

CITY OF GRANTVILLE, GEORGIA
CITY COUNCIL WORK SESSION MEETING AGENDA

MONDAY, AUGUST 14, 2023 AT 6:30 P.M.

Glanton Municipal Complex, City Council Chambers, 123 Lagrange Street, Grantville, GA 30220

PUBLIC HEARING: Proposed Fiscal Year 2024 Budget and Proposed Millage Rate per GA Taxpayer's Bill of Rights

Call to Order, Invocation, and Pledge of Allegiance

Citizen Comment Regarding Agenda Items

Approval of Agenda

PUBLIC HEARING:

Alcoholic Beverage License Application by Jessica Testa on behalf of Sanguine Door located at 13 Church Street, dba The Bricks (Public Hearing to be held on August 28, 2023)

Discussion Second Reading Ordinance No. 2023-18 to Adopt City of Grantville Noise Ordinance

Discussion on Passenger Depot Conversion to a Rental Facility

Discussion on Handbook for Advisory Agency, Board, Commission, Task Force Members

Discussion on SFY2024 Contract for Services with Three Rivers Area Agency on Aging

Discussion on Appointment of Annette Larkins to serve on the Parks and Recreation Advisory Board for term to expire December 31, 2024

Discussion on Appointment of Erica Steadham to serve on the Historic Preservation Commission for a term to expire December 31, 2024

Discussion on Resolution No. 2023-18 Setting Annual Millage Rate for Assessment of Property Taxes

Discussion on Resolution No. 2023-19 to Adopt the City of Grantville Fiscal Year 2023-2024 Budget

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Discussion on Resolution No. 2023-20 to Adopt the Updated 2024-2029 Capital Improvement Plan (CIP)

Discussion on Resolution No. 2023-21 to Approve and Adopt an Intergovernmental Agreement for Wastewater Maintenance and Service with Coweta County Water & Sewerage Authority

Discussion on Resolution No. 2023-22 to Adopt 2023 City of Grantville Uniform Development Standards Policy Manual

Discussion on Resolution No. 2023-23 Grantville Rate Fee Schedule/Updated Rental Facilities and Fees

Discussion on Alcoholic Beverage License Application by Jessica Testa on behalf of Sanguine Door located at 13 Church Street, dba The Bricks

Discussion on Special Event Permit application by Grantville Kiwanis St. Jude Walk-a-thon to be held at 8 a.m. on September 9, 2023, with a rain date of September 16, 2023

Citizen Comments

Adjournment

CITY OF GRANTVILLE PUBLIC NOTICE

The City of Grantville Annual Budget will be submitted by the Mayor to the City Council on Monday, July 24, 2023, at 6:30 p.m. at the Glanton Municipal Complex, 123 Lagrange Street, Grantville, Georgia.

The Grantville Fiscal Year 2023-2024 budget and full written text of the proposed Budget Resolution will be available for review in the City Clerk's office at City Hall during regular business hours.

Public Hearings on the proposed Grantville Fiscal Year 2023-2024 Budget and Proposed Millage Rate will take place at the Glanton Municipal Complex, 123 Lagrange Street, Grantville, Georgia on Monday, August 7, 2023 at 9:00 a.m.; Monday, August 14, 2023 at 6:30 p.m.; and at a Special Called Meeting of the City Council to be held on Monday, August 21, 2023 at 6:30 p.m. or thereafter at which time the 2023 Property Tax Millage Rate will be adopted.

The proposed Budget Resolution and full written text will provide a statement of the amount budgeted for anticipated revenues by source and the amount budgeted for expenditures. The Budget Resolution will be considered for adoption at the regularly scheduled meeting of the Mayor and City Council on Monday, August 28, 2023, at 6:30 p.m. at the Glanton Municipal Complex, 123 Lagrange Street, Grantville, Georgia.

PRESS RELEASE ANNOUNCING A PROPOSED PROPERTY TAX INCREASE

The City of Grantville, GA today announces its intentions to increase the 2023 property taxes it will levy this year by 44.22 percent over the rollback millage rate.

Each year, the board of tax assessors is required to review the assessed value for property tax purposes of taxable property in the county. When the trend of prices on properties that have recently sold in the county indicate there has been an increase in the fair market value of any specific property, the board of tax assessors is required by law to re-determine the value of such property and adjust the assessment. This is called a reassessment.

When the total digest of taxable property is prepared, Georgia law requires a rollback millage rate be computed that will produce the same total revenue on the current year's digest that last year's millage rate would have produced had no reassessment occurred.

The budget tentatively adopted by the City of Grantville requires a millage rate higher than the rollback millage rate; therefore, before the City of Grantville may finalize the tentative budget and set a final millage rate, Georgia law requires three public hearings to be held to allow the public an opportunity to express their opinions on the increase.

All concerned citizens are invited to the Public Hearings on this tax increase to be held at the Glanton Municipal Complex, 123 Lagrange Street, Grantville, Georgia 30220 on Monday, August 7, 2023 at 9 a.m.; Monday, August 14, 2023 at 6:30 p.m.; and at a Special Called Meeting of the City Council to be held on Monday, August 21, 2023 at 6:30 p.m.

NOTICE OF PROPERTY TAX INCREASE

The City of Grantville, Georgia has tentatively adopted a 2023 millage rate which will require an increase in property tax by 44.22 percent.

All concerned citizens are invited to the public hearing on the tax increase to be held at the Glanton Municipal Complex, 123 Lagrange Street, Grantville, Georgia 30220 on Monday, August 7, 2023, at 9 a.m. and on Monday, August 14, 2023, at 6:30 p.m.

Time and place of an additional public hearing on this tax increase will be held at the Glanton Municipal Complex, 123 Lagrange Street, Grantville, Georgia 30220 on Monday, August 21, 2023, at 6:30 p.m.

This tentative increase will result in a millage rate of 5.228 mills, an increase of 1.603 mills. Without this tentative increase, the millage rate will be no more than 3.625 mills. The proposed tax increase for a home with a fair market value of \$150,000 is approximately \$80.15 and the proposed tax increase for non-homestead property with a fair market value of \$150,000 is approximately \$96.18.

NOTICE

The City of Grantville, GA does hereby announce that the millage rate will be set at a meeting to be held at the **Glanton Municipal Complex, 123 Lagrange Street, Grantville, GA on Monday, August 21, 2023 at 6:30 p.m.** and pursuant to the requirements of O.C.G.A. § 48-5-32 does hereby publish the following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past five years.

CURRENT 2023 PROPERTY TAX DIGEST AND 5-YEAR HISTORY OF LEVY

CITY OF GRANTVILLE, GA		2018	2019	2020	2021	2022	2023
C I T Y V A L U E	Real & Personal	52,569,931	53,715,568	64,535,249	72,083,320	84,705,241	106,743,069
	Motor Vehicles	990,140	848,480	711,170	571,200	575,340	540,090
	Mobile Homes	99,505	111,804	107,545	122,363	111,727	110,429
	Timber - 100%	0	0	0	0	8,143	0
	Heavy Duty Equipment	0	0	0	0	0	0
	Gross Digest	53,659,576	54,675,852	65,353,964	72,776,883	85,400,451	107,393,588
	Less Exemptions	1,230,628	1,572,813	1,509,217	1,529,495	2,377,887	3,257,717
	NET DIGEST VALUE	52,428,948	53,103,039	63,844,747	71,247,388	83,022,564	104,135,871
	R A T E	16.7633	18.5330	16.5568	16.9581	15.9620	15.6235
	Gross Maintenance & Operation Millage						
Less Rollback (Local Option Sales Tax)	11.8043	12.5880	11.3288	11.7301	11.4750	10.3955	
NET M&O MILLAGE RATE	4.9590	5.9450	5.2280	5.2280	4.4870	5.2280	
TOTAL M&O TAXES LEVIED	\$259,995	\$315,698	\$333,780	\$372,481	\$372,522	\$544,422	
T A X		\$55,703	\$18,083	\$38,701	\$41	\$171,900	
GA		21.42%	5.73%	11.59%	0.01%	46.14%	

PUBLIC HEARING

The City of Grantville will hold a public hearing on Monday, August 28, 2023, at 6:30 p.m. at the Grantville Municipal Complex, 123 LaGrange Street, Grantville, Georgia. The purpose of the public hearing will be to receive public comment regarding an application by Jessica Testa for a license for on premises consumption of beer, wine and distilled spirits at Sanguine Door, Inc., 13 Church Street, Grantville, Georgia.

ORDINANCE NO. 2023-18

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL FOR THE CITY OF GRANTVILLE TO PROVIDE FOR THE OFFENSE OF NOISE; TO PROVIDE FOR SEVERABILITY; TO REPEAL ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.

WHEREAS, the Mayor and City Council of the City of Grantville are charged with safeguarding the safety, health and welfare of the citizens of the City, and

WHEREAS, the Mayor and City Council have determined that the safety, health and welfare of the citizens of the City is better safeguarded by establishing standards that will reduce excessive community noises, which are harmful and otherwise detrimental to individuals and to the community in the enjoyment of life and property and in the conduct of business;

NOW THEREFORE, be it ordained by the Mayor and City Council of the City of Grantville, Georgia, and it is hereby ordained by the authority of the same that the following ordinance is hereby adopted:

SECTION ONE

Chapter 29- Offenses and Miscellaneous Provisions is hereby amended by adding the following:

ARTICLE V. NOISE

Sec. 29-70 Prohibited conduct.

(a) Restrictions of 300 feet for 7:00 a.m. through 11:00 p.m. Sunday through Thursday and 7:00 a.m. through 12:00 midnight on Friday and Saturday.

(1) Mechanical sound-making devices. It is unlawful for any person or persons to play, use, operate, or permit to be played, used, or operated any radio receiving device, television, stereo, musical instrument, phonograph sound amplifier or other machines or devices for the producing, reproducing or amplifying of sound and/or noise at such a volume and in such a manner so as to create, or cause to be created, any noises or sounds which are plainly audible at a distance of 300 feet or more from the building, structure or vehicle, or in the case of real property, beyond the property limits, in which it is located, whichever is farthest, between the hours of 7:00 a.m. and 11:00 p.m. Sunday through Thursday and between the hours of 7:00 a.m. and 12:00 midnight on Friday and Saturday.

(2) Human-produced sounds. It is unlawful for any person or persons to yell, shout, hoot, whistle, or sing on the public streets or sidewalks or on private property so as to create, or cause to be created, any noises or sounds which are plainly audible at a distance of 300 feet or more from the place, building, structure, or in the case of real property, beyond the property limits, in which the person is located, whichever is farthest, between the hours of 7:00 a.m. and 11:00

p.m. Sunday through Thursday and between the hours of 7:00 a.m. and 12:00 midnight on Friday and Saturday.

(3) Commercial advertising. It is unlawful for any person or persons to use, operate, or permit to be used or operated any radio receiving device, musical instrument, phonograph, loud speaker, sound amplifier or other machine or device for the production or reproduction of sound which is cast upon the public streets or other public property for the purpose of commercial advertising or which serves to attract the attention of the public to any building, structure or vehicle in such a manner so as to create, or cause to be created, any noises or sounds which are plainly audible at a distance of 300 feet or more from the source of the sound cast upon the public streets or other public property or from the building, structure, or in the case of real property, beyond the property limits, in which it is located, whichever is farthest, between the hours of 7:00 a.m. and 11:00 p.m. Sunday through Thursday and between the hours of 7:00 a.m. and 12 midnight on Friday and Saturday.

(4) Party noise. It is unlawful for any person or persons in charge of a party or other social event that occurs on any private property to allow that party or social event to produce noise in such a manner that such noise is plainly audible at a distance of 300 feet or more from the building or structure from which the noise is emanating or in the case of real property, beyond the property limits, on which the party or social event is located, whichever is farthest, between the hours of 7:00 a.m. and 11:00 p.m. Sunday through Thursday and between the hours of 7:00 a.m. and 12 midnight on Friday and Saturday. For the purposes of this subsection, a "person in charge of a party or other social event" shall mean any adult person who resides in or on the premises involved in such party or social event and is present at such party or social event. For the purposes of this subsection, "noise" shall mean the same sounds, or any combination thereof, as described in paragraphs a. or b. above.

(b) Restrictions of 100 feet for 11:00 p.m. through 7 a.m. Sunday through Thursday and 12:00 midnight through 7:00 a.m. on Saturday and Sunday.

(1) Mechanical sound-making devices. It is unlawful for any person or persons to play, use, operate, or permit to be played, used, or operated any radio receiving device, television, stereo, musical instrument, phonograph sound amplifier or other machines or devices for the producing, reproducing or amplifying of sound and/or noise at such a volume and in such a manner so as to create, or cause to be created, any noises or sounds which are plainly audible at a distance of 100 feet or more from the building, structure, or motor vehicle or in the case of real property, beyond the property limits, in which it is located, whichever is farthest, between the hours of 11:00 p.m. and 7:00 a.m. Sunday through Thursday and between the hours of 12:00 midnight and 7:00 a.m. on Saturday and Sunday.

(2) Human-produced sound. It is unlawful for any person or persons to yell, shout, hoot, whistle, or sing on the public streets or sidewalks or on private property so as to create, or cause to be created, any noises or sounds which are plainly audible at a distance of 100 feet or more from the place on public streets and sidewalks, or in the case of private real property, beyond the property limits, on which the person is located, whichever is farthest, between the hours of 11:00 p.m. and 7:00 a.m. Sunday through Thursday and between the hours of 12:00 midnight and 7:00 a.m. on Saturday and Sunday.

(3) Commercial advertising. It is unlawful for any person or persons to use, operate, or permit to be used or operated any radio receiving device, musical instrument, phonograph, loud

speaker, sound amplifier or other machine or device for the production or reproduction of sound which is cast upon the public streets or other public property for the purpose of commercial advertising or which serves to attract the attention of the public to any building, structure or vehicle in such a manner so as to create, or cause to be created, any noises or sounds which are plainly audible at a distance of 100 feet or more from the source of the sound cast upon the public streets or other public property or from the building, structure, or in the case of real property, beyond the property limits, in which it is located, whichever is farthest, between the hours of 11:00 p.m. and 7:00 a.m. Sunday through Thursday and between the hours of 12:00 midnight and 7:00 a.m. on Saturday and Sunday.

(4) Party noise. It is unlawful for any person or persons in charge of a party or other social event that occurs on any private property to allow that party or event to produce noise in such a manner so as to such noise is plainly audible at a distance of 100 feet or more from the building or structure from which the party noise is emanating or in the case of real property, beyond the property limits, on which the party or social event is located, whichever is farthest, between the hours of 11:00 p.m. and 7:00 a.m. Sunday through Thursday and between the hours of 12:00 midnight and 7:00 a.m. on Saturday and Sunday. For the purposes of this subsection, a "person in charge of a party or other social event" shall mean any adult person who resides in or on the premises involved in such party or social event and is present at such party or social event. For the purposes of this subsection, "noise" shall mean the same sounds, or any combination thereof, as described in paragraphs a. or b. above.

(c) Restrictions for areas within apartments, condominiums, townhouses, duplexes, or other such residential dwelling units.

Except for persons within commercial enterprises that have an adjoining property line or boundary with a residential dwelling unit, it is unlawful for any person to make, continue, or cause to be made or continued any noise in such a manner as to be plainly audible to any other person a distance of five feet beyond the adjoining property line wall or boundary of any apartment, condominium, townhouse, duplex, or other such residential dwelling units with adjoining points of contact. For the purposes of this subsection, "noise" shall mean human-produced sounds of yelling, shouting, hooting, whistling, singing, or mechanically-produced sounds made by radio-receiving device, television, stereo, musical instrument, phonograph sound amplifier or other machines or devices for the producing, reproducing, or amplifying of sound, or any combination thereof. For the purposes of this subsection, "property line or boundary" shall mean an imaginary line drawn through the points of contact of (1) adjoining apartments, condominiums, townhouses, duplexes or other such residential dwelling units with adjoining points owned, rented, or leased by different persons; or (2) adjoining common areas or adjoining exterior walls. Said property line or boundary includes all points of a plane formed by projecting the property line or boundary including the ceiling, the floor, and the walls.

Sec. 29-71 Exclusions.

The prohibitions of Section 29-70 shall not apply to the following:

(a) The generation of noise by public safety vehicles, emergency signaling devices, or authorized public safety personnel performing their public functions.

- (b) Noise from an exterior burglar alarm of any building, or from any automobile alarm, provided such alarm shall terminate its operation within 30 minutes of its activation.
- (c) The generation of noise in the performance of any work or action necessary to deliver essential services including, but not limited to, water or sewer projects, and other related public works projects; repairing gas, electric, telephone, and/or public transportation facilities; removing fallen trees on public rights-of-way; or abating emergency conditions threatening the public health, safety or general welfare.
- (d) Noise from snow blowers, snow throwers, and snowplows.
- (e) Noise generated from celebrations, outdoor festivals, and/or municipally sponsored or approved events which were approved by contract, permit or otherwise.
- (f) Any noise resulting from activities of a temporary duration, for which a permit for temporary variance has been granted pursuant to this article, and which conforms to the conditions and limits stated in the variance and reasonably related activities.
- (g) Noises resulting from any event sponsored by, associated with, or approved by a recognized institution of learning.
- (h) Noises that result from or arise out of or stem from the occurrence of a professional sporting event or organized sports league.
- (i) Noises and/or sounds caused to be made by manufacturing, governmental, or commercial entities in the normal course of their business.
- (j) Any noise arising out of construction, maintenance, repair or renovation activities related to city infrastructure will be monitored so as to ensure that all work is performed in a manner that will result in the creation of the least amount of noise disturbance.

Sec. 29-72 Time restrictions on landscape maintenance motorized devices.

It is unlawful for any person to use or operate any noise-generating, motorized landscape maintenance devices, including but not limited to leaf blowers, lawn mowers, or chainsaws, any single-family residential, two-family residential, multi-family residential, or mixed-use zoning district or in areas within 300 feet of any single-family residential, two-family residential, multi-family residential, or mixed-use zoning district from 9:30p.m. to 6:30 a.m.

Sec. 29-73 Construction noise; loading and unloading activity.

(a) Construction noise that does not otherwise qualify under any of the exclusions listed in Section 29-71 shall comply with the following: between the hours of 9:00 p.m. and 6:30 a.m. the following day on a weekday or between 10:00 p.m. and 8:00 a.m. on a weekend day or legal holiday, construction noise of any type including but not limited to, noise caused by the erection (including excavation), demolition, alteration, or repair of any building, as well as the operation of any earth-moving equipment, crane, saw, drill, pile driver, steam shovel, pneumatic hammer, hoist, automatic nailer or stapler, or any similar equipment, shall not be plainly audible within any single-family residential, two-family residential, or multi-family residential zoning district more than 100 feet beyond the property boundary of the property from which the noise emanates.

(b) Noise related to the standing of trucks or other vehicles on a street for the purpose of loading or unloading, and noise related to such loading or unloading that does not otherwise qualify under any of the exclusions listed in Section 29-71 shall comply with the following: between the

hours of 8:00 p.m. and 7:00 a.m. the following day, shall not be plainly audible within any single-family residential, two-family residential, multi-family residential, or mixed-use zoning district more than 100 feet beyond the source from which the noise emanates; provided that between the hours of 7:00 a.m. and 8:00 p.m., the prohibitions of this article shall not apply to noise as described in this subsection.

Sec. 29-73 Conditions for permits for temporary variance; notice of approval or denial; hearings and appeals.

(a) Any person who owns the real property from which a noise source emanates or operates any noise source may, with the permission of the owner, apply with a designee of the commissioner of the department of city planning for a temporary variance from one or more of the provisions of this article, unless such noise source is specifically exempted according to the provisions of section _____. This application, and the procedures for completing this process, shall be posted on the City of Grantville's website. Failure to supply the information required thereby be cause for rejection of the application.

(b) Applications for a permit of temporary variance shall supply information including, but not limited to:

- (1) The nature and location of the noise source for which such application is made;
- (2) The reason for which the permit of temporary variance is requested, including the hardship that will result to the applicant, his/her client, or the public if the permit of temporary variance is not granted;
- (3) The section or sections of this article for which the permit of temporary variance shall apply;
- (4) A description of interim noise control measures to be taken for the applicant to minimize noise and the impacts occurring from the noise for which the variance is sought; and
- (5) A specific schedule of the noise control measures that shall be taken to bring the source into compliance with this article within a reasonable time; and
- (6) An affidavit stating that notice has been provided to the Mayor and the councilmembers.

(c) The applicant shall pay a fee of \$25.00 to cover expenses resulting from the processing of the application for a permit of temporary variance.

(d) Any permit of temporary variance shall be effective no longer than 14 days. Any person holding a permit of temporary variance may request an extension of time through the process for applying for a new permit of temporary variance according to the provisions of this section.

(e) The city of Grantville shall notify the applicant in writing of the mayor's and city council determination on the application within 30 days after receipt of the application. This notification shall inform the applicant of whether a permit for temporary variance has been approved or denied; and, if approved, shall set forth the location, dates and times of temporary variance.

(f) The permit of temporary variance may be revoked by the city of Grantville if the terms of the permit of temporary variance are violated.

(g) In the event a permit for temporary variance shall be denied, or revoked, the aggrieved applicant shall have the right to a hearing before the mayor and city council at the next available council meeting.

Sec. 29-74. Commercial entities near single-family residential, two-family residential, and multi-family residential zoning districts; commercial entities near mixed-use zoning districts.

(a) Notwithstanding any provisions of this section concerning noises and/or sounds caused to be made by commercial entities in the normal course of their business, the provisions and prohibitions of Section 29-70, "Prohibited Conduct," subparagraph (a), concerning "Restrictions of 300 feet for 7:00 a.m. through 11:00 p.m. Sunday through Thursday and 7:00 a.m. through 12:00 midnight on Friday and Saturday" and its subparts 1. through 3. shall apply to noises and/or sounds generated by a commercial entity that are plainly audible within any single-family residential, two-family residential, or multi-family residential zoning district more than 300 feet beyond the property boundary of the property from which the noises and/or sounds emanate.

(b) Notwithstanding any provisions of this section concerning noises and/or sounds caused to be made by commercial entities in the normal course of their business, the provisions and prohibitions of Section 29-70, "Prohibited Conduct," subparagraph (b), concerning "Restrictions of 100 feet for 11:00 p.m. through 7:00 a.m. Sunday through Thursday and 12:00 midnight through 7:00 a.m. on Saturday and Sunday," and its subparts 1. through 3. shall apply to noises and/or sounds generated by a commercial entity that are plainly audible within any single-family residential, two-family residential, or multi-family residential zoning district more than 100 feet beyond the property boundary of the property from which the noises and/or sounds emanate.

(c) Notwithstanding any provisions of this section concerning noises and/or sounds caused to be made by commercial entities in the normal course of their business, the provisions and prohibitions of Section 29-70, "Prohibited Conduct," subparagraph (a), concerning "Restrictions of 300 feet for 7:00 a.m. through 11:00 p.m. Sunday through Thursday and 7:00 a.m. through 12:00 midnight on Friday and Saturday" and its subparts 1. through 3. shall apply to noises and/or sounds generated by a commercial entity that are plainly audible within any mixed-use zoning district more than 500 feet beyond the property boundary of the property from which the noises and/or sounds emanate.

(d) Notwithstanding any provisions of this section concerning noises and/or sounds caused to be made by commercial entities in the normal course of their business, the provisions and prohibitions of Section 29-70, "Prohibited Conduct," subparagraph (b), concerning "Restrictions of 100 feet for 11:00 p.m. through 7:00 a.m. Sunday through Thursday and 12:00 midnight through 7:00 a.m. on Saturday and Sunday," and its subparts 1. through 3. shall apply to noises and/or sounds generated by a commercial entity that are plainly audible within any mixed-use zoning district more than 300 feet beyond the property boundary of the property from which the noises and/or sounds emanate.

Sec. 29-75 Violations and Offenses.

Each day during which any violation occurs shall constitute an additional, separate and distinct offense.

SECTION TWO

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION THREE

If any section, clause, sentence or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this ordinance.

First Reading: _____

SO ORDAINED in lawfully assembled open session this ____ day of August, 2023.

MAYOR

Attest: _____
Clerk

Passenger Depot Conversion to Rental Facility

Description	Project to convert the Passenger Depot into a rentable facility for events.
Purpose	To have another facility for rental by the public that will drive revenue for the city.
Benefits to Grantville	Creates another rental facility that will not only showcase Grantville, but will be a net money maker for the city.
Human Capital	CM, Mayor, City Clerk's Office, Public Works
Cost of Project	Initial set up \$3,500.00. Cleaning and painting \$1550.00, 4 tables and 32 chairs \$950.00, decorations and misc \$500.00
Ongoing cost human	Public Works and third party for cleaning and painting
Ongoing cost budget	Utilities \$400.00 per month
Proposal on capital funding	To be funded by SPLOST Building Renovation.
Proposal on budget funding	Rentals should cover the monthly cost
Impact to future budget and taxes	Based on projections, with a twice a month rental at \$300.00 per rental the plan should actually produce net revenue for the city.
Time frame for project delivery	Once approved one month.
Additional notes	The decorations in the buildings will feature local artists, student art, and photographers with either purchased items or display for sale items. Fee Schedule: Residents \$300.00 per day \$100.00 cleaning fee \$100.00 refundable. Non Residents \$400.00 per day same other fees.

Passenger Depot



Tables and Chairs – Cost \$224 per table with 8 chairs



Examples of Local Art



Trista Rose Photography



Chris Sims

2022 CHAIRMAN'S AWARD

Grantville Passenger Depot



GRANTVILLE - COWETA COUNTY

The Grantville Passenger Depot was constructed in 1895 by the Atlanta and Westpoint Railway. It ceased being used for passenger service by the middle of the twentieth century and ownership was transferred to the city. The building was re-purposed as the police station and offices before sitting vacant for a number of years. In 2018, with the appropriation of SPLOST funding, Grantville initiated the rehabilitation of the building for a combination community meeting space and visitor information center. The first phase of the project consisted of the rehabilitation of the building's exterior. Original windows were refurbished and reinstalled, and the siding and trim were repainted to reflect the historic color scheme as determined through paint analysis. The roof was replaced with a pressed tin shingle replicated from historic photos. The second phase focused on the full rehabilitation of the interior. Missing historic elements were restored including two ticket windows and a period coal stove in the waiting room. This project has set a standard for rehabilitation work in downtown Grantville, and sets a strong example for other municipalities to follow with their own historic buildings.

The Chairman's Award is presented at the sole discretion of the Georgia Trust Chairman of the Board of Trustees to recognize extraordinary efforts contributing to the preservation of Georgia's historic resources.





Reuse. Reinvest. Revitalize.

SUPPORT OUR MISSION

AGENDA ITEM

JULY 24, 2023



SUBMITTED TO : GRANTVILLE, GA CITY COUNCIL

1. TITLE & DESCRIPTION:

Handbook for Advisory Agency, Board, Commission, Committee, Task Force Members

2. REASON FOR ITEM:

Determined by the Council Administrative Committee that a written policy with information, rules and procedures would be very beneficial

3. DESCRIPTION OF BENEFIT TO CITIZENS OF GRANTVILLE:

A Handbook would provide information for citizens desiring to volunteer time and energy in service to the community. The Handbook would give advance notification of the responsibilities of the volunteer position, instructions for performing the duties and describe any liabilities for lack of or wrongful actions in the execution of the volunteer position duties pursuant to City, State and/or Federal statutes.

4. RESOURCES REQUIRED:

- a. Human Capital - Council committee members, citizens input
- b. Cost of Initial Project - clerical services for preparation, printing and distribution of the Handbook - TBD (to be determined).
- c. Need for Ongoing Cost, both Human & Monetary - Distribute of Handbook to Councilmembers, appointees, staff and applicants - TBD
- d. Proposal on Where the Cost Comes From in the Budget - from the Administrative budget category
- e. Impact to Future Budget & Taxes - nominal

5. TIME FRAME FOR DELIVERY OF PROJECT - during August, 2023

Dee Latimore Berry 7/18/23

REQUESTED BY: Dee Latimore Berry, Councilwoman
Administrative Committee Chair



13273 GA Highway 34 • P.O. Box 1600
Franklin, Georgia 30217
Tel: 678-552-2838 or 1-866-854-5652
Fax: 770-854-5402 or 706-675-9210
www.threeriversrc.com

COUNTIES SERVED: Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson

To: Three Rivers AAA Sub-Contractors
From: Joy Shirley, AAA Director
Date: July 5, 2023
Subject: SFY 2024 Contracts

Enclosed for your review and signature is two copies of the SFY 2024 contracts. Please sign, date, and have witness (ATTEST) sign each copy of the contract signature page. Also, complete Annex A. ***Retain one copy of the contract for your records*** and return the other to Three Rivers AAA.

If you have any questions or concerns, please contact me. Thank you all for your continued support in our community.

**SECTION ONE
AREA AGENCY ON AGING CONTRACT FOR SERVICES**

THIS CONTRACT, #04-077-02-AAA-2024 entered into as of the 1st day of July 2023, by and between

CITY OF GRANTVILLE

(hereinafter referred to as “SUBCONTRACTOR”) and the

THREE RIVERS REGIONAL COMMISSION

(hereinafter referred to as “TRRC”).

T-III C Funding CFDA# 93.045	ACL-NSIP Funding CFDA# 93.053
SSBG-HCBS Funding CFDA # 93.667	

WITNESSETH THAT:

WHEREAS, TRRC desires to engage the SUBCONTRACTOR to render certain services hereinafter described in connection with an undertaking or program (hereinafter referred to as the “program”) which is to be wholly or partially financed by a grant from the U.S. Government through Georgia Department of Human Services (DHS) (hereinafter, along with the appropriate auditing agency of the entities making such grant, referred to as “the funding agencies”), and

WHEREAS, the SUBCONTRACTOR desires to render such services in order that the elderly and/or disabled persons in the Three Rivers Regional Commission region may live independently in their communities for as long as possible thereby preventing premature institutional placement.

NOW THEREFORE, in consideration of the premises and the mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

SECTION TWO
GENERAL PROVISIONS AND FINANCIAL AND PROGRAMMATIC INFORMATION

1. **Engagement of the SUBCONTRACTOR.** TRRC hereby agrees to engage the SUBCONTRACTOR and the SUBCONTRACTOR hereby agrees to perform the services hereinafter set forth in accordance with the terms and conditions herein.
2. **Independent SUBCONTRACTORS.** No provision of this contract, act of the SUBCONTRACTOR in the performance of this contract, or act of TRRC in the performance of this contract shall be construed as constituting the SUBCONTRACTOR as an agent, servant, or employee of TRRC. Neither party to this contract shall have any authority to bind the other in any respect, it being intended that each shall remain an independent SUBCONTRACTOR.
3. **Scope of Services:** The SUBCONTRACTOR shall do, perform, and carry out in a satisfactory and proper manner, as determined by TRRC, the work and services described in Attachment "A", which is attached hereto and made a part thereof. Such services shall be provided within and respecting any or all of the Three Rivers Region (Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson Counties), as further specified in Attachment A hereto.
4. **Term and Time of Performance.** This term of this contract runs from July 1, 2023 through June 30, 2024. The effective date of this contract is July 1st, 2023. Work and services shall be undertaken and pursued in such sequence as to assure their expeditious completion and as may be required in Attachment "A" that is attached hereto and made a part hereof. All work and services required hereunder shall be completed on or before June 30th, 2024.
5. **Method of Payment.** The amount of this contract is included in Attachment B of this contract (page 2). Total payments from the TRRC to the SUBCONTRACTOR shall not exceed the maximum payments noted in Section One unless otherwise approved in writing as an official amendment to this contract. Such amendments shall become addendums to this contract. Unless otherwise specified in Attachments, which are attached hereto and made a part hereof, the following method of payment shall be used:
 - (a) **Progress Payments.** Unless otherwise approved by TRRC and the funding agencies, the SUBCONTRACTOR shall be entitled to receive progress payments on the following basis:
 - (1) a) Cost Reimbursement Contract - **On or before the fifth day of the month** following the month for which payment is requested, the SUBCONTRACTOR shall submit to TRRC, a Unit Cost Allocation, a request documenting actual costs incurred during that month for each cost.
 - b) Performance Based Fixed Rate Contract - **On or before the fifth day of the month** following the month for which payment is requested, the SUBCONTRACTOR shall submit to TRRC, in a form acceptable to TRRC as specified in Attachment "B", a request documenting the actual number of

service units provided during that month for each cost center as specified in Attachment "B"

TRRC shall verify and process reimbursement requests on or before the 15th working day of the month. TRRC shall distribute processed payments on or before the 25th day of the following month.

- (2) Upon the basis of TRRC's determination to its satisfaction that the SUBCONTRACTOR is in compliance with the terms of this agreement, including but not limited to the Paragraph titled **Subcontracts** below, and its audit and review and approval of (1) the monthly program performance report for the relevant month, and (2) the payment request by cost center, for the relevant month as specified hereinabove, TRRC will make payment to the SUBCONTRACTOR not more than once per month.
- (3) TRRC may, at its discretion, disallow or delay payment of all or part of a request if TRRC determines that the SUBCONTRACTOR is not in compliance to TRRC's satisfaction with any of the terms of this agreement. **Unless the monthly program performance report and the reimbursement request are received by TRRC on or before the fifth day of the month reimbursement may be withheld until the following payment cycle.**

(b) **Final Payment**

- (1) The SUBCONTRACTOR's payment request for the last month of the contract term must be received by TRRC no later than five days after the termination date of this contract. Proposed adjustments subsequent to this date are to be requested within ten days of contract termination. TRRC may, at its discretion, disallow payment of all or part of a final request received after this deadline.
- (2) The final request will be the request submitted on or before the fifth day following the termination date. Adjusted reports received by TRRC on or before the tenth day after the contract termination will become the final request.
- (3) Upon receipt by TRRC of the SUBCONTRACTOR's final payment request and all other required documentation, TRRC will review such documents and make comparisons among the costs authorized in Attachment "A" for each cost center and the cumulative value of all payments for each cost center. Based on such comparisons and upon its determination that all other requirements hereunder have been completed, TRRC will make either a final payment to the SUBCONTRACTOR for any allowable expenditure in excess of prior payments for each cost center or request from the SUBCONTRACTOR reimbursement of any overpayment. The SUBCONTRACTOR shall refund to TRRC any such overpayment within thirty calendar days of notification by TRRC.

(c) **Advance Payments**

- (1) Effective July 1, 2000, any Contractor who wishes to obtain an advance payment on any contractual obligations from the THREE RIVERS REGIONAL COMMISSION must provide an Irrevocable Letter of Credit payable to the THREE RIVERS REGIONAL COMMISSION for any advance amount requested in excess of ninety (90) percent of one twelfth (1/12th) of the annual contract amount. Contractor shall be bonded as stated in 29 (c).
- (2) The Irrevocable Letter of Credit will be called upon in the event the Contractor ceases to do business during the course of a contract period and fails to comply with the terms of this Agreement. Additionally, if such an event occurs, the TRRC will withhold from any remaining payments due to the Contractor the amount necessary to ensure that the total amount of advanced funds granted has been recouped.
- (3) Advanced payments issued to the Contractor shall be reclaimed in one-third installments during the contract period. Upon receipt by TRRC of the SUBCONTRACTOR's payment request during the ninth, tenth and eleventh month of the contract period, TRRC will reclaim one-third of any advanced funds during each of the three payment periods aforementioned with 100% of all advanced funds reclaimed during the eleventh month payment period.

6. **Communications.** All formal communication regarding this contract shall be in writing between the person executing this contract on behalf of the SUBCONTRACTOR (executor) and TRRC's Executive Director. Formal communications regarding this contract shall include, but not necessarily be limited to amendments, correspondence, progress reports and fiscal reports. The SUBCONTRACTOR shall bear the cost and other liability risks of making any changes covered by this contract in advance of receiving a formal contract change order from the TRRC Executive Director. The SUBCONTRACTOR executor and TRRC's Executive Director shall each have the right to designate in writing to the other an agent to act in his or her behalf regarding this contract. Any restrictions to such designation shall be clearly defined in the written designation.

7. **TRRC's Designated Agent.** TRRC's Executive Director hereby designates JOY Y. SHIRLEY, AREA AGENCY ON AGING DIRECTOR, as the agent for purposes of this contract only, except for executing amendments (see paragraph entitled "**Amendments**" below) or terminations (see paragraph entitled "**Termination**" below) or for interpretation of the requirements of this contract. In addition, all formal communications regarding this contract to include correspondence, reports, and requests for payments shall be submitted directly to the TRRC's AAA DESIGNATED AGENT and copied to the TRRC's Executive Director. Such appointments herein may be changed only by TRRC via a written addendum to this agreement.

8. **Review and Coordination.** To ensure adequate assessment of the SUBCONTRACTOR's program and proper coordination among interested parties, TRRC shall be kept fully informed concerning the progress of the work and services to be performed hereunder. The SUBCONTRACTOR may be required to meet with designated representatives of TRRC and

the funding agencies from time to time to review the work and services performed. Reasonable written notice of such review meetings shall be given to the SUBCONTRACTOR. The execution of a Health Insurance Portability and Accountability Act (HIPAA) Business Associate agreement shall occur prior to execution of this agreement and the HIPAA Business Associate agreement shall outline access granted to records under HIPAA regulations.

9. **Access to Records and Inspections.** The state and federal government and the designated TRRC staff member(s) shall have full and complete access to all consumer/customer/client records, administrative records, financial records, pertinent books, documents, papers, correspondence, including e-mails, management reports, memoranda, and any other records of the SUBCONTRACTOR and fourth party SUBCONTRACTOR(s). Upon request of such records, the SUBCONTRACTOR shall immediately provide the records requested. Failure to provide such records may result in termination of the contract and withholding of any remaining payments due until such time the SUBCONTRACTOR furnishes the records requested.

Reinstatement of payments to Contractors who have been sanctioned as denoted above must be approved by the TRRC's Council at the next regularly scheduled meeting of the Council. The SUBCONTRACTOR has executed a Health Insurance Portability and Accountability Act (HIPAA) Business Associate Agreement with the TRRC. Through the Business Associate Agreement, the SUBCONTRACTOR acknowledges and agrees that the Georgia Department of Human Services (DHS) Division of Aging Services, including the Long-Term Care Ombudsman, and the TRRC Area Agency on Aging provide functions that are considered health oversight agencies in their funding, quality improvement and regulatory functions. As health oversight agencies, protected health information must be shared with them and authorization is not required, according to HIPAA. The SUBCONTRACTOR is responsible for ensuring that a HIPAA Business Associate Agreement is executed by any fourth party SUBCONTRACTORS authorizing the same level of access to the entities noted above.

The SUBCONTRACTOR and fourth party SUBCONTRACTORS record retention requirements are six (6) years from submission of final expenditure reports. If any litigation, claim, or audit is started before the expiration of the six-year period, the records shall be retained until all litigations, claims, or audit findings involving the records have been resolved. The SUBCONTRACTOR agrees that the DHS Office of Investigative Services, upon the request of the Commissioner or designee, has full authority to investigate any allegation of misconduct in performance of duties arising from this contract made against an employee of the SUBCONTRACTOR. The SUBCONTRACTOR agrees to cooperate fully in such investigations by providing the Office of Investigative Services full access to its records and by allowing its employees to be interviewed during such investigations.

The TRRC and the State Department of Human Services shall have the right to monitor and inspect the operations of the SUBCONTRACTOR and any fourth party SUBCONTRACTORS for compliance with the provisions of this Contract and all applicable federal and state laws and regulations, with or without notice, at anytime during the term of this Contract. The SUBCONTRACTOR agrees to cooperate fully with these monitoring and inspection activities. Such monitoring and inspection activities may include,

without limitation, on-site health and safety inspections, financial and behavioral health/clinical audits, review of any records developed directly or indirectly as a result of this Contract, review of management systems, policies and procedures, review of service authorization and utilization activities, and review of any other areas, activities or materials relevant to or pertaining to this Contract. DHS and/or TRRC will provide the SUBCONTRACTOR with a report of any findings and recommendations and may require the SUBCONTRACTOR to develop corrective action plans as appropriate. Such corrective action plans may include requiring the SUBCONTRACTOR to make changes in service authorization, utilization practices, and/or any activity deemed necessary by the DHS and/or TRRC.

The THREE RIVERS REGIONAL COMMISSION's Council has established the following sanctions for any violations of this section of the contract:

“If at any time an official representative of the TRRC (a staff member and/or an outside party hired to review certain records, documents, and/or procedures) is denied access to the information requested, or if the Contractor does not provide such information as requested, the TRRC will withhold any pending and/or future payments for services rendered until such time that the information is presented.”

10. General

- (a) The SUBCONTRACTOR agrees to carry out the program in accordance with all terms, provisions and conditions of the applicable guidelines and regulations issued by the funding agencies (e.g., the Older Americans Act of 1965, as amended, 45 CFR 74, 45 CFR 92, and 45 CFR 202). TRRC shall determine the appropriateness and application of such terms, provisions, and conditions. The SUBCONTRACTOR also agrees to carry out the program in compliance with requirements relating to the application, acceptance and use of Federal funds for this program, including, but not limited to, Executive Order 12372 and 41 CFR 29-70 or 45 CFR 74 or 45 CFR 92, as appropriate. The SUBCONTRACTOR assures and certifies that it shall comply with all requirements imposed by TRRC or the funding agencies concerning special requirements of law or program requirements including, but not limited to, 45 CFR 1321, or 45 CFR 202, as appropriate. The Code of Federal Regulations (CFR) are available at <http://www.gpoaccess.gov/cfr/>
- (b) The SUBCONTRACTOR agrees that the purpose of this program is to develop greater service capacity and to foster the development of comprehensive and coordinated service delivery systems to serve older persons and others deemed in need. To accomplish this purpose, the SUBCONTRACTOR agrees to execute a program which will:
 - (1) secure and maintain maximum independence and dignity in a home environment for older persons and other eligible individuals capable of self-care with appropriate supportive services;

- (2) remove individual **and** social barriers to economic and personal independence; and
- (3) provide specified services to eligible individuals who reside within the planning and service area, with greatest social need being determined by advanced age (75 years or more);
- (4) transport those deemed in need to scheduled sites.

11. **SUBCONTRACTOR's Personnel.** The SUBCONTRACTOR represents that it has, or will secure at its own expense, all personnel required to perform the services under this contract. Such personnel shall not be employees of TRRC.

12. **Standards for Service Performance.**

- a) The SUBCONTRACTOR shall perform all services in accordance with the definitions cited in Attachment A and as further defined in relevant notices issued by TRRC, or through TRRC from the Georgia Department of Human Services, the Administration on Aging, U. S. Department of Health and Human Services or any other funding entity.
- b) The SUBCONTRACTOR agrees to administer all programs in accordance with the Georgia Department of Human Services-Division of Aging Services Policies and Procedures. SUBCONTRACTOR will use the On-line Directives Information System (www.odis.dhr.state.ga.us) to stay current with the policies and procedures. The manuals may periodically be amended by DHS.
- c) The SUBCONTRACTOR assures that client assessment data and other required data elements for non-Medicaid Home and Community Based Services clients are collected and entered into the Harmony System in a timely manner.
- d) The SUBCONTRACTOR agrees to have a policy for reporting suspected abuse, neglect or exploitation since providers of Non-Medicaid Home and Community Based Service are considered mandated reporters under O.C.G.A. 30-4, "Protection of Disabled Adults and Elder Person."
- e) The SUBCONTRACTOR agrees that no changes resulting in a decrease in the scope of services, units of service to be provided, or numbers of persons to be served or any change in unit cost will be made without prior written approval of TRRC as provided in the Paragraph titled Amendments, herein below.
- f) The SUBCONTRACTOR agrees to implement Fee-For-Service/Cost Sharing requirements for non-Medicaid Home and Community Based Services, as required by the Department of Human Services-Division of Aging policies. SUBCONTRACTOR agrees that revenue generated from fee-for-service/cost sharing will be used to expand the services for which such pays was given.
- g) The SUBCONTRACTOR agrees that recipients of services have the opportunity to voluntarily contribute toward Older Americans Act Services provided, which is called

Program Income. SUBCONTRACTOR agrees that any Program Income generated as a result of this contract activity shall be expended in compliance with the funding sources identified in this contract. SUBCONTRACTOR also agrees that any Program Income collected shall be expended monthly or at intervals such that state and local funds are not expended at an accelerated rate.

- h) The SUBCONTRACTOR assures that aging services will not be denied to any person because they cannot or will not contribute toward the cost of the service for Title III Services.
- i) The SUBCONTRACTOR agrees to work with potential clients that want to pay privately for services.
- j) The SUBCONTRACTOR agrees to have a policy on how to handle emergency situations, accidents and/or critical incidents.
- k) The SUBCONTRACTOR agrees to have a policy on how to handle disasters.
- l) The SUBCONTRACTOR agrees to have a procedure for investigating and resolving complaints made by clients, family or other caregivers, or interested persons.
- m) The SUBCONTRACTOR agrees to have a written policy on for providing staff orientation and ongoing training for employees. Documentation on the types of trainings provided and attendees will be maintained by the SUBCONTRACTOR.
- n) The SUBCONTRACTOR acknowledges that TRRC has developed a multi-year Area Plan on Aging which is updated annually (hereinafter referred to as the "Area Plan") for a comprehensive and coordinated system for the delivery of supportive and nutrition services to the elderly and/or disabled.
- o) The SUBCONTRACTOR further acknowledges that said Area Plan defines the specific services to be provided to eligible persons residing within the TRRC Planning Area and that those services provided under this contract are a part of said Area Plan.
- p) The SUBCONTRACTOR acknowledges that said Area Plan delineates a range of available services for the elderly and/or disabled and, therefore, the SUBCONTRACTOR agrees to coordinate and cooperate with all other TRRC contracted service providers to the fullest extent possible and in a manner satisfactory to TRRC.
- q) Descriptions of supportive services and nutrition services included in this contract are listed in Attachment A, hereof, and shall be the basis for determining the SUBCONTRACTOR's performance of supportive services and nutrition services.
- r) The following special provisions shall apply to nutrition services:

- 1) The selection, relocation, and closing of nutrition sites shall have the prior written approval of TRRC. The sites approved in this contract as specified in "Provider Services Detail Report" in Attachment B.
- 2) The SUBCONTRACTOR shall not initiate the delivery of nutrition services under this contract at a site not approved by TRRC.
- 3) The SUBCONTRACTOR agrees to notify the AAA Gateway/ADRC of any openings in their HCBS programs. Once a referral is received by the SUBCONTRACTOR and a face-to-face assessment is conducted, they will notify the AAA Gateway/ADRC Staff within 30 days of their acceptance or denial of that person as a client.
- 4) The SUBCONTRACTOR agrees to provide congregate meals to an average of 20 participants per day.
- 5) The SUBCONTRACTOR agrees to serve hot or other appropriate meals at least once a day, for a minimum of 250 service days a year.
- 6) The number of meals specified in the contract standards sets forth the maximum number of meals to be served under this contract.
- 7) The SUBCONTRACTOR agrees to provide supportive services for their clients. Supportive services include: (a) access to services such as outreach, information/assistance; (b) recreational activities; (c) nutrition education; (d) nutrition screening/assessments; (e) nutrition counseling; and (g) health screening.
- 8) The SUBCONTRACTOR agrees that staff engaged in food storage, preparation and distribution will observe all applicable Department of Human Services Rules and Regulations and local health ordinances governing food safety.
- 9) The SUBCONTRACTOR agrees to attend monthly Site Manager Staff Meetings.
- 10) The SUBCONTRACTORS that cook on site are required attend all menu planning meetings and use approved TRRC menu daily.
- 11) The SUBCONTRACTOR agrees to attend the TRRC annual senior picnic.
- 12) The SUBCONTRACTOR agrees that TRRC functions takes precedence over local functions, such as staff training, meetings, and volunteer recognitions.
- 13) The SUBCONTRACTOR must have the TRRC logo printed on all publications and indicate that TRRC is a funding source for the programs.

13. **Termination of Services to Clients.** The SUBCONTRACTOR agrees, with respect to any individual who is a potential program participant or a potentially aggrieved program participant, to provide such individual with meaningful opportunity to be heard concerning his or her eligibility or continuing eligibility at a hearing. The SUBCONTRACTOR shall

have procedural requirements which, at a minimum, include all of the safeguards and elements of the model **Client Grievance/Complaint Procedure** on file at TRRC and available from TRRC upon written request.

14. **Reports.** The SUBCONTRACTOR shall furnish TRRC with monthly program performance reports, in such form as may be specified by TRRC, describing the work accomplished by the SUBCONTRACTOR. Such report(s) shall be furnished to TRRC within five days after the end of the period reported. All due dates in this contract shall be based on calendar days. If any such due date should occur on Saturday, Sunday or a TRRC holiday, the next TRRC workday shall be considered the due date.
15. **Rights in Documents, Materials and Data Produced.** The SUBCONTRACTOR agrees that all reports, studies, records, and other data prepared by or for it under the terms of this contract shall be the property of TRRC upon termination or completion of the work. TRRC shall have the right to use the same without restriction or limitation and without compensation to the SUBCONTRACTOR other than that provided for in this contract. For the purposes of this contract, "data" includes writings, sound recordings, photographs, films, videotapes or other graphic representations and works of a similar nature. No documents, material or data produced in whole or in part under this contract shall be the subject of an application for copyright by or on behalf of the SUBCONTRACTOR or its fourth party SUBCONTRACTORS. The SUBCONTRACTOR acknowledges that matters regarding the rights to inventions and materials generated by or arising out of this contract may be subject to certain regulations issued by the funding agencies. Information regarding the applicability of such regulations to a specific situation may be obtained by written request to TRRC.
16. **TRRC'S Right to Suspend Contract:** The TRRC reserves the right to suspend the contract/subgrant in whole or in part under this contract provision if it appears to the TRRC that the SUBCONTRACTOR is failing to substantially comply with the quality of service or the specified completion schedule of its duties required under this contract, and/or to require further proof of reimbursable expenses prior to payment thereof, and/or to require improvement, at the discretion of the TRRC, in the programmatic performance or service delivery and/or to comply with any order or directive of a state or federal agency or court or arbitrator(s) with jurisdiction, by law or by consent, over the TRRC.
17. **Cooperation in Transition of Services** The SUBCONTRACTOR agrees upon termination of this contract, in whole or in part, for any reason that the SUBCONTRACTOR will cooperate as requested by the TRRC to effectuate the smooth and reasonable transition of the care and services for consumers/customers/clients as directed by the TRRC. This will include but not be limited to the transfer of the consumer/customer/client records, personal belongings, and funds of all consumers/customers/clients as directed by the TRRC. SUBCONTRACTOR further agrees that should it go out of business and/or cease to operate, all original records of consumers/customers/clients served pursuant to this contract shall be transferred by the SUBCONTRACTOR to the TRRC immediately and shall become the property of the TRRC in addition to any other remedy afforded the TRRC hereunder or by law. Failure to cooperate in the transition of services will result in the SUBCONTRACTOR becoming an ineligible contractor/SUBCONTRACTOR for a period of three (3) years from the end of this contract period.

18. **Force Majeure.** Each party will be excused from performance under this contract to the extent that it is prevented from performing, in whole or in substantial part, due to delays caused by an act of God, civil or military authority, war, court order, acts of public enemy, and such nonperformance will not be default under this contract nor a basis for termination for cause. Nothing in this paragraph shall be deemed to relieve the SUBCONTRACTOR from its liability for work performed by any fourth party SUBCONTRACTORS. If the services to be provided to the TRRC are interrupted by a force majeure event, the TRRC will be entitled to an equitable adjustment to the fees and other payments due under this contract.
19. **Publicity.**
- A. SUBCONTRACTORS must ensure that any publicity given to the program or services provided herein identify the TRRC AAA and the State Department of Human Services as sponsoring agencies. Publicity materials include, but are not limited to, signs, notices, information pamphlets, press releases, brochures, radio or television announcements, or similar information prepared by or for the SUBCONTRACTOR. Prior approval for the materials must be received from the TRRC and DHS's managing programmatic division/office. All media and public information materials must also be approved by the State of Georgia's Commissioner's Office of Policy and Government Services, Office of Communications. In addition, the SUBCONTRACTOR shall not display the TRRC or DHS's name or logo in any manner, including, but not limited to, display on SUBCONTRACTOR's letterhead or physical plant, without the prior written authorization of the Executive Director of the TRRC and/or the Commissioner of DHS.
- B. Notwithstanding subparagraph A above, if the SUBCONTRACTOR is a county board of health, the Commissioner's Office of Policy and Government Services must be notified prior to major publicity and/or media campaigns developed by or for the board-operated programs which identify DHS as a sponsoring agency. This is to enable the Commissioner's Office of Policy and Government Services to support the effort and to respond in a timely manner to inquiries to DHS that might result. In addition, the SUBCONTRACTOR shall not display DHS's name or logo in any manner, including, but not limited to, display on SUBCONTRACTOR's letterhead or physical plant, without the prior written authorization of the Commissioner of DHS.
20. **Inventions, Patents, Copyrights, Intangible Property and Publications.** The SUBCONTRACTOR agrees if patentable items, patent rights, processes, or inventions are produced in the course of work supported and funded by this contract, to report such facts in writing promptly and fully to the TRRC. The TRRC, the federal agency, and DHS shall determine whether protection of the invention or discovery shall be sought. The TRRC, the federal agency and DHS will also determine how the rights to the invention or discovery, including rights under any patent issued thereon, shall be allocated and administered in order to protect the public interest consistent with Government Patent Policy.

Copyrights. Except as otherwise provided in the terms and conditions of this contract, the author or the TRRC or DHS is free to copyright any books, publications, or other

copyrightable materials developed in the course of, or under this contract. Should any copyright materials be produced as a result of this contract, the TRRC, the federal agency and DHS shall reserve a royalty-free nonexclusive and irrevocable right to reproduce, modify, publish, or otherwise use and to authorize others to use the work for government, TRRC, and/or departmental purposes.

Publications: All publications, including pamphlets, art work, and reports shall be submitted to the TRRC on disk or electronically.

21. **Financial Management System.** SUBCONTRACTOR certifies that its financial management system currently complies and will continue to comply with all of the standards for financial management systems specified in 45 CFR 74, or 45 CFR 92, 41 CFR 29-70 as appropriate. In addition, the SUBCONTRACTOR agrees to accurately maintain its financial records for each cost center as specified in Attachment B in such form and utilizing such procedures as TRRC or the funding agencies may require. This includes, but it not limited to, the requirement that SUBCONTRACTOR financial records shall provide for (1) accurate, current, and complete disclosure of the financial results of each cost center; (2) records that identify adequately the source and application of funds by cost center for activities supported under this contract; and (3) time, attendance, and payroll distribution records to support salaries and wages paid to employees of the SUBCONTRACTOR.
22. **Employee's Rate of Compensation.** The rate of compensation for work performed under this program by a staff member or employee of the SUBCONTRACTOR shall not exceed the compensation of such person that is applicable to his or her other work activities for the SUBCONTRACTOR. Time and attendance and payroll distribution records shall support charges for salaries and wages of individual employees.
23. **Financial Reports.** In addition to other records required by this contract, the SUBCONTRACTOR agrees to provide to TRRC such additional financial reports in such form and frequency as TRRC may require in order to meet the TRRC's requirements for reporting to funding agencies.
24. **Audits.** SUBCONTRACTORS that expend \$750,000 or more in Federal funds during their fiscal year agree to have a single entity-wide **audit** conducted for that year in accordance with the provisions of the Single Audit Act Amendments of 1996 (Public Law 104-156) and their implementing regulation, 2 CFR 200 (Super Circular), "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" The audit reporting package shall include the documents listed in Policy 1244 of the DHS Directives Information System.

SUBCONTRACTORS expending \$100,000 or more in State funds during their fiscal year agree to have an entity-wide **audit conducted for that** year in accordance with Generally Accepted Auditing Standards issued by the American Institute of Certified Public Accountants. The audit reporting package shall include the documents listed in Policy 1244 of the DHS Directives Information System.

SUBCONTRACTORS expending at least \$25,000 but less than \$100,000 in State funds

during their fiscal year agree to prepare **unaudited entity-wide financial statements for that year. Assertions concerning** the basis of financial statement preparation must be made by the president or other corporate official as described in Policy 1244 of the DHS Directives Information System.

The SUBCONTRACTOR further agrees to submit the required audit or financial statement, within 180 days after the close of the SUBCONTRACTOR's fiscal year to:

***Three Rivers Regional Commission
LeeAnn Davis
Aging Fiscal Coordinator
P.O. Box 1600
Franklin, GA 30217***

Effective July 1, 2010, the THREE RIVERS REGIONAL COMMISSION's Council has established the following sanction for any violation of this contractual requirement:

If a Contractor fails to provide a final audit statement as required under the contract's terms, the TRRC will withhold any pending and/or future payments for services rendered until such time that the final audit is submitted and verified. If a pattern of such failures materializes, the Contractor will become ineligible to receive TRRC contracts for a period of 12 months. Recognizing that some situations might arise that are above and beyond the Contractor's control, the TRRC may extend the date of receipt of the final audit for a thirty (30) day period upon request and verifiable documentation related to the reason for the extension. Extensions past the thirty (30) day period may be requested, but any such request must be presented in person before the TRRC's Council with the Contractor's auditor present.

Reinstatement of payments to SUBCONTRACTORS who have been sanctioned as denoted above must be approved by the TRRC's Council at the next regularly scheduled meeting of the Council.

25. **Interest of SUBCONTRACTOR.** The SUBCONTRACTOR covenants that neither the SUBCONTRACTOR, nor anyone controlled by the SUBCONTRACTOR, controlling the SUBCONTRACTOR, or under common control with the SUBCONTRACTOR, nor its agents, employees or fourth party SUBCONTRACTORS, presently has an interest, nor shall acquire an interest, direct or indirect, which would conflict in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the SUBCONTRACTOR's service hereunder in an impartial and unbiased manner. The SUBCONTRACTOR further covenants that in the performance of this contract no person having any such interest shall be employed by the SUBCONTRACTOR as an agent, fourth party SUBCONTRACTORS or otherwise. If the SUBCONTRACTOR contemplates taking some action which may constitute a violation of this paragraph, and SUBCONTRACTOR shall request in writing the advice of TRRC, and if TRRC notifies the SUBCONTRACTOR in writing that the SUBCONTRACTOR's contemplated action will not constitute a violation hereof, then the SUBCONTRACTOR shall be authorized to take such action without being in violation of this paragraph.

26. **Interest of Members of TRRC and Others.** No officer, member or employee of TRRC, and no public official of any local government which is affected in any way by the program, who exercises any function or responsibilities in the review or approval of the program or any component part thereof, shall participate in any decision relating to this contract which affects his or her personal interests or the interest of any corporation, partnership or association in which he or she is directly, or indirectly, interested; nor shall any such officer, member or employee of TRRC, or public official of any local government affected by the program, have an interest, direct, in this contract or the proceeds arising therefrom.
27. **Officials Not to Benefit.** No member or delegate to the (1) Legislature of the State of Georgia, elected or appointed State of Georgia official, or employee of the State of Georgia Department of Human Services (and Division of Aging Service) and (2) Congress of the United States of America, resident commissioner or employee of the United States Government, shall participate or influence any decision relating to the award or administration of this contract which affects his or her personal interests or the interests of any corporation, partnership or association in which he or she is directly, or indirectly, has any involvement.
28. **Restrictions on Hiring of TRRC Employees.** The SUBCONTRACTOR and any associated fourth party SUBCONTRACTORS shall not hire, retain, or engage in any paid or unpaid capacity (employee, consultant, or advisor) an employee (full-time, part-time, or consultant) of the TRRC within a twelve (12) month period after the termination date of this contract. Further, any former TRRC employee who is hired, retained, or engaged having met the above 12 month restriction may not be directly involved with the management and performance of this contract without the express written approval of the TRRC Executive Director. SUBCONTRACTOR violation of this restriction shall be grounds for contract termination.
29. **Project Administration.**
- (a) The SUBCONTRACTOR agrees that the SUBCONTRACTOR executor is responsible for ensuring that all terms and conditions of the contract are fully met to TRRC's satisfaction.
 - (b) The SUBCONTRACTOR agrees that all persons who administer the funds associated with this contract on behalf of the SUBCONTRACTOR will be responsible to the SUBCONTRACTOR executor.
 - (c) The SUBCONTRACTOR agrees that the SUBCONTRACTOR executor and all persons who administer the funds associated with this contract on behalf of the SUBCONTRACTOR will be bonded in an amount equal to at least ten percent of the total amount specified in Attachment "B" of the contract or \$25,000, whichever is less, if receiving an advance of funds. The SUBCONTRACTOR shall transmit written documentation of such bonding to TRRC, in form satisfactory to TRRC, prior to receipt of any funds from TRRC. For bonds that expire before the completion date of this contract, proof of renewal of such bond shall be provided to TRRC, within 20 days after renewal.

- (d) The SUBCONTRACTOR agrees to administer the program in a manner satisfactory to TRRC and in accordance with relevant procedures, as determined by TRRC and the funding agencies (e.g., 29 CFR 1321 or 45 CFR 202 as appropriate).
- (e) The SUBCONTRACTOR shall at all times maintain during the term of this agreement policies of insurance (including, where applicable, Worker's Compensation coverage) covering any property acquired with funds made available by this agreement, as well as public liability insurance with generally recognized, responsible insurance companies authorized to do business in the state of Georgia, each of which are also qualified and authorized to assume the risks undertaken. Such insurance shall be in such amounts as a responsible and prudent company or organization would require under similar circumstances. Such insurance shall cover the SUBCONTRACTOR and its above, described property, as well as its employees, agents and volunteers.

30. **Subcontracts.** Work or services to be performed under this (third party) contract by the SUBCONTRACTOR may be subcontracted (fourth party) under the following conditions:

- (a) The SUBCONTRACTOR agrees that the selection of fourth party SUBCONTRACTORS requires competition between potential fourth party SUBCONTRACTORS pursuant to 45 CFR 74 or adequate justification for sole source selection.
- (b) All such subcontracts shall bind the fourth party SUBCONTRACTOR to applicable terms and conditions of this (third party) contract between TRRC and the SUBCONTRACTOR.
- (c) Any fourth party contract in excess of \$10,000 total value shall have written TRRC approval prior to execution. TRRC approval shall not be unreasonably withheld.
- (d) A copy of all fourth party contracts shall be on file at the SUBCONTRACTOR's office and available for review by TRRC monitors upon request.
- (e) The SUBCONTRACTOR will be responsible for the performance of any fourth party SUBCONTRACTORS to whom any duties are delegated under any provision of this contract.
- (f) The SUBCONTRACTOR agrees to reimburse the TRRC for any federal or state audit disallowances arising from a fourth party SUBCONTRACTOR's performance or non-performance of duties under this contract which are delegated to the fourth party SUBCONTRACTORS.
- (g) If the SUBCONTRACTOR subcontracts for the provision of any deliverables pursuant to this contract, the SUBCONTRACTOR agrees to include the following in each subcontract:

1. Stipulations that the fourth party SUBCONTRACTORS is required to adhere to each provision of this contract related to the quality and quantity of deliverables, compliance with state and federal laws and regulations, confidentiality, auditing, access to records and contract administration.
 2. A clear statement of the service or product being acquired through said subcontract with detailed description of cost including properly completed Division of Aging Services Unit Cost Methodology documentation, as appropriate.
- (h) The SUBCONTRACTOR shall promptly pursue, at its own expense, appropriate legal and equitable remedies against any fourth party SUBCONTRACTORS who fails to adhere to the contract requirements. The SUBCONTRACTOR's failure to proceed against a fourth party SUBCONTRACTORS will constitute a separate breach by the SUBCONTRACTOR in which case the TRRC may pursue appropriate remedies as a result of such breach.

Failure by the SUBCONTRACTOR to comply with the provisions of this paragraph in a timely manner as determined by TRRC, may at TRRC's discretion result in disallowance or delay in payment under the Paragraph titled "**Method of Payment**" or in termination pursuant to the Paragraph titled "**Termination**" below.

31. **Assignability.** The SUBCONTRACTOR shall only assign, sublet or transfer all or any portion of its interest in this agreement with the prior written approval of TRRC.
32. **Amendments.** The TRRC may require changes in this contract from time-to-time. Such changes, including any increase or decrease in the amount of the SUBCONTRACTOR's compensation shall be incorporated in written amendments to this contract. Only the TRRC's Executive Director may execute amendments to this contract on behalf of the TRRC.
33. **Disputes and Appeals.** The TRRC Executive Director shall decide any questions arising under this contract. Such questions must be submitted to the TRRC's Executive Director in writing via certified mail, return-receipt requested. The TRRC's Executive Director shall reduce such decision concerning the question to writing and mail or otherwise furnish a copy thereof to the SUBCONTRACTOR within ten (10) business days after receipt of the question. The SUBCONTRACTOR agrees that the decision of TRRC's Executive Director shall be final and conclusive unless, within ten (10) days of receipt of such copy, the SUBCONTRACTOR mails or otherwise furnishes a written request for appeal concerning the question of fact to TRRC's Council, who shall arrange a formal hearing within thirty (30) business days after receipt of the appeal request. All such requests must be mailed via certified mail, return-receipt requested to the attention of the TRRC's Council at P.O. Box 1600, Franklin, GA 30217. Both the SUBCONTRACTOR and TRRC's Executive Director shall have the right to present witnesses and give evidence concerning the question of fact at such time. Within thirty-two (32) days after the hearing, the TRRC's Council shall render its decision concerning the question of fact in writing to the SUBCONTRACTOR and to TRRC's Executive Director.

Pending final decision of an appeal to the TRRC's Council, the SUBCONTRACTOR shall proceed diligently with the performance of the contract and in accordance with TRRC's Council's decision.

The SUBCONTRACTOR agrees that the decision of the TRRC's Council concerning the question shall be final and conclusive unless determined otherwise by the funding agencies, or the Comptroller General of the United States. In the event the funding agencies provide input, the TRRC's Council will reconsider its decision at the next regularly scheduled meeting of the TRRC Council. Any decision made based on the information provided from the funding agencies (the reconsideration action) shall be final and conclusive.

34. **Assurances.** The SUBCONTRACTOR hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements, including the Executive Order 12372, 45 CFR 74, 45 CFR 92, and U.S. Office of Management and Budget Circular (as currently amended) Nos. A-87, A-102, A-110, A-122, and A-133 (including compliance supplement), as appropriate, as they relate to the application, acceptance, use and audit of Federal funds for this federally assisted program. Also, the SUBCONTRACTOR gives assurance and certifies with respect to this purchase of service contract that:

(a) For all purchase of service contracts:

- (1) It possesses legal authority to apply for this purchase of service contract, and, if appropriate, to finance and construct any proposed facilities; and, a resolution, motion or similar action has been duly adopted or passed as an official act of the SUBCONTRACTOR's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the SUBCONTRACTOR to act in connection with the application and to provide such additional information as may be required, and, upon TRRC's approval of its application, that the person identified as the official representative of the SUBCONTRACTOR is authorized to execute a purchase of service agreement contract incorporating the terms of its application.
- (2) It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352 and 42USC 2000d) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of age, disability, religion, creed or belief, political affiliation, sex, sexual orientation, race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. It will further comply with Title VI provisions prohibiting employment discrimination where the primary purpose of a grant is to provide employment. It will not discriminate against any qualified employee, applicant for employment or service fourth party SUBCONTRACTORS, or client because of age, disability, religion, creed or belief, political affiliation, race, color, sex, sexual orientation, or national origin. The SUBCONTRACTOR shall take affirmative action to ensure that

qualified applicants are employed and qualified fourth party SUBCONTRACTORS are selected, and that qualified employees are treated during employment, without regard to their age, disability, religion, creed or belief, political affiliation, race, color, sex, sexual orientation, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; selection for training including apprenticeship, and participation in recreational and educational activities. If the SUBCONTRACTOR has fifty or more employees (regardless of the funding sources) and if the total compensation and reimbursement to be paid to the SUBCONTRACTOR as specified in Attachment "A" of the contract is fifty thousand dollars (\$50,000) or more, the SUBCONTRACTOR certifies that: (A) It has developed a written Affirmative Action Program (AAP), which and (b) it presently has such a plan in effect and such plan will remain in effect at least until the program completion date of this contract. The SUBCONTRACTOR agrees to post in a conspicuous place available to employees and applicants for employment, notices to be provided setting forth the provisions of this non-discrimination clause.

The SUBCONTRACTOR shall in all solicitations or advertisements for fourth party SUBCONTRACTORS or employees placed by or on behalf of the SUBCONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to age, disability, religion, creed or belief, political affiliation, race, color, sex or national origin. The SUBCONTRACTOR shall not discriminate against any qualified client or recipient of services provided through this contract on the basis of age, disability, religion, creed or belief, political affiliation, race, color, sex or national origin. The SUBCONTRACTOR shall cause the foregoing provisions to be included in all subcontracts for any work covered by this contract so that such provisions will be binding upon each fourth party SUBCONTRACTORS, provided that the foregoing provisions shall not apply to subcontracts for less than ten thousand dollars (\$10,000).

The SUBCONTRACTOR shall keep such records and submit such reports concerning the racial and ethnic origin of applicants for employment and employees as TRRC or the funding agencies may require.

The SUBCONTRACTOR agrees to comply with such rules, regulations or guidelines as TRRC or the funding agencies may issue to implement the requirements of this paragraph.

- (3) It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.

- (4) It will comply with the applicable provisions of the Hatch Act, which limits the political activity of employees.
- (5) It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- (6) It will cooperate with TRRC in assisting the funding agencies in compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting, through TRRC, with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 3 CFR Part 800.8) by the activity, and subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying, through TRRC, the funding agencies of the existence of any such properties, and by (b) complying with all requirements established by TRRC or the funding agencies to avoid or mitigate adverse effects upon such properties.
- (7) It understands that the phrase “Federal financial assistance” is included any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- (8) It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities when such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.
- (9) The SUBCONTRACTOR agrees to abide by all State and Federal laws, rules and regulations and DHS and Division of Aging Services policy or procedure on respecting confidentiality of an individual’s records. The SUBCONTRACTOR further agrees not to divulge any information concerning any individual to any unauthorized person without the written consent of the individual employee, client or responsible parent or guardian.
- (11) The SUBCONTRACTOR agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA) and any relevant federal and state laws, rules and regulations.

35. **Property Management Standards.** The SUBCONTRACTOR agrees:

- A. That all non-expendable personal property purchased, in total or in part, with funds received from the TRRC during the term of this contract and all previous contracts is property of the TRRC and is subject to the rules and regulations of the TRRC throughout the life and disposition of said property. Said property

cannot be transferred or otherwise disposed of without prior written approval of the TRRC.

- B. To adhere to all policies and procedures as promulgated in the State of Georgia's Department of Human Services Administrative Policy and Procedures Manual, Part IX, the Property Management Manual, and, if applicable, the Vehicle Management Manual, which are by reference made a part of this contract.

SUBCONTRACTOR understands that the requirements for inventory of property (at least every two years) and a control system to safeguard against loss, damage or theft as contained in the property manual shall be followed.

- C. That property records shall be maintained accurately and reported on Form #5111, Detailed Equipment Listing, within 30 days after acquisition of such property, to the TRRC as indicated below:

Three Rivers Regional Commission
Ramona Browning
P.O. Box 1600
Franklin, GA 30217

- D. In the event the Contract is terminated prior to expiration or is not renewed, SUBCONTRACTOR agrees to properly dispose of all TRRC property as follows:

1. Prepare Form 5086, Equipment Status Change form listing all TRRC equipment in the SUBCONTRACTOR's possession and send this form to the TRRC for final disposal determination.
2. Upon notification by the TRRC, SUBCONTRACTOR agrees to transport the TRRC's property to the TRRC's designated facility. Expenses incurred by the SUBCONTRACTOR in transporting this equipment may be charged to the terminated contract.

36. **Federal Prohibitions and Requirements Related to Lobbying:** Pursuant to Section 1352 of Public Law 101-221, the SUBCONTRACTOR agrees that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the SUBCONTRACTOR, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with

the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (b) As a condition of receipt of **any** Federal contract, grant, loan, or cooperative agreement exceeding \$100,000, the SUBCONTRACTOR shall file with TRRC a signed "Certification Regarding Lobbying."
- (c) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the SUBCONTRACTOR shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instruction.
- (d) A disclosure form will be filed at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by the SUBCONTRACTOR under subparagraphs (B) or (C) of this paragraph. An event that materially affects the accuracy of the information reported includes:
 - (1) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered Federal action; or
 - (2) A change in the person(s) or individual(s) influencing or attempting to influence a covered Federal action; or,
 - (3) A change in the officer(s), employee(s), or member(s) contacted to influence or attempt to influence a covered Federal action.

Any SUBCONTRACTOR who makes a prohibited expenditure or who fails to file or amend the disclosure form, as required, shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.

An imposition of a civil penalty under this action does not prevent the United States from seeking any other remedy that may apply to the same conduct that is the basis for the imposition of such civil penalty.

The SUBCONTRACTOR shall require that the prohibitions and requirements of this paragraph included in the award documents for all subawards at all tiers (including subcontracts, purchase of service agreements, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

37. **Debarment.** In accordance with Executive Order 12549, Debarment and Suspension, and implemented at 45 CFR Part 76, 100-510, the SUBCONTRACTOR shall certify that neither

it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency. The SUBCONTRACTOR further agrees that it will include the requirement for the "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier transactions and in all solicitations for lower tier covered transactions.

38. **Compliance with Requirements of the Georgia Department of Human Services (DHS).**

The SUBCONTRACTOR shall be bound by the applicable terms and conditions of the contract between TRRC and DHS, which is on file in the offices of TRRC and is hereby made a part of this contract as fully as if the same were attached hereto. If any of the terms and conditions of this agreement conflict with any terms and conditions of the purchase of service contract, the SUBCONTRACTOR agrees to abide by the terms and conditions of the contract, which shall be controlling unless prior written consent to the contrary is received from TRRC.

39. **Documentation of Rent Costs.** All SUBCONTRACTOR budgeted rent line items or maintenance in lieu of rent line items on privately owned buildings must be supported by three (3) separate Statements of Comparable Rent, DHS Form #5465 (copies available from DHS).

Public facility maintenance in lieu of rent budgeted by the SUBCONTRACTOR will be supported by a Local Statement of Service and Maintenance Cost in Lieu of Rent in Public Buildings, DHS Form #5464, and by three separate Statements of Comparable Rent, DHS Form #5465 (copies available from DHS). Rent per se is not applicable for publicly owned facilities/buildings unless newly occupied on or after October 1, 1980, in accordance with 2 CFR 200 (Super Circular).

40. **Criminal Records Investigation:**

The SUBCONTRACTOR agrees that, for the filling of positions or classes of positions having direct care/treatment custodial responsibilities for services rendered under this contract, applicants selected for such positions shall undergo a criminal record history investigation that shall include a fingerprint record check pursuant to the provisions of Code Section 49-2-14 of the Official Code of Georgia Annotated, (O.C.G.A.).

The provisions of this paragraph of the contract shall not apply to persons employed in day-care centers, group day-care homes, family day-care homes, or child-caring institutions which are required to be licensed or registered by DHS or to personal care homes required to be licensed, permitted, or registered by DHS.

41. **Other Requirements.** In addition to other requirements of this contract, the SUBCONTRACTOR agrees to comply with, and shall be bound by, the applicable terms and conditions of all State and Federal laws or regulations governing and defining resources, project administration, allowable costs and associated procurement standards including but not limited to 41 CFR 29-70, 45 CRR 74, or 45 CFR 92, as appropriate.

The SUBCONTRACTOR agrees that, if costs incurred by the SUBCONTRACTOR are not in conformity with the above requirements and are subsequently disallowed as a result of an audit pursuant to the Paragraph titled "**Audits**" above or by TRRC, Georgia Department of Human Services, U.S. Department of Health and Human Services, the Comptroller General of the United States, or any of their duly authorized representatives, then, upon written demand by TRRC, the SUBCONTRACTOR shall reimburse TRRC in full for any payment made by TRRC to the SUBCONTRACTOR for such disallowed costs within thirty days of receipt of such written demand.

42. **State of Georgia Ethics Code Violations.** The SUBCONTRACTOR understands that the State of Georgia's Department of Human Services' Division of Aging Services (DHS) is the primary source of funds for this subgrant agreement. Under Subsection 93.11 (§93.11) of the Division of Aging Services' *Compliance with Contractor Responsibilities, Rewards and Sanctions* publication, entitled Ethics Code Violations, all contractors, including the Area Agency on Aging and their sub-contractors are expected to abide by the Code of Ethics for Government Service (See Appendix 93-B of the above-referenced publication for a copy of the current Code of Ethics). Accordingly, any violations of the Ethics Code requirements will be investigated by DHS and referred by DHS to the appropriate law enforcement agency. Ethics violations may result in criminal prosecution and may be pursued based on the provisions pertinent laws and regulations. When conducting such investigations, DHS will inform the contractor of the exact nature of the complaint and may require the contractor to conduct its own internal investigation. DHS will document its investigation's findings and conclusions and inform the contractor and the complainant of the results. If an investigation indicates there is a substantiated situation in which there is a question of ethics code violations, DHS will require the contractor to take corrective action and/or refer the complaint to appropriate law enforcement agencies.

43. **Termination.**

- A. **Due to non-availability of funds.** Notwithstanding any other provision of this contract, in the event that any of the funding sources of for payments to the TRRC for services under this contract no longer exist, or in the event the sum of all obligations of the Center incurred under this and all other contracts entered into for this program exceeds the balance of such contract sources, then this contract shall immediately terminate without further obligation of the TRRC as of that moment. The certification by the Commissioner of the Department of Human Services of the occurrence of either of the events stated above shall be conclusive.
- B. **Due to default or for cause.** This contract may be terminated for cause, in whole or in part, at any time by the TRRC for failure of the SUBCONTRACTOR to perform any of the provisions hereof. Should the TRRC exercise its right to terminate this contract under the provisions of this paragraph, the termination shall be accomplished in writing and specify the reason and termination date. The SUBCONTRACTOR will be required to submit the final contract expenditure report not later than 45 days after the effective date of written notice of termination. Upon termination of this contract, the SUBCONTRACTOR shall not incur any new obligations after the effective date of the termination and shall cancel as many outstanding obligations as possible. The above remedies are in addition to any other remedies provided by law or the terms of this

contract.

- C. **For Convenience of the SUBCONTRACTOR.** This contract may be cancelled or terminated by the SUBCONTRACTOR without cause; however, the

SUBCONTRACTOR must give written notice of its intention to do so to the TRRC at least ninety (90) days prior to the effective date of cancellation or termination.

- D. **For Convenience of TRRC.** This contract may be cancelled or terminated by the TRRC without cause; however, the TRRC must give written notice of its intention to do

so to the SUBCONTRACTOR at least thirty (30) days prior to the effective date of cancellation or termination.

- E. Notwithstanding any other provision of this paragraph, this contract may be immediately terminated without any opportunity to cure, if any of the following events occurs:

1. SUBCONTRACTOR becomes insolvent or liquidation or dissolution or a sale of the SUBCONTRACTOR's assets begins.
2. SUBCONTRACTOR or any of its SUBCONTRACTORS violates or fails to comply with any applicable provision of federal or state law or regulation.
3. SUBCONTRACTOR or any of its SUBCONTRACTORS knowingly provides fraudulent, misleading or misrepresentative information to any consumer/customer/client of the TRRC or the Department of Human Services or to the TRRC or DHS' representatives.
4. SUBCONTRACTOR has exhibited an inability to meet its financial or services obligations.
5. A voluntary or involuntary bankruptcy petition is filed by or against the SUBCONTRACTOR under the U.S. Bankruptcy Code or any similar petition under any state insolvency law.
6. An assignment is made by the SUBCONTRACTOR for the benefit of creditors.
7. A proceeding for the appointment of a receiver, custodian, trustee, or similar agent is initiated with respect to the SUBCONTRACTOR.
8. The TRRC deems that such termination is necessary if the SUBCONTRACTOR or any fourth party SUBCONTRACTORS fails to protect or potentially threatens the health or safety of any consumer/customer/client and/or to prevent or protect against fraud or otherwise protect the TRRC or the State of Georgia's personnel, consumers/customers/clients, facilities, or services.
9. A court with competent jurisdiction, or an arbitrator(s) conducting an arbitration involving the TRRC by consent, issues an order or decision that causes or determines

the contract to be rendered voidable or null and void and/or prohibits the TRRC from contracting with the SUBCONTRACTOR, or otherwise invalidates the procurement process and/or the contractual relationship with the SUBCONTRACTOR.

10. SUBCONTRACTOR is debarred or suspended from performing services on any public contracts and/or subject to exclusion from participation in the Medicaid or Medicare programs.

44. **SUBCONTRACTOR/Fourth-Party License Requirements.** The SUBCONTRACTOR agrees to maintain any required city, county and state business licenses and any other special licenses required, prior to and during the performance of this contract. The SUBCONTRACTOR is responsible to ensure that fourth party (sub-SUBCONTRACTORS) contractors are appropriately licensed. The SUBCONTRACTOR agrees that if it loses or has sanctioned any license, certification or accreditation required by this Contract or state and federal laws, that this contract may be terminated immediately in whole or in part.

45. **AIDS Policy.** SUBCONTRACTOR agrees, as a condition to provision of services to the TRRC's and/or DHS's consumers/customers/clients/patients, not to discriminate against any consumer/customer/client/patient who may have AIDS or be infected with Human Immunodeficiency Virus (HIV). The SUBCONTRACTOR is encouraged to provide or cause to be provided appropriate AIDS training to its employees and to seek AIDS technical advice and assistance from the appropriate division or office of DHS, as the SUBCONTRACTOR deems necessary. The SUBCONTRACTOR further agrees to refer those consumers/customers/clients/patients requesting additional AIDS related services or information to the appropriate county health department.

Notwithstanding subparagraph A above, if the SUBCONTRACTOR is a county board of health it agrees to comply with the Joint Advisory Notice, entitled "Protection Against Occupational Exposure to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV)," dated October 30, 1987. from the Department of Labor/Department of Health and Human Services and which has been made available to the board. The board further agrees that in the implementation of the DHS's programs it will follow those standard operation procedures developed and identified by the appropriate program division of DHS as applicable to the specific programs and as provided to the board by the program division.

SUBCONTRACTOR agrees, as a condition to provision of services to the TRRC's and/or DHS's consumers/customers/clients/patients, not to discriminate against any consumer/customer/client/patient who may have AIDS or be infected with Human Immunodeficiency Virus (HIV). The SUBCONTRACTOR is encouraged to provide or cause to be provided appropriate AIDS training to its employees and to seek AIDS technical advice and assistance from the appropriate division or office of DHS, as the SUBCONTRACTOR deems necessary. The SUBCONTRACTOR further agrees to refer those consumers/customers/clients/patients requesting additional AIDS related services or information to the appropriate county health department.

Notwithstanding subparagraph A above, if the SUBCONTRACTOR is a county board of health it agrees to comply with the Joint Advisory Notice, entitled "Protection Against Occupational Exposure to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV)"

IV),” dated October 30, 1987 from the Department of Labor/Department of Health and Human Services and which has been made available to the board. The board further agrees that in the implementation of DHS’s programs it will follow those standard operation procedures developed and identified by the appropriate program division of DHS as applicable to the specific programs and as provided to the board by the program division.

46. **Indemnification of TRRC.** SUBCONTRACTOR hereby waives, releases, relinquishes, discharges and agrees to indemnify, protect and save harmless the State of Georgia (including the State Tort Claims Trust Fund), DHS, DOAS, and the THREE RIVERS REGIONAL COMMISSION AREA AGENCY ON AGING, their officers and employees (collectively “indemnities”) of and from any and all claims, demands, liabilities, loss, costs or expenses for any loss or damage for bodily injury (including but not limited to death), personal injury, property damage, or contract rights, attorneys’ fees caused by, growing out of, or otherwise happening in connection with this Contract, due to any act or omission on the part of SUBCONTRACTOR, its agents, employees, fourth party SUBCONTRACTORS, or others working at the direction of SUBCONTRACTOR or on SUBCONTRACTOR’s behalf: or due to any breach of this Contract by SUBCONTRACTOR; (collectively, the “Indemnity Claims”).

This indemnification extends to the successors and assigns of the SUBCONTRACTOR, and this indemnification and release survives the termination of this Contract and the dissolution or, to the extent allowed by law, the bankruptcy of the SUBCONTRACTOR.

If and to the extent such damage or loss as covered by this indemnification is covered by the State Tort Claims Fund or any other self-insurance funds maintained by the Department of Administrative Services (collectively, the “funds”), the SUBCONTRACTOR agrees to reimburse the Funds for such funds paid out by the Funds. To the full extent permitted by the Constitution and the laws of the State of Georgia and the terms of the Funds, the SUBCONTRACTOR and its insurers waive any right of subrogation against the State of Georgia, the Indemnities, and the Funds and insurers participating thereunder, to the full extent of this indemnification.

SUBCONTRACTOR shall, at its expense, be entitled to and shall have the duty to participate in the defense of any suit against the Indemnities. No settlement or compromise of any claim, loss or damage asserted against Indemnities shall be binding upon Indemnities unless expressly approved by the Indemnities.

47. **Conformance of Agreement with the Law.** It is the intent and understanding of the parties to this Agreement that each and every provision of law required to be inserted in this Agreement shall be and is inserted herein. Furthermore, it is hereby stipulated that every such provision is deemed to be inserted herein, and if through mistakes or otherwise, any such provision is not inserted in correct form, then this Agreement shall upon application of either party, be amended by such insertion so as to comply strictly with the law and without prejudice to the rights of either party. If this Agreement contains any unlawful provisions, not an essential part of the Agreement and which appears not to have been a controlling or material inducement to the making hereof, the same shall be deemed of no effect, and shall upon the application of either party be stricken from the Agreement without affecting the binding force of the Agreement as it shall remain after omitting such provision. The parties

agree that this Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.

48. **Enforcement.** This Agreement shall be governed and construed in accordance with the laws of the State of Georgia. In any action or proceeding arising under this Agreement, the Superior Court of Heard County, Georgia shall have and may exercise exclusive personal jurisdiction over all parties hereto, and in any such action or proceeding in said venue shall be proper. In any such action or proceeding, service of process upon any party may be perfected, in addition to any other manner provided by applicable law, by personal delivery or by mail, with an appropriate return of service being made in writing and filed with said Court.

IN WITNESS WHEREOF, the SUBCONTRACTOR and the TRRC have executed this contract as of the day first above written.

ATTEST:

City of Grantville

Address for Official Notices:

City Official
P.O. Box 160
Grantville, GA 30220



By: _____

Title

DATE _____

ATTEST:

Three Rivers Regional Commission
Area Agency on Aging
P.O. Box 1600
Franklin, GA 30217

Reann Davis

By: [Signature]
Executive Director

[Signature]
Council Chair

DATE 7-1-23

ATTACHMENT A

CONTAINS THE FOLLOWING REPORTS:

1. DIVISION OF AGING SERVICES TAXONOMY OF SERVICES DEFINITIONS
2. SCOPE OF SERVICES

Program: (Program must match what is in DDS)	Service Name: (Service must match what is in DDS)	Unit of Measure:	Individual or Group:	Method of Reimbursement:	Designated DAS Staff: (Title, Section i.e.: Regional Coordinator, Business Ops)	Definition:
AAA LINE ITEMS	AAA Administration	N/A	N/A	Line Item	N/A	Activities associated with overall area agency operations. Includes, but is not limited to analyzing data, planning, procurement, contracting, contract management, quality assurance, compliance monitoring, financial management, technology management, personnel management, training, technical assistance, professional development, contractor relations, program operations/management, resource identification, and development.
AAA LINE ITEMS	Advocacy	N/A	N/A	Line Item	N/A	Activities related to monitoring, evaluating, and commenting on all policies, programs, hearings, levies, and community actions which affect older persons; conducting public hearings on the needs of older people; coordinating planning with other agencies and organizations to promote new or expanded benefits and opportunities for older persons.
AAA LINE ITEMS	Coordination	N/A	N/A	Line Item	N/A	Engaging in cooperative arrangements with other service planners and providers to facilitate access to and use of all existing services and developing home and community-based services to meet the needs of older persons effectively and efficiently.
AAA LINE ITEMS	Outreach	1 Contact	Group	Line item	N/A	Intervention with individuals initiated by an agency or organization for the purpose of identifying potential clients, or their caregivers and encouraging their use of existing services and benefits.
AAA LINE ITEMS	Program Development	N/A	N/A	Line Item	N/A	Those activities directly related to either the establishment of a new service, or the improvement, expansion, or integration of an existing service. Activities must be intended to achieve a specific service goal or objective; must occur during a specifically defined period of time, rather than being cyclical or ongoing in nature.
ADRC	ADRC Information and Assistance	1 contact	Individual or Group	Line Item	ADRC Team, Access to Services	A service that: (A) provides individuals with information on services available within the communities; (B) links individuals to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures. Internet web site "hits" are to be counted only if the information is requested and supplied. The ultimate goal of the ADRCs is to serve all individuals with long-term care needs regardless of their age or disability by providing easier access to public and private resources.
ADULT PROTECTIVE SERVICES	Case Management	1 contact	Individual	N/A	Adult Protective Services (APS)	A service provided as a result of the justification that a disabled adult and/or elder person is at risk for further abuse, neglect or exploitation (is in need of protective services) and that the adult has consented to on-going APS case management services. Case management services include, but are not limited to, assessment, case plan development, identification and coordination of essential services, follow up and reassessment.
ADULT PROTECTIVE SERVICES	Intake	1 contact	Individual	N/A	Adult Protective Services (APS)	A service to receive reports of alleged abuse, neglect, exploitation and/or self neglect of disabled adults (18-64) or elder persons (65+). Reports may be accepted for investigation, provide intervention (limited telephone case management) or for information and referral.
ADULT PROTECTIVE SERVICES	Investigation	1 contact	Individual	N/A	Adult Protective Services (APS)	For reports that meet criteria, investigation is a service to determine if alleged abuse, neglect, exploitation and/or self neglect has occurred, report (except self-neglect) substantiated cases to law enforcement and to prevent further maltreatment of the adult at risk.
DISASTER SERVICES	Congregate Meals	1 Meal	Individual	Unit Cost	Chief Dietitian, Livable Communities	A meal provided to a qualified individual in a congregate or group setting. The meal as offered meets all of the requirements of the Older Americans Act and State/Local laws. Used only for services provided during disaster relief.

Program: (Program must match what is in DDS)	Service Name: (Service must match what is in DDS)	Unit of Measure:	Individual or Group:	Method of Reimbursement:	Designated DAS Staff: (Title, Section i.e.: Regional Coordinator, Business Ops)	Definition:
DISASTER SERVICES	Home Delivered Meals	1 Meal	Individual	Unit Cost	Chief Dietitian, Livable Communities	A meal provided to a qualified individual in his/her place of residence. The meal is served in a program administered by SUJAs and/or AAAs and meets all of the requirements of the Older Americans Act and State/Local laws. May include assistive technology required for dining. Used only for services provided during disaster relief.
ELDERLY LEGAL ASSISTANCE PROGRAM (ELAP)	Elderly Legal Assistance	1 Hour 1 Case 1 Session	Staff Activity Logs	Line Item	State Legal Services Developer, Access to Services	Legal advice, counseling and representation by an attorney or other person acting under the supervision of an attorney.
FSIU	Case Consultation, Technical Assistance	1 Person	N/A	N/A	Forensic Special Initiatives Unit (FSIU)	Case reviews/consultations for DAS, first responders and mandated reporters regarding issues related to Abuse, Neglect and Exploitation. Forensics is point of contact for agencies engaged in criminal & death investigations to determine if victim and/or decedent is or was receiving services through Adult Protective Services. Persons will refer to the individuals contacting FSIU for assistance, not the number of people involved in the case.
FSIU (EAP)	Information and Outreach	1 Session	N/A	N/A	Forensic Special Initiatives Unit (FSIU)	Provision of services to include information and outreach to mandated reporters and first responders to increase awareness of and response to abuse, neglect & exploitation of older adults and adults with disabilities.
HCBS - CAREGIVER SERVICES	Caregiver - Group	1 Session	Group	Unit Cost	Caregiver Services Specialist, Livable Communities	Individual clients documented. A support group is a gathering of people who share a common health concern or interest. Support groups can be led by a lay person, a health care professional, or both, and are typically held on a regularly scheduled basis. Members share their common experiences and concerns to develop a mutual support system.
HCBS - CAREGIVER SERVICES	Community and Public Education	1 Session	Group	Unit Cost	Caregiver Services Specialist, Livable Communities	Instruction provided to caregivers or the general public regarding available support services for caregivers or practical information on the methods and techniques of caregiving. Examples include but are not limited to health fairs, presentation, and caregiver conferences.
HCBS - CAREGIVER SERVICES	Counseling - Group	1 Session	Group	Unit Cost	Caregiver Services Specialist, Livable Communities	Counseling to caregivers to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to support groups and caregiver training of families.
HCBS - CAREGIVER SERVICES	Counseling - Individual	1 Session	Individual	Unit Cost	Caregiver Services Specialist, Livable Communities	Counseling to caregivers to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals and caregiver training of individuals and families.
HCBS - CAREGIVER SERVICES	Health Promotion/Disease Prevention	1 Session	Group	Unit Cost	Caregiver Services Specialist, Livable Communities	The provision of evidence-based program activities promoting wellness, nutrition, and physical activity, disease prevention and risk management, healthy lifestyle and safety in a group setting. Staff activities will include: Disease Management Medications Management Physical Activity Health Promotion Health Indicators, Outcomes, Evaluation Health Literacy Preventative Action <u>Self-Care/Self-Management</u>
HCBS - CAREGIVER SERVICES	Home Delivered Meals	1 Meal	Individual	Unit Cost	Chief Dietitian, Livable Communities	A meal provided to a qualified individual in his/her place of residence. The meal is served in a program administered by SUJAs and/or AAAs and meets all of the requirements of the Older Americans Act and State/Local laws. May include assistive technology required for dining.

<i>Program: (Program must match what is in DDS)</i>	<i>Service Name: (Service must match what is in DDS)</i>	<i>Unit of Measure:</i>	<i>Individual or Group:</i>	<i>Method of Reimbursement:</i>	<i>Designated DAS Staff: (Title, Section i.e.: Regional Coordinator, Business Ops)</i>	<i>Definition:</i>
HCBS - CAREGIVER SERVICES	Material Aid - Home Modifications/Home Repair	\$1 per unit	Individual	Unit Cost	Caregiver Services Specialist, Livable Communities	Provision of housing improvement services designed to promote the safety and well-being of adults in their residences, to improve internal and external accessibility, to reduce the risk of injury, and to facilitate in general the ability of older individuals to remain at home. For Kinship Care, could include, but not limited to, safety electrical plugs, child safety gates, window and drawer safety latches.
HCBS - CAREGIVER SERVICES	Material Aid - Other - Group	Per Item	Group	Unit Cost	Caregiver Services Specialist, Livable Communities	A provision of materials to caregivers for purchase of such materials. Materials may include: housing/shelter, transportation, utilities, food/meals, groceries, clothing, child safety items, incontinence supplies, cleaning supplies, school supplies, etc.
HCBS - CAREGIVER SERVICES	Material Aid - Other - Individual	Per Item	Individual	Unit Cost	Caregiver Services Specialist, Livable Communities	For purchase of materials and/or supplies that support a person's ability to continue living in the community as independently as possible. Materials may include: housing/shelter, transportation, utilities, food/meals, groceries, clothing, child safety items, incontinence supplies, cleaning supplies, school supplies, etc.
HCBS - CAREGIVER SERVICES	Material Aid - Other - Individual - Voucher	Per Item	Individual	Unit Cost	Caregiver Services Specialist, Livable Communities	A voucher to be spent by caregivers for purchase of such materials. Materials may include: housing/shelter, transportation, utilities, food/meals, groceries, clothing, child safety items, incontinence supplies, cleaning supplies, school supplies, etc.
HCBS - CAREGIVER SERVICES	Outreach	1 Contact	Individual	Line Item	Caregiver Services Specialist, Livable Communities	Intervention with individuals initiated by an agency or organization for the purpose of identifying potential clients, or their caregivers and encouraging their use of existing services and benefits.
HCBS - CAREGIVER SERVICES	Powerful Tools for Caregivers	1 Workshop	Group	Unit Cost	Caregiver Services Specialist, Livable Communities	Powerful Tools for Caregivers is an evidence based six week education program designed to provide family caregivers with tools necessary to increase their self care and confidence. The program improves self-care behaviors, management of emotions, self-efficacy, and use of community resources. Completers are participants who attend 2/3 of the sessions (4 of 6 sessions).
HCBS - CAREGIVER SERVICES	RCI REACH (Resources Enhancing Alzheimer's Caregiver Health)	15 min	Individual	Unit Cost	Caregiver Services Specialist, Livable Communities	RCI REACH serves family caregivers who assist a care partner with Alzheimer's disease or another type of dementia. The program uses a "coaching" model rather than the usual caseworker or classroom approach to supporting caregivers. During twelve visits to the family home over a period of six months, the coach and caregiver work together to identify which issues are causing the most difficulty and then develop strategies to overcome the challenges. Caregivers also receive training in stress management and coping with dementia behaviors.
HCBS - CAREGIVER SERVICES	Respite Care - In-Home	1 Hour	Individual	Unit Cost	Caregiver Services Specialist, Livable Communities	Services that offer temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers. Respite includes: In-Home Respite (personal care, homemaker, and other in-home respite).
HCBS - CAREGIVER SERVICES	Respite Care - In-Home - Voucher	1 Hour	Individual	Unit Cost	Caregiver Services Specialist, Livable Communities	Vouchers issued for caregivers to pay for services that offer temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers. Respite includes: In-Home Respite (personal care, homemaker, and other in-home respite).
HCBS - CAREGIVER SERVICES	Respite Care - Out-of-Home	1 Hour	Individual	Unit Cost	Caregiver Services Specialist, Livable Communities	Services that offer temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers. Respite includes: 1) respite provided by attendance of the care recipient at a senior center, adult day program, or other nonresidential program, 2) institutional respite provided by placing the care recipient in an institutional setting such as a nursing home for a short period of time as a respite service to the caregiver.

Program: (Program must match what is in DDS)	Service Name: (Service must match what is in DDS)	Unit of Measure:	Individual or Group:	Method of Reimbursement:	Designated DAS Staff: (Title, Section i.e.: Regional Coordinator, Business Ops)	Definition:
HCBS - CAREGIVER SERVICES	Respite Care - Out-of-Home - Voucher	1 Hour	Individual	Unit Cost	Caregiver Services Specialist, Livable Communities	Vouchers issued for caregivers to pay for services that offer temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers. Respite includes: 1) respite provided by attendance of the care recipient at a senior center, adult day program, or other nonresidential program, 2) institutional respite provided by placing the care recipient in an institutional setting such as a nursing home for a short period of time as a respite service to the caregiver.
HCBS - CAREGIVER SERVICES	Support Group	Session	Group	Unit Cost	Caregiver Services Specialist, Livable Communities	Individual clients documented. A support group is a gathering of people who share a common health concern or interest. Support groups can be led by a lay person, a health care professional, or both, and are typically held on a regularly scheduled basis. Members share their common experiences and concerns to develop a mutual support system.
HCBS - CAREGIVER SERVICES	Support Groups - Caregiver Group	Session	Group	Unit Cost	Caregiver Services Specialist, Livable Communities	Individual clients documented. A support group is a gathering of people who share a common health concern or interest. Support groups can be led by a lay person, a health care professional, or both, and are typically held on a regularly scheduled basis. Members share their common experiences and concerns to develop a mutual support system.
HCBS - CASE MANAGEMENT	Behavioral Health Coaching - Congregate	1/4 hour	Individual	Unit Cost	Aging Services Coordinator, Livable Communities	The process of assessment, service coordination, education, and coaching to support persons living with mental health and/or substance abuse issues to live as safely and independently as possible in a congregate setting.
HCBS - CASE MANAGEMENT	Behavioral Health Coaching - Non-Congregate	1/4 hour	Individual	Unit Cost	Aging Services Coordinator, Livable Communities	The process of assessment, service coordination, education, and coaching to support persons living with mental health and/or substance abuse issues to live as safely and independently as possible in a non-congregate setting.
HCBS - CASE MANAGEMENT	Care Consultation	1/4 hour	Individual	Unit Cost	Caregiver Services Specialist, Livable Communities	An evidence-based information and coaching service delivered by telephone which empowers people to understand options, manage care, and make decisions more effectively. Participants must complete periodic contacts based on program guidelines.
HCBS - CASE MANAGEMENT	Case Management	1/4 hour	Individual	Unit Cost	Aging Services Coordinator, Livable Communities	Short-term assistance on behalf of an older person or caregiver who is experiencing immediate risk to health and safety, is at high risk of institutional placement, or has complex needs across multiple domains of care. Activities of case management include such practices as comprehensive assessment, often across multiple domains, and developing and monitoring short-term care plans. Case Management can be provided to older adults, persons with disabilities, caregivers, or relative caregivers raising children.
HCBS - CASE MANAGEMENT	Case Management Brokering	1/4 hour	Individual	Unit Cost	Aging Services Coordinator, Livable Communities	The conflict-free assessment of a consumer (preferably face-to-face) to determine eligibility or appropriateness for services, the recommendation of service(s) and frequency, and the periodic rescreening of that consumer to determine ongoing eligibility or appropriateness for services.
HCBS - CASE MANAGEMENT	Support Options Coordination	1/4 hour	Individual	Unit Cost	Aging Services Coordinator, Livable Communities	Providing skills training and support to consumers in meeting their responsibilities as participants in the consumer-directed model of services, including training, coaching, and providing technical assistance to consumers to assist them in using their budgets correctly and avoiding overspending.

Program: (Program must match what is in DDS)	Service Name: (Service must match what is in DDS)	Unit of Measure:	Individual or Group:	Method of Reimbursement:	Designated DAS Staff: (Title, Section i.e.: Regional Coordinator, Business Ops)	Definition:
HCBS - EVIDENCE BASED SERVICES	CDSME - CDSMP	1 Workshop	Group	Unit Cost	EBP Specialist, Livable Communities	A Stanford University (SMRC) evidence-based, train the trainer program held for two and a half hours, once a week, for six consecutive weeks. Workshops and Lay Leader Trainings are facilitated by either non-health care professionals or health care professionals able to adhere to the fidelity of the program, and giving preference to individuals with chronic conditions themselves. The objective is to empower workshop participants to problem solve, and set weekly goals to improve skills needed to manage symptoms experienced by participants with chronic conditions as well as caregivers of persons with chronic conditions. Curriculum includes: medications management, developing goals around establishing/enhancing exercise programs, healthier nutrition habits, and other personal weekly action items, learning better communication techniques, managing of pain and fatigue, working with healthcare professionals and the healthcare system, and much more.
HCBS - EVIDENCE BASED SERVICES	CDSME - Diabetes	1 Workshop	Group	Unit Cost	EBP Specialist, Livable Communities	A Stanford University (SMRC) evidence-based, train the trainer program held for two and a half hours, once a week for six consecutive weeks. Workshops and Lay Leader trainings are facilitated by two trained individuals, one or both of whom have diabetes. Participants have diabetes or are diagnosed as being pre-diabetic. Completers will attend at least four of the six sessions.
HCBS - EVIDENCE BASED SERVICES	CDSME - Tomando	1 Workshop	Group	Unit Cost	EBP Specialist, Livable Communities	A Stanford University (SMRC) evidence-based, train the trainer program for Spanish-speaking individuals held for two and a half hours, once a week, for six consecutive weeks. Workshops and Lay Leader Trainings are facilitated by either non-health care professionals or health care professionals able to adhere to the fidelity of the program, and giving preference to individuals with chronic conditions themselves. The objective is to empower workshop participants to problem solve, and set weekly goals to improve skills needed to manage symptoms experienced by participants with chronic conditions as well as caregivers of persons with chronic conditions. Curriculum includes: medications management, developing goals around establishing/enhancing exercise programs, healthier nutrition habits, and other personal weekly action items, learning better communication techniques, managing of pain and fatigue, working with healthcare professionals and the healthcare system, and much more.
HCBS - EVIDENCE BASED SERVICES	Falls Prevention - Matter of Balance	1 Workshop	Group	Unit Cost	EBP Specialist, Livable Communities	Developed by researchers in Maine, this is an 8 week evidence based program designed to address the fear individuals have of falling. It combines education about falls prevention as well as an introduction to physical activities that can help improve balance and stability. A completer is a participant who attends at least five of the eight sessions.
HCBS - EVIDENCE BASED SERVICES	Falls Prevention - Tai Chi	1 Workshop	Group	Unit Cost	EBP Specialist, Livable Communities	Developed by Dr. Paul Lam in Australia, TCH is 12 forms of Tai Chi taught by trained instructors over 8 (1 hour) or 12 (1 hour) week sessions. The program improves balance and especially helps persons with Arthritis. Completers are participants who attend 2/3 of the sessions (5 of 8 or 8 of 12) in a workshop.

Program: (Program must match what is in DDS)	Service Name: (Service must match what is in DDS)	Unit of Measure:	Individual or Group:	Method of Reimbursement:	Designated DAS Staff: (Title, Section i.e.: Regional Coordinator, Business Ops)	Definition:
HCBS - EVIDENCE BASED SERVICES	Hospital Transition - Care Transitions Intervention	1 Person	Individual	Line Item	EBP Specialist, Livable Communities	Transition Coordination is the assistance of eligible participants through HCBS services, to transition from an institutional setting (i.e. Skilled Nursing Facility, Hospital) back into the community. Transition Coordinators leverage HCBS services, community-based services, and expanded circles of support to achieve transition from these institutions based on an Individualized Transition Plan (ITP) and maintains support up to thirty (365 for NHT) days after day of transition. (Not MFP Eligible Clients)
HCBS - EVIDENCE BASED SERVICES	Hospital Transition - The Bridge Model	1 Person	Individual	Line Item	EBP Specialist, Livable Communities	Hospital Transitions have a number of components to assist an individual transfer home post discharge including, but not limited to: meals, case management, medication management, home visit, help making follow up appointments completely based on the individual's need for supports as they recover at home.
HCBS - HCBS SERVICES	Adult Day Care	1 Hour	Individual	Unit Cost	Caregiver Services Specialist, Livable Communities	Personal assistance for dependent elders in a supervised, protective, and congregate setting during some portion of a day. Services offered in conjunction with adult day care typically include social and recreational activities, training, and counseling.
HCBS - HCBS SERVICES	Adult Day Care - Mobile	1 Hour	Individual	Unit Cost	Caregiver Services Specialist, Livable Communities	Personal assistance for dependent elders in a supervised, protective, and congregate setting during some portion of a day. Services offered in conjunction with adult day care typically include social and recreational activities, training, and counseling. Mobile Adult Day Care are services provided by staff who travel from a central location to an off-site location(s), primarily, but not limited to, rural areas.
HCBS - HCBS SERVICES	Adult Day Health	1 Hour	Individual	Unit Cost	Caregiver Services Specialist, Livable Communities	Personal assistance for dependent elders in a supervised, protective, and congregate setting during some portion of a day. Services offered in conjunction with adult day health typically include social and recreational activities, training, and counseling, and services such as rehabilitation, medications assistance and home health aide services for adult day health. Adult Day Health programs must have an RN or LPN present at all time.
HCBS - HCBS SERVICES	Community and Public Education	1 Session	Group	Unit Cost	Caregiver Services Specialist, Livable Communities	Instruction provided to potential clients, caregivers, or the general public regarding available support services or to provide general program information. Examples include but are not limited to information and assistance, health fairs, and presentations.
HCBS - HCBS SERVICES	Counseling - Group	1 Session	Group	Unit Cost	Aging Services Coordinator, Livable Communities	Guidance to assist older adults, persons with disabilities and caregivers in making decisions and solving problems offered in a group setting. Primary reasons for counseling include, but are not limited to, depression, grief, family problems and lifestyle changes.
HCBS - HCBS SERVICES	Counseling - Individual	1 Session	Individual	Unit Cost	Aging Services Coordinator, Livable Communities	Guidance to assist older adults, persons with disabilities and caregivers in making decisions and solving problems. Primary reasons for counseling include, but are not limited to, depression, grief, family problems and lifestyle changes.
HCBS - HCBS SERVICES	Material Aid - Assistive Technology	Per item	Individual	Unit Cost	In-Home Services Specialist, Livable Communities	Any item, piece of equipment, or product system, whether acquired commercially, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals. Items can range from low tech to high tech and include eye glasses, dental care, and hearing aids.
HCBS - HCBS SERVICES	Material Aid - Assistive Technology - Voucher	Per item	Individual	Unit Cost	In-Home Services Specialist, Livable Communities	A voucher provided for any item, piece of equipment, or product system, whether acquired commercially, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals. Items can range from low tech to high tech and include eye glasses, dental care, and hearing aids.

Program: (Program must match what is in DDS)	Service Name: (Service must match what is in DDS)	Unit of Measure:	Individual or Group:	Method of Reimbursement:	Designated DAS Staff: (Title, Section i.e.: Regional Coordinator, Business Ops)	Definition:
HCBS - HCBS SERVICES	Nutrition Risk Assessments	1 Session	Individual	Unit Cost	Chief Dietitian, Livable Communities	Administering standard examinations, procedures, or tests for the purpose of gathering information about a client to determine need for healthcare services. Information selected may include health status, nutrition status, and/or financial status.
HCBS - HCBS SERVICES	Telephone Reassurance	1 Contact/Completed Call with Client	Individual	Unit Cost	In-Home Services Specialist, Livable Communities	Interaction with individuals by telephone to reduce social isolation, provides support and ensures health and safety.
HCBS - IN-HOME SERVICES	Chore	1 Hour	Individual	Unit Cost	In-Home Services Specialist, Livable Communities	Non-continuous household maintenance and assistance in heavy household work, yard work, or sidewalk maintenance for an individual to improve and maintain the safety of the individual. Assistance such as heavy household work, yard work or sidewalk maintenance for a person.
HCBS - IN-HOME SERVICES	Home Management	1 Hour	Individual	Unit Cost	In-Home Services Specialist, Livable Communities	Training to functionally impaired individuals in self-help and self-care skills and/or training in daily living skills or instrumental activities of daily living (IADLs).
HCBS - IN-HOME SERVICES	Homemaker	1 Hour	Individual	Unit Cost	In-Home Services Specialist, Livable Communities	Assistance such as preparing meals, shopping for personal items, managing money, using the telephone or doing light household work.
HCBS - IN-HOME SERVICES	Homemaker - Voucher	1 Hour	Individual	Unit Cost	In-Home Services Specialist, Livable Communities	Providing a voucher for assistance such as preparing meals, shopping for personal items, managing money, using the telephone or doing light household work.
HCBS - IN-HOME SERVICES	Material Aid - Home Modifications/Home Repair	\$1 per unit	Individual	Unit Cost	In-Home Services Specialist, Livable Communities	Provision of housing improvement services designed to promote the safety and well-being of adults in their residences, to improve internal and external accessibility, to reduce the risk of injury, and to facilitate in general the ability of older individuals to remain at home. For Kinship Care, could include, but not limited to, safety electrical plugs, child safety gates, window and drawer safety latches.
HCBS - IN-HOME SERVICES	Material Aid - Other - Individual	Per Item	Individual	Unit Cost	In-Home Services Specialist, Livable Communities	For purchase of materials and/or supplies that support a person's ability to continue living in the community as independently as possible. Materials may include: housing/shelter, transportation, utilities, food/meals, groceries, clothing, child safety items, incontinence supplies, cleaning supplies, school supplies, etc.
HCBS - IN-HOME SERVICES	Monitored Living Solution - Installation	\$1 per Unit	Individual	Unit Cost	In-Home Services Specialist, Livable Communities	Installation of technology designed to provide in-home or off-site monitoring with the intention of managing the health and safety of at-risk older adults and those with disabilities. Some examples include remote video monitoring, door sensors, telemedicine, health monitors, sensor mats, fall detectors, movement detectors, etc. Monitoring can be done privately or by agencies who offer professional telecaregiving services. In addition to managing and monitoring health and safety, this type of technology may also provide respite for the in-home caregiver.
HCBS - IN-HOME SERVICES	Monitored Living Solution - Monitoring	1 Month Service	Individual	Unit Cost	In-Home Services Specialist, Livable Communities	Monitoring of technology designed to provide in-home or off-site monitoring with the intention of managing the health and safety of at-risk older adults and those with disabilities. Some examples include remote video monitoring, door sensors, telemedicine, health monitors, sensor mats, fall detectors, movement detectors, etc. Monitoring can be done privately or by agencies who offer professional telecaregiving services. In addition to managing and monitoring health and safety, this type of technology may also provide respite for the in-home caregiver.
HCBS - IN-HOME SERVICES	Personal Care	1 Hour	Individual	Unit Cost	In-Home Services Specialist, Livable Communities	Providing personal assistance, stand-by assistance, supervision, or cues for individuals having difficulties with basic activities of daily living such as bathing, grooming, dressing, eating, Personal assistance, stand-by assistance, supervision or cues.

Program: (Program must match what is in DDS)	Service Name: (Service must match what is in DDS)	Unit of Measure:	Individual or Group:	Method of Reimbursement:	Designated DAS Staff: (Title, Section i.e.: Regional Coordinator, Business Ops)	Definition:
HCBS - IN-HOME SERVICES	Personal Care - Voucher	1 Hour	Individual	Unit Cost	In-Home Services Specialist, Livable Communities	Providing a voucher for personal assistance, stand-by assistance, supervision, or cares for individuals having difficulties with basic activities of daily living such as bathing, grooming, dressing, eating. Personal assistance, stand-by assistance, supervision or cues.
HCBS - KINSHIP CARE	Care Receiver Supervision	1 Session	Individual	Unit Cost	Caregiver Services Specialist, Livable Communities	Individual clients documented. Watchful oversight for care receivers while kinship caregiver participates in other program activities
HCBS - KINSHIP CARE	Community and Public Education	1 Session	Group	Unit Cost	Caregiver Services Specialist, Livable Communities	Instruction provided to potential clients, caregivers, or the general public regarding available support services or to provide general program information. Examples include but are not limited to health fairs, presentations, and caregiver conferences.
HCBS - KINSHIP CARE	Counseling - Group	1 Session	Group	Unit Cost	Caregiver Services Specialist, Livable Communities	Counseling to caregivers to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to support groups and caregiver training of families.
HCBS - KINSHIP CARE	Counseling - Individual	1 Session	Individual	Unit Cost	Caregiver Services Specialist, Livable Communities	Counseling to caregivers to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals and caregiver training of individuals.
HCBS - KINSHIP CARE	Kinship Care - Group	1 Session	Group	Unit Cost	Caregiver Services Specialist, Livable Communities	Individual clients documented. A support group is a gathering of people who share a common health concern or interest. Support groups can be led by a lay person, a health care professional, or both, and are typically held on a regularly scheduled basis. Members share their common experiences and concerns to develop a mutual support system.
HCBS - KINSHIP CARE	Material Aid - Other - Group	Per Item	Group	Unit Cost	Caregiver Services Specialist, Livable Communities	A provision of materials to relative caregivers raising children for purchase of such materials. Materials may include: housing/shelter, transportation, utilities, food/meals, groceries, clothing, child safety items, incontinence supplies, cleaning supplies, school supplies, etc.
HCBS - KINSHIP CARE	Material Aid - Other - Individual	Per Item	Individual	Unit Cost	Caregiver Services Specialist, Livable Communities	For purchase of materials and/or supplies that support a person's ability to continue living in the community as independently as possible. Materials may include: housing/shelter, transportation, utilities, food/meals, groceries, clothing, child safety items, incontinence supplies, cleaning supplies, school supplies, etc.
HCBS - KINSHIP CARE	Material Aid - Other - Individual - Voucher	Per item	Individual	Unit Cost	Caregiver Services Specialist, Livable Communities	A voucher to be spent by relative caregivers raising children for purchase of such materials. Materials may include: housing/shelter, transportation, utilities, food/meals, groceries, clothing, child safety items, incontinence supplies, cleaning supplies, school supplies, etc.
HCBS - KINSHIP CARE	Powerful Tools for Caregivers	1 Workshop	Group	Unit Cost	Caregiver Services Specialist, Livable Communities	Powerful Tools for Caregivers is an evidence based six week education program designed to provide family caregivers with tools necessary to increase their self care and confidence. The program improves self-care behaviors, management of emotions, self-efficacy, and use of community resources. Completers are participants who attend 2/3 of the sessions (4 of 6 sessions).
HCBS - KINSHIP CARE	Respite Care - Out-of-Home	1 Hour	Individual	Unit Cost	Caregiver Services Specialist, Livable Communities	Services that offer temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers. Respite includes: 1) respite provided by attendance of the care recipient at a senior center, adult day program, or other nonresidential program. 2) institutional respite provided by placing the care recipient in an institutional setting such as a nursing home for a short period of time as a respite service to the caregiver.

Program: (Program must match what is in DDS)	Service Name: (Service must match what is in DDS)	Unit of Measure:	Individual or Group:	Method of Reimbursement:	Designated DAS Staff: (Title, Section i.e.: Regional Coordinator, Business Ops)	Definition:
HCBS - KINSHIP CARE	Support Group	1 Session	Group	Unit Cost	Caregiver Services Specialist, Livable Communities	Individual clients documented. A support group is a gathering of people who share a common health concern or interest. Support groups can be led by a lay person, a health care professional, or both, and are typically held on a regularly scheduled basis. Members share their common experiences and concerns to develop a mutual support system.
HCBS - KINSHIP CARE	Training	1 Session	Group	Unit Cost	Caregiver Services Specialist, Livable Communities	Individual clients documented. Provision of skill building through instruction for family caregivers and/or professional caregivers conducted in a group setting.
HCBS - KINSHIP CARE	Tutoring	1 Session	Group	Unit Cost	Caregiver Services Specialist, Livable Communities	Individual clients documented. Giving instruction to small groups (or to individuals), to help participants help themselves, or to assist or guide them to the point at which they become independent learners in academic subjects, including languages.
HCBS - NUTRITION SERVICES	Disaster Services - Home Delivered Meals	1 Meal	Individual	Unit Cost	Chief Dietitian, Livable Communities	A meal provided to a qualified individual in his/her place of residence. The meal is served in a program administered by SUAs and/or AAAs and meets all of the requirements of the Older Americans Act and State/Local laws. May include assistive technology required for dining. Used only for services provided during disaster relief.
HCBS - NUTRITION SERVICES	Home Delivered Meals	1 Meal	Individual	Unit Cost	Chief Dietitian, Livable Communities	A meal provided to a qualified individual in his/her place of residence. The meal is served in a program administered by SUAs and/or AAAs and meets all of the requirements of the Older Americans Act and State/Local laws. May include assistive technology required for dining.
HCBS - NUTRITION SERVICES	Home Delivered Meals - Voucher	1 Meal	Individual	Unit Cost	Chief Dietitian, Livable Communities	A voucher provided for a meal provided to a qualified individual in his/her place of residence. The meal is served in a program administered by SUAs and/or AAAs and meets all of the requirements of the Older Americans Act and State/Local laws. May include assistive technology required for dining.
HCBS - NUTRITION SERVICES	Nutrition Counseling	1/4 hour	Individual	Unit Cost	Chief Dietitian, Livable Communities	Individualized guidance to individuals who are at nutritional risk because of their health or nutrition history, dietary intake, chronic illnesses or medications use, or to caregivers. Counseling is provided one-on-one by a registered dietitian, and addresses the options and methods for improving nutrition status.
HCBS - NUTRITION SERVICES	Nutrition Education	1 Session	Individual or Group	Unit Cost	Caregiver Services Specialist, Livable Communities	A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to participants, caregivers or participants and caregivers in a group or individual setting overseen by a dietitian or individual of comparable expertise. (Note - Nutrition Education Group is documented on the Health Promotion and Disease Prevention Staff Activity Log)
HCBS - SENIOR CENTERS	Congregate Meals	1 Meal	Individual	Unit Cost	Chief Dietitian, Livable Communities	A meal provided to a qualified individual in a congregate or group setting. The meal as offered meets all of the requirements of the Older Americans Act and State/Local laws.
HCBS - SENIOR CENTERS	Congregate Meals - Voucher	1 Meal	Individual	Unit Cost	Chief Dietitian, Livable Communities	A voucher provided for a meal provided to a qualified individual in a congregate or group setting. The meal as offered meets all of the requirements of the Older Americans Act and State/Local laws. Used only for services provided during disaster relief.
HCBS - SENIOR CENTERS	Disaster Services - Congregate Meals	1 Meal	Individual	Unit Cost	Chief Dietitian, Livable Communities	A meal provided to a qualified individual in a congregate or group setting. The meal as offered meets all of the requirements of the Older Americans Act and State/Local laws. Used only for services provided during disaster relief.
HCBS - SENIOR CENTERS	Emergency Home Delivered Meals	1 Meal	Individual	Unit Cost	Chief Dietitian, Livable Communities	Temporary home delivered meal service provided to registered congregate meal site participants who are ill, incapacitated, or temporarily homebound, at the discretion of the AAA.

Program: (Program must match what is in DDS)	Service Name: (Service must match what is in DDS)	Unit of Measure:	Individual or Group:	Method of Reimbursement:	Designated DAS Staff: (Title, Section i.e.: Regional Coordinator, Business Ops)	Definition:
HCBS - SENIOR CENTERS	Health Promotion/Disease Prevention	1 Session	Group	Unit Cost	Chief Dietitian, Livable Communities	<p>The provision of evidence-based program activities promoting wellness, nutrition, and physical activity, disease prevention and risk management, healthy lifestyle and safety in a group setting.</p> <p>Staff activities will include: Disease Management Medications Management Physical Activity Health Promotion Health Indicators, Outcomes, Evaluation Health Literacy Preventative Action <u>Self-Care/Self-Management</u></p>
HCBS - SENIOR CENTERS	Medications Management - Group	1 Session	Group	Unit Cost	Chief Dietitian, Livable Communities	Provision of group education regarding how to correctly obtain, take, and manage medications to prevent incorrect medication use and adverse drug reactions.
HCBS - SENIOR CENTERS	Medications Management - Individual	1 Session	Individual	Unit Cost	Chief Dietitian, Livable Communities	Provision of one-on-one education regarding how to correctly obtain, take, and manage medications to prevent incorrect medication use and adverse drug reactions.
HCBS - SENIOR CENTERS	Outreach	1 Contact	Group	Line Item	Chief Dietitian, Livable Communities	Intervention with individuals initiated by an agency or organization for the purpose of identifying potential clients (or their caregivers) and encouraging their use of existing services and benefits.
HCBS - SENIOR CENTERS	Senior Recreation	1 Session	Group	Unit Cost	Chief Dietitian, Livable Communities	Individual clients documented. Nutrition related activities; activities that promote socialization, physical and mental enrichment; clubs; education sessions and programming for other leisure activities (i.e., sports, performing arts, games, crafts, travel, volunteering; community gardening; environmental activities; and intergenerational activities, etc.) offered to eligible persons sponsored by and/or at an approved senior center facility which are facilitated by an instructor or provider. These activities are those which do not fall under funded nutrition and/or wellness programs.
HCBS - SUPPORT OPTIONS	Support Options	1 Unit Received	Individual	Unit Cost	Aging Services Coordinator, Livable Communities	Consumer direction, or self-directed care, means an approach to providing services (including programs, benefits, supports, and technology) to assist an individual with activities of daily living, in which each individual plans, budgets, purchases, and controls services that they receive (including the amount, duration, scope, provider, and location of such services)
HCBS - TRANSPORTATION	Transportation - Individual	1 One-Way Trip	Individual	Unit Cost	Aging Services Coordinator, Livable Communities	Transportation of an established group of consumers from one location to another, for example a senior center outing. Does not include any other activity.
HCBS - TRANSPORTATION	Transportation - Individual - Voucher	1 Trip	Individual	Unit Cost = \$1	Aging Services Coordinator, Livable Communities	Transportation of an approved consumer in which the consumer pays the provider for the trip with a voucher OR the AAA has an agreement with a provider to accept payment vouchers. The AAA or the consumer negotiates the rate and trip type (one-way, round trip) with the provider.
HCBS - TRANSPORTATION	Transportation (DHS Unified)	1 One-Way Trip or hourly rate for group trips	N/A	Line Item	Aging Services Coordinator, Livable Communities	Provision of DHS Unified transportation as a means of transporting clients from one location to another. Only allowable for funding designated for DHS Unified Transportation.
MDSQ OPTIONS COUNSELING	MDSQ Options Counseling	1 Person	Individual	Line Item	ADRC Team Lead or Transitions Specialist, Access to Services	An interactive decision support process whereby consumers, along with designated members of their circles of support, are supported in their deliberations to determine appropriate long-term care choices in the context of the consumers needs, preferences, values and individual circumstances. Service is provided face-to-face

Program: (Program must match what is in DDS)	Service Name: (Service must match what is in DDS)	Unit of Measure:	Individual or Group:	Method of Reimbursement:	Designated DAS Staff: (Title, Section i.e.: Regional Coordinator, Business Ops)	Definition:
MFP TRANSITION COORDINATION	MFP - Transition Coordination	1 Person	Individual	Line Item	ADRC Team Lead or Transitions Specialist, Access to Services	Transition Coordination is the assistance of eligible Money Follows the Person (MFP) participants, through HCBS services, to transition from an institutional setting (i.e. Skilled Nursing Facility, Hospital) back into the community. Transition Coordinators leverage MFP services, community-based services, and expanded circles of support to achieve transition from these institutions based on an individualized Transition Plan (ITP) and maintains MFP Support for one year after day of transition.
NURSING HOME TRANSITION	Nursing Home Transitions	1 Person	Individual	Line Item	ADRC Team Lead or Transitions Specialist, Access to Services	Transition Coordination is the assistance of eligible participants (non-MFP), through HCBS services, to transition from an institutional setting (i.e. Skilled Nursing Facility, Hospital) back into the community. Transition Coordinators leverage NHT Transition Services, community-based services, and expanded circles of support to achieve transition from these institutions based on a prescribed Care Plan and maintains support for 365 days after day of transition.
OPTIONS COUNSELING	Community Options Counseling	1 Person	Individual	Line Item	ADRC Team Lead or Options Counseling Specialist, Access to Services	Provided to individuals in the community where counseling is an interactive decision support process whereby consumers, family members, and/or significant others are supported in their deliberations to determine appropriate long-term care choices in the context of the consumers needs, preferences, values and individual circumstances for individuals currently residing in nursing facilities and is provided face-to-face.
PUBLIC GUARDIANSHIP OFFICE	Guardianship	N/A	Individual	N/A	N/A	Guardianship case management services are provided to adult persons under guardianship, also referred to as "wards," whom a probate court has determined lack sufficient capacity to make or communicate decisions concerning health or safety. When no other guardian is appropriate or available, a probate court may appoint the Department of Human Services as guardian. The Division of Aging Services' Public Guardianship Office carries out guardianship duties when DHS has been appointed to serve as guardian. Case managers acting as guardians make and express decisions for persons under guardianship that the person would have made if the person had the capacity to do so. This substituted decision-making process is informed by the preferences and needs of the person under guardianship. Case managers respect the privacy and dignity of the person under guardianship and choose options for the person that are the least restrictive, allowing for the greatest exercise of self-determination, self-reliance, and individual rights.
SCSEP	SCSEP	1 Enrollment	Individual	Line Item	SCSEP Coordinator, Livable Communities	Provision of services to assist older persons with subsidized employment training opportunities and to obtain unsubsidized employment. May include assessment of skills and abilities, upgrading of job-seeking skills, employability training, development of individual development plans, job placement into unsubsidized employment and follow-up activities.

SCOPE OF SERVICES

SUBCONTRACTOR will administer all programs in accordance with the Georgia Department of Human Services Division of Aging Services Policies and Procedures Manuals.

SUBCONTRACTOR will use the On-line Directives Information System (ODIS) to stay informed on the current DHS policies and procedures. The system can be accessed anytime at www.odis.dhr.state.ga.us. The manuals may periodically be amended by the Georgia Department of Human Services Division of Aging Services.

ATTACHMENT B

CONTAINS THE FOLLOWING REPORTS:

1. STATEMENT OF SERVICE
2. AREA PLAN-BUDGET SUMMARY BY SERVICE - PROVIDER
3. EVIDENCE BASED PROGRAM ADDENDUM
4. COST SHARING POLICY

STATEMENT OF SERVICE

The SUBCONTRACTOR will provide funded authorized services by authorized fund source as detailed in the attached DHS-Division of Aging Services Area Plan-Provider Service Detail Report and DHS-Division of Aging Services Area Plan-Summary of all Revenue by Provider Report.

DHS - Division of Aging Services
Area Plan Budget Summary by Service - Provider

SFY: 2024

Area Plan Version 1

AAA: Three Rivers Region AAA
Provider: Grantville Senior Center

Program: HCBS - Nutrition Services									
Service: Home Delivered Meals					HCBS - Nutrition Services				
NSIP - ACL (Line Item)									
NSIP - State (Unit Cost)	\$0.00	\$57,216.00	\$57,216.00	\$0.00	\$13,211.00	\$13,211.00	\$0.00	\$13,211.00	\$0.00
OAA Title III C2 - Home Delivered Meals (Unit Cost)	\$61,185.00	\$3,598.00	\$64,783.00	\$7,198.00	\$71,981.00	\$71,981.00	\$2.80	\$71,983.80	\$8,274.00
Other (Line Item)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,309.00	\$25,309.00	\$8.70
Other (Unit Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$774.30	\$774.30	\$8.70
Service Total:	\$74,395.00	\$60,814.00	\$135,210.00	\$7,198.00	\$142,408.00	\$142,408.00	\$26,088.50	\$169,846.50	15,095.00
Program Total:	\$74,395.00	\$60,814.00	\$135,210.00	\$7,198.00	\$142,408.00	\$142,408.00	\$26,088.50	\$169,846.50	15,095.00
Program: HCBS - Senior Centers									
Service: Congregate Meals					HCBS - Senior Centers				
NSIP - SSBG Supplemental (Unit Cost)	\$5,864.00	\$0.00	\$5,864.00	\$0.00	\$5,864.00	\$5,864.00	\$7.15	\$11,901.15	1,497.00
NSIP - ACL (Line Item)	\$13,058.00	\$0.00	\$13,058.00	\$0.00	\$13,058.00	\$13,058.00	\$0.00	\$13,058.00	\$7.95
OAA Title III C1 - Congregate Meals (Unit Cost)	\$60,422.00	\$3,554.00	\$63,976.00	\$7,108.00	\$71,084.00	\$71,084.00	\$4.90	\$71,088.90	8,942.00
Other (Line Item)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,409.50	\$13,409.50	\$7.95
Other (Unit Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,656.60	\$2,656.60	\$7.40
Service Total:	\$79,344.00	\$3,554.00	\$82,898.00	\$7,108.00	\$90,006.00	\$90,006.00	\$16,078.15	\$112,114.15	10,798.00
Program Total:	\$79,344.00	\$3,554.00	\$82,898.00	\$7,108.00	\$90,006.00	\$90,006.00	\$16,078.15	\$112,114.15	10,798.00
Provider Total:	\$153,740.00	\$64,368.00	\$218,108.00	\$14,306.00	\$232,414.00	\$232,414.00	\$42,166.65	\$281,960.65	25,893.00

Evidence Based Program Addendum

As an addendum to the contract for nutrition and wellness services Evidence Base Programs will be provided through Title III funds and State CBS funds. Three Rivers Regional Commission has provided training to enhance the lives in wellness of the seniors living in the 10 county Three Rivers region. Site managers, other site staff, senior center volunteers and other community volunteers have been certified in EBP by the Three Rivers AAA and DAS in FY19. Additional training and other EBP programs will be offered and paid for by the AAA Regional Commission when classes are available and added.

Stipends are available through the EBP program as mentioned to the leader facilitators. Breakdown of the stipend are as follows, \$250 per person for one of the 6-week courses with at least seven participants completing the course. \$300 per person for 8-12 week courses with at least seven participants completing the course.

Facilitators providing a course that requires one facilitator, one facilitator is paid the stipend discussed. These classes include Tai Chi for Arthritis and Fall Prevention, Tai Chi Seated, Tai Chi for Diabetes.

Facilitators providing a course that requires two facilitators, both will be paid the total stipend. These include Matter of Balance, Diabetes Self-Management Program, and Powerful Tools for Caregivers and Chronic Disease Self-Management Program.

Supplies, videos, books, charts and registration forms will be provided. Invoices and other documentation are submitted at completion of each course (6 week, 8 week, or 12 week) and the person providing the training will receive the stipend within 45 days. Checks will be sent to the contractor to distribute to the leader facilitator.

Cost Sharing Policy

Attachment to Contract for #12 Standard for services Performance item F:

Department of Human Services, Division of Aging Services, Administration Manual, Chapter 200, Section 2026, Cost Share.

It is the policy of the Georgia Division of Aging Services that Area Agencies on Aging will implement cost sharing for all eligible Older Americans Act and state funded services. Therefore, in order to maintain existing services, add new services, and prove matching funds, the Three Rivers Georgia Regional Development Center in its capacity as the Area Agency on Aging must institute policies regarding the potential for client cost-sharing.

The Three Rivers Regional Commission/Area Agency on Aging will utilize the most current fee scale provided by the Division of Aging Services to ascertain the appropriate client cost share.

The following services are subject to a client cost share:

- Adult Day Care/Health Services
- Emergency Response Services
- Homemaker Services
- Home modification and Repairs
- Personal Care Services
- Transportation Services
- Senior Center Activities
- Wellness Program Services

The following services are exempt from client cost share for persons paid with OAA or state funds;

- Information and Assistance
- Outreach
- GeorgiaCares (Benefits Counseling)
- Medication Management (Wellness)
- Ombudsman
- Elder Abuse Prevention
- Legal Assistance
- Other Consumer Protection Services
- Nutrition Services, including congregate meals
- Nutrition screening, counseling and education
- Any service provided to low income older persons whose income is at or below the Federal Poverty Limit

AAAs may not impose a cost share for the following services of persons paid with OAA funds

- Case Management Services
- Home Delivered Meals
- ✓ Note: AAAs and providers may require a cost share for Case Management and Home Delivered Meals if paid with non-OAA funds, such as SSBG or state funds.

Older persons at or below the Federal Poverty Level are exempted from client cost share for all AAA funded services.

Client cost shares must be used to:

1. Serve persons currently on the waiting list;
2. Expand service areas which have not been available;
3. Increase resources to underserved areas;
4. Develop and implement new services based on consumer request; and
5. Provide reasonable administrative costs as approved by the Division of Aging Services (DAS).

Provider Collection and Payment:

Providers will develop and implement cost share policies, following the guidelines set forth in the Department of Human Services Division of Aging Services, and by the AAA. Grievance procedures must also be established as defined in the foregoing Administrative Guidelines and Requirements.

Home-Delivered Meals

Consumers must be given an opportunity to contribute to the cost of their meals through voluntary donations only. Efforts to collect donations must not be coercive and must protect the privacy and confidentiality of each individual with respect to their contribution or lack of contribution. An envelope that clearly identifies the organization will be provided to all consumers during meal delivery at least once monthly to collect voluntary donations. Envelopes must be returned to the agency on the same day they are collected. Program income generated by voluntary donations must be reconciled by the agency at least once per week, and reported on the monthly expenditure report submitted to the Middle GA AAA. All contributions collected must be used to expand the service for which the contributions were given, and to supplement (not replace) funds received under this Act.

Congregate Meals/Senior Center Services

Consumers must be given an opportunity to contribute to the cost of their meals through voluntary donations only. Efforts to collect donations must not be coercive and must protect the privacy and confidentiality of each individual with respect to their contribution or lack of contribution. Senior centers will maintain a collection box for voluntary donations. The box should be available at least once monthly during the regular hours of operation for the senior center. The collection box must be secured before the end of each day that the box has been made available. Program income generated by voluntary donations must be reconciled by the agency at least once per week, and reported on the monthly expenditure report submitted to the Three Rivers GA AAA. All contributions collected must be used to expand the service for which the contributions were given, and to supplement (not replace) funds received under this Act.

In-Home Services (Homemaker, Personal Care, Respite Care)

The provider of in-home services will mail a monthly statement to individuals to collect any cost share related to the service they receive. The statement must clearly state the current cost-sharing amount due. The cost share amount on the statement must match with the amount identified on the signed service agreement.

Individuals whose income is at or below 100 percent of the federal poverty guidelines must be given the opportunity to make voluntary contributions. An envelope that clearly identifies the organization must be provided to these consumers at least once monthly to collect voluntary donations. Envelopes must be returned to the agency on the same day they are collected.

All cost shares and voluntary donations collected must be used to expand the service for which the contributions were given, and to supplement (not replace) funds received under this Act.

Termination of Service

The termination letter will be sent by the provider stating the effective date of the termination, the reason for termination, and notification that a grievance must be filed verbally or in writing through the service provider. If the termination is due to non-payment of the cost share, the case will be reviewed by the Assessment and Referral Team with recommendations made to the AAA Director. The Older Americans Act funded services allow for the collection of cost share; however, they prohibit denying services due to the income of the individual or his/her failure to make a cost sharing payment.

The AAA will ensure compliance with the applicable regulations during its site monitoring visits. Violations of the HCBS regulations will be viewed by the Three Rivers RC/AAA as a program finding and will require immediate corrective action.

ATTACHMENT C

CONTAINS THE FOLLOWING DOCUMENTS:

1. ANNEX A – BUSINESS ASSOCIATE AGREEMENT (BAA)

BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement (hereinafter referred to as "Agreement" is made and entered into by and between the **THREE RIVERS REGIONAL COMMISSION** (hereinafter referred to as "TRRC") and **CITY OF GRANTVILLE – SENIOR CENTER** (hereinafter referred to as "Contractor") as **ANNEX AA to Contract No.04-077-02-AAA-2024** between TRRC and Contractor. The effective date of this Agreement shall be the date

the Contract referenced above is executed by Contractor.

WHEREAS, TRRC is required by the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), to enter into a Business Associate Agreement with certain entities that provide functions, activities, or services involving the use of Protected Health Information, as defined by HIPAA;

WHEREAS, Contractor, under the Contract provides functions, activities, or services involving the use of Protected Health Information, as defined by HIPAA, and individually identifiable information ("PHI") protected by other state and federal law;

NOW, THEREFORE, for and in consideration of the mutual promises, covenants and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, TRRC and Contractor (each individually a "Party" and collectively the "Parties") hereby agree as follows:

1. Terms used but not otherwise defined in this Agreement shall have the same meaning as those terms have in HIPAA and in Title XIII of the American Recovery and Reinvestment Act of 2009 (the Health Information Technology for Economic and Clinical Health Act, or "HITECH"), and in the implementing regulations of HIPAA and HITECH. Implementing regulations are published as the Standards for Privacy and Security of Individually Identifiable Health Information in 45 C.F.R. Parts 160 and 164. Together, HIPAA, HITECH, and their implementing regulations are referred to in this Agreement as the "Privacy Rule and Security Rule." If the meaning of any defined term is changed by law or regulation, then this Agreement will be automatically modified to conform to such change. The term "NIST Baseline Controls" means the baseline controls set forth in National Institute of Standards and Technology (NIST) SP 800-53 established for **"moderate impact" information**.
2. Except as limited in this Agreement, Contractor may use or disclose PHI only to the extent necessary to meet its responsibilities as set forth in the Contract provided that such use or disclosure would not violate the Privacy Rule or the Security Rule, if done by TRRC. Furthermore, except as otherwise limited in this Agreement, Contractor may:
 - A. Use PHI for internal quality control and auditing purposes.
 - B. Use or disclose PHI as Required by Law.
 - C. After providing written notification to TRRC's HIPAA Privacy Officer, use PHI to make a report to a health oversight agency authorized by law to investigate TRRC (or otherwise oversee the conduct or conditions of the TRRC) about any TRRC conduct that Contractor in good faith believes to be unlawful as permitted by 45 C.F.R. 164.5020(1). Notwithstanding the foregoing, Contractor shall not be required to provide prior written notice to TRRC's HIPAA Privacy Officer if Contractor is provided written instruction otherwise by the health oversight agency authorized by law to investigate TRRC.
 - D. Use and disclose PHI to consult with an attorney for purposes of determining Contractor's legal options with regard to reporting conduct by TRRC that Contractor in good faith believes to be unlawful, as permitted by 45 C.F.R. 164.5020(1).
3. Contractor warrants that only individuals designated by title or name on Attachments L-1 and L-2 will request PHI from TRRC or access TRRC PHI in order to perform the services of the Contract, and these individuals will **only request the minimum necessary amount of information necessary in order to perform the services**.
4. Contractor warrants that the individuals listed by title on Attachment L-1 require access to PHI in order to perform services under the Contract. Contractor agrees to send updates to Attachment L-1 whenever necessary. Uses or disclosures of PHI by individuals not described on Attachment L-1 are impermissible.
5. Contractor warrants that the individuals listed by name on Attachment L-2 require access to an TRRC information system in order to perform services under the Contract. Contractor agrees to notify the Project Leader named on Attachment L-2 immediately, but at least within 24 hours, of any change in the need for TRRC information system access by any individual listed on Attachment L-2. Any failure to report a change within the 24 hour time period will be considered a security incident and may be reported to Contractor's Privacy and Security Officer, TRRC's HIPAA Privacy Officer and the Department of Human Services/ Department of Aging Services for proper handling and sanctions.

6. Contractor agrees that it is a Business Associate to TRRC as a result of the Contract, and warrants to TRRC that it complies with the Privacy Rule and Security Rule requirements that apply to Business Associates and will continue to comply with these requirements. Contractor further warrants to TRRC that it maintains and follows written policies and procedures to achieve and maintain compliance with the HIPAA Privacy and Security Rules and updates such policies and procedures as necessary in order to comply with the HIPAA Privacy and Security Rules that apply to Business Associates. These policies and procedures shall be provided to TRRC upon request.
7. The Parties agree that a copy of all communications related to compliance with this Agreement will be forwarded to the following Privacy Contacts:

A. At TRRC: **Belinda Meadows**

B. At Contractor:

Executive Director

Date



Contractor agrees that it will:

- C. Not request, create, receive, use or disclose PHI other than as permitted or required by this Agreement, the Contract, or as required by law.
- D. Establish, maintain and use appropriate administrative, physical and technical safeguards to prevent use or disclosure of the PHI other than as provided for by this Agreement or the Contract. Such safeguards must include all NIST Baseline Controls, unless TRRC has agreed in writing that the control is not appropriate or applicable.
- E. Implement and use administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of TRRC. Such safeguards must include all NIST Baseline Controls, unless TRRC has agreed in writing that the control is not appropriate or applicable.
- F. In addition to the safeguards described above, include access controls that restrict access to PHI to the individuals listed on Attachments L -1 and L-2, as amended from time to time, and shall implement encryption of all electronic PHI during transmission and at rest.
- G. Upon TRRC's reasonable request, but no more frequently than annually, obtain an independent assessment of Contractor's implementation of the NIST Baseline Controls and the additional safeguards required by this Agreement with respect to TRRC PHI, provide the results of such assessments to TRRC, and ensure that corrective actions identified during the independent **assessment are implemented.**
- H. Mitigate, to the extent practicable, any harmful effect that may be known to Contractor from a use or disclosure of PHI by Contractor in violation of the requirements of this Agreement, the Contract or applicable regulations. Contractor shall bear the costs of mitigation, which shall include the reasonable costs of credit monitoring or credit restoration when the use or disclosure results in exposure of information commonly used in identity theft.
- I. Ensure that its agents or subcontractors to whom it provides PHI are contractually obligated to comply with at least the same obligations that apply to Contractor under this Agreement, and ensure that its agents or subcontractors comply with the **conditions, restrictions, prohibitions and other limitations regarding the request for, creation, receipt, use or disclosure of PHI**, that are applicable to Contractor under this Agreement and the Contract.
- J. Except for "Non-Reportable Incidents," report to TRRC any use or disclosure of PHI that is not provided for by this Agreement or the Contract of which it becomes aware. Non-Reportable Incidents are limited to the following:

- i. The unintentional acquisition, access, or use of PHI by a workforce member of Contractor acting under the authority of Contractor, **so long as the PHI is not further acquired, accessed, used or disclosed in an impermissible manner;**
 - ii. The inadvertent disclosure of PHI from a person designated in Attachments L-1 or L -2 as authorized to access TRRC PHI to a workforce member of Contractor who is not designated in Attachments L-1 or L-2, but is authorized to access other Protected Health Information maintained by Contractor, **so long as the information is not further acquired, accessed, used or disclosed in an impermissible manner.**
- I. Make an initial report to TRRC in writing in such form as TRRC may require within three (3) business days after Contractor (or any subcontractor) becomes aware of the unauthorized use or disclosure. This report will require Contractor to identify the following:
- i. The nature of the impermissible use or disclosure (the "incident"), which will include a brief description of what happened, including the date it occurred and the date Contractor discovered the incident;
 - ii. The Protected Health Information involved in the impermissible use or disclosure, such as whether the full name, social security number, date of birth, home address, account number or other information were involved;
 - iii. Who (by title, access permission level and employer) made the impermissible use or disclosure and who received the Protected Health Information as a result;
 - iv. What corrective or investigational action Contractor took or will take to prevent further impermissible uses or disclosures, to mitigate harmful effects, and to prevent against any further incidents;
 - v. What steps individuals who may have been harmed by the incident might take to protect themselves; and
 - vi. Whether Contractor believes that the impermissible use or disclosure constitutes a Breach of Unsecured Protected Health Information.

Upon request by the TRRC HIPAA Privacy Officer, Contractor agrees to make a complete report to the TRRC in writing within two weeks of the initial report that includes a root cause analysis and a proposed corrective action plan. Upon approval of a corrective action plan by the TRRC, Contractor agrees to implement the corrective action plan and provide proof of implementation to the TRRC within five (5) business days of TRRC 's request for proof of implementation.

- J. Report to the TRRC HIPAA Privacy Officer any successful unauthorized access, modification, or destruction of PHI or interference with system operations in Contractor's information systems as soon as practicable but in no event later than three (3) business days of discovery. If such a security incident resulted in a use or disclosure of PHI not permitted by this Agreement, Contractor shall also make a report of the impermissible use or disclosure as described above. Contractor agrees to make a complete report to the TRRC in writing within two weeks of the initial report that includes a root cause analysis and, if appropriate, a proposed corrective action plan designed to protect PHI from similar security incidents in the future. Upon TRRC 's approval of Contractor's corrective action plan, Contractor agrees to implement the corrective action plan and provide proof of implementation to the TRRC.
- K. Upon TRRC 's reasonable request and not more frequently than once per quarter, report to the TRRC HIPAA Privacy Officer any (A) attempted (but unsuccessful) unauthorized access, use, disclosure, modification, or destruction of PHI or (B) attempted (but unsuccessful) interference with system operations in Contractor's information systems. Contractor does not need to report trivial incidents that occur on a daily basis, such as scans, "pings," or other routine attempts that do not **penetrate computer networks or servers or result in interference with system operations.**
- L. Cooperate with TRRC and provide assistance necessary for TRRC to determine whether a Breach of Unsecured Protected Health Information has occurred, and whether notification of the Breach is legally required or otherwise appropriate. Contractor agrees to assist TRRC in its efforts to comply with the HIPAA Privacy and Security Rules, as amended from time to time. To that end, the Contractor will abide by any requirements mandated by the HIPAA Privacy and Security Rules or any other applicable laws in the course of this Contract. Contractor warrants that it will cooperate with TRRC, including cooperation with TRRC privacy officials and other compliance officers required by the HIPAA Privacy and Security Rules and all implementing regulations, in the course of performance of this Contract so that both parties will be in compliance with HIPAA.

8. If TRRC determines that a Breach of Unsecured Protected Health Information has occurred as a result of Contractor's impermissible use or disclosure of PHI or failure to comply with obligations set forth in this Agreement or in the Privacy or Security Rules, provide all notifications to Individuals, HHS and/or the media, on behalf of TRRC, after the notifications are approved by the TRRC. Contractor shall provide these notifications in accordance with the security breach notification requirements set forth in 42 U.S.C. §17932 and 45 C.F.R. Parts 160 & 164 subparts A, D & E as of their respective Compliance Dates, and shall pay for the reasonable and actual costs associated with such notifications.

In the event that TRRC determines a Breach has occurred, without unreasonable delay, and in any event no later than thirty (30) calendar days after Discovery, Contractor shall provide the TRRC HIPAA Privacy Officer a list of Individuals and a copy of the template notification letter to be sent to Individuals. Contractor shall begin the notification process only after obtaining TRRC 's approval of the notification letter.

9. Make any amendment(s) to PHI in a Designated Record Set that TRRC directs or agrees to pursuant to 45 CFR 164.526 within five (5) business days after request of TRRC. Contractor also agrees to provide TRRC with written confirmation of the amendment in such format and within such time as TRRC may require.
10. In order to meet the requirements under 45 CFR 164.524, regarding an individual's right of access, within five (5) business days following TRRC's request, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the TRRC, provide TRRC access to the PHI in an individual's Designated Record Set. However, if requested by TRRC, Contractor shall provide access to the PHI in a Designated Record Set directly to the individual to whom **such information relates**.
11. Give the Secretary of the U.S. Department of Health and Human Services (the "Secretary") or the Secretary's designees access to Contractor's books and records and policies, practices or procedures relating to the use and disclosure of PHI for or on behalf of TRRC within five (5) business days after the Secretary or the Secretary's designees request such access or otherwise as the Secretary or the Secretary's designees may require. Contractor also agrees to make such information available for review, inspection and copying by the Secretary or the Secretary's designees during normal business hours at the location or locations where such information is maintained or to otherwise provide such information to the Secretary or the Secretary's designees in such form, format or manner as the Secretary or the Secretary's designees may require.
12. Document all disclosures of PHI and information related to such disclosures as would be required for TRRC to respond to a request by an Individual or by the Secretary for an accounting of disclosures of PHI in accordance with 45 C.F.R. § 164.528. By no later than five (5) business days of receipt of a written request from TRRC, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the TRRC HIPAA Privacy Officer, Contractor shall provide an accounting of disclosures of PHI regarding an Individual to TRRC. If requested by TRRC, Contractor shall provide an accounting of disclosures directly to the individual. Contractor shall maintain a record of any accounting made directly to an individual at the individual's request and shall provide such record to the TRRC upon request.
13. In addition to any indemnification provisions in the Contract, indemnify the TRRC, its officers and employees from any liability resulting from any violation of the HIPAA Privacy and Security Rules or Breach that arises from the conduct or omission of Contractor or its employee(s), agent(s) or subcontractor(s). Such liability will include, but not be limited to, all actual and direct costs and/or losses, civil penalties and reasonable attorneys' fees imposed on TRRC.
14. For any requirements in this Agreement that include deadlines, pay performance guarantee payments of \$300.00 per calendar day, starting with the day after the deadline and continuing until Contractor complies with the requirement. Contractor shall ensure that its agreements with subcontractors enable Contractor to meet these deadlines.

M. TRRC agrees that it will:

- i. Notify Contractor of any new limitation in TRRC 's Notice of Privacy Practices in accordance with the provisions of the Privacy Rule if and to the extent that TRRC determines in the exercise of its sole discretion that such limitation will affect Contractor's use or disclosure of PHI.
- ii. Notify Contractor of any change in, or revocation of, authorization by an Individual for TRRC to use or disclose PHI to the extent that TRRC determines in the exercise of its sole discretion that such change or revocation will affect Contractor's use or disclosure of PHI.
- iii. Notify Contractor of any restriction regarding its use or disclosure of PHI that TRRC has agreed to in accordance with the Privacy Rule if, and to the extent that, TRRC determines in the exercise of its sole discretion that such restriction will affect Contractor's use or disclosure of PHI.
- iv. Prior to agreeing to any changes in or revocation of permission by an Individual, or any restriction, to use or disclose PHI, TRRC agrees to contact Contractor to determine feasibility of compliance. Following the receipt by TRRC of a written cost estimate, TRRC agrees to assume all costs incurred by Contractor in compliance with such special requests.

15. The **Term of this Agreement** shall be effective on the Effective Date and shall terminate when all of the PHI provided by TRRC to Contractor, or created or received by Contractor on behalf of TRRC, is destroyed or returned to TRRC, or, if it is infeasible to return or destroy PHI, **protections are extended to such information, in accordance with the termination provisions in this section.**
- A. Termination for Cause.** Upon TRRC 's knowledge of a material breach of this Agreement by Contractor, TRRC shall either:
- Provide an opportunity for Contractor to cure the breach of Agreement within a reasonable period of time, which shall be within thirty (30) calendar days after receiving written notification of the breach by TRRC;
 - If Contractor fails to cure the breach of Agreement, terminate the Contract upon thirty (30) calendar days' notice; or
 - If neither termination nor cure is feasible, TRRC shall report the breach of Agreement to the Secretary of the Department of Health and Human Services.
- B. Effect of Termination.**
- Upon termination of this Agreement, for any reason, TRRC and Contractor shall determine whether return of PHI is feasible. If return of the PHI is not feasible, Contractor agrees to continue to extend the protections of this Agreement to the PHI for so long as the Contractor maintains the PHI and shall limit the use and disclosure of the PHI to those purposes that made return or destruction of the PHI infeasible. If at any time it becomes feasible to return or destroy any such PHI maintained pursuant to this paragraph, Contractor must notify TRRC and obtain instructions from TRRC for either the return or destruction of the PHI.
 - Contractor agrees that it will limit its further use or disclosure of PHI only to those purposes TRRC may, in the exercise of its sole discretion, deem to be in the public interest or necessary for the protection of such PHI, and will take such additional actions as TRRC may require for the protection of patient privacy and the safeguarding, security and protection of such PHI.
 - This Effect of Termination section survives the termination of the Agreement.
16. **Interpretation.** Any ambiguity in this Agreement shall be resolved to permit TRRC to comply with applicable laws, rules and regulations, the HIPAA Privacy Rule, the HIPAA Security Rule and any rules, regulations, requirements, rulings, interpretations, procedures or other actions related thereto that are promulgated, issued or taken by or on behalf of the Secretary; provided that applicable laws, rules and regulations and the laws of the State of Georgia shall supersede the Privacy Rule if, and to the extent that, they impose additional requirements, have requirements that are more stringent than or have been interpreted to provide greater protection of patient privacy or the security or safeguarding of PHI than those of the HIPAA Privacy Rule.
17. **No Third Party Beneficiaries.** Nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Parties and the respective successors or assigns of the Parties, any rights, remedies, obligations or liabilities whatsoever.
18. **All other terms and conditions contained in the Contract and any amendment thereto, not amended by this Agreement, shall remain in full force and effect.**

(Signatures on following page)

IN WITNESS WHEREOF, Contractor, through its authorized officer and agent, has caused this Agreement to be executed on its behalf as of the date indicated.

BY:

SIGNATURE

DATE

TITLE*



* Must be President, Vice President, CEO or Other Officer Authorized to Execute on Behalf of and Bind the Entity to a Contract

Pa

ATTACHMENT L-1

List of Individuals Permitted to Receive, Use and Disclose TRRC PHI

The following Position and Titles, as employees and/or representatives of Contractor, need access to TRRC Protected Health Information in order for the Contractor to perform the services described in the Contract. Please provide additional sheets if necessary.

If this is not applicable please mark the first line below with N/A.

-
-
-
-
-
-

Transfers of PHI must comply with DHS Policy and Procedure 419: Appropriate Use of Information Technology Resources.

Approved methods of secure delivery of PHI between Contractor and TRRC:

- Secure FTP file transfer (preferred)
- Encrypted email or email sent through "secure tunnel" approved by TRRC HIPAA Security Officer
- Email of encrypted document (password must be sent by telephone only)
- Encrypted portable media device and tracked delivery method

Contractor must update this list as needed and provide the updated form to TRRC. Use of TRRC Protected Health Information by individuals who are not described on this Attachment L-1, as amended from time to time, is impermissible and a violation of the Agreement. Contractor must update this Attachment L-1 as needed and provide the updated form to TRRC Project Leader Contact- Emily Rogers erogers@threeriversrc.com or LeeAnn Davis ldavis@threeriversrc.com

ATTACHMENT L-2

Part 1:

Please initial beside the correct option. Please select only one option.

_____ Contractor DOES NOT need any user accounts to access DHS Information Systems. Do not complete Part 2 of this form.

_____ Contractor DOES need user accounts to access DHS Information Systems. Please complete Part 2 of this form.



Part 2:

Please complete the table below if you Indicated that Contractor DOES need any user accounts to access DHS Information Systems. Please attach additional pages if needed.

List of Individuals Authorized to Access a DHS Information System Containing PHI

The following Individuals, as employees and/or representatives of Contractor, need access to DHS Information Systems containing DHS Protected Health Information in order for Contractor to perform the services described In the Contract:

Full Name	Employer	DHS Data Entry System	Type of Access (Read only? Write?)
		WellSky	
		WellSky	
		WellSky	
		WellSky	
		WellSky	
		WellSky	
		WellSky	
		WellSky	
		WellSky	
		WellSky	

The TRRC Project Leader must submit a notice to WELLSKY Help Desk for each Individual listed above. Access will be granted and changed in accordance with DHS Policy and Procedure 435: *Managing Authorization, Access and Control of Information Systems*.

Contractor must notify the TRRC Project Leader Identified in the Contract: Emily Rogers (erogers@threeriversrc.com) or LeeAnn Davis (ldavis@threeriversrc.com) immediately, but at least within 24 hours, after any Individual on this list no longer needs the level of access described. Failure to provide this notification on time is a violation of the Agreement and will be reported as a security Incident.

Contractor must update this Attachment L-2 as needed and provide the updated form to TRRC Project Leader Contact.



City of Grantville
Application for Commissions & Boards

I am interested in being considered for appointment to the following commissions and boards:

- Historic Preservation Commission
- Planning and Zoning Commission
- Downtown Development Authority
- Parks and Recreation Advisory Board

Name of Applicant:

Annette Larkins

Home Address:

184 Meriwether St

City: Grantville

State: GA Zip Code: 30220

Home Phone: 678-234-9557

Email: LarkinsBillsOnly@gmail.com

Number of Years as Grantville Resident? 1

Nominated by (if not by self): Councilman Clark and Shelly Smith

Occupation: Admin. Assistant

Business/Company Name: Clayton Co. Superior Court

Work Address: 9151 Tara Blvd

City: Jonesboro, GA Zip Code: 30236

Work Phone: 770-477-3432

Fax Number: n/a

Preferred Mailing Address Home Work

Do you currently serve on any Grantville Commissions/Boards? ___ Yes X No

If so, which one(s)? n/a

Degrees earned and schools attended: AAS-Paralegal Studies, Southern Crescent Tech. College

Professional experience (include professional memberships and previous employment):

member: Georgia Association of Superior Court Judicial Assistants

Community Activities (include civic clubs, volunteer activities, service organizations, etc.):
volunteered at: races/several running groups, taekwondo tournament, Cubhatcha wood duck box maintenance, recent Grantville events

Comments/special qualifications: I have worked with Councilman Clark and Parks and Rec

Director Smith as a volunteer at recent events, so I am familiar with the programs and the

personalities involved. I have previous experience working with adults, children and families in

a sports related environment (two years as front desk assistant at a taekwondo studio).

Why do you want to serve on this commission/board? I recently moved to the area and

have been looking for an opportunity to volunteer locally. I hope that my past experiences will

allow me to make a positive impact on the board and in the community.

Signature: _____



Date: July 17, 2023

Thank you for your interest in volunteering to serve on a City of Grantville commission or board! The duties and responsibilities vary, however members are expected to attend all regularly scheduled meetings (most commissions/boards meet once monthly). Additional responsibilities will often include conducting independent research outside of these regular meetings in furtherance of the goals and objectives of the commission or board.

Please note: This application and all information contained herein is a Public Record

Do you currently serve on any Grantville Commissions/Boards? ____ Yes No

If so, which one(s)?

Degrees earned and schools attended: High School Diploma and some college

Professional experience (include professional memberships and previous employment):
15 years customer service experience and working with the general public

Community Activities (include civic clubs, volunteer activities, service organizations, etc.):

Comments/special qualifications: _____

Why do you want to serve on this commission/board?

I would like to join the HPC for many reasons, one being that the historic district is an important asset and factor to Grantville and also a vehicle for education. Preserving our local history provides a link to the past while welcoming growth & innovation in those spaces that are a living, active record of communities & their residents. Helping residents in our district to maintain the aesthetic nature of their homes provides a cohesive look that attracts smart growth.

Signature: Erica Lee Steadham "Erica"

Date: July 5, 2023

Thank you for your interest in volunteering to serve on a City of Grantville commission or board! The duties and responsibilities vary, however members are expected to attend all regularly scheduled meetings (most commissions/boards meet once monthly). Additional responsibilities will often include conducting independent research outside of these regular meetings in furtherance of the goals and objectives of the commission or board.

Please note: This application and all information contained herein is a Public Record

THE CITY OF GRANTVILLE, GEORGIA

RESOLUTION NO. 2023-18 BEFORE THE CITY COUNCIL

A RESOLUTION SETTING AND ADOPTING THE 2023 ANNUAL MILLAGE RATE FOR THE ASSESSMENT OF PROPERTY TAXES IN THE CITY OF GRANTVILLE

WHEREAS, the City of Grantville is required to adopt an annual millage rate for the assessment of property taxes in the City of Grantville; and

WHEREAS, the Mayor and Council have determined that a millage rate increase over and above the rollback millage rate is necessary to meet the City's financial needs for this fiscal year; and

WHEREAS, O.C.G.A. §48-5-32 establishes the procedures for publication of the City's ad valorem tax rate; and

WHEREAS, O.C.G.A. §48-5-32.1 establishes the procedures for the notice and adoption of an increase of the City's ad valorem tax rate above the rollback millage rate; and

WHEREAS, the City of Grantville has met all the requirements set forth in O.C.G.A. §48-5-32 and 45-5-32.1;

NOW, THEREFORE BE IT, AND IT IS HEREBY RESOLVED, by the Mayor and Council of the City of Grantville that the 2023 millage rate is set at 5.228 mills.

RESOLVED in lawfully assembled open session this 21st day of August, 2023.

Richard Proctor, Mayor

ATTEST:

Roberta Higgins, City Clerk

THE CITY OF GRANTVILLE, GEORGIA

RESOLUTION NO. 2023-19
BEFORE THE CITY COUNCIL

A RESOLUTION TO ADOPT THE FISCAL YEAR 2023-2024
BUDGET FOR THE CITY OF GRANTVILLE, GEORGIA,
APPROPRIATING THE AMOUNTS SHOWN AS EXPENDITURES,
ADOPTING THE ANTICIPATED REVENUES, AND PROHIBITING
EXPENDITURES TO EXCEED APPROPRIATIONS.

WHEREAS, a proposed Budget for the City of Grantville has been presented to the City Council by the Mayor;
and

WHEREAS, appropriately advertised public hearings have been held on the proposed Budget, as required by
State law and City Charter; and

WHEREAS, the Mayor and City Council have reviewed the Budget and have made certain amendments to both
funding sources and appropriations, and

WHEREAS, there is a balanced Budget, such that anticipated funding sources equal or exceed proposed
expenditures; and

WHEREAS, the Mayor and City Council intend to adopt an annual Operating Budget for the Fiscal Year 2023-
2024.

NOW, THEREFORE BE IT RESOLVED that the Operating Budget, shown as “Exhibit A” attached hereto and
incorporated herein by reference and made a part of this Resolution, shall be the City of Grantville’s Fiscal Year
2023-2024 Operating Budget; and

BE IT FURTHER RESOLVED that this Budget be and is hereby approved and that the anticipated revenues
presented for each fund are adopted in the amounts shown and that the amounts shown for each fund as proposed
expenditures are hereby appropriated to the departments named in each fund; and

BE IT FURTHER RESOLVED that any increase or decrease in appropriations or revenues other than those
exceptions provided for herein shall require approval of the Mayor and City Council; and

BE IT FURTHER RESOLVED that such revisions to the Budget may be made by majority vote of the Mayor
and City Council at any business meeting; and

BE IT FURTHER RESOLVED that the expenditures shall not exceed the appropriations authorized by the
Budget or amendments thereto and that expenditures for the fiscal year shall not exceed actual funding available.

HEREBY RESOLVED in lawfully assembled open session this 28TH day of AUGUST, 2023.

ATTEST:

City Clerk

Mayor

**CITY OF GRANTVILLE
PUBLIC NOTICE**

The City of Grantville Annual Budget will be submitted by the Mayor to the City Council on Monday, July 24, 2023, at 6:30 p.m. at the Glanton Municipal Complex, 123 Lagrange Street, Grantville, Georgia.

The Grantville Fiscal Year 2023-2024 budget and full written text of the proposed Budget Resolution will be available for review in the City Clerk's office at City Hall during regular business hours.

Public Hearings on the proposed Grantville Fiscal Year 2023-2024 Budget and Proposed Millage Rate will take place at the Glanton Municipal Complex, 123 Lagrange Street, Grantville, Georgia on Monday, August 7, 2023 at 9:00 a.m.; Monday, August 14, 2023 at 6:30 p.m.; and at a Special Called Meeting of the City Council to be held on Monday, August 21, 2023 at 6:30 p.m. or thereafter at which time the 2023 Property Tax Millage Rate will be adopted.

The proposed Budget Resolution and full written text will provide a statement of the amount budgeted for anticipated revenues by source and the amount budgeted for expenditures. The Budget Resolution will be considered for adoption at the regularly scheduled meeting of the Mayor and City Council on Monday, August 28, 2023, at 6:30 p.m. at the Glanton Municipal Complex, 123 Lagrange Street, Grantville, Georgia.



**City of Grantville
Fiscal Years 2024 & 2025
Draft Budgets**

7/24/2023

07.31.2023

CITY OF GRANTVILLE, GEORGIA
SUMMARY OF REVENUES, EXPENDITURES, AND
OTHER FINANCING SOURCES

GENERAL FUND

SUMMARY OF REQUESTED FY 2024 BUDGET

REVENUES	FY 2024
Taxes	\$ 2,603,580
Licenses & Permits	179,500
Intergovernmental	302,742
Charge for Services	15,150
Miscellaneous	50,000
Other Financing Sources	<u>7,500</u>
Total Revenues	\$ <u>3,158,472</u>
EXPENDITURES	
General Government	\$ 492,660
Police	1,912,092
Fire Services	349,272
Code Enforcement/Animal Control	165,890
Roads & Streets	316,816
Street Lights	85,000
Cemetery	35,000
Senior Center	394,425
Parks & Recreation	160,948
Building & Zoning	65,000
Contingency	<u>100,000</u>
Total Operating Expenditures	\$ <u>4,077,103</u>
OTHER FINANCING SOURCES (USES)	
Operating Transfers In - Muni Court Fund	\$ 121,515
Operating Transfers In - Utilities Funds	166,656
Fund Balance - Municipal Court Fund	130,608
Fund Balance - General Fund	108,917
Fund Balance - Utility Funds	190,935
Proceeds from Debt - Capital Leases	<u>200,000</u>
Total Other Financing Sources (Uses)	\$ <u>918,631</u>
EXCESS (DEFICIENCY) OF REVENUES & OTHER FINANCING SOURCES VERSUS EXPENDITURES	\$ <u>-</u>

City of Grantville

Trend Analysis for FY 2024 & FY 2025 Budgets

General Fund (Fund 100)

Dept/Class	Account #	Account Description	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget
Revenues						
Taxes	311100	Real Property-Current Year	\$ 596,053.79	\$ 602,756.40	\$ 883,111.68	\$ 909,605.03
	311200	Real Property-Prior Year	-	-	-	-
	311300	Personal Property - Current Year	-	-	7,181.45	7,181.45
	311310	Personal Property Taxes - Motor Vehicle	4,500.00	4,500.00	2,823.59	2,823.59
	311315	TAVT Fee	50,000.00	95,500.00	98,000.00	98,000.00
	311320	Mobile Home	-	-	577.32	577.32
	311350	Personal Property - Railroad Equipment	600.00	600.00	-	-
	311400	Personal Property - Prior Year	-	-	-	-
	311600	Real Estate Transfer (Intangible)	-	-	-	-
	311700	Franchise Taxes - Elect Fund - 4% of Rev	58,200.00	58,200.00	67,563.00	69,589.89
	311710	Franchise Tax - Electric	35,500.00	35,500.00	38,000.00	38,000.00
	311750	Franchise Tax - Cable TV	500.00	500.00	11,000.00	11,000.00
	311760	Franchise Tax - Telephone	1,500.00	1,500.00	1,725.00	1,725.00
	313100	Local Option Sales & Use Taxes	760,906.00	962,813.57	1,165,736.58	1,224,023.41
	314200	Alcoholic Beverage Excise	55,000.00	60,000.00	60,000.00	60,000.00
	316200	Insurance Premium Taxes	247,304.72	263,379.52	267,860.93	275,361.03
	318000	Other Taxes	-	-	-	-
	319900	Other	-	-	-	-
Licenses & Permits	321100	Alcoholic Beverage License Fee	6,525.00	1,000.00	500.00	500.00
	321130	Liquor License Fee	5,500.00	12,000.00	10,000.00	10,000.00
	321200	Occupational Tax Fee	23,000.00	40,000.00	45,000.00	45,000.00
	321220	Insurance Co. License Fee	9,500.00	7,000.00	8,000.00	8,000.00
	322100	Building Permits	100,000.00	60,000.00	100,000.00	100,000.00
	322210	Zoning & Land Use	-	20,000.00	16,000.00	16,000.00
	322230	Sign Permits	25.00	-	-	-
	322300	Motor Vehicle Operators	-	-	-	-
	322900	Other Fees	1,000.00	-	-	-

City of Grantville

Trend Analysis for FY 2024 & FY 2025 Budgets

General Fund (Fund 100)

		*****				*****			
Dept/Class	Account #	Account Description	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget			
Intergovernmental	323100	Business License Penalty	-	-	-	-			
	331000	Federal Govt Grant	-	-	-	-			
	331150	Indirect	-	-	-	-			
	331151	Nutrition Program	-	-	-	-			
	331152	Three Rivers/Sr Citizens	120,000.00	185,000.00	200,000.00	200,000.00			
	331311	GOHS Federal Grant	-	-	-	-			
	333000	Fed Govt Pymt in Lieu of Tax	-	-	-	-			
	334000	State Government Grants (LMIG)	44,206.63	49,000.00	51,000.00	51,000.00			
	334150	Indirect Grant Reimbursement	-	-	-	-			
	336000	Local Government Grants	-	-	-	-			
	336010	Local Gov't Grant - Recreation	-	-	-	-			
	336020	Local Gov't - SRO Reimburse - BOE	42,771.50	50,234.75	51,741.79	53,294.05			
	337000	Local Gov't Shared Revenues	-	-	-	-			
	341100	Admin Court Costs	-	-	-	-			
Charge for Services	341190	Other (Credit Check Fees)	10,000.00	9,000.00	2,000.00	2,000.00			
	341300	Planning & Dev Fees and chg	-	-	-	-			
	341320	Impact Fees	-	-	-	-			
	341400	Printing & Duplicating Service	1,000.00	700.00	2,500.00	2,500.00			
	341900	Other	-	-	-	-			
	341910	Election Qualifying Fee	500.00	400.00	500.00	500.00			
	341920	Advertising Fee	-	-	-	-			
	341950	Convenience Fees	9,000.00	10,000.00	9,500.00	9,500.00			
	342120	Accident Reports	55.00	-	-	-			
	342310	Fingerprinting Fee	15.00	-	-	-			
	346900	Other Fees	100.00	-	-	-			
	347500	Recreation Fees	1,000.00	-	-	-			
	347900	Concessions	100.00	-	-	-			
	347950	Animal Shelter Fees	200.00	100.00	100.00	100.00			
	349300	Bad Check Fees	1,000.00	400.00	300.00	300.00			

City of Grantville
Trend Analysis for FY 2024 & FY 2025 Budgets
General Fund (Fund 100)

Dept/Class	Account #	Account Description	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget
Fines & Forfeitures*	349900	Notary Fees	200.00	175.00	250.00	250.00
(* included in Municipal Court Fund as of FY 2017)	351100	Court Fines	-	-	-	-
	351200	Bonds	-	-	-	-
	351320	Cash Confiscation Revenue	-	-	-	-
	351400	Court - FTA	-	-	-	-
	351920	Technology Assessment Fee	-	-	-	-
Interest	361000	Interest Revenues	10,000.00	2,000.00	14,000.00	14,000.00
Contributions	371000	Contrib & Donations From Pvt Src	-	-	-	-
Miscellaneous	381000	Building/Facility Rentals	20,000.00	20,000.00	25,000.00	25,000.00
	389000	Misc - Other Revenue	-	-	-	-
	389010	Senior Center Lunch Donation	11,000.00	10,000.00	11,000.00	11,000.00
Other Financing Src	392100	Sale of General Fixed Assets	1,500.00	1,500.00	5,000.00	5,000.00
	392200	Property Sale	-	-	-	-
	392300	Sale of Cemetery Lots	1,600.00	-	2,500.00	2,500.00
Total Revenues			2,229,862.64	2,563,759.24	3,158,471.34	3,254,330.77

Expenditures	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget
City Council (1110)	4,800.00	4,800.00	4,800.00	4,800.00
Regular Employees	297.60	297.60	297.60	297.60
Social Security FICA contrib	69.60	69.60	69.60	69.60
Medicare	-	-	-	-
Unemployment Insurance	11,700.00	12,000.00	17,000.00	17,000.00
Professional	20,000.00	20,000.00	30,000.00	30,000.00
Legal, Accounting and Audit	-	-	-	-
Technical	1,000.00	1,000.00	1,000.00	1,000.00
Election Expense	-	-	-	-

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City of Grantville

Trend Analysis for FY 2024 & FY 2025 Budgets

General Fund (Fund 100)

2024 Requested Budget

2025 Forecasted Budget

Dept/Class	Account #	Account Description	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget
	522200	Repairs & Maintenance	100.00	100.00	100.00	100.00
	523100	Insurance other than Employee Benefit	8,629.50	9,492.45	8,107.00	8,917.70
	523200	Communications	500.00	500.00	700.00	700.00
	523300	Advertising	1,500.00	2,000.00	2,000.00	2,000.00
	523400	Printing & Binding	2,000.00	3,000.00	5,000.00	5,000.00
	523500	Travel	2,000.00	2,500.00	5,000.00	5,000.00
	523600	Dues & Fees	6,000.00	7,000.00	15,000.00	15,000.00
	523700	Education & Training	4,500.00	4,500.00	4,500.00	4,500.00
	531100	Supplies	1,000.00	1,000.00	2,000.00	2,000.00
	531300	Food	1,000.00	1,000.00	2,000.00	2,000.00
Mayor (1310)	511100	Regular Employees	1,800.00	1,800.00	1,800.00	1,800.00
	512200	Social Security FICA contrib	111.60	111.60	111.60	111.60
	512300	Medicare	26.10	26.10	26.10	26.10
	512600	Unemployment Insurance	-	-	-	-
	512700	Worker's Compensation	-	-	-	-
	521200	Professional	-	-	-	-
	521210	Legal, Accounting and Audit	-	-	-	-
	522210	Vehicle Repairs & Maintenance	1,200.00	1,000.00	1,500.00	1,500.00
	523100	Insurance other than Employee Benefit	-	-	-	-
	523200	Communications	300.00	300.00	500.00	500.00
	523300	Advertising	-	-	-	-
	523400	Printing & Binding	-	-	700.00	700.00
	523500	Travel	4,000.00	2,000.00	4,000.00	4,000.00
	523600	Dues & Fees	200.00	3,000.00	4,500.00	4,500.00
	523700	Education & Training	2,500.00	3,000.00	3,000.00	3,000.00
	531100	Supplies	250.00	250.00	250.00	250.00
	531270	Gasoline/Diesel	500.00	500.00	500.00	500.00

City of Granville

Trend Analysis for FY 2024 & FY 2025 Budgets

General Fund (Fund 100)

Dep't/Class	Account #	Account Description	2022		2023		2024		2025	
			Adopted Budget	Adopted Budget	Adopted Budget	Requested Budget	Requested Budget	Forecasted Budget		
Finance (1510)	511100	Regular Employees	33,222.36	34,883.48	32,155.50	33,763.28	-	-	-	
	511120	Admin Employees	-	-	-	-	-	-	-	
	511130	City Manager	23,647.14	26,594.77	30,182.34	31,691.46	-	-	-	
	511200	Temporary Employees	-	-	23,400.00	24,570.00	-	-	-	
	511300	Overtime	5,000.00	4,000.00	4,000.00	4,200.00	-	-	-	
	512100	Group Insurance	46,761.81	53,776.08	60,229.21	67,456.72	-	-	-	
	512200	Social Security FICA Contribution	3,835.91	4,059.65	5,563.75	5,841.93	-	-	-	
	512300	Medicare	897.11	949.43	1,301.20	1,366.26	-	-	-	
	512400	Retirement Contribution	11,860.45	12,994.11	13,281.88	13,393.94	-	-	-	
	512600	Unemployment Insurance	-	-	-	-	-	-	-	
	512700	Worker's Compensation	2,469.50	2,762.10	3,600.00	3,960.00	-	-	-	
	521100	Official/Administrative	1,000.00	1,000.00	1,000.00	1,000.00	-	-	-	
	521200	Professional	50,000.00	50,000.00	50,000.00	50,000.00	-	-	-	
	521210	Legal, Accounting & Audit	20,000.00	20,000.00	20,000.00	20,000.00	-	-	-	
	521300	Technical	7,000.00	29,630.00	29,630.00	29,630.00	-	-	-	
	521330	Tax Collection Fees	3,000.00	3,000.00	3,000.00	3,000.00	-	-	-	
	521900	Employee Benefits	-	-	-	-	-	-	-	
	521905	Employee Benefit - Uniforms	-	-	-	-	-	-	-	
	522150	Bank charges	8,000.00	8,000.00	8,000.00	8,000.00	-	-	-	
	522200	Repairs & Maintenance	3,000.00	3,000.00	3,000.00	3,000.00	-	-	-	
	522210	Vehicle Repairs & Maintenance	250.00	500.00	500.00	500.00	-	-	-	
	522310	Rental of Land/Builings	-	-	-	-	-	-	-	
	522320	Lease of Equip & Vehicles	4,500.00	5,171.00	5,700.00	5,500.00	-	-	-	
	523100	Insurance other than Employee Benefit	7,191.80	7,910.98	6,755.00	7,430.50	-	-	-	
	523200	Communications	3,000.00	3,000.00	3,700.00	4,070.00	-	-	-	
	523210	Communications (Postage)	550.00	650.00	500.00	525.00	-	-	-	
	523300	Advertising	1,500.00	1,500.00	1,500.00	1,500.00	-	-	-	
	523400	Printing & Binding	3,000.00	4,500.00	4,500.00	4,500.00	-	-	-	



City of Grantville

Trend Analysis for FY 2024 & FY 2025 Budgets

General Fund (Fund 100)

2022

2023

2024

2025

Dept/Class	Account #	Account Description	Adopted Budget	Adopted Budget	Requested Budget	Forecasted Budget
	523500	Travel	5,000.00	5,000.00	5,000.00	5,000.00
	523600	Dues & Fees	5,000.00	5,000.00	5,000.00	5,000.00
	523700	Education & Training	7,000.00	8,000.00	8,000.00	8,000.00
	523800	Uniforms	2,000.00	2,000.00	2,000.00	2,000.00
	523850	Contract Labor	10,000.00	10,000.00	12,000.00	12,000.00
	523900	Other	4,000.00	4,000.00	4,000.00	4,000.00
	531100	Supplies	13,000.00	15,000.00	16,000.00	16,000.00
	531210	Water/Sewage	200.00	200.00	200.00	200.00
	531220	Natural Gas	1,000.00	1,000.00	1,000.00	1,000.00
	531230	Electricity	1,800.00	1,800.00	1,800.00	1,800.00
	531270	Gasoline/Diesel	1,000.00	1,500.00	5,000.00	5,500.00
	531300	Food	500.00	500.00	1,500.00	1,500.00
	531400	Books & Periodicals	200.00	200.00	200.00	200.00
	541012	City Hall Improvements	2,000.00	2,000.00	5,000.00	5,000.00
	579000	Contingency	-	-	-	-
Police (3210)	511100	Regular Employees	532,333.41	558,950.08	721,313.83	757,379.52
	511110	Officers Court Duty	-	-	-	-
	511120	Admin Employees	34,030.14	35,731.65	36,954.00	38,801.70
	511300	Overtime	56,553.28	58,249.88	61,768.35	64,856.77
	512100	Group Insurance	151,975.87	174,772.25	196,132.61	219,668.52
	512200	Social Security FICA Contribution	38,620.84	40,481.76	50,842.24	53,384.36
	512300	Medicare	12,928.81	14,447.37	15,989.86	17,640.57
	512400	Retirement Contribution	31,716.36	33,302.18	42,463.00	44,586.15
	512600	Unemployment Insurance	2,500.00	2,500.00	2,500.00	2,500.00
	512700	Worker's Compensation	67,044.07	53,944.00	59,338.40	65,192.24
	521200	Professional	2,000.00	2,500.00	4,000.00	4,000.00
	521210	Legal, Accounting & Audit	25,000.00	25,000.00	35,000.00	35,000.00
	521300	Technical	10,000.00	10,000.00	15,000.00	15,000.00

City of Grantville
Trend Analysis for FY 2024 & FY 2025 Budgets
General Fund (Fund 100)

Dept/Class	Account #	Account Description	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget
	521900	Employee Benefits	-	-	-	-
	522200	Repairs & Maintenance	4,000.00	4,000.00	4,000.00	4,000.00
	522210	Vehicle Repairs & Maintenance	40,000.00	40,000.00	35,000.00	35,000.00
	522320	Lease of Equip & Vehicles	125,000.00	100,000.00	102,400.00	102,400.00
	523100	Insurance other than Employee Benefit	53,214.70	68,068.39	49,990.00	54,989.00
	523200	Communications	108,000.00	121,000.00	129,400.00	129,400.00
	523210	Communications (Postage)	550.00	550.00	500.00	525.00
	523300	Advertising	2,000.00	2,000.00	2,000.00	2,000.00
	523400	Printing and Binding	2,000.00	2,000.00	2,000.00	2,000.00
	523500	Travel	3,000.00	3,000.00	3,000.00	3,000.00
	523600	Dues & Fees	750.00	800.00	800.00	800.00
	523700	Education & Training	6,500.00	6,500.00	6,500.00	6,500.00
	523800	Uniforms	10,000.00	10,000.00	10,500.00	10,500.00
	523850	Contract Labor	2,000.00	3,000.00	3,000.00	3,000.00
	531100	Supplies	5,000.00	5,000.00	9,500.00	9,500.00
	531111	K-9 Supplies	3,500.00	3,500.00	0.00	0.00
	531200	Inmate Medical & Supplies	4,000.00	4,000.00	4,000.00	4,000.00
	531201	Food	-	-	-	-
	531210	Water/Sewage	158.00	200.00	200.00	200.00
	531220	Natural Gas	1,000.00	1,000.00	1,000.00	1,000.00
	531230	Electricity	2,000.00	2,000.00	2,000.00	2,000.00
	531270	Gasoline/Diesel	68,000.00	95,000.00	100,000.00	110,000.00
	531400	Books and Periodicals	-	-	-	-
	542200	Vehicles	-	-	200,000.00	200,000.00
	542300	Furniture & Fixtures	-	-	-	-
	542500	Equipment	-	-	5,000.00	5,000.00
Fire Services (3500)	571010	County Contract	226,736.94	240,000.00	349,271.71	359,749.86

City of Grantville

Trend Analysis for FY 2024 & FY 2025 Budgets
General Fund (Fund 100)

		*****		*****		
Dept/Class	Account #	Account Description	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget
Code Enforcement/ Animal Control (3910)						
	511100	Regular Employees	27,556.48	34,501.68	40,136.40	42,143.22
	511300	Overtime	5,091.84	5,244.60	5,506.82	5,782.17
	512100	Group Insurance	11,960.45	13,754.52	15,405.06	17,253.67
	512200	Social Security FICA Contribution	2,024.20	2,464.27	2,829.88	2,971.37
	512300	Medicare	473.40	576.32	661.83	694.92
	512400	Retirement Contribution	1,543.16	1,932.09	2,797.51	2,937.38
	512600	Unemployment Insurance	-	-	-	-
	512700	Worker's Compensation	-	1,084.60	1,193.06	1,312.37
	521200	Professional	1,200.00	1,200.00	1,200.00	1,200.00
	521210	Legal, Accounting & Audit	10,000.00	10,000.00	10,000.00	10,000.00
	521300	Technical	9,000.00	9,000.00	10,000.00	10,000.00
	521900	Employee Benefits	-	-	-	-
	522200	Repairs & Maintenance	1,000.00	1,000.00	1,000.00	1,000.00
	522210	Vehicle Repairs & Maintenance	1,000.00	1,000.00	1,000.00	1,000.00
	522320	Lease of Equip & Vehicles	100.00	100.00	300.00	300.00
	523100	Insurance other than Employee Benefit	7,901.75	7,959.07	10,809.00	11,889.90
	523200	Communications	2,000.00	2,000.00	2,500.00	2,500.00
	523210	Communications (Postage)	500.00	500.00	300.00	300.00
	523300	Advertising	500.00	500.00	500.00	500.00
	523400	Printing & Binding	1,000.00	1,000.00	1,000.00	1,000.00
	523500	Travel	2,000.00	2,000.00	4,000.00	4,000.00
	523600	Dues & Fees	2,000.00	2,000.00	2,000.00	2,000.00
	523700	Education & Training	2,500.00	2,500.00	2,500.00	2,500.00
	523800	Uniforms	400.00	400.00	450.00	450.00
	523850	Contract Labor	20,000.00	20,000.00	25,000.00	25,000.00
	523900	Animal Control Expenses	3,000.00	3,000.00	9,000.00	9,000.00
	531100	Supplies	3,000.00	3,000.00	8,000.00	8,000.00

City of Grantville
Trend Analysis for FY 2024 & FY 2025 Budgets
General Fund (Fund 100)

Dept/Class	Account #	Account Description	*****			*****		
			2022	2023	2024	2025	2024	2025
			Adopted Budget	Adopted Budget	Requested Budget	Requested Budget	Forecasted Budget	
	531210	Water/Sewage	250.00	300.00	550.00	550.00	550.00	
	531220	Natural Gas	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	
	531230	Electricity	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	
	531270	Gasoline/Diesel	3,500.00	3,500.00	4,000.00	4,000.00	4,000.00	
	542200	Vehicles	-	-	-	-	-	
Streets (4210)	511100	Regular Employees	49,419.84	62,558.50	91,985.21	91,985.21	96,584.47	
	511120	Admin Employees	-	-	-	-	-	
	511130	City Manager	-	-	-	-	-	
	511200	Temporary Employees	10,000.00	10,000.00	10,000.00	10,000.00	10,500.00	
	511300	Overtime	5,000.00	5,000.00	5,000.00	5,000.00	5,250.00	
	512100	Group Insurance	20,783.02	23,900.47	26,768.53	26,768.53	29,980.75	
	512200	Social Security FICA Contribution	3,994.03	4,808.63	6,633.08	6,633.08	6,964.74	
	512300	Medicare	934.09	1,124.60	1,551.29	1,551.29	1,628.85	
	512400	Retirement Contribution	2,767.51	3,503.28	6,411.37	6,411.37	6,731.94	
	512600	Unemployment Insurance	-	-	-	-	-	
	512700	Worker's Compensation	35,553.67	21,461.00	23,607.10	23,607.10	25,967.81	
	521200	Professional	7,000.00	7,000.00	5,000.00	5,000.00	5,000.00	
	521210	Legal, Accounting & Audit	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	
	521300	Technical	5,000.00	5,000.00	6,500.00	6,500.00	6,500.00	
	521900	Employee Benefits	-	-	-	-	-	
	522200	Repairs & Maintenance	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	
	522210	Vehicle Repairs & Maintenance	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
	522320	Lease of Equip & Vehicles	2,000.00	37,500.00	41,450.00	41,450.00	45,815.00	
	523100	Insurance other than Employee Benefit	11,506.00	12,656.60	10,809.00	10,809.00	11,889.90	
	523200	Communications	3,000.00	3,500.00	3,500.00	3,500.00	3,500.00	
	523210	Communications (Postage)	500.00	550.00	350.00	350.00	350.00	
	523300	Advertising	500.00	500.00	500.00	500.00	500.00	
	523400	Printing and Binding	250.00	250.00	250.00	250.00	250.00	



City of Grantville

Trend Analysis for FY 2024 & FY 2025 Budgets

General Fund (Fund 100)

Dep/Class	Account #	Account Description	*****			*****		
			2022	2023	2024	2025	Forecasted	Budget
			Adopted Budget	Adopted Budget	Requested Budget	Requested Budget	Forecasted Budget	
	523500	Travel	500.00	500.00	500.00	500.00	500.00	
	523600	Dues & Fees	500.00	1,000.00	1,000.00	1,000.00	1,000.00	
	523700	Education & Training	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	
	523800	Uniforms	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	
	523850	Contract Labor	5,150.00	10,000.00	10,000.00	10,000.00	10,000.00	
	531100	Supplies	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	
	531210	Water/Sewage	500.00	500.00	500.00	500.00	500.00	
	531220	Natural Gas	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	
	531230	Electricity	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	
	531270	Gasoline/Diesel	5,500.00	5,500.00	7,500.00	7,500.00	7,500.00	
	542200	Vehicles	-	-	-	-	-	
	542500	Equipment	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	
Street Lights (4260)	531230	Electricity - Street Lights	70,000.00	75,000.00	85,000.00	85,000.00	85,000.00	
Cemetery (4950)	522140	Cemetery	25,000.00	30,000.00	35,000.00	35,000.00	35,000.00	
Senior Center (5500)	511100	Regular Employees	101,521.56	133,805.68	151,322.40	158,888.52		
	511300	Overtime	-	-	1,000.00	1,050.00		
	512100	Group Insurance	38,968.17	44,813.40	50,191.00	56,213.92		
	512200	Social Security FICA Contribution	6,294.34	8,295.95	9,443.99	9,916.19		
	512300	Medicare	1,472.06	1,940.18	2,208.67	2,319.11		
	512400	Retirement Contribution	5,685.21	7,493.12	10,547.17	11,074.53		
	512600	Unemployment Insurance	400.00	400.00	400.00	400.00		
	512700	Workers Compensation	3,025.00	3,327.50	3,660.25	4,026.28		
	521200	Professional	100.00	100.00	100.00	100.00		
	521210	Legal, Accounting & Audit	6,500.00	6,500.00	8,000.00	8,000.00		
	521300	Technical	4,000.00	4,500.00	10,000.00	10,000.00		
	521900	Employee Benefits	-	-	-	-		

City of Grantville

Trend Analysis for FY 2024 & FY 2025 Budgets

General Fund (Fund 100)

Dept/Class	Account #	Account Description	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget
	522200	Repairs & Maintenance	5,000.00	5,000.00	8,000.00	8,000.00
	522210	Vehicle Repairs & Maintenance	1,500.00	2,000.00	3,500.00	3,500.00
	522320	Lease of Equip & Vehicles	-	-	200.00	200.00
	523100	Insurance other than Employee Benefit	143.00	157.30	-	-
	523200	Communications	1,500.00	1,500.00	1,500.00	1,500.00
	523210	Communications (Postage)	525.00	525.00	351.25	368.81
	523300	Advertising	500.00	500.00	500.00	500.00
	523400	Printing & Binding	200.00	250.00	250.00	250.00
	523500	Travel	400.00	400.00	400.00	400.00
	523600	Dues & Fees	300.00	350.00	350.00	350.00
	523700	Education & Training	500.00	500.00	700.00	700.00
	523800	Uniforms	800.00	800.00	800.00	800.00
	523850	Contract Labor	4,500.00	4,500.00	5,000.00	5,000.00
	531100	Supplies	20,000.00	21,000.00	25,000.00	25,000.00
	531210	Water/Sewage	300.00	300.00	500.00	500.00
	531220	Natural Gas	1,500.00	1,500.00	1,500.00	1,500.00
	531230	Electricity	3,000.00	3,000.00	4,000.00	4,000.00
	531270	Gasoline/Diesel	3,000.00	3,000.00	3,000.00	3,000.00
	531300	Food	70,000.00	80,000.00	90,000.00	99,000.00
	542200	Vehicles	-	-	-	-
	542500	Equipment	-	-	2,000.00	-
	579000	Contingency	-	-	-	-
Parks & Rec (6120)	511100	Regular Employees	10,000.00	13,650.00	51,585.50	54,164.78
	511300	Overtime	-	-	-	-
	512100	Group Insurance	-	-	-	-
	512200	Social Security FICA Contribution	620.00	846.30	3,198.30	3,358.22
	512300	Medicare	145.00	197.93	747.99	785.39
	512400	Retirement Contribution	-	-	2,969.00	3,775.28

City of Grantville
Trend Analysis for FY 2024 & FY 2025 Budgets
General Fund (Fund 100)

Dept/Class	Account #	Account Description	2022		2023		2024		2025	
			Adopted Budget	Adopted Budget	Adopted Budget	Requested Budget	Requested Budget	Forecasted Budget		
	512600	Unemployment Insurance	-	-	-	-	-	-	-	-
	512700	Worker's Compensation	3,000.00	3,300.00	5,196.95	5,196.95	5,716.65	5,716.65	5,716.65	5,716.65
	521200	Professional	7,000.00	7,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
	521210	Legal, Accounting & Audit	7,500.00	7,500.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
	521300	Technical	5,000.00	6,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
	521900	Employee Benefits	-	-	-	-	-	-	-	-
	522200	Repairs & Maintenance	7,000.00	7,000.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
	522210	Vehicle Repairs & Maintenance	-	-	-	-	-	-	-	-
	522320	Lease of Equip & Vehicles	-	-	200.00	200.00	200.00	200.00	200.00	200.00
	523100	Insurance other than Employee Benefit	143.00	157.30	157.30	157.30	157.30	157.30	157.30	157.30
	523200	Communications	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00
	523210	Communications (Postage)	400.00	550.00	400.00	400.00	400.00	400.00	400.00	400.00
	523300	Advertising	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00
	523400	Printing & Binding	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00
	523500	Travel	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00
	523600	Dues & Fees	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00
	523700	Education & Training	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00
	523800	Uniforms	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00
	523850	Contract Labor	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00
	531100	Supplies	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
	531210	Water/Sewage	2,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
	531220	Natural Gas	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
	531230	Electricity	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
	531270	Gasoline/Diesel	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
	531300	Food	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00
	542500	Equipment	-	-	-	-	-	-	-	-
	579000	Contingency	-	-	-	-	-	-	-	-

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City of Grantville
Trend Analysis for FY 2024 & FY 2025 Budgets
General Fund (Fund 100)

Dept/Class	Account #	Account Description	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget
(7410)	521200	Professional	55,000.00	60,000.00	65,000.00	65,000.00
	523700	Education & Training	-	-	-	-
Contingency (1052)	579000	Contingency	-	178,150.00	100,000.00	100,000.00
		GF Allocation to Utilities Funds	-	-	-	-
Total Expenditures			2,866,884.67	3,314,566.39	4,077,102.39	4,243,771.48
Excess (Shortage) of Revenues versus Operating Expenditures			(637,022.03)	(750,807.15)	(918,631.05)	(989,440.72)
Other Financing Sources (Uses)						
0000	581000	Sale of Capital Assets	-	-	-	-
0000	581000	Debt Service Interest	-	-	-	-
0000	391100	Operating transfers in - from Muni Court Fund	129,453.38	203,532.74	121,514.78	114,141.85
0000	391200	Transfers in - Utility Funds - Fund Balance	175,824.65	-	190,935.09	213,847.31
0000	391100	Operating transfers in - from Utilities Funds	-	-	-	-
0000	391100	Operating transfers in - from Electric Fund	-	114,750.00	126,680.63	129,284.10
0000	391100	Operating transfers in - from Gas Fund	-	37,500.00	39,975.00	41,773.88
0000	391300	Fund Balance - General Fund - xfrs in	-	200,000.00	130,607.96	140,401.63
0000	391300	Fund Balance - Municipal Court - xfrs in	331,744.00	195,024.41	108,917.59	149,991.95
		Fund Balance - Solid Waste Fund - xfrs in	-	-	-	-
		Fund Balance - Utilities Funds	-	-	-	-

City of Grantville
Trend Analysis for FY 2024 & FY 2025 Budgets
General Fund (Fund 100)

Dept/Class	Account #	Account Description	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget
9000	393500	Proceeds from debt - Capital leases	-	-	200,000.00	200,000.00
9000	611000	Transfers out	-	-	-	-

Income (Loss) after Other Financing Sources (Uses) \$ (0.00) \$ 0.00 \$ (0.00) \$ 0.00

CITY OF GRANTVILLE, GEORGIA
SUMMARY OF REVENUES, EXPENDITURES, AND
OTHER FINANCING SOURCES
MUNICIPAL COURT FUND (FUND 745)
SUMMARY OF REQUESTED FY 2024 BUDGET

	FY 2024
REVENUES	
Fines & Forfeitures*	\$ 410,000
	<hr/>
Total Revenues	\$ 410,000
	<hr/>
EXPENDITURES	
Court*	\$ 288,485
	<hr/>
Total Operating Expenditures	288,485
	<hr/>
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$ 121,515
	<hr/>
OTHER FINANCING SOURCES (USES)	
Operating Transfers Out - Gen Fund	\$ (121,515)
	<hr/>
Total Other Financing Sources (Uses)	\$ (121,515)
	<hr/>
EXCESS (DEFICIENCY) OF REVENUES & OTHER FINANCING SOURCES VERSUS EXPENDITURES	\$ (0)
	<hr/>

* Included in General Fund (Fund 100) up through Fiscal Year 2016

City of Grantville
Trend Analysis for FY 2024 & FY 2025 Budgets
Municipal Court Fund (Fund 745)

Dept/Class	Account Number	Account Description	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget
	521355	Technology Upgrade Fund - PD	24,000.00	24,000.00	24,000.00	24,000.00
	521900	Employee Benefits	-	-	-	-
	522200	Repairs & Maintenance	1,000.00	1,000.00	1,000.00	1,000.00
	522320	Lease of Equip & Vehicles	2,000.00	3,000.00	3,000.00	3,000.00
	523100	Insurance other than Employee Benefits	11,506.00	12,656.60	7,959.07	8,754.98
	523200	Communications	2,000.00	2,000.00	2,400.00	2,400.00
	523210	Communications (Postage)	600.00	600.00	430.00	451.50
	523300	Advertising	500.00	500.00	500.00	500.00
	523400	Printing & Binding	700.00	1,000.00	1,000.00	1,000.00
	523500	Travel	5,000.00	5,000.00	10,000.00	10,000.00
	523600	Dues & Fees	700.00	500.00	500.00	500.00
	523700	Education & Training	5,000.00	5,000.00	5,000.00	5,000.00
	523800	Uniforms	500.00	500.00	500.00	500.00
	523850	Contract Labor	2,500.00	2,500.00	2,500.00	2,500.00
	523900	Other	-	-	-	-
	531100	Supplies	9,000.00	9,000.00	9,000.00	9,000.00
	531210	Water/Sewage	200.00	200.00	200.00	200.00
	531220	Natural Gas	900.00	900.00	900.00	900.00
	531230	Electricity	1,500.00	1,500.00	1,500.00	1,500.00
	552400	"Add On" Fines (Paid to GSCCCA)	-	-	-	-
	579000	Contingency	-	20,000.00	15,000.00	15,000.00
Total Expenditures			265,546.62	276,467.26	288,485.22	295,858.15
Excess (Shortage) of Revenues versus Operating Expenditures			129,453.38	203,532.74	121,514.78	114,141.85
Other Financing Sources (Uses)						

City of Grantville
Trend Analysis for FY 2024 & FY 2025 Budgets
Municipal Court Fund (Fund 745)

Dept/Class	Account Number	Account Description	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget
		Sale of Capital Assets	-	-	-	-
	581000	Debt Service Interest	-	-	-	-
	391100	Operating transfers in - Utilities Funds	-	-	-	-
		Fund Balance - General Fund - Unassigned	-	-	-	-
		Fund Balance - Tech Upgrade	-	-	-	-
	3210	Transfers out	-	-	-	-
	9000	Transfers out - to Gen Fund	(129,453.38)	(203,532.74)	(121,514.78)	(114,141.85)
Income (Loss) after Other Financing Sources (Uses)			\$ -	\$ -	\$ -	\$ -

CITY OF GRANTVILLE, GEORGIA

SPECIAL REVENUE FUNDS

DRUG FUND (FUND 210)

ADOPTED FY 2024 BUDGET

	<u>DRUG FUND (FUND 210)</u>
REVENUES	
<hr/>	
Confiscations (210-0000-351320)	\$ 250,000
Other	0
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Total Revenues	<u>\$ 250,000</u>
EXPENDITURES	
<hr/>	
Public Safety (210-3210-523900)	\$ 250,000
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Total Expenditures	<u>\$ 250,000</u>

CITY OF GRANTVILLE, GEORGIA

SPECIAL REVENUE FUNDS

AMERICAN RESCUE PLAN (ARP) FUND - (FUND 230)

ADOPTED FY 2024 BUDGET

	<u>ARP FUND (FUND 230)</u>
REVENUES	
<hr/>	
ARP Revenues (230-0000-332100) - Fund Balance	\$ 566,354
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Total Revenues	<u>\$ 566,354</u>
EXPENDITURES	
<hr/>	
ARP W&S Expenditures (230-4330-542500)	\$ 525,000
ARP Salary Expenditures (230-1510-511100)	\$ -
ARP Other Expenditures (230-1052-57900)	\$ 41,354
<hr/>	
Total Expenditures	<u>\$ 566,354</u>

CITY OF GRANTVILLE, GEORGIA
SPECIAL REVENUE FUNDS
FEDERAL SEIZED FUNDS (FUND 240)
ADOPTED FY 2024 BUDGET

FEDERAL SEIZED FUNDS (FUND 240)

REVENUES

Confiscations (240-0000-351320) \$ 250,000

Other 0

Total Revenues \$ 250,000

EXPENDITURES

Public Safety (240-3210-523900) \$ 250,000

Total Expenditures \$ 250,000

CITY OF GRANTVILLE, GEORGIA
SPECIAL REVENUE FUNDS
CEMETERY TRUST FUND (FUND 785)
PRIVATE-PURPOSE, FIDUCIARY TRUST FUND
ADOPTED FY 2024 BUDGET

CEMETERY TRUST FUND (FUND 785)

REVENUES

Real Property - Current Yr (785-0000-311100)	\$ 6,000
Misc - Other Revenue (785-0000-389000)	0
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Total Revenues	<u>\$ 6,000</u>

EXPENDITURES

Contract Labor (785-4590-523850)	5,500
Supplies (785-4590-531100)	500
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Total Expenditures	<u>\$ 6,000</u>

CITY OF GRANTVILLE, GEORGIA

PROPRIETARY FUNDS

SUMMARY OF REQUESTED FY 2024 BUDGETS

	Business-Type Activities - Enterprise Funds				
	Water & Sewer Fund	Electric Fund	Gas Fund	Solid Waste Fund	Totals
OPERATING REVENUE					
Charges for Sales and Services	\$ 1,070,100	\$ 1,689,075	\$ 554,025	\$ 390,000	\$ 3,703,200
Total Operating Revenues	1,070,100	1,689,075	554,025	390,000	3,703,200
OPERATING EXPENSES					
Cost of Sales & Services	300,000	1,080,000	200,000	396,000	1,976,000
General Operating Costs	1,065,909	460,778	279,857	21,373	1,827,917
Depreciation & Amortization	275,000	118,000	46,000	0	439,000
Total Operating Expenses	1,640,909	1,658,778	525,857	417,373	4,242,917
EXCESS (SHORTAGE) OF OPERATING REVENUE VERSUS OPERATING EXPENSES	(570,809)	30,297	28,168	(27,373)	(539,717)
Debt Service Interest Expense	(16,767)	0	0	0	(16,767)
Investment Interest Income (Loss)	0	35,000	0	0	35,000
Capital Contributions	120,000	0	0	0	120,000
Transfers In - Other Funds	166,655	0	0	0	166,655
Transfers Out - Other Funds - 7.5% of Revenues	0	(126,680)	(39,975)	0	(166,655)
Operating Transfers Out - Bonds/Notes Payable	(120,515)	0	0	0	(120,515)
Transfers In - Fund Balance	421,436	61,383	11,807	27,373	521,999
Contingency for Future Operations / Improvements	0	0	0	0	0
INCOME (LOSS) AFTER OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -

City of Grantville
 City of Grantville
 Trend Analysis for FY 2024 & FY 2025 Budgets
 Water & Sewer Fund (Fund 505)

Account Number	Account Description	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget
Revenues					
505-0000-					
344210	Water charges	\$ 520,000.00	\$ 530,000.00	\$ 540,000.00	\$ 540,000.00
344211	Water tap fee	-	-	-	-
344230	Sewage charges	445,000.00	455,000.00	455,000.00	455,000.00
344231	Sewer tap fee	-	-	-	-
344291	Reconnect fee	14,000.00	15,000.00	15,000.00	15,000.00
344290	Late fee	60,000.00	60,000.00	60,000.00	60,000.00
381000	Rents	-	-	-	-
361000	Interest revenues	200.00	100.00	100.00	100.00

Total Revenues **1,039,200.00** **1,060,100.00** **1,070,100.00** **1,070,100.00**

Account Number	Account Description	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget
Expenditures					
505-4440-					
505-4330-					
531510	Water purchased	265,000.00	265,000.00	300,000.00	300,000.00
511100	Regular employees	150,232.08	157,597.13	157,286.59	165,150.92
511120	Admin employees	-	-	-	-
511130	City manager	13,794.17	15,496.12	17,606.37	18,486.69
511300	Overtime	15,000.00	10,000.00	10,500.00	11,025.00
512100	Group insurance	35,808.90	39,389.79	44,116.56	49,410.55
512200	Social Security FICA contrib	11,099.63	11,351.78	11,494.36	12,069.08
512300	Medicare	2,595.88	2,654.85	2,654.85	2,654.85
512400	Retirement contribution	10,025.47	11,200.00	12,921.89	13,567.98
512600	Unemployment insurance	240.00	240.00	240.00	240.00
512700	Worker's compensation	4,050.58	6,225.00	7,151.10	7,866.21
521200	Professional	35,000.00	35,000.00	35,000.00	35,000.00
521210	Legal, accounting and audit	8,000.00	8,000.00	14,000.00	14,000.00

City of Grantville
 City of Grantville
 Trend Analysis for FY 2024 & FY 2025 Budgets
 Water & Sewer Fund (Fund 505)

Account Number	Account Description	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget
521300	Technical	100,000.00	105,000.00	82,200.00	82,200.00
521900	Employee benefits	-	-	-	-
522200	Repairs and maintenance	16,000.00	16,000.00	25,000.00	25,000.00
522210	Vehicle repairs and maintenance	2,500.00	2,500.00	2,500.00	2,500.00
522320	Lease of equip and vehicles	28,000.00	28,000.00	1,200.00	1,200.00
523100	Insurance other than emp benefit	10,068.30	11,075.13	9,458.00	10,403.80
523200	Communications	2,000.00	2,500.00	2,900.00	2,900.00
523210	Communications (postage)	1,500.00	2,000.00	1,900.00	2,090.00
523300	Advertising	300.00	300.00	600.00	600.00
523400	Printing and binding	1,000.00	1,000.00	1,000.00	1,000.00
523500	Travel	110.00	110.00	110.00	110.00
523600	Dues and fees	1,000.00	1,000.00	1,200.00	1,200.00
523700	Education and training	1,500.00	1,500.00	1,500.00	1,500.00
523800	Uniforms	1,500.00	2,000.00	5,000.00	5,000.00
523850	Contract labor	11,000.00	40,000.00	40,000.00	40,000.00
523900	Other	-	-	-	-
531100	Supplies	16,000.00	16,000.00	16,000.00	16,000.00
531210	Water/sewage	7,500.00	7,500.00	7,500.00	7,500.00
531220	Natural gas	3,000.00	3,000.00	3,000.00	3,000.00
531230	Electricity	24,000.00	24,000.00	30,000.00	30,000.00
531270	Gasoline/diesel	3,000.00	4,500.00	5,500.00	6,050.00
542200	Purchased vehicles	-	-	-	-
542500	Equipment	-	-	-	-
505-4440-511100	Regular employees	155,232.08	167,141.21	204,385.50	214,604.78
511120	Admin employees	-	-	-	-
511130	City manager	13,794.17	15,496.12	17,606.37	18,486.69
511300	Overtime	15,000.00	15,450.00	16,222.50	17,033.63
512100	Group insurance	38,366.68	44,121.68	49,416.28	55,346.24

City of Grantville
City of Grantville
Trend Analysis for FY 2024 & FY 2025 Budgets
Water & Sewer Fund (Fund 505)

Account Number	Account Description	*****			*****		
		2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget		
512200	Social Security FICA contrib	11,409.63	12,281.41	14,769.29	15,507.76		
512300	Medicare	2,668.38	2,872.27	3,454.11	3,626.81		
512400	Retirement contribution	8,693.00	9,359.91	16,603.54	17,433.72		
512600	Unemployment insurance	200.00	200.00	200.00	200.00		
512700	Worker's compensation	7,730.45	8,503.49	9,353.84	10,289.23		
521200	Professional	28,000.00	25,000.00	25,000.00	25,000.00		
521210	Legal, accounting and audit	9,000.00	9,000.00	9,000.00	9,000.00		
521300	Technical	20,000.00	15,000.00	18,000.00	18,000.00		
521900	Employee benefits	-	-	-	-		
521905	Employee benefit - uniforms	-	-	-	-		
522200	Repairs and maintenance	2,700.00	3,000.00	3,000.00	3,000.00		
522210	Vehicle repairs and maintenance	2,500.00	2,500.00	2,500.00	2,500.00		
522320	Lease of equip and vehicles	500.00	500.00	700.00	700.00		
523100	Insurance other than emp benefit	10,068.30	7,040.00	9,458.00	10,403.80		
523200	Communications	8,500.00	8,500.00	8,500.00	8,500.00		
523210	Communications (postage)	1,500.00	2,000.00	1,800.00	1,800.00		
523300	Advertising	500.00	500.00	500.00	500.00		
523400	Printing and binding	400.00	400.00	600.00	600.00		
523500	Travel	250.00	250.00	250.00	250.00		
523600	Dues and fees	2,600.00	2,600.00	4,500.00	4,500.00		
523700	Education and training	1,500.00	1,500.00	1,500.00	1,500.00		
523800	Uniforms	1,500.00	3,000.00	4,000.00	4,000.00		
523850	Contract labor	20,000.00	45,000.00	70,000.00	70,000.00		
523900	Other	-	-	-	-		
531100	Supplies	13,500.00	13,500.00	14,850.00	16,335.00		
531210	Water/sewage	200.00	200.00	200.00	200.00		
531220	Natural gas	1,000.00	300.00	1,000.00	1,000.00		
531230	Electricity	3,000.00	2,000.00	2,000.00	2,000.00		

City of Grantville
City of Grantville
Trend Analysis for FY 2024 & FY 2025 Budgets
Water & Sewer Fund (Fund 505)

Account Number	Account Description	*****			*****	
		2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget	
531270	Gasoline/diesel	2,500.00	4,700.00	7,000.00	7,720.00	
542200	Purchased vehicles	-	-	-	-	
542500	Equipment	-	-	-	-	
574000	Bad debts	-	-	-	-	
724420	Other	-	-	-	-	
505-4410-	Depreciation expense	250,000.00	250,000.00	275,000.00	275,000.00	
505-4410-	Amortization expense	-	-	-	-	
Total Expenditures		1,413,637.69	1,502,055.90	1,640,909.17	1,682,762.73	
Excess (Shortage) of Revenues versus						
Operating Expenditures		(374,437.69)	(441,955.90)	(570,809.17)	(612,662.73)	
Other Financing Sources (Uses)						
505-0000-	374215 Contributions for cap assets	76,242.00	120,000.00	120,000.00	120,000.00	
505-0000-	582300 Debt service interest - bonds & notes	(35,051.00)	(21,131.00)	(16,767.00)	(12,236.00)	
505-0000-	391100 Operating transfers in	-	-	-	-	
505-0000-	391100 Operating transfers in - Electric Fund	109,125.00	112,500.00	126,680.00	126,680.00	
505-0000-	391100 Operating transfers in - Gas Fund	34,950.00	37,500.00	39,975.00	41,973.75	
505-0000-	391100 Utilities fund balance - transfers in	303,138.69	309,237.90	421,436.17	461,290.98	
505-4330-	611000 Debt service xfrs out - revenue bonds	(22,000.00)	(22,354.00)	(22,948.00)	(23,557.00)	
505-4440-	611000 Debt service xfrs out - notes payable	(91,967.00)	(93,797.00)	(97,567.00)	(101,489.00)	
505-4330-	381004 Contingency for future operations	-	-	-	-	
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

City of Grantville
Trend Analysis for FY 2024 & FY 2025 Budgets
Electric Fund (Fund 510)

Account Number	Account Description	2022	2023	2024	2025
		Adopted Budget	Adopted Budget	Requested Budget	Forecasted Budget
Revenues					
510-0000-		\$ 1,404,000.00	\$ 1,450,000.00	\$ 1,599,150.00	\$ 1,631,133.00
344310	Electric charges				
344311	Yard lights	51,000.00	50,000.00	54,600.00	57,330.00
344312	Reconnect fees	-	-	-	-
344314	Late charges	-	-	-	-
361000	Interest revenues	-	-	35,325.00	35,325.00
381003	Sale of excess capacity	-	-	-	-
Total Revenues		1,455,000.00	1,500,000.00	1,689,075.00	1,723,788.00
Expenditures					
510-4600-					
531530	Electricity purchases	865,000.00	925,000.00	1,080,000.00	1,101,600.00
511100	Regular employees	117,031.25	124,861.29	162,948.15	171,095.56
511120	Admin employees	-	-	-	-
511130	City manager	13,794.17	15,496.12	17,606.37	18,486.69
511300	Overtime	11,600.00	13,185.00	13,185.00	13,844.25
512100	Group insurance	20,462.23	23,531.56	26,355.35	29,517.99
512200	Social Security FICA contrib	8,830.38	9,519.63	12,011.85	12,612.44
512300	Medicare	2,065.17	2,226.36	2,809.22	2,949.68
512400	Retirement contribution	6,553.75	6,992.23	13,503.64	14,178.83
512600	Unemployment insurance	450.00	450.00	450.00	450.00
512700	Worker's compensation	5,945.58	5,000.00	5,000.00	5,500.00
521900	Employee benefits	-	0.00	0.00	0.00
521200	Professional	4,000.00	7,500.00	7,500.00	7,500.00
521210	Legal, accounting and audit	8,000.00	8,000.00	8,000.00	8,000.00
521300	Technical	14,000.00	12,000.00	15,500.00	15,500.00
521905	Employee benefit - uniforms	-	-	-	-

City of Grantville
Trend Analysis for FY 2024 & FY 2025 Budgets
Electric Fund (Fund 510)

Account Number	Account Description	2022		2023		2024		2025	
		Adopted Budget	Adopted Budget	Adopted Budget	Requested Budget	Requested Budget	Forecasted Budget		
522150	Bank charges	-	-	-	-	-	-	-	-
522200	Repairs and maintenance	5,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
522210	Vehicle repairs and maintenance	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00
522320	Rental of equip and vehicles	26,000.00	1,500.00	1,500.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00
523100	Insurance other than emp benefit	10,068.30	7,150.00	7,150.00	9,458.00	9,458.00	10,403.80	10,403.80	10,403.80
523200	Communications	3,550.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
523210	Communications (postage)	1,800.00	2,000.00	2,000.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
523300	Advertising	500.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00
523400	Printing and binding	750.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
523500	Travel	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
523600	Dues and fees	2,000.00	1,500.00	1,500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
523700	Education and training	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
523800	Uniforms	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
523850	Contract labor	40,000.00	45,000.00	45,000.00	84,000.00	84,000.00	84,000.00	84,000.00	84,000.00
523900	Other	150.00	150.00	150.00	0.00	0.00	0.00	0.00	0.00
531100	Supplies	40,000.00	30,000.00	30,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
531210	Water/sewage	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00
531220	Natural gas	900.00	500.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
531230	Electricity	3,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
531270	Gasoline/diesel	5,000.00	5,000.00	5,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
542200	Vehicles	-	-	-	-	-	-	-	-
542500	Equipment	-	-	-	-	-	-	-	-
563000	Depreciation expense	118,000.00	118,000.00	118,000.00	118,000.00	118,000.00	118,000.00	118,000.00	118,000.00
574000	Bad debts	1,000.00	1,000.00	1,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
579000	Contingency	41,724.18	44,987.80	44,987.80	-	-	-	-	-
Total Expenditures		1,388,875.00	1,430,500.00	1,430,500.00	1,658,777.59	1,658,777.59	1,696,689.24	1,696,689.24	1,696,689.24

City of Grantville
Trend Analysis for FY 2024 & FY 2025 Budgets
Electric Fund (Fund 510)

Account Number	Account Description	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget
Excess (Shortage) of Revenues versus Operating Expenditures					
510-0000		66,125.00	69,500.00	30,297.41	27,098.76
363000	Unrealized gain or loss	43,000.00	43,000.00	35,000.00	35,000.00
371000	Contrib from capital assets	-	-	-	-
381003	Sale of excess capacity	-	-	-	-
391100	Operating transfers in	-	-	-	-
391200	Fund balance - transfers in	0.00	0.00	61,383.22	67,185.34
510-4600	Operating transfers out - 7.5% of revs	(109,125.00)	(112,500.00)	(126,680.63)	(129,284.10)
510-9000	Operating transfers out	-	-	-	-
510-0000	Contingency for future operations	-	-	-	-

Income (Loss) after Other Financing Sources (Uses)

\$	-	\$	-	\$	-
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City of Grantville
Trend Analysis for FY 2024 & FY 2025 Budgets
Gas Fund (Fund 515)

Account Number	Account Description	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget
Revenues					
515-0000-	Gas charges	\$ 466,000.00	\$ 500,000.00	\$ 533,000.00	\$ 556,985.00
344413	Tap fees	-	-	-	-
361000	Interest revenues	200.00	-	25.00	25.00
344600	MGAG portfolio return	23,000.00	23,000.00	21,000.00	21,000.00
		489,200.00	523,000.00	554,025.00	578,010.00
Total Revenues					
		489,200.00	523,000.00	554,025.00	578,010.00
Expenditures					
515-4700	Purchased gas	125,000.00	172,000.00	200,000.00	220,000.00
511100	Regular employees	101,633.02	107,614.31	104,917.29	110,163.15
511120	Admin employees	-	-	-	-
511130	City manager	13,794.17	15,496.12	17,606.37	18,486.69
511300	Overtime	11,000.00	11,000.00	11,000.00	11,000.00
512100	Group insurance	12,788.89	14,707.22	16,472.09	18,448.74
512200	Social Security FICA contrib	7,838.49	8,314.85	8,278.47	8,658.29
512300	Medicare	1,307.81	1,333.96	1,936.09	2,024.92
512400	Retirement contribution	5,691.45	6,026.40	9,306.60	9,733.59
512600	Unemployment insurance	400.00	400.00	400.00	400.00
512700	Worker's compensation	3,641.22	1,075.00	1,182.50	1,300.75
521900	Employee benefits	-	-	-	-
521200	Professional	3,200.00	6,000.00	6,000.00	6,000.00
521210	Legal, accounting and audit	6,000.00	6,000.00	8,000.00	8,000.00
521300	Technical	24,000.00	20,000.00	24,000.00	24,000.00
521905	Employee benefit - uniforms	-	-	-	-
522150	Bank charges	-	-	-	-
522200	Repairs and maintenance	1,500.00	1,500.00	1,500.00	1,500.00
522210	Vehicle repairs and maintenance	4,000.00	4,000.00	4,000.00	4,000.00
522320	Lease of equip and vehicles	25,500.00	2,000.00	2,200.00	2,200.00
523100	Insurance other than emp benefit	10,068.30	11,075.13	9,458.00	10,403.80
523200	Communications	2,400.00	2,400.00	2,400.00	2,400.00

City of Grantville
Trend Analysis for FY 2024 & FY 2025 Budgets
Gas Fund (Fund 515)

Account Number	Account Description	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget
523210	Communications (postage)	2,000.00	2,200.00	2,000.00	2,200.00
523300	Advertising	300.00	300.00	300.00	300.00
523400	Printing and binding	1,200.00	1,200.00	1,200.00	1,200.00
523500	Travel	1,000.00	1,000.00	1,000.00	1,000.00
523600	Dues and fees	1,300.00	2,000.00	3,000.00	3,000.00
523700	Education and training	2,000.00	2,000.00	2,000.00	2,000.00
523800	Uniforms	1,350.00	1,500.00	2,000.00	2,000.00
523850	Contract labor	9,000.00	11,000.00	11,000.00	11,000.00
523900	Other	-	-	-	-
531100	Supplies	9,000.00	7,000.00	7,000.00	7,000.00
531210	Water/sewage	200.00	200.00	200.00	200.00
531220	Natural gas	1,600.00	2,260.00	4,500.00	4,950.00
531230	Electricity	1,000.00	1,000.00	1,000.00	1,000.00
531270	Gasoline/diesel	3,000.00	5,000.00	6,000.00	6,600.00
542200	Vehicles	-	-	-	-
542500	Equipment	-	-	-	-
563000	Depreciation expense	48,000.00	48,000.00	46,000.00	46,000.00
574000	Bad debts	100.00	2,500.00	10,000.00	10,000.00
579000	Contingency	13,436.66	7,397.00	0.00	2,617.88
581000	Debt service	-	-	-	-
582000	Interest expense	-	-	-	-
Total Expenditures		454,250.00	485,500.00	525,857.41	559,787.82

**Excess (Shortage) of Revenues versus
Operating Expenditures**

515-0000-	371000	Contrib from capital assets	-	-	-
	391100	Operating transfers in	-	-	-
			34,950.00	28,167.59	18,222.18

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City of Grantville
Trend Analysis for FY 2024 & FY 2025 Budgets
Gas Fund (Fund 515)

Account Number	Account Description	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget
391200	Fund balance - transfers in	-	-	11,807.41	23,551.70
611000	Operating transfers out - 7.5% of revs	(34,950.00)	(37,500.00)	(39,975.00)	(41,773.88)
381004	Contingency for future operations	-	-	-	-
Income (Loss) after Other Financing Sources (Uses)		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

City of Grantville
Trend Analysis for FY 2024 & FY 2025 Budgets
Solid Waste Fund (Fund 540)

Account Number	Account Description	2022 Adopted Budget	2023 Adopted Budget	2024 Requested Budget	2025 Forecasted Budget
Revenues					
540-0000-	344110 Refuse collection fees	\$ 215,000.00	\$ 225,000.00	\$ 390,000.00	\$ 409,500.00
Total Revenues		215,000.00	225,000.00	390,000.00	409,500.00
Expenditures					
540-4500-	511100 Regular employees	19,791.93	15,909.51	17,786.99	18,676.34
	511300 Overtime	-	-	-	-
	512200 Social Security FICA Contribution	1,227.10	986.39	1,102.79	1,157.93
	512300 Medicare	286.98	230.69	257.91	270.81
	512400 Retirement contribution	593.76	890.93	1,725.34	1,811.60
	523900 Contract refuse collection	195,000.00	200,000.00	396,000.00	415,800.00
	574000 Bad debts	500.00	500.00	500.00	500.00
	579000 Contingency	-	6,482.48	-	-
Total Expenditures		217,399.77	225,000.00	417,373.03	438,216.68
Excess (Shortage) of Operating Revenues versus Operating Expenditures		(2,399.77)	(0.00)	(27,373.03)	(28,716.68)
540-	391100 Operating transfers in	-	-	-	-
540-4500-	611000 Operating transfers out	-	-	-	-
540-0000	391200 Fund balance - transfers in	2,399.77	0.00	27,373.03	28,716.68
	381004 Fund balance - transfers to	-	-	-	-
Income (Loss) after Other Financing Sources (Uses)		\$ -	\$ -	\$ -	\$ -

City of Grantville
 General Fund
 Millage Rates & Property Taxes

	Adopted 2020 Tax Year Millage Rates (FY 2020-2021)	Adopted 2021 Tax Year Millage Rates (FY 2021-2022)	Adopted "ROLLBACK" 2022 Tax Year Millage Rates (FY 2022-2023)	Proposed 2023 Tax Year Millage Rates (FY 2023-2024)
City of Grantville Millage Rates:				
City of Grantville	5.228	5.223	4.487	5.228
Fire District	3.280	3.130	3.100	3.100
Fire Bond	0.150	0.300	0.254	0.254
TOTAL - City of Grantville	8.658	8.658	7.841	8.582
City				
Net Digest	\$64,178,702.00	\$71,273,632.00	\$83,022,564.00	\$104,135,871.00
City Net Digest - % Increase - vs Prior Tax Yr	20.42%	11.05%	16.48%	25.43%
City of Grantville Property Tax Revenues:				
City of Grantville	\$335,526.25	\$372,618.55	\$372,522.24	\$544,422.33
Fire District	\$210,506.14	\$223,086.47	\$257,369.95	\$322,821.20
Fire Bond	\$9,626.81	\$21,382.09	\$21,087.73	\$26,450.51
Title Ad Valorem Tax (TAVT)	\$90,000.00	\$90,000.00	\$97,728.60	\$98,000.00
TOTAL	\$645,659.20	\$707,087.11	\$748,708.52	\$991,694.04

**CITY OF GRANTVILLE
MILLAGE RATE AND PROPERTY TAX HISTORY**

<u>Tax Year</u>	<u>Net Digest</u>	<u>City Millage Rate</u>	<u>Taxes Levied</u>
2008	\$53,864,862	3.99	\$214,921
2009	\$53,564,197	4.49	\$240,503
2010	\$53,021,374	4.49	\$238,066
2011	\$46,177,714	4.56	\$210,570
2012	\$36,701,042	4.56	\$167,357
2013	\$37,423,997	1.59	\$59,504
2014	\$38,195,964	1.56	\$59,586
2015	\$41,384,218	1.48	\$61,249
2016	\$48,020,504	5.25	\$252,108
2017	\$51,736,985	5.016	\$259,513
2018	\$52,743,829	4.959	\$261,557
2019	\$53,295,242	5.945	\$316,840
2020	\$64,178,702	5.228	\$335,526
2021	\$71,273,632	5.228	\$372,619
2022	\$83,022,564	4.487 Adopted	\$372,522
2023	\$104,135,871	5.228 Proposed	\$544,422

**THE CITY OF GRANTVILLE,
GEORGIA**

**RESOLUTION NO. 2023-20
BEFORE THE CITY COUNCIL**

WHEREAS, in order to allow time for careful planning and coordination of capital improvement projects in the City of Grantville and to prepare financially for those projects which represent major expenses for the City, it is essential for the City Council to identify the City's capital improvement needs, set priorities, and allocate financial resources for a multi-year period; and

WHEREAS, the City of Grantville lacks the financial resources to undertake all capital improvement projects it is necessary for the City Council to determine what financing options will be available, and

WHEREAS, an updated Capital Improvement Plan for calendar years 2024-2029 is attached hereto as Exhibit "A.",

NOW, THIBREFORE, BE IT RESOLVED by the City Council of the City of Grantville, Georgia, that the City of Grantville updated Capital Improvement Plan for Calendar Years 2024-2029 is hereby adopted to serve as a planning document identifying community needs for a variety of public improvements, potential financing sources and projected time frames.

IT IS SO RESOLVED THIS 28th day of August 2023, by the City Council of the City of Grantville

Richard Proctor, Mayor

ATTEST:

Roberta Higgins, City Clerk



**City of Grantville
Fiscal Years 2024 - 2029
Capital Improvement Plan
Draft Budgets**

7/10/2023

Capital Project

Hwy 29 Water Main

Description	Extending the water main 5100 LF from Loan Oak to the end point on HWY 29
Purpose	To provide water for future business and development along our planned commercial corridor
Benefits to Grantville	Creates attraction for businesses to come to Grantville and creates a loop to keep water flowing which cuts down on TTHM
Human Capital	City Engineer, CM, Mayor, City Clerk, Public Works, 3rd party contractor
Cost of Project	Current budget proposals \$800,000.00
Ongoing cost human	Public works and 3rd party for break fix and water tap
Ongoing cost budget	none
Proposal on capital funding	To be funded by SPLOST funds from Utilities
Proposal on budget funding	none required
Impact to future budget and taxes	Since the ongoing cost is minimal there is no impact to future budget. For taxes it is a positive impact as the growth of business creates new revenue for the city
Time frame for project delivery	from contract award projected is six months
Additional notes	This is a capital project and will require a bid process and subsequent selection of approved vendor.

WATER EXTENSION MAP
City of Grantville, GA



8" X 8" TAPPING SLEEVE & VALVE
CONNECTION TO EX. 8" WATER MAIN

Brasch Park Dr

280 LF 8" DIP WATER MAIN
80 LF 16" STEEL CASING
(INSTALLED BY JACK & BORE)
5 - CASING SPACERS
2 - 45 Deg. Bends (RJ)

S Highway 29

12" X 8" TEE
60 LF 12" DIP (RJ)
2 - 12" DI CAPS (RJ)
2 - 12" GATE VALVES (RJ)
1 - 8" GATE VALVE (RJ)
12" x 6" Tee
Fire Hydrant Assembly



MUSHROOM FARM SITE

Legend

Proposed WaterLines

Linetype

- 12 inch
- 8 inch
- 6 inch

WaterPoints

- Fire Hydrant
- Elbow Tee
- Valve
- Water Tee

WaterLines

- 12 inch
- 8 inch
- 6 inch
- 4 inch
- 3 inch



Capital Project

Financial Software Upgrade

Description	Upgrading all financial software to include utility billing, accounts payable, accounts receivable, and customer services.
Purpose	To provide better capabilities for the city in regards to customer service and financial tracking. To provide better services as growth of houses and businesses creates more demand.
Benefits to Grantville	Modernizes customer services to allow, signing up on line, credit card auto pay, creating on line account, works in conjunction with division of utility business accounting from General fund accounting.
Human Capital	City Clerk, City Clerk office, Billing Clerk, CM, Mayor, Accounting
Cost of Project	Current Budget Proposal \$500,000.00
Ongoing cost human	City Administration. Third Party Support.
Ongoing cost budget	Monthly licensing TBD
Proposal on capital funding	To be funded by SPLOST funds from Utilities
Proposal on budget funding	To be funded by utility revenues
Impact to future budget and taxes	Once put in place the systems would only need upgrades that will be part of the agreement with the selected vendor. Ongoing costs will be factored into the budget of the utility business.
Time frame for project delivery	From Contract Award three months.
Additional notes	This is a capital project and will require a bid process and subsequent selection of approved vendor.

Project Requirements City of Grantville

Project Financial Software

Purpose To upgrade all financial software to include Online Customer Service, Trouble ticketing, Work orders, Accounts Payable, Accounts Receivable, Utility billing

Requirements

Requirements Online Customer Service Portal

- 1 Portal must be web based SAS
- 2 Customer must be able to set up account online
- 3 System must capture: customer name, address, email, phone, SSN, DLN, DOB
system must be able to capture customer type, residential, commercial, on demand
- 4 system must identify if customer is a renter or owner
- 5 system must create username and password
- 6 system must have password change capability
- 7 system must have password retrieval and user name retrieval
- 8 system must have email and sms notification capability
- 9 system must be able to set turn on date of service
- 10 system must be able to set turn off date of service
- 11 system must allow for purchases of other services
- 12 system must interface with work order module
- 13 system must be able to take credit and debit card payment
- 14 system must be able to determine deposit amount based on provided services and credit
- 15 system must be able to take separate payment for deposit
- 16 system must be able to set up paperless billing
- 17 system must be able to set up credit card auto pay
- 18 system must be able to allow customer to close accounts
- 19 system must be able to collect forwarding address information
- 20 system must allow for change of ownership on account
- 21 system must be able to provide current billing
- 22 system must be able to display past due amounts
- 23 system must be able to retrieve past bills by month
- 24 system must be able for customer to download and or print invoices

Requirements Customer Billing System

- 1 System must be able to integrate with SENSUS customer usage data files
- 2 System must be able to produce billing statements for gas, water, sewer, electricity, garbage: integrating with rate structures that can be adjusted

- 3 system must be able to determine customer type and bill accordingly based on rules
- 4 System must be able to create paper billing and paperless billing that can be delivered via email or online
- 5 system must interface with usps mail services
- 6 system must allow for additional billing documentation
- 7 System must interface with customer database of record
- 8 system must be able to generate bill on demand by date
- 9 system must be able to bill by date on demand
- 10 system must be able to generate reports as defined and customizable
- 11 system must be able to produce reports on demand by date of data
- 12 system must have interface to define reporting customization

Requirements Customer Data Base

- 1 System must have a customer database containing pertinent customer records

Requirements Financial System Accounts Payable

Requirements Financial System Accounts Receivable

Requirements Human Resources/Payroll

Requirements Work Order system

Capital Project

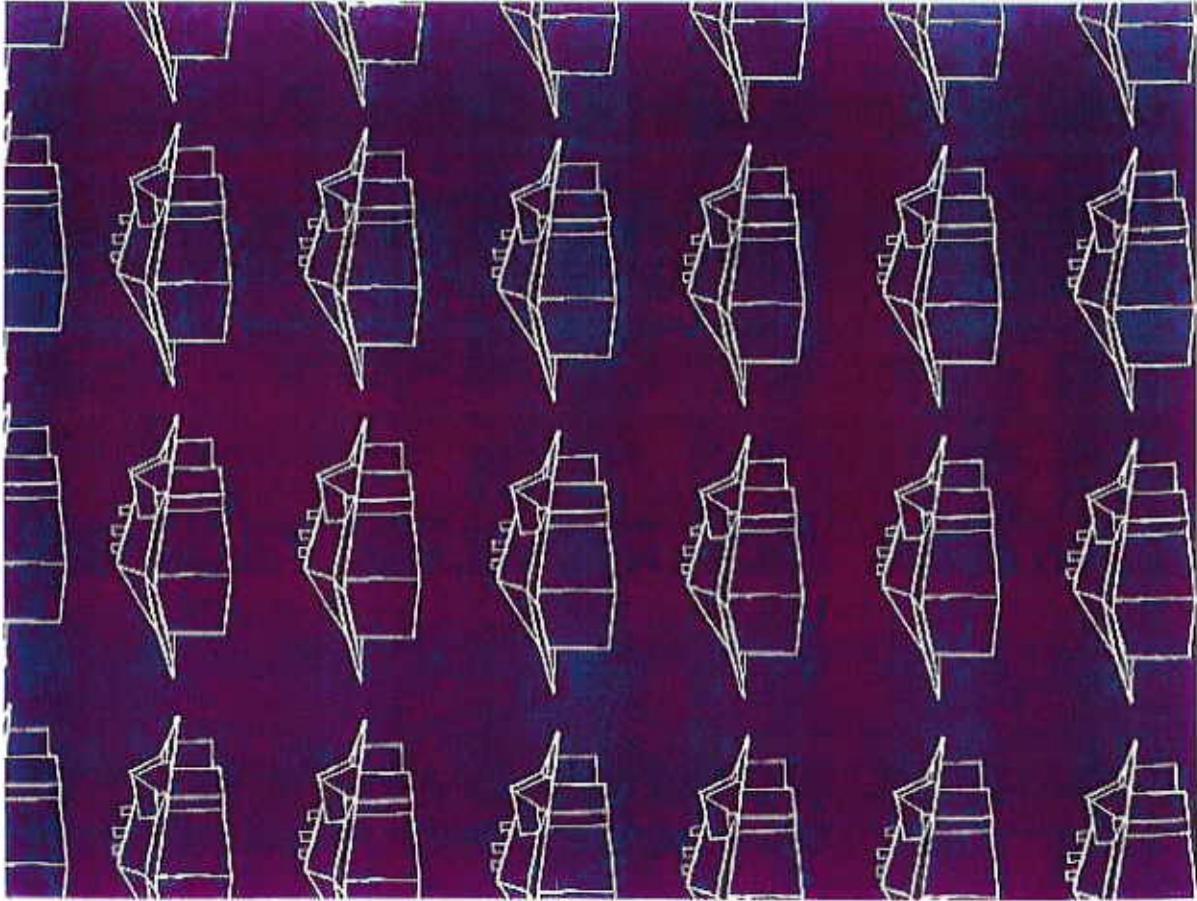
Park Equipment

Description	Providing new equipment and layout for both Post Street and Griffin Street Parks
Purpose	To modernize the City of Grantville park equipment and to create a better experience for the citizens.
Benefits to Grantville	The benefit would be modern equipment that should encourage families to use the equipment and provide a better vision of the city.
Human Capital	Parks and Recreation Supervisor, Public Works, CM, Mayor
Cost of Project	Current Budget Proposal \$150,000.00
Ongoing cost human	Parks and Recreation Supervisor, Public Works, CM, Mayor
Ongoing cost budget	Estimated \$3,000.00 per month for cleaning, cutting grass, and repair
Proposal on capital funding	To be funded by SPLOST funds from Parks and Recreation
Proposal on budget funding	To be funded by General Fund Expenditures
Impact to future budget and taxes	The impact would be just ongoing maintenance until the life of the equipment requires replacement.
Time frame for project delivery	From Contract Award six months.
Additional notes	This is a capital project and will require a bid process and subsequent selection of approved vendor.

Capital Project

Downtown Revitalization "LCI" Plan

Description	Re-development of the entire downtown to match the LCI recommendations.
Purpose	To enhance the downtown are to add to the renaissance of the city.
Benefits to Grantville	As the city is re-grown, the downtown street scape will reflect a charm and appeal to those that utilize the downtown.
Human Capital	Public Works, City Clerk, CM, Mayor, third parties.
Cost of Project	Current Budget Proposal, total cost \$965,000.00, to be broken out over six years.
Ongoing cost human	Public Works, City Clerk, CM, Mayor, third parties.
Ongoing cost budget	Estimated \$5,000.00 per month for cleaning, cutting grass, and repair
Proposal on capital funding	To be funded by SPLOST funds from Streets, Bridges and Sidewalks.
Proposal on budget funding	To be funded by General Fund Expenditures
Impact to future budget and taxes	The impact would be just ongoing maintenance.
Time frame for project delivery	From Contract Award six years.
Additional notes	This is a capital project and will require a bid process and subsequent selection of approved vendor.

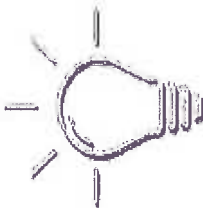


4

VISION + RECOMMENDATIONS

VISION

Vision + Recommendations



Re-imagine Grantville is a vision to create a re-energized and prospering Downtown; a well-connected community with mixed modes of transportation and an established sense of place for residents, business owners, and visitors alike.

HOW IS THIS VISION ACHIEVED?

Vision + Recommendations

REVITALIZE DOWNTOWN



- Attract a diverse user group: Appeal to business owners, residents, and visitors. Promote a mix of uses and user groups
- Encourage new incremental residential development in Downtown: New housing could include lofts, townhomes, duplexes, and small-house typologies
- Promote the development of new commercial uses in existing Downtown buildings: Uses will include retail, restaurants, shopping, markets, community services
- Improve walkability and pedestrian safety: Provide ADA compliant sidewalks and street crossings throughout Downtown and other areas within the City. Improve sidewalks connections to Downtown
- Improve the character of Downtown streetscapes: Create an identity for Downtown through signage, lighting, outdoor dining, landscaping, furniture, storefronts, etc.
- Create additional open space: Explore opportunities to activate Colley St Park as a "town green" or community gathering space to create a destination and event space in Downtown



IMPROVE MOBILITY



- Make a walkable community: Create a continuous sidewalk network between key points in the City, civic and cultural destinations, neighborhoods and Downtown
- Improve safety and accessibility: Add pedestrian crosswalks and ADA compliance along key corridors, including improving the ability for pedestrians to cross the railroad in Downtown
- Promote bicycles as a form of mobility: Add bike lanes and/or multi-use trails in key locations.
- Improve vehicular safety: Develop streetscape standards, realign troublesome intersections with sight line issues or awkward geometry, and rebuild the vehicular railroad crossing in Downtown so to solve truck accessibility problems
- Consider additional parking opportunities (focused around Downtown) such as shared parking lots, on-street parking, or flexible event parking areas
- Improve access to transit including Xpress commuter bus, Coweta County Dial A Ride, ride share services, etc.



HOW IS THIS VISION ACHIEVED?

EMBRACE HISTORIC IDENTITY



- Build upon and be mindful of the historical significance and character of Downtown
- Preserve historic blocks Downtown
- Promote adaptive re-use of buildings and historic preservation



ESTABLISH ANCHORS




- Reuse existing historic buildings: Avoid demolition of historic buildings where feasible
- Attract "Makers and Purveyors": Establish a business climate that supports entrepreneurs, artisans, craftsmen, local artists, etc.
- Focus on "Food, Fun, and Fitness": Recruit businesses that attract a wide variety of people including various ages, ethnicities and income groups
- Create opportunities for expanded employment and consumer spending in Grantville




HOW IS THIS VISION ACHIEVED?

INCORPORATE PLACEMAKING AND ACTIVATION STRATEGIES

- 
 Create a unique and recognizable Downtown character. Celebrate and enhance history and the "main street" look and feel of Downtown
- Promote markets, food trucks, and other pop-up opportunities
- Leverage existing film production: Utilize filming as an opportunity to draw visitors and create economic development. But limit film production to ways that compliment existing and new businesses and that doesn't shut down/disrupt all of Downtown for long periods of time
- Proactively program a diversity of public events throughout the City. Events will include smaller, more frequent events as well as larger annual events



UPDATE INFRASTRUCTURE

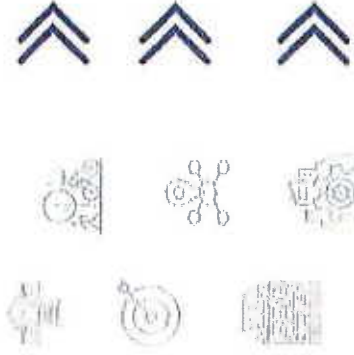
- 
 Improve and expand existing water and sewer infrastructure, in order to support future growth
- Address flooding concerns in Downtown

DOWNTOWN DESIGN RECOMMENDATIONS







The vision and goals of Reimagine Grantville were digested into physical design recommendations. The following pages highlight these design ideas and provide a look into the potential future of Grantville. In this regard, it is important to note that the concepts shown here are CONCEPTUAL IDEAS ONLY based on

input received from the public during this planning process and current market realities. They are not intended to imply actual approved development plans or commitments from existing property owners, City officials or others.

VISION + GOALS



DESIGN RECOMMENDATIONS

- 
TOWN GREEN
- 
TOWN GREEN WITH POTENTIAL FUTURE DEVELOPMENT
- 
MAIN STREET STREETScape
- 
GRIFFIN STREET STREETScape
- 
HOUSING OPPORTUNITIES
- 
MOBILITY IMPROVEMENTS

1 TOWN GREEN

A new town green at the existing Colley Street Park on Main Street would provide a central location for community events and leisure activities. This new centerpiece for Grantville has the potential to create a sense of place, draw visitors to stay, and create an overall synergy as a central gathering point.

The Market Study prepared for this report indicates that the best short-term market opportunity for commercial uses in Downtown are to re-use existing storefronts in Downtown for new shops, restaurants, etc., where applicable, rather than to develop new buildings. However, there is a short-term demand for new infill housing and live-work units in and around Downtown.

The conceptual illustrations shown here depict short-term opportunities that could precede any potential infill development. These images depict an enhanced

town green that is ideally suited for flexible Downtown special events on a variety of scales, but could still leave room for potential future infill development.



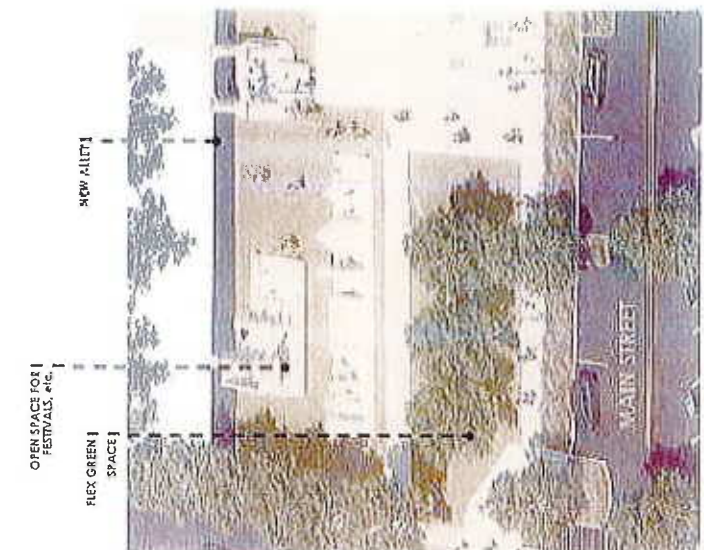
Existing Colley Street Park

Vision + Recommendations

Centered around the existing commercial building on Main Street, the town green seeks to foster community through a wide range of spaces. The Northwest corner hosts a large recreation lawn for kids festivals, sporting, and other gatherings. At the center of Main Street, a mid-block crossing provides direct access from downtown businesses to the town green. Directly adjacent to the existing commercial building is a proposed outdoor dining space with tables and cafe lights—encouraging a future restaurant. Seating nooks along Main Street provide casual small gathering

opportunities. At the center of the town green is the signature fountain plaza. Adjacent to the fountain, at the rear of the town green, arises organic mounds for children's natural play, outdoor games, or even unique seating opportunities for adults alike. At the intersection of Main Street and Grant Street and directly adjacent to the iconic passenger and freight depots, a small entry plaza hosts a "Welcome to Grantville" opportunity and a location for the beloved community Christmas tree.

Inspirations chosen by the community...

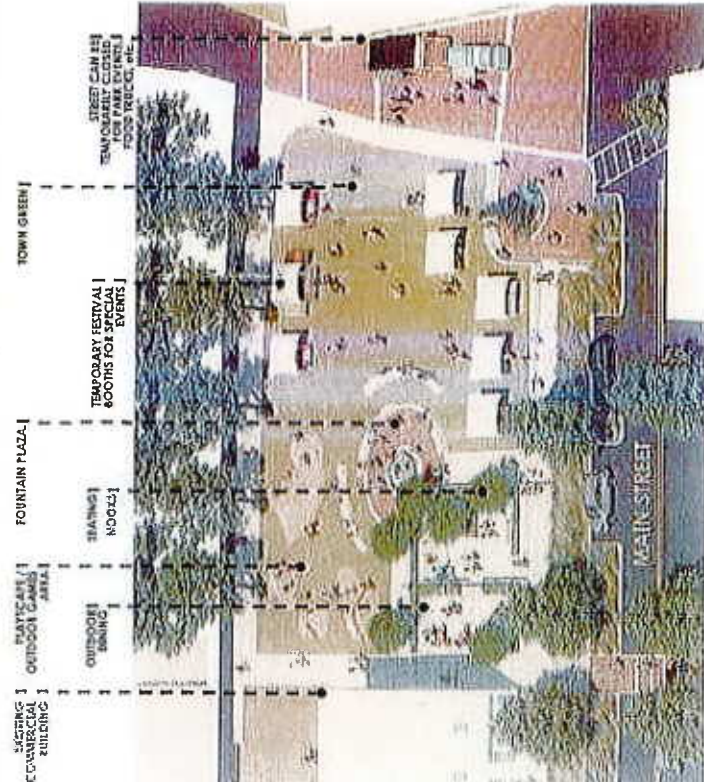


Potential Towngreen Uses for Farmers' Market/ Festival

Vision + Recommendations



KIDS FESTIVAL





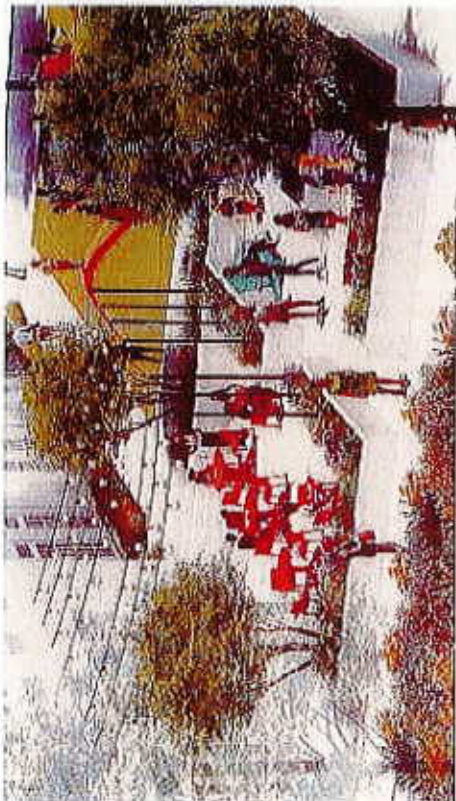
CONCERT ON THE LAWN



FOUNTAIN PLAZA



FARMERS MARKET



DINING AND SEATING NOOKS



3 MAIN STREET STREETSCAPE


Currently, Main Street has a great inventory of commercial building space but lacks a sense of place for visitors. Improving the Main Street streetscape with furniture, lighting, landscaping, signage, and other fun and creative elements can help foster a sense of place and encourage individuals to come to Downtown Grantville. Below are some recommendations on how this can be achieved.




Existing Downtown Streetscape

DOWNTOWN DESIGN RECOMMENDATIONS

 PROVIDE PEDESTRIAN STREET LIGHTING CONSISTENT WITH HISTORICAL CHARACTER

 PROVIDE STREETSCAPE FURNITURE SUCH AS BENCHES, TRASHCANS, etc.


 CONSIDER FUN OR INNOVATIVE WAYFINDING ELEMENTS

 CONSIDER ON STREET DINING OPPORTUNITIES

 PROVIDE MID-BLOCK CROSSING TO CONNECT PEDESTRIANS TO FUTURE TOWN GREEN AND SLOW DOWN VEHICULAR TRAFFIC

 PROVIDE STREET TREES, LANDSCAPE ISLANDS, AND CONSIDER INNOVATIVE WAYS TO INCLUDE MORE NATURAL ELEMENTS IN THE STREETSCAPE INCLUDING LAMP POST HANGING BASKETS AND RAISED PLANTERS

 HELP CREATE AN IDENTITY FOR MAIN STREET BY ADDING BUILDING SIGNAGE, BUILDING LIGHTING, OR OTHER PLACEMAKING ELEMENTS

 MAINTAIN ON-STREET PARKING FOR DIRECT ACCESS TO BUSINESSES

 PROVIDE SAFE, WELL-MARKED PEDESTRIAN CROSSINGS

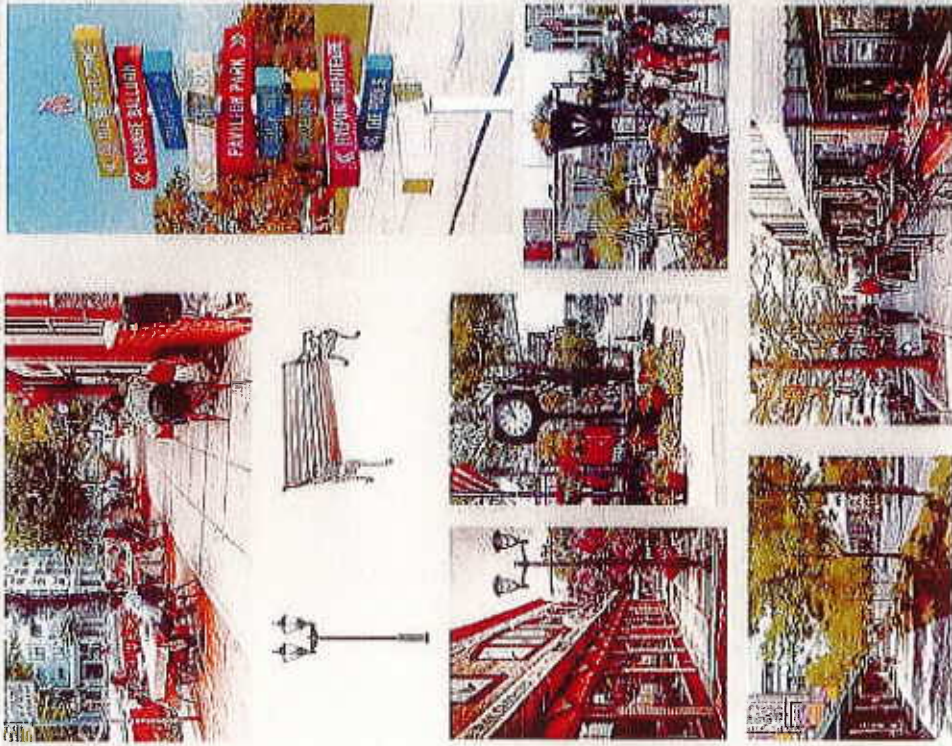
 GREEN INFRASTRUCTURE: USE LANDSCAPE ISLANDS AS BIO-RETENTION AREAS

DOWNTOWN STREETSCAPE





Character inspirations chosen by the community...



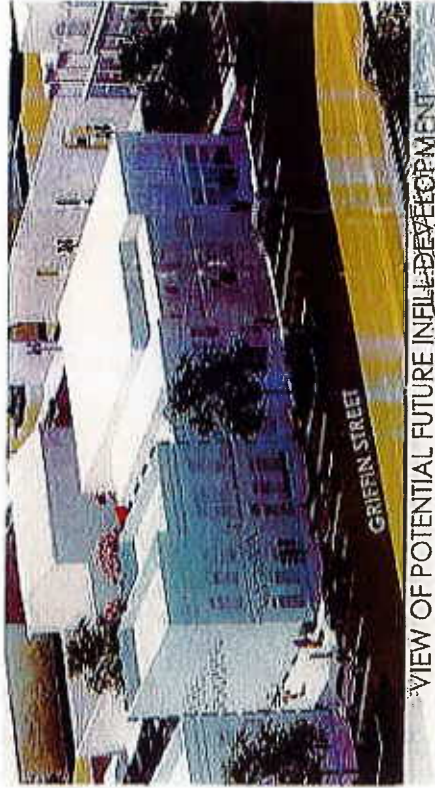
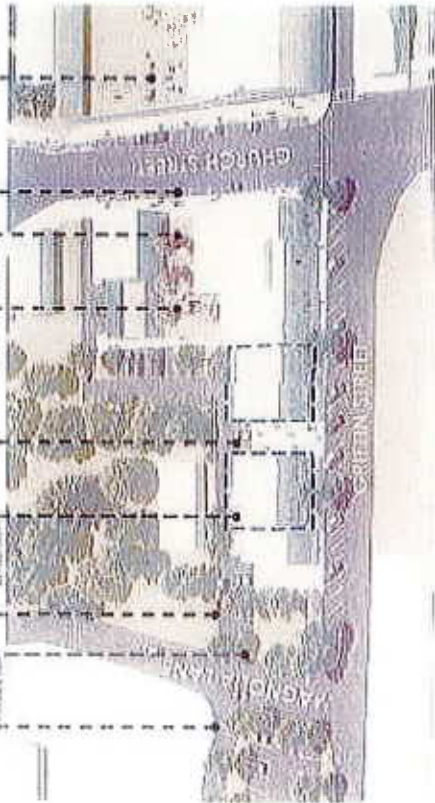
4 GRIFFIN STREET STREETSCAPE

The design recommendations for the Griffin Street streetscape are consistent with the Main Street recommendations—i.e., providing street trees and landscape islands, signage, placemaking strategies, and streetscape furniture.

There is potential for infill development along Griffin Street restoring the original development pattern in locations where previous buildings were demolished. Additional parking could be provided behind the Griffin Street buildings along a shared one-way corridor.



Inspirations...



5 HOUSING OPPORTUNITIES

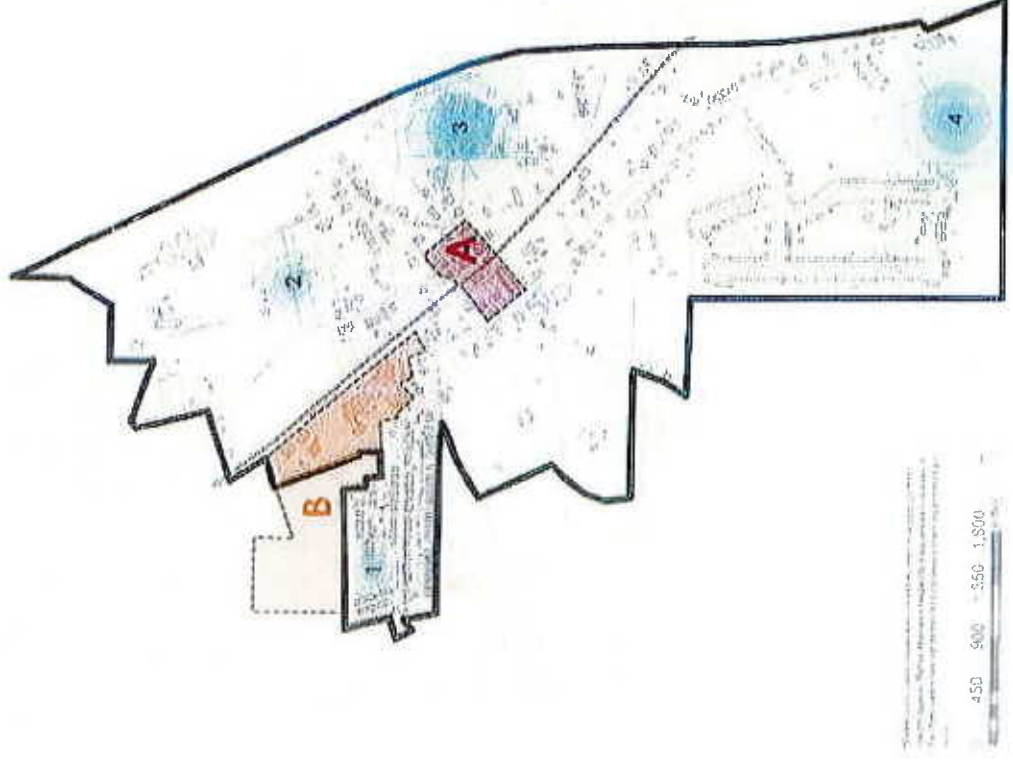
As demonstrated in the Real Estate Market Study conducted for this plan, the future demand for the development of new, ground-up commercial is extremely limited in the short and mid term. The primary focus of attracting new commercial uses should be focused on reusing and filling up existing historic buildings in the downtown core.

However, there is a demand for incremental, approximately 200 new single-family and low density attached residential development in Charlotte. Adding new housing units to the City over time will increase local spending power thus providing the ability to attract new development in retail, shops, dining and entertainment as desire strongly expressed by local residents and stakeholders.

In order to assess the opportunity for new development, the diagram on the next page outlines 4 general areas: "Opportunity Nodes", where new single-family

and/or low-density attached development could occur incrementally over time. These areas are identified based on the availability of vacant land and/or locations identified by local stakeholders. Housing density, type, and lot size would vary based on the surrounding context (see sample imagery). Overall these 4 areas could eventually yield somewhere between 75 and 120 new housing units.

In addition, two additional areas of particular focus for new development - "Redevelopment Districts" - have been identified as potential near term investment areas. These include Downtown, where new housing/development would be fairly limited, but could add a little more multiple redevelopment opportunity. The other area that could be explored (see potential scenarios on the next page) are collectively, these two focus areas would yield somewhere between 80 and 130 new housing units.





B1 MILL REDEVELOPMENT DISTRICT

The Mill Redevelopment District is centered around the historic Grantville Mill on Grady Smith Street. The original mill property has been subdivided into two parcels. Both parcels are currently owned by individuals / entities interested in potential redevelopment opportunities. This particular property has high potential with a large area of vacant land and a significant existing building inventory. Although this district could redevelop in a number of scenarios, all scenarios could be appropriate for additional housing. The following pages show some of those potential opportunities.

SCENARIO 1:

PROPOSED BY BULLOCK MANNELLY PARTNERS

Scenario 1, provided by Bullock Mannelly Partners and developed by property owners and investors, includes a commercial focused hub with event space, brewery, amphitheater, and rodeo venue. The main existing mill building would have an intended use as a brewery and/or similar "maker spaces" with smaller existing mill buildings becoming residential lofts.

POTENTIAL REDEVELOPMENT DISTRICTS

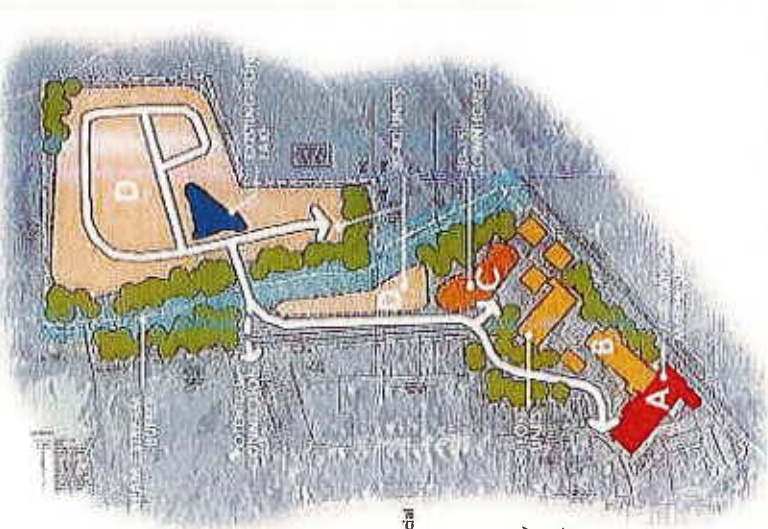
A

DOWNTOWN REDEVELOPMENT DISTRICT

Unlike many historic downtowns, Grantville Downtown zoning promotes mixed-use allowing for unique loft housing opportunities. The Downtown Plan developed through this LCI promotes additional housing opportunities through attached single-family units, live-work units, and residential lofts. Please see pages 51-65 for specifics on this redevelopment scenario.



MILL REDEVELOPMENT DISTRICT B2 SCENARIO 2:



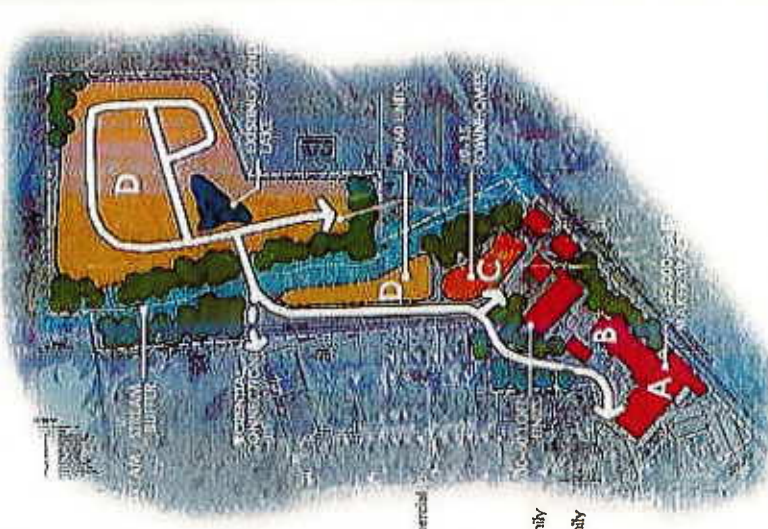
- Residential focused
- 30-40 larger-lot single-family homes
- Small areas for townhomes (10-15 units)
- Existing mill buildings converted to maker space and residential lofts

LEGEND

- Maker Space / Commercial
- Loft Housing
- Townhomes
- Large Lot Single-Family
- Small Lot Single-Family



MILL REDEVELOPMENT DISTRICT B3 SCENARIO 3:



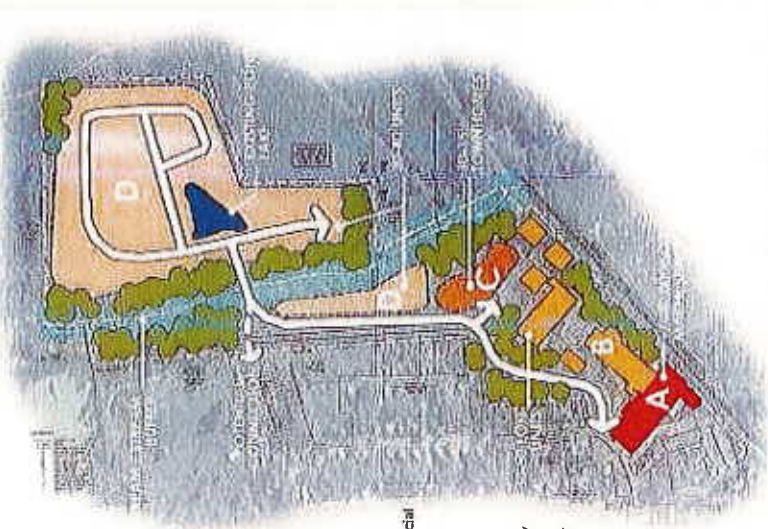
- Commercial node with supporting residential
- 50-60 small lot single-family residential lots
- 10-15 townhomes
- Existing mill buildings converted to commercial / maker space

LEGEND

- Maker Space / Commercial
- Loft Housing
- Townhomes
- Large Lot Single-Family
- Small Lot Single-Family



MILL REDEVELOPMENT DISTRICT B2 SCENARIO 2:



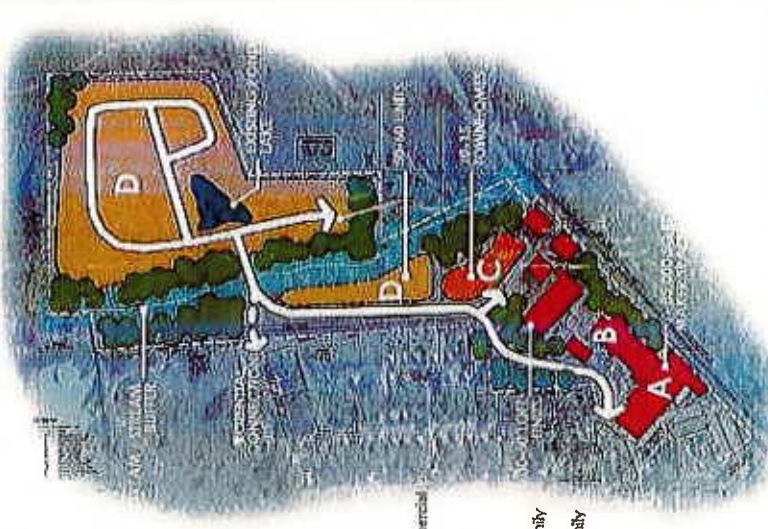
- Residential focused
- 30-40 larger-lot single-family homes
- Small areas for townhomes (10-15 units)
- Existing mill buildings converted to maker space and residential lofts

LEGEND

- Maker Space / Commercial
- Loft Housing
- Townhomes
- Large Lot Single-Family
- Small Lot Single-Family



MILL REDEVELOPMENT DISTRICT B3 SCENARIO 3:



- Commercial node with supporting residential
- 50-60 small lot single-family residential lots
- 10-15 townhomes
- Existing mill buildings converted to commercial / maker space

LEGEND

- Maker Space / Commercial
- Loft Housing
- Townhomes
- Large Lot Single-Family
- Small Lot Single-Family



MOBILITY IMPROVEMENTS

PEDESTRIAN IMPROVEMENTS

Pedestrian connectivity throughout the area is currently lacking with many sidewalks too narrow, in poor condition, or non-existent. The approach to improved pedestrian mobility is to create a multi-use trail as the spine connecting Downtown to areas of high interest. Off of this spine, neighborhood sidewalks will connect residential areas to the network of community amenities, local businesses and services, and Downtown.

Typology A: Multi-Use Trails

The multi-use trail network promotes pedestrian and bike mobility throughout the area. The trail ensures safe co-existence of slower moving pedestrian traffic with faster moving bikes, scooters, etc. The trail location prioritizes connecting community members to desired services such as the City Hall, Downtown, post office, library, and park complex. As spines running throughout the community, the multi-use trails have the potential to connect many residential neighborhoods of Grantville.



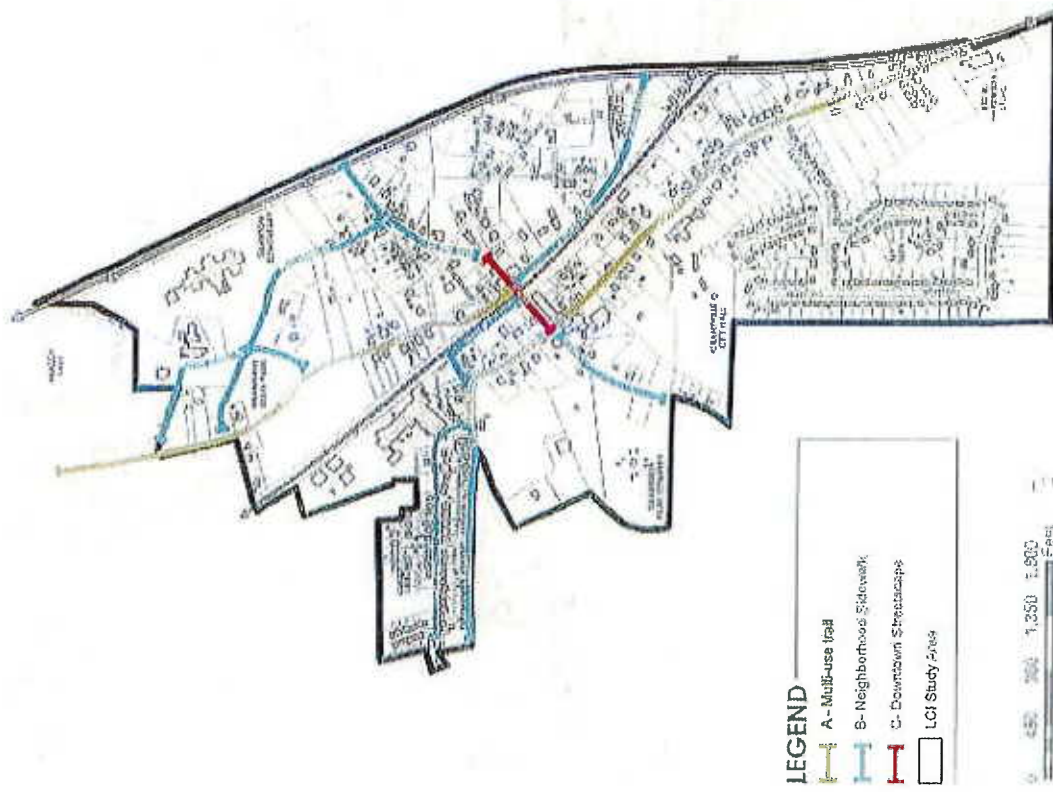
Typology B: Neighborhood Sidewalks

The neighborhood sidewalk network is designed to provide safe transition of the pedestrian traffic on intimate neighborhood-scaled streets. Neighborhood sidewalks will be adapted to existing streets and right of ways.



Typology C: Downtown Streetscape

The Downtown streetscape is shown in detail in the Downtown design recommendations. The overall goal of the Downtown streetscape is to create vibrant, safe, and interesting pedestrian experiences along Downtown businesses.



REGIONAL TRANSPORTATION

These transit options are needed to help address the needs of the Atlanta region, the ability to increase access to public transit is challenging. However, there are a few opportunities that could be explored to enhance access to existing transit systems over time.

Coweta County Transit + The Last Mile

Coweta County currently provides transit service through Dial-A-Ride, a "demand response" based system allowing next day transportation arrangements at a reasonable fare. Currently, desired commutes must originate and terminate within Coweta County. This system provides great connectivity for Coweta County residents seeking to travel to work, businesses, or activity centers within the county. However, the system currently does not facilitate larger, regional connectivity.

Coweta County is in close proximity to existing MARTA bus routes in Palmetto, GA. The closest stop to Grantville is the Main Street and Toombs Street



Dial-A-Ride Transit Bus



Xpress Connection

The closest express bus service available to Grantville is the Xpress Commuter System, connecting metro Atlanta communities to and from major employment centers in Downtown, Midtown, and Perimeter Center. The current Xpress network reaches Coweta County at the Newnan Park & Ride. With close proximity to Interstate 85, Grantville could be a potential expansion point of the Xpress system allowing residents a direct connection to major employment centers in Metro Atlanta. Although outside the LCI study area, a new park & ride could potentially sit near the intersection of HWY 29 and Interstate 85, just 1.4 miles south of the existing location.

While a tantalizing prospect for Grantville citizens (and a desire expressed frequently during the LCI planning process), it should be noted that the current population size of the City does not warrant the additional investment required in extending the line. Significant future growth and development in and around Grantville would be required.

Conversely, if a new park & ride is unable to come to fruition, the Coweta Dial-A-Ride system (currently in place) connects Grantville residents to the Newnan Park & Ride via a 15-20 minute ride. From here, residents have access to numerous employment hubs,



DOWNTOWN PARKING

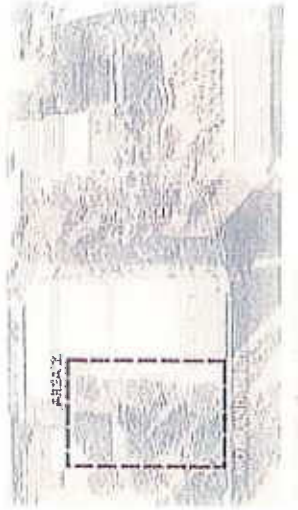
As Downtown Grantville continues to grow and add new businesses, thus bringing more visitors to Downtown, additional parking may become necessary. Although there is currently adequate on-street parking throughout Downtown, there are no public parking lots in order to accommodate future business growth. Three potential parking areas have been identified in the core of Downtown to develop new public parking lots. Collectively, these new lots could provide approximately 60-70 additional parking spaces.

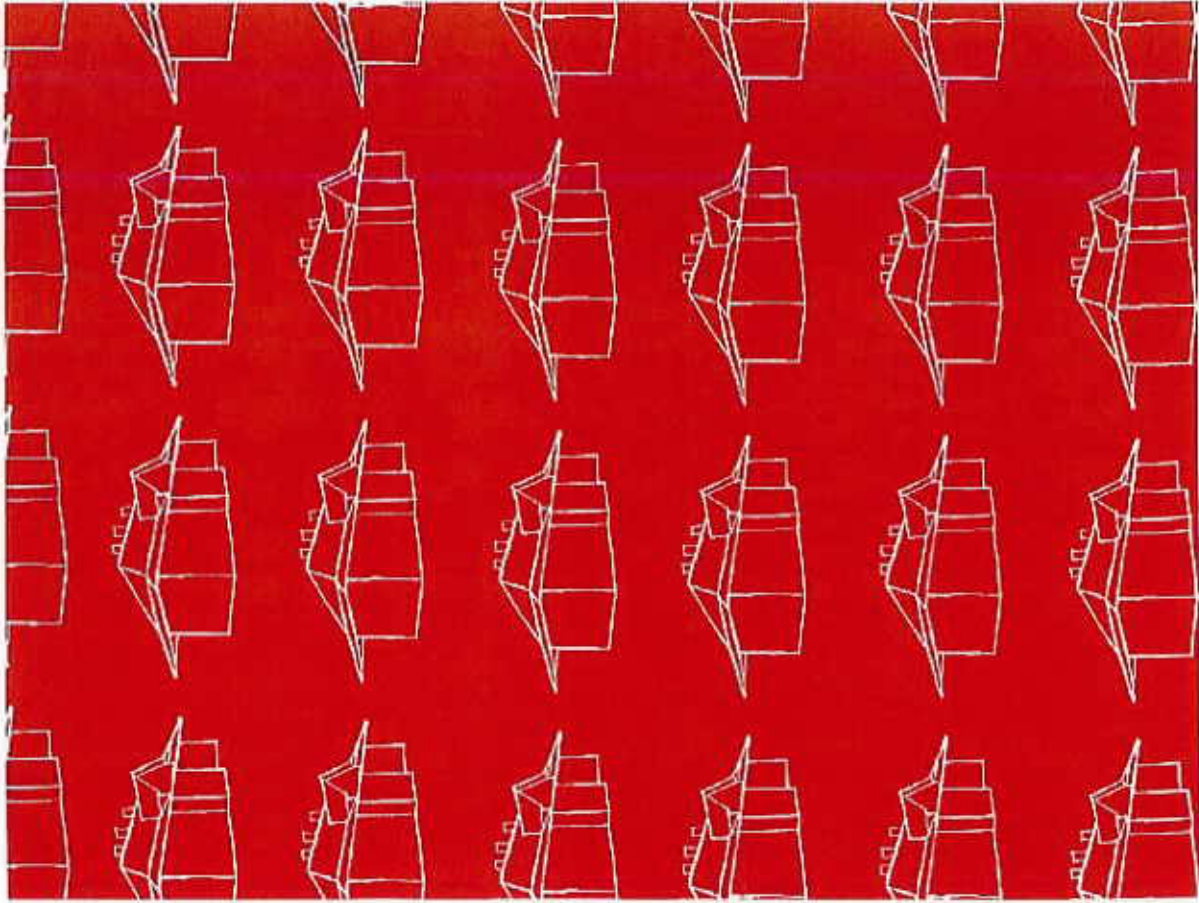
Area 1 utilizes existing City-owned vacant property at the intersection of Magnolia Lane and Griffin Street. A slight realignment of Magnolia Lane in this location would create a more efficient layout for parking, and therefore more new parking spaces. The realignment would have the added benefit of creating a 90-degree intersection thus improving both vehicular and pedestrian safety.

Areas 2 and 3 are adjacent to potential new alleys and

would require public-private partnerships with private landowner support and participation. Development of these alleys would also create an added benefit of providing off-street service for existing and new businesses along Main and Griffin Streets.

In addition to these new surface parking lots in the core of Downtown to support daily businesses, additional flex-use parking in slightly more remote locations could be utilized to support large, seasonal Downtown events. This would require partnerships and agreement with private landowners and business to allow public parking during non-business hours. Potential locations include Dollar General, Change Baptist Church, Colley Ball Fields, and the old mill complex. Collectively, these locations could provide up to 300 additional parking spaces for special events. The new sidewalk and trail projects proposed in this plan would help improve the viability of these remote lots by providing safe, walkable connections to Downtown.





5

IMPLEMENTATION

HOW DOES THIS PLAN MOVE FORWARD?

In order for the City of Grantville to bring this plan to fruition, a synergy must be created between many different actors including City officials, private sector partnerships, community members, regulators, and resources. The following section will present both short term and long term recommendations of how this plan can be achieved.

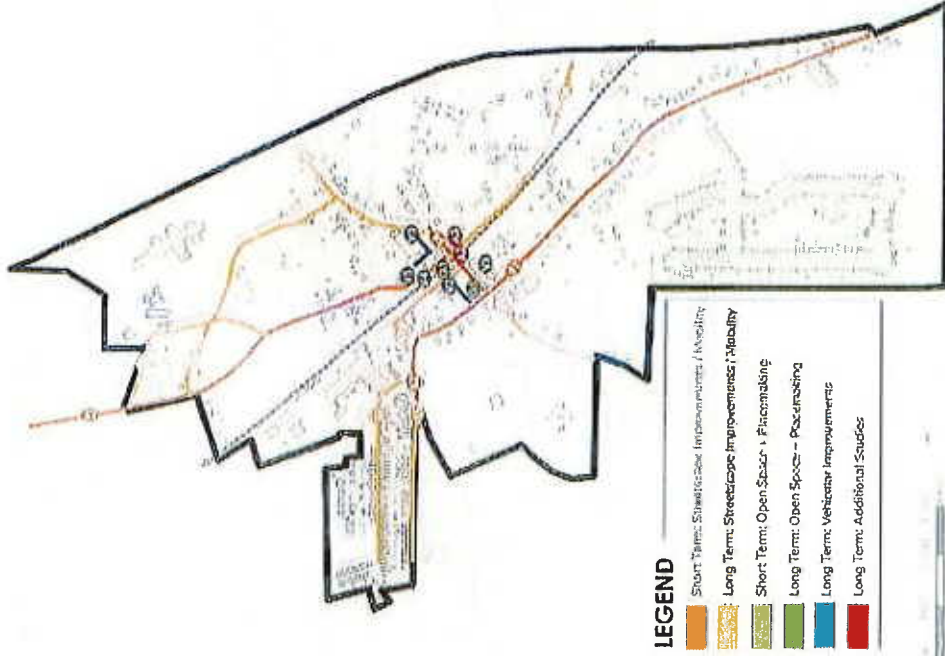
100-DAY ACTION PLAN

The City of Grantville can get a jump start on implementation of this LCI plan by taking a few immediate, cost effective steps in the first 100 days. A tailored approach beginning with primarily administrative actions, can help achieve early momentum with minimal labor hours and capital.

- Designate an LCI champion who speaks the languages of all parties that have a role in getting new private development and new public improvement projects to happen. This could be an existing staff position, a consultant or a new hire.
- Convene a third-party panel to help make impartial recommendations for organizational strategies. This group could help broker agreements between various parties (elected officials, City staff, developers and property owners, and members of the general public) regarding development-related projects.
- Seek early wins in placemaking and fostering development that creates positive momentum. Encourage interim uses for vacant but still structurally viable buildings, such as art exhibit spaces, "maker spaces," and event venues.
- Research, target and agree on potential early phase implementation grants (including LCI funding) so that when funding windows open up, the City is fully prepared to apply and has property designated necessary matching funds, if needed.



PROJECTS MAP



5-YEAR ACTION PLAN

- In the near-term, focus in the LCI area should center around four targeted efforts: 1) reactivating existing retail space, 2) adding modest residential inventory, 3) activating - through placemaking, 4) connecting neighborhoods through new sidewalks.
- Grantville has the opportunity to capitalize on the high cost of housing around Metro Atlanta. By delivering for-sale and for-rent homes at lower price points, the Study Area can induce a higher demand than it might otherwise attract.
- Small-lot single-family homes and bungalow courts are examples of "gentle density" in residential development, which is suited to a more compact Downtown environment, and can offer an

- attractive alternative to typical subdivision developments elsewhere in the county.
- Ensuring a more favorable regulatory environment regarding equitable land use and zoning regulations and transparent expedient permitting will facilitate opportunities for growth in different types of real estate inventory that may not have realized before.
- Increasing the retail spending captured from Grantville residents through improved signage and placemaking can begin to fill vacancies in existing buildings. Experience-based or "lifestyle" retail and restaurants can distinguish the LCI from other

- Improving the Downtown streetscape to encourage businesses and patrons to frequent the area. Use placemaking strategies such as programming and the freight depot renovation to encourage visitors to the City of Grantville.
- Create a multi-use trail network through the City of Grantville allowing community residents mixed-mobility opportunities to and from community restaurants

SHORT TERM PROJECTS

POTENTIAL IMPROVEMENTS / ABILITY	
1)	Multi-Use Trail Segment 1: Lagrange Street Coffey Street to HWY 28
2)	Multi-Use Trail Segment 2: Post Street Coffey Street to Park Drive
3)	Multi-Use Trail Segment 3: Coffin Street Magnolia Lane to Slopes Street
4)	Downtown Streetscape and Signage Improvements (Project to 2015 Vision / 15th Street to 1st)

2020 / 1F	\$374	\$664,500	\$133,380	\$630,240
12/20 / 1F	\$175	\$210,000	\$42,000	\$168,000
18/22 / 1F	1126	\$986,400	\$197,280	\$789,120
15	14,411	\$120,240	\$24,048	\$96,192

OPEN SPACE & PLACEMAKING	
1)	Freight Depot Renovation
2)	Programming, Events, and Public Art in Town Green Active Atlanta
3)	City tour and Social Exploration analysis
4)	Aspirational Gridway Analysis
5)	Access to the Community Center

15	\$154,000	\$390,000	\$77,000	\$313,000
Total	\$46,000	N/A	16.5	\$46,000
15	\$200,000	\$500,000	12.5	\$300,000
15	\$154,000	N/A	16.5	\$154,000
15	\$49,000	16.5	16.5	\$49,000

Note: Project costs and descriptions are conceptual only and subject to further study and available funding. Not all projects listed will be eligible for LCI implementation grants.

10-YEAR ACTION PLAN

In the longer term, to allow the Study Area to develop to its fullest potential, Grantsville may need to address various infrastructure and connectivity issues.

- The wastewater capacity limits the achievable density of development in a given community. Many residences in and around the LCI Area are reportedly still using septic tank services, which allow for less development density than a municipal sewer system.
- The most recent Comprehensive Plan identified issues with runoff erosion around the LCI Area. Such runoff issues will affect the viability of commercial businesses and residents.
- Parking for retail spaces may be a longer-term concern. Assuming Grantsville is successfully

reactivating the currently vacant inventory

- Downtown, the limited number of existing parking spaces may be stretched, especially during events that bring more traffic. Additional on-street parking combined with sidewalks on peripheral streets will likely be necessary.
- Any development incentives for new residential and retail spaces created over the next decade should align with the larger strategic vision.

LONG TERM PROJECTS

Project Number	Project Name	Excavation/Deconstruction
STREET AND SIDEWALK IMPROVEMENTS INITIATIVE		
P1	Area A Neighborhood Sidewalks North of Railroad (Main St, Colley St, Arnold St, Grady Smith St)	Sidewalk on one side of street (6), landscape buffer
P2	Area B Neighborhood Sidewalks South of Railroad (W Broad St, Loan Oak Rd, Pool Woods Dr, Brewin School Rd)	Sidewalk on one side of street (6), landscape buffer (3)
UTILITIES		
U1	Main Street Parking Lot	Additional parking lot for downtown use (approximately 20 spaces)
U2	Trinity Center Access Drive	New one way alley from Post Street to Grant Street allowing access to town green and potential future development
U3	Access Alley and Additional Parking Magnolia Lane to Main Street	One way alley / road behind building from Magnolia Lane to Main Street providing additional downtown parking (approximately 30 spaces)
U4	Magnolia Lane Intersection Realignment	Realign Magnolia Lane to intersect Griffin Street perpendicular (future accommodation of downtown parking)
U5	Magnolia Lane Parking Lot	Additional parking lot for downtown use (approximately 16 spaces)
OPEN SPACES AND PLAZAS		
O1	Colley Alley Park Enhancement	Completion of Town Green park design with city gateway, fountain plaza, and outdoor play area
O2	City-Wide Signage and Wayfinding	Create branding and signage for Grantsville to create a sense of place/signage installation

Implementation

Once infrastructural needs are addressed, the focus can shift to placemaking, streetscapes, and vehicular improvements.

- Colley Street Park enhancements are integral in creating a sense of place in Downtown Grantsville. This new town-green can serve a multitude of functions and foster many community gatherings.
- Vehicular improvements are necessary as the Downtown begins to flourish. New alleys, additional parking areas, and intersection improvements will be key in support new activity Downtown.
- As the Grantsville community continues to grow, connecting residents from their homes to places of business and service will be growing in priority.

Units	Cash Unit	Contribution Cash or LSI	Design Cost (20% of Const. Cash or LSI)	Total Project Cost
5,000	\$174	\$652,400	\$130,480	\$784,880
1,000	174	\$650,050	\$128,010	\$778,060
100	17.4	\$65,005	\$12,801	\$77,806
10	1.74	\$6,500.5	\$1,280.1	\$7,780.6
1	0.174	\$650.05	\$128.01	\$778.06
LEI	\$	\$	\$	\$
20 / sign	174	650,050	128,010	778,060

Note: Project costs and descriptions are conceptual only and subject to further study and available funding. Not all projects listed will be eligible for LCI implementation grants.

Capital Project

Freight Depot/ Event Center

Description	To turn the Freight Depot into a rentable event center
Purpose	To enhance the downtown and to create a center that the public can rent for events.
Benefits to Grantville	This project will create a center that adds to the vision of downtown and Grantville. It also creates a larger center that will be rented to the public and will be available for city functions.
Human Capital	Public Works, City Clerk, CM, Mayor, third parties.
Cost of Project	Current Budget Proposal, total cost \$500,000.00
Ongoing cost human	Public Works, City Clerk, CM, Mayor, third parties.
Ongoing cost budget	Estimated \$1000.00 for Telecom services, utilities, cleaning, and maintenance.
Proposal on capital funding	To be funded by USDA Grant, \$170,000.00 and SPLOST funds from building preservation
Proposal on budget funding	To be funded by General Funds, monies collected from rentals and cleaning fees.
Impact to future budget and taxes	The impact would be just ongoing maintenance.
Time frame for project delivery	From Contract Award one year.
Additional notes	This is a capital project and will require a bid process and subsequent selection of approved vendor.

Capital Project

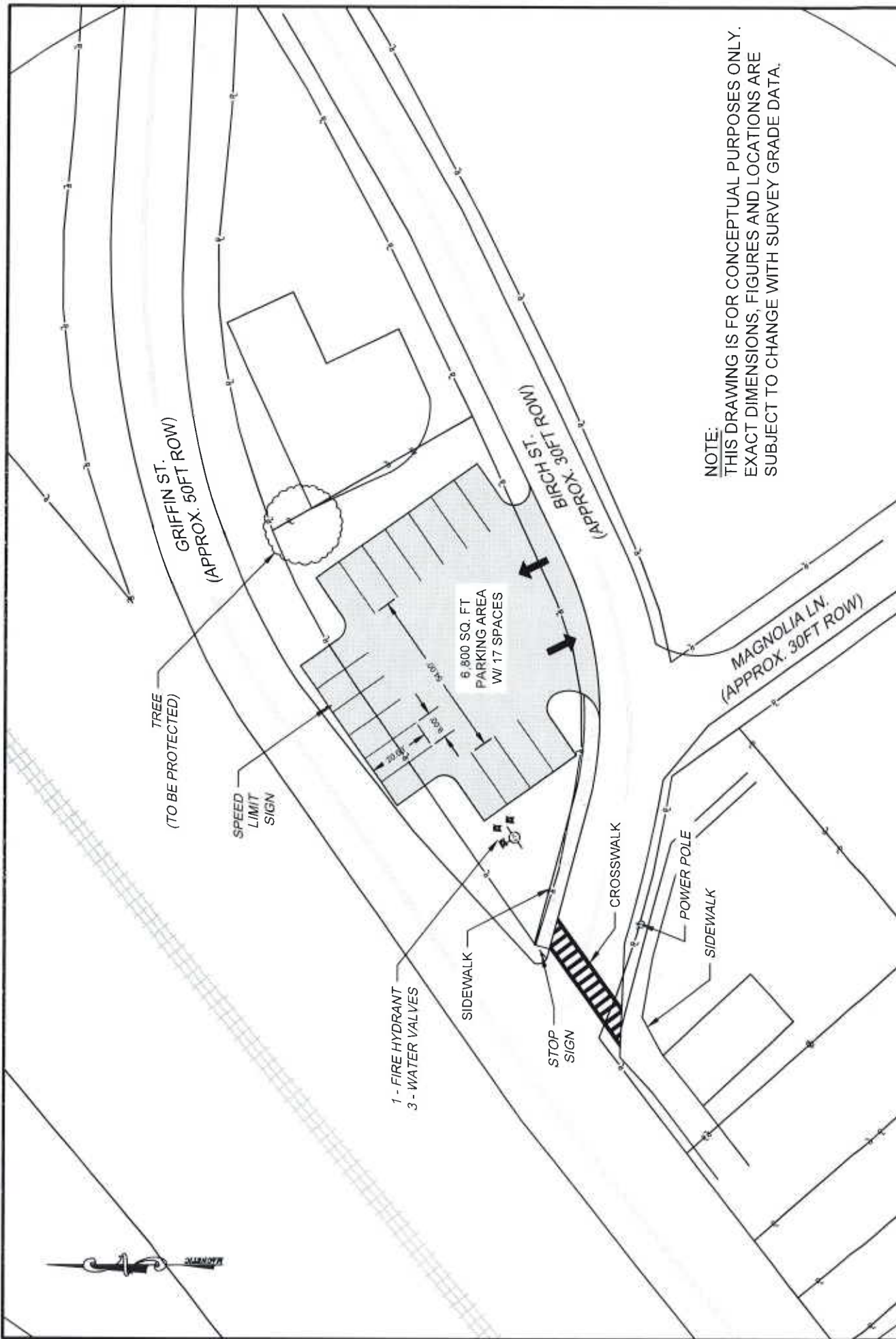
City Hall Roof

Description	Replacing the roof on city hall
Purpose	The current roof is leaking and has been deemed as needing replacing.
Benefits to Grantville	Prevents further ceiling damage to city hall
Human Capital	3rd party contractor, CM, City Clerk, Mayor
Cost of Project	Current Budget Proposal \$200,000.00
Ongoing cost human	None
Ongoing cost budget	None
Proposal on capital funding	To be funded by SPLOST Public Building Repair
Proposal on budget funding	none
Impact to future budget and taxes	none
Time frame for project delivery	From Contract Award eight weeks
Additional notes	This is a capital project and will require a bid process and subsequent selection of approved vendor.

Capital Project

City Parking Lot DDA Property

Description	To create a parking lot in downtown on city property currently owned by the DDA
Purpose	To add more parking capability and possible use as displays during downtown festivals.
Benefits to Grantville	It creates additional parking that is needed as the downtown re-populates
Human Capital	CM, Mayor, Public works, City Clerk, 3rd party
Cost of Project	Current Budget Proposal \$200,000.00
Ongoing cost human	General Maintenance Public Works
Ongoing cost budget	none
Proposal on capital funding	To be funded by SPLOST Downtown revitalization
Proposal on budget funding	General Fund
Impact to future budget and taxes	Only maintenance
Time frame for project delivery	From Contract award eight weeks
Additional notes	This is a capital project and will require a bid process and subsequent selection of approved vendor.



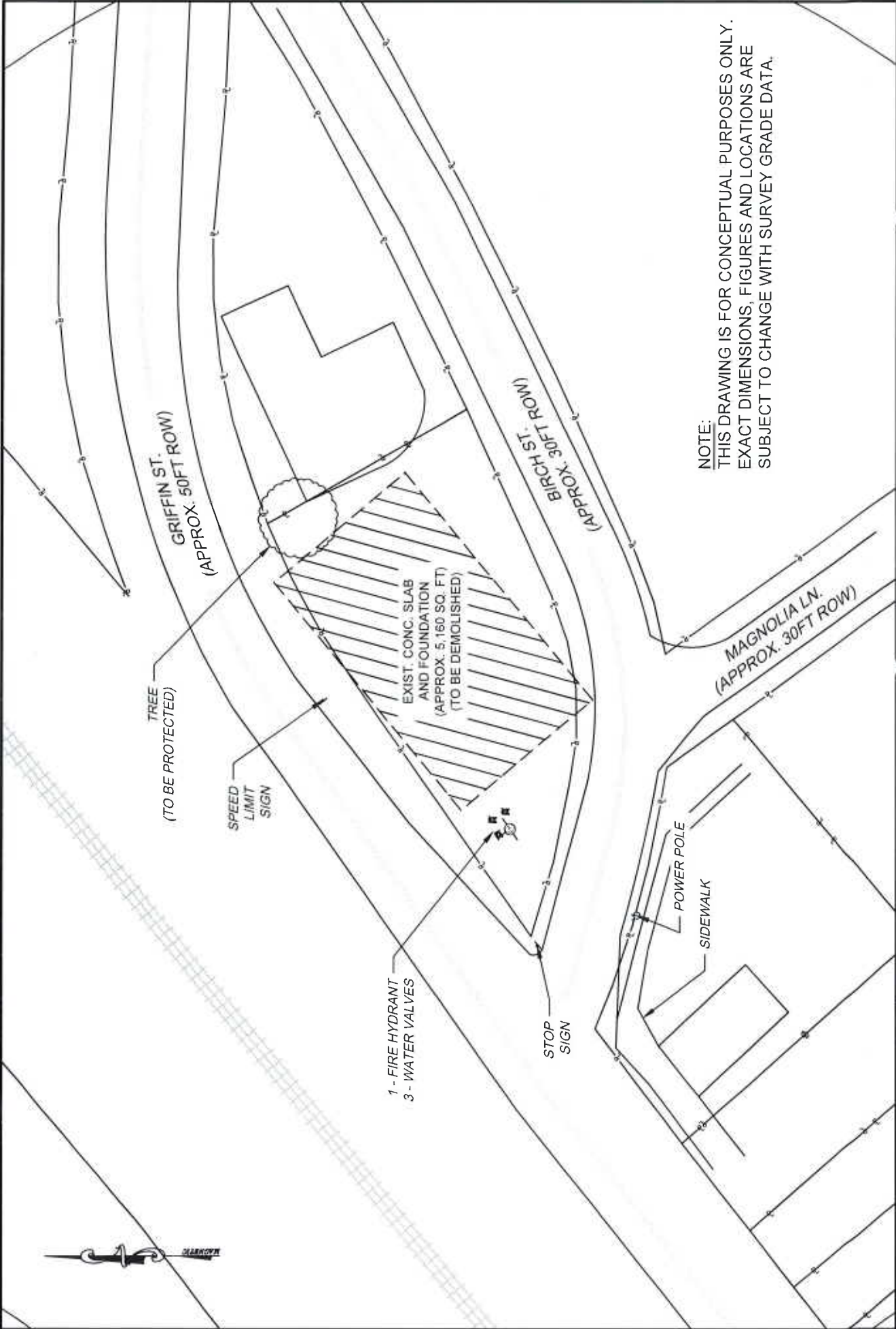
NOTE:
 THIS DRAWING IS FOR CONCEPTUAL PURPOSES ONLY.
 EXACT DIMENSIONS, FIGURES AND LOCATIONS ARE
 SUBJECT TO CHANGE WITH SURVEY GRADE DATA.

BRENNAN JONES
ENG. ASSOC., LLC
 7513 MASON FALLS DR.
 WINSTON, GEORGIA 30187
 (P)770-688-5148 (F)770-577-0300

PRELIMINARY
 GRIFFIN STREET x BIRCH STREET
 PARKING LOT
 GRANTVILLE, GEORGIA

PARKING LOT PLAN
OPTION 3





NOTE:
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**BRENNAN JONES
 ENG. ASSOC., LLC**
 7513 MASON FALLS DR.
 WINSTON, GEORGIA 30187
 (P)770-688-5148 (F)770-577-0300

PRELIMINARY
 GRIFFIN STREET x BIRCH STREET
 PARKING LOT
 GRANTVILLE, GEORGIA

DEMOLITION PLAN





Overview



Legend

- Parcels
- Roads
- Municipalities
 - CHATTAHOOCHEE HILLS
 - GRANTVILLE
 - HARALSON
 - MORELAND
 - NEWNAN
 - PALMETTO
 - SENOIA
 - SHARPSBURG
 - TURIN

Parcel ID	G06 0003 002	Owner	GRANTVILLE DOWNTOWN DEVELOPMENT	Last 2 Sales			
Class Code	Exempt		AUTHORIT	Date	Price	Reason	Qual
Taxing District	GRANTVILLE04		123 LAGRANGE ST	3/28/2013	\$14515	LM	Q
Acres	0.2		GRANTVILLE, GA 30220	9/23/1997	\$6000	FM	Q
		Physical Address	n/a				
		Assessed Value	Value \$14515				

(Note: Not to be used on legal documents)

Date created: 7/3/2023
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Developed by Schneider GEOSPATIAL

Coweta County, GA

Summary

Parcel Number G06 0003 002
 Location Address
 Legal Description LOT - GRANTVILLE
 (Note: Not to be used on legal documents)
 Class E1-Exempt
 (Note: This is for tax purposes only. Not to be used for zoning.)
 Tax District GRANTVILLE 04 (District 04)
 Millage Rate 29.121
 Acres 0.2
 Neighborhood Comm/Ind Grantville (G80000)
 Homestead Exemption No (50)
 Landlot/District N/A

[View Map](#)

Owner

GRANTVILLE DOWNTOWN DEVELOPMENT
 AUTHORITY
 123 LAGRANGE ST
 GRANTVILLE, GA 30220

Land

Type	Description	Calculation Method	Square Footage	Frontage	Duplt	Acres	Lots
Exempt	Comm-Grantville-Downtown	Front Feet	8,555	145	59	0.2	1

Sales

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason	Grantor	Grantee
3/28/2013	3987 638		\$14,515	QUALIFIED VACANT	REDWINE INC	GRANTVILLE DOWNTOWN DEVELOPME
9/23/1997	11681 81		\$6,000	QUALIFIED IMPROVED		REDWINE INC
11/28/1995	980 2 25		\$5,000	QUALIFIED IMPROVED		OTT JAMES PATT
12/31/1983	03600135		\$5,500	UNKNOWN STATUS		THOMAS JOHN & SHAW M

Valuation

	2023	2022	2021	2020	2019	2018
Previous Value	\$14,515	\$14,515	\$14,515	\$14,515	\$14,515	\$14,515
Land Value	\$14,515	\$14,515	\$14,515	\$14,515	\$14,515	\$14,515
+ Improvement Value	\$0	\$0	\$0	\$0	\$0	\$0
+ Accessory Value	\$0	\$0	\$0	\$0	\$0	\$0
= Current Value	\$14,515	\$14,515	\$14,515	\$14,515	\$14,515	\$14,515

No data available for the following modules: Rural Land, Conservation Use Rural Land, Residential Improvement Information, Commercial Improvement Information, Mobile Homes, Accessory Information, Prebill Mobile Homes, Permits, Assessment Notices 2018, Assessment Notices 2019, Assessment Notices, Septic Drawings, Photos, Sketches.



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 Last Data Upload: 7/3/2023, 12:24:21 AM

Capital Project

City Hall Sewer Line

Description	Project to replace and repair the city hall sewer line
Purpose	To make sure that city hall has a functioning sewer system
Benefits to Grantville	City Hall must have functional toilets, senior center, employees, etc.
Human Capital	CM, City Clerk, Mayor, Public Works, 3rd party.
Cost of Project	Current Budget Proposal \$50,000.00
Ongoing cost human	None
Ongoing cost budget	None
Proposal on capital funding	To be funded by SPLOST Public buildings repairs
Proposal on budget funding	none
Impact to future budget and taxes	none
Time frame for project delivery	From contract award one month
Additional notes	Contract will be awarded with preferred vendor

Capital Project

Church Street/Main Street Drainage

Description	Upgrade and repair the drainage system on Church and Main Street
Purpose	To insure that drainage properly flows in the downtown area to prevent flooding
Benefits to Grantville	removes the possibility of flooding in this area which could cause road closure etc.
Human Capital	CM, City Clerk, City Engineer, Mayor, Public works, 3rd party
Cost of Project	Current Budget Proposal \$350,000.00
Ongoing cost human	none
Ongoing cost budget	none
Proposal on capital funding	To be funded by SPLOST funds from Streets, Bridges and Sidewalks.
Proposal on budget funding	none
Impact to future budget and taxes	none
Time frame for project delivery	From contract award one month
Additional notes	This is a capital project and will require a bid process and subsequent selection of approved vendor.

Capital Project

Lagrange Street Drainage

Description	Upgrade and repair the drainage system on Lagrange street
Purpose	To insure that drainage properly flows in the downtown area to prevent flooding removes the possibility of flooding in this area which could cause road closure etc.
Benefits to Grantville	
Human Capital	CM, City Clerk, City Engineer, Mayor, Public works, 3rd party
Cost of Project	Current Budget Proposal \$100,000.00
Ongoing cost human	none
Ongoing cost budget	none
Proposal on capital funding	To be funded by SPLOST funds from Streets, Bridges and Sidewalks.
Proposal on budget funding	none
Impact to future budget and taxes	none
Time frame for project delivery	From contract award one month
Additional notes	This is a capital project and will require a bid process and subsequent selection of approved vendor.

Capital Project

Utility Tree Trimming

Description	Periodic Tree trimming to remove limbs from nearby power lines and facilities
Purpose	To help prevent power outages from resultant tree issues
Benefits to Grantville	Minimizes power outages to customers of Grantville Utilities
Human Capital	CM, Mayor, City Clerk, Public Works, 3rd party
Cost of Project	Current Budget Proposal \$100,000.00
Ongoing cost human	none
Ongoing cost budget	none
Proposal on capital funding	To be funded by SPLOST funds from Streets, Bridges and Sidewalks.
Proposal on budget funding	none
Impact to future budget and taxes	none
Time frame for project delivery	To begin as determined by need
Additional notes	Contract is single source, Lagrange Power.

Capital Project

Police City Cameras

Description	To deploy a new camera system through Grantville
Purpose	To add to the safety and security of the city
Benefits to Grantville	Cameras can be extremely valuable in crime solving and prevention
Human Capital	GPD, CM, City Clerk, Mayor, 3rd party vendor
Cost of Project	Current Budget Proposal \$100,000.00
Ongoing cost human	GPD and telecom expense
Ongoing cost budget	Monthly cost \$1500.00 per month for software and telecom services
Proposal on capital funding	To be funded by SPLOST Public Safety Equipment
Proposal on budget funding	To be funded by General Fund expenditures
Impact to future budget and taxes	none
Time frame for project delivery	From contract award three months
Additional notes	Contract will be awarded with preferred vendor

Option 1 – Fixed Bullet Style Camera



Cameras – Verkada – CB52-E	\$33,000.00
5 Year Verkada License	\$21,000.00
Cradlepoints	\$13,000.00
Enclosure Boxes (NEMA)	\$4,000.00
Items to build out boxes	\$5,000.00
<u>Up Front Cost to Start Program (Self Install)</u>	\$76,000.00

Recurring Cost

Annual Cell Plan	\$15,000.00
Every 3 years – CradlePoint License	\$4,000.00
Every 5 years – Verkada License	\$21,000.00



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Bullet Series



CB52-E
5MP Zoom

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CB62-E
4K | Zoom



CB52-TE
5MP Telephoto Zoom

Compare



CB62-TE
4K | Telephoto Zoom



Select and compare up to three models below.



CB62-E
Bullet Series



CB62-TE
Bullet Series

Select from Above

Type	Indoor/Outdoor	Indoor/Outdoor
Sensor Resolution	4K	4K
Lens Type	Zoom	Telephoto Zoom



Onboard Retention	30 - 90 Days of Standard Retention	30 - 90 Days of Standard Retention
Onboard Storage	512GB - 2TB	512GB - 2TB
Rating	IK10 & IP67	IK10 & IP67
Audio	-	-
IR Range	30m / 98ft	50m / 164ft
Field of View (after LDC*)	43° - 107° (41° - 106°) Horizontal 24° - 62° (24° - 62°) Vertical 49° - 126° (48° - 119°) Diagonal Learn more	17° - 42° (17° - 41°) Horizontal 9° - 23° (9° - 23°) Vertical 19° - 48° (19° - 46°) Diagonal Learn more

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* Lens Distortion Correction (LDC) crops the sensor field of view to deliver a rectified, undistorted output

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All Cameras Include

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5MP | Zoom



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4K | Zoom

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CB52-TE

5MP | Telephoto Zoom



CB62-TE

4K | Telephoto Zoom

Compare

Select and compare up to three models below



CB52-TE

Bullet Series



CB52-E

Bullet Series

Select from Above

Type	Indoor/Outdoor	Indoor/Outdoor
Sensor Resolution	5MP	5MP
Lens Type	Telephoto Zoom	Zoom



Onboard Retention	30 - 365 Days of Standard Retention	30 - 365 Days of Standard Retention
Onboard Storage	256GB - 2TB	256GB - 2TB
Rating	IK10 & IP67	IK10 & IP67
Audio		
IR Range	50m / 164ft	30m / 98ft
Field of View (after LDC*)	16° - 38° (16° - 37°) Horizontal	41° - 99° (39° - 95°) Horizontal
	12° - 28° (12° - 27°) Vertical	30° - 74° (30° - 74°) Vertical
	19° - 48° (19° - 44°) Diagonal	50° - 125° (48° - 110°) Diagonal
	Learn more	Learn more

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10-Year Warranty



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THE CITY OF GRANTVILLE, GEORGIA

**RESOLUTION NO. 2023-21
BEFORE THE CITY COUNCIL**

**A RESOLUTION TO APPROVE AND ADOPT AN AGREEMENT FOR WATER
AND WASTEWATER OPERATIONS AND MAINTENANCE WITH COWETA
COUNTY WATER AND SEWERAGE AUTHORITY**

WHEREAS the City of Grantville desires to engage the services of the Coweta County Water & Sewerage Authority to provide management, operation, maintenance services, support, and emergency services, as required, for the City's water distribution system and four (4) wastewater treatment ponds/facilities.

NOW, THEREFORE BE IT RESOLVED that the Agreement between the City of Grantville and Coweta County Water & Sewerage Authority attached hereto and incorporated herein by reference is approved and adopted.

HEREBY RESOLVED in lawfully assembled open session this 28TH day of August 2023.

ATTEST:

City Clerk

Mayor

CITY OF GRANTVILLE

COUNTY OF COWETA

AGREEMENT FOR WATER AND WASTEWATER OPERATIONS
AND MAINTENANCE AGREEMENT

THIS AGREEMENT FOR WATER AND WASTEWATER OPERATIONS AND MAINTENANCE SERVICES, is made and entered into this ____ day of September, 2023, by and between the CITY OF GRANTVILLE, a municipal corporation of the State of Georgia, acting by and through its Mayor and Council, hereinafter the "City," and the COWETA COUNTY WATER AND SEWERAGE AUTHORITY, a public body, corporate and politic, acting by and through its members, hereinafter the "Authority," (collectively the "Parties") for the purpose of the Authority providing wastewater operations and maintenance services, among other things, to the City, hereinafter referred to as the "Agreement".

WITNESSETH:

WHEREAS, the City desires to engage the services of the Authority to provide oversight of operations, preventative maintenance, laboratory and facility compliance reporting, administrative support, and emergency services as required, for the City's water system and four (4) wastewater treatment facilities.

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual promises and conditions hereinafter contained, the receipt and sufficiency of which are hereby agreed to by the City and the Authority, the parties hereby agree to:

1.

This Agreement supersedes any and all other agreements, either oral or in writing, between the contracting parties with respect to its subject matter. No other agreement, statement, or promise relating to the subject matter of this agreement that is not contained herein shall be valid or binding unless in writing and signed by both parties. This Agreement is for the purpose of having the Authority provide oversight of operations, preventative maintenance, laboratory and facility compliance reporting, administrative support, and emergency services as required, for the City's water system and four (4) wastewater treatment facilities which are part of the City's sewerage system. The locations of the City's water system assets are depicted in Exhibit "A" attached hereto which is by reference incorporated herein. The locations of the four (4) wastewater treatment facilities are depicted in Exhibit "B" attached hereto which is by reference incorporated herein. To the extent that additional facilities may be added to the City's water or sewer system, oversight of operations, preventative maintenance, laboratory and facility compliance reporting, and administrative support are not covered under this Agreement.

2.

The Authority will provide to the City daily water operation services for the City's water system. These services will include: daily monitoring of water tank levels, confirming water quality and sampling protocols, performing system flushing and sample collection; weekly maintenance inspections to check on and provide general services on mechanical equipment and conduct preventative maintenance; daily

compliance reporting and monthly report filing; daily laboratory compliance sample processing to confirm proper facility operations and permit compliance; and as needed administrative support to respond to Environmental Protection Division visits and maintain permits and renewals for the City's water system.

3.

The Authority will provide to the City daily wastewater operation services for the City's four (4) wastewater treatment facilities. These services will include: daily operation by an operator to check the treatment facility, confirm treatment and sampling protocols, maintain treatment limited and proper chemical feeds; weekly maintenance inspections to check on and provide general services on mechanical equipment and conduct preventative maintenance; daily compliance reporting and monthly report filing; daily laboratory compliance sample processing to confirm proper facility operations and permit compliance; and as needed administrative support to respond to Environmental Protection Division visits and maintain permits and renewals for the City's four (4) wastewater treatment facilities.

4.

For the daily water and wastewater operation and maintenance services, the City will pay the Authority a monthly fee of NINE THOUSAND FOUR HUNDRED FIFTY AND 00/100 (\$9,450.00) DOLLARS, hereinafter referred to as the "Fee," by the fourteenth (14th) day of the month following the month in which the services were initially provided. This Fee will be reviewed by the Authority on March 1 of each year to determine whether this amount reflects actual costs to the Authority to provide the services. To the extent this amount does not reflect actual costs to the Authority or any previous increase in the Fee from the date of this Agreement, the Fee will be raised to reflect such costs. The Authority shall notify the City at least 30 days in advance of revising the Fee.

5.

The Authority is not obligated to perform any additional services outside of the water and wastewater operation and maintenance services noted in this Agreement. However, should the Authority note that any additional service or work to the City's water system and/or wastewater facilities be required beyond the water and wastewater operation services noted in paragraphs 2 and 3 above, the Authority shall notify the City in a timely fashion. Should the Authority find an issue that is a major threat to the operation of the water or sewer system, the Authority will contact the City within twenty-four (24) hours to notify the City of the threat. Should the City request the Authority to assist with this additional work, the parties agree to negotiate a separate contract for said work.

6.

Any items not specifically listed in paragraphs 2 and 3, including but not limited to: meeting attendance requested by the City or regulatory agencies; additional sampling requirements from regulatory agencies or the City; additional requirements for expansions of the City's current water and sewerage systems that increase the Authority's operational hours, site checks, or increase sample pulls and testing; additional chemicals for treatment or items outside of normal operation; large maintenance tasks outside of general preventative maintenance operations; and Lead and Copper Revised Rule

compliance are not a part of this agreement. Should the City request these services from the Authority, the Parties agree to negotiate a separate contract for said work.

7.

From time to time, the City may have emergency situations concerning the City's water or sewerage systems or may need assistance with non-emergency operational tasks and may ask the Authority to assist them in dealing with these situations or tasks. If able, the Authority will assist, and the City will pay the Authority for labor and material based on the scope of work. These costs will be over and above the monthly fee stated in paragraph 4 above.

8.

The City understands that the operation of the Authority's water and sewerage systems and other agreements the Authority has with other municipalities have priority for the Authority over the City's water and sewerage systems. Because of this, the City understands that there may be times when the Authority cannot assist the City in emergency situations.

9.

The City agrees to indemnify and hold the Authority harmless, to the extent allowed by law, against all claims, suits, demands, losses, damages, costs or expenses arising out of or in any way relating to the Authority's performance or omission to perform hereunder.

10.

The City recognizes that the Authority is an independent contractor and has no responsibility to regulatory agencies with any authority over the City with regard to the City's water or sewer system. The City shall be solely and exclusively responsible for any and all requirements, rules or restrictions of the regulatory agencies, including but not limited to any reporting requirements, citations, fines or communications with, by or through said regulatory agencies.

11.

This Agreement shall continue to be in effect for a period of three (3) years from the date set out above or until either party terminates this agreement by giving no less than ninety (90) days prior written notice. Notice shall be provided to the person noted below and shall be in writing by certified mail, return receipt requested, to the address noted below:

City:	City Mayor City of Grantville 123 Lagrange Street Grantville, GA 30220	Authority:	Chief Executive Officer Coweta County Water & Sewerage Authority 545 Corinth Road Newnan, GA 32063
		With a copy to:	Melissa D. Griffis, Esq.

Horne & Griffis, P.C.
32 South Court Square
Newnan, GA 30263

11.

The validity of this Agreement and any of its terms and provisions, as well as the rights and duties of the parties under this Agreement, shall be governed by the laws of the State of Georgia and the County of Coweta.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

MAYOR AND COUNCIL FOR
THE CITY OF GRANTVILLE

(SEAL)

By:

RICHARD PROCTOR, Mayor

ATTEST:

Robi Higgins, City Clerk

COWETA COUNTY WATER &
SEWERAGE AUTHORITY

(SEAL)

By:

LAURIE BARTLETT, Chairman

ATTEST:

Larry Kay, Secretary

Grantville Water Operations & Maintenance	
Task List	Total Per Month
Facility Operations	\$850.00
Lab Services	\$450.00
Maintenance Checks	\$250.00
Vehicle Use Costs	\$450.00
Consumables (Reagents etc.)	\$300.00
Admin & Reporting	\$300.00
Total Monthly Costs	\$2,600.00

Grantville Wastewater Operations & Maintenance For Treatment Facilities	
Task List	Total Per Month
Facility Operations	\$1,900.00
Lab Services	\$1,800.00
Maintenance Checks	\$1,700.00
Vehicle Use Costs	\$750.00
Chemicals & Consumables	\$300.00
Monthly Admin & Reporting	\$400.00
Total Monthly Costs	\$6,850.00

Total Monthly O&M For Both Water/Wastewater **\$9,450.00**

Capital Items to consider for water & wastewater:	
SCADA monitoring of water & wastewater assets (Tank, wastewater plants, PRV, Water Quality)	Est. \$15,900
Replace the PRV with automated PRV	Est. \$15,000
Electrical Contractor Services	Est. \$54,500
Solids Removal from LAS Pond (Solids Removal Required to Restore Pond Discharge Pump Station Operations)	Est. \$325,000 (Required to restore operations of pump station)
Add smart system auto flushers for DBP control x2 units	Est. \$58,630
Total Water & Wastewater System Capital	\$469,030

Coweta County WSA Contract Budget Numbers

CITY OF GRANTVILLE, GA AUGUST 07, 2023

Wastewater Operations & Maintenance for Treatment Facilities	Total Per Month
Task List	
Facility Operations	\$1,900.00
Lab Services	\$1,800.00
Maintenance Checks	\$1,700.00
Vehicle Use Costs	\$750.00
Chemicals & Consumables	\$300.00
Monthly Admin & Reporting	\$400.00
Total Monthly Costs	\$6,850.00

Grantville Water Operations & Maintenance	Total Per Month
Task List	
Facility Operations	\$850.00
Lab Services	\$450.00
Maintenance Checks	\$250.00
Vehicle Use Costs	\$450.00
Chemicals & Consumables	\$300.00
Monthly Admin & Reporting	\$300.00
Total Monthly Costs	\$2,600.00

Grand Total Wastewater & Water Monthly Cost **\$9,450.00**

Current & Required Expenditures	Total Per Month
Two Additional Headcount	\$10,400.00
WJB ENT	\$350.00
EMS Services	\$8,575.25
Grand Total Monthly Cost	\$19,325.25

Monthly Cost Savings **\$9,875.25**
Annual Cost Savings **\$118,503.00**

THE CITY OF GRANTVILLE, GEORGIA

RESOLUTION NO. 2023-22
BEFORE THE CITY COUNCIL

**A RESOLUTION APPROVING AND ADOPTING A
UNIFORM DEVELOPMENT REGULATIONS POLICY**

WHEREAS, the City of Grantville does not have a current policy manual regarding Uniform Development Specifications and Standards for improvement, installation, service, repair and maintenance of infrastructure or current methods utilized are outdated and do not comport with the current standards and practices.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Grantville that the Uniform Development Standards chronicled in Exhibit A attached hereto and incorporated herein as if set forth verbatim are approved and adopted for the City of Grantville.

This Resolution is passed this 28th day of August, 2023.

Richard Proctor, Mayor

ATTEST:

Roberta Higgins, City Clerk

THE CITY OF GRANTVILLE, GEORGIA

RESOLUTION NO. 2023-23
BEFORE THE CITY COUNCIL

**A RESOLUTION APPROVING AND ADOPTING AN UPDATED
SCHEDULE OF FEES FOR CITY SERVICES**

WHEREAS, the Schedule of Fees for City Services presently utilized are outdated, do not comport with the current economic realities and not reflective of the cost incurred for the services provided.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Grantville, that the Schedule of Fees for City Services listed in Exhibit A attached hereto and incorporated herein as if set forth verbatim are approved and adopted for the City of Grantville.

This Resolution is passed this 28th day of August 2023.

Richard Proctor, Mayor

ATTEST:

Roberta Higgins, City Clerk

City of Grantville
Grantville Rate/Fee Schedule
Resolution 2023-23 Exhibit A

ANIMAL CONTROL FEES

Impound Dogs	\$30 Initial pickup and impound per dog \$18 each additional day impounded
2 nd Offense	\$75 per dog
3 rd Offense	\$150 per dog

*Animals requiring vet services, owner will be responsible for all associated cost prior to release of animal.

CEMETERY FEES – ANNEX A

Fee Schedule for the Purchase of Burial Plots – Annex A Grantville Cemetery

MUST SHOW PROOF OF RESIDENCY

Grantville City Resident:	\$500 per 5' x 11'
Coweta County Resident:	\$750.00 per 5' x 11'
Outside Coweta Resident:	\$1000.00 per 5' x 11'

Plots shall be sold in increments of TWO (2) in Blocks H – R.

*Only Block G of Annex A shall be sold singularly.

Cemetery Deed Recording Fee	\$25.00
Cemetery Marker Placement Permit Fee	\$15.00

COURT FEES

Expungements (Each)	\$20.00
Certified Copies (Each)	\$3.00
Official Copies (Per page)	\$0.10
FTA Fee (Failure to Appear)	\$150.00
Contempt Charge	\$50.00
Video	\$10.00

FACILITIES RENTALS

Freight Depot (CURRENTLY CLOSED PENDING RENOVATION/REPAIRS)

Resident	\$50.00 per hour/4-hour min.	\$100 Refundable Deposit
Non-Resident	\$100.00 per hour/4-hour min.	\$100 Refundable Deposit

Clements/Malcolm Recreation Building – 329 Griffin Street

Resident	\$100.00 per day	\$100 Refundable Deposit
Non-Resident	\$200.00 per day	\$100 Refundable Deposit

Grantville Community Center – 92 Post Street

Resident	\$100.00 per day	\$100 Refundable Deposit
Non-Resident	\$200.00 per day	\$100 Refundable Deposit

Passenger Depot – W. Broad Street

Resident	\$300.00 per day	\$100 Refundable Deposit
Non-Resident	\$400.00 per day	\$100 Refundable Deposit

*A \$100.00 Non-refundable cleaning fee will be assessed on each facility rental or reservation. The deposit and cleaning fee must be PAID before the reservation date is booked.

Grantville Non-Profit (501(c)(3)) organizations who have an approved service contract with the City of Grantville will not be charged a rental fee, deposit nor cleaning fee.

Pavilions at Griffin Street and Post Street are not rented. Available first come, first serve. If outside restrooms are requested to be available for use at Griffin Street Pavilion, a \$100.00 non-refundable cleaning fee will be required to be paid in advance with reservation. The Splash Pad is not available for private rental.

OCCUPATIONAL TAXES

Occupational Tax Rates (Based on gross receipts)

Class 1	1.00%
Class 2	1.33%
Class 3	1.66%
Class 4	2.00%
Class 5	2.33%
Class 6	2.66%

*Plus \$75.00 Administrative Fee

Payment is due each year within 30 days of January 1st. If unpaid within 90 days, on April 1st, a penalty of 10% of the tax or fee due, plus interest at a rate of 1.5% per month thereafter will be assessed.

MISCELLANEOUS FEES

Credit Check Fee	\$15.00
Late Fee (added at 8:00 am the morning of the next business day after the 15 th of each month)	\$25.00
Reconnect Fee (if not paid in full on the 24 th of the month)	\$25.00
Returned Check Fee	\$30.00
Re-Read Fee	\$25.00
Garbage Pickup (billing on utility bill)	\$14.18
Extra Garbage Can (per month)	\$9.73
Special Event Permit Fee	\$25.00
Parade/Assembly Permit Fee	\$25.00
Sign Permit	\$25.00
Copies (per page)	\$0.10
Fax (per page)	\$1.00
Copies of Meeting Recordings (per disk)	\$2.00
Notary (per page notarized)	\$2.00
Open Records Request	Associated Costs
Motorized Cart Permit	\$25.00
Retail Beer and Wine License Fee	\$250.00 each
Retail Package: Liquor License Fee	\$5000.00
Beer and Wine Consumption on Premises	\$525.00
Distilled Spirits (liquor) Consumption on Premises	\$2000.00
Certificate of Appropriateness Application (Historical Preservation Commission)	\$20.00

UTILITY DEPOSITS – based on a Transunion credit check ordered by the Clerk on the date of application for the new account. The deposit amount is credited to the account upon account set up and remains on the account until it is applied against the final bill when the account is closed.

<u>Service</u>	<u>Basic Deposit</u>	<u>Double Deposit (due to credit check)</u>
Electric	\$100.00	\$200.00
Water	\$50.00	\$100.00
Gas	\$100.00	\$200.00

Utility deposits are \$250.00 or \$500.00 for all services; some locations are not serviced by all utilities. The above utility deposits are based on services that Grantville provides.

UTILITY TAP AND CUT-IN FEES

Residential

Gas Tap	
Without road or other bore	\$500.00 (plus cost of trenching)
With road bore	\$620.00 (plus cost of trenching)
Water Tap (fee update effective 9/28/2020)	
Water Tap (up to 1 inch)	\$2500.00
Water Tap (up to 1 inch) w/ road bore	\$2500.00 (plus cost of bore)
Sewer Tap (up to 6 inches)	\$3000.00
Electric Cut-in Fees	
Up to 200 AMP overhead	\$350.00
Underground	\$2000.00 down payment; plus final bill at cost

Commercial

Commercial all other taps and cut ins listed will be made at cost; labor and materials, plus 10%.

YARD LIGHT: NEW INSTALL will be AT COST TO INSTALL, then \$12.50 per month.

City of Grantville
Alcoholic Beverage License
Instructions/Checklist

RECEIVED
8/7/2023
RA

RA 1. Application 8/7 \$ 100⁰⁰ Fee

RA 2. Notarized Affidavit and Criminal History Investigation Form: 8/7/23

Applicants cannot have been convicted of, nor entered a pleas of nolo contendere to, any felony or misdemeanor relating to the sale or use of alcoholic beverages, gambling, narcotics, or sexually based offense within five years or twice within ten years prior to the date of this application: Applicants must read and understand the City of Grantville Ordinances regarding the rules and regulations of the sale of alcoholic beverages.

RA 3. On Premise Consumption Only - Is your business a : (check one)
 restaurant hotel private club Bed and Breakfast

4. License Fee - must be paid within 15 days prior to the issuance of the license (refundable if unable to secure State of GA license) See rates in application.

5. Provide a Copy of State License - to the City Clerk within 90 days of receiving City License. The phone number to obtain a State License is (404) 417-4490.

City of Grantville

Alcoholic Beverage License Renewal Application

123 LaGrange Street
Grantville, Georgia 30220
(770) 583-2289
Fax (770) 583-2280

Beer	Wine	Distilled Spirits
<input type="checkbox"/> Wholesale	<input type="checkbox"/> Wholesale	<input type="checkbox"/> Wholesale
<input type="checkbox"/> Retail	<input type="checkbox"/> Retail	<input type="checkbox"/> Retail
<input checked="" type="checkbox"/> Consumption on Premise	<input checked="" type="checkbox"/> Consumption on Premise	<input checked="" type="checkbox"/> Consumption on Premise

Wholesale: malt beverages/wine \$1000

On-premise consumption: malt beverages/wine \$525 *

Retail package: malt beverages \$250

Retail package: wine \$250

Retail package: Liquor \$5,000

On Premise Consumption Dist. Spirits \$2000.00 *

Legal Name of Business: Sanguine Door Inc.

Address of Business: 13 Church St. Grantville, GA 30220

Phone Number of Business: 202-725-1257

Zoning District of Business Location: C-R

Applicant is: Sole Proprietorship Partnership Corporation

Name of Applicant Jessica Testa

Local Mailing Address 31 Green St. Apt 1

City Bellows Falls State VT Zip Code 05101

Local Phone Number (702) 449.9809

Are you a resident of the United States? Yes No

If no, are you a resident legal alien? Yes No

(For Partnerships only)

Partnership or LLP Name _____

Name of Partner/Member: _____

Title: _____

Date of Birth: _____ Percentage of Ownership: _____

Home Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____

Name of Partner/Member: _____

Title: _____

Date of Birth: _____ Percentage of Ownership: _____

Home Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____

Include additional partners/members on separate attachment

(For Corporations only)

Primary Stockholder

Name: Jessica Testa

Address: 31 Green St Apt 1 Home Phone: 702 449 9809

City: Bellows Falls State: VT Zip: 05701

Additional Stockholders

Name: _____

Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____

Name: _____

Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____

Name: _____

Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____

Include additional partners/members on separate attachment

Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby authorize GRANTVILLE POLICE DEPARTMENT to conduct an inquiry for
Agency/Company
 the purpose(s) listed below and receive any Georgia and/or national criminal history record information
 as authorized by state and federal law.

Full Name (print)	Jessica Martina Testa		
Address	31 Green St. Apt. 1 Bellows Falls, VT 05701		
Sex	Race	Date of Birth	Social Security Number
F	White	02	[REDACTED]

This authorization is valid for 180 days from date of signature.

I, _____, give consent to the above-named
 entity to perform periodic criminal history background checks for the duration of my employment.

Jessica Testa 8/3/23
 Signature Date

Attorney for Individual (Pur E and U Only) _____ Bar Number _____ Date _____

Date of Inquiry: 8/3/23 Time of Inquiry: 12:30 pm Operator's Initials: HDA

Purpose Code Used: (check all that apply)

<input checked="" type="checkbox"/>	E - Employment
<input type="checkbox"/>	J - Civilian Criminal Justice Employment (State & Ill Info Received)
<input type="checkbox"/>	M - Working with Mentally Disabled
<input type="checkbox"/>	N - Working with Elderly
<input type="checkbox"/>	P - Public Records
<input type="checkbox"/>	U - Personal Copy
<input type="checkbox"/>	W - Working with Children
<input type="checkbox"/>	Z - Sworn Criminal Justice Employment (State & Ill Info Received)

The Inquiry resulted in the following: (check all that apply)

<input checked="" type="checkbox"/>	No Criminal Record Available
<input type="checkbox"/>	Criminal Record (Attached/Released)
<input checked="" type="checkbox"/>	No NCIC/GCIC Warrant
<input type="checkbox"/>	Possible NCIC/GCIC Warrant (List Wanting Agency Below)

Wanting Agency Name: _____

Wanting Agency Telephone: _____



Heather Ollendorfer, TAC 8/3/23
 Agency Designee Signature and Title Date

VERMONT
ENHANCED DRIVER'S LICENSE

1 CLASS: D
2 LICENSE NO: 93107405 + DOB: [REDACTED] 1982
3 TESTA
4 JESSICA M
5 31 GREENST RD
6 BELLOWS FALLS, VT 05401

7 CLASS: B
8 SEX: F
9 HGT: 5'-04"
10 HAIR: GREEN
11 EYES: GRN
12 SIGNATURE: *Jessica Testa*
13 DD: 102422144283107405

14 EXP: 10/24/2022
15 ISS: 10/24/2022
16 REG: 10/15/2010



CITY OF GRANTVILLE
P O BOX 160
GRANTVILLE, GA 30220

Transaction #: 110631
Date: Aug 07, 2023
Time: 11:35 AM
Customer #: 5320
Customer Name: MISCELLANEOUS ACCOUNT

Reference Number:
Description:
Total: \$101.00
Auth: 000001

Thank you for doing business with
CITY OF GRANTVILLE



CITY OF GRANTVILLE
P O BOX 160
GRANTVILLE, GA 30220
TAX

*UTILITY BILLS ARE DUE BY THE 15TH OF THE MONTH. AFTER THE 15TH, THERE WILL BE A 25.00 LATE FEE APPLIED TO YOUR ACCOUNT.

**ALL ACCOUNTS NOT PAID IN FULL BY 5:00 P.M. ON THE 24TH DAY OF THE MONTH WILL BE ASSESSED A \$25.00 RE-CONNECTION FEE AND WILL BE SUBJECT TO DISCONNECTION.

CITY OF GRANTVILLE
APPLICATION FOR SPECIAL EVENT PERMIT
 (Please Print or Type All Information)



RECEIVED
08.01.2023

Revised April 2021

Return completed application and other required forms and information to: City of Grantville, P.O. Box 160, 123 LaGrange Street, Grantville, Georgia 30220. For assistance or information please call 770.583.2289.
REFER TO THE SPECIAL EVENTS ORDINANCE FOR SPECIFIC REGULATIONS

Name of Event: <i>Grantville Kwanzaa St. Jude Walkathon</i>		
Type and Purpose of Event (Check all that apply):		
<input type="checkbox"/> Festival	<input type="checkbox"/> Rally/Demonstration	<input checked="" type="checkbox"/> Race/Walkathon
<input type="checkbox"/> Concert/Street Dance	<input type="checkbox"/> Sale/Auction	<input type="checkbox"/> Fireworks
<input type="checkbox"/> Parade/March	<input type="checkbox"/> Sidewalk Exhibit	<input type="checkbox"/> Other (specify)
Purpose/Description of Event (attach additional sheets if needed): <i>Fundraising St. Jude Research Hospital</i>		
Name of Director/Sponsor ("Producer"): <i>Grantville Kwanzaa / Ruby Jones</i>		
Complete Address: <i>81, Charles McCumby Rd, Grantville, Ga</i> <i>329 Griffin Street</i>		
Telephone: (Work): <i>-</i>		(Home): <i>770-583-2781</i>
** Attach additional sheet(s) listing Contact information for ALL individuals and/or organizations sponsoring the event. . . include name, complete address, & phone numbers)		
Date(s) and Time(s) of Event (including time for set up prior to, and clean up following, the event) : <i>Sept 9, 2023 - Rain Date Sept 16, 2023 Time 8:00 AM</i>		
Location(s) of Event (be specific): <i>329 Griffin St Grantville, Ga 30220</i>		
Peak Crowd Estimate: <i>25 to 35</i>		

** Attach executed "Waiver and Indemnity Agreement"

** Attach Map(s) and Plans showing the following:

1. A site plan showing the layout of the event area, showing the event production area in detail, and specifying the boundaries of the overall event assembly area, including portable toilets to be provided, and show the number of such toilets at each location.
2. Any street closings requested, which streets, who will guard the closed streets, dates and times of closing.
3. Two copies of a drawing with dimensions showing the proposed location of temporary activities, traffic patterns and curb cuts and compliance with Special Events Ordinance.
4. Any temporary outdoor structures proposed to be erected, describing them in detail.
5. Any signs or banners proposed to be erected, giving details.
6. Whether a parade is planned, the time, location and anticipated number of participants. (See "Grantville Parade Ordinance")
7. Any entertainment planned, giving details as to nature, time & place of such entertainment.

8. All street vendors to be involved, giving details, including specifically contracted or regularly licensed vendors.
9. How the applicant proposes to insure the cleanup of the area, including the following information:
 - a. The applicant shall provide detailed plans regarding the following:
 - i. The number, volume and location of containers within the event assembly area for the collection and disposal of solid waste generated by the proposed outdoor festival.
 - ii. The number, volume and location of containers within the event assembly area for the separate collection, removal and recovery of recyclable materials generated by the proposed outdoor festival.
 - b. For any special event required to provide private solid waste collection, the applicant shall provide the name and contact information of the private company contracted for the collection, removal and disposal of solid waste and recyclable materials from public event area.
10. An access plan for all internal emergency services for the festival, specifying how emergency vehicles will reach and leave the site.
11. A specific plan for internal security for the festival, specifying the number of off-duty law enforcement personnel and private security guards which the applicant plans to hire, what arrangements the applicant has made for hiring them, and details of the plan for payment. The internal security plan shall specify that the number of off-duty law enforcement personnel hired by the applicant shall be the same or more than the number of private security guards hired for such purpose. At the option of the applicant the security forces under the internal security plan may be comprised entirely of off-duty law enforcement officers. This section shall not preclude the use of "t-shirt" security in the event production area in addition to personnel mandated herein. "T-shirt" security may be in addition to but may not be in lieu of the required off-duty law enforcement personnel or private security personnel. In the hiring of off-duty law enforcement personnel, the applicant shall give priority to the City of Grantville law enforcement personnel.
12. The internal security plan must show that all off-duty law enforcement personnel to be used for internal security are POST-certified and have jurisdictional authority in the festival area, and that all private security personnel contracted for by the applicant are employed by companies licensed by the State of Georgia Board of Private Detective and Security Agencies. In addition, the internal security plan must list all persons who participated in creating the internal security plan and shall certify that no current city employees participated in creating the internal security plan.
13. Utility services such as electrical power or water will be required, specifying the amount and type, and stating the applicant's proposal, if any, for obtaining such services.
14. Any electrical wiring proposed to be installed, specifying installation details.
15. Whether the applicant intends to gate the festival and charge an admission fee, specifying the amount of the fee and details as how the applicant proposes to gate the festival.
16. A certification by applicant that a notice of intent to hold a special event has been sent by registered mail or by hand delivery to the City of Grantville. A copy of this notice without the attachments shall be attached to the application. If delivered by hand, a receipt must be obtained and attached.
17. The applicant shall be provided with a copy of all ordinances deemed applicable to the conduct of an outdoor festival at the time of receipt of application.

WAIVER AND INDEMNITY AGREEMENT

In consideration of being permitted by the City of Grantville to host a Special Event or Parade (the "Event"), the undersigned hereby covenants and agrees that the City of Grantville, their officials, officers, employees, agents, members, representatives, volunteers or their respective insurers (collectively referred to hereafter as the "City of Grantville") shall not be liable for any loss, damage, injury or liability of any kind to any person or property caused by, arising from, or in any way related to, the Event, nor shall the City of Grantville be liable for any loss, damage or injury from any cause whatsoever to the property or person of the undersigned or any of its employees, agents, affiliates, representatives, invitees, licensees or other persons attending or affected in any way by the Event.

Notwithstanding anything to the contrary herein contained or irrespective of any insurance carried by the undersigned for the benefits of the above enumerated entities, the undersigned agrees to protect, indemnify, covenant not to sue and hold the City of Grantville harmless from and against any and all costs, expenses (including, without limitation, attorney's fees), damages, losses, actions, causes of actions, fees or liabilities of any nature arising out of or in any way related to the Event.

If executing this agreement on behalf of a business or organization of any kind, the undersigned affirms that he or she has the authority to sign on behalf of said business or organization and to legally bind said business or organization.

Ruby Hines
Signature

8/1/2023
Date

Ruby Hines
Print Name

Grantville Kids
Business or Organization Name

Founder Member
Title and Position with Business or Organization

Sworn to and subscribed
Before me this

August 2023
Beth Ann Cobb

Notary Public, State of Georgia
My Commission Expires:

July 7 2027

