7-20-5947  | 07/02/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-11-20-6120 | 11/12/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-3-20-5827  | 03/09/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-1-20-5768  | 01/27/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-1-20-5769  | 01/23/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-5-20-5874  | 05/11/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-9-20-6041  | 09/22/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-9-20-6055  | 10/01/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-6-20-5904  | 06/29/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-8-20-6010  | 10/07/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-5-20-5870  | 05/06/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-8-20-5997  | 08/20/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-11-20-6125 | 11/19/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-11-20-6115 | 11/06/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-2-20-5812  | 02/11/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-8-20-5994  | 08/13/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-12-20-6148 | 12/11/2020 | \$50.00  | \$0.00 | \$50.00  |
| OL-1-20-5767  | 01/27/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-8-20-5982  | 08/04/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-8-20-5986  | 08/06/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-10-20-6075 | 10/12/2020 | \$265.00 | \$0.00 | \$265.00 |
| OL-8-20-6004  | 08/21/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-11-20-6127 | 11/19/2020 | \$165.00 | \$0.00 | \$165.00 |
| OL-5-20-5886  | 05/27/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-10-20-6090 | 10/27/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-2-20-5809  | 02/06/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-1-20-5770  | 01/27/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-10-20-6085 | 10/26/2020 | \$265.00 | \$0.00 | \$265.00 |
| OL-12-20-6140 | 12/09/2020 | \$65.00  | \$0.00 | \$65.00  |
| OL-11-20-6126 | 11/19/2020 | \$165.00 | \$0.00 | \$165.00 |
| OL-1-20-5776  | 10/07/2020 | \$65.00  | \$0.00 | \$65.00  |



|               |            | <b>Amt Paid</b> | <b>Change</b> | <b>Invoice Amt</b> |
|---------------|------------|-----------------|---------------|--------------------|
| OL-10-20-6071 | 10/08/2020 | \$200.00        | \$0.00        | \$200.00           |
| OL-9-20-6019  | 09/01/2020 | \$65.00         | \$0.00        | \$65.00            |
| OL-6-20-5903  | 06/04/2020 | \$65.00         | \$0.00        | \$65.00            |
| OL-2-20-5823  | 02/27/2020 | \$65.00         | \$0.00        | \$65.00            |
| OL-5-20-5873  | 05/11/2020 | \$65.00         | \$0.00        | \$65.00            |
| OL-7-20-5970  | 07/28/2020 | \$65.00         | \$0.00        | \$65.00            |
| OL-7-20-5972  | 07/28/2020 | \$65.00         | \$0.00        | \$65.00            |
| OL-12-20-6138 | 12/07/2020 | \$65.00         | \$0.00        | \$65.00            |
| OL-9-20-6024  | 09/10/2020 | \$65.00         | \$0.00        | \$65.00            |
| OL-9-20-6054  | 10/01/2020 | \$65.00         | \$0.00        | \$65.00            |
| OL-4-20-5861  | 04/22/2020 | \$130.00        | \$0.00        | \$130.00           |
| OL-7-20-5962  | 07/15/2020 | \$65.00         | \$0.00        | \$65.00            |
| OL-8-20-5981  | 08/05/2020 | \$65.00         | \$0.00        | \$65.00            |

**Total Credit Card Received: \$4,070.00**

**Change Given: \$0.00**

**Total Credit Card Collected: \$4,070.00**

#### Money Order

|              |            |                    |         |        |         |
|--------------|------------|--------------------|---------|--------|---------|
| OL-6-20-5919 | 06/16/2020 | Check #: 167067917 | \$65.00 | \$0.00 | \$65.00 |
|--------------|------------|--------------------|---------|--------|---------|

**Total Money Order Received: \$65.00**

**Change Given: \$0.00**

**Total Money Order Collected: \$65.00**

#### Refund

|              |            |  |           |        |           |
|--------------|------------|--|-----------|--------|-----------|
| OL-9-20-6055 | 10/07/2020 |  | (\$65.00) | \$0.00 | (\$65.00) |
|--------------|------------|--|-----------|--------|-----------|

**Total Refund Received: (\$65.00)**

**Change Given: \$0.00**

**Total Refund Collected: (\$65.00)**

### Plumbing Permit

#### Cash

|                |            |  |         |        |         |
|----------------|------------|--|---------|--------|---------|
| PLUM-9-20-6050 | 09/28/2020 |  | \$75.00 | \$0.00 | \$75.00 |
|----------------|------------|--|---------|--------|---------|

**Total Cash Received: \$75.00**

**Change Given: \$0.00**

**Total Cash Collected: \$75.00**

#### Credit Card

|                 |            |  |         |        |         |
|-----------------|------------|--|---------|--------|---------|
| PLUM-12-20-6163 | 12/28/2020 |  | \$75.00 | \$0.00 | \$75.00 |
| PLUM-3-20-5847  | 03/25/2020 |  | \$75.00 | \$0.00 | \$75.00 |

| Amt Paid                     | Change | Invoice Amt |
|------------------------------|--------|-------------|
| Total Credit Card Received:  |        | \$150.00    |
| Change Given:                |        | \$0.00      |
| Total Credit Card Collected: |        | \$150.00    |

## Residential Permit

### Cash

|                       |            |  |          |          |            |
|-----------------------|------------|--|----------|----------|------------|
| RES-10-20-6056        | 10/01/2020 |  | \$78.80  | \$0.00   | \$78.80    |
| RES-2-20-5819         | 02/24/2020 |  | \$290.00 | \$0.00   | \$290.00   |
| RES-9-20-6028         | 09/11/2020 |  | \$200.00 | \$0.00   | \$200.00   |
| RES-8-20-5991         | 08/12/2020 |  | \$355.00 | (\$5.00) | \$350.00   |
| RES-12-20-6146        | 12/10/2020 |  | \$129.26 | \$0.00   | \$129.26   |
| Total Cash Received:  |            |  |          |          | \$1,053.06 |
| Change Given:         |            |  |          |          | (\$5.00)   |
| Total Cash Collected: |            |  |          |          | \$1,048.06 |

### Check

|                        |            |                 |            |        |             |
|------------------------|------------|-----------------|------------|--------|-------------|
| RES-3-20-5829          | 03/20/2020 | Check #: 1069   | \$1,481.53 | \$0.00 | \$1,481.53  |
| RES-11-20-6107         | 11/24/2020 | Check #: 288638 | \$1,357.44 | \$0.00 | \$1,357.44  |
| RES-2-20-5796          | 03/09/2020 | Check #: 1080   | \$990.00   | \$0.00 | \$990.00    |
| RES-11-20-6132         | 11/30/2020 | Check #: 1140   | \$125.80   | \$0.00 | \$125.80    |
| RES-2-20-5811          | 02/10/2020 | Check #: 809    | \$290.00   | \$0.00 | \$290.00    |
| RES-8-20-5984          | 08/12/2020 | Check #: 1829   | \$474.10   | \$0.00 | \$474.10    |
| RES-6-20-5920          | 06/19/2020 | Check #: 8315   | \$1,240.12 | \$0.00 | \$1,240.12  |
| RES-6-20-5944          | 06/29/2020 | Check #: 13763  | \$1,541.63 | \$0.00 | \$1,541.63  |
| RES-9-20-6021          | 09/08/2020 | Check #: 2511   | \$345.20   | \$0.00 | \$345.20    |
| RES-2-20-5799          | 02/04/2020 | Check #: 805    | \$290.00   | \$0.00 | \$290.00    |
| RES-8-20-5978          | 08/05/2020 | Check #: 1013   | \$1,418.78 | \$0.00 | \$1,418.78  |
| RES-1-20-5759          | 01/07/2020 | Check #: 2019   | \$643.00   | \$0.00 | \$643.00    |
| RES-6-20-5922          | 06/23/2020 | Check #: 0095   | \$1,768.43 | \$0.00 | \$1,768.43  |
| RES-6-20-5921          | 06/19/2020 | Check #: 8316   | \$1,240.12 | \$0.00 | \$1,240.12  |
| Total Check Received:  |            |                 |            |        | \$13,206.15 |
| Change Given:          |            |                 |            |        | \$0.00      |
| Total Check Collected: |            |                 |            |        | \$13,206.15 |

### Credit Card

|                |            |  |            |        |            |
|----------------|------------|--|------------|--------|------------|
| RES-1-20-5784  | 01/29/2020 |  | \$1,588.30 | \$0.00 | \$1,588.30 |
| RES-5-20-5877  | 06/01/2020 |  | \$65.00    | \$0.00 | \$65.00    |
| RES-11-20-6111 | 11/05/2020 |  | \$290.00   | \$0.00 | \$290.00   |
| RES-5-20-5876  | 06/15/2020 |  | \$198.00   | \$0.00 | \$198.00   |
| RES-7-20-5976  | 07/31/2020 |  | \$565.20   | \$0.00 | \$565.20   |
| RES-9-20-6028  | 09/11/2020 |  | \$83.00    | \$0.00 | \$83.00    |
| RES-10-20-6059 | 10/05/2020 |  | \$124.50   | \$0.00 | \$124.50   |
| RES-11-20-6113 | 11/05/2020 |  | \$290.00   | \$0.00 | \$290.00   |
| RES-9-20-6030  | 09/11/2020 |  | \$842.00   | \$0.00 | \$842.00   |
| RES-9-20-6034  | 09/21/2020 |  | \$537.80   | \$0.00 | \$537.80   |



|                |            | Amt Paid   | Change   | Invoice Amt |
|----------------|------------|------------|----------|-------------|
| RES-9-20-6033  | 09/24/2020 | \$401.00   | \$0.00   | \$401.00    |
| RES-6-20-5942  | 06/25/2020 | \$290.00   | \$0.00   | \$290.00    |
| RES-7-20-5971  | 07/29/2020 | \$65.00    | \$0.00   | \$65.00     |
| RES-11-20-6116 | 11/09/2020 | \$676.60   | \$0.00   | \$676.60    |
| RES-10-20-6088 | 10/27/2020 | \$477.50   | \$0.00   | \$477.50    |
| RES-10-20-6086 | 10/26/2020 | \$372.50   | (\$3.00) | \$369.50    |
| RES-9-20-6043  | 09/28/2020 | \$1,259.44 | \$0.00   | \$1,259.44  |
| RES-6-20-5907  | 06/08/2020 | \$65.00    | \$0.00   | \$65.00     |
| RES-6-20-5941  | 06/25/2020 | \$80.12    | \$0.00   | \$80.12     |
| RES-7-20-5974  | 08/27/2020 | \$290.00   | \$0.00   | \$290.00    |
| RES-7-20-5975  | 07/31/2020 | \$372.50   | \$0.00   | \$372.50    |
| RES-5-20-5897  | 06/01/2020 | \$290.00   | \$0.00   | \$290.00    |
| RES-10-20-6063 | 10/06/2020 | \$220.20   | \$0.00   | \$220.20    |
| RES-5-20-5877  | 06/01/2020 | \$290.00   | \$0.00   | \$290.00    |
| RES-5-20-5882  | 05/20/2020 | \$975.35   | \$0.00   | \$975.35    |
| RES-5-20-5894  | 05/28/2020 | \$65.00    | \$0.00   | \$65.00     |
| RES-1-20-5764  | 01/28/2020 | \$251.80   | \$0.00   | \$251.80    |
| RES-5-20-5893  | 05/28/2020 | \$65.00    | \$0.00   | \$65.00     |
| RES-6-20-5938  | 06/22/2020 | \$290.00   | \$0.00   | \$290.00    |
| RES-8-20-6002  | 09/10/2020 | \$290.00   | \$0.00   | \$290.00    |

**Total Credit Card Received: \$11,670.81**

**Change Given: (\$3.00)**

**Total Credit Card Collected: \$11,667.81**

## Sign Permit

### Check

|                |            |               |          |        |          |
|----------------|------------|---------------|----------|--------|----------|
| SIGN-2-20-5804 | 02/05/2020 | Check #: 1382 | \$115.00 | \$0.00 | \$115.00 |
| SIGN-4-20-5864 | 04/29/2020 | Check #: 1109 | \$190.00 | \$0.00 | \$190.00 |
| SIGN-1-20-5757 | 01/06/2020 | Check #: 0094 | \$115.00 | \$0.00 | \$115.00 |
| SIGN-1-20-5763 | 02/20/2020 | Check #: 1066 | \$115.00 | \$0.00 | \$115.00 |
| SIGN-8-20-5980 | 08/10/2020 | Check #: 3884 | \$137.37 | \$0.00 | \$137.37 |

**Total Check Received: \$672.37**

**Change Given: \$0.00**

**Total Check Collected: \$672.37**

### Credit Card

|                 |            |  |          |        |          |
|-----------------|------------|--|----------|--------|----------|
| SIGN-8-20-6005  | 09/18/2020 |  | \$180.00 | \$0.00 | \$180.00 |
| SIGN-8-20-6001  | 08/20/2020 |  | \$115.00 | \$0.00 | \$115.00 |
| SIGN-6-20-5913  | 06/15/2020 |  | \$115.00 | \$0.00 | \$115.00 |
| SIGN-12-20-6142 | 12/08/2020 |  | \$132.50 | \$0.00 | \$132.50 |
| SIGN-8-20-6007  | 08/21/2020 |  | \$119.00 | \$0.00 | \$119.00 |
| SIGN-1-20-5756  | 01/17/2020 |  | \$246.20 | \$0.00 | \$246.20 |
| SIGN-8-20-5979  | 08/04/2020 |  | \$115.00 | \$0.00 | \$115.00 |
| SIGN-10-20-6061 | 10/06/2020 |  | \$190.00 | \$0.00 | \$190.00 |
| SIGN-8-20-5985  | 08/05/2020 |  | \$115.00 | \$0.00 | \$115.00 |
| SIGN-6-20-5911  | 06/11/2020 |  | \$115.00 | \$0.00 | \$115.00 |
| SIGN-10-20-6062 | 10/06/2020 |  | \$180.00 | \$0.00 | \$180.00 |
| SIGN-9-20-6051  | 09/29/2020 |  | \$65.00  | \$0.00 | \$65.00  |

|                                     |            | Amt Paid | Change | Invoice Amt       |
|-------------------------------------|------------|----------|--------|-------------------|
| SIGN-9-20-6020                      | 09/01/2020 | \$75.00  | \$0.00 | \$75.00           |
| SIGN-7-20-5969                      | 07/27/2020 | \$131.30 | \$0.00 | \$131.30          |
| SIGN-8-19-5618                      | 01/08/2020 | \$311.99 | \$0.00 | \$311.99          |
| SIGN-5-20-5883                      | 05/20/2020 | \$125.00 | \$0.00 | \$125.00          |
| SIGN-6-20-5939                      | 06/24/2020 | \$190.00 | \$0.00 | \$190.00          |
| SIGN-11-20-6121                     | 11/18/2020 | \$190.00 | \$0.00 | \$190.00          |
| SIGN-2-20-5803                      | 02/05/2020 | \$252.50 | \$0.00 | \$252.50          |
| SIGN-10-20-6087                     | 10/27/2020 | \$304.44 | \$0.00 | \$304.44          |
| SIGN-2-20-5805                      | 04/06/2020 | \$206.30 | \$0.00 | \$206.30          |
| SIGN-1-20-5772                      | 01/27/2020 | \$222.46 | \$0.00 | \$222.46          |
| SIGN-12-19-5731                     | 01/07/2020 | \$115.00 | \$0.00 | \$115.00          |
| <b>Total Credit Card Received:</b>  |            |          |        | <b>\$3,811.69</b> |
| <b>Change Given:</b>                |            |          |        | <b>\$0.00</b>     |
| <b>Total Credit Card Collected:</b> |            |          |        | <b>\$3,811.69</b> |

## Sprinkler Permit

### Check

|                 |            |                 |                               |        |                   |
|-----------------|------------|-----------------|-------------------------------|--------|-------------------|
| SPRK-10-19-5690 | 06/29/2020 | Check #: 033790 | \$365.00                      | \$0.00 | \$365.00          |
| SPRK-5-20-5889  | 05/28/2020 | Check #: 033692 | \$365.00                      | \$0.00 | \$365.00          |
| SPRK-5-20-5890  | 05/28/2020 | Check #: 033692 | \$365.00                      | \$0.00 | \$365.00          |
| SPRK-5-20-5891  | 05/28/2020 | Check #: 033692 | \$365.00                      | \$0.00 | \$365.00          |
| SPRK-3-20-5848  | 05/28/2020 | Check #: 033692 | \$365.00                      | \$0.00 | \$365.00          |
| SPRK-5-20-5888  | 05/28/2020 | Check #: 033692 | \$365.00                      | \$0.00 | \$365.00          |
|                 |            |                 | <b>Total Check Received:</b>  |        | <b>\$2,190.00</b> |
|                 |            |                 | <b>Change Given:</b>          |        | <b>\$0.00</b>     |
|                 |            |                 | <b>Total Check Collected:</b> |        | <b>\$2,190.00</b> |

### Credit Card

|                |            |                              |        |          |
|----------------|------------|------------------------------|--------|----------|
| SPRK-8-20-5998 | 08/18/2020 | \$390.00                     | \$0.00 | \$390.00 |
|                |            | <hr/>                        |        |          |
|                |            | Total Credit Card Received:  |        | \$390.00 |
|                |            | Change Given:                |        | \$0.00   |
|                |            | Total Credit Card Collected: |        | \$390.00 |

## Tank Permit

### Credit Card

|                 |            |                              |        |            |
|-----------------|------------|------------------------------|--------|------------|
| TANK-12-20-6144 | 12/09/2020 | \$1,200.00                   | \$0.00 | \$1,200.00 |
|                 |            | <hr/>                        |        |            |
|                 |            | Total Credit Card Received:  |        | \$1,200.00 |
|                 |            | Change Given:                |        | \$0.00     |
|                 |            | Total Credit Card Collected: |        | \$1,200.00 |

## Temporary Office

|                 |            |                 |  | Amt Paid                      | Change | Invoice Amt       |
|-----------------|------------|-----------------|--|-------------------------------|--------|-------------------|
| <b>Check</b>    |            |                 |  |                               |        |                   |
| TMPO-3-20-5844  | 04/22/2020 | Check #: 018594 |  | \$740.00                      | \$0.00 | \$740.00          |
| TMPO-10-20-6064 | 10/08/2020 | Check #: 022262 |  | \$404.00                      | \$0.00 | \$404.00          |
|                 |            |                 |  | <b>Total Check Received:</b>  |        | <b>\$1,144.00</b> |
|                 |            |                 |  | <b>Change Given:</b>          |        | <b>\$0.00</b>     |
|                 |            |                 |  | <b>Total Check Collected:</b> |        | <b>\$1,144.00</b> |

**Credit Card**

|                 |            |  |  |                                     |        |                   |
|-----------------|------------|--|--|-------------------------------------|--------|-------------------|
| TMPO-12-20-6134 | 12/02/2020 |  |  | \$740.00                            | \$0.00 | \$740.00          |
| TMPO-12-20-6152 | 12/16/2020 |  |  | \$860.00                            | \$0.00 | \$860.00          |
|                 |            |  |  | <b>Total Credit Card Received:</b>  |        | <b>\$1,600.00</b> |
|                 |            |  |  | <b>Change Given:</b>                |        | <b>\$0.00</b>     |
|                 |            |  |  | <b>Total Credit Card Collected:</b> |        | <b>\$1,600.00</b> |

## Well Permit

**Cash**

|                 |            |  |  |                              |        |                 |
|-----------------|------------|--|--|------------------------------|--------|-----------------|
| WELL-10-20-6091 | 10/27/2020 |  |  | \$50.00                      | \$0.00 | \$50.00         |
| WELL-4-20-5868  | 04/30/2020 |  |  | \$100.00                     | \$0.00 | \$100.00        |
|                 |            |  |  | <b>Total Cash Received:</b>  |        | <b>\$150.00</b> |
|                 |            |  |  | <b>Change Given:</b>         |        | <b>\$0.00</b>   |
|                 |            |  |  | <b>Total Cash Collected:</b> |        | <b>\$150.00</b> |

**Check**

|                 |            |               |  |                               |        |                 |
|-----------------|------------|---------------|--|-------------------------------|--------|-----------------|
| WELL-12-20-6136 | 12/02/2020 | Check #: 1036 |  | \$100.00                      | \$0.00 | \$100.00        |
|                 |            |               |  | <b>Total Check Received:</b>  |        | <b>\$100.00</b> |
|                 |            |               |  | <b>Change Given:</b>          |        | <b>\$0.00</b>   |
|                 |            |               |  | <b>Total Check Collected:</b> |        | <b>\$100.00</b> |

**Credit Card**

|                |            |  |  |                                     |        |                 |
|----------------|------------|--|--|-------------------------------------|--------|-----------------|
| WELL-1-20-5777 | 01/29/2020 |  |  | \$100.00                            | \$0.00 | \$100.00        |
| WELL-4-20-5863 | 04/22/2020 |  |  | \$100.00                            | \$0.00 | \$100.00        |
|                |            |  |  | <b>Total Credit Card Received:</b>  |        | <b>\$200.00</b> |
|                |            |  |  | <b>Change Given:</b>                |        | <b>\$0.00</b>   |
|                |            |  |  | <b>Total Credit Card Collected:</b> |        | <b>\$200.00</b> |



## REPORT TO MAYOR AND CITY COUNCIL

## AGENDA ITEM

**TO: THE HONORABLE MAYOR AND CITY COUNCIL**      **DATE: 01-08-2021**

**SUBJECT: *Police Department Annual Status Report***

### **Report in Brief**

The Police Department Annual Status Report includes an extensive summary of the yearly activity within the Department. This report also provides information regarding key items of interest and/or activities throughout the year.

The operations detail contained in this report is for the year of January through December 2020.

Prepared by: Lindsay Stumpf  
Title                      Executive Assistant to the  
                                 Chief of Police

Reviewed by: Chief Ballard

# Police Department Status Report Summary – 2020

## Operations

### Calls for Service

There was a total of 20,559 calls for service year to date for the year of 2020.

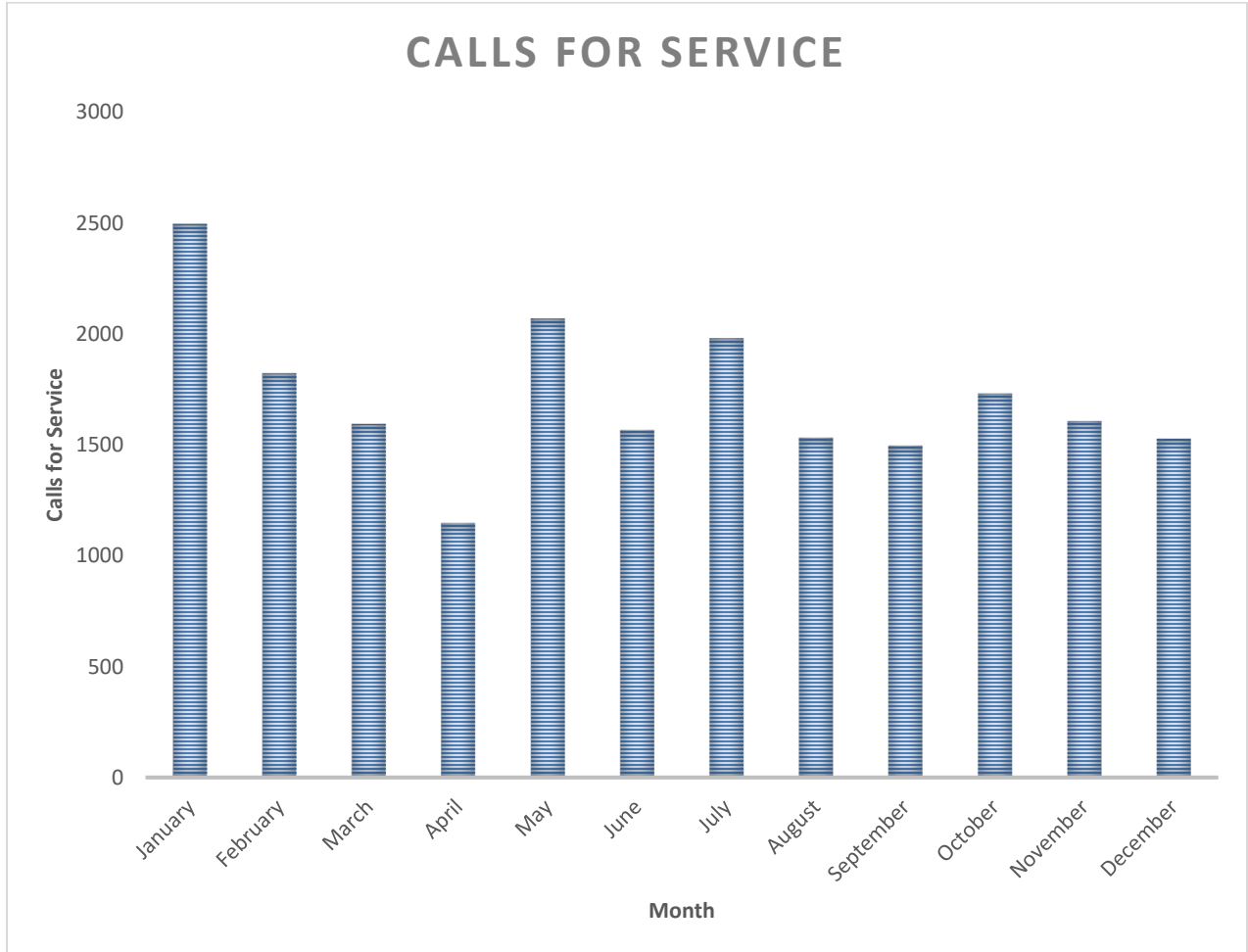
### Offenses:

|            |        |           |     |
|------------|--------|-----------|-----|
| Assault    | 230    | Burglary  | 65  |
| Robbery    | 19     | Larceny   | 261 |
| M.V. Theft | 62     | Narcotics | 85  |
| Rape       | 5      | Murder    | 5   |
| All Others | 19,237 | Accidents | 588 |

*The graph below is a visual summary of 2020 Top Criminal Violations.*



***The below graph is visual summary of the number of Calls for Service responded to by the police department.***



## Traffic Violations

There was a total of 10,984 traffic violations during 2020.

*They included:*

### Traffic Citations Issued

|                      |       |
|----------------------|-------|
| Speeding Violations  | 4,931 |
| Written Warnings     | 2,544 |
| Seat Belt Violations | 267   |
| DUI's                | 130   |

|                         |        |
|-------------------------|--------|
| Fatality Accidents      | 3      |
| Miscellaneous Citations | 3,031  |
| Total Citations         | 10,984 |

### Commercial Vehicle Unit(s) Citations Issued

Total Citations Issued 78

*The graph below is a visual summary of 2020 Top Traffic Violations.*



## Municipal Court Summary

The Garden City Municipal Court handled 16,144 cases for a year of 2020.

- Total Traffic Citations and Criminal Cases handled in court 8,606
- Total Traffic Citations and Criminal Cases passed to another court date 6,642
- Cases issued probation 896

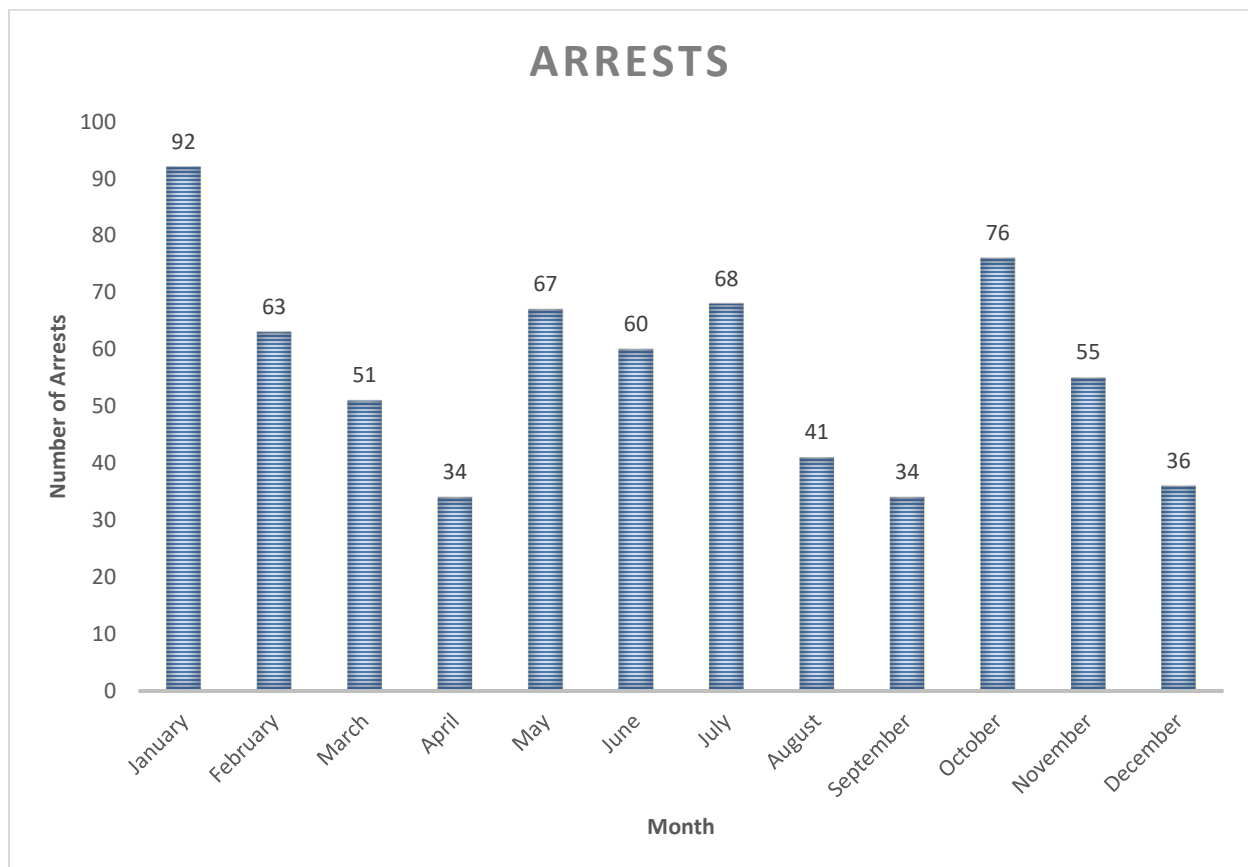
## Adult & Juvenile Arrest Summary

The following is the total of **Adult and Juvenile Arrests** made by this department the year of 2020. These statistics represent arrests made for Criminal Code as well as Municipal Ordinance violations.

### Arrests

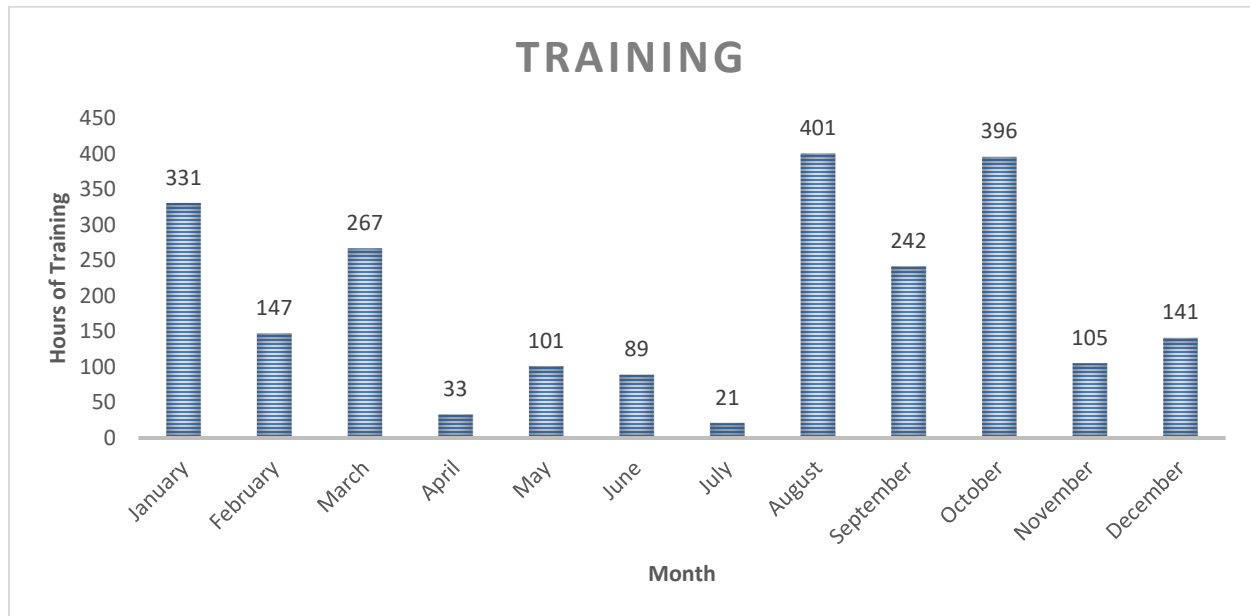
Adult Arrests  
672

Juvenile Arrests  
5



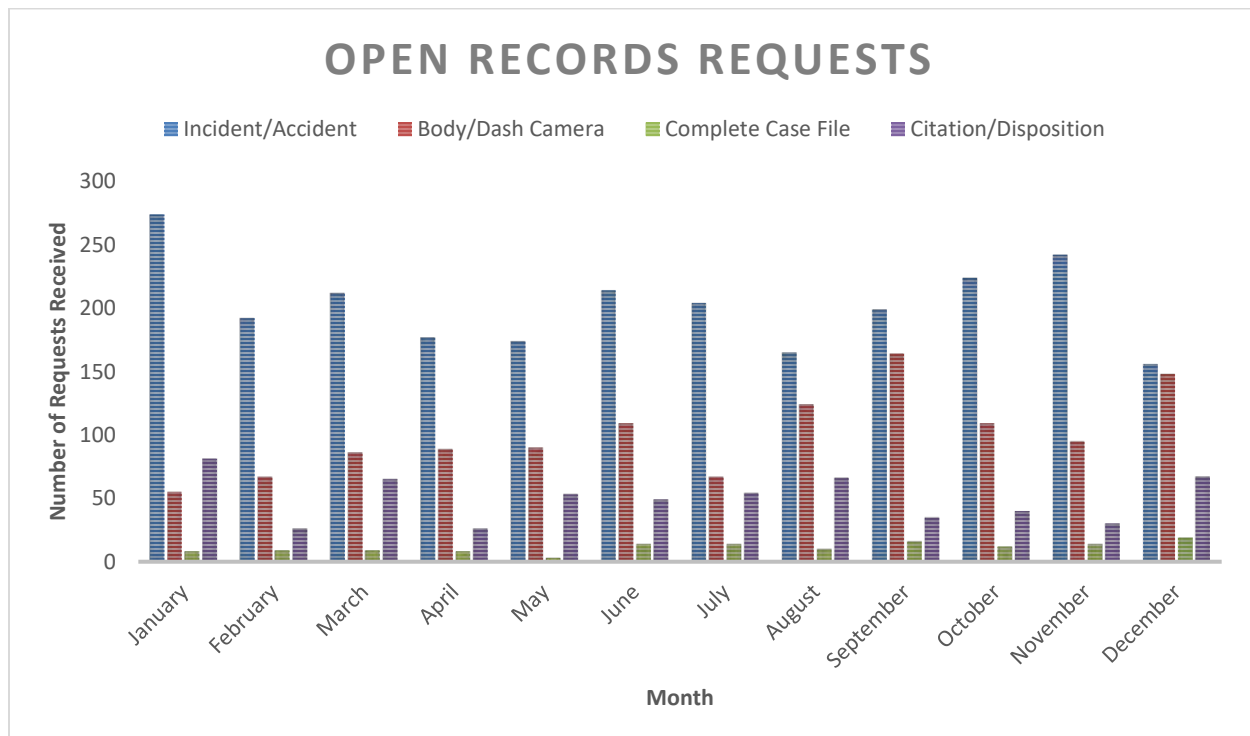
## Training

During the 2020, police personnel reported a total of 2,274 hours of training resulting in an average of 64.97 hours of training per Officer.



## Open Records Requests

The Garden City Police Records Clerk received and processed 4,364 Open Records requests for the year 2020. Below is a visual representation of the requests received throughout the year.

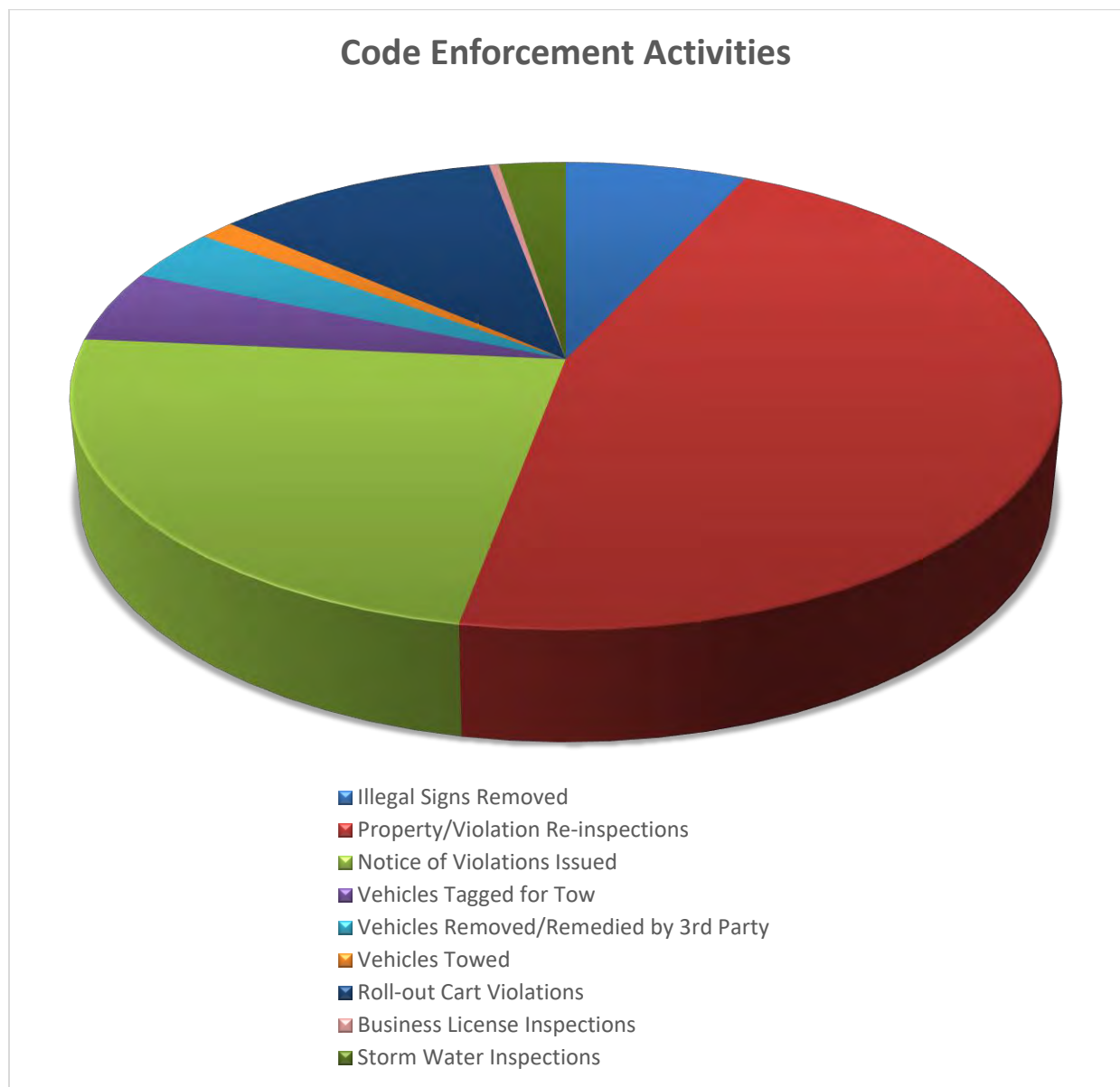


## Code Enforcement

Code Enforcement totals for the year 2020 are listed below.

|  |       |                              |     |
|--|-------|------------------------------|-----|
| Illegal Signs Removed                              | 226   | Vehicles Towed               | 44  |
| Property/Violation Re-inspections                  | 1,510 | Roll-out Cart Violations     | 352 |
| Notice of Violations Issued                        | 769   | Business License Inspections | 12  |
| Vehicles Tagged for Tow                            | 163   | Storm Water Inspections      | 83  |
| Vehicles Removed/Remedied by 3 <sup>rd</sup> Party | 119   |                              |     |

*The below graph is a visual summary of the number of Code Enforcement activities for 2020.*



## **Items of Interest for the Year of 2020**

- The Garden City Police Department received a Technology Grant from the Governor's Office of Highway Safety for laptop computers for the Police vehicles.
- The GCPD continued the "Cops at Bus Stops, Chat with a Cop and Cookies with a Cop" programs and hosted numerous events though out the year.
- Garden City Police assisted with the 2020 Census.
- Garden City Police Department implemented crimereports.com.
- GCPD implemented a new online reporting system, giving the public the ability to file a report online for custody order violations, harassing calls, hit & run reports, minor vehicle accidents, identity theft, lost property, property theft, traffic complaints, theft from vehicles, and vandalism.
- GCPD became a part of Tip411, allowing citizens to submit anonymous tips to police.
- The Criminal Investigation Division implemented Warrant Wednesday. Each Wednesday, a wanted person who has an active arrest warrant is highlighted on Facebook with information on how citizens can send in tips.
- During 2020, Garden City PD hired 6 new officers. However, 7 officers left employment, leaving the Department 5 officers short at the end of the year.



## REPORT TO MAYOR AND CITY COUNCIL

## AGENDA ITEM

**TO: THE HONORABLE MAYOR AND CITY COUNCIL**

**DATE:** January 18, 2021

**SUBJECT: *Fire Department 2020 Year End Report***

### **Report in Brief**

The Fire Department Annual Status Report includes an extensive summary of the yearly activity of the divisions within the Department. This report also provides information regarding key items of interest and/ or activities throughout the year.

The operations detail contained in this report is for the year of 2020, and all related information is current as of January 5, 2021.

Prepared by: Scott Kimball  
Title Assistant to  
Corbin Medeiros  
Fire Chief

Reviewed by: Corbin Medeiros  
Title Fire Chief

Attachment(s)

# Fire Department Year End Status Report Summary - 2020

## Operations

### Calls for Service

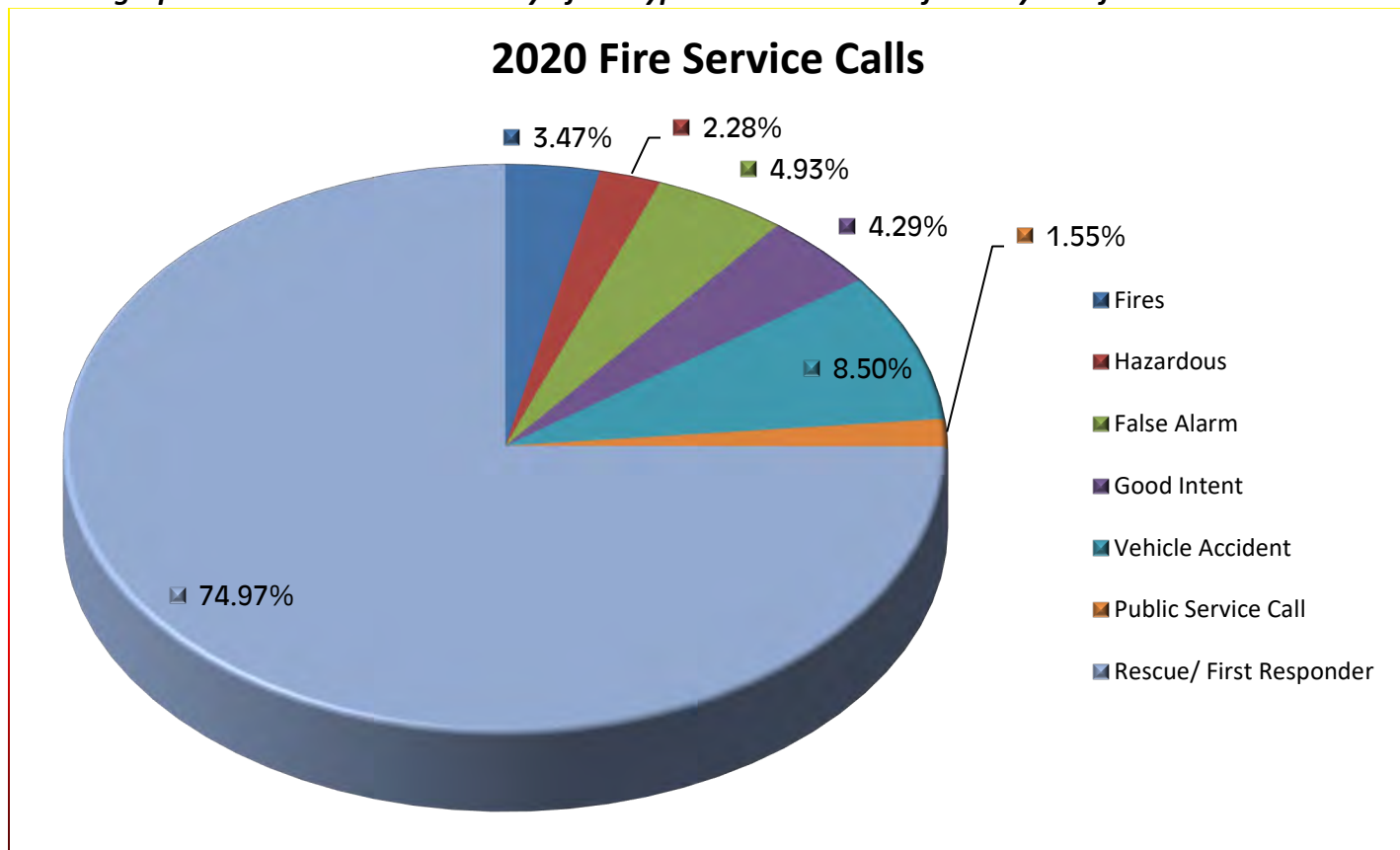
There were a total of 2,013 calls for service for the year of 2020. The average calls for service per month was 167.75.

- **2020 Calls for Service:**

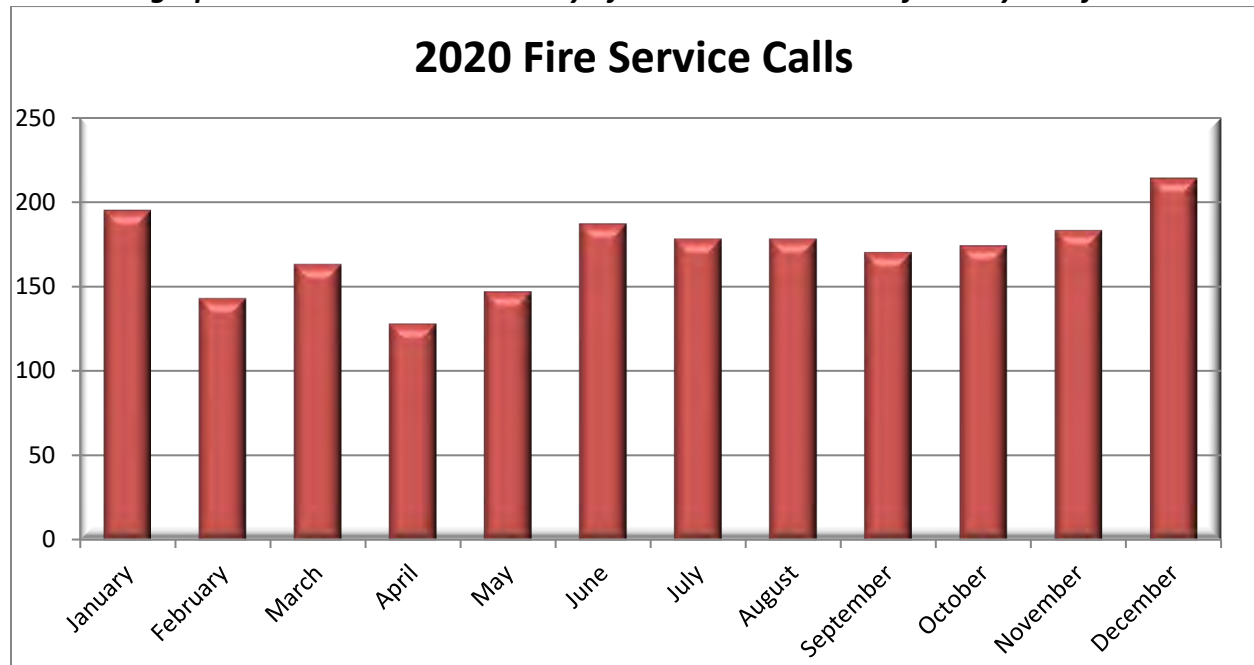
**Incident Type:**

|              |     |                           |      |
|--------------|-----|---------------------------|------|
| Fires:       | 76  | Motor Vehicle Accident:   | 186  |
| Hazardous:   | 50  | Public Service Call:      | 34   |
| False Alarm: | 108 | Rescue & First Responder: | 1641 |
| Good Intent: | 94  |                           |      |

*The graph below is a visual summary of the type Fire Service Calls for the year of 2019.*



*The graph below is a visual summary of the Fire Service Calls for the year of 2019.*



## **Department Training**

During the year of 2020, fire personnel reported a total of 4,158.81 hours of training resulting in an average of 218.88 hours of training per Firefighter.

### **Department Instructed Training**

During the year the department was able to offer training that was beneficial to not only our department, but other departments as well. The following are some of the classes which were offered by Garden City Fire Department in 2020:

- GPSTC Introduction to Fire Inspector: Basic Principles & Practices of Fire Inspections Class 32 hours.
- GPSTC/NFA were scheduled and canceled due to COVID
- Savannah/Hilton Head International Airport Aircraft Mass Casualty Exercise  
Tender 22 with a two-person crew, Sgt. Tse and FF Brierly, participated in Aircraft Mass Casualty Exercise with others agencies. Asst. Chief Lewis and Sgt. Tse participated in the virtual online after action review a week later.

## **Department Items of Interest for the Year of 2020**

### **Department Personnel**

During the year of 2020, the following changes in personnel occurred:

The introduction of Fire Marshal Carlos Nevarez as the City of Garden City's Fire Marshal.

### **Department Implementations**

This past year, Chief Medeiros implemented numerous changes to enhance the departments productivity which included the following:

- There were multiple departmental Policies and Guidelines implemented.
- Full time Fire Marshal's Office was implemented adding a Full time Fire Marshal's position.
- To assist the Fire Marshal in Fire Inspections, the Fire Department is in the process of getting personnel certified in Fire Inspector, Plan Review, Life Safety Code, and Basic Principles of Fire Inspections. This has been slowed due to COVID.

### **Department Equipment**

Along with other changes in 2020, the following changes involved the fire equipment:

- New 800 mobile radios replaced and updated for stations and apparatus.
- Implemented a SCBA bottle replacement plan with thirty (30) year bottles.

### **Fire Hydrants**

Firefighters conducted testing on a total of 350+ hydrants throughout the City to guarantee they are in working condition.

### **Fire Marshal's**

The Garden City Fire Department's Fire Marshal Division works hard to ensure that Garden City residents, businesses, and visitors are safe in the buildings with the city. This position also informs the public about fire safety practices. A large part of this position is designated for inspecting existing businesses and approving plans for new buildings.

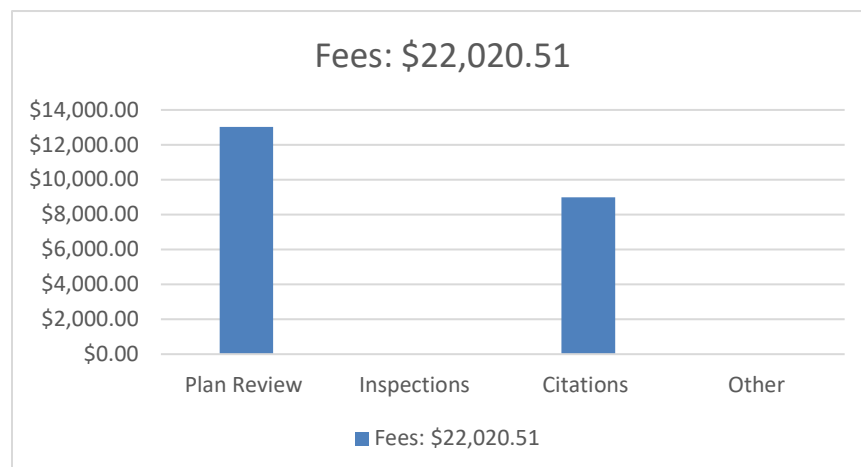
Before the Garden City's Planning and Zoning Department conducted the fire marshal duties to ensure compliance with the city, as of January 1, 2020, Garden City Fire Department took over the fire marshal's responsibilities. It established the Garden City Fire Department Fire Marshal's Office.

Here's a breakdown of the year 2020 for the Fire Marshal's Office:

All plans for new construction commercial buildings and certain residential occupancies are required to be submitted and approved by the Fire Marshal's Office and the Building Official. The Fire Marshal's Office was required to review these types of proposed projects: Above and Below Fuel Tank, Fire Alarm, Commercial Hood System, Fire Sprinkler System, and any other plan that involves fire protection and life safety.

In August 2020, the Fire Marshal's Office established their fees and approved by City's Council. The total number of fees collected from the Fee Schedule is \$ 22,020.51, deposited to the General Fund.

As you notice on the chart below, Inspections and other fees are not being collected by the Fire Marshal's Office. The inspection fees are automatically accounted for by Planning and Zoning. The focus of this year is to account for these fees to keep tracking the inspection revenue.

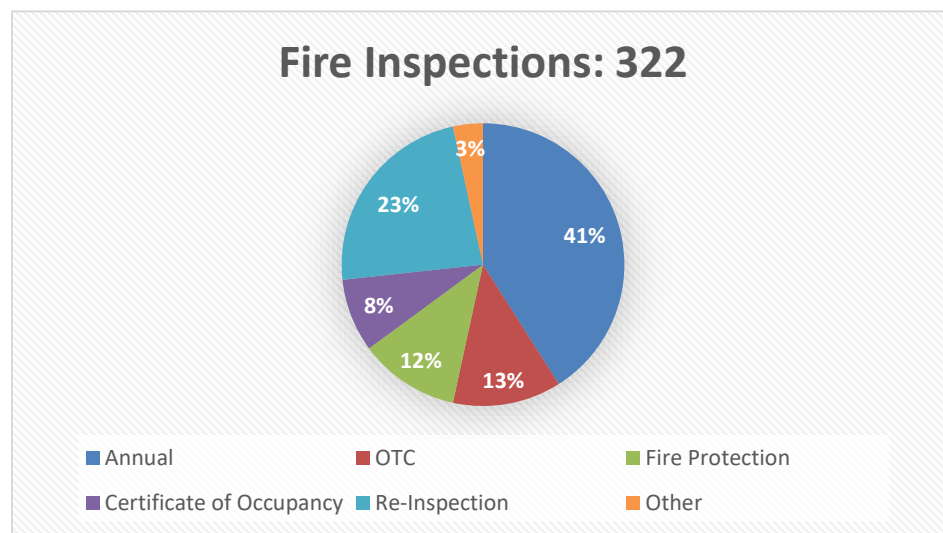




The Garden City Fire Department Fire Marshal's Office visited the business, multi-family occupancies, and commercial buildings and conducted annual business safety inspections and pre-incident planning.

Since February, the department has had challenges developing the program to ensure the consistency of inspections. During the COVID-19 pandemic, some of the businesses were not to visit. The total number of reviews performed by fire inspectors within the department were: 322.

As you notice on the chart below, Annual Inspections are still a large proportion of commercial business visits. The focus of 2021 is to conduct more annual inspections to perform an initial assessment of all commercial buildings within the city.



In addition to fire safety code enforcement, this position was also responsible for fire safety education for the public. In April 2020, the fire department and American Red Cross partnered to perform a community fire safety blitz to install as many smoke alarms and educate the public in their residence. The Community Fire Safety Blitz was conducted in the Hill Community to cover from 1st Street through 8th Street and between Oak Street and De Lettre Avenue and installed more than 50 smoke alarms.

Some other accomplishments by the Fire Marshal's Office and Fire Department Executive Staff are developing and establishing new city ordinances to ensure that safety measures can be enforced throughout the city.

#### New City Ordinances:

- Ordinance 2020-02 - Automatic Sprinkler Systems
- Ordinance 2020-03 - Private Fire Hydrants
- Ordinance 2020-04 - Numbering of Residences
- Ordinance 2020-05- Knox boxes

Also, Captain Carlos Nevarez (Fire Marshal) was elected to serve in the Georgia Fire Inspector Association Board and be responsible for new memberships throughout Georgia. Captain Nevarez previously and will continue to serve the association as their Web-Master/ Communication Staff.

## **Community Relations Activities/Events**

### **Senior Center Blood Pressure Checks**

During the year of 2020, the Firefighters visited the Senior Center on Tuesday mornings to conduct blood pressure checks until COVID hit. The Department has a had a great response from citizens at the Senior Center.

### **Department Instructed CPR Class**

During the year of 2020, the department American Heart Association Training Site conducted class for BLS (19 classes), Heart Saver First Aid /CPR AED (6 classes), PEARS (1 class) and PALS (1 class) for a total of 222 students.

### **Fire Prevention Visits**

Firefighters visited with numerous daycare facilities and schools to discuss fire prevention. Participated in 2 drive by Birthday Celebrations.

### **Community Relation Events**

#### **Georgia Firefighter Recognition Day event**

Assistant Chief Lewis, Captains Johnson, Captain Nevarez, and Safety Officer Kimball attended Georgia Firefighter Recognition Day and Fire Marshal Sworn in at The State Capital.

We also participated in 2 Trunker Treat events.

#### **Chatham County Fire Fighters Memorial Service**

Asst. Chief Lewis, FF Gordon and FF Mitchell, attended the Chatham County Fire Fighters Memorial Service held at Savannah Fire Departments Headquarters Station. Tender 22 was part of the apparatus display.

#### **Chatham County Veterans Day Parade**

FF Gordon and FF Mitchell, attended the Chatham County Veterans Day Parade in Port Wentworth. Tender 22 was part of the apparatus display.

#### **Hunter Army Airfield 9/11 Run**

FF. Gordon and FF. Holmes Quint 22 participate in the Hunter Army 9/11 run. Quint 22 was used in conjunction with Hunter Army Airfields ladder truck to display the American Flag over the finish line.

## **2020 Veterans Day Parade**

FF Gordon and Myles participate 2020 Veterans Day Parade driving Tender 22.

### **Looking Ahead**

- Bringing more state certified training to the City of Garden City which will be made available to surrounding municipalities and the Georgia Port Authority.
- Assisting and attending state certified classes that are offered in surrounding municipalities.
- Broadening the community outreach with continued programs such as Remembering When, community CPR classes, the smoke detector program, and Close Before you Doze.
- Pursuing various grants for department equipment.

## **ORDINANCE 2021 - 01**

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF GARDEN CITY, GEORGIA, AS AMENDED, BY AMENDING CHAPTER 6, ARTICLE II, DIVISION IV, TO PERMIT PACKAGE SALES BY PROPERLY LICENSED RETAILERS OF MALT BEVERAGES, WINES, AND DISTILLED SPIRITS ON SUNDAYS BETWEEN THE HOURS OF 11:00 A.M. AND 12:00 A.M. (MIDNIGHT); TO REPEAL ALL ORDINANCES IN CONFLICT HERewith; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**WHEREAS**, pursuant to Section 2 of House Bill 879, in all municipalities where retail package sales of malt beverages, wine, as well as distilled spirits have been authorized on Sundays from 12:30 p.m. to 11:30 p.m. pursuant to a referendum, and where sales of alcoholic beverages by the pour on Sundays from 11:00 a.m. to 12:00 a.m. (midnight) have been authorized pursuant to a subsequent referendum, the municipality may allow, by adoption of an ordinance, for package sales by retailers of malt beverages, wines, and distilled spirits on Sundays from 11:00 a.m. until 12:00 a.m. (midnight).

**WHEREAS**, on November 21, 2016, Mayor and Council authorized, by ordinance, the package sale by retailers of malt beverages, wines, and distilled spirits on Sundays between the hours of 12:30 p.m. and 11:30 p.m., following a resolution held on November 8, 2016, when more than half the votes cast were in favor of such sales on Sundays between the hours of 12:30 p.m. and 11:30 p.m.; and,

**WHEREAS**, on November 18, 2019, Mayor and Council authorized, by ordinance, Sunday sales of alcoholic beverages by the drink for consumption on the premises from 11:00 a.m. to 12:00 p.m. in hotels or motels deriving at least fifty (50%) percent of their total annual gross income from the rental of rooms for overnight lodging and in eating establishments deriving at least fifty (50%) percent of their total annual gross food and beverage sales from the sale of prepared meals or food, following a duly called referendum on November 5, 2019, when more than half the votes cast were in approval of such Sunday sales;

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and the Council of Garden City, Georgia, and is hereby ordained by the authority thereof, that:

Section 1. Chapter 60, Article II, Division 4, of the Code of Ordinances of Garden City, Georgia, as amended, entitled "Alcoholic Beverages: Retail and Wholesale Dealers; Sale for Off-Premises Consumption" is hereby amended by deleting Section 6-114, entitled "Hours and Days of Sale," and substituting in lieu thereof the following:

"Section 6-114. Hours and Days of Sale.

- (a) No alcoholic beverage shall be sold, given away, bartered, traded or otherwise disposed of by any person or by any place licensed for sale of alcoholic beverages not for consumption of the premises:

1. Between the hours of 12:00 a.m. (midnight) and 8:00 a.m.
2. On Thanksgiving and Christmas days
3. On Sundays before the hour of 11:00 a.m. and after 12:00 a.m. (midnight)

(b) The sale of alcoholic beverages for consumption not on the premises is hereby authorized during any election date.”

Section 2. This Ordinance shall be become effective on the date of passage.

Section 3. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

ADOPTED this \_\_\_\_ day of January, 2021.

\_\_\_\_\_  
Rhonda Ferrell-Bowles, Clerk of Council

Received and approved this \_\_\_\_ day of January, 2021.

\_\_\_\_\_  
Don Bethune, Mayor

Read First Time: \_\_\_\_\_

Read Second Time and Passed: \_\_\_\_\_



## **GARDEN CITY RESOLUTION**

BE IT RESOLVED by the Mayor and Council of Garden City, Georgia, in regular session assembled, that BILLY TOMLINSON, as a duly qualified member in good standing of the State Bar of Georgia, and admitted to practice before the appellate courts of this State, be appointed to serve as Chief Judge of the Garden City Municipal Court for the purpose of exercising all of the authority and duties of such position as are set forth in Article IV, Section 4.11 (a) of the Garden City, Georgia, Charter, in compliance with all applicable laws, statutes, and ordinances of Garden City, the State of Georgia, and the United States of America.

BE IT FURTHER RESOLVED that before Mr. Tomlinson commences performance of his duties and responsibilities as the Chief Judge of the Garden City Municipal Court, he be given his oath of office as required by Article IV, Section 4.11 (e), of the Garden City, Georgia, Charter, that the oath be entered upon the minutes of City Council, and that his name, contact information for business correspondence, and term of office be provided to the Georgia Administrative Office of the Courts.

BE IT FURTHER RESOLVED that the Mayor execute, with the Clerk of Council's attestation, that certain agreement between the City and Billy Tomlinson attached hereto as Exhibit "A" which sets forth the terms of Mr. Tomlinson's appointment as the Chief Judge of the Garden City Municipal Court.

IN OPEN SESSION this 19<sup>th</sup> day of January, 2021.

---

RHONDA FERRELL-BOWLES  
Clerk of Council

Received and approved this 19<sup>th</sup> January, 2021.

---

DON BETHUNE, MAYOR

**Exhibit "A"**

STATE OF GEORGIA            )  
  )  
COUNTY OF CHATHAM        )

THIS AGREEMENT is made this \_\_\_\_\_ day of January, 2021, by and between GARDEN CITY, GEORGIA, a municipal corporation organized and existing under the laws of the State of Georgia (hereinafter referred to as the "City"), and BILLY TOMLINSON of Bryan County, Georgia (hereafter referred to as "Mr. Tomlinson").

WHEREAS, the City desires to appoint and engage Mr. Tomlinson to exercise the powers, and to perform the duties and responsibilities, as Chief Judge of the Municipal Court of Garden City, Georgia.

NOW, THEREFORE, in consideration of the forgoing and the mutual promises and covenants herein contained, the parties, intending to be legally bound, agree as follows:

Section 1. **Appointment and Services to be Rendered.** The City appoints Mr. Tomlinson as Chief Judge of the Garden City Municipal Court and authorizes him to exercise any and all powers associated with such position as set forth in the applicable provisions of State law as well as the City Charter and ordinances. As Chief Judge, Mr. Tomlinson is required by the City to perform, and Mr. Tomlinson agrees to perform, all the duties and responsibilities of the Chief Judge of the Municipal Court of Garden City, Georgia, which duties and responsibilities include the following:

- (i) Presiding over approximately seventy-five (75%) percent of the scheduled court sessions pursuant to a court schedule established by City ordinance or, in the absence of an applicable ordinance, by the Chief Judge to ensure that the court dockets are kept current.
- (ii) Signing arrest warrants and conducting arraignments on an as-needed basis.
- (iii) Establishing rules and procedures for the Municipal Court to follow unless otherwise provided by City ordinance, the City Charter, or by general State law.
- (iv) Providing guidance, direction, and oversight to the Associate Judge of the City's Municipal Court.
- (v) In coordination with the City Attorney, approving court forms and procedures necessary for the proper exercise of constitutional rights and other compliance with the law, and updating such forms and procedures as necessary.
- (vi) In coordination with the City Attorney, providing proper training of court staff and officials subject to the Chief Judge's direction and control about court procedures and the use of approved court forms, and updating such training as necessary.

- (vii) Ensuring that court staff and officials subject to the Chief Judge's direction and control use approved forms, follow approved procedures and comply with applicable provisions of the Code of Judicial Conduct, court rules, ordinances and statutes.
- (viii) Notifying the City Manager and City Attorney of additional resources necessary to ensure compliance with applicable laws and rules.
- (ix) Notifying the City Manager and City Attorney of service provider performance deficiencies.
- (x) Reviewing quarterly reports and other communications of the Georgia Department of Community Supervision Misdemeanor Probation Oversight program and taking any actions the Chief Judge deems necessary or appropriate.

Section 2. **Decision-Making Responsibility.** The Chief Judge shall be solely responsible for judicial decisions. Judicial decisions include, but are not limited to, the establishment of a standard bail schedule, determination of bail in individual cases, determination of financial ability, conditions of probation, determination of liability, and determination of eligibility for indigent defense and for alternatives to monetary penalties including community service and penalty or fine reductions.

Section 3. **Qualifications and Performance.** The Chief Judge shall be licensed to practice in the State of Georgia and an active member in good standing of the State Bar of Georgia. All work done by the Chief Judge shall be of the highest professional standard and shall be performed to the City's reasonable satisfaction. The City recognizes that professional regulatory and advisory groups and bodies may from time to time establish standards and requirements with regard to municipal court judges. All restrictions contained herein with respect to the duties and obligations of the Chief Judge shall be subject to said standards and requirements of the aforesaid groups and bodies.

Section 4. **Status.** The Chief Judge's status under this Agreement shall be that of an independent contractor, and not that of an agent or employee. The Chief Judge warrants and represents that he has complied with all state and local laws regarding licenses that may be required for him to perform the work as set forth in this Agreement. The Chief Judge shall not be entitled to receive any compensation or benefits other than those expressly provided in this Agreement. Except as otherwise required by law, the City shall not withhold any sums from the payments to be made to the Chief Judge for Social Security or other federal, state, or local tax liabilities or contributions, and all withholdings, liabilities, and contributions shall be solely the Chief Judge's responsibility. He shall not be eligible for, nor be entitled to, and shall not participate in, any of the City's pension, health or other fringe benefit plans, if any such plans exist. Such participation in these fringe benefit plans is limited solely to the City's employees.

Section 5. **Terms of Payment.** The City shall pay the Chief Judge, as sole consideration for the services being rendered pursuant hereto, the sum of Seven Hundred Fifty and 00/100's (\$750.00) Dollars per court day (which includes any and all sessions within the day such as criminal, traffic, and arraignments) worked by the Chief Judge. The Chief Judge shall invoice the

City for such compensation within ten (10) business days after the court day during which his services were rendered. The City shall process the invoice for payment within two (2) weeks after receiving the invoice.

Section 6. **Reimbursement of Expenses.** The City shall pay for the cost of the Chief Judge's judicial training as required pursuant to Official Code of Georgia Annotated Section 36-32-27 on a pro rata basis with the other municipal courts in Georgia over which the Chief Judge presides. In order to receive payment on such basis for the training, the Chief Judge shall submit to the City Manager an invoice evidencing the cost of the training and a statement identifying all of the municipal courts in Georgia over which the Chief Judge is presiding during the year in question. The amount which the City shall pay towards the Chief Judge's required judicial training shall be calculated by dividing the amount of the submitted invoice by the number courts identified in the statement. Other than paying for the Chief Judge's training as aforesaid, the City shall not be liable to the Chief Judge for any expenses he pays or incurs unless otherwise agreed to in writing by the City.

Section 7. **City Not Responsible for Worker's Compensation.** Because the Chief Judge is not an employee of the City, the City will not obtain worker's compensation insurance for the Chief Judge.

Section 8. **Term.** This Agreement's term shall commence on January 31, 2021, and shall remain in force until January 31, 2022.

Section 9. **Termination.** The Chief Judge may be removed from his position, and this Agreement terminated, during his term of service by a two-thirds vote of the entire membership of City Council pursuant to the mandated procedure set forth in Official Code of Georgia Annotated Section 36-32-2.1, or upon action taken by the State Judicial Qualifications Commission for the following:

:

- (i) willful misconduct in office;
- (ii) willful and present failure to perform duties;
- (iii) habitual intemperance;
- (iv) conduct prejudicial to the administration of justice which brings the judicial office in disrepute; or,
- (v) disability seriously interfering with the performance of duties, which is or is likely to become, of a permanent character.

Section 10. **Notices.** Any notice or other communication required or permitted to be given under this Agreement shall be sufficient if in writing and if delivered personally, or sent by certified or registered mail as follows or to another addressee or address as shall be set forth in a notice given in the same manner:

If to the Chief Judge:

Billy Tomlinson, Esq.  
Attorney at Law  
3760 US Route 17  
Richmond Hill, Georgia 31324

and

If to the City:

Ron Feldner  
City Manager  
Garden City City Hall  
100 Central Avenue  
Garden City, Georgia 31405

Any notice shall be deemed to be given on the date delivered or mailed in the manner provided above.

Section 11. **No Authority to Bind City.** The Chief Judge has no authority to enter into contracts or agreements on behalf of the City.

Section 12. **Validity.** If for any reason any provision of this Agreement shall be determined to be invalid or unenforceable, the validity and effect of the other provisions shall not be affected.

Section 13. **Waiver of Breach.** The waiver by the City or by the Chief Judge of a breach of any provision of this Agreement by the other party shall not operate, or be construed, as a waiver of any other breach of the other party.

Section 14. **Assignment.** This Agreement shall inure to the benefit of, and be binding upon, the City, its successors and assigns. It shall not be assignable by the Chief Judge.

Section 15. **Entire Agreement.** This Agreement represents the entire understanding of the parties. There are no other outstanding agreements or provisions on this subject matter. This Agreement may not be amended except by a writing signed by the party against whom enforcement of any amendment is sought.

Section 16. **Applicable Law.** The parties agree that this Agreement shall be construed and enforced pursuant to the laws of Georgia.

Section 17. **Severable.** If, for any reason, any section or portion of this Agreement shall be held by a court to be invalid or unenforceable, it is agreed that this shall not affect any other section or portion of this Agreement.

Section 18. **Insurance.** The Chief Judge agrees to procure and maintain at his expense until this Agreement is terminated professional liability insurance in an amount not less than \$500,000.00 per claim and \$1,000,000.00 in the aggregate issued by an insurance company authorized to do business in the State of Georgia. Before commencing work under this Agreement, the Chief Judge shall furnish the City a certificate in form satisfactory to the City, showing how he has complied with this Section 18. The certificate shall provide that the policy

shall not be changed or canceled until at least thirty (30) days written notice shall been given to the City.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

**CITY OF GARDEN CITY, GA**

By: \_\_\_\_\_  
Ron Feldner, City Manager

Attest: \_\_\_\_\_  
Rhonda Ferrell-Bowles  
Clerk of Council

\_\_\_\_\_(L.S.)  
**BILLY TOMLINSON**



## **GARDEN CITY RESOLUTION**

BE IT RESOLVED by the Mayor and Council of Garden City, Georgia, in regular session assembled, that BRIAN JOSEPH HUFFMAN, JR., as a duly qualified member in good standing of the State Bar of Georgia, and admitted to practice before the appellate courts of this State, be appointed to serve as Associate Judge of the Garden City Municipal Court for the purpose of exercising all of the authority and duties of such position as are set forth in Article IV, Section 4.11 (b) of the Garden City, Georgia, Charter, in compliance with all applicable laws, statutes, and ordinances of Garden City, the State of Georgia, and the United States of America.

BE IT FURTHER RESOLVED that before Mr. Huffman commences performance of his duties and responsibilities as the Associate Judge of the Garden City Municipal Court, he be given his oath of office as required by Article IV, Section 4.11 (e), of the Garden City, Georgia, Charter, that the oath be entered upon the minutes of City Council, and that his name, contact information for business correspondence, and term of office be provided to the Georgia Administrative Office of the Courts.

BE IT FURTHER RESOLVED that the Mayor execute, with the Clerk of Council's attestation, that certain agreement between the City and Brian Joseph Huffman, Jr., attached hereto as Exhibit "A" which sets forth the terms of Mr. Huffman's appointment as the Associate Judge of the Garden City Municipal Court.

IN OPEN SESSION this 19<sup>th</sup> day of January, 2021.

---

RHONDA FERRELL-BOWLES  
Clerk of Council

Received and approved this 19<sup>th</sup> January, 2021.

---

DON BETHUNE, MAYOR

**Exhibit "A"**

STATE OF GEORGIA            )  
  )  
COUNTY OF CHATHAM        )

THIS AGREEMENT is made this \_\_\_\_\_ day of January, 2021, by and between GARDEN CITY, GEORGIA, a municipal corporation organized and existing under the laws of the State of Georgia (hereinafter referred to as the "City"), and BRIAN JOSEPH HUFFMAN, JR., ESQ., of Chatham County, Georgia (hereafter referred to as "Mr. Huffman").

WHEREAS, the City desires to appoint and engage Mr. Huffman to exercise the powers, and to perform the duties and responsibilities, as Associate Judge of the Municipal Court of Garden City, Georgia.

NOW, THEREFORE, in consideration of the forgoing and the mutual promises and covenants herein contained, the parties, intending to be legally bound, agree as follows:

Section 1. **Appointment and Services to be Rendered.** The City appoints Mr. Huffman as Associate Judge of the Garden City Municipal Court and authorizes him to exercise any and all powers associated with such position as set forth in the applicable provisions of State law as well as the City Charter and ordinances. As Associate Judge, Mr. Huffman is required by the City to perform, and Mr. Huffman agrees to perform, all of the duties and responsibilities of the Associate Judge of the Municipal Court of Garden City, Georgia, which duties and responsibilities include presiding over approximately twenty-five (25%) percent of the scheduled court sessions pursuant to a court schedule established by City ordinance or, in the absence of an applicable ordinance, by the Chief Judge of the Garden City Municipal Court, and signing arrest warrants and conducting arraignments on an as-needed basis. The performance of services of the Associate Judge shall be subject to the guidance, direction, and oversight of the Chief Judge of the Court.

Section 2. **Decision-Making Responsibility.** The Associate Judge shall be responsible for making judicial decisions which include, but are not limited to, the determination of bail in individual cases, financial ability, conditions of probation, liability, eligibility for indigent defense, and alternatives to monetary penalties including community service and penalty or fine reductions.

Section 3. **Qualifications and Performance.** The Associate Judge shall be licensed to practice in the State of Georgia and an active member in good standing of the State Bar of Georgia. All work done by the Associate Judge shall be of the highest professional standard and shall be performed to the City's reasonable satisfaction. The City recognizes that professional regulatory and advisory groups and bodies may from time to time establish standards and requirements with regard to municipal court judges. All restrictions contained herein with respect to the duties and obligations of the Associate Judge shall be subject to said standards and requirements of the aforesaid groups and bodies.

Section 4. **Status.** The Associate Judge's status under this Agreement shall be that of an independent contractor, and not that of an agent or employee. The Associate Judge warrants and represents that he has complied with all state and local laws regarding licenses that may be required for him to perform the work as set forth in this Agreement. The Associate Judge shall not be entitled to receive any compensation or benefits other than those expressly provided in this Agreement. Except as otherwise required by law, the City shall not withhold any sums from the payments to be made to the Associate Judge for Social Security or other federal, state, or local tax liabilities or contributions, and all withholdings, liabilities, and contributions shall be solely the Associate Judge's responsibility. He shall not be eligible for, nor be entitled to, and shall not participate in, any of the City's pension, health or other fringe benefit plans, if any such plans exist. Such participation in these fringe benefit plans is limited solely to the City's employees.

Section 5. **Terms of Payment.** The City shall pay the Associate Judge, as sole consideration for the services being rendered pursuant hereto, the sum of Seven Hundred Fifty and 00/100's (\$750.00) Dollars per court day (which includes any and all sessions within the day such as criminal, traffic, and arraignments) worked by the Associate Judge. The Associate Judge shall invoice the City for such compensation within ten (10) business days after the court day during which his services were rendered. The City shall process the invoice for payment within two (2) weeks after receiving the invoice.

Section 6. **Reimbursement of Expenses.** The City shall pay for the cost of the Associate Judge's judicial training as required pursuant to Official Code of Georgia Annotated Section 36-32-27 on a pro rata basis with the other municipal courts in Georgia over which the Associate Judge presides. In order to receive payment on such basis for the training, the Associate Judge shall submit to the City Manager an invoice evidencing the cost of the training and a statement identifying all of the municipal courts in Georgia over which the Associate Judge is presiding during the year in question. The amount which the City shall pay towards the Associate Judge's required judicial training shall be calculated by dividing the amount of the submitted invoice by the number courts identified in the statement. Other than paying for the Associate Judge's training as aforesaid, the City shall not be liable to the Associate Judge for any expenses he pays or incurs unless otherwise agreed to in writing by the City.

Section 7. **City Not Responsible for Worker's Compensation.** Because the Associate Judge is not an employee of the City, the City will not obtain worker's compensation insurance for the Associate Judge.

Section 8. **Term.** This Agreement's term shall commence on January 31, 2021, and shall remain in force until January 31, 2022.

Section 9. **Termination.** The Associate Judge may be removed from his position, and this Agreement terminated, during his term of service by a two-thirds vote of the entire membership of City Council pursuant to the mandated procedure set forth

in Official Code of Georgia Annotated Section 36-32-2.1, or upon action taken by the State Judicial Qualifications Commission for the following:

:

- (i) willful misconduct in office;
- (ii) willful and present failure to perform duties;
- (iii) habitual intemperance;
- (iv) conduct prejudicial to the administration of justice which brings the judicial office in disrepute; or,
- (v) disability seriously interfering with the performance of duties, which is or is likely to become, of a permanent character.

Section 10. **Notices**. Any notice or other communication required or permitted to be given under this Agreement shall be sufficient if in writing and if delivered personally, or sent by certified or registered mail as follows or to another addressee or address as shall be set forth in a notice given in the same manner:

If to the Associate Judge:      Brian Joseph Huffman, Jr., Esq.  
The Huffman Law Firm, LLC  
1211 Bull Street  
Savannah, Georgia 31401

and

If to the City:                      Ron Feldner  
City Manager  
Garden City City Hall  
100 Central Avenue  
Garden City, Georgia 31405

Any notice shall be deemed to be given on the date delivered or mailed in the manner provided above.

Section 11. **No Authority to Bind City**. The Associate Judge has no authority to enter into contracts or agreements on behalf of the City.

Section 12. **Validity**. If for any reason any provision of this Agreement shall be determined to be invalid or unenforceable, the validity and effect of the other provisions shall not be affected.

Section 13. **Waiver of Breach**. The waiver by the City or by the Associate Judge of a breach of any provision of this Agreement by the other party shall not operate, or be construed, as a waiver of any other breach of the other party.

Section 14. **Assignment**. This Agreement shall inure to the benefit of, and be binding upon, the City, its successors and assigns. It shall not be assignable by the Associate Judge.

Section 15. **Entire Agreement.** This Agreement represents the entire understanding of the parties. There are no other outstanding agreements or provisions on this subject matter. This Agreement may not be amended except by a writing signed by the party against whom enforcement of any amendment is sought.

Section 16. **Applicable Law.** The parties agree that this Agreement shall be construed and enforced pursuant to the laws of Georgia.

Section 17. **Severable.** If, for any reason, any section or portion of this Agreement shall be held by a court to be invalid or unenforceable, it is agreed that this shall not affect any other section or portion of this Agreement.

Section 18. **Insurance.** The Associate Judge agrees to procure and maintain at his expense until this Agreement is terminated professional liability insurance in an amount not less than \$500,000.00 per claim and \$1,000,000.00 in the aggregate issued by an insurance company authorized to do business in the State of Georgia. Before commencing work under this Agreement, the Associate Judge shall furnish the City a certificate in form satisfactory to the City, showing how he has complied with this Section 18. The certificate shall provide that the policy shall not be changed or canceled until at least thirty (30) days written notice shall been given to the City.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

**CITY OF GARDEN CITY, GA**

By: \_\_\_\_\_  
Ron Feldner, City Manager

Attest: \_\_\_\_\_  
Rhonda Ferrell-Bowles  
Clerk of Council

\_\_\_\_\_(L.S.)  
**BRIAN JOSEPH HUFFMAN, JR.**

## **GARDEN CITY RESOLUTION**

BE IT RESOLVED by the Mayor and Council of Garden City, Georgia, in regular session assembled, that RICHARD SANDERS, JR., as a duly qualified member in good standing of the State Bar of Georgia, and admitted to practice before the appellate courts of this State, be appointed to serve as Judge Pro Tem of the Garden City Municipal Court for the purpose of exercising all of the authority and duties of such position as are set forth in Article IV, Section 4.11 (c) of the Garden City, Georgia, Charter, in compliance with all applicable laws, statutes, and ordinances of Garden City, the State of Georgia, and the United States of America.

BE IT FURTHER RESOLVED that before Mr. Sanders commences performance of his duties and responsibilities as the Judge Pro Tem of the Garden City Municipal Court, he be given his oath of office as required by Article IV, Section 4.11 (e), of the Garden City, Georgia, Charter, that the oath be entered upon the minutes of City Council, and that his name, contact information for business correspondence, and term of office be provided to the Georgia Administrative Office of the Courts.

BE IT FURTHER RESOLVED that the Mayor execute, with the Clerk of Council's attestation, that certain agreement between the City and Richard Sanders, Jr., attached hereto as Exhibit "A" which sets forth the terms of Mr. Sanders' appointment as the Judge Pro Tem of the Garden City Municipal Court.

IN OPEN SESSION this 19<sup>th</sup> day of January, 2021.

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RHONDA FERRELL-BOWLES  
Clerk of Council

Received and approved this 19<sup>th</sup> January, 2021.

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DON BETHUNE, MAYOR



**Exhibit "A"**

STATE OF GEORGIA            )  
  )  
COUNTY OF CHATHAM        )

THIS AGREEMENT is made this \_\_\_\_\_ day of January, 2021, by and between GARDEN CITY, GEORGIA, a municipal corporation organized and existing under the laws of the State of Georgia (hereinafter referred to as the "City"), and RICHARD SANDERS, JR., ESQ., of Chatham County, Georgia (hereafter referred to as "Mr. Sanders").

WHEREAS, the City desires to appoint and engage Mr. Sanders to exercise the powers, and to perform the duties and responsibilities, as Judge Pro-Tem of the Municipal Court of Garden City, Georgia.

NOW, THEREFORE, in consideration of the forgoing and the mutual promises and covenants herein contained, the parties, intending to be legally bound, agree as follows:

Section 1. **Appointment and Services to be Rendered.** The City appoints Mr. Sanders as Judge Pro Tem of the Garden City Municipal Court and authorizes him to exercise any and all powers associated with such position as set forth in the applicable provisions of State law as well as the City Charter and ordinances. As Judge Pro Tem, the City desires that Mr. Sanders perform, and Mr. Sanders agrees to perform, all the duties and responsibilities of the Judge of the Municipal Court of Garden City, Georgia, in the event he is requested by either the Chief Judge or Associate Judge of said Court to substitute for either judge for a court day. The performance of services of the Judge Pro Tem shall be subject to the guidance, direction, and oversight of the Chief Judge of the Court.

Section 2. **Decision-Making Responsibility.** When substituting for either the Chief Judge or Associate Judge of the Garden City Municipal Court, the Judge Pro Tem shall be responsible for making judicial decisions which include, but are not limited to, the determination of bail in individual cases, financial ability, conditions of probation, liability, eligibility for indigent defense, and alternatives to monetary penalties including community service and penalty or fine reductions.

Section 3. **Qualifications and Performance.** The Judge Pro Tem shall be licensed to practice in the State of Georgia and an active member in good standing of the State Bar of Georgia. All work done by the Judge Pro Tem shall be of the highest professional standard and shall be performed to the City's reasonable satisfaction. The City recognizes that professional regulatory and advisory groups and bodies may from time to time establish standards and requirements with regard to municipal court judges. All restrictions contained herein with respect to the duties and obligations of the Judge Pro Tem shall be subject to said standards and requirements of the aforesaid groups and bodies.

Section 4. **Status.** The Judge Pro Tem's status under this Agreement shall be that of an independent contractor, and not that of an agent or employee. The Judge Pro Tem warrants and represents that he has complied with all state and local laws regarding licenses that may be required for him to perform the work as set forth in this Agreement. The Judge Pro Tem shall not be entitled to receive any compensation or benefits other than those expressly provided in this Agreement. Except as otherwise required by law, the City shall not withhold any sums from the payments to be made to the Judge Pro Tem for Social Security or other federal, state, or local tax liabilities or contributions, and all withholdings, liabilities, and contributions shall be solely the Judge Pro Tem's responsibility. He shall not be eligible for, nor be entitled to, and shall not participate in, any of the City's pension, health or other fringe benefit plans, if any such plans exist. Such participation in these fringe benefit plans is limited solely to the City's employees.

Section 5. **Terms of Payment.** The City shall pay the Judge Pro Tem, as sole consideration for the services being rendered pursuant hereto, the sum of Seven Hundred Fifty and 00/100's (\$750.00) Dollars per court day (which includes any and all sessions within the day such as criminal, traffic, and arraignments) worked by the Judge Pro Tem. The Judge Pro Tem Judge shall invoice the City for such compensation within ten (10) business days after the court day during which his services were rendered. The City shall process the invoice for payment within two (2) weeks after receiving the invoice.

Section 6. **Reimbursement of Expenses.** The City shall pay for the cost of the Pro Tem Judge's judicial training as required pursuant to Official Code of Georgia Annotated Section 36-32-27 on a pro rata basis with the other municipal courts in Georgia over which the Pro Tem Judge presides. In order to receive payment on such basis for the training, the Pro Tem Judge shall submit to the City Manager an invoice evidencing the cost of the training and a statement identifying all of the municipal courts in Georgia over which the Pro Tem Judge is presiding during the year in question. The amount which the City shall pay towards the Pro Tem Judge's required judicial training shall be calculated by dividing the amount of the submitted invoice by the number courts identified in the statement. Other than paying for the Pro Tem Judge's training as aforesaid, the City shall not be liable to the Pro Tem Judge for any expenses he pays or incurs unless otherwise agreed to in writing by the City.

Section 7. **City Not Responsible for Worker's Compensation.** Because the Judge Pro Tem is not an employee of the City, the City will not obtain worker's compensation insurance for the Judge Pro Tem.

Section 8. **Term.** This Agreement's term shall commence on January 31, 2021 and shall remain in force until January 31, 2022.

Section 9. **Termination.** The Judge Pro Tem may be removed from his position, and this Agreement terminated, during his term of service by a two-thirds vote of the entire membership of City Council pursuant to the mandated procedure set forth in Official Code of Georgia Annotated Section 36-32-2.1, or upon action taken by the State Judicial Qualifications Commission for the following:

- (i) willful misconduct in office;
- (ii) willful and present failure to perform duties;
- (iii) habitual intemperance;
- (iv) conduct prejudicial to the administration of justice which brings the judicial office in disrepute; or,
- (v) disability seriously interfering with the performance of duties, which is or is likely to become, of a permanent character.

Section 10. **Notices.** Any notice or other communication required or permitted to be given under this Agreement shall be sufficient if in writing and if delivered personally, or sent by certified or registered mail as follows or to another addressee or address as shall be set forth in a notice given in the same manner:

If to the Judge Pro Tem: Richard Sanders, Jr., Esq.  
327 West York Street  
Savannah, Georgia 31401

and

If to the City: Ron Feldner  
City Manager  
Garden City City Hall  
100 Central Avenue  
Garden City, Georgia 31405

Any notice shall be deemed to be given on the date delivered or mailed in the manner provided above.

Section 11. **No Authority to Bind City.** The Judge Pro Tem has no authority to enter into contracts or agreements on behalf of the City.

Section 12. **Validity**. If for any reason any provision of this Agreement shall be determined to be invalid or unenforceable, the validity and effect of the other provisions shall not be affected.

Section 13. **Waiver of Breach.** The waiver by the City or by the Judge Pro Tem of a breach of any provision of this Agreement by the other party shall not operate, or be construed, as a waiver of any other breach of the other party.

Section 14. Assignment. This Agreement shall inure to the benefit of, and be binding upon, the City, its successors and assigns. It shall not be assignable by the Judge Pro Tem.

Section 15. **Entire Agreement.** This Agreement represents the entire understanding of the parties. There are no other outstanding agreements or provisions on

this subject matter. This Agreement may not be amended except by a writing signed by the party against whom enforcement of any amendment is sought.

Section 16. **Applicable Law.** The parties agree that this Agreement shall be construed and enforced pursuant to the laws of Georgia.

Section 17. **Severable.** If, for any reason, any section or portion of this Agreement shall be held by a court to be invalid or unenforceable, it is agreed that this shall not affect any other section or portion of this Agreement.

Section 18. **Insurance.** The Judge Pro Tem agrees to procure and maintain at his expense until this Agreement is terminated professional liability insurance in an amount not less than \$500,000.00 per claim and \$1,000,000.00 in the aggregate issued by an insurance company authorized to do business in the State of Georgia. Before commencing work under this Agreement, the Judge Pro Tem shall furnish the City a certificate in form satisfactory to the City, showing how he has complied with this Section 18. The certificate shall provide that the policy shall not be changed or canceled until at least thirty (30) days written notice shall been given to the City.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

**CITY OF GARDEN CITY, GA**

By: \_\_\_\_\_  
Ron Feldner, City Manager

Attest: \_\_\_\_\_  
Rhonda Ferrell-Bowles  
Clerk of Council

\_\_\_\_\_(L.S.)  
**RICHARD SANDERS, JR.**

## **GARDEN CITY RESOLUTION**

BE IT RESOLVED by the Mayor and Council of Garden City, Georgia, in regular session assembled, that LINDY MOODY, as a duly qualified member in good standing of the State Bar of Georgia, and admitted to practice before the appellate courts of this State, be appointed to serve as the City's Prosecuting Attorney on a part-time basis at their pleasure for the purpose of exercising all of the authority and duties of such position as are set forth in Section 15-18-96 of the Official Code of Georgia Annotated in compliance with all applicable laws, statutes, and ordinances of Garden City, the State of Georgia, and the United States of America.

BE IT FURTHER RESOLVED that within thirty (30) days of the date of this resolution, the Municipal Court Clerk notify the Prosecuting Attorneys' Council of the State of Georgia of Ms. Moody appointment.

BE IT FURTHER RESOLVED that before Ms. Moody commences performance of her duties and responsibilities as the City's Prosecuting Attorney, she be given her oath of office as required by Section 15-18-93 of the Official Code of Georgia Annotated.

BE IT FURTHER RESOLVED that the Mayor execute, with the Clerk of Council's attestation, that certain agreement between the City and Lindy Moody attached hereto as Exhibit "A" which sets forth the terms of Ms. Moody's appointment as the City's Prosecuting Attorney.

IN OPEN SESSION this 19<sup>th</sup> day of January, 2021.

---

RHONDA FERRELL-BOWLES  
Clerk of Council

Received and approved this 19<sup>th</sup> January, 2021.

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DON BETHUNE, MAYOR

## Exhibit "A"

STATE OF GEORGIA            )  
  )  
COUNTY OF CHATHAM        )

THIS AGREEMENT is made this \_\_\_\_\_ day of January, 2021 by and between GARDEN CITY, GEORGIA, a municipal corporation organized and existing under the laws of the State of Georgia (hereinafter referred to as the "City"), and Ms. Lindy Moody, of Chatham County, Georgia (hereafter referred to as "Ms. Moody").

WHEREAS, the City desires to appoint and engage Ms. Moody to perform the duties and responsibilities as Solicitor of the Municipal Court of Garden City, Georgia, pursuant to the terms and conditions stated in this Agreement.

NOW, THEREFORE, in consideration of the forgoing and the mutual promises and covenants herein contained, the parties, intending to be legally bound, agree as follows:

Section 1. Services to be Rendered. The City desires that Ms. Moody perform, and Ms. Moody agrees to perform, all the duties and responsibilities of the Solicitor, Municipal Court of Garden City, Georgia, which duties and responsibilities include (a) prosecuting misdemeanor and felony violations of the Georgia Criminal Code and violations of Garden City ordinances that are heard in the Municipal Court of Garden City; (b) reviewing cases prior to trial; (c) reviewing evidence prior to trial; (d) coordinating and reviewing the case witness list to insure that subpoenas have been issued; (e) consulting with applicable law enforcement officers prior to trial; (f) conducting preliminary hearings as required. During the term of this Agreement, the Solicitor shall be available upon reasonable notice given by the City for special assignments on an as-needed basis.

Section 2. Performance. All work done by the Solicitor shall be of the highest professional standard and shall be performed to the City's reasonable satisfaction. The City recognizes that professional regulatory and advisory groups and bodies may from time to time establish standards and requirements with regard to prosecutors. All restrictions contained herein with respect to the duties and obligations of the Solicitor shall be subject to said standards and requirements of the aforesaid groups and bodies.

Section 3. Status. The Solicitor's status under this Agreement shall be that of an independent contractor, and not that of an agent or employee. The Solicitor warrants and represents that she has complied with all state and local laws regarding licenses that may be required for her to perform the work as set forth in this Agreement. The Solicitor shall not be entitled to receive any compensation or benefits other than those expressly provided in this Agreement. Except as otherwise required by law, the City shall not withhold any sums from the payments to be made to the Solicitor for Social Security or other federal, state, or local tax liabilities or contributions, and all withholdings, liabilities, and contributions shall be solely the Solicitor's responsibility. She shall not be eligible for, nor be entitled to, and shall not participate in, any of the City's pension, health or other fringe benefit plans, if any such plans exist. Such participation in these fringe benefit plans is limited solely to the City's employees.

Section 4. Terms of Payment. On the first Friday of every month, the City shall pay the Solicitor a total of Two-Thousand and Eighty-three Dollars and 33/100 (\$2,083.33) Dollars for all work performed hereunder during the preceding month.

Section 5. Reimbursement of Expenses. The City shall not be liable to the Solicitor for any expenses she pays or incurs unless otherwise agreed to in writing by the City.

Section 6. City Not Responsible for Worker's Compensation. Because the Solicitor is not an employee of the City, the City will not obtain worker's compensation insurance for the Solicitor.

Section 7. Term. This Agreement's term shall commence on January 31, 2021, and shall remain in force until January 31, 2022. Either party may terminate the Agreement at any time, for any or no



reason, by giving sixty (60) days' written notice to the other. In the event of termination, the city shall only be obligated to continue to pay the Solicitor the salary due her under this Agreement up to the date she actually terminates her services hereunder. The calculation of the compensation to be paid to the Solicitor upon termination shall be prorated for the portion of the month during which the Solicitor was employed prior to termination.

Section 8. Notices. Any notice or other communication required or permitted to be given under this Agreement shall be sufficient if in writing and if delivered personally, or sent by certified or registered mail as follows or to another addressee or address as shall be set forth in a notice given in the same manner:

If to the Solicitor:                      Lindy Moody  
   Attorney at Law  
   2 East Bryan Street  
   Savannah, Georgia 31401

and

If to the City:                                Gilbert C. Ballard  
   Chief of Police  
   Garden City Police Department  
   100 Central Avenue  
   Garden City, Georgia 31405

Any notice shall be deemed to be given on the date delivered or mailed in the manner provided above.

Section 9. No Authority to Bind City. The Solicitor has no authority to enter into contracts or agreements on behalf of the City.

Section 10. Validity. If for any reason any provision of this Agreement shall be determined to be invalid or unenforceable, the validity and effect of the other provisions shall not be affected.

Section 11. Waiver of Breach. The waiver by the City or by the Solicitor of a breach of any provision of this Agreement by the other party shall not operate, or be construed, as a waiver of any other breach of the other party.

Section 12. Assignment. This Agreement shall inure to the benefit of, and be binding upon, the City, its successors and assigns. It shall not be assignable by the Solicitor.

Section 13. Entire Agreement. This Agreement represents the entire understanding of the parties. There are no other outstanding agreements or provisions on this subject matter. This Agreement may not be amended except by a writing signed by the party against whom enforcement of any amendment is sought.

Section 14. Applicable Law. The parties agree that this Agreement shall be construed and enforced pursuant to the laws of Georgia.

Section 15. Separability. If, for any reason, any section or portion of this Agreement shall be held by a court to be invalid or unenforceable, it is agreed that this shall not affect any other section or portion of this Agreement.

Section 16. Insurance. The Solicitor agrees to procure and maintain at her expense until this Agreement is terminated professional liability insurance in an amount not less than \$1,000,000 per claim and \$2,000,000.00 in the aggregate issued by an insurance company authorized to do business in the State of Georgia covering her as well as any agents or employees involved in the performance of her duties hereunder. Before commencing work under this Agreement, the Solicitor shall furnish the City a certificate

in form satisfactory to the City, showing how she has complied with this Section. The certificate shall provide that the policy shall not be changed or canceled until at least thirty (30) days written notice shall been given to the City.

Section 17. Indemnification. The Solicitor agrees to indemnify the City against all liability of any character brought because of any damage sustained by any person or property resulting from any asserted negligent act, error or omission of the Solicitor or her agents or employees. The Solicitor, however, shall not be required to indemnify the City from assertions that the City was negligent, or to defend the City from liability based upon the City's own negligence. The indemnity required by this Section shall not be limited by the professional liability insurance coverage set forth in Section 16 above.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

CITY OF GARDEN CITY, GEORGIA

By: \_\_\_\_\_

Attest: \_\_\_\_\_

\_\_\_\_\_(L.S.)  
**LINDY MOODY**

## **GARDEN CITY RESOLUTION**

BE IT RESOLVED by the Mayor and Council of Garden City, Georgia, in regular session assembled, that CRYSTAL D. HARMON, as a duly qualified member in good standing of the State Bar of Georgia, and admitted to practice before the appellate courts of this State, be appointed to serve at their pleasure as the City's Public Defender on a part-time basis in compliance with all applicable laws, statutes, and ordinances of Garden City, the State of Georgia, and the United States of America.

BE IT FURTHER RESOLVED that the Mayor execute, with the Clerk of Council's attestation, that certain agreement between the City and Crystal D. Harmon, attached hereto as Exhibit "A" which sets forth the terms of Ms. Harmon's appointment as the City's Public Defender.

IN OPEN SESSION this 19<sup>th</sup> day of January, 2021.

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RHONDA FERRELL-BOWLES  
Clerk of Council

Received and approved this 19<sup>th</sup> January, 2021.

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DON BETHUNE, MAYOR

**Exhibit "A"**

STATE OF GEORGIA        )  
                                      )  
COUNTY OF CHATHAM    )

THIS AGREEMENT is made this \_\_\_\_\_ day of January, 2021, by and between GARDEN CITY, GEORGIA, a municipal corporation organized and existing under the laws of the State of Georgia (hereinafter referred to as the "City"), and CRYSTAL D. HARMON, ESQ., of Chatham County, Georgia (hereafter referred to as "Ms. Harmon").

WHEREAS, the City desires to appoint and engage Ms. Harmon to perform the duties and responsibilities as Public Defender of the Municipal Court of Garden City, Georgia, pursuant to the terms and conditions stated in this Agreement.

NOW, THEREFORE, in consideration of the forgoing and the mutual promises and covenants herein contained, the parties, intending to be legally bound, agree as follows:

Section 1. Services to be Rendered. The City desires that Ms. Harmon perform, and Ms. Harmon agrees to perform, all the duties and responsibilities of the Public Defender of the Municipal Court of Garden City, Georgia, which duties and responsibilities include (a) providing legal defense, as required, to indigent persons who are defendants in the Court, and who are charged with criminal offenses for which a suspended sentence of imprisonment, or other loss of liberty or any fine, fee, or cost enforceable by confinement, probation, or other loss of liberty, may be imposed; (b) reviewing cases prior to trial; (c) reviewing evidence prior to trial; (d) meeting with defendants prior to trial as needed; (e) consulting with the Garden City Solicitor and probation personnel prior to trial as needed; and (f) providing defense consultation for preliminary hearings as required. During the term of this Agreement, the Public Defender shall be available upon reasonable notice given by the City for special assignments on an as-needed basis. Ms. Harmon shall share the duties of Public Defender with other qualified persons appointed by the City to serve in the position. Legal representation responsibilities subject to the Agreement are limited to those required while in the Garden City Municipal Court. Any follow-up representation should be arranged by the defendant and at the defendant's expense or through the Eastern Judicial Circuit Public Defenders Office.

Section 2. Performance. The Clerk of the Garden City Municipal Court shall schedule, at least 60 days in advance, the court sessions at which Ms. Harmon's services will be needed. If Ms. Harmon has any scheduling conflicts, she is authorized to contact any of the City's other public defenders to substitute for her. All work done by the Public Defender shall be of the highest professional standard and shall be performed to the City's reasonable satisfaction. The City recognizes that professional regulatory and advisory groups and bodies may from time to time establish standards and requirements with regard to public defenders. All restrictions contained herein with respect to the

duties and obligations of the Public Defender shall be subject to said standards and requirements of the aforesaid groups and bodies.

Section 3. Status. The Public Defender's status under this Agreement shall be that of an independent contractor, and not that of an agent or employee. The Public Defender warrants and represents that she is currently a member in good standing of the State Bar of Georgia, and has complied with all state and local laws regarding licenses that may be required for her to perform the work as set forth in this Agreement. The Public Defender shall not be entitled to receive any compensation or benefits other than those expressly provided in this Agreement. Except as otherwise required by law, the City shall not withhold any sums from the payments to be made to the Public Defender for Social Security or other federal, state, or local tax liabilities or contributions, and all withholdings, liabilities, and contributions shall be solely the Public Defender's responsibility. She shall not be eligible for, nor be entitled to, and shall not participate in, any of the City's pension, health or other fringe benefit plans, if any such plans exist. Such participation in these fringe benefit plans is limited solely to the City's employees.

Section 4. Terms of Payment. The City shall pay the Public Defender, as sole consideration for the Public Defender's services rendered pursuant hereto, the sum of Five Hundred and 00/100's (\$500.00) Dollars per court day (which includes any and all sessions within the day such as criminal, traffic, and arraignments) worked by the Public Defender. The Public Defender shall invoice the City for such compensation within ten (10) business days after the court day during which her services were rendered. The City shall process the invoice for payment within two (2) weeks after receiving the invoice.

Section 5. Reimbursement of Expenses. The City shall not be liable to the Public Defender for any expenses she pays or incurs unless otherwise agreed to in writing by the City.

Section 6. City Not Responsible for Worker's Compensation. Because the Public Defender is not an employee of the City, the City will not obtain worker's compensation insurance for the Public Defender.

Section 7. Term. This Agreement's term shall commence on January 31, 2021, and shall remain in force until January 31, 2022. Either party may terminate the Agreement at any time, for any or no reason, by giving thirty (30) days' written notice to the other.

Section 8. Notices. Any notice or other communication required or permitted to be given under this Agreement shall be sufficient if in writing and if delivered personally, or sent by certified or registered mail as follows or to another addressee or address as shall be set forth in a notice given in the same manner:

If to the Public Defender:      Crystal D. Harmon, Esq.  
Attorney at Law  
Post Office Box 8613  
Savannah, Georgia 31412

and

If to the City:                      Ron Feldner, City Manager  
Garden City City Hall  
100 Central Avenue  
Garden City, Georgia 31405

Any notice shall be deemed to be given on the date delivered or mailed in the manner provided above.

Section 9. No Authority to Bind City. The Public Defender has no authority to enter into contracts or agreements on behalf of the City.

Section 10. Validity. If for any reason any provision of this Agreement shall be determined to be invalid or unenforceable, the validity and effect of the other provisions shall not be affected.

Section 11. Waiver of Breach. The waiver by the City or by the Public Defender of a breach of any provision of this Agreement by the other party shall not operate, or be construed, as a waiver of any other breach of the other party.

Section 12. Assignment. This Agreement shall inure to the benefit of, and be binding upon, the City, its successors and assigns. It shall not be assignable by the Public Defender.

Section 13. Entire Agreement. This Agreement represents the entire understanding of the parties. There are no other outstanding agreements or provisions on this subject matter. This Agreement may not be amended except by a writing signed by the party against whom enforcement of any amendment is sought.

Section 14. Applicable Law. The parties agree that this Agreement shall be construed and enforced pursuant to the laws of Georgia.

Section 15. Separability. If, for any reason, any section or portion of this Agreement shall be held by a court to be invalid or unenforceable, it is agreed that this shall not affect any other section or portion of this Agreement.

Section 16. Insurance. The Public Defender agrees to procure and maintain at her expense until this Agreement is terminated professional liability insurance in an amount not less than \$1,000,000.00 per claim and \$2,000,000.00 in the aggregate issued



by an insurance company authorized to do business in the State of Georgia covering her as well as any agents or employees involved in the performance of her duties hereunder. Before commencing work under this Agreement, the Public Defender shall furnish the City with a certificate in form satisfactory to the City, showing how she has complied with this Section. The certificate shall provide that the policy shall not be changed or canceled until at least thirty (30) days written notice shall been given to the City.

Section 17. Indemnification. The Public Defender agrees to indemnify the City against all liability of any character brought because of any damage sustained by any person or property resulting from any asserted negligent act, error or omission of the Public Defender or her agents or employees. The Public Defender shall not, however, be not required to indemnify the City from assertions that the City was negligent, or to defend the City from liability based upon the City's own negligence. The indemnity required by this Section shall not be limited by the amount of professional liability insurance coverage set forth in Section 16 above.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

GARDEN CITY, GEORGIA

By: \_\_\_\_\_  
Ron Feldner, City Manager

Attest: \_\_\_\_\_  
Rhonda Ferrell-Bowles  
Clerk of Council

\_\_\_\_\_(L.S.)  
**CRYSTAL D. HARMON**

## **GARDEN CITY RESOLUTION**

BE IT RESOLVED by the Mayor and Council of Garden City, Georgia, in regular session assembled, that DOUGLAS G. ANDREWS, as a duly qualified member in good standing of the State Bar of Georgia, and admitted to practice before the appellate courts of this State, be appointed to serve as Judge Pro Tem of the Garden City Municipal Court for the purpose of exercising all of the authority and duties of such position as are set forth in Article IV, Section 4.11 (c) of the Garden City, Georgia, Charter, in compliance with all applicable laws, statutes, and ordinances of Garden City, the State of Georgia, and the United States of America.

BE IT FURTHER RESOLVED that before Mr. Andrews commences performance of his duties and responsibilities as the Judge Pro Tem of the Garden City Municipal Court, he be given his oath of office as required by Article IV, Section 4.11 (e), of the Garden City, Georgia, Charter, that the oath be entered upon the minutes of City Council, and that his name, contact information for business correspondence, and term of office be provided to the Georgia Administrative Office of the Courts.

IN OPEN SESSION this \_\_\_\_ day of January, 2021.

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RHONDA FERRELL-BOWLES  
Clerk of Council

Received and approved this \_\_\_\_ January, 2021.

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DON BETHUNE, MAYOR

## **GARDEN CITY RESOLUTION**

BE IT RESOLVED by the Mayor and Council of Garden City, Georgia, in regular session assembled, that JAMES P. GERARD, as a duly qualified member in good standing of the State Bar of Georgia, and admitted to practice before the appellate courts of this State, be appointed to serve as Judge Pro Tem of the Garden City Municipal Court for the purpose of exercising all of the authority and duties of such position as are set forth in Article IV, Section 4.11 (c) of the Garden City, Georgia, Charter, in compliance with all applicable laws, statutes, and ordinances of Garden City, the State of Georgia, and the United States of America.

BE IT FURTHER RESOLVED that before Mr. Gerard commences performance of his duties and responsibilities as the Judge Pro Tem of the Garden City Municipal Court, he be given his oath of office as required by Article IV, Section 4.11 (e), of the Garden City, Georgia, Charter, that the oath be entered upon the minutes of City Council, and that his name, contact information for business correspondence, and term of office be provided to the Georgia Administrative Office of the Courts.

IN OPEN SESSION this \_\_\_\_ day of January, 2021.

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RHONDA FERRELL-BOWLES  
Clerk of Council

Received and approved this \_\_\_\_ January, 2020.

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DON BETHUNE, MAYOR

STATE OF GEORGIA            )  
  )  
COUNTY OF CHATHAM        )

## RESOLUTION

**WHEREAS**, pursuant to Section 21-2-131(a)(1) of the Official Code of Georgia Annotated, municipalities shall fix and publish a qualifying fee for each municipal office to be filled in the upcoming general election, such fee to be three (3%) percent of the total gross salary of the office paid in the preceding calendar year including all authorized supplements;

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of Garden City, Georgia in regular session assembled, that notice be given to the citizens of Garden City, Georgia, that the qualifying fee for the Office of City Council Member shall be One Hundred Eighty Dollars (\$180) for the upcoming general election in November 2021.

ADOPTED, this the 19th day of January, 2021

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Don Bethune, Mayor

RECEIVED AND APPROVED this the 19th day of January, 2021

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Rhonda Ferrell-Bowles, Clerk of Council

STATE OF GEORGIA       )  
                                      )  
COUNTY OF CHATHAM    )

## RESOLUTION

**WHEREAS,** The Board of Elections of Chatham County, Georgia, wishes to continue performing all duties as the municipal superintendent of elections for Garden City as specified under Chapter 2 of Title 21 of the Official Code of Georgia Annotated except the duty of receiving and determining the qualifications of candidates filing notice of their candidacy in municipal elections; and,

**WHEREAS,** the Council has the authority pursuant to Section 21-2-45 of the Official Code of Georgia Annotated to authorize The Board of Elections of Chatham County, Georgia, to perform all duties as municipal superintendent of elections with the exception of the qualification of candidates; and,

**WHEREAS,** the Council has authority pursuant to Section 2-198 of its Code of Ordinances to appoint, by resolution, the Board of Elections of Chatham County, Georgia, to perform all duties of the municipal superintendent of elections in Garden City, Georgia, with the exception of the qualification of candidates which shall be the responsibility of a qualified individual appointed by Council; and,

**WHEREAS,** the Council has the authority pursuant to Section 21-2-380.1 of the Official Code of Georgia Annotated to authorize the Chatham County Board of Registration to perform the duties of absentee ballot clerk; and,

**WHEREAS,** the Council deems its Clerk of Council qualified to qualify candidates in municipal elections;

**NOW, THEREFORE, BE IT RESOLVED,** by the Mayor and Council of Garden City, Georgia, in regular session assembled, that the Board of Elections of Chatham County, Georgia, perform all duties as the municipal superintendent of elections in Garden City, Georgia, with the exception of the qualification of candidates which shall be the responsibility of the Clerk of Council, and that the Chatham County Board of Registration further perform the duties of absentee ballot clerk. Pursuant to Section 21-2-132(c)(3) of the Official Code of Georgia Annotated, qualifying for Mayor and City Council will take place at Garden City City Hall, 100 Central Avenue, Garden City, Georgia, commencing on Monday, August 16, 2021, at 8:30 a.m. o'clock and ending Thursday, August 19, 2021, at 4:00 p.m. o'clock. As established by a prior resolution of this Mayor and Council, the qualifying fee for the Office of City Council Member shall be \$180.

ADOPTED, this the 19th day of January, 2021

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Don Bethune, Mayor

RECEIVED AND APPROVED this the 19<sup>th</sup> day of January, 2021

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Rhonda Ferrell-Bowles, Clerk of Council