

The City of Snellville  
2342 Oak Road  
Snellville, Georgia 30078  
(770) 985-3500 • FAX (770) 985-3525



# AGENDA

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WORK SESSION  
OF MAYOR AND COUNCIL  
CITY OF SNELLVILLE, GEORGIA  
MONDAY, MAY 22, 2023

Publication Date: May 18, 2023

TIME: 6:00 p.m.

DATE: May 22, 2023

PLACE: City Hall Conference Room 145

## I. CALL TO ORDER

## II. REVIEW REGULAR BUSINESS MEETINGS AND PUBLIC HEARING AGENDA ITEMS

## III. REVIEW CORRESPONDENCE

## IV. CITY ATTORNEY'S REPORT

## V. DISCUSSION ITEMS

- a) Discussion about the 2040 Comprehensive Plan with Jacobs Engineering [Bender]
- b) Emergency Response Discussion by Gwinnett County Office of Emergency Management [Bender]
- c) Update of Ongoing Projects [Bender]
- d) Address Funding Through the American Rescue Plan Act (ARPA) Funds for the Community/Small Businesses [Destang]

## VI. EXECUTIVE SESSION

An Executive Session may be called:

- To discuss pending and/or potential litigation, settlement claims, administrative proceedings or other judicial actions, which is exempt from the Open Meetings Act pursuant to O.C.G.A. Section 50-14-2(1).
- To authorize negotiations to purchase, dispose of, or lease property; authorize the ordering of an appraisal related to the acquisition or disposal of real estate; enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote; or enter into an option to purchase, dispose of, or lease real estate subject to approval in subsequent public vote, which is excluded from the Open Meetings Act pursuant to Section 50-14-3(b)(1)(C).
- Upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, which is excluded pursuant to O.C.G.A. Section 50-14-3(b)(2).

## VII. ADJOURNMENT

The City of Snellville  
2342 Oak Road  
Snellville, Georgia 30078  
(770) 985-3500 • FAX (770) 985-3525



# AGENDA

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PUBLIC HEARING & REGULAR BUSINESS MEETING  
OF MAYOR AND COUNCIL  
CITY OF SNELLVILLE, GEORGIA  
MONDAY, MAY 22, 2023

Publication Date: May 18, 2023

TIME: 7:30 p.m.

DATE: May 22, 2023

PLACE: Council Chambers

**I. CALL TO ORDER**

**II. INVOCATION**

**III. PLEDGE TO THE FLAG**

**IV. CEREMONIAL MATTERS**

- a) PRO 2023-10 – National Poppy Day
- b) Run the Reagan Presentation

**V. MINUTES**

Approve the Minutes of the May 8, 2023 Meetings

**VI. INVITED GUESTS**

Dr. Alexis Williams – South Gwinnett High School

**VII. COMMITTEE / DEPARTMENT REPORTS**

- a) Park and Recreation Advisory Board – Norman Carter
- b) Downtown Development Authority – Don Britt
- c) Snellville Youth Commission - Narjise Koko & Winta Mamo

**VIII. APPROVAL OF THE AGENDA**

**IX. PUBLIC HEARING**

- a) Provide Citizens the Opportunity to Submit Written and Oral Comments on the Proposed Operating Budget of the City of Snellville for Fiscal Year 2023-2024

- b) 2<sup>nd</sup> Reading - SUP 23-01 – Consideration and Recommendation on application by AGN Glass LLC (applicant) and Xiao Lu (property owner) for a Special Use Permit to operate a glass repair and replacement shop (d/b/a Auto Glass Now) under the ‘Vehicle Repair, Minor’ use category of Article 6 Chapter 200 of the Snellville Unified Development Ordinance on the 0.449± acre property, zoned BG (General Business) District and located in the Towne Center Overlay District, 2564 W. Main Street, Snellville, Georgia (Tax Parcel 5026 082A)
- c) 1<sup>st</sup> Reading - UDO 23-02 – Consideration and Action on amendments to the text of The Unified Development Ordinance (“UDO”) for the City of Snellville, Georgia to be consistent with the updated Zoning Procedures Act as passed by the Georgia General Assembly for the administrative and Board of Appeals review of variances and waivers of the UDO, as follows: Article 3 (Administration) of Chapter 100; Article 5 (Special and Overlay Districts), Article 6 (Use Provisions) and Article 7 (Site Development) of Chapter 200; and Article 1 (Streets and Public Improvements) of Chapter 400

**X. CONSENT AGENDA (Please see \*Note)**

- a) Consideration and Action on Adoption of Proposed Amendments to the City’s Personnel Rules and Regulations Needed to Reflect Changes in Applicable Federal and State Law, as Well as to Align Policy with the City Charter [Bender]

**XI. OLD BUSINESS**

None

**XII. NEW BUSINESS**

- a) 1<sup>st</sup> Reading – ORD 2023-06 – Adoption of the Fiscal Year 2023-2024 Budget for Each Fund of the City of Snellville, Georgia, Appropriating the Amounts Shown in Each Budget as Expenditures/Expenses, Adopting the Several Items of Revenue Anticipations, and Prohibiting Expenditures or Expenses from Exceeding the Actual Funding Available [Bender]
- b) 1<sup>st</sup> Reading - ORD 2023-07 – An Ordinance to Amend the Code of Ordinances of Snellville, Georgia, Chapter 2, Article IV – Boards And Commissions; To Repeal The Conflicting Ordinance Division 5, on Order to Conform to the City of Snellville’s Status as an At-Will Employer as Mandated by the City’s Charter [Bender]

**XIII. COUNCIL REPORTS**

**XIV. MAYOR’S REPORT**

#### **XV. PUBLIC COMMENTS**

- Section 2-53

Each member of the public who wishes to address the Mayor and City Council in public session must submit their name, address and the topic (be as specific as possible) of their comments to the City Clerk prior to making such comments. Individuals will be allotted five minutes to make their comments and such comments must be limited to the chosen topic. Members of the public shall not make inappropriate or offensive comments at a City Council meeting and are expected to comply with our adopted rules of decorum.

- Decorum

You must conduct yourself in a professional and respectful manner. All remarks should be directed to the Chairman and not to individual Council Members, staff or citizens in attendance. Personal remarks are inappropriate.

#### **XI. EXECUTIVE SESSION**

An Executive Session may be called:

- To discuss pending and/or potential litigation, settlement claims, administrative proceedings or other judicial actions, which is exempt from the Open Meetings Act pursuant to O.C.G.A. Section 50-14-2(1).
- To authorize negotiations to purchase, dispose of, or lease property; authorize the ordering of an appraisal related to the acquisition or disposal of real estate; enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote; or enter into an option to purchase, dispose of, or lease real estate subject to approval in subsequent public vote, which is excluded from the Open Meetings Act pursuant to Section 50-14-3(b)(1)(C).
- Upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, which is excluded pursuant to O.C.G.A. Section 50-14-3(b)(2).

#### **XII. ADJOURNMENT**

**\*Note: Items on the Consent Agenda may be read by title only. Upon the request of any Council Member, any item may be removed from the Consent Agenda and placed on the Regular Agenda prior to the adoption of the Regular Agenda. The Consent Agenda, or the remainder thereof omitting the challenged items, shall be adopted by unanimous consent.**

**Commonly Used Acronyms for Planning and Development:**

ANX – Annexation

BOA – Board of Appeals

CIC – Change in Conditions

CP – Comprehensive Plan

LUP – Land Use Plan

MSP – Master Sign Plan

RZ – Rezoning

SUP – Special Use Permit

UDO – Unified Development Ordinance

**Commonly Used Acronyms for City Boards and Commission:**

BOA – Board of Appeals

DAS – Development Authority of Snellville

DDA – Downtown Development Authority

STAT – Snellville Tourism and Trade

SYC – Snellville Youth Commission

URA – Urban Redevelopment Agency

For more information about each of these you can go online to the City Code:

<https://www.snellville.org/code-ordinances>

CITY OF SNELLVILLE  
MEETINGS AND LOCAL EVENTS  
MAY 22, 2023

May 22

Council Meeting

Monday, May 22, 2023

6:30 pm Work Session – Conference Room 145, City Hall

7:30 pm Meeting - Council Chambers, City Hall

May 23

Planning Commission Meeting

Tuesday, May 23, 2023

7:00 pm – Work Session – Conference Room 145, City Hall

7:30 pm – Council Chambers, City Hall

May 27

Memorial Day Celebration

Saturday, May 27, 2023

4:30 pm – 5:30 pm – Towne Green

May 27

Live On The Lawn Concert

Saturday, May 27, 2023

6:00 pm – 9:00 pm – Towne Green

May 28

Broadcast of 5/22/23 Council Meeting

Sunday, May 28, 2023

Watch the broadcast of the 5/22/2023 Council Meeting on Comcast Channel 25 at 6:30 pm

May 29

Memorial Day – City Offices Closed

Monday, May 29, 2023

8:00 am - 5:00 pm

\*\*\*Emergency Services and garbage/recycling pick up will operate as usual\*\*\*

June 2

Food Truck Friday

Friday, June 2, 2023

4:00 pm – 8:00 pm – Towne Green

June 3

Farmers' Market

Saturday, June 3, 2023

8:30 am to 12:30 pm – Towne Green

June 6

Commerce Club

Tuesday, June 6, 2023

Noon – City Hall Community Room

**June 10**

**Farmers' Market**

**Saturday, June 10, 2023**

**8:30 am to 12:30 pm – Towne Green**

**June 12**

**Council Meeting**

**Monday, June 12, 2023**

**6:30 pm Work Session – Conference Room 145, City Hall**

**7:30 pm Meeting - Council Chambers, City Hall**



CITY OF SNELLVILLE

# Proclamation

PRO 2023-10

POPPY PROCLAMATION

WHEREAS, America is the land of freedom, preserved and protected willingly and freely by generations of Veterans; and

WHEREAS, Millions who have answered the call to arms have died on the fields of battle; and

WHEREAS, A nation at peace must be reminded of the price of war and the debt owed to those who have died in war; and

WHEREAS, The American Legion Auxiliary has pledged to remind America annually of this debt through the distribution of the memorial flower, the poppy; and

WHEREAS, Since World War 1, the red poppy has been designated as the symbol of sacrifice of lives in all wars. Congress passed in 2017, the Friday before Memorial Day as "National Poppy Day".

THEREFORE, I, Barbara Bender, Mayor of the City of Snellville, Georgia, Where Everybody is PROUD to be Somebody, do hereby proclaim this 26<sup>th</sup> day of May, 2023 as National Poppy Day and ask that all citizens pay tribute to those who have made the ultimate sacrifice in the name of freedom by wearing the Memorial Poppy on this day.

Proclaimed this \_\_\_\_ day of \_\_\_\_\_ 2023.



ATTEST:

\_\_\_\_\_  
Barbara Bender, Mayor

\_\_\_\_\_  
Tod Warner, Mayor Pro Tem

\_\_\_\_\_  
Solange Destang, Council Member

\_\_\_\_\_  
Dave Emanuel, Council Member

\_\_\_\_\_  
Cristy Lenski, Council Member

\_\_\_\_\_  
Gretchen Schulz, Council Member

\_\_\_\_\_  
Melisa Arnold, City Clerk





WORK SESSION  
OF MAYOR AND COUNCIL  
CITY OF SNELLVILLE, GEORGIA  
MONDAY, MAY 8, 2023

Present: Mayor Barbara Bender, Mayor Pro Tem Tod Warner, Council Members Solange Destang, Dave Emanuel, Cristy Lenski, and Gretchen Schulz. Also present City Manager Butch Sanders, Assistant City Manager Matthew Pepper, Assistant City Attorney Jay Crowley with Powell and Edwards Attorneys at Law, Chief Greg Perry, Captain John Tainter, Public Works Director Craig Barton, IT Administrator Erika Fleeman and City Clerk Melisa Arnold.

**CALL TO ORDER**

Mayor Bender called the meeting to order at 6:30 p.m.

**REVIEW REGULAR BUSINESS MEETINGS AND PUBLIC HEARING AGENDA ITEMS**

During discussion of the agenda Mayor Bender asked about amending it to add an Intergovernmental Agreement with Gwinnett County for use of their ballot box. Consensus was to add the item to new business.

**REVIEW CORRESPONDENCE**

Mayor Bender gave an update on the Create Gwinnett meeting.

**CITY ATTORNEY'S REPORT**

None

**DISCUSSION ITEMS**

Update of Ongoing Projects [Bender]

City Manager Sanders gave an update on the Grove, roadway and sidewalk improvements, and other city projects.

Proposal to Honor SPD with a Statue, Including Possible Location [Schulz]

Council Member Schulz talked about the idea of raising funds through citizen involvement and sponsorships to have a statue honoring Law Enforcement installed next to the Police Department.

Final Discussion of Proposed Disclosure Submission to Georgia Association of Realtors (GAR) [Warner]

Mayor Pro Tem Warner asked for consensus to have Mayor Bender send the draft disclosure document to GAR on the City's behalf. After discussion about revisions consensus was to move forward with the vote on the agenda.

**City of Snellville Administration Department**

2342 Oak Road Snellville, GA 30078 770-985-3500 770-985-3525 Fax [www.snellville.org](http://www.snellville.org)

WORK SESSION OF MAYOR AND COUNCIL  
MONDAY, MAY 8, 2023  
PAGE TWO

Address Funding Through the American Rescue Plan Act (ARPA) Funds for the Community  
[Destang]

Council Member Destang asked about reallocating ARPA funds to assist small businesses. After discussion, Council Member Destang advised she would submit a proposal for further discussion.

Video System for South Gwinnett High School [Warner]

Mayor Pro Tem Warner brought up the idea of installing cameras around the area of South Gwinnett High School to assist in monitoring students' safety.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

Council Member Emanuel made a motion to adjourn, 2<sup>nd</sup> by Council Member Schulz; voted 6 in favor and 0 opposed, motion approved. The meeting adjourned at 7:25 p.m.

Barbara Bender, Mayor

Melisa Arnold, City Clerk



PUBLIC HEARING & REGULAR BUSINESS MEETING  
OF MAYOR AND COUNCIL  
CITY OF SNELLVILLE, GEORGIA  
MONDAY, MAY 8, 2023

Present: Mayor Barbara Bender, Mayor Pro Tem Tod Warner, Council Members Solange Destang, Dave Emanuel, Cristy Lenski, and Gretchen Schulz. Also present City Manager Butch Sanders, Assistant City Manager Matthew Pepper, Assistant City Attorney Jay Crowley with Powell and Edwards Attorneys at Law, Captain John Tainter, IT Administrator Erika Fleeman and City Clerk Melisa Arnold.

**CALL TO ORDER**

Mayor Bender called the meeting to order at 7:33 p.m.

**INVOCATION**

Pastor Jerrell Collins with Park Place Church gave the invocation.

**PLEDGE TO THE FLAG**

Snellville Youth Commission members led the Pledge of Allegiance.

**CEREMONIAL MATTERS**

PRO 2023-11 – National Travel and Tourism Week Celebrates 40 Years

Mayor Bender read the proclamation into the record and presented it to Kelly McAloon with Snellville Tourism and Trade (STAT).

**MINUTES**

Approve the Minutes of the April 24, 2023 Meetings

Council Member Dave Emanuel made a motion to approve the minutes of the April 24, 2023 meetings, 2<sup>nd</sup> by Mayor Pro Tem Warner; voted 6 in favor and 0 opposed, motion approved.

**INVITED GUESTS**

None

**COMMITTEE / DEPARTMENT REPORTS**

Kelly McAloon with Snellville Tourism and Trade gave a report.

**APPROVAL OF THE AGENDA**

Council Member Lenski made a motion to approve the agenda with the addition of New Business item “c” Consideration and Action on Authorization for the Mayor to Sign the Intergovernmental Agreement Between the City of Snellville and Gwinnett County Board of Voter Registrations and Elections for Use of Election Equipment, 2<sup>nd</sup> by Council Member Destang; voted 6 in favor and 0 opposed, motion approved.

**City of Snellville Administration Department**

**PUBLIC HEARING**

1<sup>st</sup> Reading - SUP 23-01 – Consideration and Recommendation on application by AGN Glass LLC (applicant) and Xiao Lu (property owner) for a Special Use Permit to operate a glass repair and replacement shop (d/b/a Auto Glass Now) under the ‘Vehicle Repair, Minor’ use category of Article 6 Chapter 200 of the Snellville Unified Development Ordinance on the 0.449± acre property, zoned BG (General Business) District and located in the Towne Center Overlay District, 2564 W. Main Street, Snellville, Georgia (Tax Parcel 5026 082A)

Council Member Schulz made a motion to waive the first reading and place on the May 22, 2023 agenda for the second reading, 2<sup>nd</sup> by Council Member Emanuel; voted 6 in favor and 0 opposed, motion approved.

**CONSENT AGENDA**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

Mayor’s Nomination and Council Confirmation of Charles Williams to Planning Commission Post 1 with an Expiration Date of June 30, 2023 [Bender]

Mayor Bender nominated Charles Williams to Planning Commission Post 1, confirmed by Council 6 in favor and 0 opposed, nomination confirmed.

Mayor Bender administered the Oath of Office to Mr. Williams.

Authorization for Mayor Bender to Submit Proposed Snellville Disclosure to Georgia Association of Realtors [Warner]

Mayor Pro Tem Warner explained that this document was created to help curb code enforcement issues before they occur. The document will be submitted to the Georgia Association of Realtors for approval and then should be included in real estate contracts for City properties.

Mayor Pro Tem Warner made a motion to authorize Mayor Bender to submit the document to the Georgia Association of Realtors, 2<sup>nd</sup> by Council Member Destang; voted 6 in favor and 0 opposed, motion approved.

Consideration and Action on Authorization for the Mayor to Sign the Intergovernmental Agreement Between the City of Snellville and Gwinnett County Board of Voter Registrations and Elections for Use of Election Equipment

Mayor Bender explained this IGA will allow the City to use the County owned ballot box for the General Election.

Council Member Lenski made a motion to authorize Mayor Bender to sign the Intergovernmental Agreement between the City of Snellville and Gwinnett County Board of Voter Registrations and Elections for use of election equipment, 2<sup>nd</sup> by Council Member Emanuel; voted 6 in favor and 0 opposed, motion approved.

**PUBLIC HEARING & REGULAR BUSINESS OF MAYOR AND COUNCIL**  
**MONDAY, MAY 8, 2023**  
**PAGE THREE**

**COUNCIL REPORTS**

Council Members Destang, Lenski, Schulz, Emanuel and Mayor Pro Tem Warner each gave a report.

**MAYOR'S REPORT**

Mayor Bender gave a report.

**PUBLIC COMMENTS**

The following people came forward to speak:

Catherine Hardrick, 2280 Buckley Trail, Snellville.

Tricia Rawlins, 2088 Harbour Oaks Drive, Snellville.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

Council Member Emanuel made a motion to adjourn, 2<sup>nd</sup> by Council Member Destang; voted 6 in favor and 0 opposed, motion approved. The meeting adjourned at 8:11 p.m.

Barbara Bender, Mayor

Melisa Arnold, City Clerk



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## **Agenda Item Summary**

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**TO:** The Mayor and Council

**FROM:** Jason Thompson, Director  
Department of Planning and Development

**DATE:** May 22, 2023

**CASE NO.:** #SUP 23-01 – Auto Glass Now

**LOCATION:** 0.449± Acre Property at 2564 W. Main Street, Snellville, Georgia

**STATUS:** Public Hearing (2<sup>nd</sup> Reading)

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Special Use Permit application for an auto glass repair and replacement facility (d/b/a Auto Glass Now) on a 0.449± acre site (former Jiffy Lube) located just west of the U.S. Highway 78 (Main Street) and S.R. 124 (Scenic Highway) intersection, 2564 W. Main Street, Snellville.

**Financial Impact:** Real Property and Business Inventory Taxes; and Occupational License Fees

**Planning Department Recommendation:** Approval with Conditions

**Planning Commission Meeting and Recommendation:** April 25, 2023 (Approval with Conditions)

**Mayor and Council Meetings:** May 8, 2023 (1<sup>st</sup> Reading)  
May 22, 2023 (2<sup>nd</sup> Reading and Public Hearing)

**Action Requested:** Consideration, Public Hearing and Action

**Draft Ordinance:** Attached

**Case Documents (website link):**

- [Letter of Intent \(3-6-2023\)](#)
- [#SUP 23-01 Application \(3-6-2023\)](#)
- [11-11-2022 Boundary Survey \(3-6-2023\)](#)

0.449± Acre Site at 2564 W. Main Street, Snellville, Georgia

Case #SUP 23-01

May 22, 2023

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- 4-25-2023 Planning Department Case Summary & Analysis (4-12-2023)
- 4-25-2023 Planning Commission Report (4-26-2023)
- *Unofficial* 4-25-2023 Planning Commission Regular Meeting Minutes (4-26-2023)
- 5-8-2023 Planning Department Case Summary & Analysis with Planning Commission Report (4-26-2023)
- 5-22-2023 Planning Department Case Summary & Analysis with Planning Commission Report (5-16-2023)



**STATE OF GEORGIA**

**CITY OF SNELLVILLE**

**ORDINANCE NO. 2023-05**

AN ORDINANCE TO GRANT A SPECIAL USE PERMIT FOR AN AUTO GLASS REPAIR AND REPLACEMENT FACILITY AT 2564 W. MAIN STREET, SNELLVILLE, GEORGIA; TO ADD CONDITIONS AFFECTING THE PROPERTY TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**CASE NUMBER:** #SUP 23-01

**APPLICANT:** AGN Glass, LLC (d/b/a Auto Glass Now)  
Charlotte, North Carolina 28202

**PROPERTY OWNER:** Xiao Lu, CEO  
Stockbridge 91 Property, LLC  
East Point, Georgia 30344

**LOCATION:** 2564 W. Main Street, Snellville, Georgia  
(the “Property”)

**TAX PARCEL:** R5026 082A

**DEVELOPMENT/PROJECT:** Auto Glass Repair and Replacement Facility

**CONTACT:** Jeannette Lucas, Project Manager  
AGN Glass, LLC  
707-377-8855  
[AutoGlassBusinessLicense@drivenbrands.com](mailto:AutoGlassBusinessLicense@drivenbrands.com)

**WHEREAS**, the governing authority of the City of Snellville, Georgia is the Mayor and Council thereof; and

**WHEREAS**, the governing authority of the City of Snellville, Georgia desires to grant the requested special use permit for an auto glass repair and replacement facility located at 2564 W. Main Street, Snellville, Georgia (Tax Parcel R5026 082A) and;



**WHEREAS**, the property is zoned BG (General Business) District where the *Vehicle Repair, Minor*, use category, including glass repair and replacement, as a specific use, is allowed as a special use when approved by the City Council; and

**WHEREAS**, the property is located in the TCO (Towne Center Overlay) District where *Vehicle Repair, Minor*, use category, including glass repair and replacement, as a specific use, is allowed as a special use when approved by the City Council; and,

**WHEREAS**, the health, safety, and welfare of the citizens of Snellville, Georgia, will be positively impacted by the adoption of this Ordinance; therefore:

**IT IS HEREBY ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF SNELLVILLE, GEORGIA**, and by the authority thereof:

**Section 1.** For reasons stated in the public hearing and recommendations of the Planning Department and Planning Commission, a special use permit is hereby granted for an auto glass repair and replacement facility to AGN Glass, LLC d/b/a Auto Glass Now on the 0.449± acre tract of land located at 2564 W. Main Street, Snellville, Georgia (Tax Parcel R5026 082A), described and shown on the boundary survey entitled “Map of Boundary Survey, AEI Job #471206, 2564 Main Street West, Gwinnett County, Snellville, Georgia 30078”, sealed and dated 11-11-2022 (stamped received March 6, 2023) in Exhibit “A”, a copy of which is attached hereto and incorporated herein by reference, subject to the attachment of the following enumerated conditions:

**CONDITIONS:**

1. All building and ground signage shall comply with the current sign regulations and shall require an approved sign(s) permit before installation of any signage.

2. Any outstanding/open code violations on the property shall be brought into full compliance as approved by the Quality-of-Life Unit with any outstanding fines to be paid before issuance of the Occupational Tax Certificate (business license) and business opening to the public.

**Section 2.** The special use permit shall expire and become null and void one (1) year from the date of approval unless occupancy of the approved special use has occurred on the premises. The Director of Planning and Development may extend authorization for an additional period of six (6) months for reasons such as health, financial, or administrative problems incurred by the applicant during the permit period, provided application for such extension is submitted in writing at least forty-five (45) days prior to the original expiration date. The director must make the finding that the delay is justified by circumstances beyond the applicant's control, and that the six-month extension can reasonably be expected to remedy the circumstances.

**Section 3.** The term of the special use permit shall be for one (1) year and shall automatically be extended yearly until such time that there is a change in specific use, change in business ownership, or closure of the business, at which time the special use permit shall immediately become null and void. Any successive of the Property shall be in accordance with the Use Provisions of Article 6 of Chapter 200 of the Unified Development Ordinance for the City of Snellville, Georgia.

**Section 4.** The preamble of this Ordinance shall be considered to be and is hereby incorporated by reference as if fully set forth herein.

**Section 5.** (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses, and phrases of this Ordinance are or were,

upon their enactment, believed by the Mayor and Council to be fully valid, enforceable, and constitutional.

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

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

**Section 6.** All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.

**Section 7.** This Ordinance was adopted on \_\_\_\_\_, 2023. The effective date of this Ordinance shall be the date of adoption unless otherwise stated herein.

[SIGNATURES BEGIN ON THE FOLLOWING PAGE]

**ORDAINED** this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Barbara Bender, Mayor

*ATTEST:*

\_\_\_\_\_  
Dave Emanuel, Council Member

\_\_\_\_\_  
Melisa Arnold, City Clerk

\_\_\_\_\_  
Cristy Lenski, Council Member

*APPROVED AS TO FORM:*

\_\_\_\_\_  
Solange Destang, Council Member

\_\_\_\_\_  
W. Charles Ross, City Attorney  
Powell & Edwards, P.C.

\_\_\_\_\_  
Gretchen Schulz, Council Member

\_\_\_\_\_  
Tod Warner, Mayor Pro Tem

EXHIBIT "A"



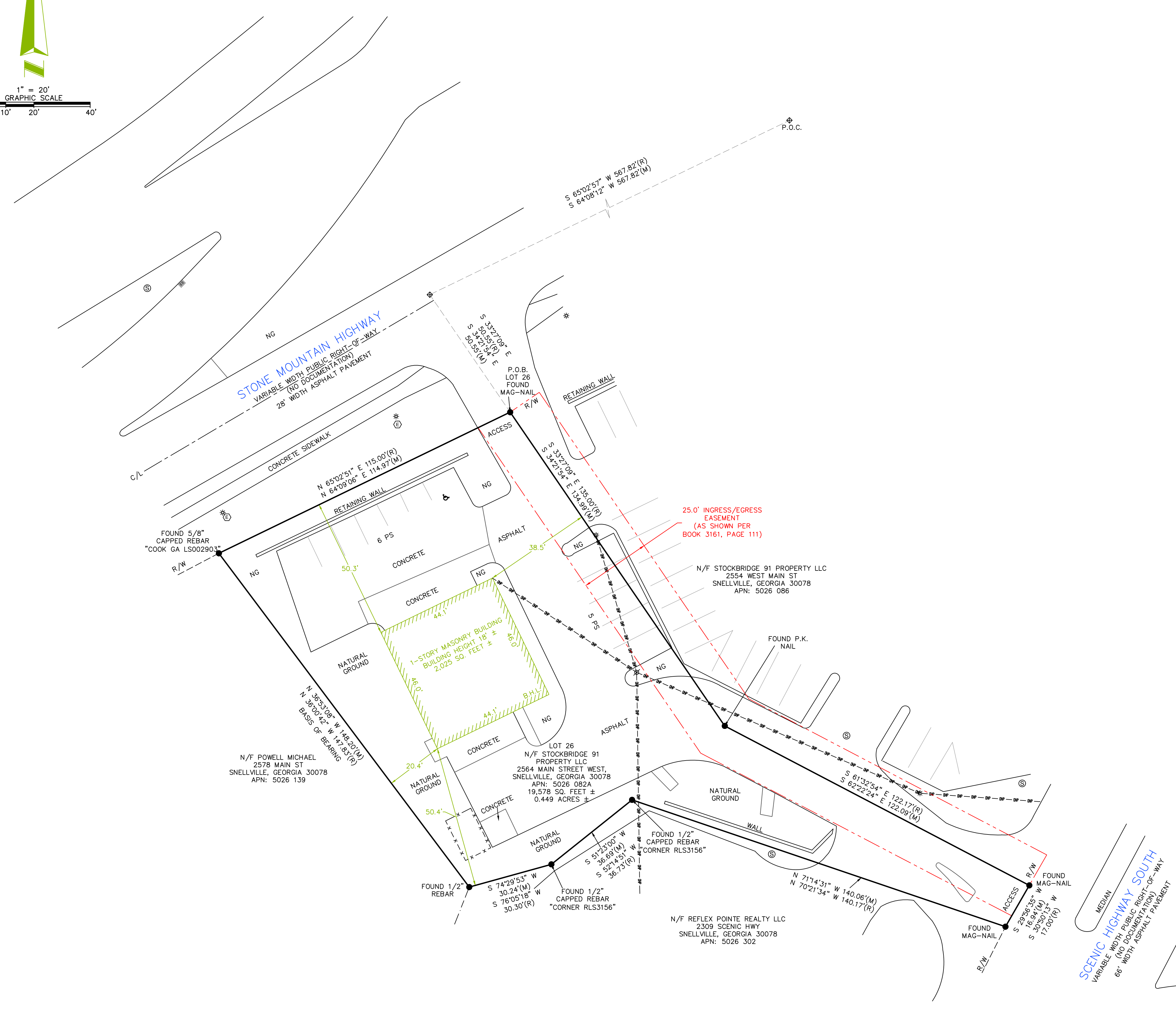
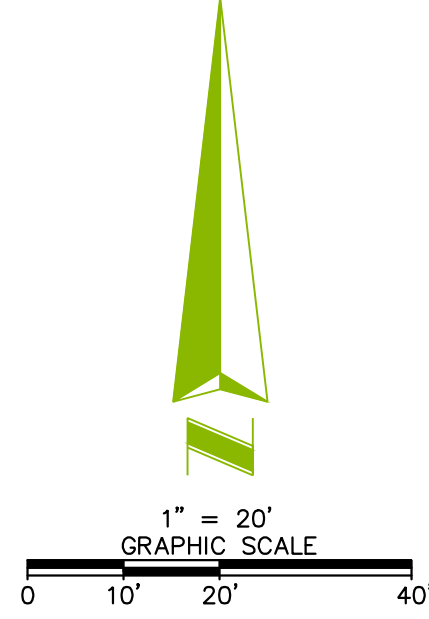
**LEGAL DESCRIPTION**

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOT 26 OF THE 5TH DISTRICT, GWINNETT COUNTY, GEORGIA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE EXTENDED CENTERLINE INTERSECTION OF GEORGIA HIGHWAY #10, U.S. HIGHWAY #78 AND GEORGIA HIGHWAY #124; THENCE SOUTH 65°02'57" WEST A DISTANCE OF 567.82 FEET ALONG THE CENTERLINE OF U.S. HIGHWAY #78 TO POINT; THENCE SOUTH 33°27'09" EAST A DISTANCE OF 50.55 FEET TO AN IRON PIN SET ON THE SOUTH RIGHT-OF-WAY OF U.S. HIGHWAY #78 HAVING A 100-FOOT RIGHT-OF-WAY SAID IRON PIN BEING LOCATED 418.73 FEET AS MEASURED ALONG THE SOUTH RIGHT-OF-WAY LINE OF U.S. 78 FROM ITS INTERSECTION WITH THE CENTERLINE OF GEORGIA HIGHWAY #124, THIS BEING THE TRUE POINT OF BEGINNING; THENCE ALONG THE CENTERLINE OF A 25-FOOT DRIVEWAY EASEMENT SOUTH 33°27'09" EAST A DISTANCE OF 135 FEET TO AN IRON PIN SET; THENCE ALONG THE CENTERLINE OF SAID EASEMENT SOUTH 61°32'54" EAST A DISTANCE OF 122.17 FEET TO AN IRON PIN SET ON THE WEST RIGHT-OF-WAY OF GEORGIA HIGHWAY #124 HAVING A 60-FOOT RIGHT OF WAY; THENCE SOUTH 30°50'13" WEST A DISTANCE OF 17 FEET ALONG SAID RIGHT-OF-WAY TO AN IRON PIN SET; THENCE NORTH 70°21'34" WEST A DISTANCE OF 140.17 FEET TO AN IRON PIN SET; THENCE SOUTH 52°14'51" WEST A DISTANCE OF 36.73 FEET TO AN IRON PIN SET; THENCE SOUTH 76°05'18" WEST A DISTANCE OF 30.30 FEET TO AN IRON PIN FOUND BEING A 1-INCH PIPE; THENCE NORTH 36°00'42" WEST A DISTANCE OF 147.83 FEET TO AN IRON PIN SET ON THE SOUTH RIGHT-OF-WAY OF U.S. HIGHWAY #78; THENCE NORTH 65°02'51" EAST A DISTANCE OF 115 FEET ALONG SAID RIGHT-OF-WAY TO THE TRUE POINT OF BEGINNING.

LEGAL DESCRIPTION WAS PROVIDED BY CLIENT IN THE FORM OF A TITLE COMMITMENT WITH THE ORDER NUMBER 22950GA-CCH2205708NT, AND DATED AUGUST 11, 2022 AT 12:00 A.M.

# BOUNDARY SURVEY



**LEGEND**

SQ.FT.	SQUARE FEET	C/L	CENTERLINE
▨	NO PARKING AREA	R/W	RIGHT-OF-WAY
♿	HANDICAP PARKING SPACE	⊕	ELECTRIC VAULT
PS	PARKING SPACE(S)	⊙	SANITARY MANHOLE
B.H.L.	BUILDING HEIGHT LOCATION	*	LIGHT POLE
(M)	MEASURED / CALCULATED DIMENSION	---	RIGHT-OF-WAY LINE
(R)	RECORD DIMENSION	-x-x-	FENCE
NG	NATURAL GROUND	---	BOUNDARY
P.O.B.	POINT OF BEGINNING	---	EASEMENT LINE
P.O.C.	POINT OF COMMENCEMENT	---	OVERHEAD POWER LINE
●	FOUND MONUMENT		
AS-NOTED			

**SIGNIFICANT OBSERVATIONS**

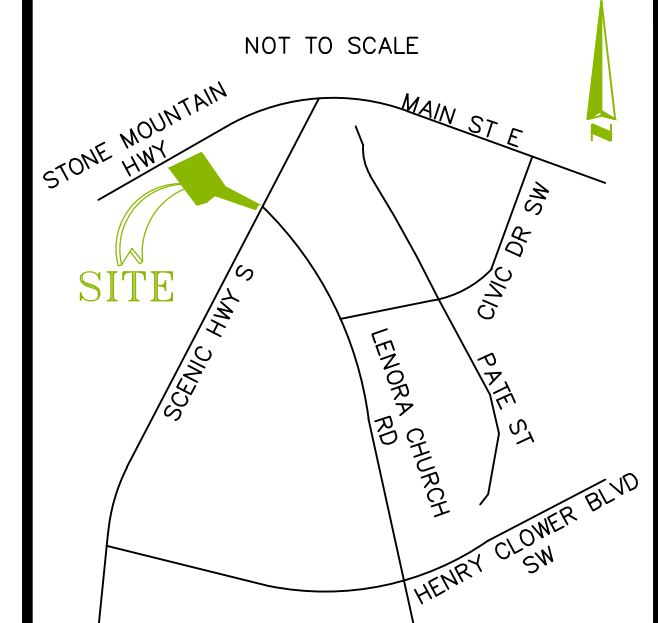
NONE OBSERVED AT THE TIME OF SURVEY.

**LAND AREA**

19,578 SQUARE FEET ±  
0.449 ACRES ±

**PARKING**

REGULAR= 11  
HANDICAP= 1  
TOTAL= 12



**FLOOD INFORMATION**

FLOOD NOTE: BASED ON MAPS PREPARED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) AVAILABLE ONLINE AT WWW.MSC.FEMA.GOV, AND BY GRAPHIC PLOTTING ONLY, THIS PROPERTY IS LOCATED IN ZONE X ON FLOOD INSURANCE RATE MAP NUMBER 13135C0129F, WHICH BEARS AN EFFECTIVE DATE OF 09/29/2006 AND IS NOT IN A SPECIAL FLOOD HAZARD AREA. BY REVIEWING FLOOD MAPS PROVIDED BY THE NATIONAL FLOOD INSURANCE PROGRAM WE HAVE LEARNED THIS COMMUNITY DOES PARTICIPATE IN THE PROGRAM.

**BEARING BASIS**

THE BASIS OF BEARING FOR THIS SURVEY IS GRID NORTH PER GEORGIA STATE PLANE COORDINATE SYSTEM, WEST ZONE, NAD83-2011, AS MEASURED ALONG THE WESTERN LINE OF THE SUBJECT PROPERTY WHICH BEARS N36°53'08"W PER GPS COORDINATE OBSERVATIONS  
 LATITUDE: 33°51'24.4374"  
 LONGITUDE: -84°01'16.6488"  
 CONVERGENCE ANGLE: -00°04'51.5693"

**GENERAL NOTES**

- NO UNDERGROUND UTILITIES ARE SHOWN ON THIS SURVEY, ONLY ABOVE GROUND VISIBLE EVIDENCE OF UTILITIES ARE SHOWN.
- ALL STATEMENTS WITHIN THE CERTIFICATION, AND OTHER REFERENCES LOCATED ELSEWHERE HEREON, RELATED TO: UTILITIES, IMPROVEMENTS, STRUCTURES, BUILDINGS, PARTY WALLS, PARKING, EASEMENTS, SERVITUDES, AND ENCROACHMENTS ARE BASED SOLELY ON ABOVE GROUND, VISIBLE EVIDENCE, UNLESS ANOTHER SOURCE OF INFORMATION IS SPECIFICALLY REFERENCED HEREON.
- THE SUBJECT PROPERTY HAS DIRECT PHYSICAL ACCESS TO STONE MOUNTAIN HIGHWAY AND SCENIC HIGHWAY SOUTH, BOTH BEING DEDICATED PUBLIC STREETS OR HIGHWAYS.
- THERE WAS NO VISIBLE EVIDENCE OF CEMETERIES ON SUBJECT PROPERTY.
- THERE WAS NO OBSERVABLE EVIDENCE OF RECENT EARTH MOVING WORK, BUILDING CONSTRUCTION OR ADDITIONS EXCEPT AS SHOWN HEREON.
- THE PARCELS CONTAINED IN THE LEGAL DESCRIPTION ARE CONTIGUOUS WITHOUT ANY GAPS, GORES OR OVERLAPS.
- BUILDING AREAS SHOWN HEREON ARE FOR THE FOOTPRINT OF THE BUILDING ONLY.
- THERE WERE NO KNOWN PROPOSED CHANGES IN RIGHT OF WAY LINES, RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS EXCEPT AS SHOWN HEREON.
- THE DISTANCES SHOWN HEREON ARE UNITS OF GROUND MEASUREMENT.
- THE FIELDWORK WAS COMPLETED ON NOVEMBER 07, 2022.

**MAP OF BOUNDARY SURVEY**

AEI JOB #471206  
 MAIN STREET WEST  
 2564 MAIN STREET WEST

GWINNETT COUNTY SNELLVILLE, GEORGIA 30078



**AEI Consultants**  
 COORDINATED BY:  
 AEI CONSULTANTS  
 2500 CAMINO DIABLO  
 WALNUT CREEK, CA, 94597  
 TELEPHONE: 925.746.6000  
 EMAIL: SURVEYS@AEICONSULTANTS.COM

**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY THIS TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF ON THIS NOVEMBER DAY OF 11, 2022.

THIS PLAT IS A RETRACEMENT OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT SUBDIVIDE OR CREATE A NEW PARCEL OR MAKE ANY CHANGES TO ANY REAL PROPERTY BOUNDARIES. THE RECORDING INFORMATION OF THE DOCUMENTS, MAPS, PLATS, OR OTHER INSTRUMENTS WHICH CREATED THE PARCEL OR PARCELS ARE STATED HEREON. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.

REGISTERED LAND SURVEYOR  
 No. 3029  
 JASON T. LOURIE  
 REGISTERED LAND SURVEYOR NO. 3029  
 STATE OF GEORGIA  
 GEORGIA C.O.A. LSF001258

DATE	REVISION HISTORY	BY	SURVEYOR JOB NUMBER: 22-10666
			SCALE: 1" = 20'
			DRAWN BY: SDH
			APPROVED BY: CKLS

SURVEYED BY:  
 BLEW & ASSOCIATES, P.A.  
 3825 N SHILOH DRIVE  
 FAYETTEVILLE, AR 72703.  
 SURVEY@BLEWINC.COM



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## Agenda Item Summary

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**TO:** The Mayor and Council

**FROM:** Jason Thompson, Director  
Department of Planning and Development

**DATE:** May 22, 2023

**RE:** #UDO 23-02 - Text Amendment #6 to the Snellville Unified  
Development Ordinance (UDO)

**STATUS:** 1<sup>st</sup> Reading

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Proposed text amendment to update the city's UDO to be consistent with the updated Zoning Procedures Act as passed by the Georgia General Assembly relating to administrative variance applications considered by the Planning Director and appeal, variance and waiver applications considered by the Snellville Board of Zoning Appeals.

Administrative variance applications will now be considered at a public hearing with the Planning Director; require a minimum 30-day public notification of the meeting date, time and location. Public notification to include legal ad publication, posting of a public notice sign, and letters mailed to adjoining property owners. The proposed text amendment moves much of the variance authority to the six-post Board of Appeals.

### Planning Commission

**Meeting:** May 23, 2023

### Mayor and Council

**Meetings:** May 22, 2023 (1<sup>st</sup> Reading)  
June 12, 2023 (2<sup>nd</sup> Reading and Public Hearing)

**Action Requested:** Consideration and Waive the 1<sup>st</sup> Reading

**Draft Ordinance:** Attached

### Case Documents (website link):

- [#UDO 23-02 Memo to Planning Commission \(5-5-2023\)](#)
- [Summary of Amendments \(V1\) 4-10-2023](#)
- [Draft Amendments \(Items 1-22\) \(V1\) 4-10-2023](#)



**STATE OF GEORGIA**

**CITY OF SNELLVILLE**

**ORDINANCE NO. UDO 23-**

**AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE AND CODE OF THE CITY OF SNELLVILLE, GEORGIA; TO UPDATE THE CITY’S UNIFIED DEVELOPMENT ORDINANCE TO BE CONSISTENT WITH THE UPDATED ZONING PROCEDURES ACT AS PASSED BY THE GEORGIA GENERAL ASSEMBLY; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**WHEREAS**, the duly elected governing authority of the City of Snellville, Georgia (the “City”) is the Mayor and Council; and

**WHEREAS**, the Mayor and the Council of the City of Snellville, Georgia, desire to amend portions of the Unified Development Ordinance for the City of Snellville, Georgia; and

**WHEREAS**, the Mayor and the Council of the City of Snellville, Georgia is authorized by O.C.G.A. § 36-35-3 to adopt ordinances relating to its property, affairs and local government; and

**WHEREAS**, due notice to the public was published in the Gwinnett Daily Post, the legal organ for Gwinnett County and the City of Snellville, Georgia on May 3, 2023 giving notice of the May 23, 2023 7:30 p.m. Planning Commission regular meeting and notice of the June 12, 2023 7:30 p.m. Mayor and Council regular meeting and public hearing; and

**WHEREAS**, the Planning Commission of the City of Snellville, Georgia considered the proposed amendments at a duly advertised regular meeting and public hearing on May 23, 2023 at 7:30 p.m. and by a vote of \_\_\_\_\_ to \_\_\_\_\_, the Planning Commission recommended \_\_\_\_\_ of the proposed amendments; and

**WHEREAS**, the Mayor and Council have determined that the health, safety, and welfare of the citizens of the City to ordain certain zoning rules and regulations to be consistent with updated legislation regarding the zoning procedures act; and

**WHEREAS**, the Mayor and Council of the City of Snellville, Georgia deem such amendment to be for the betterment and general welfare of the City of Snellville and its inhabitants; and,

**IT IS HEREBY ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF SNELLVILLE, GEORGIA, and by the authority thereof:**

**Section 1.** Article 3 of Chapter 100 of the Unified Development Ordinance of the City of Snellville, Georgia is hereby amended as follows:

**Section 103-7. Board of Appeals, is hereby amended by deleting the previous Section 103-7.2. Powers and Duties and inserting in its place the following Section 103-7.2. Powers and Duties:**

103-7.2. Powers and Duties

The Board of Appeals has the following powers and duties:

A. Administrative Review

To hear and decide appeals where it is alleged there is an error in any order, requirement, decision, or determination made by a staff member of the Department in the enforcement of this UDO. See Sec. 103-7.3 (Administrative Decision Appeals).

B. Variances and Waivers

Unless contained in a rezoning amendment in front of the Mayor and Council, to authorize, upon appeal in specific cases, such variance from the terms of this UDO as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of the UDO would result in unnecessary hardship. A variance may not be granted by the Board of Appeals unless and until:

1. A written application for a variance or waiver is submitted demonstrating:
  - a. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other land, structures, or buildings in the same zoning district;
  - b. That literal interpretation of the provisions of this UDO would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this UDO;
  - c. That the special conditions and circumstances do not result from the actions of the applicant;
  - d. That granting the variance or waiver requested will not confer on the applicant any special privilege that is denied by this UDO to other lands, structures, or buildings in the same zoning district.

No nonconforming use of neighboring lands, structures, or buildings in the same zoning district, and no permitted or nonconforming use of lands, will be considered grounds for the issuance of a variance.

2. Application Requirements. Any application for an administrative review, variance, and/or waiver must be submitted by 4:00 p.m. fifty (50) calendar days before the date on which it is to be considered by the Board of Appeals. The application submittal must contain the following:
  - a. Written narrative detailing the administrative review (appeal). or requested variance or waiver and hardship levied as a result of the UDO requirement.
  - b. Responses to items (a) - (d) in Sec. 103-7.2.B.1.

- c. Nine (9) stapled or bound copies of the application and any supporting documents and exhibits,
  - d. One (1) unbound application bearing original signatures.
  - e. A digital copy in .pdf format of all materials must be submitted using email, flash drive, or other means approved by the Director.
  - f. Verification by Gwinnett County and the City of Snellville that all county and city property taxes owed have been paid and account is current.
  - g. Warranty deed, security deed, or quit claim deed for all lots/parcels subject to the application.
  - h. Map indicating the subject property(ies) and the adjacent properties, identified by tax parcel number.
  - i. Payment of application fee and public notification fees (public notice sign and notice to adjoining property owners) as determined by the Department fee schedule.
  - j. An initiating party must also file any other information or supporting materials that are required by the City Council, and/or the Department.
3. Public Notifications. The Department must provide notice of the date, time and place of the public hearing as follows:
- a. Legal ad published in the newspaper which carries the legal advertisements of the City, by advertising the application and date, time, place and purpose of the public hearing not fewer than thirty (30) days, nor more than forty-five (45) days before the date of the Board of Appeals hearing.
  - b. Notification to the owners of adjoining properties of the property for which the appeal, variance, or waiver is sought and/or their agent by first class USPS mail to the mailing address provided by the Gwinnett County Tax Commissioner's office. The notification must be mailed not fewer than thirty (30) days, nor more than forty-five (45) days before the Board of Appeals hearing. The notification must include a description of the application and the date, time, and place of the public hearing.
  - c. Posting of a Public Notice Sign on the property, one sign per road frontage, per parcel, posted at least thirty (30) days before the public hearing. The sign must include a description of the application and the date, time, and place of the public hearing.
- 4. Once advertised the public hearing must be held. Any party may appear in person, or by agent or attorney.
  - 5. The Board of Appeals must further make findings that the requirements of Sec. 103-7.2.B have been met by the applicant for a variance or waiver.
  - 6. The Board of Appeals must further make a finding that the reasons set forth in the application justify the granting of the variance or waiver is the minimum variance that will make possible the reasonable use of the land, building, or structure.
  - 7. The Board of Appeals must further make a finding that the granting of the variance or waiver will be in harmony with the general purpose and intent of this UDO, and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.

In granting any variance, the Board of Appeals may prescribe appropriate conditions and safeguards in conformity with this UDO. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, will be deemed a violation of this UDO that is punishable under its provision.

**Section 103-7. Board of Appeals, is hereby amended by deleting the previous Section 103-7.3. Administrative Decision Appeals and inserting in its place the following Section 103-7.3. Administrative Decision Appeals:**

103-7.3. Administrative Decision Appeals

- A. Appeals to the Board of Appeals concerning interpretation or administration of this UDO may be taken by any person aggrieved or by any officer or bureau of the governing body of the City affected by any decision of a staff member of the Department of Planning and Development. Appeals must be filed with the Department within fifteen (15) days of said decision on the form/application provided by the City, including payment of application fee and public notification fees as determined by the Department fee schedule. The Director must forthwith transmit to the board all papers constituting the record upon which the action appealed from was taken.
- B. An appeal stays all proceedings in furtherance of the action appealed from unless the Director certifies to the Board of Appeals that, by reason of facts stated in the certificate, a stay would, in their opinion, cause imminent peril, to life or property. In such a case, proceedings may not be stayed otherwise than by the Zoning Board of Appeals or by a restraining order granted by a court of record on application, and notice to the Director for good cause shown.
- C. The person requesting the appeal must first submit to Department a written statement clearly defining the nature of the disagreement, the specific reference to the sections of the regulations at issue, and the applicant's own opinion.
- D. If the Department fails to respond within ten (10) business days from the date of transmittal of the appeal, the Department must automatically forward a copy of the appeal to the Board of Appeals for final action in their normal course of business.
- E. The Board of Appeals must hear and act upon within fifty (50) days of receipt of the appeal application and give public notice thereof in accordance with Sec. 103-7.2.B.3 (Public Notifications). At the hearing, any party may appear in person or by agent or attorney.
- F. In exercising the above-mentioned powers, the Board of Appeals may, so long as such action is in conformity with the terms of the this UDO, reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination as ought to be made, and to that end will have the powers of the Department staff member from whom the appeal is taken.

**Section 103-7. Board of Appeals, is hereby amended by deleting the previous Section 103-7.4. Reapplication and inserting in its place the following Section 103-7.4. Reapplication:**

#### **103-7.4. Reapplication**

If an application for a variance or waiver is denied by the Board of Appeals, a reapplication for such variance or waiver may not be made earlier than twelve (12) months from the date of the original application.

**Section 103-7. Board of Appeals, is hereby amended by deleting the previous Section 103-7.5. Appeals and inserting in its place the following Section 103-7.5. Appeals:**

#### **103-7.5. Appeals**

Any person aggrieved by a decision or order of the Board of Appeals may appeal by certiorari to the Superior Court of Gwinnett County. Such appeal must be filed within thirty (30) days from the date of the decision of the Board of Appeals. Any petition for writ of certiorari may be served through the City Manager on behalf of the lower judiciary body being appealed. The Mayor may be served with the petition on behalf of the City. Upon failure to file the appeal within thirty (30) days from the date of decision, the decision of the Board of Appeals will be final.

**Section 103-8. Administrative Variances, is hereby amended by deleting the previous Section 103-8. Administrative Variances and inserting in its place the following Section 103-8. Administrative Variances:**

#### **103-8. Administrative Variances**

##### **103-8.1. General**

- A. The Director may modify the following standards during development review:
1. **Front yard or street side yard.** Variance not to exceed five (5) feet.
  2. **Interior side yard.** Variance not to exceed two (2) feet.
  3. **Rear yard.** Variance not to exceed four (4) feet.
  4. **Height of building.** Variance not to exceed five (5) feet, provided the maximum number of stories allowed may not be increased.
  5. **Side or rear yard.** A variance for a zero (0) foot setback may be granted when part of a commercial or mixed-use development and planned as a unit with a similar architectural composition and not a miscellaneous assemblage of stores, provided, however, that before any issuance of the variance, the applicant must obtain approval from the affected side and/or rear yard property owner(s).
  6. **Sidewalk setback.** Variance for a zero (0) foot setback
  7. **The one exception would cover nonconforming structures.** Structures that preceded this UDO and do not conform to it may be granted an administrative variance not identified in clauses 1 through 6 above when ownership is changing and the mortgage company requires conformity to the UDO.
- B. The Director may also modify other standards as specifically provided in this UDO in Sec. 201-1.6.D (Driveways); 201-3.1 (General Architectural Standards); 201-4 (Enhanced Architectural Standards); 401-3.4.H (interparcel Access); 403-1.4 (Stream Buffer and Setback Requirements); and 401-1.5.E (Lots of Record in Big Haynes Creek Watershed) so long as the procedures, notice requirements, and criteria for approval are followed as stated herein.

- C. Any other modification beyond those contained in paragraphs A or B above must be considered by the Board of Appeals as a variance.

### **103-8.2. Criteria for Approval**

The applicant must demonstrate, and the Director must find, that all of the following criteria are present when approving a request for an administrative variance:

- A. There are clear and compelling reasons that are not purely financial demonstrating that the required standard cannot be met;
- B. The variance is the minimum amount necessary to meet the objectives identified above;
- C. The requested adjustment will not contravene the public interests or negatively impact adjoining properties; and
- D. And any additional criteria provided in this UDO and sections identified in Sec. 103-8.1.B.

**Section 103-8. Administrative Variances, is hereby amended by adding and inserting as a new Section 103-8.3 Procedure as follows:**

### **103-8.3. Procedure**

- A. Any application for administrative variance, and/or waiver must be submitted by 4:00 p.m. fifty (50) calendar days before the date on which it is to be considered by the Director. The application submittal must contain the following:
  - a. Written narrative detailing the administrative variance request, hardship levied as a result of the UDO requirement and demonstration that approval criteria is present.
  - b. Two (2) stapled or bound copies of the application and any supporting documents and exhibits.
  - c. One (1) unbound application bearing original signatures.
  - d. A digital copy in .pdf format of all materials must be submitted using email, flash drive, or other means approved by the Director.
  - e. Verification by Gwinnett County and the City of Snellville that all county and city property taxes owed have been paid and account is current.
  - f. Warranty deed, security deed, or quit claim deed for all lots/parcels subject to the application.
  - g. Map indicating the subject property(ies) and the adjacent properties, identified by tax parcel number.
  - h. Payment of application fee and public notification fees (public notice sign and notice to adjoining property owners) as determined by the Department fee schedule.
  - i. An initiating party must also file any other information or supporting materials that are required by the City Council, and/or the Department.

B. Public Notifications.

The Department must provide notice of the date, time and place of the public hearing as follows:

- a. Legal ad published in the newspaper which carries the legal advertisements of the City, by advertising the application and date, time, place and purpose of the public hearing not fewer than thirty (30) days, nor more than forty-five (45) days before the date of the public hearing.
- b. Notification to the owners of adjoining properties of the property for which the variance, or waiver is sought and/or their agent by first class USPS mail to the mailing address provided by the Gwinnett County Tax Commissioner's office. The notification must be mailed not fewer than thirty (30) days, nor more than forty-five (45) days before the public hearing. The notification must include a description of the application and the date, time, and place of the public hearing.
- c. Posting of a Public Notice Sign on the property, one sign per road frontage, per parcel, posted at least thirty (30) days before the public hearing. The sign must include a description of the application and the date, time, and place of the public hearing.

C. Once advertised the public hearing must be held. Any party may appear in person, or by agent of attorney.

D. Any person aggrieved by a decision of the Director may appeal to the Board of Appeals in accordance with Sec. 103-7.3.

**Section 103-9.4. Application Requirements, is hereby amended by deleting the previous Section 103-9.4.B. Future Land Use Map Amendments and inserting in its place the following Section 103-9.4.B. Future Land Use Map Amendments:**

103-9.4. Application Requirements

B. Future Land Use Map Amendments

Future Land Use Map amendment applications must include the following:

1. Payment of the appropriate application and public notification fees as determined by the Department fee schedule.
2. A current legal description of the site proposed for amendment. If the site proposed for amendment includes multiple lots, provide a separate legal description for each individual lot, together with a composite legal description for the site.
3. Ten printed boundary surveys of the site that is to have a revised land use under the applicant's proposal, at least one of which should be an 11 x 17-inch (or smaller) reduction. In addition, a digital copy in .pdf format must be submitted using email, flash drive, or other means approved by the Director. The survey must have been prepared by a Georgia registered land survey no more than twenty-four (24) months before the date of submittal.

4. All permitted land uses for the identified area under the existing Future Land Use Map.
5. All changes to existing land use designations that are proposed by the application.
6. All land uses immediately adjacent to the subject property under the existing Future Land Use Map.
7. A letter listing all the reasons for the amendment application.
8. Applicant's and/or owner's certification.
9. Names and addresses of the owner(s) of the land or their agent(s), if any, authorized to apply for an amendment.
10. A written, documented analysis of the impact of the proposed land use change that specifically addresses each of the following matters:
  - a. Whether the proposed land use change will permit uses that are suitable in view of the uses and development of adjacent and nearby property.
  - b. Whether the proposed land use change will adversely affect the existing uses or usability of adjacent or nearby property.
  - c. Whether the proposed land use change will result in uses which will or could cause excessive or burdensome uses of existing streets, transportation facilities, utilities, or schools.
11. Whether there are other existing or changing conditions affecting the use and development of the affected land areas which support either approval or disapproval of the proposed land use change.
12. Ten stapled or bound copies of the Future Land Use Map amendment application and all supporting documents, in addition to one unbound application bearing original signatures. In addition, a digital copy in .pdf format must be submitted using email, flash drive, or other means approved by the Director.
13. Verification by Gwinnett County and the City of Snellville that all county and city property taxes owed have been paid (for all parcels/lots subject to this application).
14. A warranty deed, security deed, or quit claim deed (for all lots subject to the application).
15. A map indicating the site and the adjacent properties, identified by tax parcel number.
16. An initiating party must also file any other information or supporting materials that are required by the City Council, Planning Commission and/or the Department.



**Section 103-9.4 Application Requirements, is hereby amended by deleting the previous Section 103-9.4.C. Zoning Map Amendments and inserting in its place the following Section 103-9.4.C. Zoning Map Amendments:**

103-9.4. Application Requirements

C. Zoning Map Amendments

Zoning map amendment applications must include the following:

1. Payment of the appropriate application and public notification fees as determined by the Department fee schedule.
2. A current legal description of the site to be rezoned. If the site proposed for amendment includes multiple lots, provide a separate legal description for each individual lot, together with a composite legal description for all lots.
3. Ten printed boundary surveys of the site to be rezoned, at least one of which should be an 11 x 17-inch (or smaller) reduction. In addition, a digital copy in .pdf format must be submitted using email, flash drive, or other means approved by the Director. The survey must have been prepared by a Georgia registered land survey no more than twenty-four (24) months before the date of submittal.
4. Ten copies of the proposed site plan, and one 11 x 17-inch (or smaller) reduction of the plan, drawn to scale, showing: a north arrow; land lot, district, and parcel number: the dimensions with bearing and distance; acreage; location of the tract(s); the present zoning district of all adjacent lots; the proposed location of structures, driveways, parking, and loading areas; and the location and extent of required buffer areas. The site plan must be prepared by an architect, engineer, landscape architect or land surveyor whose State registration is current and valid. The site plan must be sealed, signed and dated by one of the four above-mentioned professionals no more than twelve (12) months before the date of submittal. In addition, a digital copy in .pdf format must be submitted using email, flash drive, or other means approved by the Director.
5. Letter of intent explaining what is proposed.
6. Any requests for variances or waivers from the requirements of the UDO demonstrating:
  - a. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other land, structures, or buildings in the same requested zoning district.
  - b. That literal interpretation of the provisions of this UDO would deprive the applicant of rights commonly enjoyed by other properties in the same requested zoning district under the terms of this UDO.
  - c. That the special conditions and circumstances do not result from the actions of the applicant.
  - d. That granting the variance or waiver requested will not confer on the applicant any special privilege that is denied by this UDO to other lands, structures, or buildings in the same requested zoning district.

7. Ten stapled or bound copies of the zoning map amendment application and all supporting documents, in addition to one unbound application bearing original signatures. In addition, a digital copy of all materials in .pdf format must be submitted using email, flash drive, or other means approved by the Director.
8. Applicant's and/or owner's certification.
9. Conflict of interest certification and disclosure of campaign contributions.
10. The present and proposed zoning district for the site.
11. The names and addresses of the owners of the land and their agents, if any.
12. Each zoning map amendment application, whether submitted by the City or by another party, must include with it a written, documented analysis of the impact of the proposed rezoning with respect to each of the following matters:
  - a. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby properties.
  - b. Whether the zoning proposal would adversely affect the existing use or usability of adjacent or nearby property.
  - c. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned.
  - d. Whether the zoning proposal will result in a use that will or could cause excessive or burdensome use of existing, streets, transportation facilities, utilities, or schools.
  - e. Whether the zoning proposal is in conformity with the policy and intent of the Future Land Use Map.
  - f. Whether there are other existing or changing conditions affecting the use and development of the property, which give supporting grounds for either approval or disapproval of the zoning proposal.
13. Architectural building renderings indicating each building elevation, colors, construction materials, etc. of which the facades and roofs will consist.
14. Verification by Gwinnett County and the City of Snellville that all county and city property taxes owed have been paid (for all parcels/lots subject to this application).
15. A warranty deed, security deed, or quit claim deed (for all lots subject to the application).
16. A map indicating the site and the adjacent properties, identified by tax parcel number.
17. A traffic impact analysis when required by Sec. **Error! Reference source not found.**
18. An initiating party must also file any other information or supporting materials that are required by the City Council, Planning Commission, and/or the Department.

**Section 103-9. Application Requirements, is hereby amended by deleting the previous Section 103-9.4.D. Timing and inserting in its place the following Section 103-9.4.D. Timing:**

103-9.4. Application Requirements

D. Timing

Applications must be submitted by noon at least forty-two (42) days before the date on which it is to be considered by the Planning Commission. Any application that does not include all of the components required in paragraphs A, B, and C above will be considered incomplete; submission date will be considered the date upon which the application is accepted as complete by the Department. Fees for an application to amend this UDO, the Official Zoning Map, the Future Land Use Map, or any combination thereof, must be paid by the applicant upon submission, except that a fee is not charged for applications initiated by the City Council or Planning Commission.

**Section 103-9.4. Application Requirements, is hereby amended by deleting the previous Section 103-9.4.E. Withdrawal and inserting in its place the following Section 103-9.4.E. Withdrawal:**

103-9.4. Application Requirements

E. Withdrawal

1. Once an application for a Future Land Use Map amendment and/or Official Zoning Map amendment has been received by the Department, the applicant may withdraw such application without prejudice until such time that the legal ad has been ordered advertising the City Council public hearing date (no less than twenty-eight (28) days before the City Council public hearing). No application may be withdrawn less than twenty-eight (28) days before the City Council public hearing unless the request for withdrawal is granted by the City Council at the public hearing. Otherwise, all applications must be considered by the City Council.
2. There will be no reimbursement for withdrawn applications. An applicant may request reimbursement in writing to the City Council. Said request will be considered during a regular meeting of the City Council.

**Section 103-9.4. Application Requirements, is hereby amended by deleting the previous Section 103-9.4.F. Denial and inserting in its place the following Section 103-9.4.F. Denial:**

103-9.4. Application Requirements

F. Denial

If an application for a Future Land Use Map amendment and/or an Official Zoning Map amendment is denied by the City Council, no application affecting any portion of the same property may be submitted less than twelve (12) months from the date of denial.

**Section 103-9.4. Application Requirements, is hereby amended by adding and inserting as a new section 103-9.4.G (Zoning Action by Mayor and Council Related to Multifamily Uses) as follows:**

103-9.4. Application Requirements

G. Zoning Action by Mayor and Council Related to Multifamily Uses

Pursuant to O.C.G.A. § 36-66-4, if the proposed amendment is initiated by the City and relates to an amendment of the UDO to revise one or more zoning classifications or definitions relating to single-family residential uses of property so as to authorize multifamily uses of property pursuant to such classification or definitions, or to grant blanket permission, under certain or all circumstances, for property owners to deviate from the existing zoning requirements of a single-family residential zoning, the Mayor and City Council shall comply with the following requirements:

1. The zoning decision shall be adopted at two regular meetings of the City Council, during a period of not less than twenty-one (21) days apart; and
2. Prior to the first meeting provided for in subparagraph (A) of this paragraph, at least two public hearings shall be held on the proposed action. Such public hearings shall be held at least three (3) months and not more than nine (9) months prior to the date of final action on the zoning decision. Furthermore, at least one of the public hearings must be held between the hours of 5:00 P.M. and 8:00 P.M. The hearings required by this paragraph shall be in addition to any hearing required under subsection (a) of this Code section. The local government shall give notice of such hearing by:
  - a. Posting notice on each affected premises in the manner prescribed by subsection (b) of this Code section; provided, however, that when more than 500 parcels are affected, in which case posting notice is required every 500 feet in the affected area; and
  - b. Publishing in a newspaper of general circulation within the territorial boundaries of the local government a notice of each hearing at least fifteen (15) days and not more than forty-five (45) days prior to the date of the hearing.
  - c. Both the posted notice and the published notice shall include a prominent statement that the proposed zoning decision relates to or will authorize multifamily uses or give blanket permission to the property owner to deviate from the zoning requirements of a single-family residential zoning of property in classification previously relating to single-family residential uses. The published notice shall be at least nine (9) column inches in size and shall not be located in the classified advertising section of the newspaper. The notice shall state that a copy of the proposed amendment is on file in the Office of the City Clerk of the City of Snellville and in the Office of the Clerk of the Superior Court of Gwinnett County for the purpose of examination and

inspection by the public. The City of Snellville shall furnish anyone, upon written request, a copy of the proposed amendment, at no cost.

**Section 103-9.6. Planning Commission Action, is hereby amended by deleting the previous Section 103-9.6. Planning Commission Action and inserting in its place the following Section 103-9.6. Planning Commission Action:**

103-9.6. Planning Commission Action

The Planning Commission must hold a public hearing on each application in accordance with a schedule adopted by the City Council. Staff recommendations on each application must be submitted to the Planning Commission before the public hearing. In addition, the Planning Commission must, with respect to each application, investigate and make a recommendation as to each of the matters set forth in Sec. 10 and/or Sec. 12 for approval, denial, deferral, withdrawal without prejudice, or no recommendation. Proponents and opponents of any amendment will be allotted at least 10 minutes, per side, for the presentation of data, evidence, and opinion during said public change. A written report of the Planning Commission's investigation and recommendation, along with the investigation and recommendation of the Department, must be submitted to the City Council and will be of public record.

**Section 103-9.8. Public Notification, is hereby amended by deleting the previous Section 103-9.8. Public Notification and inserting in its place the following Section 103-9.8. Public Notification:**

103-9.8. Public Notification

The following are required for applications to amend the Future Land Use Map, Official Zoning Map, conditions of rezoning, or for a special use permit:

A. Legal Notice

Due notice of the Planning Commission meeting and the City Council public hearing must be published in a newspaper of general circulation within the City and the newspaper which carries the legal advertisements of the City, by advertising the application and date, time, place and purpose of the public hearing, not fewer than 15 days, nor more than 45 days before the date of the Planning Commission meeting and the City Council public hearing. If the application is to amend the Future Land Use Map, the notice must include location, current land use category and proposed land use category. However, if the application is for an amendment to the Official Zoning Map, then the notice must also include the location of the property, the present zoning district of the property, and the proposed zoning classification of the property.

B. Signs Posted

The Department must post a sign containing information that indicates that the application(s) has been filed and the date, time, and place of both the Planning Commission meeting and City Council public hearing at which the application(s) will be considered. The sign(s) must be posted at least fifteen (15) days, nor more than

forty-five (45) days before the Planning Commission public hearing and must be posted in a conspicuous place on the property adjacent to and visible from each public street abutting the property for which an application has been submitted. Sign(s) must remain posted through the time of final City Council decision. The Department is responsible for the removal of all public notice sign(s).

C. Letters to Property Owners

The Department must notify the owners of adjoining properties of the property for which the amendment application or special use permit is sought and/or their agent by first class USPS mail to the mailing address provided by the Gwinnett County Tax Commissioner's office. The notification must be mailed at least fifteen (15) days, nor more than forty-five (45) days before the Planning Commission meeting. A second notification mailing must be mailed at least fifteen (15) days, nor more than forty-five (45) days before the City Council public hearing. The notification must include a description of the application and the date, time, and place of the public hearing.

**Section 103-9.13. Appeals**, is hereby amended by deleting the previous Section 103-9.13. Appeals and inserting in its place the following Section 103-9.13. Appeals:

**103-9.13. Appeals**

Any person aggrieved by a decision or order of the City Council may appeal by writ of certiorari to the Superior Court of Gwinnett County. Any such appeal must be filed within thirty (30) days from the date of the decision of the City Council. Upon failure to file the appeal within thirty (30) days, the decision of the City Council will be final.

**Section 2.** Article 5 of Chapter 200 of the Unified Development Ordinance of the City of Snellville, Georgia is hereby amended as follows:

**Section 205-1.3. Administrative Variances**, is hereby amended by deleting the previous Section 205-1.3. Administrative Variances and inserting in its place the following Section 205-1.3. Variances:

205-1.3. Variances

- A. The Board of Appeals may consider variances to the requirements of the Towne Center Overlay and any TC Districts within it.
- B. Variances may only be granted to permit a practice that is not consistent with a specific provision of these regulations but is justified by their purpose.
- C. Variances may not be used to:
  - 1. Increase the permitted site density;
  - 2. Increase the maximum permitted number of stories in a building; or
  - 3. Permit a use that is not allowed.
- D. Variances relating to a physical element or numeric measurements must be based upon credible submitted evidence demonstrating that:
  - 1. Approval, if granted, would not offend the purposes as indicated in Sec.205-1.1 (Purpose) and in the TC District, when applicable.

2. There are such extraordinary and exceptional situations or conditions pertaining to the particular piece of property that the literal or strict application of the regulations would create an unnecessary hardship due to size, shape, topography, or other extraordinary and exceptional situations or conditions not caused by the applicant;
3. Relief, if granted would not cause a substantial detriment to the public good and surrounding properties; and
4. That the public safety, health, and welfare are secured, and that substantial justice is done.

**Section 205-1.11. Vehicle Access and Parking Locations, is hereby amended by deleting the previous Section 205-1.11. Vehicle Access and Parking Locations and inserting in its place the following Section 205-1.11. Vehicle Access and Parking Locations:**

**205-1.11. Vehicle Access and Parking Locations**

- A. Off-street parking for the following building types must be accessed from alleys:
  1. Townhouses on lots of any width; and
  2. Other building types on lots less than 50 feet in width.
- B. Permitted parking locations are determined by the building type standards of Sec. 201-2 (Building Types). When multiple buildings exist on a site, the standards apply to each building independently. When a building is located on the interior of a block and does not abut a public or private street and is screened from view by an intervening conforming building, the Board of Appeals may grant a variance to the parking location restrictions.
- C. No off-street parking lot fronting a required storefront street sidewalk may exceed 120 feet in width (measured at the back of the required sidewalk) without an intervening building. The required intervening building must have a minimum width of and depth of 30 feet.

**Section 205-1.12. Fences and Walls, is hereby amended by deleting the previous Section 205-1.12. fences and Walls and inserting in its place the following Section 205-1.12. Fences and Walls:**

**205-1.12. Fences and Walls**

- A. Applicability of Citywide Wall and Fence Standards
  1. Fences/walls must conform to Sec. 207-2.3 (Fences and Walls), except as specifically provided by this subsection.
  2. As used in Sec. 207-2.3 (Fences and Walls), “residential district” means “residential use” when applied to this overlay and “nonresidential district” means “nonresidential use” when applied to this overlay.
- B. Retaining Walls
 

Retaining walls must made of be finished poured concrete and must be faced with stone, brick or smooth true hard coat stucco.
- C. Commercial Uses

Commercial uses must conform to the following additional requirements:

1. No fixed fences/walls or retaining walls are allowed in front or side (street) yards unless a variance is granted by the Board of Appeals for topographic hardship, except for those surrounding authorized outdoor storage, or screening required by Sec. 207-2.2 (Screening).
2. Movable fences/walls up to a maximum height 30 inches are allowed in front or side (street) yards surrounding outdoor dining, but may not occupy the required sidewalk.

**Section 3.** Article 6 of Chapter 200 of the Unified Development Ordinance of the City of Snellville, Georgia is hereby amended as follows:

**Section 206-5.13. Vehicular, is hereby amended by deleting the previous Section 206-5.13.C Boat, Recreational Vehicle, Utility or Enclosed Trailer Sales, Rental, or Service and inserting in its place the following Section 206-5.13.C. Boat, Recreational Vehicle, Utility or Enclosed Trailer Sales, Rental, or Service:**

206-5.13. Vehicular

C. Boat, Recreational Vehicle, Utility or Enclosed Trailer Sales, Rental, or Service

1. Defined

A facility that sells, leases, rents or repairs new or used boats, recreational vehicles, utility or enclosed trailers, but not tractor/semi trailers for a fee.

2. Use Standards

Where boat, recreational vehicle, utility or enclosed trailer sales, leasing, rental and service is allowed as a special use, it is subject to the following:

- a. The minimum lot size is 2 acres.
- b. The property must have at 200 feet of frontage on a street.
- c. One thousand linear feet of separation must exist between said business and any other boat, recreational vehicle, utility or enclosed trailer sales, leasing, rental, and service business. For purposes of this requirement, distance is measured by the most direct route of travel on ground in the following manner:
  - i. From the main entrance of the proposed establishment from which vehicle sales or leasing shall occur;
  - ii. In a straight line to the nearest public sidewalk, walkway, street, road or highway by the nearest route;
  - iii. Along such public sidewalk, walkway, street, road or highway by the nearest route;
  - iv. To the main entrance of the existing establishment from which vehicle sales or leasing will occur.
- d. All new and used product inventory on the premises must be in generally good and operable condition. Wrecked or partially wrecked, dismantled, or non-operable recreational vehicles, boats, or trailers are not allowed, unless parked/stored inside a fully enclosed building.
- e. All new and used product inventory which is parked on the premises must be parked on a hard-surface marked/striped spaces only and only in areas



designated for the display of product inventory being offered for sale, lease, or rent and may not be parked in any landscape strip or buffer area or elevated by the use of a ramp, post or other device higher than 5 feet above grade.

- f. All new and used product inventory may not be parked in areas reserved for customer or employee parking.
- g. No outdoor incidental uses such as carwashes or air compressors are allowed.
- h. The sides and rear of the facility must be screened from view of surrounding properties by an opaque 8-foot high fence.
- i. All service and repair work must be performed in an enclosed building.
- j. Showrooms and/or service bays that keep the new and used product inventory within building structures must meet all applicable federal, State, County, and local building and life-safety codes (at the time of application for an occupation tax certificate).
- k. Before the issuance of an occupational tax certificate from the City, all applicants must provide a current copy of any required dealer licenses obtained from the State of Georgia.
- l. Anyone found to be in violation of these use standards is subject to citation(s) of up to \$1,000.00 per day and/or up to 60 days in jail so long as the violation(s) are present on the property.

**Section 206-5.13. Vehicular, is hereby amended by deleting the previous Section 206-5.13.F Internet Vehicle Sales and inserting in its place the following Section 206-5.13.F. Internet Vehicle Sales:**

206-5.13. Vehicular

F. Internet Vehicle Sales

1. Defined

A facility that sells used passenger vehicles, light or medium trucks, or motorcycles through the internet and where there is no temporary or permanent storage, parking, delivery, or display of vehicle inventory.

2. Use Standards.

Where internet vehicles sales is allowed as a limited use, it is subject to the following:

a. Applicant to provide a copy of their Used Motor Vehicle Dealer license issued by the Georgia Board of Used Motor Vehicle Dealers.

b. Sworn/notarized affidavit by the applicant or property owner certifying that there will be no temporary or permanent storage, parking, delivery or display of any passenger vehicle, truck, motorcycle, or other motorized vehicle bought or sold at any time on the property.

**Section 206-5.26. Roofed Accessory Structure, is hereby amended by deleting the previous Section 206-5.26. Roofed Accessory Structure and inserting in its place the following Section 206-5.26. Roofed Accessory Structure:**

206-5.26. Roofed Accessory Structure

A. Defined.

A small accessory building, such as a garage serving one dwelling unit, shed, gatehouse, gazebo, greenhouse, children's playhouse and similar accessory use, whether portable or not (except as provided for temporary storage containers), that are subordinate in use and size to the principal use. Excludes all garages except those serving one dwelling unit.

B. Use Standards

Where a roofed accessory structure is allowed as a limited use, it is subject to the following:

1. The maximum allowed cumulative total square footage of all accessory buildings is based on lot size as follows:
  - a. Lots under 10,500 sf.: 500 square feet in area, excluding any accessory dwelling unit.
  - b. Lots 10,501 sf. to 0.99 acre: 750 square feet in area, excluding any accessory dwelling unit.
  - c. Lots over 1 acre: an amount equal to 50% of the floor area of the principal structure, up to a maximum of 2,000 square feet in floor area, excluding any accessory dwelling unit.
2. No more than three (3) roofed accessory structures are allowed on a single-family detached dwelling lot.
3. Roofed accessory structures under 120 square feet in floor area may not exceed 10 feet in height in a residential district.
4. Roofed accessory structures 120 square feet or more in floor area must abide by the following:
  - a. Except for greenhouses, exterior walls of roofed accessory that are accessory to all uses, except single-family detached dwellings, must be finished with brick, stone, cement-based siding, or with materials and colors similar to that of the principal building.
  - b. Except for greenhouses, exterior walls of roofed accessory that are accessory to single-family detached dwellings must be any material listed in sentence a above or factory finished powder-coated metal, except that pre-engineered metal buildings are not allowed.
  - c. Except for greenhouses, roofing materials and roofing colors must match that of the principal building.
  - d. Height may not exceed 20 feet in a residential district.
5. The construction of any roofed accessory structure over 20 square feet in floor area requires a building permit. All permit applications must indicate the proposed use of the structure and must include a scaled drawing (i.e. 1" = 30') that shows the exact location on the property with distance(s) from the adjacent lot line(s).
6. The Board of Appeals may consider variances to the requirements of clauses 1 through 5 above when the roofed accessory structure is accessory to a country club or golf course.
7. Roofed accessory structures may not be located:
  - a. Within any drainage easement, sewer easement, or other easement as shown on any recorded plat.
  - b. Within any stream buffer or impervious surface buffer.

- c. Within the Floodplain.

**Section 209-9.5. Temporary Events, is hereby amended by deleting the previous Section 209-9.5.B. BG, HSB, LM Districts and inserting in its place the following Section 209-9.5.B. BG, HSB, and LM Districts:**

209-9.5. Temporary Events

**B. BG, HSB, and LM Districts**

1. Definitions. As herein, certain phrases used are defined as follows:
  - a. “Goods and merchandise” means tangible or movable personal property, other than money.
  - b. “Holiday activities” mean seasonal activities associated with federally-recognized holidays and Halloween.
  - c. “Temporary” means for a period not to exceed 20 days. A second permit for a temporary use on the same property may not be applied for or renewed within 90 days from the date of any prior approval of a temporary use.
  - d. “Temporary use” means for-profit activities involving the temporary outside sale of goods and merchandise in association with an existing business located on the premises as the principal use of the premises with such activities continuing for a period not exceeding 20 days. The term includes the sale of farm produce, carnival event, or the sale of Christmas trees from a property that is vacant or which contains a separate and distinct primary use. Temporary uses must occur in unenclosed areas.
2. Temporary uses may be authorized by temporary use permit and must comply with the following:
  - a. Peddling goods and merchandise not customarily sold on a day-to-day basis in the business which constitutes the principal use of the premises is prohibited.
    - i. Exception: Consumer fireworks retail sales stand, licensed in accordance with O.C.G.A. title 25 for the New Years' holiday and/or July 4th holiday.
  - b. Mobile food services and the preparation of food on-site are permitted as a secondary temporary outdoor activity for no more than three days.
  - c. Written permission of the property owner must be provided.
  - d. Excess parking, ingress, and egress must be provided on-site or written permission must be obtained if provided on an adjoining property. Temporary uses are permitted only on property where such activities may not disrupt controlled vehicular ingress and egress or occupy required off-street parking spaces.
  - e. Trash receptacles must be provided and/or the permittee must secure the property owner's approval to dispose of refuse properly (if applicable).
  - f. These uses may be no closer than 250 feet from the lot line of any dwelling unit.
  - g. No display may be erected or installed, nor may any temporary uses take place, within 50 feet of any right-of-way.
  - h. Temporary uses are not allowed on lots under 2 acres in size.
  - i. No operator, employee, or representative of the operator of a temporary outdoor activity may solicit directly from the motoring public.

- j. All temporary uses require an occupation tax certificate issued by the Department.
  - k. No more than one temporary use is permitted simultaneously on a lots under 5 acres.
  - l. Temporary uses, other than holiday activities and carnival events, must be conducted on a paved surface and not on grassed or landscaped areas.
  - m. A sign (not a mobile advertising sign) may be erected on the property provided it does not exceed a total of 16 square feet or 10 feet in height and is not placed within 20 feet of any public street.
  - n. The noise control ordinance of the Snellville Code of Ordinances must be complied with;
  - o. The hours of operation shall be between 7:00 a.m. and 11:00 p.m.
  - p. Indicate where employees have permission to use restroom facilities.
  - q. Christmas tree sales are permitted between November 1 and December 31. Only one temporary use permit is required for the duration of this use, which will count as one of the six allowable permits per applicant per year.
  - r. Pumpkin sales are permitted from September 15 through October 31. Only one temporary use permit is required for the duration of this use, which will count as one of the six allowable permits per applicant per year.
  - s. The sale of fruits or vegetables is permitted between April 1 and September 30. Only one temporary use permit required for the duration of this use, which will count as one of the six allowable permits per applicant per year.
  - t. Carnival event (defined as an amusement show or civic fair usually including rides, games, sideshows or similar activities operated and sponsored by a bona fide civic or charitable organization) not to exceed 20 days, provided no structure or equipment is located within 500 feet of any residential use lot line.
  - u. Carnival events and the sale of goods and merchandise associated with the primary use are not restricted to certain times of the year.
  - v. Consumer fireworks retail sales stand, licensed in accordance with O.C.G.A. title 25 for the New Years' holiday and/or July 4th holiday (one stand per property or institution).
  - w. A temporary use permit must be applied for and approved by the Department. All other permits and regulations of Gwinnett County and the City must be met. A permit for any temporary use may be applied for up to six times per year per applicant. Violation of any of these requirements may result in revocation of the permit or denial of future permits.
3. The 90-day waiting period for second or renewal permits shall not apply to any property that contains 75,000 square feet or more of indoor retail sales space.
  4. Upon presentment of evidence of such, any organization that maintains a valid registration under Section 501(c)(3) or Section 501(c)(6) of the Internal Revenue Code of the United States, shall not be subject to the temporary use permit fee assessed by the City, however, such permittee must still comply with all other applicable federal, State, County, and the City regulations.

**Section 4.** Article 7 of Chapter 200 of the Unified Development Ordinance of the City of Snellville, Georgia is hereby amended as follows:

**Section 207-1.7. Vehicle Parking Layout and Design, is hereby amended by deleting the previous Section 207-1.7.H. Large Parking Facility Requirements and inserting in its place the following Section 207-1.7.H. Large Parking Facility Requirements:**

207-1.7. Vehicle Parking Layout and Design

H. Large Parking Facility Requirements

Parking facilities with 500 or more parking spaces must incorporate one of the following:

1. At least 10% of total parking surface lot area (gross surface area) must use porous paving or grass paving systems, such as "Grasscrete" or "Grasspave;" or
2. At least 10% of the total number of parking spaces must be in a multi-level parking deck.

**Section 207-1.8. Vehicle Parking Location, is hereby amended by deleting the previous Section 207-1.8. Vehicle Parking Location and inserting in its place the following Section 207-1.8. Vehicle Parking Location:**

207-1.8. Vehicle Parking Location

C. Exceptions

This subsection does not apply in zoning districts where building types are used to determine the location of vehicle parking.

D. Parking Location Limitations

Buildings under 10,000 square feet of floor area, except single-family detached dwellings and two-family dwellings, located on lots that are all or partially within 300 feet of State Route 124 or State Route 10/United States Highway 78, must conform to the following.

1. No more than 20% of parking areas (surface area) may be located between a building and abutting public streets.
2. No more than one double row of parking may be located between a building and abutting public streets.
3. No more than 20% of parking areas (gross surface area) may be located between a building and a side (interior) lot line.

**Section 207-1.9. Vehicle Loading, is hereby amended by deleting the previous Section 207-1.9. Vehicle Loading and inserting in its place the following Section 207-1.9. Vehicle Loading:**

207-1.9. Vehicle Loading

A. Loading Not Required

If determined necessary by the Director, adequate space must be made available on-site for the unloading and loading of goods, materials, items or stock for delivery and shipping, otherwise, on-site loading space is not required.

B. Location

If a loading area is provided or required, it must meet the following.

1. Except for areas specifically designated by the City, loading and unloading activities are not permitted in a public street, not including an alley.

2. Loading and unloading activities may not encroach on or interfere with the use of sidewalks, drive aisles, stacking areas and parking areas by vehicles, bicycles, or pedestrians.
3. In the OP, BN, BG, HSB, CI, TCO, and TC Districts, loading areas must be located to the side (interior) or rear of buildings, but not between a building and a public or private street (not including an alley).

C. Screening

If an off-street loading area is provided or required, it must meet the following.

1. Where a loading dock is placed between a public or private street (not including an alley) or a shared lot line and the associated building, the entire length of the loading area must be screened.
2. Screening must consist of an 8-foot high wall compatible with the principal building in terms of texture, quality, material, and color, except as provided in clause 3 below.
3. Screening may also consist of evergreen plant material in lieu of an 8-foot high wall if a landscape plan is submitted demonstrating that said plant material will provide an equal or greater level of screening (within 3 years of planting) and includes adequate long-term maintenance provisions.

**Section 207-1.11. Residential District Parking, is hereby amended by deleting the previous Section 207-1.11.C. Driveways and Parking Surfacing and inserting in its place the following Section 207-1.11.C. Driveways and Parking Surfacing:**

207-1.11. Residential District Parking

C. Driveways and Parking Surfacing

The following only applies to driveways and parking serving single-family detached dwellings. All other uses must conform to Sec. 207-1.7.E (Surface and Lighting).

1. Driveways must be paved with concrete and additional parking must be constructed out of concrete, asphalt, or an alternative pervious paving, as allowed by clause 3 below. Gravel driveways and/or gravel parking areas are prohibited.
2. The parking of any vehicle on any surface that is not allowed by clause 1 above is prohibited.
3. The Board of Appeals may consider variances to allow construction of additional hard-surface parking areas in a side (interior) or rear yard, adjacent to an existing driveway, for the purposes of overflow parking where, in their opinion, the intent of this UDO can be achieved and equal performance obtained by granting a variance. Examples of materials that the Board may approve include, but are not limited to, brick, cobblestone, or pavers set in concrete or similar hard surfaces.

**Section 207-2.2. Screening, is hereby amended by deleting the previous Section 207-2.2.C. Roof-Mounted Equipment and inserting in its place the following Section 207-2.2.C. Roof-Mounted Equipment:**

207-2.2. Screening

C. Roof-Mounted Equipment

1. Rooftop mechanical equipment (such as exhaust fans and rooftop mechanical units) and satellite dishes must be screened from ground-level view on all sides. A reduction in screening may be considered by findings of a sight-line study that demonstrates the mechanical units and satellite dishes are otherwise not visible from ground level.
2. New buildings must provide a parapet wall or other architectural element that is compatible with the principal building in terms of texture, quality, material, and color that fully screens roof-mounted equipment from ground-level view.
3. For buildings with no or low parapet walls, roof-mounted equipment must be screened from ground-level view on all sides by an opaque screen compatible with the principal building in terms of texture, quality, material, and color.

**Section 207-2.2. Screening, is hereby amended by deleting the previous Section 207-2.2.G. Other Accessory Structures and Uses and inserting in its place the following Section 207-2.2.G. Other Accessory Structures and Uses:**

207-2.2. Screening

G. Other Accessory Structures and Uses

Utility structures, maintenance structures, and other accessory structures or uses not identified in paragraphs B through F above, or in paragraph H below, located on properties not zoned RS-30, RS-30-BTR, RS-15, RS-15-BTR, RS-5, or RS-5-BTR must conform to the following:

1. The accessory structure or use must be surrounded on three sides by a minimum five (5) feet wide landscape strip and a maximum eight (8) feet high solid enclosure of the same or similar materials as the front facade of the primary structure.
2. Assuming the accessory use has four sides, the side not screened may not be visible from a public street. The Director may reduce the number of sides for which the landscape strip or solid enclosure is required, provided no portion of the accessory structure is visible from a public street.

**Section 207-2.3. Fences and Walls, is hereby amended by deleting the previous Section 207-2.3.B.4. Fences in Front or Side (Street) Yards and inserting in its place the following Section 207-2.3.B.4. Fences in Front or Side (Street) Yards:**

207-2.3. Fences and Walls

B. Nonresidential Districts

4. Fences in Front or Side (Street) Yards

Fences are only allowed in front or side (street) yards, but not within a required landscape strip, when they conform to the following:

- a. The fence must be constructed as a wrought iron-style fence with brick or stacked stone columns (max. 30 feet on-center).
- b. The fence may not exceed 5 feet in height, except that column or gatepost within the fence may not exceed 6 feet in height.
- c. The fence must be adjacent to a required landscape strip or adjacent to an additional landscape strip at least 5 feet deep in depth. The additional

landscape strip must be continuous and placed between the fence and the front or side (street) lot line, as applicable.

- d. The Board of Appeals may waive this requirement as a variance when the use standards of Chapter 200 Article 6 (Use Provisions) or Sec. 207-2.2.H (Other Screening Requirements) require an alternative fence or wall standard.

**Section 207-2. Buffers and Screening, is hereby amended by deleting the previous Section 207-2.1.D. Reduction in Width and inserting in its place the following Section 207-2.1.D. Reduction in Width:**

207-2.1. Buffers

D. Reduction in Width

The width of the buffers required in Table 207-2.1.B may be reduced (excluding stream buffer and setback requirements), as appropriate, by the Board of Appeals only when:

1. An opaque 8-foot high screening wall, but not fencing, is provided in the buffer, in which case the buffer width may be reduced by 50%.
2. It is clearly demonstrated that existing topography and/or vegetation in the reduced area is sufficient to achieve the visual screening that is otherwise required by the buffer and screening requirements by this section; or
3. It is clearly demonstrated that, for topographic reasons, a fence, wall and/or other screening device required by this section, could not possibly screen activities conducted on ground level from view from the normal level of a first story window on any lot in a residential district abutting the use.

**Section 207-3. Landscaping, is hereby amended by deleting the previous Section 207-3.2.D. Structures in Landscape Strip and inserting in its place the following Section 207-3.2.D. Structures in Landscape Strip:**

207-3.2. Landscape Strips

D. Structures in Landscape Strip

1. No permanent structures except walkways, walls (excluding retaining walls), and fences are allowed in landscape strips. This prohibition includes, but is not limited to, pavement, retaining walls, curbing, dumpsters, drainage structures, detention facilities, etc.
2. Walls and fences are only allowed in side (interior) yard and rear yard landscape strips when they are installed to satisfy the use standards of Article 6 of Chapter 200 (Use Provisions) or Sec. 207-2.2.H (Other Screening Requirements). Walls and fences are not allowed in front yard or side (street) yard landscape strips.

**Section 207-6. Signs, is hereby amended by deleting the previous Section 207-6.6.C. Administrative Variances and renumbering the subsequent two paragraphs.**

**Section 5.** Article 1 of Chapter 400 of the Unified Development Ordinance of the City of Snellville, Georgia is hereby amended as follows:



**Section 401-3. Blocks and Access, is hereby amended by deleting the previous Section 401-3.2.B. Measurement and inserting in its place the following Section 401-3.2.B. Measurement:**

401-3.2. Blocks

B. Measurement

1. A block is bounded by a public street or a private street built to public standards (excluding alleys).
2. Block perimeter is measured from intersecting street centerlines.
3. The Board of Appeals may consider modification of the block perimeter requirements when steep slopes over 25%, pre-existing development, tree protection areas, stream buffers, cemeteries, open space, or easements would make the provision of a complete block infeasible.

**Section 401-3. Blocks and Access, is hereby amended by deleting the previous Section 401-3.4.C. Town Center Overlay, Town Center Districts, NR District, MU District and inserting in its place the following Section 401-3.4.C. Towne Center Overlay District, Towne Center Districts, NR District, MU District:**

401-3.4. Vehicular Access

C. Towne Center Overlay, Towne Center Districts, NR District, MU District

1. Applicability  
The following applies to developments in the TCO, TC, NR, or MU districts that are more than five (5) acres in size.
2. Stub-out Streets Required
  - a. Where a development abuts a parcel greater than five (5) acres in size that is zoned TCO, TC-MU, TC-R, MU, NR, BG, OP, or CI, stub-out streets within the development must be installed to meet the block standards of Sec. 401-3.2.C.2. This requirement applies regardless of whether subdivision is proposed.
  - b. The stub-out street right-of-way, pavement, and curbing must extend to the boundary of the abutting parcel to the point where the connection to the anticipated street is expected.
  - c. Stub-out streets must be located so that the portion of the block perimeter located on the development does not exceed 50% of the applicable block perimeter maximum.
3. Connecting to an Existing Stub-Out Street  
If a stub-out street exists on an abutting parcel, the street system of any new development must connect to the stub-out street to form a through street.
4. Exception  
The Board of Appeals may consider variances to eliminate the requirement for a stub-out street or require pedestrian and bicycle-only access when steep slopes over 25%, highways, waterways, tree conservation areas, stream buffers, cemeteries, open space, civic space, or easements would make the provision of a stub-out street infeasible.

**Section 401-4. Streetscapes, is hereby amended by deleting the previous Section 401-4.1.C. Administrative Variances and inserting in its place the following Section 401-4.1.C. Variances:**

401-4.1. General

C. Variances

The Board of Appeals may consider variances to the requirements of this section when one or more of the following applies:

1. When the required streetscapes would result in loss of an existing street tree, specimen tree, or special tree;
2. When an existing building is being renovated, repaired, or expanded and its existing placement limits the space available for the required streetscape;
3. When an existing building is being renovated, repaired, or expanded and existing topography prevents the installation of the required streetscape without requiring the construction of retaining walls 3 or more feet in height; or
4. When an existing building is being renovated or repaired and implementing the required streetscape would make a site non-conforming with regards to parking.

**Section 401-4. Streetscapes, is hereby amended by deleting the previous Section 401-4.3. Design Standards and inserting in its place the following Section 401-4.3. Design Standards:**

401-4.3. Design Standards

All streetscapes that are required or installed must conform to the following unless a variance is approved by the Board of Appeals.

- A. Streets trees must be located in the planter in conformance with Sec. 207-3.4.
- B. Concrete curb and gutter are required where streetscapes are installed.
- C. Sidewalks must be constructed of concrete and must be a minimum of 4 inches thick. The concrete must be class "B" (as defined by GDOT) and have a strength of 2,200 psi at 28 days.
- D. All new sidewalks must match and provide a smooth transition to any existing sidewalks with no steps. Curb ramps must be provided at all curb termini.
- E. Expansion joints must be provided at all property lines (extended) and driveway crossings. Control joints must be provided every ten (10) feet.
- F. Disturbed areas resulting from sidewalk construction must be backfilled, stabilized and grassed.
- G. All sidewalks must continue across any intervening driveway including any control or expansion joints. Hatched or stamped pattern concrete sidewalk must be used in the event the driveway apron consists of concrete.

**Section 6.** (a) It is hereby declared to be the intention of the Mayor and Council that

all sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

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

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

**Section 7.** All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.

**Section 8.** This Ordinance was adopted \_\_\_\_\_, 2023. The effective date of this Ordinance shall be the date of adoption unless otherwise stated herein.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

**ORDAINED** this \_\_\_\_ day of \_\_\_\_, 2023.

\_\_\_\_\_  
Barbara Bender, Mayor

*ATTEST:*

\_\_\_\_\_  
Dave Emanuel, Council Member

\_\_\_\_\_  
Melisa Arnold, City Clerk

\_\_\_\_\_  
Cristy Lenski, Council Member

*APPROVED AS TO FORM:*

\_\_\_\_\_  
Solange Destang, Council Member

\_\_\_\_\_  
W. Charles Ross, City Attorney  
Powell & Edwards, P.C.

\_\_\_\_\_  
Gretchen Schulz, Council Member

\_\_\_\_\_  
Tod Warner, Mayor Pro Tem

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## **Agenda Item Summary**

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**Date: May 22, 2023**

**Prepared by: Butch Sanders**

**(Consent) Agenda Item: Consideration and Action on Proposed Amendments to the City's Personnel Rules and Regulations**

**Background: Our departments, guided by Matt and Gaby, have worked for over a year updating the City's personnel Rules and Regulations. After a legal review and recommendation by Labor Law specialist Laura Denton, we are proposing these changes within the adopted rules so our new policy totally aligns with language in the City Charter. Several weeks ago, Matt sent out an overview of these changes which brought no responses or questions so I have placed the item on the Consent Agenda for passage.**

**Financial Impact: \$0 (totally a housekeeping measure).**

**Recommendation: Approval of these proposed amendments**

**Action requested: VOTE to approve the Consent Agenda**

**Attachments: Everything is included in your Agenda package**



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In November 2022, the Mayor and Council approved a set of amendments to the City’s Personnel Rules and Regulations (PRR). When reviewing these recent amendments to the PRR, our legal team noted that some of the language is inconsistent with the City’s designation as an “at will” employer, as stated in the Charter. Consequently, our legal team recommended that we amend further the PRR to reflect our “at will” status what is written in the Charter.

**Proposed Amendments:**

1. Replace Section 1.8 “Personnel Advisory Board” with “Employment At-Will”.
2. Amend Section 6.2 “Disciplinary Actions”.
3. Remove Section 6.3 “Adverse Action Procedure – Regular Full Time Employees”.
4. Remove Section 6.4 “Adverse Action Procedures – Provisional Employees”.
5. Add Section 6.3 “Appeals Policy” to reflect proposed appeals process.
6. Add Section 6.4 “Name Clearing Hearing”
7. Remove Section 8.1 “Appeals Policy” – we have amended this section and moved it to Section 6.3.

Thank you,

Matthew Pepper  
City of Snellville



# PERSONNEL RULES AND REGULATIONS

Adopted 8/12/2002

Revised: 10-2007

Revised: 5-2016

Revised: 9-2020

Revised: 11-2022

Revised: 3-2022

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## 1.1 DEFINITIONS

For the purposes of these Personnel Rules and Regulations, the following words and phrases shall have the respective meanings ascribed to them in this section:

**Adverse Action** - Disciplinary action taken against a provisional or regular employee that results in a disciplinary suspension without pay, a disciplinary salary reduction, a disciplinary demotion, or a dismissal.

**Annual Leave** - Paid leave accrued by regular full-time employees to provide time off from work for vacation purposes or to attend to personal business.

**Appeal** - A request by a regular full-time employee for a review of his or her dismissal.

**Applicant** - Any person who has filed an application for employment with the City in accordance with the provisions of these policies.

**Cell Phone** - A portable device including a cellular telephone, push to talk, laptop, netbook or similar device.

**Cell Phone Use** - includes receiving or placing personal calls, text messaging, surfing the internet, receiving or responding to e-mail, checking for phone messages, or any other purposes.

**City Manager** - The person appointed by the Mayor and Council to oversee the daily operations of the City and act as Chief Administrative Officer.

**Classified Service** - Provisional and regular full-time employees serving in positions now existing or hereafter established in the City of Snellville's Classification Plan.

**Demotion** - The movement of a regular full-time employee or a new employee during their provisional period to a position with a lower classification which is one that has a maximum salary in the salary range that is less than that of the previous classification held by the employee.

**Dismissal** - An involuntary separation of an employee from employment with the City.

**Exempt Employee** - An employee in a position that is designated (according to the Fair Labor Standards Act) to be ineligible for overtime pay.

**Full-time Employee** - An employee in a position with a normally scheduled work week of forty (40) hours or more.

**Grievance** - A complaint made by a provisional or regular employee alleging that the employee's employment or productivity has been adversely affected by unfair treatment, unsafe or unhealthy working conditions, erroneous or capricious application of the City's policies or procedures, or unlawful discrimination.

**Hearing Officer** - The person, usually the Personnel Officer, designated by the City Manager to preside over the third hearing of the grievance process, to review the grievance, evidence and requested resolution, and to make a determination regarding the claim.

**Illegal Drugs** – Any drug or substance the law prohibits individuals from manufacturing, dispensing, using, consuming, possessing, distributing, purchasing or selling or otherwise transferring, including, but not limited to marijuana, cocaine or other drugs listed as controlled substances under the Control Substance Act, 21 U.S.C. Section 812 and/or Chapter 13 of Title 16 of the Official Code of Georgia Annotated. Further, for the purpose of this policy, any drug not herein defined, as a legal drug shall be an illegal drug, which includes legal drugs being abused.

**Immediate Family** - Includes the spouse, parent, son, daughter, sister, brother, and grandparent of an employee. Also includes any of these persons of a step, in-law, and foster or adoptive relationship to the employee.

**Legal Drugs** – Drugs and medication prescribed under the state or federal law as well as over the counter drugs, which have been legally obtained and are being used for the purpose for which they are intended or manufactured.

**Mayor** - The chief executive officer of the City of Snellville, or designated representative.

**Name-Clearing Hearing** - A hearing in which a provisional or regular employee has the opportunity to clear his/her name and to refute the charges and the dismissal issued to the employee. When a dismissal implicates an employee's liberty interests, an employee has a right to request a name-clearing hearing, which is only to "clear one's name," and has no bearing on the dismissal taken against an employee.

**Open Competitive Vacancy** - A City position wherein announcement of a vacancy and acceptance of applications is solicited from every segment of the community to compete.

**Pay and Classification Plans** - Plans that include the listing of class specifications, designated salary ranges and the pay plan for all positions in the City's Classified Service.

**Performance Evaluation** - A written appraisal of an individual employee's job performance based on an evaluation conducted by the employee's immediate Supervisor.

**Period of Absence** - A period of consecutive days away from work place due to illness or personal business.

**Permanent Part Time Employee** – Employees whose work an average of twenty-nine (29) hours per week or less in a scheduled work cycle for 52 weeks each year. A person appointed to such a position shall not be eligible for the rights, privileges and benefits conferred through these Personnel Rules and Regulations to other City employees.

**Provisional Period** – A six (6) month period of time in which a new employee or a promoted employee is

being evaluated on his/her work performance in the new position. A person hired or promoted to such a position shall not be eligible for the rights, privileges and certain benefits conferred through these Personnel Rules and Regulations to other City employees. No employee on a provisional period has any appeal rights.

**Promotion** - The advancement of a regular full-time employee to a vacant position with a higher classification which is one that has a maximum salary in the salary range that is greater than that of the previous classification held by the employee.

**Promotional Competitive Vacancy** - A City position vacancy in which an announcement of a vacancy and acceptance of applications is confined to regular full-time employees of the City of Snellville.

**Reappointed Employee** - A person who has been previously employed by the City in a regular, full-time position and who reapplies for employment with the City and is appointed again to a regular, full-time position. Unless otherwise stated, all conditions of employment for reappointed employees shall follow those of provisional employees.

**Reclassification** - The changing of a position's class specification based on substantial changes in duties, responsibilities, and functions of a position; salary advancement may or may not result from this change.

**Regular Full-time Appointment** - An appointment to a full-time position in which the employee is given regular status after satisfactorily completing the provisional period. The attainment of regular status shall afford the employee all of the rights and privileges contained in these Personnel Rules and Regulations.

**Sick Leave** - Paid leave accrued by regular and provisional full-time employees to provide time off from work for bona fide illness or injury, temporary disability, and other medically related necessities for the employee or for the employee's spouse, parent or child, including those of an in-law, adoptive, step or foster relationship.

**Temporary Full-time Appointment** - An appointment to a full-time position for a limited duration of time. A person appointed to such a position shall not be eligible for the rights, privileges and benefits conferred through these Personnel Rules and Regulations to other City employees.

**Temporary seasonal part-time Appointment** - Temporary Seasonal part-time position where the work schedule of the position is dependent on the seasonal nature of the duties to be performed and could average up to 40 hours per week in a scheduled work cycle for the season's duration; i.e. Pool Operations and Summer Day Camp. A person appointed to such a position shall not be eligible for the rights, privileges and benefits conferred through these Personnel Rules and Regulations to other City employees.

**Transfer** - The lateral movement of a regular full-time employee or new employee during their provisional period to another position in the same classification or in a different classification with the same salary range of the employee's former position.

**Written Reprimand**- A formal means of communicating a violation of City policy and/or procedures to an employee in writing.

## **1.2 STATEMENT OF POLICY**

The purpose of this Personnel Rules and Regulations Manual is to provide general information regarding the personnel guidelines of the City of Snellville. This Manual does not constitute an employment agreement or contract between any employee and the City of Snellville. The guidelines set out in this Manual may not apply to every employee or in every situation. The City of Snellville may rescind, modify, delete, or deviate from these or other guidelines, policies, practices, or procedures relating to employment matters from time to time as it considers necessary in its sole discretion, either in individual or City-wide situations, with or without notice.

The information contained in this Manual is designed as an advisory guide to assist the City of Snellville and its department directors with the effective management of personnel. The Personnel Rules and Regulations are intended to cover most personnel policies and issues. Those not specifically covered shall be interpreted by the Personnel Officer and shall be in keeping with these adopted rules and regulations. The provisions and guidelines contained in this Manual apply to all provisional and regular full - time classified service employees of the City. These Personnel Rules and Regulations shall not apply to the following: elected officials, City Clerk, volunteers, permanent part time employees; temporary part-time employees, temporary full- time employees, or other full time employees appointed by the Mayor and City Council, members of appointed Boards or Commissions, Judges, the City Attorney and the Solicitor, persons performing work under contract for the City of Snellville, or any other position officially designated or appointed by the City Council, who shall all nevertheless be expected to comply with state and federal laws regarding equal employment opportunity, sexual harassment and public records.

It is the policy of the City to expect all employees to comply with all personnel policies, state and federal laws, and local ordinances. Any employee violating any of these personnel policies may be subject to disciplinary action, including dismissal, in addition to any penalty that may be imposed for the violation of the same.

## **1.3 CITY AUTHORITY AND RIGHTS**

The City retains certain authority and rights including but not limited to the following:

1. To determine the organization and staffing of each department.
2. To determine the purpose of each department.
3. To exercise control and discretion over the organization and the efficiency of operations.
4. To set standards for services to be offered to the public.
5. To manage and direct the employees of the City and to determine the number of personnel to be employed.

6. To hire, test, classify, promote, train, transfer, assign, schedule and retain employees.
7. To suspend, demote, dismiss or take other disciplinary action against employees.
8. To increase, reduce, change, modify or alter the composition and size of the work force, including the rights to relieve employees from duties because of lack of work, lack of funds, or other reasons.
9. To determine the location, methods, means and personnel by which operations are to be conducted including the right to contract and sub-contract existing and future work.
10. To evaluate any outside personal economic relationship which affords present or future financial benefits to an employee, his/her family, or individuals with whom he/she has business or financial ties.

#### **1.4 EFFECTIVE DATE OF POLICIES**

The City of Snellville Personnel Rules and Regulations shall become effective upon adoption by the City Council. These rules and regulations supersede and replace all previous polices.

If any section or other portion of these Personnel Rules and Regulations is found to be invalid by duly constituted authority, it shall not affect the validity of the balance of these regulations.

#### **1.5 AMENDMENTS AND REVISIONS**

Proposals to amend or revise these rules and regulations may be presented in the form of a resolution to the Mayor and Council for consideration. The Mayor and Council must adopt the resolution before implementation.

Adopted revisions of the Personnel Rules and Regulations shall be posted on the City of Snellville shared network folder and distributed to all employees during their initial orientation.

#### **1.6 ADMINISTRATION**

The responsibility and authority for the administration and enforcement of these Personnel Rules and Regulations are assigned to the Personnel Officer.

#### **1.7 DEPARTMENTAL POLICIES**

Departmental operating policies and procedures shall supplement and conform to these Rules and Regulations. In the event of a conflict in any section, these personnel policies shall prevail.



## **1.8 EMPLOYMENT AT-WILL**

Nothing in these Personnel Rules and Regulations is intended to create, comprise, or define, nor should it be construed to constitute, any type of oral or written employment contract, promise, or guarantee, express or implied, between the City and any one or all of its employees. Nothing in these Personnel Rules and Regulations is intended to provide any assurance of continued employment.

In the absence of a specific agreement to the contrary, authorized in writing by the City's City Manager, employment with the and compensation from the City are for no definite period of time and may be terminated by the City or the employee at any time, for any reason, with or without cause, and with or without notice. Any written or oral statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by prospective or existing employees.

## **2.1 EQUAL EMPLOYMENT OPPORTUNITY (EEOC)**

The City of Snellville is committed to maintaining a work environment that is free of unlawful conduct. In keeping with this commitment, we will not tolerate harassment, discrimination, or the unlawful treatment of employees by anyone, including any supervisor, coworker, vendor, client or customer of the City. The City provides equal employment opportunities for every employee and applicant without regard to race, religion, creed, color, sex, sexual orientation, age, national origin, disability, genetic information, or any other legally protected status.

Violations of this policy will not be permitted and may result in discipline up to and including dismissal. An employee may file a complaint of unlawful discrimination if that employee believes that they have been discriminated against in their employment with the City. A complaint may be filed in accordance with the grievance procedures outlined Section 7.

## **2.2 AMERICANS WITH DISABILITIES ACT (ADA)**

The City of Snellville makes every effort to make employment decisions based on the facts applicable to individual applicants or employees and not on the basis of presumptions as to what an individual with a disability can or cannot do. The City will ensure that every effort is taken to comply with the regulations issued under the Americans with Disabilities Act (ADA) during an individual's pre-employment and employment with the City.

The City will strive for prompt resolution of complaints, which allege that any action prohibited under the ADA rules, which govern non-discrimination on the basis of a covered disability, has taken place. All complaints for ADA non-compliance should be filed with the designated ADA coordinator usually the Personnel Officer appointed by the City Manager to handle and investigate ADA complaints.

## **2.3 UNLAWFUL HARASSMENT**

It is the policy of the City of Snellville, as part of its commitment to equal employment opportunity, to provide a work environment free of intimidation or harassment. Acts of harassment on the basis of race, sex, sexual orientation, color, religion, age, national origin, disability, genetic information, or veteran status are strictly prohibited. The City will not permit conduct, whether intentional or unintentional, occurring between an employee and/ or volunteer or between an employee and /or volunteer and a client, customer or other non-employee that creates an intimidating, hostile, or offensive working environment for others.

### **2.3.1 DISCRIMINATORY HARASSMENT**

The Equal Employment Opportunity Commission's (EEOC) definition of harassment is unlawful harassment of verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, national origin, age, sexual preference, genetic information, or disability, or that of his/her relatives, friends, or employees, and that:

- A. has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
- B. the purpose or effect of unreasonably interfering with an individual's work performance; or
- C. otherwise adversely affects an individual's employment opportunities.

All employees and elected officials are expected to avoid any behavior or conduct that could reasonably be interpreted as harassment. Any form of harassment related to an individual's race, color, national origin, religion, sex, disability, age, veteran status, genetic information, citizenship, sexual orientation, or other protected group status, is a violation of this policy and will be treated as a disciplinary matter. For purposes of this policy, the term "discriminatory harassment," shall be construed consistent with applicable law and may include, but is not limited to, any of the following:

- A. Offensive remarks, comments, jokes or slurs pertaining to an individual's race, color, national origin, religion, sex, gender, disability, age, veteran status, citizenship, sexual orientation, genetic information, or other protected group status;
- B. Offensive pictures, drawings, posters, photographs, reading materials, computer monitors, or other tangible items, or communications including e-mail or text messages that are reasonably offensive or that reasonably exploit an individual's race, color, national origin, religion, sex, disability, age, veteran status, citizenship, sexual orientation, genetic information, or other protected group status;
- C. Threatening reprisals based on an employee's race, color, national origin, religion, sex, disability, age, veteran status, citizenship, sexual orientation, genetic information, or other protected group status; or

- D. Conduct that has the purpose or effect of unreasonably interfering with an individual's work performance and/or conduct that creates an intimidating, hostile or offensive working environment.

### **2.3.2 SEXUAL HARASSMENT**

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as a form of sex discrimination that violate Title VII of the Civil Rights Act of 1964, including and not limited to, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision;
3. Such conduct has the purpose or effect to interfere with an individual's work performance or creates a hostile or intimidating environment;
4. Such conduct or behavior was known by the aggressor to be unwelcome, harmful or offensive; or
5. A person of average sensibilities would clearly have understood that the behavior or conduct was unwelcome, harmful or offensive.

#### **Quid Pro Quo**

Quid Pro Quo literally means "this for that" and exists when submission to, or rejection of, such conduct is used as a basis for employment decisions such as raises or promotions or affects public services.

#### **Hostile Environment**

Hostile Environment includes any lewd sexual conduct, pictures, words, or touching that interferes with a person's job performance or creates an intimidating, offensive working environment even if there are no occurrences of tangible or economic loss.

#### **Prohibited Behavior**

Behavior prohibited by this policy can include but is not limited to unwelcome sexual remarks or compliments, sexual jokes, sexual innuendo or propositions, sexually suggestive gestures or facial expressions, sexual remarks about a person's clothing or body, exhibiting sexually explicit publications or materials, kissing, touching, and sexual contact.

### **A. Complaint Procedure and Investigation**

If an employee feels that this policy has been violated, regardless of whether it is by a fellow worker, a supervisor, or a member of the general public, the employee should ask the offender to immediately stop

the behavior. The employee will then report the incident(s) immediately to either their immediate supervisor, Department Director, Assistant City Manager, or the City Manager. Any supervisor who receives a complaint related to harassing or offensive behavior or who has reason to believe that such behavior is occurring shall report these concerns to the Personnel Officer. At any point, the employee who feels they have been harassed, may go outside the chain of command or their department and go to the Personnel Officer.

The Personnel Officer will investigate all reports of harassing or offensive behavior promptly, fairly and discreetly. Investigatory procedures may vary from case to case depending upon the circumstances. The investigation will be conducted as confidentially as possible. During the investigation, the Personnel Officer may seek assistance from Departmental Personnel as needed. The Personnel Officer may recuse himself/herself from the investigation if a conflict of interest arises. If a conflict of interest arises, the Personnel Officer may recuse himself/herself from the investigation. Under this circumstance, the City Manager or his/her designee may select an outside investigator to conduct the investigation. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential whether the employee is the accused person, the complainant, or merely a potential witness. Persons who are interviewed are prohibited from discussing the matter outside the course of the investigation with coworkers, friends, or management. The City will keep the information it gathers as confidential as possible, consistent with state and federal laws and the needs of the investigation.

## **B. Corrective Action**

If management concludes that a complaint of harassment has merit, appropriate action will be taken. Resolutions can include, but not necessarily be limited to, an apology, a transfer, direction to stop the offensive behavior, counseling or training, verbal or written warning, suspension with or without pay, or termination. In the event that harassment or offensive behavior reoccurs, it should immediately be reported to the City Manager or designee. Any employee found to be acting in a harassing manner will be subject to disciplinary action up to and including termination. Non-employees may be reported to the appropriate law enforcement agency and/or barred from the premises.

## **C. No Retaliation**

Retaliation is any action or behavior that is designed to punish an employee for reporting concerns or wrongdoing, cooperating with an investigation, or otherwise objecting to conduct that violates the City sexual harassment/EEO policies. City employees may not interfere with the right of another employee to report concerns or wrongdoing and may not retaliate against an employee who has reported concerns or wrongdoing, has cooperated with an authorized investigation, or otherwise objected to actions that are reasonably believed to be a violation of the City's sexual harassment/EEO policies. Violations of this section may result in disciplinary action, which may include the termination of employment

## **2.4 WORKPLACE INTERRUPTIONS**

The City of Snellville does not allow an employee to use intimidation, verbal or implied threats, violence, or the threat of violence against any individual during the course of his/her work.

Work disturbances caused by persons not employed by the City of Snellville, but occurring on the city's work sites, will be reported immediately to a Department Director and the appropriate law enforcement agency. The appropriate law enforcement agency will conduct an investigation and make criminal charges when appropriate. If the disturbance is determined to be the result of a domestic or a personal situation involving an employee, the City Manager is to be notified.

Work disturbances resulting from domestic or personal situations can result in disciplinary action being taken against the employee, especially severe or ongoing disturbances that affects other employees or the City of Snellville's business environment. The employee will take all reasonable and precautionary steps to prevent these disturbances. These steps may include, but are not limited to, seeking counseling or a court order restraining the non-employee from coming to or being at the city's work sites.

Violations of this policy may result in disciplinary action up to and including termination.

## **2.5 RECRUITMENT**

The City of Snellville provides equal employment opportunities for every employee and applicant without regard to race, religion, creed, color, sex, age, national origin, disability, or any other legally protected status.

### **A. Vacancies in Classified Service Positions**

Positions in the Classified Service may be determined by the Department Director to be filled either by open competition from any applicants or by promotional competition from existing City employees in the Classified Service.

#### **1. Announcement of Vacant Positions**

All announcements for open competitive and promotional competitive vacancies in the Classified Service may be publicized by posting announcements for a minimum of fourteen (14) days in the City's Administrative Offices, official bulletin boards, in conspicuous public places, in appropriate public communications media or by any other means which the Personnel Officer or Department Director deem appropriate.

#### **2. Application Forms**

Application shall be made on application forms provided by the Personnel Officer. Applications will be accepted from all persons desiring employment with the City and who apply during regular business hours. Applicants will not be allowed to submit resumes or similar documents in place of a completed application. All applications shall be signed and such signature shall certify the truth of all statements contained therein.

## **B. Retention of Application Forms-Open Competitive Vacancies**

For open competitive vacancies, all persons will be informed at the time of application that the application form will be placed in an active file for a period of ninety (90) days. The city will retain the applications from those not hired for a competitive position in accordance with Georgia record retention guidelines.

If an individual's application form is in active status as described above and that individual wishes to be considered for another open competitive vacancy that occurs during the same ninety (90) day period in which he/she originally applied for employment, the individual must request in writing to the City that his/her application be reconsidered.

## **C. Evaluation of Applicants**

The Personnel Officer shall determine the process for evaluating applications for all open competitive and promotional vacancies. An applicant's work history, educational record, credit history, driving history, and criminal history may be investigated for the purpose of verifying the statements contained in the application and consideration of the applicant's suitability for the applied position. The City may also ask the applicant to supply professional and/or personal references regarding his/her qualifications for the job. The results of these findings shall be used to evaluate the applicant.

In addition to a job interview, the City may request an applicant to take a test as part of the applicant evaluation process.

The Personnel Officer or designee may disqualify an applicant as part of the application review for any of the following:

1. It is found that the applicant does not meet the minimum qualifications required for the job;
2. The applicant has made a false statement of material fact in the application;
3. The applicant has used or attempted to use political pressure or bribery to secure an advantage in the recruitment and selection process;
4. The applicant has failed to submit the application correctly or within the prescribed time limit;
5. The applicant's previous employment with the City resulted in a dismissal; or
6. The applicant has been convicted of a felony or a crime involving moral turpitude or an aggravated misdemeanor.

## **D. Background Check, Drug Testing, Physical (Medical), Psychological and Polygraph Examination**

Every potential regular full-time and permanent part-time employee will be subject to a pre-employment background check and drug test. Sworn police officers and police cadets will also be required to complete post-offer (*conditional employment*) drug testing, physical (medical), psychological, and polygraph examinations, in accordance with the Americans with Disabilities Act of 1990. Conditional employment offers are administered to potential employees who have fulfilled all job application requirements and it is understood that the employee will be hired given that certain conditions are met before employment begins.

### **1. Background Checks**

The City will conduct pre-employment background checks on all internal and external finalist candidates for employment. Dependent upon the position being sought, the information collected may include legal residency, reference checks, education verification, criminal history, motor vehicle driving history, financial and credit information, and or any combination thereof determined by the City to be necessary, appropriate and relevant to the position being sought.

The process for background checks will comply with all federal, state, and local laws and statutes and will be performed only after a candidate has provided written authorization. Candidates who refuse to provide such authorization will not be considered for employment.

### **2. Drug Testing**

All job applicants will be informed in advance that said testing shall be required and shall sign the consent form. A candidate for employment shall not be allowed to start working until his or her drug test result has been reviewed and approved as a negative test by the medical review officials and/or the City Personnel Officer.

An applicant whose initial drug screening shows a positive test result may, at the applicant's own expense, have the initial result confirmed by the medical personnel who performed the initial test. The confirmation test must be performed on the same specimen supplied for the initial test. If the confirmation test is negative for illegal drugs or controlled substances, the applicant's initial positive test result will be disregarded.

Any applicants for a position to drive and/or operate a commercial motor vehicle, as defined supra herein, shall be required to submit to additional testing and other requirements as mandated by the Omnibus Transportation Employee Testing Act of 1991 now in force or as amended. These additional requirements will also apply to any city employee who, whether it be due to transfer, promotion or otherwise, will operate a commercial motor vehicle for the City.

### **3. Physical (Medical), Psychological and Polygraph Examination**

Physical (medical), psychological, and polygraph examinations to applicants are administered only after a *conditional* offer of employment has been extended and when all entering employees in a particular job classification are subjected to such exams, regardless of disability (e.g. Sworn Police Officer), and to potential employees only when justified by job-related necessity. If physical examinations are required, all finalists for vacancies within the respective occupational group will be required to undergo a physical examination after a *conditional offer* of employment has been

extended. A qualified physician (designated or deemed acceptable by the City) shall certify and perform such examination to determine whether the employee is able to perform the essential duties of the job for which they have applied. Applicants who are not able to perform the essential duties for the respective job as determined by the attending physician, shall be disqualified from the respective position.

## **2.6 PROVISIONAL PERIODS**

The provisional periods shall be regarded as an integral part of the selection process and shall be utilized for evaluating an employee's work performance based on assigned job duties and responsibilities in the position's class description and in other administrative directives. The provisional periods provide an initial period of time for a new or reappointed employee to effectively adjust to the job.

A provisional period shall be established for new and promotional appointments and for reappointments. An employee transferred or demoted to another position shall not be required to begin a new provisional period. The provisional period for all appointments shall *normally* be for six (6) months.

An extension of an employee's provisional period may be granted by the Personnel Officer, upon written request by the department director. The provisional period may be extended when the employee has shown adequate progress in performing essential job duties but needs more time to demonstrate an acceptable level of performance based on existing standards. The Personnel Officer may grant an extension up to, but not to exceed, six (6) months.

During the provisional period, employees shall not be eligible for the rights, privileges and certain benefits conferred through these Personnel Rules and Regulations to other City employees. No employee on a provisional period has any appeal rights.

If an employee has not performed satisfactorily during the provisional period, the department director may decide that the employee should be separated from the City. The effective date of the separation shall be on or before the last date of the employee's provisional period. Written notification of this decision shall be presented to the employee.

### **A. New and Reappointment Employees**

The first six months of service in a position to which a new employee has been hired or reappointed into the Classified Service shall constitute an *introductory* provisional period. The introductory provisional period shall be an essential part of the evaluation process, and shall be utilized for the most effective adjustment of a new employee. If the employee successfully completes the introductory provisional period, the employee shall obtain regular full time status, to begin on the day following the successful completion of the introductory provisional period. The individual's appointment date shall be established on that date.

#### **1. Initial employment**



A new employee appointed to a position in the City shall not begin his/her first day of employment on a designated official holiday. The first day of employment shall be on a day that coincides with the employee's regular work schedule.

## **2. Promotional Employees**

An existing Classified Service employee promoted to another position shall be required to begin a new provisional period. The employee's status as a regular full-time employee in his/her former position shall remain in effect during the promotional provisional period. A new appointment date shall be established on the day of successfully completing the promotional provisional period. If an employee fails to perform satisfactorily during the promotional provisional period, the employee shall be eligible for transfer to a position that is comparable to the previous position held prior to the promotion, if such position is available.

## **2.7 EMPLOYMENT STATUS**

### **A. Regular Full-time Appointment**

An appointment to a full-time position of forty (40) hours or more per week in which the employee is given regular status after satisfactorily completing the provisional period. This appointment provides the employee with all of the rights and privileges of the City's Personnel Rules and Regulations and other policies as designated by the City Manager.

Regular appointments remain in effect until the appointee voluntarily separates, is involuntarily separated, or the position is eliminated.

### **B. Temporary Full-time Appointment**

A Department Director may request that the City Manager approve a temporary full-time position that is needed for a limited duration of time, not to exceed one (1) year.

The acceptance or refusal of a temporary full-time appointment shall not affect an applicant's eligibility for regular appointment. A person appointed to such a position shall not be eligible for the rights, privileges and benefits conferred through these Personnel Rules and Regulations to other City employees.

### **C. Permanent Part-Time Appointment**

A Department Director may request that the City Manager approve a permanent part-time position. The work schedule of this position shall be year round and permanent part time employees will work an average of twenty-nine (29) hours per week or less in a scheduled work cycle.

The acceptance or refusal of a permanent part-time appointment shall not affect an applicant's eligibility for regular appointment. A person appointed to such a position shall not be eligible for the rights and

privileges conferred through these Personnel Rules and Regulations to other City employees. The City Manager may authorize some benefits.

#### **D. Temporary Seasonal Part-Time Appointment**

A Department Director may request that the City Manager approve a Temporary Seasonal part-time position. The work schedule of this position is dependent on the seasonal nature of the duties to be performed and could average up to 40 hours per week in a scheduled work cycle for the season's duration; i.e. Pool Operations and Summer Day Camp.

The acceptance or refusal of a temporary seasonal part-time appointment shall not affect an applicant's eligibility for regular appointment. A person appointed to such a position shall not be eligible for the rights, privileges and benefits conferred through these Personnel Rules and Regulations to other City employees.

#### **E. Reappointment of former employees**

Former City employees (with at least one year of previous regular full-time continuous service with the City) who apply with and are reappointed to regular full-time employment with the City shall receive credit for previous service based on the following criteria.

If an individual is rehired within one calendar year of his/her date of termination then he/she will immediately receive credit for his/her former service with the City as of his/her date of reemployment, but he/she will have a break in service. Should an employee return to service with the City within an amount of time that could be covered by their severance payout, i.e. accumulated vacation and sick leave, then they will resume employment as if no break in service occurred.

If an individual is rehired after one calendar year from their date of termination then they must serve the amount of time they were away or five (5) years (whichever is less) before they will be credited for their prior service with the City of Snellville.

At the time a rehired employee meets the criteria stated above, his/her date of employment will be adjusted for accredited past service for the purposes of calculating time sensitive benefits.

## **2.8 CHANGES IN POSITION STATUS**

Vacancies in positions above the entry level in the Classified Service may be filled by promotion, except when it is determined to be in the best interest of the City to fill the position with candidates recruited from outside the Classified Service.

It shall be the responsibility of the Department Directors to submit their requests for changes in positions that involve promotions, demotions and transfers to the Personnel Officer who then will present it to the City Manager, if necessary. Such requests must include adequate information to explain and document the requested change in position status. The City Manager shall evaluate the request and shall be responsible

for issuing final approval for such actions.

## **2.9 PROMOTIONS**

A promotion is the advancement of a regular full-time employee to a vacant position with a higher classification. A higher classification is one, which has a maximum salary in the salary range that is greater than that of the previous classification held by the employee. Promotional vacancies are filled through a promotional competitive process and are available only to existing regular full-time employees in the City's Classified Service.

The promoted employee is eligible for two salary adjustments - one upon placement in the new position and one upon successful completion of the promotional provisional period. Such salary adjustments shall be implemented in accordance with procedures in Section 3.

## **2.10 DEMOTIONS**

A demotion is the movement of a regular full-time employee or a new employee during their provisional period to a position with a lower classification. A lower classification is one which has a maximum salary in the salary range that is less than that of the previous classification held by the employee. An employee may be demoted to a position on a voluntary basis or on an involuntary basis. An employee's regular full time status shall not change with the demotion although his/her rate of pay may be reduced.

### **A. Voluntary Demotions**

An employee may request to be demoted to a vacant position upon written request to the Department Director. The affected Department Directors and the Personnel Officer shall determine whether the employee *is* qualified to perform the duties and responsibilities of the lower position and the City Manager shall provide final approval for such action.

When demotion is voluntary, the employee's pay rate shall be lowered by 5% if their current rate of pay is within the new job's salary range; or to the maximum of the lower job classification if their current rate of pay is greater than the new job's salary range.

### **B. Involuntary Demotions**

An employee who is demoted on an involuntary basis shall be moved to the established lower salary range. When demotion is involuntary, the employee's pay rate shall be lowered by 5% if their current rate of pay is within the new job's salary range; or to the maximum of the lower job classification if their current rate of pay is greater than the new job's salary range. Involuntary demotions require final approval by the City Manager.

## **2.11 TRANSFERS**

A transfer is the lateral movement of a regular full-time employee or new provisional status employee to another position in the same classification or in a different classification with the same salary range of the employee's former position. The status and pay of the employee shall remain the same as previously existed. The transfer of an employee to a different department shall have the written approval of both Department Directors. All transfers shall be reported in writing to the Personnel Officer.

## **3.1 PAY AND CLASSIFICATION PLAN OVERVIEW**

The City's Pay and Classification Plan establishes a fair and equitable system for classifying and compensating all Classified Service positions. The Plan shall be followed for all employee hiring and mobility including: new and reappointed employees hiring; promotions; reclassifications; transfers; disciplinary demotions or salary reductions; and annual merit increases. The Pay and Classification Plan shall be adopted by the Mayor and City Council and administered and enforced by the Personnel Officer to ensure that all City personnel actions and activities comply with the City's adopted Pay and Classification Plans and Personnel Rules and Regulations. This Plan is provided as a separate document from the City's Personnel Rules and Regulations and should be referenced for further information regarding the decision-making and other details.

It is the City's right to establish, change or modify the City's Pay and Classification Plans. Such action includes but is not limited to, revising the pay schedule; changing pay grade assignments of classifications, modifying class specifications; adding or deleting classifications.

### **A. Allocation of Positions**

A comprehensive classification plan for all positions shall be established and approved by the City Council. The maintenance of the classification plan shall be subject to the provisions of these policies. The plan shall be based on investigation and analysis of the duties and responsibilities assigned to each position, and each position shall be assigned a pay grade in the City's Pay Plan. Employee salaries shall be set in accordance with the Pay plan and salary schedules in the Pay plan. The Classification plan shall be developed after consultation with the supervisors in each department and other persons technically familiar with the character of the work. When complete, the classification plan shall include for each job an appropriate title, description of duties, responsibilities, and the education, training, experience, and other qualifications necessary to perform each job.

All positions shall be authorized in the City's operating budget each fiscal year. The City Manager with the consent of the City Council shall have the authority to establish new or delete existing positions based on work conditions, staffing and budgetary considerations.

### **B. Job Classifications**

Job classifications are descriptive and explanatory but not meant to be restrictive or all encompassing of an employee's daily job duties. They are designed to indicate the nature of work performed and the minimum qualifications required. The language of classifications is not to be interpreted as limiting or modifying the authority of supervisory officials, and/or the City Council in its authority to take from, eliminate, or otherwise change the duties and responsibilities of a job, to assign duties, or to delegate responsibilities to employees and/or to direct and control their work.

### **C. Revisions**

Revisions to the Classification Plan require the review and approval of the City Manager and the Mayor and City Council. Review of job duties as classified in the City's plan may be made upon request of a department director or the Personnel Officer. The City Manager may consider revisions to the Classification Plan based on classification information and other research gathered from public and private employers. Adjustments to the Classification Plan may be considered on an as-needed basis.

### **D. Records**

The Personnel Officer must properly document classification and compensation actions in order to maintain the City's personnel system. The class title, pay grade and pay, if applicable, must be reflected on the necessary personnel action, budgeting and payroll records for proper execution and documentation of transactions.

The Personnel Officer shall maintain a copy of the adopted Pay and Classification Plans. These Plans shall be open for inspection by employees and the general public under reasonable conditions during normal business hours.

### **E. Reclassifications**

A reclassification occurs when an employee's job duties and responsibilities change significantly such that the employee's current job title no longer reflects the job being performed. The employee may then be eligible for a reclassification to change his/her classification, salary range and rate of pay to properly classify and compensate the employee based on his/her current job duties.

Reclassifications as described in this section shall apply to individual position reclassifications requested by department directors. Such reclassification requests shall be submitted in writing to the Personnel Officer and the City Manager. Reclassification requests must include adequate documentation on the changes in duties and responsibilities of the position to warrant approving the reclassification.

### **F. Entry Salaries-New Employees**

The salary for all new employees shall normally be set at the beginning of the salary range for the classification. If it is necessary to set the starting salary for a new employee above the entry level, the Department Director must provide a written explanation of the reasons for the deviation to the Personnel Officer. The Department Director may use experience, educational attainment, or specialized skills as a

reason for their request. The Personnel Officer will then present the request and his/her recommendation to the City Manager for approval. A copy shall be included in the personnel file of the affected employee.

### **G. Reappointment**

An employee who is reappointed may be placed on an appropriate assigned salary range, considering the individual's qualifications. However, the employee may not be placed in a salary that is higher than what his/her salary would have been if he/she had remained in the employ of the City, unless the individual has obtained further education and or/credentials that would so merit the higher salary.

### **H. Provisional periods**

A new employee is eligible for a salary increase on the date following the successful completion of the provisional period. Successful completion means the employee's job performance has been fully satisfactory and the individual accepts regular status as a City employee.

A regular full-time employee who is promoted to a higher classification shall be required to serve a new six (6) month promotional provisional period. The promoted employee is eligible for two salary adjustments - one upon placement in the new position and one upon successful completion of the promotional provisional period.

## **3.2 SALARY PLAN ADJUSTMENTS**

### **A. Merit Increases**

Salary advancements due to merit increases shall be given to City employees based on their individual job performance as documented on their performance evaluation forms. The city shall adhere to performance evaluation procedures as outlined in the Pay and Classification Plan.

Salary advancements shall be made effective according to the schedule adopted by the City. The advancement of each employee's salary within the employee's current salary range shall take effect in accordance with the performance rating system described in the Pay and Classification Plan.

### **B. Promotions**

The promoted employee is eligible for two salary adjustments – one upon placement in the new position and one upon successful completion of the promotional provisional period.

The salary of a regular, full-time employee who receives a promotion in accordance with Section 2.8 will be increased by five percent (5%); or to the minimum of the new salary range, whichever is greater. If they successfully complete the promotional provisional period, the employee will be eligible for another salary increase based on an evaluation of their performance in the new position and in accordance with the Pay and Classification Plan.

### **C. Demotions**

When an employee is demoted either on a voluntary or involuntary basis, the employee's pay rate shall be lowered by 5% if their current rate of pay is within the new job's salary range; or to the maximum of the lower job classification if their current rate of pay is greater than the new job's salary range.

### **3.2.1 CALENDAR YEAR PAY ADJUSTMENTS (INCENTIVE/CERTIFICATIONS BASED)**

The City Manager may authorize one adjustment per calendar year to an employee's pay when they earn an advanced certification, reach an incentive goal or receive an additional higher education degree. Department Directors shall submit proper documentation of accomplishment and suggest a percentage increase in pay to the City Manager. The final amount of the adjustment shall be determined by the City Manager. The new salary shall take effect starting with the earliest pay period administratively possible. This pay adjustment is a recognition of an employee's personal achievement and is separate from an annual merit increase or increase due to promotion.

### **3.3 PAY PERIODS**

Employees are paid on a bi-weekly basis, on Fridays. If a regularly scheduled payday falls on a City-observed holiday, employees will normally be paid on the last workday preceding the holiday.

### **3.4 PAYROLL DEDUCTIONS**

#### **A. Mandated Deductions**

Payroll deductions, including federal and state taxes, FICA, etc. shall be made by the City as required by federal and state laws. The employee may authorize additional deductions.

#### **B. Charitable Contributions**

Employee contributions to charitable organizations are voluntary. Coercion of an employee to make contributions shall not be permitted.

### **3.5 OVERTIME PAY**

Compensation for overtime work shall be administered in accordance with the Fair Labor Standards Act ("FLSA") upon request by the Department Director and upon approval by the Personnel Officer. The

Department Director or their designee must authorize any overtime work for non-exempt employees. In such an event and according to agreement between employee and supervisor, overtime shall be compensated by one of the following two (2) options, at the rate of:

1. one and one-half (1.5) times the non-exempt employee's regular rate of pay; or
2. compensatory leave on a time and a half (1.5) basis shall be granted to the employee.

Any non-productive time (sick leave, annual leave, court leave, holidays, etc.) occurring in a pay period will not be counted as time worked for non-holiday overtime computations.

Overtime shall be paid in fifteen-minute increments. Time worked less than eight (8) minutes will not be compensated while time worked in excess of eight (8) minutes will be paid.

#### **A. Non-Exempt Employees (other than sworn police officers)**

These employees are eligible for overtime pay in accordance with the overtime provisions of applicable federal and state wage and hour laws. Non-Exempt Employees will be eligible for overtime compensation for any hours actually worked in excess of 40 hours during the seven day period beginning Sunday 12:01 a. m. and ending Saturday 12:00 p.m.

#### **B. Non-Exempt Sworn Police Officers**

A partial exemption exists for sworn law enforcement employees under §7(k) of the FLSA. Under this section, the City of Snellville has adopted a 14-day work period for Police Officers. Police Officers will be eligible for compensation at 1.5 their regular hourly rate for any hours actually worked in excess of 86 during the 14-day work period beginning Sunday 12:01 a.m. and ending in 2 weeks on Saturday 12:00 p.m.

#### **C. Exempt Employees**

These employees are excluded from the overtime pay provisions of applicable wage and hour laws. The job duties and compensation for these employees must meet the exemptions criteria established by the FLSA. Generally, exempt positions are classified as executive, administrative, or professional as defined by the FLSA.

#### **D. On-Call Pay**

Any non-exempt employee who has actually worked 40 hours during a pay period (Sunday through Saturday) and is called back in to work for an emergency situation or other necessary city business shall receive a minimum of two (2) hours of pay at their regular pay rate for any time worked up to one hour. Any time worked over two (2) hours shall be paid at time and half for hours served. Hours paid for sick leave, vacation, or holidays do not count toward the 40 hours for purposes of this policy.

Employees called in after hours for emergency or other necessary city business, who have not worked forty



(40) hours during the pay period (Sunday through Saturday) shall receive a minimum of one (1) hour of pay at their regular rate for any time worked up to one hour. This policy covers non-exempt employees only and does not apply to exempt employees, Department Directors, or sworn law enforcement personnel.

### **E. Hazardous Duty Pay**

This Policy implements uniform procedures for ensuring staff members who are required to work during hazardous conditions are assigned a stipend for Hazardous Duty Pay (HDP). This policy will be applicable to the tracking of wages during an impending or declared emergency and/or disaster response and recovery period for all employees (exempt and non-exempt) working under the hazardous conditions. In an emergency, this policy is intended to ensure fair and equitable compensation for City of Snellville employees. City of Snellville provides essential services that must continue during emergency situations, such as public health emergencies that pose a risk of harm to the general public and workers. Such services are essential to ensure the continuity of government operations, to provide for public safety, and to expedite the reestablishment of government services. During emergency situations, City of Snellville employees perform duties that may pose a risk to their health and safety, perform their regular duties under circumstances or in locations that may pose a risk to their health and safety, or both. City of Snellville recognizes that employees should be compensated for their willingness to take on such risks.

This Policy will be applied when conditions exist that pose a hazardous work environment to one or more employees. With authorization from the Mayor and Council, the City Manager may implement this Hazardous Duty Pay (HDP) Policy for City Departments, in whole or in part, based on those assigned to work under the identified hazardous condition. All employees, regardless of length of service or job status, who physically report to their assigned work locations during a public health or other declared emergency, may be eligible for HDP. HDP is a supplement to the employee's regular rate of pay. Specified employees may receive HDP while performing duties or working in a location that may be affected by an emergency or disastrous event.

Employees will receive an additional flat amount of HDP determined and approved by the City Manager per bi-weekly pay period during the periods they physically report at their permanent work site or reassigned work site to perform assigned job duties during the emergency situation. The City Manager shall determine the duration of the emergency situation along with data from other government entities. Employees will not receive HDP for hours worked remotely at home, hours on any type of paid or unpaid leave, hours that the employee is directed to stay at home without working, or any other type of non-work status.

FUTURE POLICY APPLICATION: The HDP Policy may be amended and activated as deemed necessary for any emergency or disaster event for the purpose of providing employees with additional compensation while working in emergency situations.

## **3.6 WITHHOLDINGS**

Procedures for the garnishment or withholding of wages for support obligations such as alimony and child support and for other debts such as taxes shall follow prescribed Federal and State laws.

### **3.7 TERMINAL PAY**

Prior to receiving final monies due, all items of City property in the employee's custody shall be returned to the Department Director. Certification to this effect must be made by the employee and must be submitted to his/her immediate supervisor prior to separation.

Deductions for the loss or abuse of City property, or other financial obligations, which are due to the City, may be deducted from the employee's final paycheck.

All unused compensatory time, vacation and sick leave shall be handled in accordance with the policy outlined in Sections 5.2 and 5.5 of this document.

#### **A. Compensation Due Deceased Employee**

The City, in the case of a death of an employee, shall pay to the named beneficiary, or as otherwise provided by order from the Court, all wages, terminal annual leave, or other monies which may be due the employee, as of the date of death. Payment shall be made at the employee's rate of pay at death.

### **3.8 PERFORMANCE EVALUATIONS**

The City of Snellville's performance management (evaluation) program assists employees and supervisors in establishing a workplace that is acceptable to all involved. The evaluation process gives the supervisor an opportunity to provide feedback to the employee regarding his/her work performance; to discuss needed improvements in work performance, and to discuss with the employee his/her work needs regarding supervision, training and other areas. The evaluation process allows the employee to objectively see what areas he/she needs to improve on and also gives praise in areas where the employee excels.

#### **A. Provisional Period Employees**

Throughout the provisional period, an employee's supervisor or department director shall observe the employee's job performance and shall discuss these observations with the employee on an informal basis as needed.

At least twenty (20) calendar days prior to the completion of an employee's provisional period, the supervisor or department director shall complete an evaluation report of the employee's job performance. The evaluation report shall state in writing whether or not the employee has performed satisfactorily during the provisional period.

The supervisor or department director shall schedule a meeting with the employee to discuss the report and to give the employee an opportunity to read and comment on the report. A copy of the completed evaluation report shall be given to the employee and shall be placed in the employee's personnel file.

If the employee is on *introductory* provisional period status and he /she successfully completes the provisional period and obtains regular status as a full-time employee, the employee's appointment date shall be established. The employee's performance evaluation shall be conducted at least annually thereafter on the schedule established by the city.

## **B. Regular (Full – time) Employees**

Performance evaluations for regular full-time employees shall be conducted by their immediate supervisors on at least an annual basis. A performance evaluation is a written appraisal of an individual employee's job performance for the latest work period. The evaluation report shall state in writing whether or not the employee has performed fully satisfactorily during the evaluation period.

Performance ratings shall be given as part of the written performance evaluation report. These ratings shall have a direct bearing on the salary or merit increases all employees involved in this process receive for the year. Merit increases are therefore given based on satisfactory job performance and are not automatic.

## **C. Conducting Evaluations**

The City's evaluations report form shall be used for all evaluations. When an employee's immediate supervisor completes the evaluation form, it must be reviewed and signed by the Department Director before it can be presented to the employee. The immediate supervisor or department director shall schedule a private meeting with the employee to discuss the report and to give him/her an opportunity to read and comment on it.

The employee shall sign the evaluation form indicating that the evaluation and rating have been explained. The signature does not necessarily indicate that the employee agrees with the evaluation or rating. A copy of the completed evaluation report shall be given to the employee and to the Personnel Officer for insertion in the employee's active personnel file. An employee shall not be eligible for a pay raise until the performance evaluation form has been processed.

## **4.1 WORKDAY HOURS**

The City Manager shall establish the hours of work, which insofar as practicable, shall be uniform within occupational groups, and shall be determined in accordance with the needs of the City services. These workday hours shall also take into account the reasonable needs of the public who may be required to do business with the City departments.

### **4.1.1 TELECOMMUTING**

The City Manager has the discretion to allow employees to telecommute. Employees will be considered on an individual basis for their telecommute eligibility. A primary consideration for administering

telecommuting in the City is that it does not interfere with auxiliary services provided to the public during work hours. An employee's work must be of a nature that face-to-face interaction with other employees, external customers, or project workgroups is minimal, and the employee's tasks can be performed successfully away from the office. It is important that consistent communications be maintained by telecommuting employees.

Telecommuting employees shall be available at their remote locations by telephone and/or e-mail to management and other City staff during regular work hours. They shall not hold meetings at their alternate workplace where the physical presence of others is required. They shall not conduct any unauthorized external (non-City) work during their telecommuting work schedule.

## 4.2 HOLIDAYS

All regular full-time employees of the Classified Service will receive 10 hours of paid leave (holiday pay) on official holidays. The City of Snellville observes nine (9) official holidays.

<u>Date</u>	<u>Holiday</u>
January 1	New Year's Day
3 <sup>rd</sup> Monday in January	Martin Luther King Day
Last Monday in May	National Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
Fourth Thursday in November	Thanksgiving Day
Fourth Friday in November	Friday following Thanksgiving
December 24	Christmas Eve
December 25	Christmas Day
*Employee Choice	Floating Holiday

\*Must have advance approval of Supervisor.

The Mayor and Council may designate other days as holidays at their discretion.

In the event a designated holiday falls on a Saturday, it shall be observed on the Friday immediately preceding, and if any such holiday falls on a Sunday, it shall be observed on the Monday immediately following the holiday.

To be eligible for holiday pay, it is required that regular full-time employees work or be on approved compensated annual or sick leave the last scheduled day before the holiday and the next scheduled day after the holiday when those days fall within the same pay period as the holiday.

When a holiday falls on an employee's regular workday, and that employee is on authorized annual or sick leave, the employee will receive holiday pay and will not have that workday charged against his/her leave

record. When a holiday falls or is scheduled to be observed on an employee's normal day off, other than a Saturday or Sunday, that employee's shall observe the next closest scheduled work day as the holiday or they may be granted another day off at a future date in lieu of the holiday. The department director must approve the rescheduling of that day off.

In addition to the amount to which they are entitled as holiday pay, eligible employees who are required to be on duty on officially designated holidays shall be paid for the hours worked on the holiday at their regular rate of pay. Eligible employees may be given another day off during the same pay period or work cycle in lieu of the additional compensation described above upon approval by the Department Director. This does not include any actual hours worked over forty hours, which may qualify non-exempt employees for overtime compensation.

Eligible employees will be compensated for work on a holiday without regard to approved paid leave that they take during the same pay period.

Permanent part time employees or seasonal part-time employees may be paid for holidays.

### **4.3 ATTENDANCE, ABSENTEEISM, AND TARDINESS**

Department Directors shall be responsible for the attendance of all persons in their departments. Complete attendance records shall be maintained on forms and in accordance with procedures issued by the Personnel Officer.

Being on the job is crucial to the successful operation of the City. Employees who have over three (3) periods of absence without medical documentation, or a total of 40 hours absence without medical documentation within a 6-month period, may face disciplinary action up to and including termination. A period of absence is defined as any unapproved time away from the job. Sick leave utilized in compliance with the provision of the Family and Medical Leave Act will not be counted toward a period of absence.

Employees who have over three (3) tardy occurrences in a 6-month period may face disciplinary action up to and including termination. An employee is tardy when he/she:

- Fails to report for work at the assigned/scheduled work time without prior approval.
- Leaves work prior to the end of an assigned/scheduled work time without prior approval.
- Takes an extended meal or break period without prior approval.

### **4.4 USE OF CITY VEHICLES AND EQUIPMENT**

The City's vehicles, equipment, and supplies shall be used only for official City business and not for personal purposes. An employee shall return all equipment, tools, supplies, vehicles, and other property of the City in good condition to their supervisor prior to termination.

City officials and all employees operating City vehicles shall comply with the following guidelines at all times:

1. Be at least 18 years of age.
2. Possess and maintain a valid Georgia driver's license for the class of vehicle to be driven.
3. Abide by the Georgia Safety Belt Law and other departmental restrictions as specified by the Department Director
4. Understand that all traffic violations received while operating a City vehicle are the responsibility of the driver and not the City.
5. Understand that City vehicles are to be used for official City business only; personal errands are not allowed while operating a City vehicle.
6. Lock the vehicle at all times when it is not in use.
7. Ensure records of maintenance and service are properly completed and maintained.
8. Do not alter, repair, or in any way change, add to, or remove any parts of accessories of any City-owned or leased vehicles without the permission of the Department Director.
9. Notify the City as soon as possible if a City vehicle is involved in an accident either on a public street or on private property.
10. Keep the vehicle well maintained, as stipulated in the vehicle maintenance schedule.
11. Ensure that only authorized personnel operate and/or ride in such vehicles.
12. Do not use tobacco products of any kind, including, but not limited to, cigarettes, e-cigarettes, cigars, or pipes inside a City-Owned vehicle.
13. The use of alcohol or illegal drugs is strictly prohibited while operating city vehicles or equipment.
14. The use of a personal or city-supplied cell phone or electronic device is strictly prohibited while operating city vehicles or equipment, except in accordance with State laws regarding hands-free use of such devices

## **4.5 TRAVEL AND PERSONAL MILEAGE REIMBURSEMENT**

The City is responsible for fostering and promoting in-service training for elected and appointed officials, and employees for the purpose of improving the City's quality of service. The provisions below provide an overview of the City's travel policy. Public officials and employees should consult the City's Travel Policy for additional information on the administrative requirements and procedures for work-related travel.

1. Advance registrations and accommodations shall be paid by the City, directly to the hotel/ motel vendor by the City Financial Officer.
2. All valid expenses (hotel/motel balance, gas, tourist class air travel, conference fees and registrations, parking, and per diem meals) incurred by Mayor and City Council, City employees, or other designated persons only while traveling on City-approved business shall be reimbursed upon presentment of the receipt(s) and/or bill(s) to the City Financial Officer within 10 days of return.
3. City employees and other designated persons shall be reimbursed for official/City use of personal vehicles at the per mile rate established by the United States Internal Revenue Code, as amended.
4. Per Diem meal allowance shall not exceed the amount listed in the federal rate schedule as determined by the Government Services Administration.

## **4.6 INTERNET USAGE POLICY**

The City of Snellville provides access to the vast information resources of the Internet to help you do your job and stay well informed. The facilities that provide access represent a considerable commitment of resources for telecommunications, networking, software, storage and technology. This Internet Usage Policy is designed to help you understand our expectations for the use of those resources in the particular conditions of the Internet, and to help you use those resources wisely.

While the City has set forth explicit requirements for Internet usage below, the following describes our Internet usage philosophy.

First and foremost, the Internet is a business tool, provided to you at significant cost. That means the City expects you to use your Internet access for business-related purposes, i.e., to communicate with customers and suppliers, to research relevant topics and obtain useful business information (except as outlined below). The City insists that you conduct yourself honestly and appropriately on the Internet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other dealings with the citizens of this City. To be absolutely clear on this point, all existing City of Snellville policies apply to your conduct on the Internet, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of City of Snellville resources, sexual harassment, information and data security, and confidentiality.

Unnecessary or unauthorized Internet usage causes network and server congestion. It slows other users, takes away from work time, consumes supplies, and ties up printers and other shared resources. Unlawful Internet usage may also garner negative publicity for the City of Snellville and expose the City to significant legal liabilities. Electronic media such as chat rooms, newsgroups and e-mail on the Internet give each individual Internet user an immense and unprecedented ability to propagate messages. Because of that power, one must take special care to maintain the clarity, consistency and integrity of the City of Snellville's image and posture. Anything any one employee writes in the course of acting for the City of Snellville could be taken as representing the City of Snellville.

While the direct connection to the Internet offers a wealth of potential benefits, it can also open the door to some significant risks to City data and systems if one does not follow appropriate security discipline. As presented in greater detail below, that may mean preventing machines with sensitive data or applications from connecting to the Internet entirely, or it may mean that certain users must be prevented from using certain Internet features like file transfers. The overriding principle is that security is to be everyone's first concern. Individual employees will be held accountable for any breaches of security or confidentiality. Certain terms in this policy should be understood expansively to include related concepts.

*"City of Snellville"* includes all departments our affiliates, subsidiaries, and branches.

*"Document"* covers just about any kind of file that can be read on a computer screen as if it were a printed page, including the so-called HTML files read in an Internet browser, any file meant to be accessed by a word processing or desk-top publishing program or its viewer, or the files prepared for the Adobe Acrobat reader and other electronic publishing tools.

*"Graphics"* includes photographs, pictures, animations, movies or drawings.

*"Display"* includes monitors, flat-panel active or passive matrix displays, monochrome LCDs, projectors, televisions and virtual-reality tools.

## **DETAILED INTERNET POLICY PROVISIONS**

### **A) General**

1. The City of Snellville has software and systems in place that monitor and record all Internet usage. Our security systems are capable of recording (for each and every user) each World Wide Web site visit, each chat, newsgroup or e-mail message, and each file transfer into and out of our internal networks. The City reserves the right to monitor usage at any time. No employee should have any expectation of privacy as to his or her Internet usage. Our designated supervisors will review Internet activity and analyze usage patterns, and they may choose to publicize this data to assure that City of Snellville Internet resources are devoted to maintaining the highest levels of productivity.
2. The City of Snellville reserves the right to inspect any and all files stored in private areas of the City network in order to assure compliance with policy.



3. The display of any kind of sexually explicit image or document on any City of Snellville system is a direct violation of our policy on sexual harassment. In addition, sexually explicit material shall not be archived, stored, distributed, edited or recorded using our network or computing resources.
4. The City of Snellville uses independently supplied software and data to identify inappropriate or sexually explicit Internet sites. The City will block access from within its networks to all such sites that are known. If you find yourself connected accidentally to a site that contains sexually explicit or offensive material, you must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program. It is imperative that you immediately document the accidental connection to an inappropriate website and submit that documentation to your immediate supervisor. Failure to do so could result in adverse action taken against you.
5. The City of Snellville Internet facilities and computing resources must not be used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of the State of Georgia, or any state, city, province or other local jurisdiction in any material way. Use of any City of Snellville resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement agencies in the investigation and prosecution of criminal activity.
6. Any software or files downloaded via the Internet into the City of Snellville network become the property of the City of Snellville. Any such files or software may be used only in ways that are consistent with their licenses or copyrights and for legitimate business related purposes.
7. No employee may use City of Snellville Internet facilities or computer resources to download or distribute illegally copied or pirated software or data.
8. No employee may use the City of Snellville Internet facilities or computer resources to create or propagate any computer virus, worm, Trojan horse, or trapdoor program code.
9. No employee may use the City of Snellville Internet facilities or computer resources to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
10. Each employee using the City of Snellville Internet facilities or computer resources shall identify himself or herself honestly, accurately and completely (including their affiliation with the City of Snellville and their position title and function where requested) in any form of online communication or when setting up accounts on outside computer systems.
11. Only those employees or officials who are authorized to speak to the media, to analysts or at public gatherings on behalf of the City of Snellville may speak/write in the name of the City of Snellville in any public online forum. Other employees may participate in online communication in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves. Where an individual participant is identified as an employee or agent of the City of Snellville, the

employee must refrain from any political advocacy and must refrain from the unauthorized endorsement or appearance of endorsement by the City of Snellville of any commercial product or service not sold or serviced by the City of Snellville. Only those managers and City of Snellville officials who are authorized to speak to the media, to analysts or in public gatherings on behalf of the City of Snellville may grant such authority to public online forum participants.

12. The City of Snellville retains the copyright to any material posted to any forum, World Wide Web page by any employee in the course of his or her duties.
13. Employees are reminded that all forms of online communication are public forums where it is inappropriate to reveal confidential City of Snellville information, customer data, trade secrets, and any other material covered by existing City of Snellville confidentiality policies and procedures. Employees releasing such confidential information via any online communication — whether or not the release is inadvertent — will be subject to the penalties provided in existing City of Snellville Personnel Policies and Procedures, as well as any applicable Federal, State or local laws.
14. Use of City of Snellville Internet access facilities or computer resources to commit infractions such as misuse of City of Snellville assets or resources, sexual harassment, unauthorized public speaking and misappropriation of intellectual property are also prohibited by general City policy and will be sanctioned under the relevant provisions of the City of Snellville Personnel Policies and Procedures handbook.
15. Because a wide variety of materials may be considered offensive by colleagues, customers or suppliers, it is a violation of City of Snellville policy to store, view, print or redistribute any document or graphic file that is not directly related to the user's job or the City of Snellville's business activities.
16. Employees personal use of the City of Snellville Internet access and other City provided or owned computer facilities for non-business related research or informational browsing shall only be permitted during meal times or other breaks, provided that all other usage policies are followed.
17. Employees with Internet access must take particular care to understand the copyright, trademark, libel, slander and public speech control laws of all jurisdiction in which the City of Snellville maintains a business presence, so that use of the Internet does not inadvertently violate any laws which might be enforceable against us.
18. Employees granted Internet access shall not download or install any software that does not have a direct business use. Employees wishing to download appropriate software must obtain prior written authorization from their Department Director and must arrange to have such software properly licensed and registered. Downloaded software must be used only under the terms of its license.
19. Employees with Internet access may not use City of Snellville Internet facilities to download images or videos unless there is an express business-related use for the material.

20. Employees with Internet access may not upload any software licensed to the City of Snellville or data owned or licensed by the City of Snellville without the express written authorization of the manager responsible for the software or data.

## **B) Technical**

1. User IDs and passwords help maintain individual accountability for Internet resource usage. Any employee who obtains a password or ID for an Internet resource from the City of Snellville must keep that password confidential. The City of Snellville policy prohibits the sharing of user IDs or passwords obtained for access to Internet sites.
2. Employees should schedule communications-intensive operations such as large file transfers, video downloads, mass e-mailings and the like, for off-peak times.
3. Any file that is downloaded must be scanned for viruses before it is run or accessed.

## **C) Security**

1. The City of Snellville has installed an Internet firewall to assure the safety and security of the City of Snellville's networks. Any employee who attempts to disable, defeat or circumvent any City of Snellville security facility will be subject to immediate dismissal.
2. Files containing sensitive City of Snellville data, as defined by existing corporate data security policy, that are transferred in any way across the Internet must be encrypted.
3. Only those Internet services and functions with documented business purposes for the City of Snellville will be enabled at the Internet firewall.

## **D) Policy for the Use of Electronic Mail ("E-mail")**

### **1. Purpose:**

The City of Snellville ("City") provides electronic mail to its employees for their use in performing their duties for the City. This material sets forth the City's policy for proper use of electronic mail ("e-mail") and addresses circumstances under which e-mail messages directed to one person may be accessed by other people within the City. This policy also states when e-mail messages may be disclosed to persons outside of the City.

Electronic mail is a local government record, and the purpose of this policy is to provide guidelines for the generation, access, and inspection of the public records generated and received by the City

### **2. Background:**

*Benefits of E-mail.* E-mail provides the immediate and direct ability for individuals to communicate with each other and is therefore of great benefit to the City. The City provides E-mail to its employees and elected officials for the following purposes: (1) to improve the communication and overall relationship between the different departments within the City, thereby improving the effectiveness and efficiency of these departments and the services that they provide; (2) to improve the communication among and between the elected officials, the City administration, Department Heads, and City employees authorized to utilize the E-mail system; and (3) to facilitate effective and economical communication among and between the general public, residents of the City and the representatives of City.

### **3. Definitions:**

*Archive:* To copy files into a long-term storage medium in order to retain for utilization backup.

*Copyright Infringement:* "Copyright," is the exclusive right of a person or a legal entity to reproduce, publish or sell a work (e.g., a picture, written article or a computer program) that it has created. Copyright infringement may occur if, for example, an individual copies a computer program or other work without the author's permission. E-mail messages that have computer programs or artwork attached to them should be carefully analyzed to insure that no copyrights are violated by the use or other reproduction of the program or artwork.

*Distribution List:* A list of intended recipients of an e-mail communication.

*Electronic Mail ("e-mail"):* Communications within and among Microsoft Exchange, the City of Snellville Home Page, Windows Internet Mail, Microsoft Internet Explorer, etc.

*E-mail Records Master Copy:* The archived e-mail records maintained by the City of Snellville.

*Encryption:* The translation of data into a secret code.

*LAN:* A network (or group) of personal computers and related devices (e.g., printers) in a small area (such as an office) that are linked together by cable; that can directly communicate with other devices in the network, and that can share resources (e.g., directories and files). LAN Administrators are those individual(s) in charge of insuring that the LAN works properly.

*Network Server:* A computer that is dedicated to managing network traffic. Individual desktop computers rely on network servers for files, printers and software.

*WAN:* "WAN" is the acronym for Wide Area Network, which is a network (or group) of LAN's.

### **4. Responsibilities:**

***Records Manager.*** The designated records custodian for all standard public records generated by the City is the designated records custodian for public records generated by e-mail as well. It is the responsibility of the Records Manager to accommodate members of the public who request access to e-mail by scheduling a time for access and by providing instruction regarding the operation of the e-mail program. The public

will be able to access and inspect public records generated through the e-mail system at a designated public access terminal. The Records Manager will create and maintain a record of those members of the public who access the system. The Records Manager will establish standards and procedures to ensure the integrity of the e-mail Records Master Copy. The Records Manager will also levy and collect charges for providing copies of records generated through the e-mail system to the public; however, the charges will not exceed that allowed by Georgia law.

**Data Management Administrator.** The Data Management Administrator will provide technical support for the Records Manager as needed and will update data from all departments on a weekly basis in order to keep the e-mail public access database current. The Data Management Administrator will also provide any licensure or updates to the program as needed.

**Departments Not on Networks.** All departments within the City Administration which are not on Wide Area Networks but generate information through e-mail shall provide updated data to the Data Management Administrator on a weekly basis.

**LAN Administrators.** LAN administrators shall assure their e-mail accounts are properly set up to archive e-mail. LAN administrators shall also install and maintain a warning notice on the Wide Area Network programmed to appear when users login; this notice will advise users that e-mail is a public record and that it should be used for official purposes only. This message shall be included in the login script, along with a built in pause and instructions for the user to hit any key to go into the e-mail program.

**Individuals Requesting Access to E-mail.** All searches will be made by the requestor. Any requestor claiming a qualified disability will be accommodated by the City in accordance with the requirements of the Americans with Disabilities Act.

**Mayor & Council Members.** The City's elected officials are prohibited from the following: a) using e-mail in such a manner that would result in a quorum of the Council contemporaneously reading and responding to e-mail messages from other council members; and b) using e-mail in any manner that would constitute a "meeting" under Georgia's Open Meetings law (O.C.G.A. 50-14-1(a)(2)).

## **5. Ownership:**

E-mail messages generated and received at the City of Snellville are City property and may be retrieved from storage even though both the sender and receiver deleted them. These messages may be used in disciplinary proceedings. E-mail messages that are sent to or received from the City of Snellville but are stored on computer equipment that is not owned by the City are subject to retrieval and production via subpoena.

Department Directors/Supervisors have the authority to inspect the contents of any equipment, files, calendars or electronic mail of their subordinates in the normal course of their supervisory responsibilities. The Data Management Administrator shall have the authority to extract stored e-mail messages when requested to do so by authorized City personnel. Reasons for review and inspection include, but are not limited to, the following: system hardware or software problems; general system failure; regular system

maintenance; a lawsuit threatened or asserted against the City; suspicion of a violation of City policies; suspicion of widespread or individualized inappropriate use of the e-mail system; receipt of a public records request; and/or a need to carry out task(s) or to provide service(s) when the responsible employee is otherwise unavailable.

## **6. Statement of Policy:**

*General.* It is City policy that the e-mail system, like other City assets, is to be used exclusively for the benefit of the City. Use of the e-mail system to violate other City policies is prohibited and may lead to disciplinary action. All employees who use e-mail shall certify in writing that they have read and fully understand the content of this policy. Any and all opinions communicated using the e-mail system, whether express or implied, are those of the individual and do not necessarily express the opinions of the City or its administration and elected officials.

*Privacy.* City employees should be aware that others for a variety of valid reasons might read e-mail messages. Although this statement is true of many types of City correspondence, the nature of e-mail can lead one to forget or disregard the fact that e-mail is not the private property of the sender or recipient even though passwords or encryption codes are used for security reasons.

*Personal Use.* City employees should be aware that if they use the e-mail system to transmit personal messages, such messages will be treated no differently than other transmissions and may be accessed, reviewed, copied, deleted, or disclosed by the City. Employees should not expect that a personal message will never be disclosed to or read by someone other than the intended recipient(s).

*Internet Access.* The City provides Internet access as a part of its E-mail system; however, City employees may only access the Internet for work-related purposes in the furtherance of their responsibilities on behalf of the City.

*Authorized Uses.* Supervisors or Department Heads may authorize the use of e-mail to send and receive messages and to subscribe to and obtain the services of recognized professional organizations and entities relating to the official duties of the City. All employees are authorized to use e-mail as they would any other official City communication tool. Communication by e-mail is encouraged when it is the most efficient and effective means of communication. The sender of e-mail messages retains the primary responsibility for ensuring that the intended receiver receives his or her communication.

*Uses Subject to Authorization.* The following uses require the written approval of the employee's Department Head and/or other members of the City administration:

- Use of hardware, software, and related computer equipment for the transmission and receipt of e-mail messages if such equipment is not the property of the City.
- Reading the electronic mail of another employee. However, the contents of an e-mail message may be inspected pursuant to section IV of this Policy.
- Encrypting any e-mail message unless specifically authorized to do so without depositing the encryption key with the LAN administrator or one's immediate supervisor prior to encrypting the message. If an employee is allowed to encrypt an e-mail message, this does not mean that the

message is intended for personal communication, nor does it suggest that encrypted e-mail messages are the private property of the employee.

*Prohibited Uses.* The following actions are prohibited:

- Intercepting, eavesdropping, recording, or altering another person's e-mail message.
- Forwarding a message that you receive to another without the permission of the originator of the message.
- Adopting the identity of another person on any e-mail message, attempting to send electronic mail anonymously, or using another person's password.
- Composing an e-mail message which contains racial or sexual slurs or jokes or otherwise contains patently harassing, intimidating, abusive, or offensive material to or about others.
- E-mail messages are subject to all City policies governing sexual harassment and other forms of harassment as well as discrimination based on race, sex, or national origin.
- Using e-mail for any commercial, promotional, or business purpose, including the transmittal of personal messages offering to buy or sell goods or services.
- Using e-mail to create a personal social media account.
- Using e-mail to conduct unauthorized employee organization or association business.
- Using e-mail to conduct union business.
- Sending or receiving software in violation of copyright law.
- Using e-mail to communicate any message of a political, religious, obscene or derogatory nature.
- Using e-mail to conduct any type of illegal activity.

*Confidential Information.* Georgia law requires that all employees protect the integrity of any confidential information generated by or on behalf of the City as well as confidential information concerning others. Employees must exercise a greater degree of caution in transmitting confidential information through the e-mail system than with other modes of communication because of the ease and simplicity with which this information can be redistributed. Confidential information should never be transmitted or forwarded to other City employees who do not have a "need to know" the information. To reduce the chance that confidential information may inadvertently be sent to the wrong person, avoid the misuse of distribution lists by ensuring that any lists used are current prior to the transmission of information. Review each name on any list of recipients before transmission to ensure that all recipients have a need to know the information.

City employees should consult the appropriate Department Head, Supervisor, or, if necessary, legal counsel to answer any questions regarding the confidentiality of information. Types of information often considered confidential include, but are not limited to, the following:

- Information from an individual's personnel file
- Personal/family information about City employees, including home addresses and phone numbers
- Information relating to potential litigation, existing litigation, claims against the City, administrative hearings of a criminal or civil nature, or any judicial proceeding
- Information that, if released, would give a competitive advantage to one competitor or bidder over another
- Drafts or working papers involved in the preparation of proposed legislation
- Private correspondence of elected officials
- Trade secrets

- Commercial or financial information of outside businesses
- Information related to the regulation of financial institutions or securities
- Social Security numbers
- Photographs of police officers or other law enforcement officers
- Information the City obtains from businesses pertaining to environmental audits.

E-mail messages that contain confidential information should have a confidentiality legend in all capital letters at the top of the message in a form similar to the following:

**"THIS MESSAGE CONTAINS CONFIDENTIAL INFORMATION OF THE CITY OF SNELLVILLE. UNAUTHORIZED USE OR DISCLOSURE IS PROHIBITED."**

Since copies of e-mail messages may be placed on back-up or other systems out of the control of the City employee generating the message and/or may be accessed by information system personnel or others who do not need to know the information, all employees should remember that it may be inappropriate to communicate certain types of confidential information through the e-mail system.

In addition, to minimize the inadvertent disclosure of confidential information, employees should not access their e-mail messages in the presence of others unless such messages have been reviewed to ensure that the information contained therein is not confidential. Messages should not remain visible on the monitor when a user is away from his or her computer. E-mail passwords should be routinely changed; however, all passwords must be reported to the City employee's immediate supervisor or the appropriate Department Head.

*Copyright Infringement.* The ability to attach a document to an e-mail message for distribution to others greatly enhances the risk of copyright infringement. A system user can be liable for the unauthorized copying and distribution of copyrighted material through the e-mail system.

Accordingly, City employees and elected officials should not copy and distribute copyrighted material of a third party (such as software, database files, documentation, articles, graphics files and down-loaded information) without advance confirmation that the City has the right to copy or distribute such material. Any questions concerning copyrighted information should be directed to the City Administrator or, if necessary, the City Attorney.

*Messages to Legal Counsel.* All messages to and from the City Attorney or other legal counsel seeking or providing legal advice or otherwise pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions should be marked with the following legend in all capital letters at the top of the message:

**"CONFIDENTIAL ATTORNEY/CLIENT PRIVILEGED INFORMATION"**

In addition, in order to preserve the attorney-client privilege, messages to and from the City Attorney should never be sent to others via distribution lists, should never be forwarded to anyone else, and should never be retained on a network e-mail system. If it is necessary to retain a copy of an attorney-client privileged communication, it should be printed and placed in the appropriate file. Confidential communications between the City and its legal counsel should not be archived for disclosure to the public.



*Deletion of Messages.* The City strongly discourages the local storage of large numbers of e-mail messages. Retention of such messages utilizes a large amount of storage space within the network server and may also slow down performance of the system. In addition, because e-mail messages can contain confidential information, it is advisable to limit the number, distribution, and availability of such messages. If the message generated or received is a public record and should therefore be retained, employees should archive the message within a week of its receipt or generation. Once a month, the Data Management Administrator will determine which e-mail messages retained on the system may be deleted and will delete these messages.

*Reporting of Suspected Unauthorized Access.* All suspected intrusions into the e-mail system by unauthorized persons or City employees must be reported immediately to the appropriate Department Head Supervisor, who will then ensure that information systems management is notified along with any other necessary persons.

*Miscellaneous Considerations.* E-mail is a valuable mode of communication and is provided by the City in order to improve its quality of service. However, employees should consider the following when determining whether a message is appropriate for e-mail transmission:

- Avoid generating an e-mail message about someone if you would not verbally make the same statement to this person or write a formal memo containing this statement.
- Avoid generating an e-mail message that may be perceived as ill considered, uninformed, or offensive.
- Avoid using the e-mail system if a more time or cost-effective communication tool is available (for instance, when a telephone conversation would be quicker and/or more efficient).
- Avoid using the e-mail system as a substitute for manager-subordinate face-to-face communications.
- Avoid using the e-mail system for personnel performance-related communications.

## **7. Modification of this Policy:**

The City reserves the right to change this, e-mail policy at any time and will notify its employees of any material changes. City employees are responsible for reviewing and abiding by this policy and any modifications thereto.

## **8. Violations of this policy:**

Violations of this policy will be evaluated on a case-by-case basis and may result in disciplinary action. All e-mail messages are subject to all state and federal laws and rules applicable to the use of the e-mail system. In addition, violations of this policy or misuse of the e-mail system that are of a criminal nature will be referred to the appropriate authorities for criminal prosecution.

## **E) Social Media Policy**

### **1. Purpose:**

The purpose and intent of this policy is to establish guidelines for employees who engage in social media activity as defined herein. This policy is not intended to prohibit any employee's personal expression in general or through social media activity in particular; however, because such activity can adversely affect the efficiency and effectiveness of City of Snellville operations, as well as undermine public trust and confidence, a certain amount of regulation is necessary and appropriate. This policy therefore attempts to strike a reasonable balance between the employees' interest in engaging in social media activity and the City of Snellville's interest in preventing unnecessary disruption to or interference with its operations and relationship to the public it serves.

## **2. Definitions:**

a) For purposes of this policy, the term "social media" is defined as the online technologies through which employees and other individuals engage in "social media activity" as defined below. In most cases, the term refers to internet-based websites such as MySpace®, Facebook®, Twitter®, LinkedIn®, Google+®, YouTube®, Tumblr®, Snapchat®, TikTok®, and Blogger®. Online social media technologies covered by this policy also include, but are not limited to, such applications as web logs/blogs, video logs/vlogs, message boards, podcasts, and wikis.

b) For purposes of this policy, the term, "social media activity" is defined as the act of sharing information or otherwise communicating through social media, including, but not limited to, the posting, uploading, reviewing, downloading, and/or forwarding of text, audio recordings, video recordings, photographs/images, symbols, or hyperlinks.

## **3. Scope of Policy:**

a) This policy applies to all employees of the City of Snellville without regard to whether their social media activity is conducted in or outside the workplace, while on or off-duty, or anonymously or through the use of pseudonyms.

b) This policy applies to all employees of the City of Snellville without regard to job title, position or rank. However, with the approval of the Chief of Police, the Police Department and any other department or affiliated agency of the City of Snellville having special or unique concerns pertaining to its employees' social media activity may adopt and implement more restrictive SOP's or other internal rules narrowly designed to address such concerns.

## **4. Prohibitions on Social Media Policy:**

a) All employees of the City of Snellville should remain mindful that, as public servants, they are generally held to higher standards than the general public with regard to their on-duty and off-duty conduct, professionalism, and ethics. As a result, certain social media activity that may be tolerated or even acceptable in the private sector may nevertheless constitute a violation of this policy.

b) Each employee of the City of Snellville who engages in social media activity must take personal responsibility for ensuring that such activity is consistent with all policies of the City of Snellville, including, but not limited to, those pertaining to making false or misleading statements, promoting or endorsing violence or illegal activity, promoting or endorsing the abuse of alcohol or drugs, disparaging individuals or groups based on race, ethnicity, national origin, gender, sexual orientation, religion, disability, or other characteristics protected by law, or otherwise engaging in conduct unbecoming an employee of the City of Snellville, bringing discredit to the City of Snellville, or interfering with or detrimental to the mission or function of the City of Snellville.

c) Employees must refrain from engaging in any social media activity which disqualifies them from performing, or in any way reasonably calls into question their ability to objectively perform, any essential function of their jobs. Examples of such functions include, but are not limited to, testifying, making hiring or promotion decisions or recommendations, conducting performance evaluations, and determining eligibility for City of Snellville programs.

d) While any employee, at his/her discretion, may engage in social media activity with any other employee(s) consistent with the prohibitions, limitations and restrictions, and guidelines of this policy, no employee may be required or otherwise compelled to engage in such activity with another employee.

e) No employee, whether for purposes of engaging in social media activity or otherwise, may disclose or otherwise reveal any privileged or confidential information of the City of Snellville, any other current or former employee of the City of Snellville, or any applicant for employment with the City of Snellville.

## **5. Limitations and Restrictions on Social Media Activity:**

a) Employees are strongly discouraged from disclosing or otherwise revealing their status as employees of the City of Snellville through social media and, except as otherwise authorized in advance by the City Manager, are strictly prohibited from directly or indirectly representing themselves to be speaking on behalf of the City of Snellville. Similarly, in the absence of prior approval by the City Manager, employees' social media activity should not reveal or depict the City of Snellville's adopted logos, seals, symbols, uniforms, patches, badges, or similar items identified with the City of Snellville.

b) Except as otherwise authorized in advance by the City Manager, if an employee's status as an employee of the City of Snellville is disclosed, revealed, or otherwise made apparent in connection with his/her social media activity, his/her social media activity must include a prominently displayed disclaimer to the effect that the activity reflects only the employee's personal views or opinions and not those of the City of Snellville; provided, however, that no disclaimer will shield an employee from the imposition of appropriate corrective and/or disciplinary action for social media activity which otherwise violates this policy. Employees should recognize that social media activity is generally more likely to violate this policy and other policies of the City of Snellville if their status as City of Snellville employees is disclosed or revealed in connection therewith.

c) Except as otherwise authorized in advance by the City Manager, no employee may utilize City of Snellville computers or equipment for purposes of engaging in social media activity.

d) Except as otherwise authorized in advance by the City Manager, no employee, whether for purposes of engaging in social media activity or otherwise, may post or upload any information, audio recordings, video recordings, photographs/images, etc. from City of Snellville computers or equipment.

e) To preserve the continuity of the City of Snellville's message, ensure accuracy, and avoid unnecessary confusion in the community, except as otherwise authorized in advance by the City Manager, employees should refrain from engaging in any social media activity that purports or serves to announce or explain the details of City of Snellville programs, projects, activities, initiatives, or events.

f) Exceptions to the above-stated limitations and restrictions may be authorized by the City Manager; provided, however, that any request for such an exception represents a promise by the employee that, if approved, the disclosure of information, photographs, audio, video, etc. via social media activity will be fully consistent with the letter and spirit of this and all other policies of the City, any internal SOP's or rules adopted by his/her department director, as well as any laws pertaining to copyrights, trademarks, trade secrets, patents, and privacy and reputational rights.

g) The City of Snellville reserves the right to require any employee to remove immediately any posted or uploaded text, audio recordings, video recordings, photographs/images, etc. (even if previously approved) if such posted material constitutes a violation of this policy or other City of Snellville policies.

## **6. Application to Other Policies:**

All personnel policies of the City of Snellville relating to employee conduct apply equally to conduct that occurs through social media.

## **7. Duty to Report:**

All employees have an ongoing duty to report any violations of this policy by any other employee. The City of Snellville considers this duty to report to be a critical component of its efforts to enforce this policy, and thereby ensure the safety, well-being, morale, and efficiency of its employees, preserve its reputation and goodwill in the community, and avoid or minimize unnecessary disruptions to or interference with its operations and service to the public.

## **8. No expectation of Privacy in Social Media Activity:**

a) City of Snellville employees should be aware that social media activity is not secure or private, even if active steps are taken to restrict access. Once information has been posted or exchanged via social media, it is generally trackable, traceable, and accessible indefinitely. For this reason, and consistent with the City of Snellville's current Internet Usage Policy, employees should have no expectation of privacy in any social media activity conducted in the workplace and/or on-duty or in any social media activity which otherwise directly or indirectly relates to or affects the City of Snellville, any of its departments, or its employees.

b) The City of Snellville reserves the right to inspect or monitor any social media activity engaged in by its employees using City of Snellville owned computers or other electronic equipment or devices. In

accordance with state law, employees may be required to provide access to any social media websites or other applications in which they participate upon a determination by the City that there is reasonable suspicion to believe that such access will reveal evidence of a violation of this policy or any other City of Snellville policy.

### **9. Workplace and/or On-Duty Usage:**

Because it recognizes that social media is an emerging form of communication, the City of Snellville permits employees to engage in limited social media activity in the workplace and/or while on duty, similar to receiving a personal text message or a telephone call of limited duration. Employees choosing to do so, however, are expected and required to use proper judgment and discretion, recognizing that even very brief periods of social media activity can collectively amount to significant periods of time. Supervisors are authorized to restrict or prohibit workplace/on-duty social media activity, as appropriate.

### **10. Corrective and/or Disciplinary Action; Other Potential Consequences:**

- a) Employees engaging in social media activity in violation of this policy will be held accountable, and corrective and/or disciplinary action, up to and including termination of employment, may be taken in accordance with the City of Snellville's disciplinary policies procedures.
- b) If an employee is sued in part due to his/her social media activity under circumstances where the City of Snellville would ordinarily provide a defense and/or indemnify the employee, the City of Snellville reserves the right to withhold or withdraw such defense or indemnification in the event any such activity is found to violate this policy or any other policy of the City of Snellville.

### **11. Interpretation and Application:**

- a) Nothing in this policy is intended to or will be applied in a manner that violates any employee's constitutional rights, including rights to freedom of speech, expression, and association, or federal or state rights to engage in any statutorily-protected activity.
- b) Any employee unsure about the application of this policy to any particular social media activity should seek guidance from the Director for their respective Department before engaging in such activity.
- c) This policy is intended for internal use of the City of Snellville only and should not be construed as establishing a higher duty or standard of care for purposes of any third party civil claims against the City of Snellville and/or its employees. A violation of this policy by an employee provides only a basis for corrective and/or disciplinary action against such employee by the City of Snellville.

### **12. Records Retention:**

Employees that engage in social media activities on the City's behalf and all City-sanctioned social media accounts shall adhere to applicable federal, state and local laws, regulations and policies, including the Georgia Open Records Act and the records retention schedules issued by the Georgia Archives. All content

must be managed, stored and retrieved to comply with these laws. Any content removed from a City social media site will be maintained in accordance with the Georgia Open Records Act.

## **4.8 DRUG AND ALCOHOL FREE WORKPLACE**

The City of Snellville abides by the practices of the "Drug and Alcohol Free Workplace Act of 1988" that all employees of the City must adhere to. It is the City's intent to provide a working environment as free from the use of non-prescribed drugs and alcohol as reasonably possible. Given the potential risk of harm to employees and others if they are attempting to perform their duties while using drugs or alcohol, the City has adopted the following policy. Any employee who feels he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs is encouraged to seek assistance. Further, this policy is to provide compliance with the mandates of Federal Law including but not limited to the Omnibus Transportation Employee Testing Act of 1991. The following terms and phrases are defined below to help an employee recognize terms and conditions of the policy:

Applicant: defined as any person who makes application for public employment with the City of Snellville.

Recognized Drug Test: the collection and testing of bodily fluids administered in the same manner or the equivalent to that required by the "Mandatory Guidelines for Federal Workplace Drug Testing Program" (HHS Regulations 53 Fed. Regulations 11979 et. seq., as amended) or other valid professional procedures approved by the State of Georgia or the Federal Government.

Covered Substances: defined as alcoholic beverages of any kind, controlled and/or illegal drugs which include: marijuana as designated in O.C.G.A. 16-13-21 as amended; any controlled substance as defined in §(4) of O.C.G.A. 16-13-21 as amended; any dangerous drug as defined in O.C.G.A. 16-13-71, as amended; or any other controlled or dangerous substance that persons are prohibited from by law. Said term shall not include any drug when used pursuant to a lawful prescription or when used as otherwise authorized by state or federal law.

Prohibited Activities:

1. The manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substances or illegal drug;
2. Being under the influence of alcohol, illegal drugs, or substances in any manner when on duty; whether or not consumed on City premises and whether or not consumed outside of or during working hours; this includes being impaired by lawfully prescribed drugs that have been abused; and any arrest(s) relating to such use;
3. \*\* An employee convicted of felony drug statute or driving under the influence of drugs and/or alcohol under Section 40-6-391 of the official Code of Georgia, or a conviction under a similar law in Georgia or of another state, must notify the City no later than five days after such conviction. For the purposes of this policy, a plea of nolo contendere or a sentence under a first offender statute

shall constitute a conviction. Such a conviction may subject the employee to disciplinary action, up to and including dismissal; \*\*

4. Performing duties while under the influence of alcohol or controlled and/or illegal substances or drugs regardless of whether the employee is on or off City premises;
5. An employee who engages in such conduct while on the City's premises, in City vehicles, while on duty, or in uniform, is engaged in misconduct and subject to disciplinary action, up to and including immediate dismissal.

### **A. General Testing**

The City reserves the right to test any employee at any time:

1. In conjunction with a scheduled physical examination or during pre-employment screening;
2. When there is reason to believe, in the opinion of the City, that an employee is under the influence of or impaired by alcohol or drugs (prescribed or non-prescribed) while on workplace premises, during working hours, or while on duty, or has reported to work under the influence of an illegal controlled substance.

It is an employee's responsibility when using legally (prescription) obtained drugs to notify his or her immediate supervisor of any and all symptoms, which may render him or her "unfit for duty". Job performance or attendance deficiencies resulting from abuse and/or inappropriate use may be grounds for disciplinary action, up to and including dismissal.

### **B. Testing for Commercial Motor Vehicle Operators**

In accordance with the Omnibus Transportation Employee Testing Act of 1991, the City of Snellville has developed an addendum to its Drug and Alcohol policy covering all City employees who operate a commercial motor vehicle. (In the event that the above Act is amended, the policy is automatically amended to be consistent with any changes to the Act of federal regulations.) A commercial motor vehicle, as the term used in this policy, is a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

1. Has a gross combination weight of 26,000 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
2. Has a gross vehicle weight rating of 26,001 or more pounds;
3. Is designed to transport sixteen (16) or more passengers, including the driver;
4. Is of any size and is used in the transportation of materials found to be hazardous for the purpose of the Hazardous Materials Transportation Act and which requires the motor vehicle to be placarded under the Hazardous Materials Regulation.

To the extent an employee is an operator of a motor vehicle, the federal government has developed regulations for controlled substances and alcohol use and testing, as codified in the Code of Federal Regulations 49 C.F.R.382, et seq. and the appendices thereto, for such employees. For any City employees shall be tested for pre-employment testing, and follow-up testing in accordance with the methods and procedures described in the Code of Federal Regulations.

As to any other provision in this policy which conflicts with the Code of Federal Regulations in regards to the testing of an operator of a commercial motor vehicle; the provisions of the federal regulations will be adopted in place of any conflicting language as contained in this policy.

### **C. Termination and Disqualification from Employment**

The City recognizes that illegal drug and alcohol use and addiction are an unfortunate part of our society. The City therefore encourages any employee who believes he/she has a problem with drugs/alcohol to contact the City Personnel Officer or Designee to report the problem and the Personnel Director will keep on file resources that can help the employee.

Any employee with a drug or alcohol problem who voluntarily enters into a drug and/or alcohol treatment program will not automatically be terminated provided the employee meets and adheres to the conditions and terms of treatment outlined in the City's expanded Drug and Alcohol Policy (available upon request through the City's Personnel Director). However, the City of Snellville still reserves the right to terminate the employee, suspend without pay, or modify the employee's position based on the facts and circumstances of the case.

Any applicant for City employment who refuses to submit to an established test for the use of illegal drugs or who shows a positive result from such a test shall be disqualified from employment by the City. Such disqualification shall not be removed for a period of two years from the date that such test was administered or offered, whichever is later. The results of such test as to the person deemed disqualified as a result shall be confidential and shall not be a public record. (Code 1981, Section 45-20-111, enacted by Ga. L. 1990, p. 2046, Section 1.)

Nothing in this policy shall require the City to pay for any drug or alcohol abuse treatment program. Additionally, nothing in this policy will guarantee nor should be construed as a contract that the employee will be given the opportunity to participate in a treatment program and/or continue to be employed by or be reinstated as an employee of the City.

## **4.9 TOBACCO FREE WORKPLACE**

Employees are prohibited from using tobacco products or smoking materials in any form during work hours, when representing the City and within City property.



For purposes of this policy, “City Property” shall include all city-owned vehicles, buildings owned, leased, rented and areas maintained by the City, any grounds, parking lots, and construction of worksites under City of Snellville control.

The use of “tobacco products of smoking materials” refers to the lighting and smoking of cigarettes, cigars, pipes, and or other similar items such as electronic cigarettes and “vaping” devices, as well as the use of smokeless tobacco products.

#### **4.10 STANDARDS OF ETHICAL CONDUCT**

It is policy of the City to expect all employees to comply with all Rules and Regulations, state statutes and federal regulations in the performance of their job duties. An employee who violates any of the Rules and Regulations shall be subject to disciplinary action.

Employees who may be in a position to influence actions and decisions regarding City administration shall refrain from relationships, which may adversely affect the exercise of their independent judgment in dealing with businesses, organizations and individuals conducting business with the City.

##### **A. Nepotism**

No relative of the mayor, any council member, or the city manager, shall be employed in any position with the City.

In addition, it shall be the policy of the City of Snellville to prohibit two (2) or more relatives to be employed within the same department.

For the purpose of this policy, the term "relative" shall mean wife, husband, mother, father, brother, sister, son, daughter, grandmother, grandfather, grandson, granddaughter, aunt, uncle, nephew, niece, or cousins of the first generation. Also included are the step, half and in-law relationships as appropriate based on the above listing. Also included are others living within the same household or otherwise so closely identified with each other as to suggest a family unit.

In the event of a marriage between two employees of the same department during employment, one employee is required to make arrangements for a transfer or submit his or her resignation within 30 calendar days of such event. If no prior arrangements are made with the Personnel Officer, the employee hired last will forfeit their position.

Any person who is a relative of the mayor, city council member, or the city manager, who is employed by the City at the time such mayor, council member, or city manager is elected or appointed to office or hired may continue in his employment with the City.

##### **B. Non-Fraternization**

Romantic or sexual relationships between a manager/supervisor and a direct report employee can cause real or perceived conflicts of interest. In order to prevent these conflicts, the City prohibits such relationships or any conduct that is intended or may reasonably be expected to lead to the formation of a romantic or sexual relationship between a manager/supervisor and an employee in a direct reporting relationship. This policy applies regardless of whether or not both parties freely consent to such relationships. Should a manager desire to date or become involved with a direct report employee, the manager should first resign from their position with the City.

Should two employees within the same department but not in a direct reporting relationship desire to become involved in a romantic relationship, they should disclose the relationship to the Department Director who shall then make a decision regarding the effect of the relationship on work product and work flow within the department. If in the judgment of the department director, the relationship between two employees within the department creates a negative effect on departmental operations, then one of the two will be asked to transfer or resign their position with the City.

By its prohibition of romantic and sexual relationships, the City does not intend to inhibit the social interaction (such as lunches, dinners, or attendance at entertainment events) that are or should be an important part or extension of the working environment.

### **C. Gifts and Gratuities**

Employees shall not accept gifts, gratuities or loans from organizations, businesses, or individuals that conduct business with the City in which the employee may be involved. This policy does not apply to the acceptance of articles of negligible value, which are distributed generally to the public. This policy does not apply to an employee's personal business transactions such as obtaining personal loans from regular lending institutions.

## **4.11 OUTSIDE EMPLOYMENT**

Regular Full Time Employment with the City shall have precedence over other occupational interests of employees. All outside employment for wages, or commissions and all self-employment must be reported to and approved by an employee's department director and the Personnel Officer. This policy applies to all City employees and conflicting outside employment shall be grounds for dismissal.

City employees must adhere to the following concerning outside employment:

1. Such employment shall not interfere with the efficient performance of the employee's duties;
2. Such employment shall not involve a conflict of interest or conflict with the employee's duties;
3. Such employment shall not involve the performance of duties that the employee should perform as part of their employment with the City;

4. Such employment shall not occur during the employee's regular or assigned working hours unless the employee is on either paid vacation leave, compensatory leave, or leave without pay.
5. Such employment shall not be conducted on City property at any time.

In order to assure that no employee will have a conflict of interest because of outside employment the City will require that the employee submit to his or her Department Director the following information about any outside employment.

- a) Name of Employer.
- b) Address of Employer.
- c) Normal hours worked.
- d) Expected length of employment.

The department director has the responsibility for assuring that the outside employment falls within the guidelines above. Copies of the outside employer information should be forwarded to the Personnel Officer for inclusion in the employee's personnel file.

## **4.12 RECORDS**

### **A. Open Records**

It is the policy to the City to comply with the Georgia Public Records Law (O.C.G.A. § 50-18-70 et seq.). The City's Personnel Rules and Regulations, Classification and Pay Plans and City employee rosters shall be considered public records.

### **B. Personnel Records**

A City employee may submit a written request to the Personnel Officer to examine his/her active and inactive personnel records. The Personnel Officer must honor that request within a reasonable period of time. Review of personnel records must be made during regular working hours in the presence of staff assigned to monitor such activity.

### **C. Personnel Actions**

All personnel actions described in these Rules and Regulations shall be made on official City forms as designated by the Personnel Officer. All personnel forms and records shall be retained in the City's central personnel files and in individual employees' files. All personnel actions must be documented on the appropriate personnel forms and must be retained in the files cited above in order to be considered official City action. The retention of duplicative personnel files in each department is up to the discretion of each

department director.

#### **D. Preservation**

The Personnel Officer shall be the official custodian of all personnel records and shall be responsible for their safekeeping and retention prescribed by law.

Personnel records and files of persons appointed to positions in the City's Classified Service shall be kept as outlined in the Records Retention Policy. All such information shall be part of the permanent personnel file of persons appointed.

Personnel files for employees appointed to regular and temporary positions shall be separated into active and inactive files. An employee's active file shall contain all personnel records related to his/her employment status and job performance. An employee's inactive files shall contain records, which are designated by law to be confidential such as medical information and worker's compensation records. These records must be maintained separately from active files. The Personnel Officer shall be responsible for monitoring the usage and access of all records to ensure compliance with laws regarding record confidentiality.

Records pertaining to persons not appointed shall be retained for at least one (1) year after the position to which the applicant applied has been filled.

### **4.13 POLITICAL ACTIVITY POLICY**

No employee of the Classified Service of the City of Snellville shall be a candidate for or an officer of a political office with the City of Snellville during his/her employment with the City. City employees may not engage in any political campaign activities while on duty, while in the work place, while in uniform, or while using a City vehicle. This prohibited activity includes, but is not limited to, distributing information or soliciting contributions or services for any political party, political candidate or organization while on duty. City employees may not use City funds, supplies or equipment for such purposes.

Nothing herein contained shall be construed to restrict the right of employees in Classified Service to hold membership in and support a political party, to vote as he/she chooses, to express personal opinions on political subjects and candidates, to maintain political neutrality, or to attend political meetings during non-working hours. However, City employees should not express their personal opinions, regarding City of Snellville elections while engaged in official city business.

### **5.1 WORKER'S COMPENSATION**

An employee who becomes injured while performing his/her job shall be covered by the provisions of the Georgia Worker's Compensation Act (O.C.G.A. §34-9-81). These provisions apply to both regular and temporary employees.

### **A. Filing a Claim**

If possible, an employee who becomes injured while performing his/her job must seek treatment or care from a doctor on the City's approved list of physicians for worker's compensation cases. The accident must be reported immediately, or as soon thereafter as possible, to the employee's immediate supervisor.

Failure to report the incident within thirty (30) days of injury may result in the loss of future benefits under the Georgia Worker's Compensation Act. The City shall file a worker's compensation claim on behalf of the employee to the State Board of Worker's Compensation.

### **B. First Seven (7) Days of Injury**

For claim-related absences during the first seven workdays after the incident, the employee must use available sick leave (or annual leave if sick leave balances are depleted) in order to be compensated by the City for those lost days. If the employee does not have accrued leave balances, then those days must be taken as leave without pay. A portion of that time may be paid later by the State if the claim meets certain conditions as determined by the State Board of Worker's Compensation. If the claim-related absence exceeds seven days then the employee may receive wage replacement benefits under the Georgia Worker's Compensation Act.

### **C. Wage Replacement Benefits**

If the claim results in absences over seven (7) workdays, the employee may be eligible to receive wage replacement benefits, which shall be determined by the State Board of Worker's Compensation. If worker's compensation payments are approved by the State Board, the employee may use accrued sick leave to receive income from the City to supplement the worker's compensation payments. Accrued annual leave may be used when sick leave hours have been depleted.

If adequate sick and annual leave has been accrued, the income that the employee will receive from the City, when added to the worker's compensation payments, shall total the regular net pay that the employee was receiving prior to the injury. The City's portion of these payments shall continue until the dollar value of the employee's accrued sick and annual leave is depleted or until the employee returns to work, whichever comes first. The employee will also continue to accrue sick leave and annual leave during this period in which the City is supplementing worker's compensation payments.

If the employee's leave balances are depleted prior to the employee returning to work, the City's portion of the wage payments will be discontinued. The employee may then request to be placed on a leave of absence without pay for temporary disability as prescribed in Section 5.4.

### **D. Returning to Work**

The employee is required to notify the City and the Workers' Compensation insurance carrier when he/she is able to return to work either on a full-time or part-time basis based on the recommendation of the treating

doctor.

Upon returning to work, the City shall assign the employee to the same job or to a comparable job if allowed by the treating doctor. The City shall transfer the employee to another position, if necessary, when the treating doctor recommends light duty assignment, if such assignment is available. The Department Director shall determine the appropriate job assignment for the employee.

The employee may be entitled to reduced benefits from the State Board of Worker's Compensation if the employee's work schedule has been reduced or his/her job assignment has been changed if the injury results in a partial disability; such determination will be made by the State Board. Upon being released from partial disability, the City shall set the employee's pay rate at his/her rate prior to the injury.

## **5.2 SICK LEAVE**

Sick leave, unlike annual leave, is not owned by the employee. Sick leave with pay shall be granted to eligible employees for the following reasons:

- 1) Personal illness or injury;
- 2) Illness or injury of an employee's spouse, parent, son or daughter, including those of an in-law, step, adoptive or foster relationship;
- 3) Temporary disability for reasons such as maternity leave; convalescence from serious illness, injury or surgery;
- 4) Appointments of the employee or their immediate family with physicians, dentists, or other medical practitioners.

All regular and provisional full-time employees shall accrue paid sick leave. Temporary full-time; permanent part-time; and seasonal part time employees shall not be eligible to accrue sick leave. Sick leave shall be accrued while regular full-time employees are in a paid leave status. No employee on leave without pay shall be eligible to accrue paid sick leave.

### **A. Sick leave Accrual Rates (Regular and provisional full-time employees)**

<u>Accrual Rate</u>	<u>Maximum Accumulation</u>
3.69 hours/ pay period (96 hours/year)	720 hours

An employee shall notify the supervisor or Department Director of his/her intention to use sick leave immediately if on duty or as soon thereafter as possible. Failure to do so may be grounds for denial of sick leave with pay for the period of the absence. Sick leave shall not be charged in increments of less than one-

quarter (1/4) hour or 15 minutes. When an employee's available balance of sick leave hours has been depleted, any accrued annual leave will be used in place of sick leave.

## **B. Unused Sick Leave**

At retirement or approved separation from the city, employees will be eligible to receive payment for twenty-five percent (25%) of their accrued sick leave to a maximum of one-hundred sixty (160) hours. Approved separation shall consist of a minimum of two (2) weeks' notice in writing, with the employee working throughout those two weeks. With written approval from the Department Director an employee may substitute accrued annual leave for a portion of their two (2) week notice.

## **C. Doctor's Certificate**

Any sick leave granted in accordance with the reasons cited in this section may require the submittal of medical certification signed by a doctor substantiating that the employee is unable to report to work. A signed medical certification may be required if sick leave is taken for more than three (3) consecutive days, on a day immediately before or after a vacation day, holiday, or weekend day. Prior to returning to work, such certification may be required to verify that the employee is able to return to work. The Department Director shall determine when the certification is necessary.

## **D. Sick Leave Donation**

City of Snellville recognizes that employees may have a family or a personal medical crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available sick/personal time. To address this need all eligible employees will be allowed to donate sick time from their unused balance to their co-workers in need in accordance with the policy outlined below. This policy is strictly voluntary.

### **1. Eligibility**

Employees who donate sick time must be employed with City of Snellville for a minimum of one (1) year.

### **2. Guidelines**

Employees who would like to make a request to receive donated sick time from their co-workers must have a situation that meets the following criteria:

- Family Health Related Emergency- Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, domestic partner, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.

Employees will be required to request and be approved for FMLA in order to receive donated sick time.

Employees who donate sick time from their unused balance must adhere to the following requirements:

Donation minimum – 8 hours

Donation maximum – 16 hours

Note: Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off. Employees cannot borrow against future sick time to donate.

Employees who receive donated sick time may receive no more than 480 hours (12 weeks) within a rolling 12 month period.

Employees who are currently on an approved leave of absence cannot donate sick/personal time. Employees whose pay is supplemented with donated sick leave will still be considered on leave of absence without pay. The employee will not accrue annual or sick leave and will not receive paid leave on holidays.

### **3. Procedure**

Employees who would like to make a request to receive donated sick time are required to complete a Request for Donation of Sick Time form which includes authorization to present their request to the employees of City of Snellville for the sole purpose of soliciting donations.

Employees who wish to donate sick time to a co-worker in need must complete a Request to Donated Sick Time form.

Requests for donations of sick time must be approved by Human Resources, the employee's immediate Supervisor and/or Department Director, and the City Manager.

All forms should be signed and approved by the Department Director and then returned to the Personnel Officer. The Personnel Officer will send the employee's donation request to all city employees.

If the recipient employee has available sick/personal time in their balance, this time will be used prior to any donated sick time.

Donated sick time may only be used for time off related to the approved request. Sick time donated that is in excess of the time off needed will be returned to the last donor on record.

## **5.3 FAMILY MEDICAL LEAVE ACT POLICY (FMLA)**

A leave of absence of up to twelve (12) weeks without pay during any twelve (12) month period will be granted to qualified employees for the following reasons:



- 1) Birth and care of child;
- 2) Placement of a child for adoption or foster care;
- 3) Care for the employee's spouse, child or parent with a serious health condition; and
- 4) The employee's own serious health condition, making the employee unable to work.

For purposes of determining the twelve (12) month period the City has designated a "rolling" twelve (12) month period measured backward *from* the date an employee uses any FMLA Leave.

The City will require proof that the employee's request for FMLA Leave qualifies under the act. Additionally, in the case of FMLA Leave due to the employee's own health condition the City will require a written release from the employee's doctor certifying that the employee is able to return to work.

To be qualified to request a FMLA Leave, a regular full time employee must have worked for the City of Snellville for at least twelve (12) months and for at least 1,250 hours during the year preceding the start of the leave. Employees should provide thirty (30) days' notice to the City of the need for FMLA Leave if the event is foreseeable and as soon as practicable if the event is unforeseen.

FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. FMLA Leave cannot be taken in increments of less than one (1) hour when leave is taken after the birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if the City agrees.

The City will require that employees substitute paid leave in the form of accrued sick or vacation for qualified FMLA leave. The paid leave time will run concurrently with the FMLA time. While an employee is on FMLA leave their benefits and service accrual will continue as if they were still working. An employee who returns to work at or before the end of the twelve (12) week FMLA leave period will be reinstated to their previous position or an equivalent position with equivalent pay, benefits and working conditions.

Should a regular full-time employee require more than the twelve weeks of unpaid leave, they may request a Leave of Absence without pay under Section 5.3. Any leave of absence without pay (if approved) shall run concurrently with the FMLA Leave and will not exceed six (6) consecutive months without the approval of the City Manager. After FMLA Leave is exhausted, the employee will be required to pay for all benefits that they have under any City plan, if they desire to continue coverage for the remainder of the Leave without Pay. Sick Leave and Annual Leave shall not accrue while on Leave of Absence without Pay.

Should an employee fail to return to work from an approved FMLA Leave period, they will be required to reimburse the City for the cost of the benefits provided during the FMLA Leave time. If they are unable to return to work because of the continuation, recurrence or onset of their own or a family member's serious health condition then the City will require medical certification of this condition.

## **5.4 CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City of Snellville's health plan for a certain period of time provided by law when a qualifying event would normally result in the loss of eligibility.

Under COBRA, the employee or qualified beneficiary pays the full cost of coverage at the City of Snellville's group rates, plus an administrative fee established by the City. Certain deadlines and application requirements will apply. Employees may consult the Personnel Officer if they wish to apply for COBRA benefits.

## **5.5 LEAVE OF ABSENCE WITHOUT PAY**

A leave of absence without pay may be granted by the Department Director with the approval of the City Manager to any regular full-time employee requesting such a leave for a period not to exceed six (6) consecutive months. A leave of absence for a period in excess of six (6) consecutive months must be approved by the City Manager and the City Council.

Approval of a leave of absence shall be determined by giving due consideration to the length of the requested leave of absence, the impact of such leave on the organization and the Department's plans to continue the work performed by that employee in his/her absence.

An employee on leave without pay shall not accrue annual leave or sick leave and shall not receive paid leave on holidays. Upon returning to work, the anniversary date of the employee on leave without pay shall be adjusted such that the time away from work shall not be credited as service time.

An employee whose pay is supplemented with donated sick leave will still be considered on a leave of absence without pay. The employee will not accrue annual or sick leave and will not receive paid leave on holidays.

At the end of the approved leave of absence, the employee shall return to the same position or to another position in the same or comparable classification with the same pay rate held prior to the leave of absence.

## **5.6 ADMINISTRATIVE LEAVE**

An employee may be placed on administrative leave with pay at the discretion of the Department Director and approval of the City Manager when such action is deemed to be in the best interest of the City. In some

cases, the purposes of Administrative Leave are to provide an investigatory opportunity or to relieve an employee of his/her duties. It may be with pay for a maximum of one pay period.

## **5.7 ANNUAL LEAVE**

Paid annual leave is provided for the purpose of allowing regular full-time employees time off from their work for vacation purposes or for necessary time to attend to personal business, which cannot be conducted during off-duty hours.

### **A. Eligibility and Accrual**

All regular full-time employees in the City's Classified Service shall be eligible to accrue paid annual leave. Temporary full-time, permanent part-time and seasonal part time employees shall not be entitled to accrue paid annual leave. Annual leave shall not be accrued while regular full-time employees are on leave without pay.

A new or reappointed employee is not eligible to accrue or use annual leave during the first six months of his/her provisional period. Upon the successful completion of the first six months of the provisional period, annual leave shall be credited in a "lump sum" amount to his/her leave record as described below. The employee may utilize that annual leave balance after it has been credited to his/her account upon approval of the department director.

Annual leave with pay shall accrue in lump-sum amounts to regular full-time employees on their employment anniversary date in the following rates based on completion of service for the specified time periods shown below:

<u>Length of Service From Hire Date</u>	<u>Annual Leave Awarded</u>
6 months	40 hours (cannot be carried over)
1 - 5 Years	80 hours
6 - 12 Years	120 hours
13-18 Years	160 hours
18+ Years	200 hours

A maximum of 40 hours of accrued annual leave may be rolled over from one twelve (12) month period to the next. Any accrued annual leave in excess of 40 hours will be forfeited at the end of that twelve (12) month period.

Employees shall be responsible for submitting in writing on the prescribed form their requests to use annual leave to their supervisors or department directors. Such requests must be approved prior to annual leave being used.

Annual leave may be used only to the extent of an employee's available accumulation. Annual leave shall not be used in increments of less than one-quarter hour (15 minutes). Additionally, a regular full-time employee shall be paid for all unused accumulated annual leave to their credit at their current rate of pay as of the effective date of separation (up to the maximum allowed).

## **5.8 FUNERAL LEAVE**

A maximum of three (3) work days of paid funeral leave may be taken in the event of a death in an employee's immediate family. The Department Director may approve a longer absence for extenuating circumstances but additional time, over three (3) work days, must be charged to the employee's accrued sick leave, annual leave or leave without pay. Immediate family includes the spouse, parent, son, daughter, sister, brother, grandchild, and grandparent of an employee. It also includes any of these persons of a step, in-law, and foster or adoptive relationship to the employee. Employees will be required to furnish proof; such as an obituary, that the deceased is a member of his/her immediate family.

## **5.9 COURT LEAVE**

Any regular or provisional employee who is subpoenaed by any federal, state or local court to serve as a juror or witness on a workday shall be entitled to paid leave, without loss of time and without effect of performance rating during this time. Such leave shall be granted only for court cases which neither the employee nor his/her family has a personal interest. The employee must endorse juror pay or other fees over to the City that they receive from the Court. Temporary full-time, permanent part time and seasonal part-time employees shall be eligible for leave of absence without pay for court leave.

Leave for court attendance when the case involves personal litigation or matters of interest to the employee or his/her family, shall be charged to annual leave or leave of absence without pay.

## **5.10 MILITARY LEAVE**

The City complies with all relevant state and federal laws concerning military leave. An employee requesting military leave must notify his/her department director, and obtain approval from the department director and City Manager. Employees will be required to provide supporting documentation of the leave dates. Contact the City's Personnel Officer for more information or questions about military leave.

## 5.11 RETIREMENT BENEFITS

The City of Snellville provides a 401a Defined Contribution Plan for regular full time employees. Employees become eligible on the first of the month following the completion of one (1) full year of employment. The city will contribute six percent (6%) of participant's base pay every pay period to their account. The vesting schedule is as follows:

<u>Length of Service</u>	<u>Vested Benefit</u>
3 years employment	50%
5 years employment	100%

Employees have the ability to pick investment options from an array of mutual funds and also have the ability to make changes and view their retirement account balance through the Internet.

## 6.1 SEPARATIONS

For the purpose of these Personnel Rules and Regulations, separations from positions in the City's Classified Service shall be designated as: a *resignation*, a *constructive resignation*, a *reduction in force*, or a *dismissal*.

Upon separation of an employee from a position, the employee's Department Director shall submit documentation regarding the employee's work performance during the last period of employment with the City. The information regarding the separation of the employee and all other required documents shall be submitted to the Personnel Officer to complete the employee's records. The Personnel Officer will conduct an exit interview with all employees separated from the City's service.

### A. Resignations

A resignation is a voluntary separation of an employee from employment with the City. Two weeks (14 calendar days) shall be the standard period of notification that an employee shall provide the City regarding their resignation. The Department Director shall immediately notify the City Manager and the Personnel Officer of the employee's resignation.

### B. Constructive Resignation

Any employee, without valid reason, who fails to report to work for three (3) consecutive workdays without authorized leave, may be separated from the City's service and shall be reported as a constructive resignation.

### C. Reduction in Force

The City Manager may effectuate a reduction in force due to a budgetary crisis or other material change in duties or organization on the basis of seniority, performance ratings, and individual qualifications.

## **D. Dismissals**

A dismissal is an involuntary separation of an employee from employment with the City. Employment with the City is terminable at will, with or without cause.

## **6.2 ADVERSE ACTIONS**

A Department Director is responsible for the proper and efficient operation of his/her department and for enforcing the City's Rules and Regulations, and any other applicable policies. It is the responsibility of all employees to observe and comply with all City policies. All employees who violate City policies will be subject to an adverse action.

### **A. Reasons for Adverse Action**

Employees may receive an adverse action for the violation of the City's standard of ethical conduct found in Section 4.8 of these Rules and Regulations or for violation of any of the specific actions listed below. Any of these infractions are sufficient grounds for adverse action, up to and including dismissal.

These violations serve as guidelines for employees although they are not necessarily exclusive. The City retains the right to administer adverse action for offenses not specifically reflected in these Personnel Rules and Regulations.

Employee actions that may warrant adverse action include:

1. Willful neglect to perform at an acceptable level of competence as determined by the Department Director;
2. Disregard for violations of City ordinances, departmental policies and regulations, including safety rules;
3. Willful misuse, misappropriation, negligence or destruction of any City property, vehicle or equipment including the use of such items for personal use or gain;
4. Excessive tardiness or absence from duty without prior approval;
5. Violation of any reasonable or official order, refusal to carry out lawful and reasonable directions given by a supervisor, or any other acts of insubordination;
6. The unauthorized consumption of alcoholic beverages on City property, in a City vehicle, while in City uniform, or on City time;

7. The abuse or misuse of prescription or nonprescription drugs, other forms of medication, or any mind-altering substance;
8. The unlawful manufacture, dispensation, distribution, possession or use of controlled substances;
9. Any violation of the City's Drug-Free or Tobacco Free Workplace policies;
10. Willfully giving false information to City officials, City employees or the general public;
11. Falsification of a job application or other City records;
12. Violation of privileged information or its use for private gain;
13. Any conduct, on or off duty, that reflects unfavorably on the City as an employer;
14. Refusal to be examined by a City-authorized and licensed doctor when so directed in accordance with these Personnel Rules and Regulations;
15. Falsification or destruction of official records or documents or use of official position for personal benefit, profit, or advantage, or for other improper reasons;
16. Discourteous behavior to the general public or to other City employees;
17. Conviction of a crime;
18. Any commission of any act which would constitute a crime had the individual been convicted of committing said act by a competent court of jurisdiction;
19. Failure to answer any questions before any local, state or federal judicial or administrative tribunal, or appeals board;
20. Possession of firearms or other dangerous weapons or articles by non-police personnel while on duty;
21. Harassment of other City employees or the general public;
22. Organization and/or participation in prohibited political activity or in a work strike against the City;
23. Sleeping while on duty;
24. Allowing one's self to be in a position or circumstance which inhibits one's ability to properly and professionally perform one's job duties;
25. Inefficiency in the performance of one's duties;

26. Any action that is detrimental to the City or its operations.

## **B. Types of and Procedure for Administrating Adverse Actions**

Adverse actions can be taken against an employee in the form of a written reprimand, =suspension without pay, disciplinary salary reduction, disciplinary demotion, and dismissal.

These types of adverse actions are defined as follows:

### **1. Written Reprimand**

The written reprimand is a formal means of communicating in writing to an employee a violation of City policy and/or procedures. The supervisor or Department Director shall prepare the written reprimand. It shall be presented to the employee in a private meeting.

The employee shall sign the written reprimand. It shall be included in the employee's personnel file. The employee shall have up to ten (10) business days after receiving the written reprimand to submit a response in writing for inclusion in his/her personnel file.

### **2. Suspension without Pay**

An employee may be suspended without pay for violating these Personnel Rules and Regulations or any other City policy. An employee may be suspended for up to ten (10) workdays in one (1) calendar year. The Department Director shall prepare the unpaid suspension paperwork. It shall be presented to the employee in a private meeting.

The employee shall sign the suspension paperwork. It shall be included in the employee's personnel file. The employee shall have up to ten (10) business days after receiving the suspension paperwork to submit a response in writing for inclusion in his/her personnel file.

### **3. Disciplinary Salary Reduction**

An employee's salary may be reduced up to five percent (5%), for disciplinary purposes. This does not constitute a reduction in salary range. The Department Director shall prepare the disciplinary salary reduction paperwork. It shall be presented to the employee in a private meeting.

The employee shall sign the disciplinary salary reduction paperwork. It shall be included in the employee's personnel file. The employee shall have up to ten (10) business days after receiving the disciplinary salary reduction paperwork to submit a response in writing for inclusion in his/her personnel file.



#### **4. Disciplinary Demotion**

An employee may be demoted to a vacant position of a lower classification for disciplinary reasons if the employee is qualified to perform the work of the lower position. This shall entail a reduction in salary as outlined in section 3.2. The Department Director shall prepare the disciplinary demotion paperwork. It shall be presented to the employee in a private meeting.

The employee shall sign the disciplinary demotion paperwork. It shall be included in the employee's personnel file. The employee shall have up to ten (10) business days after receiving the disciplinary demotion paperwork to submit a response in writing for inclusion in his/her personnel file.

#### **5. Dismissal**

An employee may be involuntarily separated from employment with the City for disciplinary reasons. The Department Director shall prepare the dismissal paperwork. It shall be presented to the employee in a private meeting. The employee shall sign the dismissal paperwork. It shall be included in the employee's personnel file.

All regular full-time employees have the right to appeal their dismissal of their employment.

### **6.3 APPEALS POLICY**

An appeal is a request by a regular, full-time employee for a review of a dismissal made by the City against that employee. Provisional employees may not appeal dismissals.

A regular full-time or part-time employee wishing to appeal his or her dismissal must submit a written appeal to the City Manager within five (5) business days of the dismissal. During the pendency of the appeal, the employee will be on an unpaid administrative leave. The City Manager will then make arrangements to meet and discuss the matter as soon as practical, but at least within ten (10) business days of receiving the written appeal. The appealing employee shall have prepared any documents or other information to support the appeal at the meeting with the City Manager. Within five (5) business days of the meeting, the City Manager will respond in writing to the appeal to provide whether the dismissal will be upheld. If the dismissal decision is upheld, the City Manager will provide a new effective date of the dismissal.

The Personnel Officer will be responsible for maintaining files on all appeals and decisions relating to the appeals process.

### **6.4 NAME-CLEARING HEARINGS**

When a dismissal implicates a regular full-time, regular part-time, or provisional employee's liberty interests, that employee has a right to request a name-clearing hearing. The purpose of a name-clearing hearing is only to "clear one's name," and has no bearing on the dismissal taken against an employee. *The City is not required to change any decision regarding a dismissal as the result of a name-clearing hearing.*

This policy provides a general overview of name-clearing hearings where liberty interests are implicated, and is not intended to answer all questions regarding name-clearing hearings. Whether a dismissal implicates a liberty interest is determined on a case-by-case basis. The Personnel Officer should be consulted when a dismissal may implicate a liberty interest.

An employee's liberty interests are implicated when:

- A public charge has been brought against the employee;
- The charge is alleged to be false by the employee;
- The charge is potentially stigmatizing; and
- The charge has the potential to severely damage the employee's future employment opportunities.

The City will give the employee sufficient notice of the specific charges against her or him. The City will give an employee reasonable notice of his or her right to a name-clearing hearing, where applicable. The employee must request a name-clearing hearing within three (3) business days of receiving the dismissal paperwork. A name-clearing hearing will be held within fourteen (14) days after notice of the dismissal and the right to a name-clearing hearing. A name-clearing hearing shall be public. The employee has the right to present witnesses and the right to cross-examine witnesses during the hearing.

## **7.1 GRIEVANCE PROCEDURE**

The grievance procedure is a formal communications process for hearing a grievable complaint or dispute by an employee regarding his/her employment. The purpose of the employee grievance procedure is to provide an orderly and just process for hearing grievable claims.

Grievance claims may only be submitted by regular and provisional full time employees; except for those relating to unlawful discrimination as defined in Section 2.3 that may be submitted by any employee of the City.

The objective of the grievance process is to reach a fair and equitable decision as early as possible. It is therefore important for the employee and the immediate supervisor to strive to resolve a grievance quickly so that the employee does not have to continue with the grievance process and take his/her grievance further.

## **A. Grievable Claims**

A grievance may be filed that relates to the following employment issues:

1. Complaints that the employee's employment or productivity has been adversely affected by unfair treatment;
2. Complaints of unsafe or unhealthy working conditions;
3. Erroneous or capricious application or interpretation of Personnel Rules and Regulations and other City policies; or,
4. Complaints of unlawful discrimination.

## **B. Non-Grievable Issues**

The following issues or areas are not grievable:

1. Issues that are pending or have been concluded by other administrative or judicial procedures.
2. Work assignments, which do not result in a demotion or salary reduction (such as reclassifications or transfers).
3. Changes in work assignment and staffing to comply with:
  - i. operating budget allocations;
  - ii. legislative mandates by the State or Federal Governments;
  - iii. court orders or other legal requirements; and
  - iv. restructuring of city department(s) and function(s)
4. The content or rating of a performance evaluation except when the employee can show that he/she suffered disparate adverse effect from the evaluation.
5. The selection of an individual to fill a position through appointment, promotion, or transfer except when the employee can show adverse effect because of unlawful discrimination.
6. Any type of adverse action..
7. Any matter, which is not within the jurisdiction or control of the City.
8. Internal security practices established by the Department Director, Personnel Officer or City Manager.
9. Decisions and practices or adopted resolutions and policies which are not job- or work-related and which do not violate these Personnel Rules and Regulations.

### **C. Filing a Claim**

An employee may file a written grievance with his/her immediate supervisor within five (5) workdays after the occurrence of the event being grieved, or within five (5) workdays after becoming aware of the event. The written grievance must specifically state the issue being grieved and the employee's desired resolution to that grievance.

There are three (3) steps to the grievance procedure. In filing a grievance, the employee must start at the first step and file the grievance at each sequential step in the order shown below, if the grievance has not been resolved in the previous step. If the employee's immediate supervisor is the Department Director, then the grievance process will start at Step 2. An interpreter may accompany an employee when it is necessary at any step in the grievance process.

#### **Step 1: Immediate Supervisor**

If the claim is grievable according to these Personnel Rules and Regulations, then the immediate supervisor must hold the first hearing within ten (10) workdays after the grievance is filed. The immediate supervisor must notify the employee, in writing, of the decision regarding the grievance within five (5) workdays after the first hearing.

#### **Step 2: Department Director**

If the employee's immediate supervisor is the Department Director, the employee must initially file the grievance with the Department Director. The process outlined in Step 1 must be followed in this situation.

If the grievance was initially filed with the immediate supervisor in Step 1 and it was not resolved to the employee's satisfaction, the employee may file the grievance with the Department Director. The grievance must be filed in writing to the Department Director within five (5) workdays after receiving the initial decision of the immediate supervisor. The Department Director must hold the second hearing within ten (10) days of receiving the employee's written grievance. The Department Director must notify the employee of the decision regarding the grievance within five (5) workdays after the second hearing.

#### **Step 3: Hearing Officer**

If the employee's grievance has not been resolved, then the employee can submit his/her written grievance to the City's designated hearing officer, usually the Personnel Officer, and request a third hearing. This request must be made within five (5) workdays of receiving the decision from the Department Director.

The hearing officer is designated by the City Manager and is usually the Personnel Officer. The hearing officer must hold the third hearing within ten (10) workdays of receiving the written grievance from

the employee.

The hearing officer will preside over the hearing and obtain pertinent facts about the grievance and hear information regarding the circumstances relevant to the grievance. The hearing officer shall allow the employee to make a presentation and shall ask questions of all parties present. The employee shall be self-represented, but may bring witnesses to testify at the hearing. Both the employee and the hearing officer may question the witnesses.

After the hearing, the hearing officer shall review the grievance, evidence and requested resolution and will make a determination regarding the claim. The hearing officer shall issue a written decision to the employee within five workdays of the third hearing. The decision of the hearing officer shall be the final decision in the grievance process.

**Posting Requirement**

Grievance procedures shall be available to all employees and easily accessible to each department.

**~~8.1~~ — ~~APPEALS POLICY~~**

STATE OF GEORGIA

CITY OF SNELLVILLE

**ORDINANCE NO. 2023-06**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE  
CITY OF SNELLVILLE, GEORGIA**

TO ADOPT THE FISCAL YEAR 2023-2024 BUDGET FOR EACH FUND OF THE CITY OF SNELLVILLE, GEORGIA, APPROPRIATING THE AMOUNTS SHOWN IN EACH BUDGET AS EXPENDITURES/EXPENSES, ADOPTING THE SEVERAL ITEMS OF REVENUE ANTICIPATIONS, AND PROHIBITING EXPENDITURES OR EXPENSES FROM EXCEEDING THE ACTUAL FUNDING AVAILABLE.

**WHEREAS**, sound governmental operations require a General Fund Budget in order to plan the financing of service for the residents of the City of Snellville; and

**WHEREAS**, Title 36, Chapter 81, Article 1 of the Official Code of Georgia Annotated (OCGA) requires a balanced budget for the City's Fiscal Year, which runs from July 1<sup>st</sup> to June 30<sup>th</sup> of each year; and

**WHEREAS**, the Mayor and City Council of the City of Snellville have reviewed the proposed FY 2024 budget as presented by the City Manager and provided public notice and held public hearings as required by Georgia Law; and

**WHEREAS**, each of these funds is a balanced budget, so that anticipated revenues and other financial resources for each fund equal the proposed expenditures and expenses; and

**WHEREAS**, the Mayor and City Council wishes to adopt this proposal as the Fiscal Year 2024 Annual Budget, effective from July 1, 2023 to June 30, 2024.

**NOW THEREFORE**, The Council of the City of Snellville hereby ordains, as follows:

**Section 1.** That the proposed Fiscal Year 2024 Budget, attached hereto as Exhibit A and incorporated herein as a part of this Ordinance is hereby adopted as the Budget for the City of Snellville, Georgia for Fiscal Year 2023-2024, which begins July 1, 2023 and ends on June 30, 2024.

**Section 2.** That the several items of revenues, other financial resources, and sources of cash shown in the budget for each fund in the amounts shown anticipated are hereby adopted, and that the several amounts shown in the budget for each fund as proposed expenditures or expenses, and uses of cash are hereby appropriated to the departments named in each fund.

**Section 3.** That the “legal level of control” as defined in O. C. G. A. §36-81 is set at the departmental level, meaning that the City Manager in his capacity as Budget Officer is authorized to move appropriations from one line item to another within a department, but under no circumstances may expenditures or expenses exceed the amount appropriated for a department without a further budget amendment approved by the Mayor and City Council.

**Section 4.** That all appropriations shall lapse at the end of a Fiscal Year.

**Section 5.** That this resolution shall be and remain in full force and effect from and after its date of adoption.

It is so ordained on this \_\_\_\_ day of \_\_\_\_\_, 2023.

**City of Snellville, Georgia**

\_\_\_\_\_  
Barbara Bender, Mayor

\_\_\_\_\_  
Tod Warner, Mayor Pro Tem

*ATTEST:*

\_\_\_\_\_  
Melisa Arnold, City Clerk

\_\_\_\_\_  
Solange Destang, Council Member

*APPROVED AS TO FORM:*

\_\_\_\_\_  
Dave Emanuel, Council Member

\_\_\_\_\_  
W. Charles Ross, City Attorney  
Powell & Edwards, P.C.

\_\_\_\_\_  
Cristy Lenski, Council Member

\_\_\_\_\_  
Gretchen Schulz, Council Member

**BUDGET NOTES**  
**FY-2024 GENERAL FUND OVERVIEW**

1. Tax Digest Information:

Final 40% 2022 Digest Value = \$1,300,799,054  
City Projected 2023 Net Tax Digest Value = \$1,339,823,026 (Projected +3%)

Current Levy of 4.00 Mills = \$5,359,292.00 Total Income from Property Taxes  
Revenue currently budgeted = \$5,300,000.00

2. Proposed GF Budget Includes: \* Balanced Budget w/  
Rev/Exp = \$15,330,356

\* FY-24 net spending is up by 4.25% or \$634,019.  
The great majority of the increase is in salaries. We acted on our Retreat discussion to increase our hiring and retention competitiveness. Revenue is down in several categories as inflation has curtailed development.

\* \$100,000 is budgeted to cover any DDA bond payment shortfall

\* Sanitation subsidy has increased to \$1,189,528.00

\* A Fund Balance drawdown of \$330,771 is budgeted.

\*\$300,000 in ARPA is carried over from FY23

\*\$300,000 new from ARPA is in this budget.

\* Stormwater review shows a deficit at EOY.

(5/15/23)



## FY24 Sanitation Review

<b>Commercial Service</b>	
Projected Revenue	\$1,862,000
Projected Cost	\$1,603,800
<b>Net Revenue</b>	<b>\$258,200</b>

<b>Residential Service</b>	
Per House	\$167.88
# of Homes	7,475
<b>Total Cost</b>	<b>\$1,254,903</b>

<b>Recycling Center</b>	
Projected Revenue	\$165,800
Projected Cost	\$358,625
<b>Net Revenue</b>	<b>(\$192,825)</b>

<b>General Fund Subsidy</b>	
Net Comm./Res.	(\$996,703.00)
Net Recycling	(\$192,825.00)
<b>GF Subsidy</b>	<b>(\$1,189,528.00)</b>



Snellville, GA

# Budget Worksheet

## Account Summary

For Fiscal: 2023-2024 Period Ending: 05/31/2024

Defined Budgets

		2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity
<b>Fund: 100 - GENERAL FUND</b>							
<b>Revenue</b>							
<a href="#">100-310-331115</a>	SDS-911	810,277.00	309,384.81	529,074.00	382,278.33	500,000.00	0.00
<a href="#">100-310-334110</a>	G.O.H.S. Grant	97,000.00	137,022.32	99,063.00	73,596.59	94,000.00	0.00
<a href="#">100-310-342120</a>	Police Report Fees	20,000.00	24,288.51	20,000.00	16,575.00	22,000.00	0.00
<a href="#">100-310-342310</a>	Fingerprint Fees	10,000.00	12,395.00	10,000.00	9,075.00	12,000.00	0.00
<a href="#">100-310-342315</a>	Background Checks	18,000.00	15,006.00	1,000.00	9,494.00	12,000.00	0.00
<a href="#">100-310-342320</a>	Pawn Shop Ordinance Fees	1,000.00	975.00	750.00	1,260.00	1,300.00	0.00
<a href="#">100-310-351320</a>	Confiscations-Drug Task Force	0.00	0.00	0.00	3,266.89	0.00	0.00
<a href="#">100-310-382909</a>	Misc Revenue-Police	1,000.00	40,112.34	1,000.00	20,848.95	7,000.00	0.00
<a href="#">100-310-392100</a>	Sale Of Equipment-Police	1,000.00	0.00	5,000.00	0.00	5,000.00	0.00
<a href="#">100-330-334900</a>	Misc. Revenue	0.00	0.00	0.00	2,390.01	1,000.00	0.00
<a href="#">100-330-392101</a>	Sale Of Equipment-PW	1,000.00	0.00	0.00	0.00	0.00	0.00
<a href="#">100-340-134150</a>	From Fund Balance	0.00	0.00	0.00	0.00	330,771.00	0.00
<a href="#">100-340-311119</a>	Property Taxes	4,500,000.00	4,408,903.81	4,860,000.00	5,042,119.15	5,300,000.00	0.00
<a href="#">100-340-311120</a>	FIFA	0.00	0.00	0.00	1,200.00	5,000.00	0.00
<a href="#">100-340-311125</a>	Misc Fees	0.00	0.00	0.00	10,036.02	0.00	0.00
<a href="#">100-340-311130</a>	Property Tax Refunds	0.00	107,765.52	110,000.00	-164,593.60	0.00	0.00
<a href="#">100-340-311310</a>	Auto Tags	18,000.00	18,703.69	16,000.00	9,515.14	16,000.00	0.00
<a href="#">100-340-311315</a>	Title Ad Valorem Tax	400,000.00	692,827.76	620,000.00	486,559.75	625,000.00	0.00
<a href="#">100-340-311600</a>	Intangible Taxes	75,000.00	128,189.33	120,000.00	69,090.22	75,000.00	0.00
<a href="#">100-340-311601</a>	Transfer Taxes	30,000.00	49,622.40	36,000.00	35,898.54	30,000.00	0.00
<a href="#">100-340-311700</a>	Franchise Taxes	1,400,000.00	1,526,792.46	1,450,000.00	1,373,679.84	1,525,000.00	0.00
<a href="#">100-340-311710</a>	Telecom ROW Use Fees	10,000.00	26,104.41	10,000.00	14,370.62	12,000.00	0.00
<a href="#">100-340-311800</a>	ExciseTax	7,000.00	11,217.04	12,000.00	10,399.43	10,000.00	0.00
<a href="#">100-340-311805</a>	Rental Excise Tax	70,000.00	86,060.44	80,000.00	79,502.61	85,000.00	0.00
<a href="#">100-340-319110</a>	Interest On Property Taxes	6,000.00	26,303.68	10,000.00	15,640.70	15,000.00	0.00

**Budget Worksheet**

**For Fiscal: 2023-2024 Period Ending: 05/31/2024**

**Defined Budgets**

		<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2023-2024</b>
		<b>Total Budget</b>	<b>Total Activity</b>	<b>Total Budget</b>	<b>Total Activity</b>	<b>Total Budget</b>	<b>YTD Activity</b>
<a href="#">100-340-331130</a>	ARPA	0.00	0.00	300,000.00	0.00	600,000.00	0.00
<a href="#">100-340-334100</a>	Safety Grant	5,000.00	0.00	0.00	17,600.00	15,000.00	0.00
<a href="#">100-340-341910</a>	Election Receipts	0.00	720.00	0.00	0.00	1,000.00	0.00
<a href="#">100-340-349300</a>	Rt Check Service Charge	0.00	229.00	0.00	73.20	0.00	0.00
<a href="#">100-340-361000</a>	Interest Received	20,000.00	10,919.71	10,000.00	7,510.53	10,000.00	0.00
<a href="#">100-340-382000</a>	Community Room Rental	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00
<a href="#">100-340-382010</a>	Rent-GECC	3,000.00	0.00	0.00	0.00	0.00	0.00
<a href="#">100-340-382015</a>	Cell Tower Leases	20,000.00	31,971.48	21,000.00	26,515.35	30,000.00	0.00
<a href="#">100-340-382020</a>	Rent-Gwinnett Tech	5,000.00	0.00	6,300.00	6,300.00	6,300.00	0.00
<a href="#">100-340-382025</a>	Rental Property	5,000.00	5,160.00	5,000.00	3,870.00	9,600.00	0.00
<a href="#">100-340-383000</a>	Opioid Settlement	0.00	28,867.00	20,000.00	15,841.38	0.00	0.00
<a href="#">100-340-389000</a>	Misc Revenue-Admin	1,000.00	6,819.57	5,000.00	924.85	3,000.00	0.00
<a href="#">100-340-389005</a>	Centennial Merchandise	0.00	0.00	0.00	724.00	0.00	0.00
<a href="#">100-340-389010</a>	Misc Revenue Opioid Settlement	0.00	2,384.39	0.00	5,834.44	0.00	0.00
<a href="#">100-341-351160</a>	Fines & Forfeitures	2,400,000.00	2,184,010.25	2,400,000.00	1,483,842.05	2,300,000.00	0.00
<a href="#">100-360-331305</a>	Grant Revenue	0.00	0.00	0.00	1,500.00	0.00	0.00
<a href="#">100-360-334000</a>	Comm. Block Grant-Av	385,000.00	0.00	385,000.00	0.00	0.00	0.00
<a href="#">100-360-347300</a>	Pool Receipts	25,000.00	45,711.00	30,000.00	9,609.00	30,000.00	0.00
<a href="#">100-360-347301</a>	Tennis Receipts	1,000.00	1,245.00	2,000.00	7,252.88	8,000.00	0.00
<a href="#">100-360-347302</a>	Youth Activity Fees	20,000.00	37,999.90	25,000.00	30,985.37	25,000.00	0.00
<a href="#">100-360-347305</a>	Adult Leagues	5,000.00	18,805.00	10,000.00	13,706.25	12,000.00	0.00
<a href="#">100-360-347401</a>	Special Events	0.00	-20.00	500.00	0.00	0.00	0.00
<a href="#">100-360-347500</a>	Special Events	0.00	1,728.75	0.00	1,024.00	0.00	0.00
<a href="#">100-360-347600</a>	Swim Lessons	3,000.00	10,255.00	5,000.00	-60.00	5,000.00	0.00
<a href="#">100-360-347900</a>	Senior Membership Dues	8,000.00	11,222.00	12,000.00	12,815.50	12,000.00	0.00
<a href="#">100-360-347910</a>	Senior Programs/Events	1,000.00	3,281.00	2,000.00	4,270.00	3,500.00	0.00
<a href="#">100-360-347915</a>	Senior Donations/Sponsors	0.00	442.00	350.00	650.00	750.00	0.00
<a href="#">100-360-347920</a>	Senior Day Trips	4,000.00	2,176.00	4,000.00	5,638.00	5,000.00	0.00
<a href="#">100-360-381000</a>	Concessions	1,000.00	1,564.17	1,000.00	1,055.43	1,500.00	0.00
<a href="#">100-360-381005</a>	Facility Rentals-Fields	6,000.00	23,393.20	18,000.00	17,439.76	20,000.00	0.00
<a href="#">100-360-381010</a>	Facility Rentals-Special	1,000.00	2,295.00	1,000.00	-90.00	1,000.00	0.00

Budget Worksheet

For Fiscal: 2023-2024 Period Ending: 05/31/2024

Defined Budgets

		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity
<a href="#">100-360-381015</a>	Facility Rentals-Classes	1,000.00	3,250.00	1,000.00	901.90	1,000.00	0.00
<a href="#">100-360-382000</a>	Park Facility Rentals	14,000.00	38,212.00	27,000.00	22,638.62	28,000.00	0.00
<a href="#">100-360-387905</a>	Sign Revenue	0.00	0.00	500.00	950.00	750.00	0.00
<a href="#">100-360-389000</a>	Misc. Revenue-Park	500.00	0.00	0.00	147.50	0.00	0.00
<a href="#">100-360-389005</a>	Donations	500.00	300.00	0.00	150.00	0.00	0.00
<a href="#">100-360-389015</a>	Misc. Rev.-Baker's Rock Reimb.	1,000.00	0.00	0.00	600.00	0.00	0.00
<a href="#">100-360-389020</a>	Misc Revenue-Sr Center	0.00	60.00	0.00	75.00	0.00	0.00
<a href="#">100-360-392102</a>	Sale of Equipment	1,000.00	0.00	1,000.00	0.00	0.00	0.00
<a href="#">100-370-314200</a>	Alcohol Taxes	280,000.00	365,709.11	290,000.00	317,298.00	350,000.00	0.00
<a href="#">100-370-316100</a>	Occupational Tax	850,000.00	955,197.98	860,000.00	929,192.57	880,000.00	0.00
<a href="#">100-370-316200</a>	Insurance Premium Tax	1,470,000.00	1,513,921.71	1,550,000.00	1,700,557.56	1,835,585.00	0.00
<a href="#">100-370-316300</a>	Financial Institution Occ. Tax	100,000.00	101,639.46	105,000.00	110,293.63	100,000.00	0.00
<a href="#">100-370-319400</a>	Occupational Tax Penalty/Int.	2,500.00	12,778.88	3,500.00	7,666.91	5,000.00	0.00
<a href="#">100-370-321100</a>	Alcohol License	92,000.00	107,312.50	120,000.00	87,700.00	95,000.00	0.00
<a href="#">100-370-321101</a>	Investigative Fee	0.00	1,600.00	0.00	200.00	0.00	0.00
<a href="#">100-370-321200</a>	Insurance Business License	36,000.00	34,875.00	36,000.00	34,312.50	35,000.00	0.00
<a href="#">100-370-321901</a>	Temporary Use Permit	1,000.00	1,700.00	1,000.00	1,125.00	1,000.00	0.00
<a href="#">100-370-322000</a>	Home Business Permits	500.00	0.00	500.00	0.00	500.00	0.00
<a href="#">100-370-322005</a>	Portable Accessory Structure P	100.00	250.00	100.00	300.00	100.00	0.00
<a href="#">100-370-322230</a>	Sign Permits	4,000.00	2,855.00	6,500.00	6,170.00	6,500.00	0.00
<a href="#">100-370-323100</a>	Building Permit Res	162,711.00	344,746.23	210,000.00	100,468.00	75,000.00	0.00
<a href="#">100-370-323101</a>	Building Permit Comm	150,000.00	74,921.00	150,000.00	217,502.71	75,000.00	0.00
<a href="#">100-370-323102</a>	Site Development	1,000.00	8,100.00	10,000.00	14,031.00	7,000.00	0.00
<a href="#">100-370-323110</a>	Inspection Permits	18,000.00	24,120.00	20,000.00	17,030.00	15,000.00	0.00
<a href="#">100-370-341300</a>	Plan Review Fees	18,000.00	46,069.37	30,000.00	40,258.50	20,000.00	0.00
<a href="#">100-370-341301</a>	Land Disturbance Fee	1,000.00	872.00	1,200.00	3,168.80	1,200.00	0.00
<a href="#">100-370-341392</a>	P. & D. Applications	15,000.00	25,729.70	15,000.00	7,040.00	10,000.00	0.00
<a href="#">100-370-341400</a>	Printing & Duplicating	1,000.00	2,656.72	2,000.00	2,058.94	2,000.00	0.00
<a href="#">100-370-371000</a>	Shark Tank	0.00	2,250.00	0.00	750.00	2,000.00	0.00
<a href="#">100-370-389000</a>	Misc Revenue-Planning	1,000.00	165.00	500.00	1,350.15	500.00	0.00
	<b>Revenue Total:</b>	<b>13,618,588.00</b>	<b>13,722,145.60</b>	<b>14,696,337.00</b>	<b>12,800,972.47</b>	<b>15,330,356.00</b>	<b>0.00</b>

Budget Worksheet

For Fiscal: 2023-2024 Period Ending: 05/31/2024

Defined Budgets

		2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity
<b>Expense</b>							
<b>Department: 510 - Police Dept</b>							
<b>Class: 3210 - Police Administration</b>							
<a href="#">100-510-3210-511100</a>	Salaries and Wages	541,287.00	617,444.55	1,011,000.00	811,376.85	1,003,700.00	0.00
<a href="#">100-510-3210-511300</a>	Overtime	0.00	2,636.89	3,500.00	2,667.46	3,000.00	0.00
<a href="#">100-510-3210-512100</a>	Group Insurance	88,000.00	72,068.43	102,000.00	116,641.98	150,000.00	0.00
<a href="#">100-510-3210-512200</a>	Social Security	33,560.00	42,268.21	61,200.00	49,691.68	62,500.00	0.00
<a href="#">100-510-3210-512300</a>	Medicare	8,100.00	9,044.59	14,300.00	11,621.56	14,600.00	0.00
<a href="#">100-510-3210-512400</a>	Retirement Contributions	32,500.00	29,514.21	61,000.00	44,925.38	60,400.00	0.00
<a href="#">100-510-3210-512700</a>	Workers' Compensation	17,000.00	24,328.22	26,000.00	33,203.75	45,000.00	0.00
<a href="#">100-510-3210-512800</a>	Auto Allowance	10,800.00	22,825.00	10,800.00	10,790.00	3,000.00	0.00
<a href="#">100-510-3210-512900</a>	Long Term Disability	2,400.00	2,418.74	3,200.00	3,589.36	4,750.00	0.00
<a href="#">100-510-3210-512901</a>	Uniforms	45,000.00	38,981.81	45,000.00	51,955.54	48,000.00	0.00
<a href="#">100-510-3210-512902</a>	Employee Medical Expenses	2,000.00	2,309.92	2,000.00	5,186.21	2,500.00	0.00
<a href="#">100-510-3210-512903</a>	Ballistic Vests	0.00	0.00	0.00	0.00	12,000.00	0.00
<a href="#">100-510-3210-522200</a>	Repairs & Maintenance	50,000.00	49,070.16	10,000.00	15,494.05	10,000.00	0.00
<a href="#">100-510-3210-522205</a>	Building Maintenance	45,000.00	57,847.79	45,000.00	35,606.98	40,000.00	0.00
<a href="#">100-510-3210-523200</a>	Communications	70,000.00	103,352.67	75,000.00	82,818.93	80,000.00	0.00
<a href="#">100-510-3210-523500</a>	Travel	2,000.00	1,152.68	4,500.00	3,901.20	4,500.00	0.00
<a href="#">100-510-3210-523600</a>	Dues & Fees	2,000.00	-473.34	1,500.00	391.80	1,250.00	0.00
<a href="#">100-510-3210-523605</a>	Bank Fees	1,750.00	1,628.70	1,750.00	1,312.54	1,500.00	0.00
<a href="#">100-510-3210-523700</a>	Education Training	1,500.00	1,933.92	1,500.00	1,865.00	1,500.00	0.00
<a href="#">100-510-3210-531100</a>	Supplies-Material	20,000.00	20,852.19	20,000.00	12,461.26	18,000.00	0.00
<a href="#">100-510-3210-531230</a>	Utilities	50,000.00	42,218.42	40,000.00	40,542.86	40,000.00	0.00
<a href="#">100-510-3210-531270</a>	Gasoline	110,000.00	170,525.30	130,000.00	103,723.73	135,000.00	0.00
<a href="#">100-510-3210-542000</a>	Machinery And Equipment	16,000.00	16,825.16	16,000.00	8,709.04	17,000.00	0.00
<a href="#">100-510-3210-542400</a>	Computer Expense	25,000.00	28,554.14	20,000.00	17,328.15	20,000.00	0.00
<a href="#">100-510-3210-542405</a>	Software Maintenance	90,000.00	65,372.66	10,000.00	10,537.47	11,000.00	0.00
<a href="#">100-510-3210-571055</a>	Pawn Shop Ordinance Fees	1,500.00	1,166.95	1,500.00	1,339.36	1,500.00	0.00
<b>Class: 3210 - Police Administration Total:</b>		<b>1,265,397.00</b>	<b>1,423,867.97</b>	<b>1,716,750.00</b>	<b>1,477,682.14</b>	<b>1,790,700.00</b>	<b>0.00</b>
<b>Class: 3211 - Dispatch</b>							
<a href="#">100-510-3211-511100</a>	Salaries and Wages	449,363.00	445,174.93	460,000.00	386,614.14	506,750.00	0.00

**Budget Worksheet**

For Fiscal: 2023-2024 Period Ending: 05/31/2024

Defined Budgets

		2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity
<a href="#">100-510-3211-511300</a>	Overtime	6,000.00	50,507.10	8,000.00	24,679.20	13,000.00	0.00
<a href="#">100-510-3211-512100</a>	Group Insurance	110,000.00	77,879.62	100,000.00	51,512.15	80,000.00	0.00
<a href="#">100-510-3211-512200</a>	Social Security	27,860.00	30,062.91	28,300.00	25,011.58	32,250.00	0.00
<a href="#">100-510-3211-512300</a>	Medicare	6,516.00	7,030.77	6,600.00	5,849.56	7,550.00	0.00
<a href="#">100-510-3211-512400</a>	Retirement Contribution	25,388.00	22,833.84	25,500.00	17,988.04	31,200.00	0.00
<a href="#">100-510-3211-512700</a>	Workers' Compensation	2,000.00	1,238.69	1,800.00	1,079.00	2,000.00	0.00
<a href="#">100-510-3211-512900</a>	Long Term Disability	2,000.00	1,818.53	2,100.00	1,708.25	2,450.00	0.00
<a href="#">100-510-3211-521100</a>	Audit-Dispatch	6,000.00	5,500.00	6,000.00	5,500.00	6,000.00	0.00
<a href="#">100-510-3211-523200</a>	Communications	83,000.00	79,904.36	33,000.00	34,760.43	30,000.00	0.00
<a href="#">100-510-3211-531100</a>	Supplies	2,300.00	1,596.34	1,500.00	954.11	1,250.00	0.00
<a href="#">100-510-3211-531230</a>	Utilities	4,000.00	506.34	0.00	194.81	300.00	0.00
<a href="#">100-510-3211-542405</a>	Software Maintenance	50,000.00	50,000.00	10,000.00	4,141.17	5,000.00	0.00
<a href="#">100-510-3211-542410</a>	Code Red	12,850.00	13,685.25	15,000.00	13,685.25	15,000.00	0.00
<a href="#">100-510-3211-542415</a>	Dispatch Terminal Upgrade	23,000.00	0.00	0.00	0.00	4,000.00	0.00
<b>Class: 3211 - Dispatch Total:</b>		<b>810,277.00</b>	<b>787,738.68</b>	<b>697,800.00</b>	<b>573,677.69</b>	<b>736,750.00</b>	<b>0.00</b>
<b>Class: 3221 - Criminal Investigation</b>							
<a href="#">100-510-3221-511100</a>	Salaries and Wages	438,812.00	444,533.43	447,000.00	360,450.94	486,650.00	0.00
<a href="#">100-510-3221-511300</a>	Overtime	5,000.00	39,252.70	15,000.00	28,116.19	18,000.00	0.00
<a href="#">100-510-3221-512100</a>	Group Insurance	70,000.00	67,615.48	75,000.00	50,488.52	75,000.00	0.00
<a href="#">100-510-3221-512200</a>	Social Security	27,300.00	30,070.94	26,900.00	23,725.05	31,300.00	0.00
<a href="#">100-510-3221-512300</a>	Medicare	6,530.00	7,032.76	6,300.00	5,548.60	7,350.00	0.00
<a href="#">100-510-3221-512400</a>	Retirement Contributions	26,300.00	24,334.48	27,000.00	20,577.95	30,300.00	0.00
<a href="#">100-510-3221-512700</a>	Workers' Compensation	22,000.00	18,342.53	21,000.00	16,486.00	25,000.00	0.00
<a href="#">100-510-3221-512900</a>	Long Term Disability	2,100.00	1,898.03	2,100.00	1,603.53	2,250.00	0.00
<a href="#">100-510-3221-523500</a>	Travel	1,000.00	1,489.46	1,500.00	696.52	1,500.00	0.00
<a href="#">100-510-3221-523600</a>	Dues And Fees	1,000.00	176.00	500.00	97.00	500.00	0.00
<a href="#">100-510-3221-523700</a>	Education And Training	2,000.00	911.95	2,000.00	795.00	2,000.00	0.00
<a href="#">100-510-3221-531101</a>	Investigative Expense	5,000.00	5,739.13	2,000.00	1,687.44	10,000.00	0.00
<b>Class: 3221 - Criminal Investigation Total:</b>		<b>607,042.00</b>	<b>641,396.89</b>	<b>626,300.00</b>	<b>510,272.74</b>	<b>689,850.00</b>	<b>0.00</b>
<b>Class: 3223 - Police Patrol</b>							
<a href="#">100-510-3223-511100</a>	Salaries and Wages	1,993,478.00	2,047,987.33	2,135,000.00	1,734,784.10	2,260,700.00	0.00

**Budget Worksheet**

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Defined Budgets

		2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity
<a href="#">100-510-3223-511300</a>	Overtime	15,000.00	53,417.19	25,000.00	42,306.35	35,000.00	0.00
<a href="#">100-510-3223-511400</a>	K-9 Care Pay	3,000.00	1,080.00	2,080.00	920.00	0.00	0.00
<a href="#">100-510-3223-511500</a>	POAB	11,900.00	10,712.50	15,500.00	9,212.50	15,500.00	0.00
<a href="#">100-510-3223-512100</a>	Group Insurance	435,000.00	567,342.20	557,000.00	423,540.28	550,000.00	0.00
<a href="#">100-510-3223-512200</a>	Social Security	120,000.00	126,292.48	129,500.00	107,240.24	142,350.00	0.00
<a href="#">100-510-3223-512300</a>	Medicare	31,000.00	29,536.28	30,300.00	25,080.38	33,300.00	0.00
<a href="#">100-510-3223-512400</a>	Retirement Contributions	110,000.00	91,587.06	117,000.00	80,726.32	137,750.00	0.00
<a href="#">100-510-3223-512700</a>	Workers' Compensation	98,000.00	77,607.77	98,000.00	73,283.25	117,500.00	0.00
<a href="#">100-510-3223-512900</a>	Long Term Disability	9,000.00	8,293.91	9,000.00	6,825.48	10,800.00	0.00
<a href="#">100-510-3223-523500</a>	Travel	4,500.00	8,436.99	6,500.00	4,165.71	6,000.00	0.00
<a href="#">100-510-3223-523600</a>	Dues And Fees	1,500.00	460.23	500.00	248.00	250.00	0.00
<a href="#">100-510-3223-523700</a>	Education And Training	5,500.00	5,933.64	7,500.00	6,330.60	8,000.00	0.00
<a href="#">100-510-3223-531100</a>	Firing Range Supplies	15,000.00	9,985.31	15,000.00	10,071.30	25,000.00	0.00
	<b>Class: 3223 - Police Patrol Total:</b>	<b>2,852,878.00</b>	<b>3,038,672.89</b>	<b>3,147,880.00</b>	<b>2,524,734.51</b>	<b>3,342,150.00</b>	<b>0.00</b>
	<b>Class: 3224 - Records/ Identification</b>						
<a href="#">100-510-3224-511100</a>	Salaries and Wages	112,311.00	115,180.17	115,000.00	97,129.15	122,824.00	0.00
<a href="#">100-510-3224-511300</a>	Overtime	0.00	1,944.58	1,500.00	409.53	600.00	0.00
<a href="#">100-510-3224-512100</a>	Group Insurance	25,000.00	27,013.25	26,000.00	23,348.24	26,000.00	0.00
<a href="#">100-510-3224-512200</a>	Social Security	6,720.00	7,003.52	7,100.00	5,835.43	7,700.00	0.00
<a href="#">100-510-3224-512300</a>	Medicare	1,700.00	1,637.88	1,650.00	1,364.63	1,800.00	0.00
<a href="#">100-510-3224-512400</a>	Retirement Contributions	6,800.00	6,654.48	6,900.00	5,562.90	7,450.00	0.00
<a href="#">100-510-3224-512700</a>	Workers' Compensation	350.00	311.23	400.00	304.00	500.00	0.00
<a href="#">100-510-3224-512900</a>	Long Term Disability	400.00	501.43	440.00	464.05	600.00	0.00
	<b>Class: 3224 - Records/ Identification Total:</b>	<b>153,281.00</b>	<b>160,246.54</b>	<b>158,990.00</b>	<b>134,417.93</b>	<b>167,474.00</b>	<b>0.00</b>
	<b>Class: 3285 - Public Relations</b>						
<a href="#">100-510-3285-531100</a>	Public Relations	3,500.00	4,131.88	3,000.00	1,979.47	5,000.00	0.00
	<b>Class: 3285 - Public Relations Total:</b>	<b>3,500.00</b>	<b>4,131.88</b>	<b>3,000.00</b>	<b>1,979.47</b>	<b>5,000.00</b>	<b>0.00</b>
	<b>Department: 510 - Police Dept Total:</b>	<b>5,692,375.00</b>	<b>6,056,054.85</b>	<b>6,350,720.00</b>	<b>5,222,764.48</b>	<b>6,731,924.00</b>	<b>0.00</b>
	<b>Department: 530 - Public Works Dept</b>						
	<b>Class: 4210 - Public Works - Highway</b>						
<a href="#">100-530-4210-511100</a>	Salaries and Wages	202,134.00	221,920.89	210,000.00	116,288.74	125,600.00	0.00
<a href="#">100-530-4210-512100</a>	Group Insurance	38,000.00	43,484.45	36,000.00	24,053.82	26,000.00	0.00

Budget Worksheet

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Defined Budgets

		2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity
<a href="#">100-530-4210-512200</a>	Social Security	12,600.00	13,425.11	13,000.00	7,064.02	7,800.00	0.00
<a href="#">100-530-4210-512300</a>	Medicare	3,000.00	3,139.75	3,400.00	1,652.06	1,850.00	0.00
<a href="#">100-530-4210-512400</a>	Retirement Contributions	12,100.00	12,435.05	11,000.00	4,451.58	7,550.00	0.00
<a href="#">100-530-4210-512700</a>	Workers' Compensation	6,500.00	9,328.45	11,000.00	3,394.00	8,350.00	0.00
<a href="#">100-530-4210-512900</a>	Long Term Disability	1,100.00	907.05	1,200.00	445.51	600.00	0.00
<a href="#">100-530-4210-512901</a>	Uniforms-Maintenance	2,500.00	2,249.00	2,500.00	2,277.00	2,500.00	0.00
<a href="#">100-530-4210-521003</a>	Consultant	0.00	0.00	0.00	5,387.50	0.00	0.00
<a href="#">100-530-4210-522140</a>	Maint. Lawn Care	75,000.00	70,337.63	92,000.00	70,690.53	105,000.00	0.00
<a href="#">100-530-4210-522200</a>	Repairs & Maintenance	1,000.00	364.45	1,000.00	2,019.50	1,000.00	0.00
<a href="#">100-530-4210-522201</a>	Trade Services	3,000.00	2,894.99	3,000.00	1,089.50	3,000.00	0.00
<a href="#">100-530-4210-522205</a>	Building Maintenance	6,000.00	6,655.33	6,500.00	2,835.52	6,500.00	0.00
<a href="#">100-530-4210-522210</a>	Vehicle Repair, Outsourced	26,000.00	14,062.31	32,000.00	20,248.40	38,000.00	0.00
<a href="#">100-530-4210-522320</a>	Rental Equipment	2,200.00	1,564.20	2,200.00	1,721.95	3,000.00	0.00
<a href="#">100-530-4210-523200</a>	Communications	23,000.00	20,801.48	23,000.00	14,894.43	23,000.00	0.00
<a href="#">100-530-4210-523300</a>	Advertising	300.00	80.00	300.00	0.00	300.00	0.00
<a href="#">100-530-4210-523600</a>	Dues & Fees	750.00	740.00	750.00	764.00	800.00	0.00
<a href="#">100-530-4210-523700</a>	Education & Training	1,000.00	1,055.80	1,000.00	402.99	1,000.00	0.00
<a href="#">100-530-4210-523800</a>	Storage Fees	3,400.00	0.00	0.00	0.00	0.00	0.00
<a href="#">100-530-4210-531100</a>	Supplies & Materials	15,000.00	14,778.94	15,000.00	11,059.10	18,000.00	0.00
<a href="#">100-530-4210-531225</a>	Electricity-Street Lights	236,000.00	258,558.79	245,000.00	167,401.39	260,000.00	0.00
<a href="#">100-530-4210-531230</a>	Utilities	14,000.00	17,147.31	15,000.00	8,476.15	18,000.00	0.00
<a href="#">100-530-4210-531270</a>	Gasoline	12,000.00	12,440.89	12,000.00	7,365.61	13,000.00	0.00
<a href="#">100-530-4210-531701</a>	Street Signs	3,000.00	2,581.54	4,000.00	6,119.52	5,000.00	0.00
<a href="#">100-530-4210-541200</a>	Site Improvements	30,000.00	27,676.92	32,000.00	27,405.00	50,000.00	0.00
<a href="#">100-530-4210-542000</a>	Vehicle & Eqpt Repair	87,000.00	78,595.64	90,000.00	61,829.72	95,000.00	0.00
<a href="#">100-530-4210-542100</a>	Machinery	3,000.00	2,623.49	4,500.00	1,361.96	2,500.00	0.00
<a href="#">100-530-4210-542300</a>	Furniture & Fixtures	3,000.00	552.85	3,000.00	403.97	2,000.00	0.00
<a href="#">100-530-4210-542400</a>	Computer Expense	10,000.00	8,478.01	10,000.00	7,436.40	10,000.00	0.00
<b>Class: 4210 - Public Works - Highway Total:</b>		<b>832,584.00</b>	<b>848,880.32</b>	<b>880,350.00</b>	<b>578,539.87</b>	<b>835,350.00</b>	<b>0.00</b>
<b>Class: 4221 - Public Works - Paved St</b>							
<a href="#">100-530-4221-511100</a>	Salaries and Wages	196,851.00	140,144.91	163,160.00	111,393.38	236,050.00	0.00



**Budget Worksheet**

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Defined Budgets

		2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity
<a href="#">100-530-4221-512100</a>	Group Insurance	57,000.00	34,018.23	28,000.00	19,261.77	65,000.00	0.00
<a href="#">100-530-4221-512200</a>	Social Security	11,600.00	8,617.40	10,115.00	6,803.40	14,650.00	0.00
<a href="#">100-530-4221-512300</a>	Medicare	2,860.00	2,015.41	2,366.00	1,591.16	3,450.00	0.00
<a href="#">100-530-4221-512400</a>	Retirement Contributions	10,000.00	5,487.64	9,790.00	4,522.47	14,200.00	0.00
<a href="#">100-530-4221-512700</a>	Workers' Compensation	15,000.00	8,828.18	15,000.00	9,598.00	23,000.00	0.00
<a href="#">100-530-4221-512900</a>	Long Term Disability	650.00	518.39	650.00	491.91	1,300.00	0.00
<b>Class: 4221 - Public Works - Paved St Total:</b>		<b>293,961.00</b>	<b>199,630.16</b>	<b>229,081.00</b>	<b>153,662.09</b>	<b>357,650.00</b>	<b>0.00</b>
<b>Class: 4600 - Maintenance Shop</b>							
<a href="#">100-530-4600-511100</a>	Salaries and Wages	58,410.00	60,400.00	62,400.00	52,800.00	66,500.00	0.00
<a href="#">100-530-4600-512100</a>	Group Insurance	300.00	192.89	300.00	149.31	250.00	0.00
<a href="#">100-530-4600-512200</a>	Social Security	3,800.00	3,711.92	3,870.00	3,258.53	4,150.00	0.00
<a href="#">100-530-4600-512300</a>	Medicare	720.00	868.12	745.00	762.08	1,000.00	0.00
<a href="#">100-530-4600-512400</a>	Retirement Contributions	3,500.00	3,489.60	3,600.00	3,024.00	4,000.00	0.00
<a href="#">100-530-4600-512700</a>	Workers Compensation	1,300.00	1,050.62	1,400.00	1,011.00	1,450.00	0.00
<a href="#">100-530-4600-512900</a>	Long Term Disability	240.00	264.58	250.00	247.60	350.00	0.00
<b>Class: 4600 - Maintenance Shop Total:</b>		<b>68,270.00</b>	<b>69,977.73</b>	<b>72,565.00</b>	<b>61,252.52</b>	<b>77,700.00</b>	<b>0.00</b>
<b>Department: 530 - Public Works Dept Total:</b>		<b>1,194,815.00</b>	<b>1,118,488.21</b>	<b>1,181,996.00</b>	<b>793,454.48</b>	<b>1,270,700.00</b>	<b>0.00</b>
<b>Department: 540 - Administration Dept</b>							
<b>Class: 1110 - Governing Body</b>							
<a href="#">100-540-1110-511100</a>	Salaries and Wages	32,000.00	37,333.48	40,000.00	33,333.50	40,000.00	0.00
<a href="#">100-540-1110-512200</a>	Social Security	2,000.00	2,314.52	2,450.00	2,066.50	2,450.00	0.00
<a href="#">100-540-1110-512300</a>	Medicare	350.00	541.48	450.00	483.50	450.00	0.00
<a href="#">100-540-1110-512700</a>	Workers' Compensation	100.00	88.49	200.00	102.00	200.00	0.00
<a href="#">100-540-1110-523500</a>	Travel	7,000.00	10,551.82	9,000.00	5,615.57	9,000.00	0.00
<a href="#">100-540-1110-523700</a>	Education And Training	7,000.00	8,136.05	10,000.00	6,722.60	10,000.00	0.00
<a href="#">100-540-1110-531700</a>	Supplies-Miscellaneous	500.00	300.71	1,000.00	1,403.29	1,000.00	0.00
<b>Class: 1110 - Governing Body Total:</b>		<b>48,950.00</b>	<b>59,266.55</b>	<b>63,100.00</b>	<b>49,726.96</b>	<b>63,100.00</b>	<b>0.00</b>
<b>Class: 1130 - Clerk of Council</b>							
<a href="#">100-540-1130-511100</a>	Salaries and Wages	81,100.00	84,442.43	91,000.00	77,000.00	104,850.00	0.00
<a href="#">100-540-1130-512100</a>	Group Insurance	20,000.00	16,681.17	14,000.00	12,372.70	16,000.00	0.00
<a href="#">100-540-1130-512200</a>	Social Security	4,900.00	5,041.84	5,642.00	4,577.39	6,500.00	0.00
<a href="#">100-540-1130-512300</a>	Medicare	1,300.00	1,179.17	1,400.00	1,070.52	1,550.00	0.00

**Budget Worksheet**

**For Fiscal: 2023-2024 Period Ending: 05/31/2024**

**Defined Budgets**

		<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2023-2024</b>
		<b>Total Budget</b>	<b>Total Activity</b>	<b>Total Budget</b>	<b>Total Activity</b>	<b>Total Budget</b>	<b>YTD Activity</b>
<a href="#">100-540-1130-512400</a>	Retirement Contributions	4,900.00	4,878.54	5,460.00	4,410.00	6,300.00	0.00
<a href="#">100-540-1130-512700</a>	Workers' Compensation	200.00	225.01	220.00	230.00	350.00	0.00
<a href="#">100-540-1130-512900</a>	Long Term Disability	400.00	363.68	350.00	355.62	500.00	0.00
<a href="#">100-540-1130-523500</a>	Travel	1,000.00	4,372.16	4,000.00	1,146.00	4,000.00	0.00
<a href="#">100-540-1130-523600</a>	Dues And Fees	260.00	345.00	350.00	325.00	350.00	0.00
<a href="#">100-540-1130-523700</a>	Education And Training	1,000.00	965.00	1,100.00	0.00	1,100.00	0.00
	<b>Class: 1130 - Clerk of Council Total:</b>	<b>115,060.00</b>	<b>118,494.00</b>	<b>123,522.00</b>	<b>101,487.23</b>	<b>141,500.00</b>	<b>0.00</b>
	<b>Class: 1310 - Mayor</b>						
<a href="#">100-540-1310-511100</a>	Salaries and Wages	12,000.00	12,000.00	12,000.00	10,000.00	12,000.00	0.00
<a href="#">100-540-1310-512200</a>	Social Security	800.00	744.00	800.00	620.00	800.00	0.00
<a href="#">100-540-1310-512300</a>	Medicare	100.00	174.00	120.00	145.00	120.00	0.00
<a href="#">100-540-1310-512700</a>	Workers' Compensation	0.00	33.13	30.00	31.00	30.00	0.00
<a href="#">100-540-1310-523500</a>	Travel	1,200.00	1,226.63	1,500.00	446.38	1,500.00	0.00
<a href="#">100-540-1310-523700</a>	Education And Training	1,200.00	1,570.00	1,800.00	0.00	1,800.00	0.00
<a href="#">100-540-1310-531700</a>	Supplies-Miscellaneous	100.00	82.20	100.00	0.00	100.00	0.00
	<b>Class: 1310 - Mayor Total:</b>	<b>15,400.00</b>	<b>15,829.96</b>	<b>16,350.00</b>	<b>11,242.38</b>	<b>16,350.00</b>	<b>0.00</b>
	<b>Class: 1320 - Manager</b>						
<a href="#">100-540-1320-511100</a>	Salaries and Wages	180,000.00	186,325.39	195,000.00	168,375.00	109,500.00	0.00
<a href="#">100-540-1320-512100</a>	Group Insurance	18,000.00	15,160.16	14,500.00	12,918.70	8,250.00	0.00
<a href="#">100-540-1320-512200</a>	Social Security	11,000.00	9,481.59	12,090.00	7,700.94	6,800.00	0.00
<a href="#">100-540-1320-512300</a>	Medicare	2,600.00	2,852.19	2,900.00	2,541.34	1,600.00	0.00
<a href="#">100-540-1320-512400</a>	Retirement Contributions	10,800.00	10,754.96	11,900.00	9,652.50	6,600.00	0.00
<a href="#">100-540-1320-512700</a>	Workers' Compensation	750.00	896.25	950.00	904.00	650.00	0.00
<a href="#">100-540-1320-512800</a>	Car Allowance	11,400.00	12,150.00	11,400.00	9,900.00	5,700.00	0.00
<a href="#">100-540-1320-512900</a>	Long Term Disability	650.00	564.00	650.00	493.50	350.00	0.00
<a href="#">100-540-1320-523500</a>	Travel	2,000.00	3,145.04	2,000.00	1,246.37	1,000.00	0.00
<a href="#">100-540-1320-523600</a>	Dues And Fees	1,000.00	290.00	1,000.00	200.00	500.00	0.00
<a href="#">100-540-1320-523700</a>	Education And Training	2,000.00	2,110.00	2,500.00	104.19	1,250.00	0.00
	<b>Class: 1320 - Manager Total:</b>	<b>240,200.00</b>	<b>243,729.58</b>	<b>254,890.00</b>	<b>214,036.54</b>	<b>142,200.00</b>	<b>0.00</b>
	<b>Class: 1325 - Assistant City Manager</b>						
<a href="#">100-540-1325-511100</a>	Salaries And Wages-Employee	0.00	0.00	106,500.00	90,115.52	114,900.00	0.00

Budget Worksheet

For Fiscal: 2023-2024 Period Ending: 05/31/2024

Defined Budgets

		2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity
<a href="#">100-540-1325-512100</a>	Group Insurance	0.00	0.00	14,000.00	17,387.92	23,250.00	0.00
<a href="#">100-540-1325-512200</a>	Social Security	0.00	0.00	6,603.00	5,524.64	7,150.00	0.00
<a href="#">100-540-1325-512300</a>	Medicare	0.00	0.00	1,500.00	1,292.02	1,700.00	0.00
<a href="#">100-540-1325-512400</a>	Retirement Contributions	0.00	0.00	6,200.00	4,178.09	6,900.00	0.00
<a href="#">100-540-1325-512700</a>	Workers' Compensation	0.00	0.00	350.00	263.00	450.00	0.00
<a href="#">100-540-1325-512900</a>	Long Term Disability	0.00	0.00	400.00	421.89	500.00	0.00
<a href="#">100-540-1325-523200</a>	Communications	0.00	40.43	2,000.00	40.28	2,000.00	0.00
<a href="#">100-540-1325-523300</a>	Advertising	0.00	0.00	100.00	0.00	100.00	0.00
<a href="#">100-540-1325-523500</a>	Travel	0.00	0.00	500.00	0.00	500.00	0.00
<a href="#">100-540-1325-523600</a>	Dues & Fees	0.00	0.00	1,000.00	205.34	1,000.00	0.00
<a href="#">100-540-1325-523651</a>	Partnership Gwinnett	0.00	0.00	11,000.00	10,000.00	11,000.00	0.00
<a href="#">100-540-1325-523655</a>	Business Initiatives	0.00	0.00	15,000.00	0.00	0.00	0.00
<a href="#">100-540-1325-523656</a>	Human Resources	0.00	0.00	35,000.00	13,995.00	0.00	0.00
<a href="#">100-540-1325-523661</a>	Excise Tax Transfer	0.00	0.00	86,000.00	0.00	86,000.00	0.00
<a href="#">100-540-1325-523700</a>	Education Training	0.00	0.00	3,000.00	475.00	3,000.00	0.00
<a href="#">100-540-1325-523910</a>	Economic & Dev Activities	0.00	0.00	2,500.00	707.00	2,500.00	0.00
<a href="#">100-540-1325-531100</a>	Supplies	0.00	0.00	1,000.00	0.00	1,000.00	0.00
<a href="#">100-540-1325-531400</a>	Books-Periodicals	0.00	0.00	100.00	0.00	100.00	0.00
<b>Class: 1325 - Assistant City Manager Total:</b>		<b>0.00</b>	<b>40.43</b>	<b>292,753.00</b>	<b>144,605.70</b>	<b>262,050.00</b>	<b>0.00</b>
<b>Class: 1400 - Elections</b>							
<a href="#">100-540-1400-523900</a>	Elections-Contract Labor	0.00	75.00	14,000.00	8,400.00	14,000.00	0.00
<a href="#">100-540-1400-531100</a>	Supplies	0.00	31,282.58	6,000.00	6,497.34	7,000.00	0.00
<b>Class: 1400 - Elections Total:</b>		<b>0.00</b>	<b>31,357.58</b>	<b>20,000.00</b>	<b>14,897.34</b>	<b>21,000.00</b>	<b>0.00</b>
<b>Class: 1500 - General Administration</b>							
<a href="#">100-540-1500-511100</a>	Salaries and Wages	109,414.00	115,952.64	149,712.00	120,749.58	163,150.00	0.00
<a href="#">100-540-1500-511101</a>	Poll Workers	0.00	6,908.00	7,500.00	7,204.00	7,500.00	0.00
<a href="#">100-540-1500-511300</a>	Overtime	0.00	735.75	1,000.00	755.62	1,000.00	0.00
<a href="#">100-540-1500-512100</a>	Group Insurance	21,000.00	25,205.66	31,000.00	22,871.91	26,100.00	0.00
<a href="#">100-540-1500-512200</a>	Social Security	6,400.00	7,604.39	7,500.00	7,885.43	10,200.00	0.00
<a href="#">100-540-1500-512300</a>	Medicare	1,750.00	1,778.45	2,100.00	1,844.17	2,400.00	0.00
<a href="#">100-540-1500-512400</a>	Retirement Contributions	6,600.00	6,221.61	7,200.00	5,433.12	9,800.00	0.00

**Budget Worksheet**

**For Fiscal: 2023-2024 Period Ending: 05/31/2024**

**Defined Budgets**

		<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2023-2024</b>
		<b>Total Budget</b>	<b>Total Activity</b>	<b>Total Budget</b>	<b>Total Activity</b>	<b>Total Budget</b>	<b>YTD Activity</b>
<a href="#">100-540-1500-512600</a>	Unemployment Insurance	500.00	160.00	500.00	0.00	500.00	0.00
<a href="#">100-540-1500-512700</a>	Workers' Compensation	4,000.00	4,145.82	4,400.00	3,353.00	4,400.00	0.00
<a href="#">100-540-1500-512900</a>	Long Term Disability	400.00	428.44	470.00	532.51	600.00	0.00
<a href="#">100-540-1500-512910</a>	Employee Wellness Program	0.00	0.00	0.00	0.00	5,000.00	0.00
<a href="#">100-540-1500-521001</a>	Old Pension Plan Adm Cost	10,500.00	10,802.00	10,700.00	0.00	10,800.00	0.00
<a href="#">100-540-1500-521005</a>	Drug & Alcohol Plan	600.00	785.00	500.00	900.00	1,000.00	0.00
<a href="#">100-540-1500-521100</a>	Audit	40,000.00	53,196.00	53,000.00	54,000.00	55,000.00	0.00
<a href="#">100-540-1500-521101</a>	Legal	185,000.00	127,444.72	160,000.00	131,443.40	150,000.00	0.00
<a href="#">100-540-1500-521102</a>	Employee Background Checks	200.00	0.00	0.00	0.00	0.00	0.00
<a href="#">100-540-1500-521103</a>	Property Tax Billing	10,000.00	34,330.00	0.00	1,523.75	7,500.00	0.00
<a href="#">100-540-1500-522200</a>	Maintenance Contracts	3,000.00	1,809.00	0.00	12.23	0.00	0.00
<a href="#">100-540-1500-522205</a>	Building Maintenance	45,000.00	42,538.71	60,000.00	52,106.50	60,000.00	0.00
<a href="#">100-540-1500-522320</a>	Equipment Rental	1,000.00	0.00	0.00	0.00	0.00	0.00
<a href="#">100-540-1500-523005</a>	Employee Recognition	3,000.00	0.00	3,000.00	135.68	3,000.00	0.00
<a href="#">100-540-1500-523100</a>	Insurance-P&I	288,000.00	296,912.60	345,000.00	337,722.15	335,000.00	0.00
<a href="#">100-540-1500-523200</a>	Communications	30,000.00	36,234.49	32,000.00	24,378.39	32,000.00	0.00
<a href="#">100-540-1500-523300</a>	Advertising	3,000.00	1,798.00	2,000.00	629.00	2,000.00	0.00
<a href="#">100-540-1500-523400</a>	Printing & Binding	4,000.00	2,064.44	10,000.00	3,941.80	0.00	0.00
<a href="#">100-540-1500-523401</a>	Publications	32,000.00	28,625.00	31,500.00	23,625.00	31,500.00	0.00
<a href="#">100-540-1500-523500</a>	Travel	0.00	0.00	0.00	20.96	0.00	0.00
<a href="#">100-540-1500-523600</a>	Dues And Fees	600.00	0.00	0.00	530.00	0.00	0.00
<a href="#">100-540-1500-523601</a>	Dues & Fees-Municipal	42,000.00	37,476.62	40,000.00	38,719.76	40,000.00	0.00
<a href="#">100-540-1500-523605</a>	Bank Card Fees	2,000.00	19,178.39	16,000.00	22,429.32	25,000.00	0.00
<a href="#">100-540-1500-523700</a>	Education/Work Retreat	5,000.00	2,600.65	3,500.00	890.38	3,500.00	0.00
<a href="#">100-540-1500-523850</a>	Event Security	7,000.00	0.00	7,000.00	10,875.01	10,000.00	0.00
<a href="#">100-540-1500-531100</a>	Supplies And Materials	15,000.00	14,318.06	15,000.00	9,719.13	15,000.00	0.00
<a href="#">100-540-1500-531105</a>	Supplies-Safety Grant	4,000.00	0.00	0.00	17,172.95	16,000.00	0.00
<a href="#">100-540-1500-531230</a>	Utilities	100,000.00	104,252.19	100,000.00	77,017.85	100,000.00	0.00
<a href="#">100-540-1500-531235</a>	Rental Property Expenses	1,500.00	292.20	1,000.00	3.47	1,000.00	0.00
<a href="#">100-540-1500-542300</a>	Office Equipment & Furnishings	1,000.00	903.16	1,000.00	0.00	1,000.00	0.00
<a href="#">100-540-1500-542400</a>	Computer Expense	125,000.00	120,743.92	130,000.00	125,655.42	130,000.00	0.00

Budget Worksheet

For Fiscal: 2023-2024 Period Ending: 05/31/2024

		Defined Budgets					
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity
<a href="#">100-540-1500-542405</a>	Software Maintenance	26,000.00	28,752.78	32,000.00	39,267.25	40,000.00	0.00
<a href="#">100-540-1500-551000</a>	Contingency	20,000.00	4,202.75	70,000.00	9,005.11	70,000.00	0.00
<b>Class: 1500 - General Administration Total:</b>		<b>1,154,464.00</b>	<b>1,138,401.44</b>	<b>1,334,582.00</b>	<b>1,152,353.85</b>	<b>1,369,950.00</b>	<b>0.00</b>
<b>Class: 1512 - Accounting</b>							
<a href="#">100-540-1512-511100</a>	Salaries and Wages	76,620.00	79,404.80	81,620.00	69,063.06	86,500.00	0.00
<a href="#">100-540-1512-512100</a>	Group Insurance	8,000.00	7,195.08	7,500.00	6,268.31	8,400.00	0.00
<a href="#">100-540-1512-512200</a>	Social Security	4,720.00	4,882.81	5,060.00	4,216.76	5,400.00	0.00
<a href="#">100-540-1512-512300</a>	Medicare	1,200.00	1,142.00	1,200.00	986.11	1,250.00	0.00
<a href="#">100-540-1512-512400</a>	Retirement Contributions	4,600.00	4,587.58	4,920.00	3,955.35	5,200.00	0.00
<a href="#">100-540-1512-512700</a>	Workers' Compensation	120.00	211.69	210.00	212.00	300.00	0.00
<a href="#">100-540-1512-512900</a>	Long Term Disability	240.00	346.58	310.00	324.80	400.00	0.00
<a href="#">100-540-1512-523500</a>	Travel	500.00	0.00	500.00	0.00	500.00	0.00
<a href="#">100-540-1512-523600</a>	Dues And Fees	200.00	190.00	200.00	190.00	200.00	0.00
<a href="#">100-540-1512-523700</a>	Education And Training	500.00	0.00	500.00	0.00	500.00	0.00
<b>Class: 1512 - Accounting Total:</b>		<b>96,700.00</b>	<b>97,960.54</b>	<b>102,020.00</b>	<b>85,216.39</b>	<b>108,650.00</b>	<b>0.00</b>
<b>Class: 1514 - Tax Administration</b>							
<a href="#">100-540-1514-522201</a>	Contracted Services	0.00	0.00	4,000.00	0.00	4,000.00	0.00
<a href="#">100-540-1514-523200</a>	Communications	0.00	0.00	5,000.00	0.00	5,000.00	0.00
<a href="#">100-540-1514-531100</a>	Supplies	0.00	0.00	1,000.00	0.00	1,000.00	0.00
<b>Class: 1514 - Tax Administration Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>
<b>Class: 1517 - IT Administrator</b>							
<a href="#">100-540-1517-511100</a>	Salaries & Wages	69,300.00	71,839.92	73,458.00	62,156.75	78,500.00	0.00
<a href="#">100-540-1517-512100</a>	Group Insurance	8,000.00	7,247.05	7,500.00	6,307.39	8,500.00	0.00
<a href="#">100-540-1517-512200</a>	Socail Security	4,600.00	4,257.88	4,554.00	3,695.60	4,900.00	0.00
<a href="#">100-540-1517-512300</a>	Medicare	1,100.00	995.79	1,100.00	864.29	1,150.00	0.00
<a href="#">100-540-1517-512400</a>	Retirement Contributions	4,200.00	4,150.56	4,400.00	3,559.92	4,700.00	0.00
<a href="#">100-540-1517-512700</a>	Workers' Compensation	200.00	193.47	210.00	192.00	300.00	0.00
<a href="#">100-540-1517-512900</a>	Long Term Disability	250.00	312.59	350.00	293.17	400.00	0.00
<a href="#">100-540-1517-523500</a>	Travel	100.00	0.00	100.00	0.00	100.00	0.00
<a href="#">100-540-1517-523700</a>	Education & Training	200.00	0.00	200.00	0.00	200.00	0.00
<b>Class: 1517 - IT Administrator Total:</b>		<b>87,950.00</b>	<b>88,997.26</b>	<b>91,872.00</b>	<b>77,069.12</b>	<b>98,750.00</b>	<b>0.00</b>

Budget Worksheet

For Fiscal: 2023-2024 Period Ending: 05/31/2024

Defined Budgets

		2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity
<b>Class: 1540 - Human Resources</b>							
<a href="#">100-540-1540-511100</a>	Salaries and Wages	70,702.00	73,267.45	77,000.00	65,615.48	84,500.00	0.00
<a href="#">100-540-1540-512100</a>	Group Insurance	750.00	4,300.50	4,500.00	6,338.74	8,700.00	0.00
<a href="#">100-540-1540-512200</a>	Social Security	4,600.00	4,446.85	4,774.00	3,865.62	5,250.00	0.00
<a href="#">100-540-1540-512300</a>	Medicare	1,200.00	1,039.95	1,300.00	904.09	1,250.00	0.00
<a href="#">100-540-1540-512400</a>	Retirement Contributions	4,220.00	4,232.92	4,620.00	3,759.17	5,050.00	0.00
<a href="#">100-540-1540-512700</a>	Workers' Compensation	200.00	196.04	225.00	198.00	300.00	0.00
<a href="#">100-540-1540-512900</a>	Long Term Disability	300.00	316.70	325.00	303.15	400.00	0.00
<a href="#">100-540-1540-523500</a>	Travel	250.00	0.00	260.00	0.00	300.00	0.00
<a href="#">100-540-1540-523600</a>	Dues And Fees	200.00	279.00	100.00	50.00	100.00	0.00
<a href="#">100-540-1540-523700</a>	Education And Training	500.00	625.00	600.00	0.00	600.00	0.00
<b>Class: 1540 - Human Resources Total:</b>		<b>82,922.00</b>	<b>88,704.41</b>	<b>93,704.00</b>	<b>81,034.25</b>	<b>106,450.00</b>	<b>0.00</b>
<b>Class: 1565 - The GroveParking</b>							
<a href="#">100-540-1565-522140</a>	The Grove Common Areas Maint...	0.00	0.00	25,000.00	0.00	25,000.00	0.00
<a href="#">100-540-1565-522200</a>	The Grove Common Areas Maint...	0.00	0.00	8,000.00	0.00	8,000.00	0.00
<a href="#">100-540-1565-522201</a>	The Grove Common Areas Trade ...	0.00	0.00	4,000.00	0.00	4,000.00	0.00
<a href="#">100-540-1565-522205</a>	The Grove Common Areas Repair...	0.00	0.00	2,000.00	0.00	2,000.00	0.00
<a href="#">100-540-1565-523100</a>	The Grove Common Areas Insur...	0.00	0.00	3,000.00	0.00	3,000.00	0.00
<a href="#">100-540-1565-523300</a>	The Grove Common Areas Advert..	0.00	0.00	3,000.00	0.00	3,000.00	0.00
<a href="#">100-540-1565-523900</a>	The Grove Common Areas Contr...	0.00	0.00	2,000.00	0.00	2,000.00	0.00
<a href="#">100-540-1565-531100</a>	The Grove Common Areas Suppli...	0.00	0.00	2,500.00	0.00	2,500.00	0.00
<a href="#">100-540-1565-531230</a>	The Grove Common Areas Utiliti...	0.00	0.00	30,000.00	944.33	30,000.00	0.00
<b>Class: 1565 - The GroveParking Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>79,500.00</b>	<b>944.33</b>	<b>79,500.00</b>	<b>0.00</b>
<b>Class: 1566 - The Grove Library/Thrive</b>							
<a href="#">100-540-1566-522200</a>	Library/Thrive Maintenance Cont...	0.00	0.00	17,000.00	0.00	17,000.00	0.00
<a href="#">100-540-1566-522205</a>	Library/Thrive Building Maintena...	0.00	0.00	2,000.00	0.00	2,000.00	0.00
<a href="#">100-540-1566-523100</a>	Insurance-Liability	0.00	0.00	3,000.00	0.00	3,000.00	0.00
<a href="#">100-540-1566-531100</a>	Library/Thrive Supplies	0.00	0.00	2,500.00	0.00	2,500.00	0.00
<a href="#">100-540-1566-531230</a>	Library/Thrive Utilities	0.00	0.00	5,000.00	588.19	5,000.00	0.00
<b>Class: 1566 - The Grove Library/Thrive Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>29,500.00</b>	<b>588.19</b>	<b>29,500.00</b>	<b>0.00</b>
<b>Class: 1567 - The Grove Market/The Hall</b>							
<a href="#">100-540-1567-522200</a>	Market/The Hall Repairs & Main...	0.00	0.00	1,000.00	0.00	1,000.00	0.00

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<a href="#">100-540-1567-522205</a>	Market/The Hall Building Mainte...	0.00	0.00	1,000.00	0.00	1,000.00	0.00
<a href="#">100-540-1567-523100</a>	Market/The Hall Insurance-Liabili...	0.00	0.00	3,000.00	0.00	3,000.00	0.00
<a href="#">100-540-1567-523600</a>	Market/The Hall Dues & Fees	0.00	0.00	2,500.00	0.00	2,500.00	0.00
<a href="#">100-540-1567-531100</a>	Market/The Hall Supplies	0.00	0.00	2,500.00	110.58	2,500.00	0.00
<a href="#">100-540-1567-531230</a>	Market/The Hall Utilities	0.00	0.00	3,000.00	0.00	3,000.00	0.00
<b>Class: 1567 - The Grove Market/The Hall Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>13,000.00</b>	<b>110.58</b>	<b>13,000.00</b>	<b>0.00</b>
<b>Class: 1568 - The Grove Parking Deck</b>							
<a href="#">100-540-1568-522200</a>	Parking Deck Repairs & Mainten...	0.00	0.00	2,000.00	325.00	2,000.00	0.00
<a href="#">100-540-1568-522201</a>	Parking Deck Trade Services	0.00	0.00	2,000.00	0.00	2,000.00	0.00
<a href="#">100-540-1568-522205</a>	Parking Deck Building Maintenanc...	0.00	0.00	2,000.00	0.00	2,000.00	0.00
<a href="#">100-540-1568-523100</a>	Insurance-Liability	0.00	0.00	3,000.00	0.00	3,000.00	0.00
<a href="#">100-540-1568-523900</a>	Parking Deck Contract Labor	0.00	0.00	2,000.00	0.00	2,000.00	0.00
<a href="#">100-540-1568-531100</a>	Parking Deck Supplies	0.00	0.00	2,000.00	104.61	2,000.00	0.00
<a href="#">100-540-1568-531230</a>	Parking Deck Utilities	0.00	35.85	25,397.00	3,156.09	25,397.00	0.00
<b>Class: 1568 - The Grove Parking Deck Total:</b>		<b>0.00</b>	<b>35.85</b>	<b>38,397.00</b>	<b>3,585.70</b>	<b>38,397.00</b>	<b>0.00</b>
<b>Class: 1570 - Public Information Officer</b>							
<a href="#">100-540-1570-511100</a>	Salaries & Wages	56,250.00	58,290.87	61,000.00	51,644.94	66,300.00	0.00
<a href="#">100-540-1570-512100</a>	Group Insurance	20,000.00	9,707.18	500.00	9,686.08	15,520.00	0.00
<a href="#">100-540-1570-512200</a>	Social Security	3,400.00	3,442.02	3,790.00	2,991.10	4,100.00	0.00
<a href="#">100-540-1570-512300</a>	Medicare	600.00	804.98	825.00	699.50	950.00	0.00
<a href="#">100-540-1570-512400</a>	Retirement Contributions	3,450.00	3,367.62	3,650.00	2,956.17	4,100.00	0.00
<a href="#">100-540-1570-512700</a>	Workers Comp	150.00	155.75	190.00	157.00	250.00	0.00
<a href="#">100-540-1570-512900</a>	Long Term Disability	250.00	252.05	300.00	240.72	350.00	0.00
<a href="#">100-540-1570-523200</a>	Communications/Marketing	10,000.00	10,455.17	20,000.00	12,922.33	20,000.00	0.00
<a href="#">100-540-1570-523400</a>	Printing	3,000.00	0.00	1,500.00	0.00	1,500.00	0.00
<a href="#">100-540-1570-523500</a>	Travel	200.00	130.00	200.00	0.00	200.00	0.00
<a href="#">100-540-1570-523600</a>	Dues and Fees	200.00	0.00	100.00	0.00	100.00	0.00
<a href="#">100-540-1570-523700</a>	Education and Training	200.00	325.00	500.00	0.00	500.00	0.00
<a href="#">100-540-1570-531100</a>	Supplies	100.00	372.00	500.00	0.00	500.00	0.00

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<a href="#">100-540-1570-542400</a>	Computer Expense	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
	<b>Class: 1570 - Public Information Officer Total:</b>	<b>98,800.00</b>	<b>87,302.64</b>	<b>94,055.00</b>	<b>81,297.84</b>	<b>115,370.00</b>	<b>0.00</b>
	<b>Department: 540 - Administration Dept Total:</b>	<b>1,940,446.00</b>	<b>1,970,120.24</b>	<b>2,657,245.00</b>	<b>2,018,196.40</b>	<b>2,615,767.00</b>	<b>0.00</b>
	<b>Department: 541 - Municipal Court</b>						
	<b>Class: 2550 - Judicial-Municipal Court</b>						
<a href="#">100-541-2550-511100</a>	Salaries and Wages	230,306.00	224,954.45	250,000.00	201,903.81	254,500.00	0.00
<a href="#">100-541-2550-511300</a>	Overtime	500.00	26.69	500.00	0.00	500.00	0.00
<a href="#">100-541-2550-512100</a>	Group Insuranc	40,000.00	36,965.15	42,000.00	28,518.27	24,200.00	0.00
<a href="#">100-541-2550-512200</a>	Social Security	14,000.00	13,602.02	15,500.00	12,201.99	15,800.00	0.00
<a href="#">100-541-2550-512300</a>	Medicare	3,300.00	3,181.25	4,000.00	2,853.93	4,000.00	0.00
<a href="#">100-541-2550-512400</a>	Retirement Contributions	6,000.00	5,603.82	10,000.00	6,458.65	8,500.00	0.00
<a href="#">100-541-2550-512700</a>	Workers' Compensation	1,000.00	743.53	1,200.00	589.00	1,100.00	0.00
<a href="#">100-541-2550-512900</a>	Long Term Disability	750.00	557.98	900.00	525.47	1,000.00	0.00
<a href="#">100-541-2550-521103</a>	Court Related Services	5,000.00	7,897.37	7,000.00	10,249.43	10,000.00	0.00
<a href="#">100-541-2550-521201</a>	Indigent Defense	5,000.00	1,091.78	5,000.00	1,733.50	5,000.00	0.00
<a href="#">100-541-2550-522200</a>	Maintenance	1,500.00	1,618.84	1,500.00	1,212.20	1,500.00	0.00
<a href="#">100-541-2550-523200</a>	Communications	1,500.00	1,161.44	1,500.00	1,038.45	1,500.00	0.00
<a href="#">100-541-2550-523300</a>	Advertising	200.00	150.00	200.00	25.00	200.00	0.00
<a href="#">100-541-2550-523500</a>	Travel	1,500.00	0.00	1,500.00	529.76	1,500.00	0.00
<a href="#">100-541-2550-523600</a>	Dues And Fees	500.00	0.00	0.00	0.00	0.00	0.00
<a href="#">100-541-2550-523605</a>	Bank Card Charges	600.00	395.24	600.00	1,195.96	600.00	0.00
<a href="#">100-541-2550-523700</a>	Education And Training	800.00	496.37	800.00	622.47	800.00	0.00
<a href="#">100-541-2550-531100</a>	Supplies And Materials	3,500.00	2,909.15	3,500.00	3,669.96	3,500.00	0.00
<a href="#">100-541-2550-531400</a>	Books & Periodicals	300.00	245.31	300.00	510.52	300.00	0.00
<a href="#">100-541-2550-542000</a>	Equipment	500.00	609.65	1,500.00	0.00	1,500.00	0.00
<a href="#">100-541-2550-542400</a>	Computer Expense	1,000.00	369.00	2,000.00	532.11	2,000.00	0.00
<a href="#">100-541-2550-571000</a>	P.O.P.I.D.F.	220,000.00	200,875.99	210,000.00	132,756.29	189,000.00	0.00
<a href="#">100-541-2550-571010</a>	Gwinnett County Jail Fund	105,000.00	103,502.37	85,000.00	71,003.30	90,000.00	0.00
<a href="#">100-541-2550-571015</a>	Police Officers Annuity Benefi	75,000.00	129,027.78	95,000.00	88,884.33	112,500.00	0.00
<a href="#">100-541-2550-571020</a>	County Drug Abuse Treatment/Ed	12,000.00	17,363.32	15,000.00	7,413.53	13,500.00	0.00
<a href="#">100-541-2550-571025</a>	Local Victim Assistance Fund	53,000.00	49,856.87	52,000.00	34,974.51	46,800.00	0.00



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<a href="#">100-541-2550-571030</a>	Ga Crime Victims Dui Fines Fun	2,000.00	1,808.41	2,000.00	1,058.28	2,000.00	0.00
<a href="#">100-541-2550-571035</a>	Crime Lab Fees	2,000.00	1,546.78	1,600.00	700.00	1,600.00	0.00
<a href="#">100-541-2550-571040</a>	Brain.Spinal Injury Trust Fund	4,000.00	5,130.35	4,500.00	2,272.44	5,000.00	0.00
<a href="#">100-541-2550-571045</a>	Courtware Maintenance Fees	35,000.00	32,621.26	38,000.00	23,651.96	38,000.00	0.00
<a href="#">100-541-2550-571050</a>	Joshua's Law Surcharge	18,000.00	12,856.77	18,000.00	9,195.75	15,000.00	0.00
<b>Class: 2550 - Judicial-Municipal Court Total:</b>		<b>843,756.00</b>	<b>857,168.94</b>	<b>870,600.00</b>	<b>646,280.87</b>	<b>851,400.00</b>	<b>0.00</b>
<b>Department: 541 - Municipal Court Total:</b>		<b>843,756.00</b>	<b>857,168.94</b>	<b>870,600.00</b>	<b>646,280.87</b>	<b>851,400.00</b>	<b>0.00</b>
<b>Department: 560 - Parks &amp; Recreation Dept</b>							
<b>Class: 6110 - Culture/ Recreation Adm</b>							
<a href="#">100-560-6110-511100</a>	Salaries and Wages	107,785.00	118,642.82	114,500.00	98,343.62	124,900.00	0.00
<a href="#">100-560-6110-512100</a>	Group Insurance	8,500.00	7,905.30	9,200.00	6,670.58	9,200.00	0.00
<a href="#">100-560-6110-512200</a>	Social Security	7,300.00	7,291.23	7,200.00	5,971.17	7,750.00	0.00
<a href="#">100-560-6110-512300</a>	Medicare	2,000.00	1,705.26	2,100.00	1,396.50	1,800.00	0.00
<a href="#">100-560-6110-512400</a>	Retirement Contributions	6,700.00	6,457.06	6,800.00	5,608.26	7,500.00	0.00
<a href="#">100-560-6110-512700</a>	Workers Compensation	1,800.00	1,388.33	2,000.00	1,333.00	2,000.00	0.00
<a href="#">100-560-6110-512900</a>	Long Term Disability	500.00	489.57	600.00	458.70	600.00	0.00
<a href="#">100-560-6110-522200</a>	Repairs & Maintenance	600.00	292.78	600.00	283.47	600.00	0.00
<a href="#">100-560-6110-522201</a>	Trade Services	5,000.00	6,100.40	5,000.00	2,000.00	5,000.00	0.00
<a href="#">100-560-6110-522205</a>	Building maintenance	2,500.00	1,989.90	2,500.00	1,967.88	2,500.00	0.00
<a href="#">100-560-6110-523200</a>	Communications	15,500.00	34,054.82	24,000.00	24,563.74	24,000.00	0.00
<a href="#">100-560-6110-523300</a>	Advertising	1,000.00	849.24	1,500.00	2,259.00	1,500.00	0.00
<a href="#">100-560-6110-523310</a>	Special Events	0.00	197.73	0.00	17,854.92	0.00	0.00
<a href="#">100-560-6110-523500</a>	Travel	400.00	887.51	800.00	681.63	300.00	0.00
<a href="#">100-560-6110-523600</a>	Dues & Fees	1,100.00	1,160.49	1,200.00	1,626.04	1,350.00	0.00
<a href="#">100-560-6110-523605</a>	Bank Card Charges	500.00	2,101.47	1,750.00	1,720.59	0.00	0.00
<a href="#">100-560-6110-523700</a>	Education & Training	500.00	875.00	500.00	400.00	500.00	0.00
<a href="#">100-560-6110-531100</a>	General Supplies	15,000.00	15,459.07	20,000.00	12,653.91	20,000.00	0.00
<a href="#">100-560-6110-531230</a>	Utilities	122,000.00	136,671.35	125,000.00	92,351.82	125,000.00	0.00
<a href="#">100-560-6110-531270</a>	Gasoline	6,000.00	13,510.44	9,000.00	5,523.27	9,500.00	0.00
<a href="#">100-560-6110-531700</a>	Uniforms	900.00	921.50	1,100.00	1,267.00	2,000.00	0.00

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<a href="#">100-560-6110-542400</a>	Computer Expense	12,600.00	5,581.76	13,000.00	3,578.15	500.00	0.00
	<b>Class: 6110 - Culture/ Recreation Adm Total:</b>	<b>318,185.00</b>	<b>364,533.03</b>	<b>348,350.00</b>	<b>288,513.25</b>	<b>346,500.00</b>	<b>0.00</b>
	<b>Class: 6120 - Recreation Participants</b>						
<a href="#">100-560-6120-523900</a>	Contract Labor	10,000.00	8,994.00	12,000.00	10,665.00	18,000.00	0.00
	<b>Class: 6120 - Recreation Participants Total:</b>	<b>10,000.00</b>	<b>8,994.00</b>	<b>12,000.00</b>	<b>10,665.00</b>	<b>18,000.00</b>	<b>0.00</b>
	<b>Class: 6121 - Rec Part-Supervisor</b>						
<a href="#">100-560-6121-511100</a>	Salaries and Wages	36,450.00	39,916.01	38,000.00	50,431.35	41,750.00	0.00
<a href="#">100-560-6121-511200</a>	Salaries and Wages-Temp Employ	24,000.00	3,024.00	48,000.00	3,326.27	20,000.00	0.00
<a href="#">100-560-6121-512100</a>	Group Insurance	16,000.00	22,397.47	20,000.00	12,783.56	20,000.00	0.00
<a href="#">100-560-6121-512200</a>	Social Security	3,200.00	2,618.97	3,800.00	3,286.31	4,500.00	0.00
<a href="#">100-560-6121-512300</a>	Medicare	1,600.00	612.45	1,700.00	768.54	1,600.00	0.00
<a href="#">100-560-6121-512400</a>	Retirement Contributions	2,200.00	2,101.15	2,300.00	1,865.85	2,500.00	0.00
<a href="#">100-560-6121-512700</a>	Workers Compensation	1,000.00	918.80	1,400.00	846.00	1,500.00	0.00
<a href="#">100-560-6121-512900</a>	Long Term Disability	200.00	166.47	220.00	154.27	300.00	0.00
<a href="#">100-560-6121-523500</a>	Travel	250.00	441.86	450.00	67.26	300.00	0.00
<a href="#">100-560-6121-523600</a>	Dues And Fees	60.00	0.00	75.00	0.00	100.00	0.00
<a href="#">100-560-6121-523700</a>	Education And Training	350.00	200.00	350.00	250.00	350.00	0.00
<a href="#">100-560-6121-531100</a>	General Supplies	3,500.00	1,735.23	5,000.00	2,989.93	5,000.00	0.00
	<b>Class: 6121 - Rec Part-Supervisor Total:</b>	<b>88,810.00</b>	<b>74,132.41</b>	<b>121,295.00</b>	<b>76,769.34</b>	<b>97,900.00</b>	<b>0.00</b>
	<b>Class: 6124 - Contracted Pool Services</b>						
<a href="#">100-560-6124-521000</a>	Contracted Pool Service	54,000.00	53,388.00	54,000.00	38,605.00	54,000.00	0.00
	<b>Class: 6124 - Contracted Pool Services Total:</b>	<b>54,000.00</b>	<b>53,388.00</b>	<b>54,000.00</b>	<b>38,605.00</b>	<b>54,000.00</b>	<b>0.00</b>
	<b>Class: 6149 - Senior Participants</b>						
<a href="#">100-560-6149-511100</a>	Salaries and Wages	110,397.00	112,696.59	120,920.00	103,561.00	131,600.00	0.00
<a href="#">100-560-6149-512100</a>	Group Insurance	17,000.00	15,502.11	30,000.00	19,129.85	30,000.00	0.00
<a href="#">100-560-6149-512200</a>	Social Security	7,000.00	6,946.51	7,550.00	6,365.33	8,200.00	0.00
<a href="#">100-560-6149-512300</a>	Medicare	1,500.00	1,624.68	1,800.00	1,488.75	1,900.00	0.00
<a href="#">100-560-6149-512400</a>	Retirement Contributions	4,800.00	3,400.80	4,100.00	4,580.40	6,150.00	0.00
<a href="#">100-560-6149-512700</a>	Workers Compensation	1,400.00	1,744.83	2,200.00	1,802.00	2,900.00	0.00
<a href="#">100-560-6149-512900</a>	Long Term Disability	350.00	257.64	700.00	362.18	700.00	0.00
<a href="#">100-560-6149-522200</a>	Repairs And Maintenance	1,000.00	1,257.98	1,000.00	2,486.70	1,500.00	0.00
<a href="#">100-560-6149-522201</a>	Trade Services	1,000.00	818.85	1,000.00	0.00	1,000.00	0.00

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<a href="#">100-560-6149-522205</a>	Building Maintenance	7,000.00	5,697.86	7,000.00	4,143.23	7,000.00	0.00
<a href="#">100-560-6149-523200</a>	Communications	9,000.00	2,133.19	9,000.00	1,519.09	1,000.00	0.00
<a href="#">100-560-6149-523505</a>	Travel-Staff	200.00	0.00	200.00	0.00	0.00	0.00
<a href="#">100-560-6149-523520</a>	Travel-Day Trips	6,500.00	3,029.93	6,500.00	7,605.21	7,000.00	0.00
<a href="#">100-560-6149-523600</a>	Dues And Fees	100.00	54.00	100.00	49.00	0.00	0.00
<a href="#">100-560-6149-523605</a>	Bank Fees	0.00	349.62	0.00	634.92	0.00	0.00
<a href="#">100-560-6149-523700</a>	Education And Training	300.00	275.00	350.00	200.00	350.00	0.00
<a href="#">100-560-6149-523900</a>	Contract Labor	6,500.00	6,180.00	7,000.00	6,270.00	8,000.00	0.00
<a href="#">100-560-6149-531100</a>	Supplies & Materials	8,000.00	11,368.51	9,500.00	8,288.74	9,500.00	0.00
<a href="#">100-560-6149-531230</a>	Utilities	16,000.00	25,384.28	20,000.00	20,815.77	20,000.00	0.00
<a href="#">100-560-6149-531270</a>	Gasoline	800.00	570.92	850.00	402.48	250.00	0.00
<a href="#">100-560-6149-542400</a>	Computer Expense	200.00	0.00	200.00	0.00	8,200.00	0.00
<b>Class: 6149 - Senior Participants Total:</b>		<b>199,047.00</b>	<b>199,293.30</b>	<b>229,970.00</b>	<b>189,704.65</b>	<b>245,250.00</b>	<b>0.00</b>
<b>Class: 6220 - Parks Areas</b>							
<a href="#">100-560-6220-511100</a>	Salaries and Wages	205,000.00	206,522.23	226,720.00	141,655.50	241,750.00	0.00
<a href="#">100-560-6220-511300</a>	Overtime	0.00	270.00	500.00	0.00	500.00	0.00
<a href="#">100-560-6220-512100</a>	Group Insurance	60,000.00	62,073.66	70,000.00	27,785.10	65,000.00	0.00
<a href="#">100-560-6220-512200</a>	Social Security	12,000.00	12,572.82	14,000.00	8,673.52	15,000.00	0.00
<a href="#">100-560-6220-512300</a>	Medicare	2,400.00	2,940.54	3,000.00	2,028.50	3,500.00	0.00
<a href="#">100-560-6220-512400</a>	Retirement Contributions	11,000.00	8,272.01	12,000.00	3,761.34	14,500.00	0.00
<a href="#">100-560-6220-512700</a>	Workers' Compensation	5,000.00	3,506.03	6,000.00	3,143.00	5,300.00	0.00
<a href="#">100-560-6220-512900</a>	Long Term Disability	900.00	804.89	1,000.00	536.19	1,150.00	0.00
<a href="#">100-560-6220-522140</a>	Contract Lawn Care	33,000.00	33,342.89	35,000.00	21,597.14	38,000.00	0.00
<a href="#">100-560-6220-523500</a>	Travel	100.00	151.36	200.00	0.00	200.00	0.00
<a href="#">100-560-6220-523600</a>	Dues And Fees	60.00	0.00	75.00	0.00	75.00	0.00
<a href="#">100-560-6220-523700</a>	Education And Training	700.00	350.00	700.00	0.00	800.00	0.00
<a href="#">100-560-6220-523900</a>	Contract Labor-Repairs	1,850.00	0.00	0.00	0.00	0.00	0.00
<a href="#">100-560-6220-531100</a>	Supplies & Materials	30,000.00	34,186.69	32,000.00	15,452.17	35,000.00	0.00
<a href="#">100-560-6220-542100</a>	Machinery	5,000.00	7,099.43	7,500.00	7,914.47	9,000.00	0.00
<b>Class: 6220 - Parks Areas Total:</b>		<b>367,010.00</b>	<b>372,092.55</b>	<b>408,695.00</b>	<b>232,546.93</b>	<b>429,775.00</b>	<b>0.00</b>
<b>Department: 560 - Parks &amp; Recreation Dept Total:</b>		<b>1,037,052.00</b>	<b>1,072,433.29</b>	<b>1,174,310.00</b>	<b>836,804.17</b>	<b>1,191,425.00</b>	<b>0.00</b>

Budget Worksheet

For Fiscal: 2023-2024 Period Ending: 05/31/2024

Defined Budgets

		2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity
<b>Department: 570 - Planning &amp; Development</b>							
<b>Class: 7400 - Planning and Development</b>							
<a href="#">100-570-7400-511100</a>	Salaries & Wages	390,489.00	393,451.26	433,500.00	370,225.40	470,500.00	0.00
<a href="#">100-570-7400-511300</a>	Salaries & Wages-Overtime	1,000.00	0.00	0.00	0.00	0.00	0.00
<a href="#">100-570-7400-512100</a>	Group Insurance	72,000.00	91,530.46	87,000.00	90,551.17	129,000.00	0.00
<a href="#">100-570-7400-512200</a>	Social Security	24,300.00	23,037.69	26,877.00	21,453.35	29,200.00	0.00
<a href="#">100-570-7400-512300</a>	Medicare	5,000.00	5,387.79	5,800.00	5,017.40	6,850.00	0.00
<a href="#">100-570-7400-512400</a>	Retirement Contributions	22,000.00	19,616.59	26,000.00	19,614.21	28,250.00	0.00
<a href="#">100-570-7400-512700</a>	Workers' Compensation	6,000.00	6,037.67	7,000.00	6,508.00	8,900.00	0.00
<a href="#">100-570-7400-512900</a>	Long Term Disability	1,600.00	1,663.76	2,000.00	1,722.87	2,300.00	0.00
<a href="#">100-570-7400-521003</a>	Consultant	100,000.00	187,716.59	150,000.00	156,565.24	100,000.00	2,582.42
<a href="#">100-570-7400-522200</a>	Maintenance Contracts	1,800.00	1,227.55	1,800.00	965.45	1,800.00	0.00
<a href="#">100-570-7400-523200</a>	Communications	8,000.00	9,762.05	10,000.00	8,129.40	10,000.00	0.00
<a href="#">100-570-7400-523300</a>	Advertising	2,400.00	4,086.43	2,600.00	1,942.99	2,600.00	0.00
<a href="#">100-570-7400-523500</a>	Travel	500.00	0.00	500.00	724.67	500.00	0.00
<a href="#">100-570-7400-523600</a>	Dues And Fees	500.00	246.00	100.00	1,179.04	100.00	0.00
<a href="#">100-570-7400-523605</a>	Bank Card Charges	7,000.00	15,015.29	12,000.00	5,723.93	12,000.00	0.00
<a href="#">100-570-7400-523700</a>	Education & Training	500.00	190.00	500.00	1,299.02	500.00	0.00
<a href="#">100-570-7400-531100</a>	Supplies & Materials	4,500.00	7,672.90	5,000.00	4,518.66	5,000.00	0.00
<a href="#">100-570-7400-531270</a>	Gas & Oil	1,000.00	4,342.84	2,200.00	4,142.42	5,000.00	0.00
<a href="#">100-570-7400-531400</a>	Books & Periodicals	100.00	966.94	100.00	0.00	100.00	0.00
<a href="#">100-570-7400-542300</a>	Office Equip. & Furnishing	500.00	0.00	500.00	0.00	500.00	0.00
<a href="#">100-570-7400-542400</a>	Computer Expense	14,500.00	12,411.05	14,500.00	15,595.64	5,000.00	0.00
<a href="#">100-570-7400-542420</a>	Code Enforcement Software	0.00	0.00	0.00	0.00	7,000.00	0.00
<b>Class: 7400 - Planning and Development Total:</b>		<b>663,689.00</b>	<b>784,362.86</b>	<b>787,977.00</b>	<b>715,878.86</b>	<b>825,100.00</b>	<b>2,582.42</b>
<b>Class: 7500 - Assistant City Manager</b>							
<a href="#">100-570-7500-511100</a>	Salaries and Wages	88,750.00	106,810.65	0.00	0.00	0.00	0.00
<a href="#">100-570-7500-512100</a>	Group Insurance	15,000.00	16,137.84	0.00	0.00	0.00	0.00
<a href="#">100-570-7500-512200</a>	Social Security	5,600.00	6,387.86	0.00	0.00	0.00	0.00
<a href="#">100-570-7500-512300</a>	Medicare	1,500.00	1,494.01	0.00	0.00	0.00	0.00
<a href="#">100-570-7500-512400</a>	Retirement Contributions	5,400.00	780.24	0.00	0.00	0.00	0.00

**Budget Worksheet**

For Fiscal: 2023-2024 Period Ending: 05/31/2024

Defined Budgets

		2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity
<a href="#">100-570-7500-512700</a>	Workers' Compensation	350.00	271.98	0.00	14.00	0.00	0.00
<a href="#">100-570-7500-512900</a>	Long Term Disability	400.00	376.94	0.00	0.00	0.00	0.00
<a href="#">100-570-7500-523200</a>	Communications	2,500.00	1,760.70	0.00	1,447.57	0.00	0.00
<a href="#">100-570-7500-523300</a>	Advertising	100.00	0.00	0.00	0.00	0.00	0.00
<a href="#">100-570-7500-523500</a>	Travel	600.00	984.00	0.00	0.00	0.00	0.00
<a href="#">100-570-7500-523600</a>	Dues And Fees	600.00	620.00	0.00	0.00	0.00	0.00
<a href="#">100-570-7500-523651</a>	Partnership Gwinnett	11,000.00	10,000.00	0.00	0.00	0.00	0.00
<a href="#">100-570-7500-523655</a>	Town Center Business Initiativ	10,000.00	3,343.84	0.00	0.00	0.00	0.00
<a href="#">100-570-7500-523656</a>	Communication Strategy	1,000.00	1,575.00	0.00	0.00	0.00	0.00
<a href="#">100-570-7500-523657</a>	Shark Tank	0.00	2,150.00	0.00	100.00	2,000.00	0.00
<a href="#">100-570-7500-523661</a>	Excise Tax Transfer	70,000.00	98,160.96	0.00	0.00	0.00	0.00
<a href="#">100-570-7500-523700</a>	Education And Training	1,000.00	660.00	0.00	500.00	0.00	0.00
<a href="#">100-570-7500-523910</a>	Economic & Dev Activities	3,000.00	438.36	0.00	0.00	0.00	0.00
<a href="#">100-570-7500-531100</a>	Supplies & Materials	1,500.00	169.99	0.00	188.80	0.00	0.00
<a href="#">100-570-7500-531400</a>	Books & Periodicals	100.00	0.00	0.00	0.00	0.00	0.00
<b>Class: 7500 - Assistant City Manager Total:</b>		<b>218,400.00</b>	<b>252,122.37</b>	<b>0.00</b>	<b>2,250.37</b>	<b>2,000.00</b>	<b>0.00</b>
<b>Class: 7510 - Youth Commission</b>							
<a href="#">100-570-7510-511100</a>	Salaries and Wages	11,700.00	8,935.00	11,700.00	9,525.00	11,700.00	0.00
<a href="#">100-570-7510-512200</a>	Social Security	725.00	553.98	725.00	590.55	725.00	0.00
<a href="#">100-570-7510-512300</a>	Medicare	160.00	129.57	160.00	138.18	160.00	0.00
<a href="#">100-570-7510-512700</a>	Workers' Compensation	0.00	19.01	20.00	24.00	20.00	0.00
<a href="#">100-570-7510-523705</a>	Activities	0.00	0.00	0.00	0.00	12,000.00	0.00
<a href="#">100-570-7510-531100</a>	Supplies & Materials	4,000.00	12,107.74	12,000.00	7,913.92	0.00	0.00
<b>Class: 7510 - Youth Commission Total:</b>		<b>16,585.00</b>	<b>21,745.30</b>	<b>24,605.00</b>	<b>18,191.65</b>	<b>24,605.00</b>	<b>0.00</b>
<b>Department: 570 - Planning &amp; Development Total:</b>		<b>898,674.00</b>	<b>1,058,230.53</b>	<b>812,582.00</b>	<b>736,320.88</b>	<b>851,705.00</b>	<b>2,582.42</b>
<b>Department: 578 - Capital Improvements</b>							
<b>Class: 7800 - Capital Improvements</b>							
<a href="#">100-578-7800-542010</a>	Cap Impr-ALTEC 40" Boom Bucke...	0.00	0.00	0.00	0.00	150,000.00	0.00
<a href="#">100-578-7800-542012</a>	Cap Improv-PW-Ford F150	0.00	0.00	31,000.00	30,225.00	0.00	0.00
<a href="#">100-578-7800-542013</a>	Cap Impr-PW-Christmas Decorati	15,000.00	14,510.00	15,000.00	16,600.82	0.00	0.00
<a href="#">100-578-7800-542014</a>	Cap Impr-PW-Scag 48" CAT II M...	0.00	0.00	9,600.00	9,599.20	0.00	0.00

Budget Worksheet

For Fiscal: 2023-2024 Period Ending: 05/31/2024

		Defined Budgets					
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity
<a href="#">100-578-7800-542017</a>	Cap Impr-PW-Dump Truck	70,000.00	0.00	0.00	74,397.00	0.00	0.00
<a href="#">100-578-7800-542407</a>	Cap Impr-Park-Equipment	15,500.00	35,012.17	20,000.00	10,529.15	0.00	0.00
<b>Class: 7800 - Capital Improvements Total:</b>		<b>100,500.00</b>	<b>49,522.17</b>	<b>75,600.00</b>	<b>141,351.17</b>	<b>150,000.00</b>	<b>0.00</b>
<b>Department: 578 - Capital Improvements Total:</b>		<b>100,500.00</b>	<b>49,522.17</b>	<b>75,600.00</b>	<b>141,351.17</b>	<b>150,000.00</b>	<b>0.00</b>
<b>Department: 580 - Debt Service</b>							
<b>Class: 8000 - Debt Service</b>							
<a href="#">100-580-8000-581210</a>	Lease Principal-FY19 Equip	101,625.00	101,624.24	0.00	0.00	0.00	0.00
<a href="#">100-580-8000-581215</a>	Lease Principal-FY20 Equip Lea	96,290.00	96,289.37	98,484.00	98,483.80	0.00	0.00
<a href="#">100-580-8000-582210</a>	Lease Interest-FY19 Equip	3,263.00	1,595.03	0.00	0.00	0.00	0.00
<a href="#">100-580-8000-582215</a>	Lease Interest-FY20 Equip Leas	4,439.00	4,438.88	2,445.00	2,244.45	0.00	0.00
<b>Class: 8000 - Debt Service Total:</b>		<b>205,617.00</b>	<b>203,947.52</b>	<b>100,929.00</b>	<b>100,728.25</b>	<b>0.00</b>	<b>0.00</b>
<b>Department: 580 - Debt Service Total:</b>		<b>205,617.00</b>	<b>203,947.52</b>	<b>100,929.00</b>	<b>100,728.25</b>	<b>0.00</b>	<b>0.00</b>
<b>Department: 590 - Transfers</b>							
<b>Class: 9000 - Transfers</b>							
<a href="#">100-590-9000-611000</a>	Subsidy To Sanitation Fund	800,000.00	641,678.28	1,024,682.00	1,099,241.76	1,189,528.00	0.00
<a href="#">100-590-9000-611300</a>	Transfer to Stormwater Utility	0.00	55,321.14	0.00	41,862.35	0.00	0.00
<a href="#">100-590-9000-612000</a>	Transfers to URA Fund	364,000.00	378,431.33	377,673.00	377,844.88	377,907.00	0.00
<a href="#">100-590-9000-612100</a>	Transfer to 2014 Splost	14,353.00	0.00	0.00	0.00	0.00	0.00
<a href="#">100-590-9000-617000</a>	Transfers to Conf Asset Accoun	0.00	2,747.60	0.00	0.00	0.00	0.00
<a href="#">100-590-9000-618000</a>	Bond Shortfall DDA	50,000.00	56,501.27	70,000.00	0.00	100,000.00	0.00
<b>Class: 9000 - Transfers Total:</b>		<b>1,228,353.00</b>	<b>1,134,679.62</b>	<b>1,472,355.00</b>	<b>1,518,948.99</b>	<b>1,667,435.00</b>	<b>0.00</b>
<b>Department: 590 - Transfers Total:</b>		<b>1,228,353.00</b>	<b>1,134,679.62</b>	<b>1,472,355.00</b>	<b>1,518,948.99</b>	<b>1,667,435.00</b>	<b>0.00</b>
<b>Expense Total:</b>		<b>13,141,588.00</b>	<b>13,520,645.37</b>	<b>14,696,337.00</b>	<b>12,014,849.69</b>	<b>15,330,356.00</b>	<b>2,582.42</b>
<b>Fund: 100 - GENERAL FUND Surplus (Deficit):</b>		<b>477,000.00</b>	<b>201,500.23</b>	<b>0.00</b>	<b>786,122.78</b>	<b>0.00</b>	<b>-2,582.42</b>
<b>Fund: 210 - CONFISCATED ASSETS</b>							
<b>Revenue</b>							
<a href="#">210-310-351320</a>	Confiscations-Drug Task Force	20,000.00	33,771.90	5,000.00	6,388.00	-5,000.00	0.00
<a href="#">210-310-351325</a>	Confiscations-DEA	20,000.00	0.00	14,000.00	0.00	-10,000.00	0.00
<a href="#">210-310-361000</a>	Interest	200.00	82.10	70.00	66.63	-100.00	0.00
<a href="#">210-390-391400</a>	Transfers From General Fund	0.00	2,747.60	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		<b>40,200.00</b>	<b>36,601.60</b>	<b>19,070.00</b>	<b>6,454.63</b>	<b>-15,100.00</b>	<b>0.00</b>

ORDINANCE NO. 2023-07

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF SNELLVILLE, GEORGIA, CHAPTER 2, ARTICLE IV – BOARDS AND COMMISSIONS; TO REPEAL THE CONFLICTING ORDINANCE DIVISION 5, PERSONNEL ADVISORY BOARD, IN ORDER TO CONFORM TO THE CITY OF SNELLVILLE’S STATUS AS AN AT-WILL EMPLOYER AS MANDATED BY THE CITY’S CHARTER.

WHEREAS the Mayor and the Council of the City of Snellville, Georgia, the governing body of the City of Snellville, Georgia, desire to amend Chapter 2, Article IV of the Code of the City of Snellville; and

WHEREAS, the Mayor and the Council of the City of Snellville, Georgia is authorized by O.C.G.A. § 36-35-3 to adopt ordinances relating to its property, affairs and local government; and

WHEREAS, changes in applicable federal and state law necessitated a comprehensive review of the City of Snellville’s Personnel Policy, and

WHEREAS, this review necessitated changes and amendments to the City of Snellville’s Personnel Policy, and

WHEREAS, Division 5 of Article IV is in conflict with the City’s Status as an At-Will Employer as mandated by the City’s Charter; and

WHEREAS, the Mayor and Council of the City of Snellville, Georgia deem such amendment to be for the betterment and general welfare of the City of Snellville and its inhabitants;

IT IS HEREBY ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF SNELLVILLE, GEORGIA, and by the authority thereof:

**Section 1.** Article IV, of Chapter 2 of the Code of the City of Snellville is hereby amended as follows:

**Division 5: Personnel Advisory Board Sections 2-381-2-384 is hereby deleted in its entirety.**

**Section 2.** (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

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

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

**Section 3.** All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.

**Section 4.** This Ordinance was adopted \_\_\_\_\_, 2023. The effective date of this Ordinance shall be the date of adoption unless otherwise stated herein.

**ORDAINED** this \_\_\_\_ day of June, 2023.

**ORDAINED** this \_\_\_\_ day of \_\_\_\_\_, 2023.

**[SIGNATURES APPEAR ON NEXT PAGE]**



\_\_\_\_\_  
Barbara Bender, Mayor

*ATTEST:*

\_\_\_\_\_  
Dave Emanuel, Council Member

\_\_\_\_\_  
Melisa Arnold, City Clerk

\_\_\_\_\_  
Cristy Lenski, Council Member

*APPROVED AS TO FORM:*

\_\_\_\_\_  
Solange Destang, Council Member

\_\_\_\_\_  
W. Charles Ross, City Attorney  
Powell & Edwards, P.C.

\_\_\_\_\_  
Gretchen Schulz, Council Member

\_\_\_\_\_  
Tod Warner, Mayor Pro Tem