

**CITY OF CALHOUN
REGULAR CITY COUNCIL MEETING
DEPOT COMMUNITY ROOM
109 SOUTH KING STREET
JUNE 16, 2003, 7:00 P.M.**

MINUTES

**PRESENT: James F. Palmer, Mayor
John D. Shelton, Jr., Mayor Pro Tem
Ronald H. Woods, Councilman
Ray M. Denmon, Councilman
Lorene Potts, Councilwoman**

**ALSO: William P. Bailey, City Attorney
Eddie Peterson, Director of Public Safety and Public Works
Cathy Harrison, City Administrator**

1. Mayor Palmer called the meeting to order and welcomed everyone in attendance. Councilman Denmon gave the invocation.
2. Mayor Palmer led the group in the Pledge of Allegiance to the United States Flag.
3. Minutes of the June 16, 2003 regular City Council meeting were approved as written.
4. Mayor's comments:
 - a. Mayor Palmer reminded the Council of the annual GMA Business Conference on June 21-24, 2003.
 - b. Mayor Palmer commended the city department heads for their extensive work for the 2003-2004 budget and for their conservative efforts during the past year. He also expressed appreciation for the extensive work to amend and establish new policies that will allow the city to provide services in a timely and equitable manner.
 - c. Mayor Palmer commended the City Council for their efforts to work tirelessly to adopt a conservative budget for 2003-2004 and also for their efforts in reviewing city policies and proposals for the next year.
 - d. Councilwoman Potts reviewed the zoning hearings scheduled for July 14, 2003:
 - 1) A zoning variance request by the Gordon County Board of Education for additional mobile classrooms at Ashworth Middle School, Gordon Central High School and the central office.
 - 2) A zoning variance request by Tyron Johnson for a 6-foot variance to allow construction of a garage at 310 Fain Street. The variance will allow an older oak tree with a diameter of 30 inches to be saved. This is in keeping with the historic aspects of the 99 year old home site.
 - 3) A request by Paul Lusk for rezoning from Industrial-H to R-2 of property at the corner of Edmond Street and Pine Street, the site of the old medical arts building, for apartments.
 - 4) A request by David Heramb for R-1 zoning and annexation of one and a half lots in the Spring Valley Subdivision that are currently in the county.

5. Public Hearings and Comments:

- a. Mayor Palmer opened a public hearing on the beer package license request of Sidney Collins, manager of a business at 767 Highway 53 East. He provided a police report stating the police report was clear as to considered reportable items. He also stated the business is a previously licensed operation and had met the tests of the parking and distance from churches and schools. He asked if there were any comments from the applicant or the public. There were none and the hearing was closed. Councilman Woods made a motion to approve the beer package license request of Sidney Collins, second by Councilman Denmon, with Councilman Woods, Councilman Denmon, Councilwoman Potts and Mayor Pro Tem Shelton voting affirmatively, motion carried.
- b. A public hearing was opened on the amendment to the alcohol and drug abuse ordinance. Mayor Palmer stated the primary changes were to add additional occupations for the city under the safety sensitive rule and also to allow the city police department to provide the testing for alcohol. He asked if there were any questions or comments from the public. There were none and the hearing was closed. Councilman Woods made a motion to waive the third and fourth reading and approve the amendment to the alcohol and drug abuse ordinance. The motion was seconded by Mayor Pro Tem Shelton, with Councilman Woods, Mayor Pro Tem Shelton, Councilman Denmon and Councilwoman Potts voting affirmatively, motion carried.
- c. Mayor Palmer opened a public hearing on an amendment to the personnel ordinance. He stated the primary changes in the personnel ordinance were to outline who reports to whom. Mayor Palmer asked if there were any questions or comments by the Council or public. There were none and the hearing was closed. Councilwoman Potts made a motion to waive the third and fourth reading and approve the amended personnel ordinance. The motion was seconded by Mayor Pro Tem Shelton, with Councilwoman Potts, Mayor Pro Tem Shelton, Councilman Woods and Councilman Denmon voting affirmatively, motion carried.

6. Old business:

- a. Mayor Palmer stated it would be necessary to adopt a resolution regarding adoption of the city's 2003-2004 operating budget, capital expense budget and capital budget plan, as well as the associated financial and investment policies for the budget. Harrison stated the proposed budget had been amended since the last public hearing, due to the fact that the long-term bonds to finance the spring will not be closed until July. Therefore, the permanent loan payoff of the temporary loan must flow through the next year's budget and would increase the budget by over \$4 million. She also stated the water and sewer director had forwarded several items that have been ordered for his department but will not be received until the following year. Since the budget is on a cash basis, these would need to be rolled over to the next budget year. She stated the overall total for the budget is \$90,666,498.00. Mayor Palmer asked if there were any questions regarding the final budgets figures. He read the adopting resolution. Councilman Woods made a motion to adopt the resolution, thereby adopting the budget, the policies, capital budget plan and the capital expense budget. The motion was seconded by Councilman Denmon, with Councilman Woods, Councilman Denmon,

- Councilwoman Potts and Mayor Pro Tem Shelton voting affirmatively, motion carried.
- b. Mayor Palmer stated the city, in accordance with its accounting practices, would need a motion to provide the utility charge-offs for the prior fiscal year. He stated the original total at the first of the current year had started at over \$100,000.00 and had been reduced to a charge-off figure of \$74,217.91, which represented 1/22nd of 1% of billed services. Councilman Woods made a motion to approve the utility charge-offs in the amount of \$74,217.91. The motion was seconded by Councilman Denmon, with Councilman Woods, Councilman Denmon, Councilwoman Potts and Mayor Pro Tem Shelton voting affirmatively, motion carried.
 - c. Mayor Palmer gave a second reading of the amended utility rate schedule resolution, which included utility rates for water and sewer, which have been amended in accordance with the budget. He asked if there were any comments. There were none. Councilman Woods made a motion to adopt the amended utility rate resolution, second by Councilman Denmon with Councilman Woods, Councilman Denmon, Councilwoman Potts and Mayor Pro Tem Shelton voting affirmatively, motion carried.
 - d. Mayor Palmer gave a second reading of an amended fee schedule resolution, which had been amended in areas such as business licenses, building permits, grading fees and sprinkler fees in conformance with the budget. He asked if there were any comments. There were none. Councilwoman Potts made a motion to approve the resolution adopting the amended fee schedule, second by Councilman Woods, with Councilwoman Potts Councilman Woods, Councilman Denmon and Mayor Pro Tem Shelton voting affirmatively, motion carried.
 - e. Mayor Palmer gave a final review of a proposed Municipal Court Probation Contract. He stated this was an amendment from the current contract and in addition to improving reporting procedures, it would also allow the probation group to increase their fees from \$30.00 to \$35.00. Councilwoman Potts made a motion to approve the Municipal Court Probation Contract amendment, second by Councilman Woods, with Councilwoman Potts, Councilman Woods, Councilman Denmon and Mayor Pro Tem Shelton voting affirmatively, motion carried.
 - f. Mayor Palmer gave a review of the new risk management policy, which would address some of the issues requested by the city's insurance carrier. It would also provide safety policies and regulations for various departments, which currently did not have safety policies. It would also adopt by reference the policies currently utilized by police, fire, water and sewer construction and electric departments. Mayor Palmer asked if there were any comments. Councilman Denmon made a motion to adopt the Risk Management Policy, second by Mayor Pro Tem Shelton, with Councilman Denmon, Mayor Pro Tem Shelton, Councilman Woods and Councilwoman Potts voting affirmatively, motion carried.
 - g. Mayor Palmer gave a review of the amended purchasing policy and the summary of the purchasing policy for department heads' everyday use. He stated the primary areas of change had been in the area of allowing procurement cards, which will be addressed a little later, and also the change of the amounts requiring quote, bids or proposals. He asked if there were any comments. There were none. Councilman Woods made a motion to adopt the amended purchasing policy and summary, second by Mayor Pro Tem Shelton, with Councilman

Woods, Mayor Pro Tem Shelton, Councilman Denmon and Councilwoman Potts voting affirmatively, motion carried.

- h. Mayor Palmer reviewed the new procurement card policy that will allow department heads and supervisors to purchase the lower level of the purchasing scale without purchase orders through the use of procurement cards. This should add the benefit of speed in this area and should provide a level of control. He asked if there were any questions. There were none. Councilman Woods made a motion to approve and to appoint Barry Bohannon as card administrator with Ellen McEntyre and Cheryl Hollis as assistant card administrators for the program. The motion was seconded by Councilman Denmon, with Councilman Woods, Councilman Denmon, Councilwoman Potts and Mayor Pro Tem Shelton voting affirmatively, motion carried.
- i. Mayor Palmer gave a review of the new time card policy, stating at this time, the city would implement time cards for city hall, the purchasing department and municipal court administration. He stated these were the first of the city departments to utilize time cards. Councilman Woods stated he felt it was a good beginning and would be good policy for the city. There were no other comments. Councilman Woods made a motion to adopt the new time card policy, second by Councilman Denmon, with Councilman Woods, Councilman Denmon, Councilwoman Potts and Mayor Pro Tem Shelton voting affirmatively, motion carried.
- j. Mayor Palmer reviewed the amended personnel policy, which is an extension of the ordinance. He stated the primary areas of change would be in the disciplinary actions that could be taken for violations of the various ordinances which have been adopted by the Mayor and Council. Also, the area of comp time has been changed to adhere to current state and federal regulations. He asked if there were any questions and there were none. Councilwoman Potts made a motion to adopt the amended personnel policy, second by Councilman Denmon, with Councilwoman Potts, Councilman Denmon, Councilman Woods and Mayor Pro Tem Shelton voting affirmatively, motion carried.
- k. Mayor Palmer stated that in reference to agenda items k, l and m, which are the areas for adopting the resolutions to move the current defined contribution pension plan to the Georgia Municipal Authority retirement program to allow the city to move forward with a defined benefit program through GMA and also to allow the city to open a new retirement program known as 457(b). He stated the documents for those three areas are extremely lengthy and he felt it would be necessary to allow the Council a little more time to review, since they have had so many policy amendments to review in the one week between Council meetings. Councilwoman Potts made a motion to set the special meeting for review and consideration of the pension ordinances on June 30, 2003 at 10:00 a.m. at 700 West Line Street, with the meeting to be open to the public, second by Councilman Woods, with Councilwoman Potts Councilman Woods, Councilman Denmon and Mayor Pro Tem Shelton voting affirmatively, motion carried.

7. New business:

- a. Mayor Palmer stated it was necessary for the city to consider budget amendments for the city for the current year, 2002-2003. Harrison reviewed those budget amendments as shown in "Exhibit A." Harrison stated the net effect of the budget amendments was to account for the drop in revenue the city has seen due to the

slow economy in the utility areas, as well as in the general fund areas. The net effect of the amendments would be to allow appropriation of approximately \$400,000.00 from the GEMA money that had recently been received and placed in a savings account. She stated this money was needed to defray additional costs for the storm that had been incurred earlier in the fiscal year. It was also necessary to request an additional \$400,000.00 in renewal and replacement funds, which could help offset the additional cost to extend the number of gallons per day extraction from the well, which required larger volume and larger equipment. She stated this would also be a transfer of slightly over \$400,000.00. Following review, Councilman Woods made a motion to approve the proposed budget amendments, second by Councilman Denmon, with Councilman Woods, Councilman Denmon, Councilwoman Potts and Mayor Pro Tem Shelton voting affirmatively, motion carried.

- b. Mayor Palmer stated that in keeping with the transfer of Municipal Court operations from the police department to the City Administrator's jurisdiction, it would be necessary to appoint a city marshal and an assistant city marshal for order of the court. He stated following the recommendation of the City Administrator, Randy Jackson should be appointed as City Marshal and Ray West as Assistant City Marshal. Mayor Pro Tem Shelton made a motion to approve the recommendation of the City Administrator, second by Councilman Denmon, with Mayor Pro Tem Shelton, Councilman Denmon, Councilman Woods and Councilwoman Potts voting affirmatively, motion carried.
- c. Mayor Palmer stated at this time, he would ask Bryce Holcomb of Salomon Smith Barney to review the proposed long-term bond issue for the city's long term issue for the purchase of Big Spring. Mr. Holcomb stated that in the private placement of the bonds, he had solicited eight bids and had received two. He stated the bids were from financial institutions and several of those were not able to bid because their policies did not allow them to purchase bonds with 20 year maturities, since the private placement of the bonds would require the purchaser to hold them for the full maturity. He stated the firm of Bank of America had provided a bid of 3.6% with the understanding that following a ten year period, the city could refinance at par, should rates be lower. He stated he was very pleased with the interest rate. City Attorney William P. Bailey reviewed the adopting ordinance for issuance of the bonds. Following review, Councilman Denmon made a motion to adopt the proposed ordinance and to accept the bid of Bank of America at an interest rate of 3.6%, which extends to 3.8% when including all closing costs. The motion was seconded by Councilwoman Potts, with Councilman Denmon, Councilwoman Potts, Councilman Woods and Mayor Pro Tem Shelton voting affirmatively, motion carried.

8. Other written items not on the agenda:

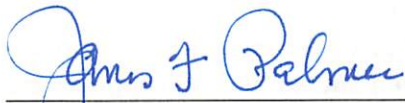
- a. Mayor Palmer stated that in a letter from Peter Degnan from the Alston and Bird Law Firm, who had represented the City of Calhoun in a hearing before the PSC regarding electric service for Kerry, Inc., the rulings of the PSC hearing officer did not favor the City of Calhoun serving the customer. Therefore, based upon the recommendation of Mr. Degnan and based upon the recommendation of the Director of Utilities Kelly Cornwell, he would recommend the matter be appealed. Following discussion, Councilman Woods made a motion to authorize the legal staff of the City of Calhoun to move forward with an appeal, second by

Councilman Denmon, with Councilman Woods, Councilman Denmon, Councilwoman Potts and Mayor Pro Tem Shelton voting affirmatively, motion carried.

9. Work Reports:
 - a. Kelly Cornwell, Director of Utilities: **none.**
 - b. Eddie Peterson, Director of Public Safety and Public Works: **none**
10. Mayor Palmer stated there was no need to move to executive session.
11. Councilman Woods made a motion to adjourn, second by Councilwoman Potts, with Councilman Woods, Councilwoman Potts, Councilman Denmon and Mayor Pro Tem Shelton voting affirmatively, motion carried.

Approved:

Submitted:



James F. Palmer, Mayor



Cathy Harrison, City Administrator

**CITY OF CALHOUN
CALHOUN, GEORGIA**

RATE RESOLUTION

WHEREAS, the Code of Ordinances of the City of Calhoun, Georgia require utility rates, deposits and associated fees be maintained on file in the office of the City Clerk; and

WHEREAS, the Mayor and Council of the City of Calhoun, Georgia have authorized amendments to water and sewer rates to fund new debt service and additional operating costs for 2003-2004; and

WHEREAS, it is necessary to maintain a collective listing of rates;

NOW, THEREFORE, BE IT RESOLVED, the water, power, sewer, and other service rates, deposits and fees shall be as follows, effective July 1, 2003 (unless otherwise designated:)

**Water Rates
Effective July 1, 2003**

Line Size (inches)	Inside City Limit Rates	
	Minimum Bill (Includes First 2,000 Gallons)	Rate per 1,000 Gallons (After First 2,000 Gallons)
¾ & 1	\$8.50	\$1.03
2 (Residential)	15.00	1.03
2 (Commercial/Industrial)	45.00	1.03
4	346.00	1.03
6	691.00	1.03
8	1,211.00	1.03

Outside City Limit Rates

Line Size (inches)	Minimum Bill (Includes First 2,000 Gallons)	Rate per 1,000 Gallons (After First 2,000 Gallons)
¾ & 1	\$11.50	\$1.66
2 (Residential)	21.00	1.66
2 (Commercial/Industrial)	69.00	1.66
4	531.00	1.66
6	1,051.00	1.66
8	1,871.00	1.66

Outside Gordon County Water Rates (Wholesale)

Wholesale Rate	Rate per 1,000 gallons
Pickens County	\$1.40

Sprinkler Charge

Under 2"	\$25.00
2"	50.00
4"	60.00
6"	75.00
8"	85.00
12"	100.00

Unmetered water: \$2.00 per 1,000 gallons estimated to be used.

**Sewer Rates
Effective July 1, 2003**

Inside City Limits of Calhoun Rates

Based on Water Line Size (inches)	Minimum Bill	Rate per 1,000 Gallons (After First 2,000 Gallons)	Existing County Customers
¾ & 1	\$7.00	\$1.75	Rate per 1,000 Gallons (After First 2,000 Gallons)
2	12.00	1.75	\$3.50
4	277.00	1.75	3.50
6	553.00	1.75	3.50
8	969.00	1.75	3.50

New Outside City Limits of Calhoun Rates

Based on Water Line Size (inches)	Minimum Bill	Rate per 1,000 Gallons (After First 2,000 Gallons)
¾ & 1	\$9.00	\$4.60
2	16.50	4.60
4	425.00	4.60
6	840.00	4.60
8	1497.00	4.60

**Fees
All Utilities**

Transferring Utilities	\$15.00
Returned Check Charge	\$15.00
Cut Off Charges (Reconnect during business hours)	\$15.00
Cut Off Charges (Reconnect after business hours)	\$50.00

**Utility Deposits
Effective July 1, 1994**

Residential Renters

Electric/Water/Sewer	\$130.00
Electric/Water	\$120.00
Electric only	\$100.00
Water/Sewer	\$30.00
Water only	\$20.00

Owners

Electric/Water/Sewer	\$80.00
Electric/Water	\$70.00
Electric only	\$50.00
Water/Sewer	\$30.00
Water only	\$20.00

**Electric Rates
Effective for Bill Rendered
On or After July 1, 2002**

**Residential Power
Schedule RP-2**

Availability: Available in all areas served by the City of Calhoun (the "City") and subject to the City's service rules and regulations.

Applicability: For all domestic uses of a Residential Customer in a separately metered single or common family dwelling unit.

Type of Service: Single or three phase, 60 hertz, at a standard voltage.

Monthly Rate: Customer Charge \$7.88

Energy Charge: All kWh are \$0.07179 per kWh, all during the year.

Minimum Monthly Bill: Base charge plus power cost recovery as applied to the current month metered energy in kWh.

Power Cost Recovery: The amount calculated at the above rate will be increased under the provisions of the effective Power Cost Recovery Rider, including any applicable adjustments.

Multiple Service: Where two (2) or more dwelling units are served through a common meter, the Monthly Customer Charge will be increased \$5.00 for each additional separate dwelling unit served. Multiple services under one meter must have prior approval from the City of Calhoun Electric Department.

Revenue Adjustment Rider: The bill calculated at the above rate is subject to change in such an amount as may be determined under the provisions of the City's revenue adjustment riders (if any), or as may be later amended. At the time of the effective date of this rate, there are no revenue adjustment riders.

**Large Power
Schedule LP-2**

Availability: Available in all areas served by the City of Calhoun subject to the City's service rules and regulations.

Applicability: To all electric service of one standard voltage required on the customer's premises, delivered at one point and metered at or compensated to that voltage for any customer who meets the following criteria:

1. Billing Demand for any of the current and preceding eleven (11) months must be greater than or equal to 500 KW and less than 5,000 KW, as modified by the Determination of Billing Demand section.
2. In the event that Billing Demand in subsequent months becomes permanently less than 500 KW, as modified by the Determination of Billing Demand section, the Customer may switch to the appropriate rate after twelve (12) months' service under this rate.

Type of Service: Single or three phase, 60 hertz, at a standard voltage.

Monthly Rate: Customer Charge \$18.10

Energy Charge: All Consumption (kWh) not greater than 200 hours times the Billing Demand:

First 3,000 kWh	\$0.11986 per kWh
Next 7,000 kWh	\$0.11048 per kWh
Next 190,000 kWh	\$0.09687 per kWh

Over 200,000 kWh	\$0.08123 per kWh
All consumption (kWh) in excess of 200 hours and not greater than 400 hours times the billing demand	\$0.03024 per kWh
All consumption (kWh) in excess of 400 hours and not greater than 600 hours times the billing demand	\$0.02960 per kWh
All consumption (kWh) in excess of 600 hours times the billing demand	\$0.01616 per kWh

Minimum Monthly Bill: Base charge plus \$8.00 per KW of Billing Demand, plus excess KVAR charges and power cost recovery as applied to the current month metered energy in kWh.

Power Cost Recovery: The amount calculated at the above rate will be increased under the provisions of the effective Power Cost Recovery Rider, including any applicable adjustments.

Determination of Billing Demand: The Billing demand will be based on the highest KW measurement during the current month and the preceding eleven (11) months. Summer months are defined to be the monthly billings for consumption occurring predominantly during the months of June, July, August, and September. Winter billing months are all other months. For the summer billing months, the Billing Demand will be the greatest of:

1. The current month's actual demand;
2. Ninety five percent (95%) of the highest actual summer demand; or
3. Sixty percent (60%) of the highest actual demand occurring in any previous applicable winter month.

For the winter billing months, the Billing Demand will be the greater of:

1. Ninety five percent (95%) of the highest actual summer demand; or
2. Sixty percent (60%) of the highest actual winter demand, including the current month.

In no case will the billing demand be less than the greatest of:

1. The contract minimum;
2. Fifty percent (50%) of the contract capacity; or
3. 475 KW (ninety five percent [95%] of 500 KW.)

Determination of Reactive Demand: Where there is an indication of a power factor of less than 95% lagging, the City may, at its option, install metering equipment to measure Reactive Demand. The Reactive Demand will be the highest 30-minute KVAR measured during the month. The Excess Reactive Demand will be the KVAR, which is in excess of one-third (1/3) of the measured actual KW in the current month. The City will bill excess KVAR at the rate of \$0.26 per excess KVAR.

Revenue Adjustment Rider: The bill calculated at the above rate is subject to change in such an amount as may be determined under the provisions of the City's revenue adjustment riders (if any,) or as may be later amended. At the time of the effective date of this rate, there are no revenue adjustment riders.

**Medium Power
Schedule MP-2**

Availability: Available in all areas served by the City of Calhoun and subject to the City's service rules and regulations.

Applicability: To all electric service of one standard voltage required on the customer's premises, delivered at one point and metered at or compensated to that voltage for any customer who meets the following criteria:

1. Billing demand for any of the current and most recent eleven (11) months must be greater than or equal to 30 KW and less than 500 KW, as modified by the Determination of Billing Demand section.
2. In the event that Billing Demand in subsequent months becomes permanently less than 30 KW, as modified by the Determination of Billing Demand section, the Customer may switch to the appropriate rate after twelve (12) months' service under this rate.

Type of Service: Single or three phase, 60 hertz, at a standard voltage.

Monthly Rates: Customer Charge \$18.10

Energy Charge: All consumption (kWh) not greater than 200 hours times the Billing Demand:

First 3,000 kWh	\$0.11687 per kWh
Next 7,000 kWh	\$0.10851 per kWh
Next 190,000 kWh	\$0.10085 per kWh
Over 200,000 kWh	\$0.08214 per kWh
All consumption (kWh) in excess of 200 hours and not greater than 400 hours times the billing demand	\$0.03085 per kWh
All consumption (kWh) in excess of 400 hours and not greater than 600 hours times the billing demand	\$0.02791 per kWh
All consumption (kWh) in excess of 600 hours times the billing demand	\$0.02680 per kWh

Minimum Monthly Bill: Base charge plus \$8.00 per KW of Billing Demand in excess of 30 KW, plus excess KVAR charges and Power Cost Recovery as applied to the current month metered energy in kWh.

Power Cost Recovery: The amount calculated at the above rate will be increased under the provisions of the effective Power Cost Recovery Rider, including any applicable adjustments.

Determination of Billing Demand: The Billing Demand will be based on the highest KW measurement during the current month and the preceding eleven (11) months. Summer months are defined to be the monthly billings for consumption occurring predominantly during the months of June, July, August, and September. Winter billing months are all other months. For the summer billing months, the Billing Demand will be the greatest of:

1. The current month's actual demand;
2. Ninety five percent (95%) of the highest actual summer demand; or
3. Sixty percent (60%) of the highest actual demand occurring in any previous applicable winter month.

For the winter billing months, the Billing Demand will be the greater of:

1. Ninety five percent (95%) of the highest actual summer demand; or
2. Sixty percent (60%) of the highest actual winter demand, including the current month.

In no case will the billing demand be less than the greatest of:

1. The contract minimum;
2. Fifty percent (50%) of the contract capacity; or
3. 28.5 KW (ninety five percent [95%] of 30 KW.)

Determination of Reactive Demand: Where there is an indication of a power factor of less than 95% lagging, the City may, at its option, install metering equipment to measure Reactive Demand. The Reactive Demand will be the highest 30-minute KVAR measured during the month. The Excess Reactive Demand will be the KVAR, which is in excess of one-third (1/3) of the measured actual KW in the current month. The City will bill excess KVAR at the rate of \$0.26 per excess KVAR.

Revenue Adjustment Rider: The bill calculated at the above rate is subject to change in such an amount as may be determined under the provisions of the City's revenue adjustment riders (if any,) or as may be later amended. At the time of the effective date of this rate, there are no revenue adjustment riders.

**Small General Service Non-Demand
Schedule SGSND-2**

Availability: Available in all areas served by the City of Calhoun and subject to the City's service rules and regulations.

Applicability: This rate is applicable to all non-residential customers who meet at least one of the following criteria:

1. Average monthly energy consumption (kWh) is less than 5,000 kWh (based on the most recent twelve (12) months' data, where available).
2. Annual metered load factor (determined by dividing actual annual consumption in kWh by the product of maximum annual demand in KW and the number of calendar hours included in the actual annual consumption) is less than ten percent (10%). In such event, the Excess Facilities Charges Rider may also be applied at the discretion of the City.

Type of Service: Single or three phase, 60 hertz, at a standard voltage.

Monthly Rate: Customer Charge\$16.52

Energy Charge:

KWh	@
First 25	\$0.00000 per kWh
Next 2,975	\$0.11978 per kWh
Next 7,000	\$0.11546 per kWh
Over 10,000	\$0.10234 per kWh

Minimum Monthly Bill: Customer Charge, plus Power Cost Recovery as applied to the current month metered energy in kWh.

Power Cost Recovery: The amount calculated at the above rate will be increased under the provisions of the effective Power Cost Recovery Rider, including any applicable adjustments.

Multiple Service: Where two (2) or more non-residential units are served through a common meter, the Monthly Customer Charge will be increased \$5.00 for each additional separate non-residential unit served. Multiple services under one meter must have prior approval from the City of Calhoun Electric Department.

Revenue Adjustment Rider: The bill calculated at the above rate is subject to change in such an amount as may be determined under the provisions of the City's revenue adjustment riders (if

any,) or as may be later amended. At the time of the effective date of this rate, there are no revenue adjustment riders.

**Small Power
Schedule SP-2**

Availability: Available in all areas served by the City of Calhoun and subject to the City's service rules and regulations.

Applicability: To all electric service of one standard voltage required on the customer's premises, delivered at one point and metered at or compensated to that voltage for any customer who meets each of the following criteria:

1. Billing demand for any of the current and preceding eleven (11) months must be less than 30 KW as modified by the Determination of Billing Demand Section.
2. Average monthly energy consumption greater than or equal to 5,000 kWh per month for the most recent 12-month period, where such data is available.
3. In the event that average monthly energy consumption becomes permanently less than 5,000 kWh, the customer may switch to the appropriate rate after twelve (12) months' service under this rate.

Type of Service: Single or three-phase, 60 hertz, at a standard voltage.

Monthly Rates: Customer Charge \$16.52

Energy Charge: All consumption (kWh) not greater than 200 hours times the Billing Demand:

First 25 kWh	\$0.00000 per kWh
Next 2,975 kWh	\$0.11791 per kWh
Next 7,000 kWh	\$0.11360 per kWh
Over 10,000 kWh	\$0.10048 per kWh
All consumption (kWh) in excess of 200 hours and not greater than 400 hours times the billing demand	\$0.03047 per kWh
All consumption (kWh) in excess of 400 hours and not greater than 600 hours times the billing demand	\$0.02895 per kWh
All consumption (kWh) in excess of 600 hours times the billing demand	\$0.02784 per kWh

Minimum Monthly Bill: Base charge plus \$8.00 per KW of Billing Demand in excess of 10 KW, plus excess KVAR charges and Power Cost Recovery as applied to the current month metered energy in kWh.

Power Cost Recovery: The amount calculated at the above rate will be increased under the provisions of the effective Power Cost Recovery Rider, including any applicable adjustments.

Determination of Billing Demand: The Billing Demand will be based on the highest KW measurement during the current month and the preceding eleven (11) months. Summer months are defined to be the monthly billings for consumption occurring predominantly during the months of June, July, August, and September. Winter billing months are all other months. For the summer billing months, the Billing Demand will be the greatest of:

1. The current month's actual demand;
2. Ninety five percent (95%) of the highest actual summer demand; or
3. Sixty percent (60%) of the highest actual demand occurring in any previous applicable winter month.

For the winter billing months, the Billing Demand will be the greater of:

1. Ninety five percent (95%) of the highest actual summer demand; or
2. Sixty percent (60%) of the highest actual winter demand, including the current month.

In no case will the billing demand be less than the greatest of:

1. The contract minimum;
2. Fifty percent (50%) of the contract capacity; or
3. 5 KW.

Determination of Reactive Demand: Where there is an indication of a power factor of less than 95% lagging, the City may, at its option, install metering equipment to measure Reactive Demand. The Reactive Demand will be the highest 30-minute KVAR measured during the month. The Excess Reactive Demand will be the KVAR, which is in excess of one-third (1/3) of the measured actual KW in the current month. The City will bill excess KVAR at the rate of \$0.26 per excess KVAR.

Revenue Adjustment Rider: The bill calculated at the above rate is subject to change in such an amount as may be determined under the provisions of the City's revenue adjustment riders (if any,) or as may be later amended. At the time of the effective date of this rate, there are no revenue adjustment riders.

**Extra Large Power
Schedule XLP-2**

Availability: Available in all areas served by the City of Calhoun subject to the City's service rules and regulations.

Applicability: To all electric service of one standard voltage required on the customer's premises, delivered at one point and metered at or compensated to that voltage for any customer who meets the following criteria:

1. Billing Demand for any of the current and preceding eleven (11) months must be greater than or equal to 5,000 KW.
2. In the event that Billing Demand in subsequent months becomes permanently less than 5,000 KW, as modified by the Determination of Billing Demand section, the Customer may switch to the appropriate rate after twelve (12) months' service under this rate.

Type of Service: Single or three phase, 60 hertz, at a standard voltage.

Monthly Rate: Customer Charge\$148.37

Energy Charge:

All Consumption (kWh) not greater than 200 hours times the billing demand	\$0.07949 per kWh
All consumption (kWh) in excess of 200 hours and not greater than 400 hours times the billing demand	\$0.02862 per kWh
All consumption (kWh) in excess of 400 hours and not greater than 600 hours times the billing demand	\$0.02722 per kWh
All consumption (kWh) in excess of 600 hours times the billing demand	\$0.02488 per kWh

Minimum Monthly Bill: Base charge plus \$8.00 per KW of Billing Demand, plus excess KVAR Charges and Power Cost Recovery as applied to the current month metered energy in kWh.

Power Cost Recovery: The amount calculated at the above rate will be increased under the provisions of the effective Power Cost Recovery Rider, including any applicable adjustments.

Determination of Billing Demand: The Billing Demand will be based on the highest KW measurement during the current month and the preceding eleven (11) months. Summer months are defined to be the monthly billings for consumption occurring predominantly during the months of June, July, August, and September. Winter billing months are all other months. For the summer billing months, the Billing Demand will be the greatest of:

1. The current month's actual demand;
2. Ninety five percent (95%) of the highest actual summer demand; or
3. Sixty percent (60%) of the highest actual demand occurring in any previous applicable winter month.

For the winter billing months, the Billing Demand will be the greater of:

1. Ninety five percent (95%) of the highest actual summer demand; or
2. Sixty percent (60%) of the highest actual winter demand, including the current month.

In no case will the billing demand be less than the greatest of:

1. The contract minimum;
2. Fifty percent (50%) of the contract capacity; or
3. Ninety five percent (95%) of 1,000 KW.

Determination of Reactive Demand: Where there is an indication of a power factor of less than 95% lagging, the City may, at its option, install metering equipment to measure Reactive Demand. The Reactive Demand will be the highest 30-minute KVAR measured during the month. The Excess Reactive Demand will be the KVAR, which is in excess of one-third (1/3) of the measured actual KW in the current month. The City will bill excess KVAR at the rate of \$0.26 per excess KVAR.

Revenue Adjustment Rider: The bill calculated at the above rate is subject to change in such an amount as may be determined under the provisions of the City's revenue adjustment riders (if any,) or as may be later amended. At the time of the effective date of this rate, there are no revenue adjustment riders.

**Large Industrial Rate
Schedule IND-1**

AVAILABILITY:

This rate schedule is available to retail customers throughout the service area of the City of Calhoun (the "city") and meeting the requirements of the Applicability Section herein. This service is available only at the delivery point of a specific, qualifying retail customer and is not available for resale from one retail customer to another. Service hereunder may be discontinued if, in the opinion of the city, the customer violates the terms and conditions of this rate schedule.

APPLICABILITY:

At the city's sole discretion, this rate schedule may apply to any new or existing industrial customer added to the city's electrical system and having a metered demand of at least 5,000 kW. A minimum one-year contract is required to commence service under this rate schedule and is renewable annually thereafter unless otherwise contractually specified by the city. Service under this rate schedule may be terminated and transferred to the city's applicable rate schedule if, in the opinion of the city, the character of service does not meet the criteria herein.

TYPE OF SERVICE:

Service under this rate schedule is firm and shall consist of alternating, three-phase, 60-hertz current at one standard available voltage, delivered at one metering point and compensated to that voltage.

METERING:

The method of service will utilize a dedicated watt-hour meter provided and read by the city. At the discretion of the city, metering costs associated with this service may be assessed to a new customer initially as a single charge.

MONTHLY RATES:

Customer Charge:	\$155.00
Transmission Demand Charge:	\$1.50
per kW of maximum monthly metered demand in kW	
Energy Charges: (cents per kWh)	
Consumption (kWh) less than 200 hours use of demand (HUD)	
First 160,000 kWh	9.818
All Over 160,000 kWh	6.369
Next 300 HUD	2.550
Over 500 HUD	2.060

POWER COST RECOVERY RIDER:

The amount calculated above shall be increased in accordance with the city's currently applicable power cost recovery rider or its replacement.

EXCESS REACTIVE DEMAND:

The city may, at its option, install metering equipment to measure Reactive Demand, defined as the highest thirty-minute KVAR measured during the month. The Excess Reactive Demand is defined as the KVAR exceeding one-third of the actual highest measured thirty-minute demand in the current month. In the opinion of the city, if excess reactive demand occurs as a result of service to the retail customer, the City may assess a monthly charge not to exceed \$0.30 per excess reactive kW.

FACILITY CHARGE:

A monthly charge to recover the costs of facilities required to serve the retail customer may be assessed by the city.

MONTHLY BILL:

The monthly bill shall be the sum of the following charges where applicable: customer, metering, transmission demand, energy, power cost adjustment, facility, reactive demand and applicable taxes.

MINIMUM MONTHLY BILL:

The total amount of any monthly bill shall not be less than the sum of the customer charge and applicable charges for transmission demand, facilities and taxes.

TERMS OF SERVICE:

The rates, terms and conditions of this rate schedule are subject to periodic review and modification as deemed necessary by the City .

EFFECTIVE DATE: Service rendered on and after January 1, 2002.

**Power Cost Recovery Rider
Schedule PCR-2**

The amount charged for each kilowatt hour (kWh) of energy sold by the City under rate schedules which include the Power Cost Recovery Schedule shall be increased (but not decreased) by an amount equal to:

$$PCR = ((MS+SS+O\$) / ((1-L) *K)) -F$$

Where: PCR Monthly Power Cost Recovery in \$/ kWh to five (5) significant digits, \$0.00000. PCR must be greater than or equal to \$0.00000.

MS the total dollar amount billed by the Municipal Electric Authority of Georgia (MEAG) for the most recent monthly billing period adjusted as follows:

1. Add an amount not to exceed the total monthly reduction in said MEAG bill which has resulted from the actual operating efforts of the City's interruptible/self supplied power customers. The reduction, if any, will be calculated on a monthly basis by applying the methodology used in the then current MEAG bill.
2. Exclude charges and load associated with promotional rates such as the MED-1, or its successor, billed to the City by MEAG.

SS The total dollar amount billed by SEPA (Southeastern Power Administration) for the most recent monthly billing period.

O\$ Other charges which the City deems necessary to collect or rebate through the PCR mechanism.

K The total kilowatt-hours delivered to the City by MEAG for the most recent monthly billing period. Total herein is defined to be MEAG Bulk power energy plus SEPA energy less energy adjustments described in M\$, all as shown on the monthly MEAG bill.

- L. Unbilled kWh usage (Losses) of the City for the most recent fiscal year, expressed as a decimal fraction. The initial value, until actualized, will be 3.13% (0.0313.)
- F The monthly base wholesale power cost in \$/ kWh.

The monthly base applies to bills rendered by the City on or after the date the City receives its MEAG bill.

**Hourly Energy Pricing
HP-1 Rate Rider**

AVAILABILITY:

Service under this rate schedule is available only at the delivery point of the qualifying retail customer served and metered by the City of Calhoun (the city), and is not available for resale to any other customer.

APPLICABILITY:

This rate schedule applies to retail industrial customers of the city having a metered demand of at least 5,000 kW and currently served under the city's IND-1 Rate Schedule or its successor. The city reserves the exclusive right to determine the applicability of this rate to any retail customer and to determine the applicability of IND-1 to the customer's reference load as hereinafter defined. Service under this rate schedule may be terminated and transferred to the applicable rate schedule if the character of service does not meet the criteria herein.

TYPE OF SERVICE:

Alternating current, three phase, 60 hertz at standard available voltages, delivered at one metering point and compensated to that voltage.

METERING:

The preferred method of service will utilize a dedicated, hourly recording meter that is electronically accessible by remote data acquisition systems suitable for use by the city and its assigns.

MONTHLY CHARGES:

- Administrative Charge:**\$160.00
- Revenue Adjustment Factor:**\$ 0.0035
per kilowatt-hour (kWh)
- Transmission Demand Rate:**.....\$1.50
per kilowatt (kW) of Transmission Billing Demand, hereinafter defined

Energy Charges:

The monthly energy charges or credits shall be the net sum of all applicable hourly energy charges and credits occurring during the billing period. The applicable hourly energy charges shall be product of the customer's hourly energy consumption above the customer's reference load, measured in kW in each hour of the billing period, and the applicable hourly market energy rate in \$/kWh for the corresponding hour, as transacted through The Energy Authority on behalf of the customer by MEAG. The applicable energy credits shall be the product of the customer's hourly energy consumption below the customer's reference load, measured in kW in each hour of the billing period, and the applicable hourly market energy rate in \$/kWh for the corresponding hour, as transacted through The Energy Authority on behalf of the customer by MEAG. The customer's

reference load shall be for an annual period and shall be the hourly demands in kW as mutually agreed upon by the customer and the city to typify the customer's annual load shape, which will be billed to the customer under either the city's current IND-1 Rate Schedule or its successor in each respective month. Total net charges and/or credits resulting from HP-1 shall be applied to the customer's reference load billing under the city's IND-1 Rate Schedule or its successor in the corresponding billing month.

PRICING AVAILABILITY:

The customer will be given access to the MEAG web site for day-ahead and hour-ahead hourly energy transaction prices. Upon request, the customer also may receive electronic notices whenever the hourly energy market prices are expected to exceed a predetermined level as specified by the customer. The hourly market energy transaction prices will be updated twenty (20) minutes before each hour on the MEAG System Control and Data Acquisition (SCADA) system available to the customer via the MEAG energy internet website.

YEAR-END ADJUSTMENT:

At its sole discretion, the city may issue a billing adjustment to the customer to reflect changes in its wholesale costs for the prior annual period as may be determined by MEAG. Such adjustments may appear as credits or charges to the customer in the monthly bill immediately following the city's receipt of the adjustment amount from MEAG.

DETERMINATION OF TRANSMISSION BILLING DEMAND (TBD):

The TBD shall be the amount by which the customer's measured kW demand coincident with the MEAG system peak demand occurring in the applicable billing month exceeds the customer's reference load in the same hour. The determination of the TBD may be modified each calendar year as necessary to reflect any associated changes in the MEAG Annual System Budgets and/or wholesale billing.

EXCESS REACTIVE DEMAND:

At its option the City may install metering equipment to measure Reactive Demand, or kVAR, defined as the highest 60-minute kVAR measured during the month. The Excess Reactive Demand is defined as the kVAR exceeding one-half the actual highest measured demand in the current month. In the opinion of the City, if excess kVAR occurs as a result of service to the retail customer, a charge not to exceed \$0.30 per excess kVAR may be assessed.

TOTAL MONTHLY BILL:

The total monthly bill under this rate schedule shall be the sum of the following charges: Administrative, Revenue Adjustment, Transmission Demand, Energy, Facilities, applicable Excess Reactive Demand, and applicable fees and taxes.

EFFECTIVE DATE AND PERIODIC REVIEW:

This rate schedule is effective with service rendered on and after January 1, 2002, and is subject to periodic review and adjustment as deemed appropriate by the city, based upon changes in its wholesale billing arrangement with its wholesale power suppliers.

Security Lights: Initial charge if a pole must be set for the security light only \$150.00

Lamp Wattage	Type	Rate
175	Mercury Vapor Utility Type	\$ 7.00
100	High Pressure Sodium	8.00
150	Utility Type	10.00
250	Utility Type	12.00
400	Utility Type	18.00
400	Flood Type	20.00
400	Metal Halide Flood Type	22.00

(If security light service is discontinued within the first twelve months, the customer must pay a minimum of twelve months' fee.)

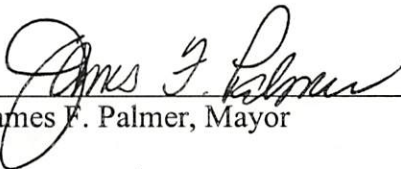
TEMPORARY SERVICE: Original Connection Fee-\$60.00, plus monthly charges for KWH used in accordance with the Commercial rate.

General: All bills shall include state sales tax as calculated under the preceding rates as local and state laws dictate.

EFFECTIVE DATE: All rates are effective July 1, 2003, unless otherwise noted.

ADOPTED this the 16th day of June 2003.

City of Calhoun, Georgia



 James F. Palmer, Mayor

Attest:



 Cathy Harrison,
 City Administrator

City of Calhoun, Georgia

FEE SCHEDULE RESOLUTION

WHEREAS, the City of Calhoun has a fee schedule in accordance with various ordinances; and

WHEREAS, it is necessary to amend the fee schedule from time to time;

NOW, THEREFORE, BE IT RESOLVED, the Mayor and Council of the City of Calhoun hereby adopt the following fee schedules, effective July 1, 2003 and continuing thereafter until amended.

REGULATORY FEES:

1. **Building Permit Fees:**

a. **Residential – Single Family**

<u>TOTAL VALUATION</u>	<u>FEE</u>
\$1,000.00 or less	No fee unless inspection required, in which case a \$15.00 fee for each inspection shall be charged.
\$1,001.00 to \$2,000.00	\$20.00 per thousand or fraction thereof.
\$2,001.00 to \$15,000.00	\$20.00 for the first \$2,000.00, plus \$3.00 for each additional thousand or fraction thereof, to and including \$15,000.00.
\$15,001.00 to \$50,000.00	\$59.00 for the first \$15,000.00, plus \$3.00 for each additional thousand or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$164.00 for the first \$50,000.00, plus \$3.00 for each additional thousand or fraction thereof, to and including \$100,000.00.
\$100,000.00 and up	\$314.00 for the first \$100,000.00 plus \$2.00 for each additional thousand or fraction thereof.

b. **Residential – Multi-family and Pool Permit Fees**

<u>TOTAL VALUATION</u>	<u>FEE</u>
\$1,000.00 or less	No fee unless inspection required, in which case a \$25.00 fee for each inspection shall be charged.
\$1,001.00 to \$2,000.00	\$25.00 per thousand or fraction thereof.
\$2,001.00 to \$15,000.00	\$25.00 for the first \$2,000.00, plus \$6.00 for each additional thousand or fraction thereof, to and including \$15,000.00.

\$15,001.00 to \$50,000.00	\$108.00 for the first \$15,000.00, plus \$6.00 for each additional thousand or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$308.00 for the first \$50,000.00, plus \$6.00 for each additional thousand or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$608.00 for the first \$100,000.00, plus \$4.00 for each additional thousand or fraction thereof, to and including \$500,000.00
\$500,001.00 and up	\$2,208.00 for the first \$500,000.00, plus \$3.00 for each additional thousand or fraction thereof

c. **Commercial, Industrial and Signs**

<u>TOTAL VALUATION</u>	<u>FEE</u>
\$1,000.00 or less	No fee unless inspection required, in which case a \$25.00 fee for each inspection shall be charged.
\$1,001.00 to \$50,000.00	\$25.00 for the first \$1,000.00, plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$285.00 for the first \$50,000.00, plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$485.00 for the first \$100,000.00, plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000.00.
\$500,001.00 and up	\$1,685.00 for the first \$500,000.00, plus \$2.00 for each additional thousand or fraction thereof.

d. Where work for which a permit is required by the Southern Building Code is started or proceeded with prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work, nor from any other penalties prescribed herein.

e. **Plan-checking Fees:** When valuation of the proposed construction exceeds \$1,000.00 and a plan is required to be submitted, a plan-checking fee shall be paid to the Building Official at the time of submitting plans and specifications for checking. Said plan-checking fee shall be equal to one-half of the building permit fee.

2. **Grading Permit Fees:**

<u>PERMIT TYPE</u>	<u>FEE</u>
Residential	Minimum of \$25.00 up to 1 acre, plus additional acres at \$5.00 each.
Commercial	Minimum of \$50.00 up to 1 acre, plus additional acres at \$10.00 each.

3. **Schedule of Soil and Sedimentation Fees:**

- a. Minimum of \$75.00 for up to five acres.
- b. Additional acres at \$12.00 each.

4. **Schedule of Permit Fees for HVAC:**

- a. **Commercial and Industrial HVAC:** same as building permit fees for commercial and industrial. Additional inspections: \$25.00 each.
- b. **Residential HVAC** - - \$50.00

5. **Schedule of Permit Fees for Residential Plumbing:**

- a. **Residential Plumbing** - - \$50.00
- b. **Additional Inspections** - \$25.00

6. **Fire Inspection Fees:**

- a. **Tank Inspections:**

<u>TANK SIZE</u>	<u>FEE</u>
0 to 500 gallons	\$50.00 per tank
501 to 1500 gallons	\$75.00 per tank
1501 to 5000 gallons	\$100.00 per tank
Over 5001 gallons	\$125.00 per tank
<i>Any required inspections over four per site would require an additional \$50.00 fee.</i>	

- b. **Fuel Tank Removal Permit** - \$100.00
- c. **Fuel System Renovation or Repair** (Line replacement or other major work) -- \$100.00
- d. When a contractor is required to submit and have approval from the **State Fire Marshall's office**, the City will require a copy of the stamped and approved plans before the permit can be issued. In addition, a set of approved plans must be kept on site.
- e. **Removal of Tanks** – Inspection Required:\$50.00
- f. **Burn Permit Fees** - Burns are not authorized. However, developers may request permits if State EPD and Georgia Forestry requirements are met and per city ordinance.
- g. **Inspection Fee** -- \$100.00

h. Commercial and Industrial Sprinkler Permit

TOTAL VALUATION	FEE
\$1,000.00 or less	No fee unless inspection required, in which case a \$50.00 fee for each inspection shall be charged.
\$1,001.00 to \$50,000.00	\$50.00 for the first \$1,000.00, plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$295.00 for the first \$50,000.00, plus \$5.00 for each additional thousand or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$545.00 for the first \$100,000.00, plus \$5.00 for each additional thousand or fraction thereof, to and including \$500,000.00.
\$500,001.00 and up	\$2,545.00 for the first \$500,000.00, plus \$5.00 for each additional thousand or fraction thereof.

7. Electrical Inspection Permit Fees:

Administrative permit fee	\$10.00	(To be added to all permits)
Temporary connection fee	60.00	(For temporary service)
Re-inspection service fee	25.00	
Fee up to 100 amp service	25.00	(Plus administrative fee)
Fee for each 100 amp increment	25.00	(Plus administrative fee)

8. Occupation Tax Schedule Based on Employees:

Number of Employees	Proposed Price
1	\$ 69.00
2	138.00
3 to 5	250.00
6 to 9	450.00
10 to 19	750.00
20 to 29	1,000.00
30 to 49	1,125.00
50 to 99	1,500.00
100 to 199	1,875.00
200 to 399	2,500.00
400 to 499	2,875.00
500 to 750	3,500.00
Over 750	3,875.00

9. **Trash Pickup:**

a. **Commercial Dumpster Pick-up Rates:**

Container Capacity (in Cubic Yards)	Service Fee per Pick-up
4	\$ 9.35
6	14.85
8	18.70

b. **Commercial Dumpster Rental Charges:**

Container Capacity (in Cubic Yards)	Monthly Rental Rates
4	\$ 11.55
6	17.05
8	22.55

The City will maintain the dumpsters. The customer will be required to provide a proper pad and access area for the dumpster.

c. **Downtown Commercial rates (cans or bags):**

Times per Week	Cost
1	\$ 8.25
2	16.50
5	40.70

d. **Residential Rates:** \$3.00 per month Residential Landfill Fee (Optional: \$5.00 per month "Extra Container Fee")

e. **Housing Authority:**

\$1.00 per month, based on shared containers.

10. **Taps (Without Line Extension):**

a. **Water:**

Size	City	County
¾ inch	\$1,100.00	\$1,200.00
1 inch	\$1,150.00	\$1,250.00
2 inch	\$1,200.00 plus cost of backflow preventer	
4 inch	Cost plus 10%, plus cost of backflow preventer	
6 inch	Cost plus 10%, plus cost of backflow preventer	
8 inch	Cost plus 10%, plus cost of backflow preventer	
12 inch	Cost plus 10%, plus cost of backflow preventer	

The cost of annual test of backflow preventors, as required by State and Federal Environmental Protection Regulations shall be the responsibility of the customer.

b. **Sewer (Without Line Extension:)**

Line Size	City	County
4 inch	Residential: \$1,200.00 single family;	Residential: \$1,300.00 single family;
4 inch	Multi-family Residential – \$1,200.00 for first two units, \$1,100.00 per unit thereafter.	Multi-family Residential – \$1,300.00 for first two units, \$1,200.00 per unit thereafter.
4 inch	Commercial/industrial: \$1,500.00 for one business; or \$1,000.00 per business in building complex;	
6 inch	Commercial/industrial: \$1,500.00 for one business; or \$1,000.00 per business in building complex;	
8 inch	Commercial/industrial: \$1,500.00 for one business; or \$1,000.00 per business in building complex;	
12 inch	Commercial/industrial: minimum of \$1,500.00 or cost plus 10%;	
<i>(Rates in incorporated area require a service delivery agreement between affected governments with connection fees and service fees negotiated.)</i>		

COMMENTS: Sewer taps in the unincorporated area of the county with line extensions will be priced based on intergovernmental agreements.

c. **Sprinkler:** Cost plus 10%

11. **Water Line Extension for Commercial, Industrial and Subdivision Development Projects.**

- a.

<u>Size</u>	<u>Cost</u>
2 inch/4 inch	Material Cost Plus Labor Cost
6 inch/8 inch	Material Cost Plus Labor Cost
- b. **Water Line Extension on Existing Roads:** As per the Water and Sewer Use Policy on file with the Director of Utilities and Public Works.

12. **Special Sewer Line Extensions and Connection Fees:**

- a. Service connection fees for project area east of I-75 on Highway 53: Service Station - \$20,000.00; Fast Food Business - \$40,000.00; Motel - \$60,000.00; (Adopted October 14, 1985.) Amended to include retail sales business - \$10,000.00. - - **EXPIRED.**
- b. Commercial/industrial service connection fee for Curtis Parkway - \$3,500.00; (Each connection to be reviewed on its individual merits.) (Adopted April 28, 1986.) - - **EXPIRED.**
- c. Commercial service connection fee for Belwood Road - \$5,000.00 plus normal commercial connection fee currently in force. (Adopted April 4, 1988.) - - **EXPIRED.**

- d. Service connection fee for developers on New Town Road, north of existing line as of July 1, 1987 - \$15.00 per front footage. Existing residential homes, as of July 1, 1987 shall pay normal connection fee if eligible for connection. (Adopted July 13, 1987.) - - **EXPIRED.**
- e. Service connection fee for area on Kirk Drive. Each connection to be \$1,150.00 each, or the prevailing rate, should it be higher on the 10 year period after October 28, 1991. - - **EXPIRED.**
- f. Service connection fee for the area on U. S. 41 and Hood Street. Each commercial connection is to be \$3,000.00, or double the prevailing rate. Residential connections are to be \$1,000.00, or double the prevailing rate for five years, beginning January 19, 1998. - - **EXPIRED.**
- g. Tonya Baker contract, dated October 25, 1999, regarding special sewer district for immediate lots north and south of professional dental office on Curtis Parkway North. Reimbursement up to \$12,500.00 with taps priced at \$4,000.00. The City is to be paid \$1,500.00 and Ms. Baker is to be paid \$2,500.00. The contract expires October 25, 2004.
- h. Alex Feagin contract, dated December 10, 2001, regarding special sewer district for lots adjacent to 1112½ North Wall Street. Reimbursement will be up to \$6,396.00. As each commercial property in the sewer service district is connected to and using City sewer services, the sum \$3,198.00 for each such customer shall be paid by City to Mr. Feagin. The contract expires June 25, 2002. - - **EXPIRED.**

13. **Water Extensions:**

- a. Raymond King and David R. Walker, dated June 11, 1998, will be due for reimbursement, up to \$14,389.56 for water taps made on a portion of Trimble Hollow and Spring Hill Roads. Taps will be \$2,938.00. The City is to be paid \$1,438.00 and property owners King and Walker are to be paid \$1,500.00. Contract expires June 11, 2003. - - **EXPIRED.**
- b. This type of contract is no longer permitted based on new line extension policy previously adopted as follows:

<p>Water & Sewer Line Installation Policy February 26, 1999 Amended June 11, 2001, September 27, 2002, April 28, 2003</p> <p><u>Scope & Outline</u></p> <p>The purpose of this policy is to establish guidelines and standards for potable water distribution lines and sanitary sewer collection lines that connect to city lines and will be owned and operated by the City of Calhoun, and to insure that all federal, state, county and City statutes are complied with, as relate to said line extensions. The City of Calhoun reserves the right to deny or approve any water or sanitary sewer line extension requests, based on the long-term maintenance</p>
--

requirements associated with the request. The primary purpose of the policy is to protect the economic and structural integrity of the water and sanitary sewer systems of the City of Calhoun.

Service Area

This policy shall not be subject to political boundaries.

Objectives:

- Provide a clear and concise description of the City of Calhoun water and sanitary sewer standards for water and sanitary sewer system design and construction.
- Provide guidance to developers and their engineers to facilitate compliance with said standards.
- Furnish standards that create development of a quality water and sanitary sewer infrastructure.

General Development Procedures

Service Availability

A developer or his authorized representative must request water and/or sanitary sewer service in writing, from the Director of Utilities. The request for service must include the proposed location of the development. A fee for flow tests will be submitted at this time. The developer or his representative will perform the flow test. This test will need to be scheduled with the Engineering & Inspection Department. If sanitary sewer service is also required, a fee for engineering services is required to be paid. This service will consist of site visits, manhole identification, etc.

Based on the results of the water flow test, the developer will have a State of Georgia licensed professional engineer calculate the amount of water available to the development. Based on these calculations, the engineer will determine whether or not there are sufficient flows to meet water usage. Fire protection requirements shall be determined by the developer's engineer and must meet all requirements as outlined under The City of Calhoun Fire Prevention and Protection Ordinance NO.736 or other jurisdictional requirements. The engineer must then submit a report in writing, describing the scope of the proposed development, average daily demands and peak demands and certify that the proposed development will not degrade available flows to an unacceptable level. Based on this report, the City may approve or deny the request for water service. Sanitary Sewer service requests will include a report that will enable the City to determine if the proposed development is compatible with existing city sanitary sewer infrastructure. The report will need to include elevations of the proposed development property in relation to existing sanitary sewer lines. Elevations must be tied to mean sea level or National Geodetic Vertical Datum. No assumed elevations will be accepted. Based on this report, the City may approve or deny the request for sanitary sewer service.

Design

Design of the development, materials used in the development, and workmanship of water and sanitary sewer lines shall comply with the City of Calhoun's water and sanitary sewer line installation specifications. The design for the development should be sufficient to accommodate the planned development and any future development that may occur on property owned by the developer at this location. All main water lines shall be minimum 6" and all main sewer lines shall be a minimum of 8 inches.

The City reserves the right to upgrade the design to accommodate future development on adjacent properties. The city will reimburse developer for additional cost associated with upgraded pipe sizes, pump stations, tanks, or sewer lift station based on the city's annual bid prices for these items.

Acceptable line sizes for potable water shall be 2" and larger with increasing size increments of 2 inches.

If the request for city water service is approved, the developer will submit to the City, two (2) copies of site plans showing the following:

- a. Street locations;
- b. Property line locations, with North arrow;
- c. Water pipe size and location;
- d. Location and size of gate valves, air release valves;
- e. Thrust blocks at all bends and tees;
- f. Location of all proposed fire hydrants;
- g. Existing water line locations, sizes and types of material;
- h. Detailed drawing of proposed water line tie-in to existing water mains;
- i. Locations of all water meters and water service lines, including sizes;
- j. Nearest existing water line valves;
- k. Pressure flow test results;
- l. Standard details complying to the City of Calhoun water and sewer specifications;
- m. Road bore and railroad bore locations and detail;
- n. DOT permits;
- o. Railroad permits;
- p. Any easements that will be needed for water lines crossing what is now or will be private property must be provided to the City by the developer;
- q. Scale to which plans are drawn;
- r. Soil and erosion control plan for water line connection;
- s. EPD Potable Water Submittal Form completed by a registered professional engineer, per EPD Drinking Water Rules and Regulations, Chapter 391-3-5.
- t. An itemized cost estimate and construction schedule;

If the request for sanitary sewer service is approved, the developer will submit to the City two copies of site plans, showing the following:

- a. Street locations;
- b. Property line locations with North arrow;

- c. Sanitary sewer pipe size and location (Sanitary sewer lines should not be placed in street, if possible;)
- d. Location of Manholes;
- e. Layout must include manhole numbers, line designations, flow direction arrows, street names and topography;
- f. Proposed storm drain crossings;
- g. Detail tie in of proposed lines with existing lines, as to elevation and invert direction;
- h. Manholes with outside drops;
- i. Slope, length and size of lines;
- j. Location in profile of sanitary sewer lines;
- k. Location of sanitary sewer service lines and taps;
- l. Location in profile of streams and storm drains that will be crossed;
- m. Easements must be 60 feet for construction purposes and 20 feet for the permanent easement;
- n. Standard Details complying with the City of Calhoun water and sanitary sewer specifications;
- o. Road bore and railroad bore location and details;
- p. DOT permits;
- q. Railroad permits;
- r. Scale to which plans are drawn;
- s. Soil and erosion control plan for sewer line construction;
- t. EPD Sanitary Sewer Submittal Form, filled out by registered professional engineer, per EPD Rules and Regulations for Water Quality Control, Chapter 391-3-6.
- u. An itemized cost estimate and construction schedule;
- v. Main line sanitary sewers shall be sized based on projected flows using 150 gal/day/acre with a peaking factor of 2.5 (Ten States Standard.)
- w. The following table shall be used to determine minimum pipe slope that will be allowed:

8" pipe	0.40% (shown as slope in feet per 10 feet)
10" pipe	0.29%
12" pipe	0.22%
16" pipe	0.16%
18" pipe	0.12%
20" pipe	0.10%
24" pipe	0.08%
30" pipe	0.06%
36" pipe	0.05%
- x. Sanitary sewers 16" and larger shall be ductile iron pipe.
- y. Sanitary sewers shall be designed and installed so as to maintain a constant velocity of 2.0 feet per second.
- z. Sanitary Sewers exceeding 12% slope shall be ductile iron pipe with locking rubber gaskets. Where the slope exceeds 18%, pipe stabilization methods should include a concrete anti-seep collar. Sanitary sewers installed at depths exceeding fifteen feet (15') shall be ductile iron pipe.

Extension of Existing Facilities

If an existing water or sewer main must be extended, the developer will be required to reimburse the city for 50% of the cost for these extensions. These extensions can only occur on existing public right-of-ways or city owned easements. The City will make all main line tie-ins to existing water and sewer lines. The developer will be required to pay the City of Calhoun for the full cost of main line tie-ins to existing water and sanitary sewer lines.

The City will make the final decision to allow extension of its facilities and participate in the cost of said extensions. The Director of Utilities or Mayor and City Council will be responsible for such determination. All projects will be evaluated based on the City of Calhoun's best interest.

Easements

All water and sanitary sewer mains through out the development must be installed within the street right of way or on within dedicated easements. Easements must be platted and recorded as part of the subdivision or development plat. Easements must be a minimum of twenty feet (20') in width for water mains and twenty feet (20') in width for sanitary sewer mains. Dedicated easements for water or sanitary sewer mains are intended for these utilities respectively. Other utilities scheduled for installation within the easements must be a proved by the City of Calhoun Director of Utilities. No structures or buildings may be placed on aid easements.

The developer will be required to grant easements for future extensions of water and sewer lines to adjacent property lines or public right-of-ways.

Plan Review

At the time of plan submittal, a plan review fee will be paid to the City. This fee will be determined by the City and posted in the city fee schedule. The plan will be reviewed by the City and may be approved or denied. If denied, the plan will be returned to the developer for revision. If approved, the plan will be returned to the developer to be sent to the EPD for approval.

Pre-Construction Meeting

Upon receiving EPD approval, the developer will set up a pre-construction meeting with the City and the contractor to be used. At this meeting, the developer will need to provide the City with two sets of plans, stamped approved by the EPD for the proposed development. In addition, a construction schedule for the proposed work will be needed. All work will be coordinated between the developer and the City to ensure proper notification and communication. The construction schedule for work should include the start date; finish date, daily work start times and work stop times. The developer of the project will keep the City aware of all progress made on the job. The work shall be installed to the specifications of the City of Calhoun.

The developer shall furnish his or her own materials and Utility Contractor. All Utility Contractors shall meet the Statutes set forth by the Georgia General Assembly as of June 30, 1994. This will require that contractors installing water or sanitary sewer mains shall hold all necessary licenses as described under O.C.G.A. 43-14-8.2, O.C.G.A. 43-14-8.3, O.C.G.A. 43-14- 8.4. At least one person with a minimum of a Utility Foreman's License must be present at all times during installation of water mains, sanitary sewer mains, and appurtenances.

Erosion Control

All developers will be expected to follow the best management practices, as prescribed in the Soil Conservation Service's Manual for Erosion and Sediment Control in Georgia when designing the soil erosion and sedimentation control measures for their development.

Permitting

After receiving the construction schedule for proposed work, an inspection fee will be calculated by the City using the city fee schedule. This fee will be based on 100% inspection of all work to be done in the development. The fee and all other related fees will need to be paid to the City and a "Water and / or Sanitary Sewer Installation Permit" issued before work can start on the Water lines and / or sanitary sewer lines. Inspections will include a review of materials used, method of installation, thrust blocking, protection and restoration of work area, type of bedding used, grade of pipe, backfilling, compaction, road and railroad ores, workmanship, testing etc. Should the project progress beyond the completion date as shown on the construction schedule additional inspection fees shall be paid by the developer. Any additional inspection fees must be paid prior to acceptance of water mains, sanitary sewer mains and appurtenances.

Prior to any installation of water mains and / or sanitary sewer mains, the developer shall submit to the City of Calhoun Engineering Inspection Department, copies of receipts indicating payment of all fees related to water and / or sanitary sewer service for the proposed development. Upon receiving copies of the receipts, the City of Calhoun Engineering Inspection Department shall issue a "Water and / or Sanitary Sewer Installation Permit." **Any water or sanitary sewer mains installed prior to the issuance of a "Water and / or Sanitary Sewer Installation Permit" within the proposed development or installed on public rights-of-way by the developer's contractor shall not be accepted by the City of Calhoun.**

Inspection and Testing

Inspection and testing of all work performed will be required. These tests will include Hydrostatic testing of water lines, disinfection of water mains, low-pressure testing of sanitary sewer lines and vacuum testing of manholes. The developer, in the presence of the City Inspector, will perform all tests. The developer or contractor shall give a 48-hour notice prior to any testing. These tests are outlined in the specifications for water and sanitary sewer line installation. Taps necessary for testing water mains shall be installed by the developer's contractor. Taps paid for by the developer and to be installed

by the City of Calhoun shall not be installed by the City of Calhoun until the water and/or sanitary sewer mains are accepted by the City of Calhoun.

Developers will be required to pay for bacteriological analysis under Section 1; Water Distribution Systems, Part 3, 3.16, F.

Final Acceptance

The City of Calhoun shall not accept any water or sanitary sewer mains until the following criteria are met: All testing must be complete and approved by the City of Calhoun Engineering Department, The Developer has submitted complete as-built drawings (as-built drawings must have accurate locations of water mains, valves, fire hydrants an service crossings by means of dimensions or station and offset from centerline of roads, depth of water mains (if < / > than minimum depth as stated in the specifications), Sanitary sewer manhole locations by means of dimensions or station and offset from centerline of roads, sanitary sewer invert elevations and sanitary sewer tap locations), and all fees associated with the review and inspection of the water and sanitary sewer mains are received by the City of Calhoun.

All water line installations on existing public owned rights-of-way, which existed prior to the date of this policy, shall be installed by the City of Calhoun, with reimbursement to be paid by the developer to the City. Reimbursement for extensions on existing publicly owned rights-of- way or easements will be based on a rate of 50% of the extension cost.

Prior to the acceptance of any water mains and / or sanitary sewer mains by the City of Calhoun, the developer shall furnish copies of all easement plats (suitable for recording) and a letter indicating the actual cost of installing the water mains and / or sanitary sewer mains within the development.

Warranty

Developers will be responsible for any repairs due to workmanship or materials, for a period of one year after the water and/or sanitary sewer line has been accepted by the City.

Connection Fees

Developers will also be required to pay water and / or sanitary sewer connection fees based on the current fee schedule of the City of Calhoun.

14. **Surplus Electric Poles:**

- a. \$.50 per foot for pole of medium to poor condition.
- b. \$1.00 per foot for poles of good (preferred) condition.

15. **Septic Waste Disposal Permit Fees:**

- a. \$50.00 maximum for 1,000 gallons.
- b. Disposal tickets required prior to dumping at wastewater treatment facility, dumping only under supervised/regulated conditions.

- c. Disposal tickets available for purchase at City Hall.
16. **Cemetery Fees and Purchase Price (effective July 1, 2001:)**
- a. Cemetery spaces will be sold for \$400.00 per space (4' x 12') at Fain and Chandler Cemeteries.
 - b. All of the increase in price per space shall be applied to the Cemetery Trust Account.
 - c. Burial Deed shall be issued by the City, executed by the Mayor and Clerk for spaces when full purchase price has been paid.
 - d. Rates remain \$400.00 per grave space, with \$250.00 to be applied to the Cemetery Trust account.
17. **Street Department Miscellaneous Fees:**
- a. **Demolition of Condemned Property by City:** Cost plus 10%.
 - b. **Installation of Storm Drainage:**
 - 1) Storm drainage will be installed on public right-of-ways only.
 - 2) Residential: City will charge no fee for installation, provided resident purchases coated metal pipe at current cost plus 15%.
 - 3) Industrial and Commercial: Cost of material and installation, plus 15%.
 - c. **Utility Patching (City Streets):** A charge of \$60.00 per square yard for street patching due to damage by other utilities, developers, etc.
 - d. **Sidewalk Patching:** material plus labor cost.
 - e. **Sidewalk and Driveway Entrance:** material plus labor cost.
 - f. **Delivery of Mulch (Chips):** Fee of \$20.00 per truck load.
 - g. **Animal Control Fees:**
 - 1) Sales\$50.00
 - 2) Boarding.....\$5.00 per day
 - 3) Pick Up Fee (Animals without tags).....\$5.00
 - 4) Violations of leash regulations:
 - a) First Warningno fee
 - b) Second Warning.....\$25.00
 - c) Third Warning.....\$50.00
 - d) Fourth Warning.....Notice to appear in Municipal Court-
The Judge will set the fee.

REGULATORY LICENSE FEES

18. **Circuses, Carnivals and Public Exhibitions:**
- a. **Definitions:** as used in this division, the following terms shall have the respective meanings ascribed to them:
 - 1) **Carnival:** Amusement activities, rides, merry-go-rounds, booths for the conduct of games of skill, food dispensing and sideshows.
 - 2) **Public Exhibition:** Circuses, menageries, sideshows, and other similar itinerant amusement enterprises which are open to the public and for admission to which fee is charged.
 - b. **License Required:** No person shall conduct or operate a circus, carnival, or public exhibition without having first obtained a license from the City Clerk.
 - c. **License Fees:** The business license fee imposed on each circus, carnival, or public exhibition operating within the City shall be \$100.00 for one inspection by

police, fire, and electrical inspectors. Additional inspections will be \$33.00 for each separate inspection.

d. **Conditions of Issuance:** No license under this division shall be issued until the following conditions have been met:

- 1) The operator and sponsor of the circus, carnival, or public exhibition have each assumed full responsibility for maintaining order and for keeping the site clean and free of trash, papers, and other debris, and have placed trash containers in adequate number and in convenient locations for the use of the public;
- 2) The premises have been inspected by police, fire and electrical inspectors of the City and operators have exhibited a State license indicating compliance with State regulations.
- 3) The applicant has placed on file with the City Clerk, one or more certificates of insurance indicating there is in effect public liability insurance covering any damages arising out of the use and operation of any devices and facilities operated in connection with such carnival or exhibition. Such insurance shall be in the minimum amount of one hundred thousand dollars (\$100,000.00) for each person, and three hundred thousand dollars (\$300,000.00) for each accident.

19. **Taxicab and Limousine Operators:**

a. Each person who engages in the business of operating one or more taxicabs or limousines in the City shall obtain a license from the City Clerk.

b. **Application – General:** Application for a license shall be made, and such application shall contain the following information in addition to general information:

- 1) The experience of the applicant in the transportation of passengers;
- 2) Any facts which the applicant believes tend to prove that public convenience and necessity require the granting of a license;
- 3) The number of vehicles to be operated or controlled by the applicant and the location of proposed depots and terminals.

c. **Review:** In considering whether to grant or deny a taxicab license to an applicant, for such license, the governing body shall take into account the number of taxicabs or vehicles already in operation; whether existing transportation is adequate to meet the public need; the probable effect of increased service on local traffic conditions; and the character, experience, and responsibility of the applicant.

d. **Bond Required:**

- 1) Before any license shall be issued for engaging in the taxicab or limousine business, the applicant for such license shall file with the City Clerk an indemnity bond for each vehicle authorized, in the amount prescribed by the governing body for bodily injury to any one person; in the amount so prescribed for injuries to more than one person which are sustained in the same accident; and in the amount so prescribed for property damage resulting from any one accident. Said bonds shall be executed by the

- applicant, as principal, and two (2) sureties upon which service of process may be made in the State and which shall inure to the benefit of any person who shall be injured or who shall sustain damage to property proximately caused by the negligence of the applicant, or applicant's servants or agents. The required bond schedule shall be on file in the office of the City Clerk.
- 2) The City Council may, at its discretion, allow the applicant to file, in lieu of a bond, a liability insurance policy issued by an insurance company authorized to do business in the State, provided that such policy conforms to the provisions of this section relating to bonds.
- e. **License Fee:** The annual license fee for each person engaged in the business of operating taxicabs or limousines in the City shall be \$75.00, plus \$20.00 for verification of each driver and issuing individual driver's permits.
- f. **Driver's License and Permit Required:** No person shall operate a taxicab or limousine for hire upon the streets of this municipality and no person who owns or controls a taxicab shall permit it to be so driven, and no taxicab licensed under the provisions of this division shall be driven at any time for hire, unless the driver of said taxicab shall have first obtained and shall have then in force a valid motor vehicle driver's license, issued by the State, and a valid taxicab driver's permit issued by the municipality, as provided herein.
- g. **Driver's Permit Application:**
- 1) **Filing, etc.:** An application for a taxicab driver's permit shall be in writing, and filed with the City Clerk, and such application shall be verified under oath and shall contain the following information:
 - a) The names and addresses of four (4) references who will vouch for the sobriety, honesty, and general good character of the applicant;
 - b) The experience of the applicant in the transportation of passengers;
 - c) The educational background of the applicant.
 - 2) **Police Investigation of the Applicant:** The Chief of Police shall cause to be made an investigation of each applicant for a taxicab driver's permit. Such investigation shall be made to determine the moral character and fitness of the applicant, as well as the applicant's knowledge of the City and all traffic regulations therein. A report of such investigation and a copy of the traffic and police record of the applicant, if any, shall be attached to the application.
 - 3) **Consideration of application:** The City Clerk or Chief of Police shall, upon consideration of the application and the reports required to be attached thereto, approve or reject the application. If the application is rejected, the applicant may request a personal appearance before the governing body to offer evidence why the application should be reconsidered.
- h. **Provisional Driver's Permit:** Notwithstanding any other provision hereof, until such application for a taxicab driver's permit is formally acted upon by the governing body, a provisional taxicab driver's permit may be issued to such applicant by the City Clerk, upon approval of the Chief of Police, following a preliminary investigation into the driving record or history of said applicant, provided such applicant shall have and possess a valid motor vehicle driver's license issued by the State.

- i. **Persons Precluded from Obtaining Driver's Permit:** No individual shall be permitted to obtain a City permit to operate any taxicab or vehicle for hire who has been convicted of a crime involving moral turpitude, or having violated any law or ordinance dealing with, having, possessing, selling or drinking intoxicating liquor, wine or beer.
- j. **Forfeiture of Driver's Permit for Certain Acts:** Any person to whom a driver's permit has been granted to operate a taxicab or car for hire shall immediately forfeit the permit upon being found in possession of any intoxicating liquor, wine or beer, in any taxicab or car for hire which such person may have a license to operate, except where the same is found upon the passenger in a passenger's luggage or effects.
- k. **Issuance of Driver's Permit, Photograph:** Upon approval of an application for a taxicab driver's or vehicle for hire permit, the chief of police shall issue a permit to the applicant which shall be signed by the Chief of Police, and set forth the name, address, age and signature of the applicant. The Chief of Police shall procure or cause to be produced two (2) photographs of such applicant, one of such photographs to be retained by the Chief of Police in the files of the Police Department and the other to be attached to the taxicab driver's permit.
- l. **Display of Driver's Permit:** Every taxicab driver licensed under this section shall post such taxicab driver's permit in such a place as to be in full view of all passengers while such driver is operating a taxicab.
- m. **Duty of Driver to Comply with City, State and Federal Laws:** Every driver licensed under this division shall comply with all city, state and federal laws. Failure to do so will justify the suspension or revocation of the taxicab driver's permit or the vehicle for hire permit.
- n. **Designation of Taxicabs:** Each taxicab shall bear on the outside of each rear door and on the rear of the vehicle, in painted letters not less than three (3) inches high, the name of the company or individual owning or operating the vehicle and the work "taxicab" and, in addition, may bear an identifying design approved by the Chief of Police.
- o. **Receipts for Fares:** The driver of any taxicab shall, upon request by the passenger, render to such a passenger a receipt for the amount charged, either by a mechanically printed receipt or by a specially prepared receipt, on which shall be the name of the owner, license number or motor number, amount of the meter reading or charges, and the date of the transaction.
- p. **Accidents:** All accidents arising from or in connection with the operation of any taxicabs or vehicles for hire which result in death or injury to any person, or in damage to any vehicle or to any property in an amount exceeding the sum of twenty-five dollars (\$25.00) shall be reported within twenty-four (24) hours from the time of occurrence to the Police Department.
- q. **Refusal of Passenger to Pay Legal Fare:** It shall be unlawful for any person to refuse to pay the legal fare of any taxicab after having hired the same, and it shall likewise be unlawful for any person to hire any taxicab with the intent to defraud the person from whom it is hired of the value of such service.
- r. **Limit on Number of Passengers:** All motor vehicles engaged in the transportation of persons for hire within the City shall carry no more than four (4) persons per seat in said motor vehicle at any one time, except, however, said

motor vehicle may carry no more than three (3) persons, including the operator of the vehicle, on the front seat, or driver's seat, at any one time.

- s. **Compliance with State Law Required:** All motor vehicles engaged in the transportation or persons for hire within the City shall be in compliance with all appropriate state laws and regulations covering said class of vehicles.

20. **Tattoo Artists:**

- a. Each person who engages in the business of operating one or more tattoo offices in the City shall obtain a license from the City Clerk.
- b. Application for a license shall be made and such application shall contain the following information: name, home address, location of business, telephone number, social security number, names and same personal information on employees, prior location, number of years in the business, list of types of equipment, copy of state permit or health permit (if required by any state office,) and prior criminal report if any.
- c. Applicant must register with the Police Department listing their name and location, and must notify its location changes within the City.
- d. Applicant must be located in an area designated (zoned) as a business area.
- e. Applicant must agree to meet all state and federal requirements.
- f. The annual license fee shall be one hundred dollars (\$100.00.)

21. **Shooting Galleries and Firearm Ranges:**

- a. Each person who engages in the business of operating one or more galleries or ranges within the City shall obtain a license from the City Clerk.
- b. Application for a license shall be made and such application shall contain the following information: name, home and business address,, telephone number, social security number, list of employees and same personal information as applicant, copy of state license, copy of federal fire arms permit (if applicable,) and copy of liability insurance policy.
- c. Applicant must register with the Police Department, listing their name and business location. Applicant must notify the police of any change of location within the City. Applicant must file copies of all current state and federal permits. Applicant shall agree to police background check.
- d. Applicant must provide proper galleries and ranges designed to protect the public and participants, and must comply with all building, fire, plumbing and electrical codes.
- e. Galleries and ranges are to be located within areas zoned for business operations.
- f. Applicant must agree to meet all state and federal requirements.
- g. The annual license fee shall be one hundred dollars (\$100.00.)

22. **Scrap Metal Processors:**

- a. Each person who engages in the business of operating a scrap metal process in the City shall obtain a license from the City Clerk.
- b. Application for a license shall be made and such application shall contain the following information: name, home address, business address, telephone number, type zoning for business location and hours of operation.

- c. Location must meet all building, fire, electrical and zoning codes, and the noise level must be within required levels for the area and the type of operation.
- d. Materials located at the site must be processed and relocated within a maximum of thirty (30) days.
- e. Application and addresses of all parties who sell to the applicant should be available for police inspection at any time.
- f. Applicant must agree to meet all state and federal requirements.
- g. The annual license fee shall be one hundred dollars (\$100.00.)

23. **Pawnbrokers:**

- a. **License Required:** Each pawnbroker doing business within this municipality shall be required to obtain a license from the City Clerk in the manner specified.
- b. **License Fee:** The annual business license fee for each pawnbroker doing business in this City shall be \$400.00.
- c. **Review of Application:** no action on any application for a pawnbroker's license shall be taken by the governing body until the Chief of Police has reviewed such application and forward a recommendation thereon to the City Clerk in the manner specified.
- d. **Limitation of Issuance:** no pawnbroker's license shall be issued to any person who has been convicted of the offense of receiving stolen goods or of burglary or robbery.
- e. **Records:** each pawnbroker licensed hereunder shall furnish to the Police Chief each week a list of every article pledged with such pawnbroker or sold to such pawnbroker during the previous week, giving a full and accurate description of the article, from who it was received, and the hour of the day received.
- f. **Weapons:** no pawnbroker shall receive as a pledge or purchase any revolver, pistol, blackjack, or sawed-off shotgun, and no pawnbroker shall display in such pawnbroker's window or shop any such weapons for sale, without proper state and federal permits.
- g. **Minors:** no pawnbroker shall have any business dealings as a pawnbroker with a minor, nor shall a pawnbroker's license be issued to a minor, nor shall a pawnbroker employ a minor to assist in the business.
- h. **Stolen Goods:** it shall be the duty of every pawnbroker to report to the police any article pledged with the pawnbroker, or which is sought to be pledged with such pawnbroker, if such pawnbroker shall have reason to believe that the article was stolen, or lost and found by person attempting to pledge it.

24. **Firearm Dealers:**

- a. Each firearm dealer doing business within the City of Calhoun shall be required to obtain a license from the City Clerk in the manner specified.
- b. License application and copies of federal and state licenses are to be filed with the City Clerk.
- c. Firearm dealers are to be registered with the City Police Department of Calhoun with copies of federal and state licenses to be filed. A criminal history is to be produced following written consent of applicant.
- d. Fingerprints and the past five years' firearm dealer history is to be filed with the Calhoun City Police Department.

- e. No action on any application for a fire arm dealer shall be taken until the governing body has reviewed the application and police report.
- f. No firearm license shall be issued to any person who has been convicted of a felony crime.
- g. The annual license fee for each firearm dealer shall be four hundred dollars (\$400.00.)
- h. A monthly report of the sales or trades of firearms are to be filed with the City Police Department for cross checking of stolen property locally and state wide.

25. **Peddlers:**

- a. **Definition:** any person, whether a resident of this city or not, traveling by foot, wagon, automotive vehicle, or any other type of conveyance from place to place, from house to house, from street to street, carrying, conveying, or transporting goods, wares, merchandise, meats, fish, vegetables, fruits, garden produce, farm products, or provisions, who offers and exposes the same for sale, or who, without traveling from place to place, sells or offers the same for sale from a wagon, automotive vehicle, railroad car, or other vehicle or conveyance.
- b. **Non-residents selling goods within the City are subject to the same regulations and license requirements as residents.** Any non-resident person engaged in soliciting and selling in the City any goods, wares, merchandise or commodities and delivering same, at time of sale by wagon, truck or other vehicle or manner, other than by public carrier in the usual course, shall be subject to the same license as prescribed and fixed in these ordinances for residents doing a like business in the City and subject to the same regulations and penalties as resident dealers.
- c. **License of Peddlers and Itinerant Merchants - - Requirements:** Each peddler and itinerant merchant who does business within this municipality shall obtain a license from the City Clerk in the manner specified.
- d. **Exemptions:** Section 12-122 shall not be applicable to traveling sales persons or nonresident merchants as provided in the Official Code of Georgia Annotated (O.C.G.A.) §48-5-354, nor to newspaper delivery persons or sales persons, nor to bona fide merchants who merely deliver goods in the regular course of business, nor to a bona fide charitable, religious or philanthropic organizations, nor to persons selling agricultural products or implements, or flower pots or jugs, as provided in O.C.G.A. §43-32-6.
- e. **License Application:** Application for a license shall contain the following additional information:
 - 1) The places in the City where applicant proposes to carry on applicant's business and the length of time contemplated for the conduct of said business;
 - 2) The places within the last six (6) months, other than the permanent place of business of applicant, where applicant had conducted a transient business;
 - 3) A statement of the nature, character and quality of goods, wares or merchandise to be sold or offered for sale in the City by applicant; and


- 4) A brief statement of the nature and character of any advertising done or proposed to be done in connection with the conduct of applicant's business.
- f. **Bond:** before any license shall be issued for engaging in a transient or itinerant business as provided in this section, the applicant shall file with the City Clerk a bond to the City in the sum prescribed by the governing body (\$500.00,) filed in the office of the City Clerk, executed by the applicant as principal, and two (2) sureties upon which service of process may be had in the state; said bond to be conditional upon the applicant complying fully with all of the provisions of the ordinances of this City and the statutes of the State regulating and concerning the sale of goods, wares and merchandise, and will pay all judgments rendered against applicant for any violation of said ordinances or statutes, together with all judgments and costs that may be recovered against applicant by any persons for damage growing out of any misrepresentation or deception practiced on any person transacting such business with such applicant, or applicant's agent or employee.
- g. **License Fees:** The business license for each peddler doing business in the City shall be thirty-five dollars (\$35.00.)
- h. **Exhibiting License:** all persons obtaining a peddlers license shall exhibit such license at the request of any citizen.
- i. **Magazine and Publication Solicitors - - License Required:** it shall be unlawful for any person to go door-to-door or to canvass the City soliciting subscriptions to any magazine, book, literature or publication of like nature without have first obtained a license from the City Clerk in the manner specified.
- j. **License Fee:** the fee for such license to peddle or solicit such subscriptions for literature shall be fifty dollars (\$50.00.)
- k. **Bond, Registration and Fingerprinting:** Before the City Clerk shall issue a license to sell, solicit, or canvass for such literature, the applicant for said license shall meet the following conditions:
 - 1) **Bond:** applicant shall file or post a bond with the City Clerk in the amount prescribed by the governing body (\$1,000.00) and filed in the office of the City Clerk in the form of cash or a surety bond issued by a commercial insurance company registered with the Insurance Commissioner or Comptroller of the State and authorized to do business in the State, for each person desiring to sell, solicit or canvass for such literature.
 - 2) **Registration:** each person desiring to sell, solicit or canvass for such literature shall register such person's name and address with the City Clerk at least one week in advance of the date of such desired solicitation or canvassing.
 - 3) **Fingerprinting:** each person desiring to sell, solicit or canvass for such literature shall be fingerprinted by the Police Department prior to the issuance of such license.
- l. **Peddling in Streets:** It shall be unlawful for any person to display, advertise, offer for sale, or peddle any merchandise of any kind whatsoever, including perishable food items, from any contrivance or motor vehicle upon the public streets of the City, from curb to curb, including the designated parking spaces located on said public streets between the curbs.

- m. **Soliciting in Streets:** in fundraising or solicitation, charitable or otherwise, the use of roadblocks or canvasses of vehicles upon the public streets of the City is prohibited. Under no circumstances may any person solicit funds from or distribute literature to occupants of any vehicles traveling upon the public streets of this City.
 - n. **Stands, Contrivances for Street Sales – Permit Required:** it shall be unlawful for any person to erect stands or other contrivances to be used as a place to sell or advertise goods, wares or any other kind of merchandise or anything else on which a price would be asked, on any street, alley or other place controlled by the City, except by special permit of the governing body.
 - o. **Advertising Sales in Public Places – Permit Required:** it shall be unlawful for any person to advertise any patent or proprietary medicine or any other article of merchandise of any kind upon the public squares, the public streets, alleys or other places in the City by lecture, special entertainment, concert or other like manner without first obtaining the written permission of the governing body.
26. **Hypnotists, Handwriting Analysts, Fortune Tellers:**
- a. Each hypnotist, handwriting analyst and fortune teller shall be required to obtain a license from the City Clerk in the manner specified.
 - b. The application for each shall include the applicant's past five years of professional activity and locations, in addition to the general information required.
 - c. The applicant for a hypnotist, handwriting analyst or fortune teller shall file a notice of location with the City Police Department in addition to authorizing a criminal history report and fingerprinting.
 - d. Applications and police information will be forwarded to the governing authority for review prior to authorizing a license.
 - e. No license shall be granted to an applicant who has been convicted of a felony crime.
 - f. An applicant will only be approved for a location in a commercial area.
 - g. The fee for the license shall be one hundred dollars (\$100.00) for each location.
27. **Burglar and Fire Alarm Installers and Locksmiths:**
- a. Each burglar and fire alarm installer or locksmith shall be required to obtain a license from the City Clerk in the manner specified.
 - b. The applicant shall file an application with the City Clerk. The application will include the past five years of professional activity in addition to general information.
 - c. The applicant shall file a notice of the office location with the police department in addition to authorizing a criminal history report and fingerprinting. A list of employees, social security numbers and addresses shall be filed.
 - d. Applications and police information will be forwarded to the governing authority for review prior to authorizing a license.
 - e. No license shall be granted to an applicant who has been convicted of a felony crime.
 - f. Each approved applicant shall file updated reports of new employees, their social security numbers and addresses with the Police Department.
 - g. The fee for the license shall be one hundred dollars (\$100.00) for each location.

28. **Amusement Machine Owners – Regulated by the State of Georgia.** A regular business license is required by the City of Calhoun.

Adopted this the 16th day of June 2003.

City of Calhoun, Georgia



James F. Palmer, Mayor

Attest:



Cathy Harrison, City Administrator

**CITY OF CALHOUN
GEORGIA**

R E S O L U T I O N

WHEREAS, the City Administrator, the Director of Utilities, the Director of Public Safety and Public Works and the City School Board have presented a proposed budget to the Mayor and Council on each of the various funds of the City; and

WHEREAS, the Mayor and Council have reviewed and amended the proposed budgets; and

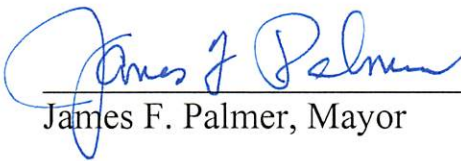
WHEREAS, the budgets for each fund are balanced and attached as Exhibit "A" hereto and made a part of said resolution; and

NOW, THEREFORE, BE IT RESOLVED, the Mayor and Council of the City of Calhoun hereby adopt said budget for the July 1, 2003 through June 30, 2004 fiscal year.

BE IT FURTHER RESOLVED, the expenditures shall not exceed the appropriations authorized by this budget or amendments thereto according to the budget policy. However, expenditures for the fiscal year shall not exceed actual funding available.

ADOPTED this the 16th day of June 2003.

CITY OF CALHOUN


James F. Palmer, Mayor

Attest:


Cathy Harrison, City Administrator / Clerk

City of Calhoun

Budget Summary - 2003-2004

TOTAL GENERAL FUND INCOME			\$ (12,642,974.00)	
General Fund Expense:				
Department	Division	Actual Expenditures 2001-2002	Budget 2002-2003	Budget 2003-2004
Executive Expenses:	Mayor and Council	126,345.32	304,438.00	242,083.00
	Mayor and Council - Dues & Fees	28,798.46	29,800.00	34,434.00
	Election Expenses	2,464.20	-	4,000.00
General Administration	General Administration - City Hall	2,145,964.79	2,443,544.00	1,582,536.00
	Finance	266,850.76	308,225.00	366,983.00
	Tax Administration	47,491.71	50,272.00	58,152.00
	Tellers	77,913.48	80,047.00	93,077.00
	Purchasing	92,882.93	104,522.00	117,105.00
	Human Resources	79,574.00	86,275.00	91,384.00
	Risk Management	4,602.37	5,000.00	7,200.00
	Gen. Admin. Buildings	48,840.96	5,000.00	2,000.00
	Purchasing Building	664.51	1,000.00	750.00
	Customer Service	101,226.38	101,941.00	111,245.00
	Meter Reading	308,582.66	312,828.00	306,383.00
	Utility Billing	191,385.47	215,761.00	226,746.00
	Welfare Related	52,003.05	56,874.00	52,120.00
	Arts Council	2,000.00	2,000.00	2,000.00
	Auditorium	-	1,500.00	500.00
	Depot Building	23,656.94	30,000.00	24,800.00
	McConnell Road Building	12,901.40	8,450.00	9,059.00
	Library - (County to Reimburse Salaries & Fringe Benefits @ 65% = \$98,309.00)	147,362.47	178,694.00	182,721.00
	Library Building	-	-	-
	Airport - (County to Reimburse Salaries & Fringe Benefits @ 50% = \$33,110.00)	114,751.44	288,248.00	356,105.00
	Downtown Development	67,459.47	101,856.00	110,174.00
	Engineering	172,829.96	290,291.00	225,317.00
	Public Utilities Director	374,818.28	302,779.00	314,692.00
	Public Works Director Building	743.68	2,000.00	2,000.00
	Public Safety Administration	98,904.46	105,649.00	109,932.00
	Building Inspection	139,349.67	148,793.00	246,717.00
	Municipal Court Administration	164,620.73	167,548.00	233,306.00
Municipal Court Building	-	1,000.00	750.00	
Prisoner Custody	63,001.94	64,000.00	79,000.00	

Department	Division	Actual Expenditures 2001-2002	Budget 2002-2003	Budget 2003-2004
Public Safety:	Police Administration Division	267,573.38	310,606.00	364,424.00
	Police Detective Division	454,849.40	520,718.00	530,926.00
	Police Patrol Division	1,859,298.41	1,809,877.00	1,997,735.00
	Police Stations & Buildings	19,372.32	5,500.00	4,000.00
	Police 911	16,496.16	67,949.00	67,949.00
	Fire Administration	133,173.45	142,694.00	151,298.00
	Fire Fighting	1,816,926.79	2,015,160.00	2,128,976.00
	Fire Inspection	44,152.10	74,119.00	83,270.00
	Fire Stations & Buildings	19,372.32	5,500.00	9,500.00
	Fire 911	-	-	33,975.00
	Fire Debt Service	59,979.93	52,790.00	52,791.00
	Public Works:	Animal Control	55,317.21	58,087.00
Animal Control Building		1,765.25	2,000.00	200.00
Highway & Street Administration		75,067.03	76,273.00	80,969.00
Highway & Street Maintenance		1,118,082.20	1,110,778.00	996,595.00
Street Cleaning		43,779.74	56,211.00	57,667.00
Storm Drainage		23,763.37	10,000.00	10,000.00
Street Lighting		184,577.46	212,000.00	216,000.00
Highway and Street Buildings		689.17	2,500.00	61,031.00
Traffic Engineering		84,476.60	80,800.00	66,500.00
Maintenance and Shop		239,528.38	210,447.00	257,644.00
Maintenance and Shop Building		440.80	7,800.00	800.00
Cemetery Department		132,657.05	154,377.00	158,296.00
Cemetery Building		26,903.04	14,000.00	5,000.00
Parks & Beautification		28,105.13	19,800.00	13,800.00
Highway & Street Debt Service		37,703.53	37,704.00	37,704.00
GENERAL FUND TOTAL		\$ 11,702,041.71	\$ 12,856,025.00	\$ 12,642,974.00

Department	Division		Division Total	Dept. Total
Solid Waste Fund	Revenue	Fees, Penalty, Transfers	(853,314.00)	(853,314.00)
	Expense	Collection	462,486.00	853,314.00
		Solid Waste Building	200.00	
		Disposal	281,000.00	
		Recyclables	28,128.00	
		Brush Grinding	25,000.00	
		Landfill Post Closing	56,500.00	
Recreation	Revenue	Taxes, Fees, Program Revenues, Grants	(685,262.00)	(685,262.00)
	Expense	Administration	65,521.00	685,262.00
		Recreation	583,641.00	
		Commission	1,100.00	
	Buildings	35,000.00		
Municipal Court	Revenue	Fines & Fees	(1,201,500.00)	(1,201,500.00)
	Expense	Operations, State and County Fees	1,201,500.00	1,201,500.00
North Industrial Sewer Interceptor	Revenue	SRF Loan	(2,436,000.00)	(2,436,000.00)
	Expense	Contractor	2,436,000.00	2,436,000.00
Water Filter Project Fund	Revenue	Transfer of Funds	-	-
	Expense	Pump, Filters, Building	-	-
Sewer Plant Renovation	Revenue		(3,900,000.00)	(3,900,000.00)
	Expense		3,900,000.00	3,900,000.00
Mill Village II CDBG Special Project	Revenue	Grant from DCA	(193,970.00)	(193,970.00)
	Expense	Contractor	193,970.00	193,970.00
Revolving Loan Fund (Budget for Income)	Interest Revenue		(47,500.00)	(47,500.00)
	Deferred Revenue		47,500.00	47,500.00
Spring Project	Revenue		(4,125,000.00)	(4,125,000.00)
	Expense		4,125,000.00	4,125,000.00
Hotel - Motel Tax	Revenue		(236,000.00)	(236,000.00)
	Expense		236,000.00	236,000.00
Federal Dept of Justice Grant Fund	Revenue		(3,000.00)	(3,000.00)
	Expense		3,000.00	3,000.00
General Obligation Bond Debt Service - Golf	Revenue		(371,757.00)	(371,757.00)
	Expense		371,757.00	371,757.00
General Obligation Bond Debt Service - Schools	Revenue		(1,828,445.00)	(1,828,445.00)
	Expense		1,828,445.00	1,828,445.00
Confiscated Asset Fund	Revenue		(19,878.00)	(19,878.00)
	Expense		19,878.00	19,878.00

Department	Division		Division Total	Dept. Total
Water System Improvements	Revenue	SRF Loan	(5,520,000.00)	(5,520,000.00)
	Expense	Engineering, Contractor, Infrastructure	5,520,000.00	5,520,000.00
SPLOST - Cap. Fund	Revenue	SPLOST - Gordon County	(1,089,000.00)	(1,089,000.00)
	Expenses	Legal and Architectual	38,400.00	1,089,000.00
		Buildings	186,600.00	
		Recreation Site Improvements	461,000.00	
		Recreation - Machinery	70,000.00	
		Street - Vehicle	90,000.00	
		Street - Machinery	243,000.00	
Kerry Project	Revenue	Grants - Direct and Indirect	-	-
	Expenses	Water / Sewer / Rail	-	-
Street Scape Special Project	Revenue	Transfer from General Fund	(460,000.00)	(460,000.00)
	Expense	Engineering & Technical Studies	460,000.00	460,000.00
Sewer Department	Revenue	Fees, Interest, Transfers, Misc.	(6,740,877.00)	(6,740,877.00)
	Expense	Waste Treatment Plant Administration	79,597.00	6,740,877.00
		Waste Treatment Plant Maintenance	4,706,317.00	
		Waste Treatment Plant Buildings	21,500.00	
		Sludge Disposal	335,200.00	
		Sewer Construction Maintenance	1,039,157.00	
		Sewer Construction New Services	320,000.00	
		Sewer Construction Lift Stations	61,700.00	
		Sewer Construction Administration	77,406.00	
Sewer Construction Buildings	100,000.00			
Sewer Bond Debt Fund	Revenue		(135,630.00)	(135,630.00)
	Expense		135,630.00	135,630.00
Water Department	Revenue	Sales, Penalties, Connections, Interest, Misc.	(8,518,598.00)	(8,518,598.00)
	Expense	Water Plant Administration	144,420.00	8,518,598.00
		Water Plant Intake & Wells	534,400.00	
		Water Treatment	5,203,540.00	
		Water Distribution	458,400.00	
		Water Plant Buildings	8,500.00	
		Water Construction Maintenance	1,686,415.00	
		Water Construction - New Services	405,000.00	
		Water Construction Administration	74,923.00	
Water Construction Buildings	3,000.00			
Water Revenue Debt Fund	Revenue	Transfer from Sinking Fund - Interest	(1,577,365.00)	(1,577,365.00)
	Expense	Principal & Interest Expense	1,577,365.00	1,577,365.00

Department	Division		Division Total	Dept. Total
Electric Department	Revenue	Sales, Penalties, Service Additions, Rent, Interest, Misc.	(26,541,160.00)	(26,541,160.00)
	Expense	Electric Administration	182,869.00	26,541,160.00
		Electric Distribution	25,638,695.00	
		Electric Generators	656,610.00	
		Generator Building	1,000.00	
		Electric Buildings	1,000.00	
	Electric Inspections	60,986.00		
Telecommunications Fund	Revenue	Sales, Penalties, Rees, Rent, Misc.	(693,872.00)	(693,872.00)
	Expense	Telecommunications Maintenance	488,137.00	693,872.00
		Telecommunications Administration	95,536.00	
	Telecommunications - New Services	110,199.00		
Golf	Revenue	Green Fees, Cart Fees, Range Fees, Rent	(1,130,391.00)	(1,130,391.00)
	Expense	Golf Maintenance	540,874.00	1,130,391.00
		Golf Maintenance Administration	155,586.00	
		Golf Maintenance Buildings	1,250.00	
		Pro Shop Operation	359,123.00	
		Pro Shop Administration	69,058.00	
	Pro Shop Buildings	4,500.00		
School Trust	Revenue	Taxes	(9,715,005.00)	(9,715,005.00)
	Expense	Local Share Cost	9,715,005.00	9,715,005.00

Expense

General Fund Total	\$ 12,642,974.00
Special and Enterprise Funds	78,023,524.00
TOTAL BUDGET	\$ 90,666,498.00

Income

General Fund Total	\$ (12,642,974.00)
Special and Enterprise Funds	(78,023,524.00)
TOTAL BUDGET	\$ (90,666,498.00)

"Exhibit A"
City of Calhoun, Georgia
RESOLUTION
2002-2003 Budget Amendments

WHEREAS, the City of Calhoun requires a balanced budget; and

WHEREAS, the city has had reduced revenues in several areas due to the slump in the economy; and

WHEREAS, the city has continued to have material costs and labor associated with recovery from the May 1, 2002 tornado.

NOW, THEREFORE, BE IT RESOLVED, the Mayor and Council of the City of Calhoun hereby authorize the following amendments:

GENERAL FUND - REVENUE

Department	Division	Account Number		Title	Amount	Total
General Fund	Revenue	100-0000	39 1103	Transfer In From Electric Department	\$ 220,000.00	\$ (180,700.00)
		100-0000	39 9000	Appropriation Fund Balance (GEMA Money)	(400,700.00)	
	Expense	110-1110	57 6000	Mayor and Council Contingency Fund	\$ (36,000.00)	\$ 180,700.00
		110-1511	61 1006	Transfer Out to Solid Waste	53,500.00	
		110-1511	61 1020	Transfer Out to Recreation	36,000.00	
		110-1511	61 1022	Transfer to SPLOST	115,000.00	
		110-1511	61 1042	Transfer Out to Street Scape	10,000.00	
110-1511	61 1313	Transfer Out to River Park	2,200.00			
Recreation	Revenue	276-0000	39 1101	Transfer in From General Fund	(36,000.00)	\$ (36,000.00)
	Expense	276-6165	54 1300	(19) Buildings (Lion's Club Pavilion)	36,000.00	\$ 36,000.00
Waste Treatment	Revenue	230-0000	39 1102	Transfer In From Water System	255,000.00	\$ 255,000.00
	Expense	230-4335	52 2202	Repairs & Maintenance - Equipment	(40,000.00)	\$ (255,000.00)
		233-4333	53 1010	Construction Supplies - Pipe	(180,000.00)	
		233-4334	52 1300	Technical Services	(35,000.00)	
Water System - Well Project	Revenue	240-0040	39 1102	Transfer In	777,672.00	\$ (200,000.00)
		240-0040	39 1180	Transfer In - Certificate (Balance Cleared in 2002)	347,409.00	
	Expense	240-0040	39 9000	Appropriation From Water Fund	(1,325,081.00)	\$ 200,000.00
		240-0040	54 1440	Infrastructure	200,000.00	
Water System - Spring Project	Revenue	240-0054	39 3700	Loan (BB&T)	(4,025,000.00)	\$ (4,025,000.00)
	Expense	240-0054	54 1100	Land (Purchase Spring)	4,025,000.00	\$ 4,025,000.00
Water Fund	Revenue	240-0000	34 4200	Sales	400,000.00	\$ (72,409.00)
		240-0000	34 4276	Taps	(70,000.00)	
		240-0000	39 9000	Appropriation Fund Balance	(402,409.00)	
	Expense	240-4430	61 1003	Transfer to Electric	(220,000.00)	\$ 72,409.00
		240-4430	61 1043	Transfer to Sewer Project	(255,000.00)	
		240-4430	61 4040	Transfer to Well Project	547,409.00	
Electric Fund	Revenue	248-0000	39 1102	Transfer In from Water Fund	220,000.00	\$ 220,000.00
	Expense	248-4640	61 1001	Transfer Out to General Fund	(220,000.00)	\$ (220,000.00)

Department	Division	Account Number		Title	Amount	Total
SPLOST	Revenue	321-0000	33 7100	Shared Revenue - County	125,000.00	\$ 10,000.00
		321-0000	39 1101	Transfer in From General Fund	(115,000.00)	
	Expense	321-0060	54 1200	Site Improvements	115,000.00	\$ (10,000.00)
		321-0060	54 1300	Buildings	(125,000.00)	
Downtown Street Scape	Revenue	341-4200	33 4311	Grant - State	460,000.00	\$ 450,000.00
		341-4200	39 1101	Transfer In From General Fund	(10,000.00)	
	Expense	341-4200	52 1200	Engineering (Local Match)	10,000.00	\$ (450,000.00)
		341-4200	54 1200	Site Improvements	(460,000.00)	
River Park	Revenue	360-0000	39 1101	Transfer In From General Fund	(2,200.00)	\$ (2,200.00)
	Expense	360-0000	52 1209	Miscellaneous Professional Services	2,100.00	\$ 2,200.00
		360-0000	54 1200	Site Improvements	100.00	
Solid Waste	Revenue	540-0000	39 1101	Transfer In From General Fund	(53,500.00)	\$ (53,500.00)
	Expense	540-4520	52 2111	Residential Pick Up Charges	17,000.00	\$ 53,500.00
		540-4560	52 1201	Legal & Auditing	3,000.00	
		540-4560	52 1300	Technical Services	2,000.00	
		540-4560	52 1301	Monitoring	24,000.00	
		540-4560	54 1200	Site Improvements (Cover at Old Site)	7,500.00	

ADOPTED this 16th day of June 2003.

CITY OF CALHOUN, GEORGIA

James F. Palmer, Mayor

ATTEST:

Cathy Harrison, City Administrator/Clerk



Personnel Policies
City of Calhoun, Georgia

**City Of Calhoun, Georgia
Personnel Policies**

PURPOSE:

It is the purpose of these personnel policies to create and maintain a working atmosphere in which employees are treated as individuals, working together in a spirit of team work to attain common goals. The personnel policies are structured to provide a means to recruit, select, develop and maintain an effective and responsive work team. The personnel policies shall include policies for employee hiring, advancement, training and career development, salary administration, fringe benefits, discharge and other related activities. The personnel policies attempt to produce a workplace, which is safe, comfortable and progressive.

SECTION ONE

ADOPTION AND ADMINISTRATION

The Mayor and Council of the City of Calhoun, Georgia, pursuant to Section 15-3, C of the Personnel Ordinance, hereby adopt the following personnel policies for the City of Calhoun, Georgia by resolution.

A. Amendment

These policies may be amended at any regular or special meeting of the Mayor and City Council by adoption of an appropriate amendment by resolution. Proposed changes may be initiated by the Director of Utilities, Director of Public Safety and Public Works, City Administrator, Personnel Director, Mayor and City Council. Copies of proposed changes shall be posted in prominent places at City Hall and departmental offices prior to the time they are to be considered by the governing authority.

B. Interpretation

The policies are intended to cover most personnel problems and actions, which may arise. Those not specifically covered shall be interpreted by the Director of Utilities, Director of Public Safety and Public Works or City Administrator with the advice of the City Attorney, Personnel Director, Mayor and City Council in keeping with the intent of the personnel ordinance and these policies.

C. Administration

These policies shall be administered through the human resources department, with the Personnel Director to be responsible for the administration of the personnel department. The Personnel Director may request assistance from officials, department heads, supervisors, or other agencies in recommending policy changes or proposed salaries or wages for positions. Throughout these policies, powers and duties implied or expressed as pertaining to the Director of Utilities, Director of Public Safety and Public Works or City Administrator may be delegated by them to department heads, who may further delegate such authority to subordinates with the approval of the Director of Utilities, Director of Public Safety and Public Works or City Administrator. Departmental operating rules and regulations not in conflict with these policies may be established by the department heads with the prior approval of the Director of Utilities, Director of Public Safety and Public Works or City Administrator. Such approved rules shall have the same force and effect as these policies, and they shall be posted in a prominent place in the department and shall be subject to appeal under the grievance procedure.

D. Adoption

Three years after the adoption of these policies, the Personnel Director shall conduct a general review recommending any changes or amendments to the policies, and shall provide a general review in each succeeding three year period.

SECTION TWO
POSITIONS COVERED

These policies shall apply to all positions in permanent service and to such temporary or part time positions as may be specifically covered by action of the Mayor and City Council. A permanent position is any full time year round position which exists or which is created in any department or function of city government if salaries or wages of the incumbent are paid in whole or part by the government unless the position is listed in the exempt service of the personnel ordinance Section 15-2.

A. Clarification

Each employee shall be assigned to a department and shall be immediately responsible to that department head. Each department head shall be responsible to the Director of Utilities, Director of Public Safety and Public Works or City Administrator as per Section 15-3 of the Personnel Ordinance. Employees may be temporarily assigned to other departments upon approval of both affected department heads, or upon the approval of the Director of Utilities, Director of Public Safety and Public Works or City Administrator as per Section 15-3 of the Personnel Ordinance, without affecting the employees pay status.

B. Appeals Based on Allocation of Position

If an employee feels that he has been assigned to a department, which he is unqualified for, he may appeal for a transfer to another department which has an opening, provided the employee meets the qualifications. The actual transfer will be left to the discretion of department heads involved, and the Director of Utilities, Director of Public Safety and Public Works or City Administrator per Section 15-3 of the Personnel Ordinance.

C. Maintenance

Each time a vacancy occurs, a position description shall be submitted by the department head to the Personnel Director for review. This requirement may be waived by the Personnel Director in cases where the duties and responsibilities of a position on file have not changed. Each time a department is reorganized, new position description for all affected employees shall be submitted to the Director of Utilities, Director of Public Safety and Public Works or City Administrator and the Personnel Director for their review and approval. The Director of Utilities, Director of Public Safety and Public Works, or City Administrator may require department heads to submit position descriptions on a periodic basis, or any time they have reason to believe there have been changes in duties and responsibilities.

SECTION THREE
SALARIES, WAGES AND BENEFITS

The objectives of the City's Pay Scale is to give comparable pay for comparable work, and to meet current labor market salaries and wages as budgeted in the City's Annual Budget.

A. New Appointees

The entrance salaries/wages for a permanent or temporary employee shall be at a minimum level until the employee has been trained and shows ability for the job. The employee's salary or wages will be reviewed by the department head within the probationary period, and an increase to permanent pay will be recommended at the end of the probationary period or a release applied for if the employee's work has not been satisfactory. The entrance salary for a part time employee shall be computed based on the percentage of a full time salary/wage rate of a similar position to which the employee is being appointed.

B. Salary upon Promotion, Demotion or Transfer

An employee who is transferred shall be paid the salary/wages assigned to the position. An employee who is promoted shall have his salary or wages raised to the minimum pay for the position in order to allow for merit increases unless other action is authorized by the department head. An employee who is demoted shall be assigned new duties requiring less skills and lower salary or wage rates.

C. Over Time Pay

All full time employees, except department heads, asst. department heads, Director of Utilities, Director of Public Safety and Public Works, City Administrator or other salaried positions may be paid for over time only when specifically authorized by the Director of Utilities, Director of Public Safety and Public Works or City Administrator, and are entitled to over time pay only after having worked a regularly scheduled work week. The rate of pay shall be the employee's regular rate of pay plus one half. Over time pay shall be granted only on approval of the Director of Utilities, Director of Public Safety and Public Works or City Administrator as per Section 15-3 of the Personnel Ordinance or by the effective department head. All police officers and fire fighters will be paid over time or awarded compensatory time in accordance with the Federal Fair Labor Standards Act.

D. Pay Upon Termination of Employment

1. If, upon resignation of a city employee, the employee has accrued annual leave or unused sick leave, the employee shall be compensated at his regular wage rate for the accrued annual leave and unused sick leave. However, the annual leave shall not exceed four weeks unused annual leave as per the Annual Leave Policy.
2. A discharged employee shall be granted severance pay at the discretion of the department head, Director of Utilities, Director of Public Safety and Public Works, or City Administrator as per Section 15-3 of the Personnel Ordinance.
3. Payment for required physical examination may be deducted from the employee's last pay check, if resignation comes prior to the end of the probationary period.

E. Performance Increases

1. Following the probationary period and the assignment to permanent service, each employee's performance shall be reviewed and evaluated by his immediate supervisor or department head for purposes of determining the employee's eligibility for a performance pay increase provided funding is included in the approved budget.
2. **Procedure:** All of the employees personnel records, including performance rating by supervisors, tardiness and absentee records, and other evaluations giving particular emphasis to the evaluation of services rendered shall be reviewed by the immediate supervisor or department head. If the employee's work record is found to be satisfactory or above satisfactory, he may be recommended for a performance increase. If the department head believes the employee's work attitude or performance has been substandard, the department head will not recommend any performance increase. Recommendations for performance pay increases should be in writing.
3. **Performance Award:** The Director of Utilities, Director of Public Safety and Public Works or City Administrator shall review the recommendation of the immediate supervisor and department head, and shall approve or disapprove the performance increase recommendations subject to the availability of funds as budgeted by the Mayor and City Council. Performance awards shall be effective on the first day of the pay period following the approval of the Director of Utilities, Director of Public Safety and Public Works or City Administrator as per Section 15-3 of the Personnel Ordinance.

SECTION FOUR

RECRUITMENT, APPLICANTS AND APPLICATIONS

A. Discrimination

Discrimination of an applicant for a permanent service position because of race, creed, religion, color, sex, age, national origin or disability is prohibited. Any official or employee of the City of Calhoun with information concerning a violation of the provision of this paragraph shall file the information in writing with the City Attorney who shall conduct an investigation.

B. Notification

The Personnel Director shall prepare recruitment notices to publicize vacancies, and to assist in locating qualified candidates for vacant positions. The Personnel Director may use various media for recruitment as may be expected to bring notice of vacancies to as many qualified persons as possible, and to assure obtaining well qualified applicants. Requests for applicants may also be made with area labor departments. The Personnel Director shall post notice of vacant positions in each department in order to notify employees of their opportunity for advancement or lateral movement.

C. Application Policy

As a general policy, the Personnel Director shall accept applications only for vacancies as they occur. Applications will be accepted for a minimum of seven calendar days for an open position or more if determined necessary by the affected department head or Personnel Director. Applications will be accepted from city employees in other positions or departments, as well as, from the general public.

D. Method of Application and Evaluation

Each person applying for a position with the City of Calhoun shall make application on a standard form approved by the Personnel Director. The application shall be made at City Hall. When deemed necessary, the Personnel Director may require professional assistance of the preliminary review of applications, and in conducting preliminary oral interviews of applicants, the Personnel Director shall establish whatever reference and investigative requirements necessary to determine the reputation, competence, honesty, stability, dependability, etc., of each applicant. The reference and investigative requirements must remain within the framework of state, federal and local guidelines. Such investigations may include fingerprinting and check of arrest records if a factor in job performance. The Personnel Director shall submit records of all qualified candidates for vacancy to the department head or supervisor for their review.

E. Nepotism

It is the City's policy that immediate family relatives will not be employed in regular permanent or regular non-permanent positions under any of the following circumstances:

1. (a) Where one of the parties would have authority (or practical power), to supervise, appoint, remove or discipline the other; or
(b) Where one party would be responsible for auditing the work of the other; or
(c) Where both parties would report to the same immediate supervisor; or
(d) Where circumstances might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the City; or
(e) Where one of the parties is a policy level or elected official of the City, but not the City School Board.
2. Definition: "Immediate family relative" includes spouse, child, parent, brother, sister, half-brother, half-sister, grandparents, parent-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law or grandchildren.
3. If two employees marry, become related or begin sharing living quarters with one another, and in the City's judgment, the potential problems noted above exist or reasonably could exist, only one of the employees will be permitted to remain employed by the city, unless reasonable accommodations, as determined by the Personnel Director after consultation with the City Administrator, Director of Utilities, and Director of Public Safety and Public Works can be made to eliminate the potential problem. The decision as to which relative will remain employed by the City will be made by the two relatives within thirty (30) calendar days of the date they marry, become related, or begin sharing living quarters with each other. If no decision has been made during this time, the City reserves the right to terminate either employee.

4. This policy shall not apply to temporary or temporary part-time positions unless specifically covered by action of the City Administrator, Director of Utilities or Director of Public Safety and Public Works.

F. Rejection of Application

The Personnel Director may reject an application which indicates that the applicant is deficient in any or all of the requirements as specified in the job description filed with the Personnel Director. An applicant may also be rejected for the practice or attempted practice of fraud or deception in the completion of his application or if his past record of employment is determined to be unsatisfactory. Should the detection of the fraud of the application be following employment, the city may terminate the employee as directed by the Director of Utilities, the Director of Public Safety and Public Works or the City Administrator.

G. Appointment and Certification -Type of Appointment

The following types of appointment may be made to the City of Calhoun service: permanent and non permanent.

1. **Permanent Appointment:** Appointment to a position which has been created by the Director of Utilities, Director of Public Safety and Public Works or City Administrator with the anticipation that it will be necessary to maintain the existence of such position indefinitely on a continuous full time year round basis. Each employee is subject to all rules and regulations, and is entitled to receive all benefits and rights as provided by these personnel policies.
2. **Non Permanent Appointment:** A non permanent appointee shall be eligible to only those rights and privileges specifically provided for in these policies. An employee serving in a substitute or acting capacity who immediately prior to the substitute appointment held a permanent appointment shall not suffer loss of status, annual leave, sick leave, rights or privileges.

H. Certification

The department head or supervisor, after selecting an eligible applicant, shall submit a written appointment recommendation to the Personnel Director. If the Personnel Director agrees that the appointment is being made pursuant to applicable provisions of the personnel policies, he shall sign the appointment recommendation and submit it to the Director of Utilities, Director of Public Safety and Public Works or City Administrator for approval as per Section 15-3 of the Personnel Ordinance. If the Director of Utilities, Director of Public Safety and Public Works or City Administrator approves the appointment, he shall certify employment of the applicant, and notify the Personnel Director of such certification.

I. Emergency and Provisional Appointments

The Director of Utilities, Director of Public Safety and Public Works or City Administrator may approve emergency employment for not more than 90 days and provisional employment without open evaluation when there is no appropriate list available. No such provisional employment shall continue longer than six months.

J. Probational Status

Each applicant appointed or promoted to a permanent position shall be designated as a probational employee for a period of two to twelve months from the date of employment. During the probationary period, close observation of conduct and capacity of all probationers shall be made by the department head, and if it is found from such observation or otherwise, that the probationer fails to meet all the requirements satisfactorily, he shall be notified in writing of the reasons for such failure, and dropped from service. Each probational employee may be subject to personnel action (i. e. transfer, layoff, dismissal and other personnel action without prior notice and without right of appeal.) Each probational - status promoted employee who has permanent status as a permanent employee shall retain his appeal privileges with the exception that he may be demoted without the right of appeal.

K. Permanent Status

1. At least 15 working days prior to the expiration of the employee's probationary period, the department head shall notify the Personnel Director in writing whether or not the employee has satisfactorily completed his probationary period. If the employee's work record or attitude is not deemed at an acceptable level to warrant recommendation for permanent status, the department head may recommend dismissal or extension of the probationary period for a specific period of time not to exceed 12 months. If a probational status employee fails to qualify for permanent service at the end of an extended probationary period, his appointment shall be terminated, and he shall be removed from City service.
2. The Director of Utilities, Director of Public Safety and Public Works or City Administrator shall review recommendations from the department head, and shall approve or reject such recommendations regarding permanent status. The effective date of permanent status for original probational appointments shall be the first day of the pay period immediately following approval by the Director of Utilities, Director of Public Safety and Public Works or City Administrator as per Section 15-3 of the Personnel Ordinance. In no case shall an employee be assumed to have attained permanent status without recommendation of the department head and approval of the Director, Director of Public Safety and Public Works or City Administrator.

SECTION FIVE
**ACTIONS ASSOCIATED WITH PERMANENT AND
NON-PERMANENT POSITIONS**

A. Promotional Examinations

The Personnel Director shall conduct competitive promotional evaluations or examinations in accordance with these policies. Such promotional examinations may consist of the same or a different type than that normally prescribed for entrance examination for the job. In competitive promotional ratings, the Personnel Director shall admit to the competitive process, all employees who meet the published qualification requirements. The Personnel Director may require each applicant who chooses to compete for a promotion to complete an application for the position on or before a specified date.

B. Voluntary Transfer

An employee may be transferred at his own request to a vacancy of a lower position subject to the approval of the department head and Director of Utilities, Director of Public Safety and Public Works or City Administrator as per Section 15-3 of the Personnel Ordinance. The Director of Utilities, Director of Public Safety and Public Works or City Administrator and department head shall determine whether the employee is qualified to perform the duties and responsibilities of the lower position. Voluntary transfers shall cause the employee's salary to be reduced to the maximum rate of his new position or he shall continue at his present rate whichever is lower.

C. Transfers

Vacancies in higher positions in city services shall be filled as far as practicable by promotion from lower services. To accomplish this purpose, the Personnel Director may direct that only qualified city employees shall be considered for an existing vacancy. Such closed competition shall be allowed only when there are a sufficient number of qualified eligible applicants within the city service.

D. Separation

An employee may be separated from the service of the City by any of the eight different methods as described below.

1. **Resignation:** To resign in good standing, an employee should give in writing to his department head or assistant department head at least fourteen calendar days prior

notice. Normally failure to comply with this rule shall be entered on the service record of employees and shall result in a denial of reemployment rights. However, the department head, with the approval of the Personnel Director may exempt an employee who has given less than the required notice from these penalties if exceptional circumstances warrant.

2. **Compulsory Resignation:** An employee who is absent from work for a period of three days without notifying the department head of the reasons for his or her absence and receiving permission to remain away from work, shall be considered as having resigned without notice and is not in good standing, unless, such failure to notify and receive permission was caused by unavoidable circumstances beyond the control of the employee. An employee is normally not eligible for re-employment with the City in a case of compulsory resignation.
3. **Disability:** An employee may be separated by disability when he has some mental or physical ailment, which incapacitates him for service if reasonable accommodations cannot be made by the City. Action may be initiated by the employee, his legal representative or the City, but in all cases, it must be supported by medical evidence acceptable to the Director of Utilities, Director of Public Safety and Public Works or City Administrator or the Mayor and Council. The City may require an examination at its expense performed by a physician of its choice.
4. **Death:** An employee who dies while in City service shall be separated effectively as of the date of death. Accumulated annual leave and any salary due the employee shall be paid to the estate of the deceased.
5. **Layoff:**
 - (a) Layoff is the termination of employment of a permanent employee when, for any valid reason, it may be necessary to abolish one or more positions to reduce the number of employees in the city service. Layoff does not reflect discredit upon the service of the employee.
 - (b) Work records, employee evaluations, ratings and length of service shall be used in determining which employees shall be laid off. The chief basis of the decision shall be the relative competence of the employees for the job that remains. In choosing between two employees, the employee most competent for the job remains. If it is found that two or more persons in the organizational unit in which layoff is to be made, have equal ratings as determined by the review of the employee records and evaluation ratings, the order of layoff shall be the last employee to enter service shall be the first to be laid off. No permanent status employee shall be laid off while another person in a position is employed on a temporary or part time basis in the same department if the employee is willing to accept the temporary or part time work.
 - (c) Whenever one or more positions must be discontinued temporarily or abolished because of lack of funds or because of material changes in the duties or organization, a department head shall submit his recommendation to the Director of Utilities, Director of Public Safety and Public Works or City Administrator as per Section 15-3 of the Personnel Ordinance. The recommendation shall contain the reasons for layoff and the names of the employees to be laid off. After reviewing the department head's recommendation on layoffs, the Personnel Director shall indicate approval or suggest modification of the recommendation and submit to the Director of Utilities, Director of Public Safety and Public Works or City Administrator as per Section 15-3 of the Personnel Ordinance.
 - (d) Permanent status employees shall be notified in writing by the Personnel Director at least 14 calendar days prior to the effective date of layoff. Such employees shall receive the first consideration for transfer if a vacancy exists for which they are

qualified. If no vacancy exists of equal rank, demotion to a lower rank may be offered if a vacancy exists for which the employee is qualified.

(e) Any employee who has been laid off shall have the opportunity to have his name placed on all eligible lists for positions for which they may be qualified, and shall be given preferential treatment in hiring based on evaluation of service rating and length of service.

6. **Loss of Job Requirement:** Any employee who is unable to do his job adequately because of loss or inability to obtain a necessary license or certification or other requirement may be separated by a layoff if another position for which he is qualified is unavailable.

7. **Dismissal:**

(a) Dismissal is the removal of an employee from City service for cause. A partial listing of reasons, but not limited to, for discharge shall be: malpractice or misconduct in office; willful violation of correct and proper orders of his superior, department head, Director of Utilities, Director of Public Safety and Public Works or City Administrator as per Section 15-3 of the Personnel Ordinance; willful violation of provisions of the Personnel Ordinance or Personnel Policies; neglect of duty; unsatisfactory performance of duties; or conduct unbecoming an employee. However, dismissal is not limited to the reasons herein listed.

(b) Dismissal shall be by the employee's department head with the approval of the Director of Utilities, Director of Public Safety and Public Works or City Administrator as per Section 15-3 of the Personnel Ordinance. The Director of Utilities, Director of Public Safety and Public Works or City Administrator may also initiate dismissals whenever he deems it necessary.

(c) Dismissal of permanent status employees shall be effective only after the person to be discharged has been presented with notice of said dismissal. Such notice shall contain the reasons for such discharge, specifically stated unless waived by said employee in writing. Such notice shall also notify the discharged employee of his right of appeal of said dismissal.

8. **Retirement:** Regulations for separation by retirement shall be those contained in the employee pension plan.

E. Disciplinary Actions - Reprimands

1. **Reprimand** is an oral or written notice of policy violation, mistake, inefficiency, or other factor which may adversely influence an employee's ability to carry out his duties and responsibilities effectively. Any supervisor may reprimand a subordinate at any time for cause. Oral reprimands will not affect an employee's privileges or status, or be recorded in his personnel records. Written reprimands will be reserved for repeated offenses or those of a serious nature. Employees shall be given a copy of written reprimand and afforded an opportunity to reply thereto. Three or more written reprimands within any 12 months, and the employee shall be subject to dismissal.

2. **Demotions:** The department head or supervisor, as the case may be, with the prior approval of the Director of Utilities, Director of Public Safety and Public Works or City Administrator, may reduce the salary of an employee within the range provided or demote the employee for cause to a lower position. A written statement of the reasons for any such action, shall be furnished to the affected employee by his department head and a copy filed with the Personnel Director at least five days prior to the proposed date of action. Demotion of permanent status may be appealed through the appeals procedure.

3. **Suspension:** A department head may for disciplinary reasons suspend without pay any employee in his department for a length of time he considers appropriate not to exceed ten working days. A written statement specifically setting forth reasons for such

suspension shall be furnished to the affected employee by his department head, and a copy filed with the Personnel Director. With the approval of the Director of Utilities, Director of Public Safety and Public Works or City Administrator as per Section 15-3 of the Personnel Ordinance, any employee may be suspended for a longer period pending the charges against him. The fact that the employee is acquitted of the charges or that that charges are dropped, does not necessarily mean the suspension or other disciplinary action will be revoked. The Director of Utilities, Director of Public Safety and Public Works or City Administrator shall make a final determination as to whether the employee shall be reinstated, dismissed, or subject to other disciplinary actions. Permanent status employees shall have the right of appeal as provided in the appeals procedure.

4. **Dismissals:** Dismissals shall be as provided in Section Five D-7.
5. **Reasons for Disciplinary Action:** Listed below are some of the reasons which might be cause for disciplinary action referred to in this policy; however, disciplinary action is not limited to the reasons herein listed.
 - a. Insubordination or uncooperative attitude intending to lower discipline and morale.
 - b. Failure to work at an acceptable level of competence as determined by the department head (may include excessive tardiness, lost time or inefficiency.)
 - c. Conviction of a felony or crime involving moral turpitude.
 - d. Being absent without leave.
 - e. Abuse or misuse of City property or vehicles.
 - f. Willfully giving false statements to supervisors, officials, the general public, boards or commissions.
 - g. Violation of city ordinances, administrative regulations or departmental rules.
 - h. Drinking of alcoholic beverages or use of any controlled substance while on duty.
 - i. Discovery of false statement in an application which had not been detected previously.
 - j. Acceptance of gratuities in conflict with these policies.
 - k. Refusal to be examined by the City authorized physician when so directed.
 - l. Sexual harassment.
 - m. Safety and risk management violations as outlined in separate safety policies and drug and alcohol policies.
 - n. Violations of purchasing and procurement card policies as defined in those policies.
 - o. Violations of police or fire department policies as they apply.
 - p. Those reasons for dismissal as listed in Section Five D-7.

SECTION SIX

APPEALS AND HEARINGS

Any City employee whose office or position is allocated to permanent appointment who has been demoted for cause, suspended, dismissed, or has been given a third written reprimand within a twelve month period (hereinafter called "disciplinary action") shall be allowed the following appeal rights by filing a written demand for a hearing with the City Administrator within five (5) working days of written notice from the City of such disciplinary action:

- A. The Mayor and Council shall serve as the City Personnel Review Panel (hereinafter "Panel") or they may appoint a City Personnel review Examiner (hereinafter "Examiner"). The Panel or Examiner shall be impartial and shall conduct hearings to review the disciplinary action. The Panel or Examiner is granted the authority to sustain or reverse the disciplinary action. If a Panel is convened, the Mayor shall act as the presiding officer and shall vote only in the event of a tie vote among the panel members. A quorum of three (3) shall be competent to conduct hearings and should the Mayor not be a part of the quorum then a presiding officer shall be elected from the quorum from its assembled members and such presiding officer

shall conduct the hearing and vote only in the event of a tie vote among the remaining Panel members.

- B. The charges supporting the disciplinary action shall be specified by the City Attorney in a written notice which, together with a copy of Section 15-4 of the personnel ordinance, shall be delivered personally, or by mail addressed to the employee either at his or her last known address within five (5) working days after a written demand for a hearing is timely filed by the employee with the City Administrator.
- C. In the event of such demand, a hearing shall be scheduled by the Panel or the Examiner, with not less than five (5) working days' notice to the parties. The notice shall be in writing and shall include the date, time and place of the hearing, and a short statement of the issue(s) involved.
- D. The hearing is intended to be less formal than a court hearing, but orderly. To ensure orderliness the hearing procedures of a civil case in courts of record in the State of Georgia will be followed, however, the Georgia Civil Practice Act does not govern the hearing proceedings. The City Attorney will represent the interests of the City at any hearing and the employee may represent himself or herself or may choose to be represented by a personal attorney.
- E. With respect to any such hearing, the Mayor, upon written application of any party, shall issue subpoenas requiring the appearance of witnesses for the purpose of taking evidence or requiring the production of any books, papers or documents relevant to the inquiry.
- F. The Panel or Examiner shall enter its written decision within ten (10) working days after completion of the hearing or the compilations of any written transcript if the hearing was recorded and either serve a copy of such decision upon the employee personally or by mail addressed to the employee at his or her last known address.
- G. Any employee aggrieved by a decision of the Panel or Examiner regarding his or her appeal of a disciplinary action may petition the Gordon County Superior Court for a Writ of Certiorari.
- H. All hearings either before the Panel or Examiner involving a disciplinary action shall be open to the public.

SECTION SEVEN **GRIEVANCE PROCEDURES**

- A. **Grievance Procedures for Permanent Status and Non-permanent Status employees** shall be considered as follows:
 - 1. **Steps:**
 - Step One:** The aggrieved employee shall discuss the grievance with the immediate supervisor within five consecutive days of its occurrence. The immediate supervisor must verbally reply to the employee within five consecutive working days of the date of this discussion.
 - Step Two:** If the grievance is not settled verbally in Step One, the employee may, within five consecutive working days of the immediate supervisor's verbal reply, submit the grievance in writing to the same supervisor on a grievance form obtained from the department head and the immediate supervisor must reply in writing within five consecutive working days of the written grievance.
 - Step Three:** If the grievance is not settled in Step Two, the employee may appeal the immediate supervisor's decision by forwarding the completed grievance form and reply, or an accurate copy thereof, to the department head within five days of the immediate supervisor's response. The department head must meet and discuss the grievance with the employee and the immediate supervisor, and must reply in writing to the employee within five consecutive working

days of the meeting. If the immediate supervisor is the department head, Steps Two and Three are consolidated into one single step.

Step Four: If the grievance is not settled in Step Three, the employee may appeal the decision by forwarding the completed grievance form and all written responses, or substantially accurate copies thereof, within five consecutive working days of the date of the department head's response to the Personnel Director who shall then convene a personnel grievance board composed of any three of the following: the City Administrator, the Director of Utilities, the Director of Public Safety and Public Works, the City Attorney and the Mayor or his designated Council Member, (hereinafter "the grievance board.") The grievance board shall conduct a hearing within twenty days of the date of receipt of the grievance. The Personnel Director will provide notice to the employee and supervisor of the time, place, and date of the hearing. The members of the grievance board shall select one of their members as the presiding officer. The hearing shall be conducted informally. Technical rules of evidence shall not apply. All testimony shall be under oath. The employee may obtain legal counsel or a third person to assist her or him. The decision of the grievance board shall be in writing and made within ten days after the completion of the hearing.

2. The decisions of the grievance board shall be final and binding, except in cases where decisions involve expenditures of city funds not provided for in the existing budget, in which case the decision will be reviewed by the Mayor and Council and either affirmed, reversed or remanded with direction.
3. Should there be extenuating circumstances, the Personnel Director and employee may alter the time limits set forth herein. If, at any step in the procedure the immediate supervisor or department head fails to provide an answer within the time limit, the employee may immediately proceed to the next step. Failure by the employee to process a grievance within the time limits or agreed upon extension shall constitute termination of the grievance.
4. An employee filing a grievance shall have the right to follow all the steps of the grievance procedures with complete freedom from reprisal.
5. Nothing in this procedure is intended to circumscribe or modify the City's existing rights by and through its Administrator, Director of Utilities, Director of Public Safety and Public Works and all Department Heads to do the following:
 - a. Direct the work of its employee;
 - b. Maintain the efficiency of governmental operations;
 - c. Take actions as may be necessary in case of emergencies and natural disasters;
 - d. Determine the methods, means and personnel by which operations are to be carried out.

B. Grievance Procedures for the Disabled

The following is an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by the Rules and Regulations governing Title Two of the Americans with Disabilities Act which states in part ". . . no otherwise qualified disabled individual shall, solely by the reason of such disability, be excluded from the participation in, be denied the benefits of, or be subject to discrimination in programs sponsored by a public entity."

1. Complaints shall be filed in writing or verbally, containing the name and address of the person filing it, and briefly describing the alleged violation of the rules or regulation. All complaints shall be addressed to the Americans with Disabilities Act Coordinator, City of Calhoun, Post Office Box 248, Calhoun, Georgia 30703-0248 or directed to same verbally at 706-629-0151.

2. A complaint should be filed within five days after the aggrieved party becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation shall be by the Americans with Disabilities Act Coordinator. These rules contemplate informal, but thorough investigation according all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Americans with Disabilities Act Coordinator and a copy forwarded to the aggrieved party no later than 45 days after its filing.
5. The Americans with Disabilities Act Coordinator shall maintain files and records of the City of Calhoun relating to the complaints filed.
6. The aggrieved party can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within ten days to the City Administrator.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, such as the filing of an American with Disabilities Act complaint with the responsible federal department or agency. Use of these grievance procedures is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure the City of Calhoun complies with the Americans with Disabilities Act and implementing regulations.

SECTION EIGHT
EMPLOYEE BENEFITS

A. Persons within the Scope of this Policy

The provisions of this policy shall be applicable to all permanent employees.

B. Annual Leave

1. **Persons eligible; accrual:** When a person has been employed by the City for a period of one year, he will be eligible for one week of annual leave, except department heads who will be eligible for two weeks annual leave. The employee shall be eligible for two weeks of annual leave after two years of employment. Any employee with eight years of employment shall be entitled to three weeks of annual leave, and after eighteen years of employment any employee will be eligible for four weeks annual leave, but not consecutively without approval of the department head and the Director of Utilities, Director of Public Safety and Public Works or City Administrator as per Section 15-3 of the Personnel Ordinance.
2. **Accrual:** In no case shall a city employee have his annual leave extended beyond the year in which it was earned unless approved by the Director of Utilities, Director of Public Safety and Public Works or City Administrator as per Section 15-3 of the Personnel Ordinance.
3. **Department Heads to Schedule Annual Leave.** Each city department head has the right to schedule the use of annual leave by a city employee in his department to enable him to properly carry out the functions of his department.

C. Sick Leave

City employees shall be granted one half day of sick leave per month. Sick leave cannot accumulate beyond the year in which it was earned. The employee who does not use any or all sick leave during the year shall be paid for each unused day at his normal rate of pay. If a severe illness (mental or physical) which requires medical confinement for three or more weeks, should occur requiring continuous leave, the employee or department head will be entitled to pay as follows: continued pay for one month for those with seven years of

service, one and one half months for those with 13 years of service and two months pay for those of more than 15 years of service. There is to be no more than two months continuous sick leave within one year's time for any employee or department head. The first six days of continuous leave represents the annual sick leave allotted to each employee. Sick leave and annual leave must be utilized prior to applying for extended sick leave.

D. Emergency Leave; Limitation of Use; Charging Time to Sick Leave or Annual Leave.

Emergency leave may be used by a city employee not to exceed one work week or the equivalent number of duty days per year. An employee may have the option of charging his absence to either his sick leave or his annual leave.

E. Military Leave

The City will grant leave of absences for fifteen calendar days each year with full pay for official military leave.

F. Family Leave

Any city employee who must be absent from work, and the reason for the absence is not covered under annual leave, sick leave or military leave may, with the permission of the department head, be absent for a period not to exceed three working days, or two duty days under this category of one year; an employee shall have the option of charging either his annual leave or sick leave with this absence. This policy is in addition to all rights afforded to an employee under the Family and Medical Leave Act of 1993.

G. Civil Leave

Any employee shall be given necessary time off without loss of pay when performing jury duty, or when required by proper authorities to be a witness in legal proceedings, providing such call to duty is reported in advance to the employee's department head. In order to receive full pay for the necessary time off, all fees received by the employee must be deposited with the City Administrator, except travel and meal allowances. City employees who perform jury duty or who are required to be a witness in a legal proceeding when such is required during periods when the employee is otherwise in a non duty status, will be permitted to retain all fees and allowances received therefore.

H. Funeral Leave

In the event of death in an employee's immediate family, he or she will be granted paid funeral leave up to three days. This three day period will begin on the day of the death and extend through the day following the funeral. The employee will receive his normal pay for any scheduled work day that occurs during this period. In the event of the death of a relative other than immediate family, the employee will be granted paid funeral leave of one day on the day of the funeral.

I. Leave Without Pay

- 1. Leave Without Pay Defined:** When it is determined in the best interest of the city service, a permanent status employee will be granted leave without pay for personal or other reasons, provided such leave is recommended by the department head and approved by the Director of Utilities, Director of Public Safety and Public Works or City Administrator as per Section 15-3 of the Personnel Ordinance. Non permanent employees are not eligible for grants of leave without pay.
- 2. Reasons for Granting:** The Director of Utilities, Director of Public Safety and Public Works or City Administrator, may with approval of the City Council grant leave without pay for a period not to exceed one year when it is deemed in the best interest of the city. Valid reasons shall include but are not limited to the following: prolonged illness or disability of the employee or a member of the employee's household; educational or training enrichment; pregnancy and child birth and military service.
- 3. Procedure for Requesting Leave without Pay:** Application for leave without pay shall be submitted in writing in advance showing employee's reasons for requesting such, and shall contain a statement that he or she intends to return to city service upon

the expiration of such leave, and that he or she agrees to the terms and conditions as outlined in these policies. In emergency situations, when an employee does not have accrued leave, is unable to report to work as scheduled as a result of illness or emergency reasons, his or her department head may recommend approval of the granting of leave without pay without prior application by the employee or the Personnel Director may investigate and make such recommendations in the absence of the department head.

4. **Temporary Filling of Position of Employee on Leave Without Pay:** During the employee's approved leave of absence, his position may be filled by a temporary promotion or temporary assignment of an employee in a substitute or "acting" capacity. At the expiration of leave without pay, the employee shall be reinstated in his former position and the substitute employee shall return to his former position without loss of status or benefits.

5. **Right of Employees to Leave Without Pay:**

a. **Reinstatement to Former Position.** Employees granted leave without pay, not exceeding two calendar months, shall be entitled to reinstatement in their position. For employees granted leave without pay exceeding two calendar months, every effort will be made to return the employee to his former position or to a comparable one upon the expiration of his period of leave without pay. Such employee shall be listed on reemployment lists in the same manner as employees who are laid off in good standing.

b. **Continuity of Service:** Employees granted leave without pay shall not be considered to have affected a break in service, except as outlined below.

1. In case of leave without pay exceeding two calendar months, the effective date of an employee's merit increase shall be adjusted month for month for each month he is going on leave without pay in excess of two months.

2. In the case of probational status employees (either from initial or promotional appointment), the effective date of the end of the probationary period shall be adjusted month for month each month he is on leave without pay.

3. Continuation of insurance benefits for eligible employees during the time the employee is on leave without pay, shall be paid by the City for only twelve weeks, but any dependent coverage must be paid completely by the employee to maintain insurance.

4. Employees granted leave without pay under this policy shall not accrue sick or annual leave while in leave status. However, any sick leave accrued at the time leave is granted, shall be continued upon return to duty. Any employee who fails to return to duty and is terminated, shall forfeit any sick leave that had been accumulated.

J. Compensatory Leave

Compensatory time off will be computed in accordance with local, state and federal guidelines as they apply to municipal government employees.

K. Holidays

1. **General Policy:** It shall be the policy of the City to insure that all permanent full time employees enjoy the same number of holidays each year. In order to achieve this end, eight working days leave shall be added to each full time permanent employee's annual leave. All full time permanent employees shall be eligible for holiday leave as cited below, provided the employee has been on duty the day before and the day after the legal holiday if these are normal scheduled days of work, unless on vacation, at a training seminar, absent due to death in family, or in hospital.

2. **Legal Holidays Established:** The city officially adopts the following as legal holidays:

a. January 1 - New Year's Day

- b. Good Friday
- c. Memorial Day - 4th Monday in May
- d. 4th of July - Independence Day
- e. 1st Monday in September - Labor Day
- f. Thanksgiving Day as proclaimed by the President of the United States
- g. 25th of December - Christmas Day and the day before or after as decided by the Director of Utilities, the Director of Public Safety and Public Works and/or City Administrator.

3. **Official Holiday which falls on Saturday or Sunday:** When a holiday falls on Saturday or Sunday, the preceding Friday or succeeding Monday will be honored as that holiday by all employees who are given time off for compensation.

4. **Holiday on Scheduled Work Day:** All eligible employees who are required to work on the actual holiday shall be paid regular pay for every hour worked, plus regular pay as holiday pay except department heads, other salaried employees, City Administrator, Director of Utilities, Director of Public Safety and Public Works and other assistant department heads unless a compensating day off can be made available at a later date. Those who, due to shift arrangements, are off on the holiday will receive holiday pay equivalent to 20% of normal hours worked in a week at regular hourly pay.

L. Employee Development - In Service Training

It will be the responsibility of the Personnel Director to foster and promote in service training of employees for the purpose of improving the quality of personal service rendered to the City, and to assist employees to equip themselves for advancement in the service. The Personnel Director shall establish standards for training programs; see that training is carried out as approved; prepare certificates or other forms of recognition for persons who satisfactorily complete approved courses in programs; provide assistance to department heads in developing and conducting training sessions to meet the specified needs of their department; and develop supervisory and management training and other types of training programs common to all departments.

M. Retirement System

The City of Calhoun sponsors an employee pension plan, which allows new employees to join the program each July 1 following 1,000 hours or more of service. The employee shall contribute three percent of base pay each pay period. The City will contribute six percent of the employees base pay for those who remain in the program as of July 1 of each year.

Effective July 1, 2003, the city will provide a defined benefits plan through the Georgia Municipal Association, funded by the City of Calhoun. The city will also provide a 457(b) plan funded 100% by city employees on a voluntary basis. The defined contribution plan will have no additional contributions except for earnings after July 1, 2003 and shall be moved to GMA's defined contribution program until the City Council makes a final disposition of the plan.

N. Insurance Benefits

Provisions for group insurance and group medical coverage for city employees shall be as outlined in existing group contracts and plans or as they may be amended. However, full time employees age 55 or older with 20 or more years of service and elected officials with 7 or more years of service who are separated from service, shall be eligible to continue group health insurance coverage until age 65 or until eligible for Medicare, under the city's current group plan, with the payment of all costs being borne by the former employee or former elected official.

O. Other Employee Welfare Benefits

The Director of Utilities, Director of Public Safety and Public Works or City Administrator may promote satisfactory and helpful working conditions that are conducive to high morale,

greater efficiency and low rate of turn over in the city service.

P. Uniforms and Equipment

Equipment deemed essential to job performance may also be furnished if authorized by the Director of Utilities, Director of Public Safety and Public Works or City Administrator as per Section 15-3 of the Personnel Ordinance. Police, Firemen, and Administrative Office personnel shall be furnished uniforms budgeted annually to be paid semi annually for employees with one or more years of service time. Hourly employees shall be furnished uniforms annually to employees with one or more years of service.

SECTION NINE

RECORDS AND REPORTS -RECORDS OPEN TO THE PUBLIC

All personnel records as defined by state and federal law shall be public records and shall be open for public inspection during office hours and reasonable time in accordance with such procedures as the Personnel Director may prescribe. All requests for public inspection must be in writing.

SECTION TEN

ESTABLISHMENT AND RETENTION OF RECORDS

A. There shall be established and maintained such personnel records as the Director of Utilities, Director of Public Safety and Public Works or City Administrator deems necessary for the administration of the city system. The Personnel Director with the approval of the Director of Utilities, Director of Public Safety and Public Works or City Administrator shall prescribe the form and scope of these records when not in conflict with state or federal laws, the City Council shall determine the time limit that Personnel records shall be kept on file, and shall determine the final disposition of such records, by means of a records retention resolution.

B. Employee Performance Reports

1. **Time for rendering performance reports for probationary employees:** Performance reports will be prepared on all employees serving in a probationary status no earlier than 15 days or later than five days prior to the completion of the probationary period.
2. **Permanent Status Employees:** All permanent status employees will be evaluated during July of each year.
3. **Other Employees:** Performance reports may be required annually for non permanent employees.
4. **Additional Performance Reports:** The department head may initiate additional performance reports on any employee under his supervision at any time in order to reward outstanding service or register unsatisfactory service.
5. **Rating Official:** The rating official for each employee shall be his immediate supervisor. The Director of Utilities, Director of Public Safety and Public Works or City Administrator as per Section 15-3 of the Personnel Ordinance shall be the rating official for department heads. Department heads shall inform all personnel under their administrative supervision of the identity of their rating official and shall further inform each rating official of the employees he is responsible for rating and the time such ratings are due.
6. **Procedures for Rating:**
 - a. The performance report shall be initiated by the immediate supervisor upon notice from the department head that the rating is due.
 - b. Report of substandard performance shall be reviewed and signed by the affected employee prior to its submission to the endorsing official.
 - c. All performance reports shall be endorsed by the supervisors rating official and reviewed by the department head when he is not the rating official or endorsing

official.

- d. Reports of outstanding performance shall require the additional endorsement of the department head, the Director of Utilities, Director of Public Safety and Public Works or City Administrator as per Section 15-3 of the Personnel Ordinance.

SECTION ELEVEN
OUTSIDE EMPLOYMENT

No employee shall engage in other employment, or any private business, or in the conduct of a profession, during the hours for which he is employed to work for the City of Calhoun, or outside such hours in a manner or to an extent that affects or is deemed likely to affect his performance with the City of Calhoun. All outside employment must be reported to and approved by the employee's department head, the Director of Utilities, Director of Public Safety and Public Works or City Administrator as per Section 15-3 of the Personnel Ordinance, and such notice must be filed with the Personnel Director.


SECTION TWELVE
ACCEPTANCE OF GIFTS AND GRATUITIES

An employee shall not accept gifts, gratuities, or loans from organizations, business concerns, or individuals with whom he has official relationships or business with the City of Calhoun government. These limitations do not apply to articles of negligible value (\$100.00 or less) or loans from regular lending institutions, nor shall they prohibit employees from accepting social courtesies, which promote good public relations. It is particularly important, however, that inspectors contracting or procurement officers, and enforcement officials guard against relationships which might be construed as evidence of favoritism, coercion, unfair advantage or collusion.


ADOPTED this the 16th day of June 2003

City of Calhoun

Attest:



James F. Palmer, Mayor



Cathy Harrison, City Administrator

DEFINITIONS:

1. Annual Leave - This form of leave is sometimes termed vacation.
2. Director of Public Safety and Public Works - The Director of Public Safety and Public Works is appointed annually by the Mayor and Council and has oversight responsibilities for the police, fire and street departments on a day-to-day basis.
3. City - Shall refer to the City of Calhoun, Georgia located in Gordon County, which serves as the County Seat.
4. City Administrator - Shall also refer to City Clerk and Finance Director or Officer. The City Administrator/Clerk/Finance Officer is appointed annually by the Mayor and Council.
5. Director of Utilities - The Director is appointed annually by the Mayor and Council and has oversight responsibilities for the water, sewer, electric and telecommunications departments on a day-to-day basis.
6. Disabilities Act Coordinator - Shall be the Personnel Director for the City of Calhoun, and

- shall be authorized to receive all complaints regarding Title Two of the Americans with Disabilities Act.
7. Disciplinary Action - The demotion for cause, suspension for five or more working days, dismissal, or giving of a third written reprimand within a twelve month period to a permanent appointment employee.
 8. Duty Days - Shall consist of a twenty-four (24) hour work period for members of the Fire Department.
 9. Emergency Leave - This form of leave shall be used in case of emergencies relative to the employee's immediate family.
 10. Family Medical Leave - As defined under the Family and Medical Leave Act (FMLA) of 1993.
 11. Grievance - A concern of a permanent status employee regarding his or her employment with the City. Any condition of employment accepted by the employee at the time of employment or subsequent thereto: ordinances; city wide personnel policies or procedures; departmental rules or regulations; pay plan and salaries; and employee benefit schedules are not grievances.
 12. Holiday - As hereinafter prescribed, a paid leave day for permanent status employees.
 13. Hourly Employee - Employees of the City whose compensation is based on hourly rates.
 14. Human Resource Director - Shall also refer to Personnel Director or if not designated then to the City Administrator.
 15. Immediate Family - Includes spouse, child, parent, brother, sister, half-brother, half-sister, grandparents, parent-in-law, brother-in-law, sister-in-law, daughter- in-law, son-in-law, grandchild, immediate aunts and uncles of employee or spouse.
 16. Military Leave - The definition as found in the Georgia Statutes shall apply.
 17. Moral Turpitude - The quality of a crime involving grave infringement of the moral sentiment of the community as distinguished from an act or omission which is made criminal by statute but which, of itself, is not criminal.
 18. Non-permanent Appointment - The appointment of an employee to a temporary, part time, seasonal or substitute position which is not considered to be a continuous, year round position, which has limited benefits.
 19. Permanent Appointment - The appointment of an employee to a full time, seasonal, or part time position which is considered to be a continuous year- round position, with benefits associated with the type of position, (Full Time - Full benefits; Seasonal or Part Time - Limited Benefits.)
 20. Personnel Department - Shall also be referred to as Human Resource Department in some instances.
 21. Personnel Director - Shall also refer to Human Resource Director or if not designated, then to the City Administrator.
 22. Probationary Status - All permanent status employees are hired first as probationary employees for the first two months. The probationary period can be extended up to twelve months if needed. The employee will be reviewed at the end of the probationary period with a determination being made by the department head of the employee to evaluate to permanent status or transfer, layoff, or dismiss.
 23. Salaried employees - Employees of the City whose compensation is based on a weekly salary.
 24. Sexual Harassment - Is defined as unwanted, unwelcome, sexual advances, requests for sexual favors, and other verbal or physical conduct which has the effect of creating an offensive, intimidating, degrading or hostile work environment or adversely interferes or affects an employee's work performance.
 25. Sick Leave - To be used in case of any accident or illness not job related.
 26. Work Leave - Shall be as defined from time to time by the Mayor and Council of the City.