

CITY OF METTER
REGULAR MEETING
AGENDA
MONDAY, JANUARY 8, 2024
5:30 p.m.

1. CALL TO ORDER
2. WELCOME
3. PLEDGE OF ALLEGIANCE
4. INVOCATION
5. MOTION TO APPROVE THE AGENDA
6. MOTION TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:
 - a) Regular Meeting, Monday, December 11, 2023, 5:30 p.m.
7. PRESENTATIONS
 - a) Presentation by Greg Strickland concerning property located at 18 South East Broad Street.
8. OLD BUSINESS

None
9. NEW BUSINESS
 - a) Consideration of a Motion to approve a Resolution by the Mayor and Council Members of the City of Metter, Georgia, to appoint _____ as Mayor Pro-tem of the City of Metter for 2024.
 - b) Consideration of a Motion to approve a Resolution by the Mayor and Council Members of the City of Metter, Georgia to appoint Mr. J. Kendall Gross as City of Metter Municipal Court Judge for 2024.
 - c) Consideration of a Motion to approve a Resolution by the Mayor and Council Members of the City of Metter, Georgia to appoint Mr. Duff B. Ayers as the City of Metter Indigent Defense Attorney for 2024.
 - d) Consideration of a Motion to approve a Resolution by the Mayor and Council Members of the City of Metter, Georgia to appoint Mr. Brent Carter as the City of Metter Municipal Court Prosecutor for 2024.
 - e) Consideration of a Motion to approve a Resolution by the Mayor and Council Members of the City of Metter, Georgia to appoint Mr. Brent Carter as the City of Metter City Attorney for 2024.

CITY OF METTER
REGULAR MEETING
AGENDA
MONDAY, JANUARY 8, 2024
5:30 p.m.

- f) Consideration of a motion to approve the second reading of an ordinance amending the City of Metter's Municipal Code Title 5 Business Licenses and Regulations by adding Chapter 5.31 Mobile Food Trucks.

10. DEPARTMENTAL REPORTS

11. CITY MANAGER'S REPORT

12. MAYOR'S REPORT

13. ADJOURN

**CITY OF METTER
REGULAR MEETING
MONDAY, DECEMBER 11, 2023
5:30 P.M.**

A regular meeting of the city council was held on Monday, December 11, 2023, at 5:30 p.m. in the council chambers at City Hall.

Attending the meeting were the following officials:

Mayor Edwin O. Boyd
Councilwoman Rashida Taylor
Councilwoman Chyrileen Kilcrease
Councilman Brandon Sikes
Councilman Gregg Stewart
City Manager Carter Crawford
City Clerk Angie Conner
Public Works Director Cliff Hendrix
Planning Director Teresa Concannon
Jerri Goodman – Metter Advertiser

Councilman James McKie was absent. Councilwoman Taylor entered the meeting after the minutes were approved and before new business.

GUESTS

No guests were present.

CALL TO ORDER AND WELCOME

Mayor Boyd called the meeting to order and welcomed everyone.

PLEDGE OF ALLEGIANCE

Councilman Sikes led the Pledge of Allegiance.

INVOCATION

Councilman Sikes gave the invocation.

APPROVAL OF AGENDA

Councilwoman Kilcrease made a motion to approve the agenda m.,mas presented. Councilman Sikes seconded the motion, and the vote was unanimous.

APPROVAL OF MINUTES

Councilwoman Kilcrease made a motion to approve the following minutes:

- a) Public Hearing, Monday, November 13, 2023, 5:15 p.m.
- b) Regular Meeting, Monday, November 13, 2023, 5:30 p.m.

Councilman Sikes seconded the motion, and the vote was unanimous.

PRESENTATIONS

No presentations.

OLD BUSINESS

No old business.

NEW BUSINESS

Shayla Donaldson Appointed to Planning Commission

Councilwoman Kilcrease made a motion to approve a resolution appointing Shayla Donaldson to the City of Metter Planning Commission to fulfill the unexpired term of Martha Smith, term expiring on September 11, 2026. Councilman Sikes seconded the motion, and the vote was unanimous.

First Reading of an Ordinance Amending the City of Metter's Municipal Code Title 5 Business Licenses and Regulations by adding Chapter 5.31 Mobile Food Trucks

An ordinance amending the City of Metter's Municipal Code Title 5 Business Licenses and Regulations by adding Chapter 5.31 Mobile Food Trucks was presented to mayor and council for the first reading.

DEPARTMENTAL REPORTS

The agenda packets contained written reports provided by each department head for the mayor and council to review.

CITY MANAGER'S REPORT

The city received a check for the homeowners' relief grant from the tax commissioner in the amount of \$88,000.00. This is part of the ad valorem tax that was budgeted. This was a relief to our city taxpayers.

We have a proposal for 11 stick-built houses and 35 duplexes.

Regular Meeting, December 11, 2023

The Mayor and City Council Retreat is scheduled for February 10, 2024, at the Pineland Telephone Conference Room. GMA will be facilitating the retreat.

MAYOR'S REPORT

Mayor Boyd presented Councilman Sikes with a plaque that included a key to the city and thanked him for his service. Each council person thanked Councilman Sikes and expressed how much they have enjoyed having him on council. This was Councilman Sikes's last regular meeting. His term will expire on December 31, 2023.

ADJOURNMENT

After no further discussion, Councilwoman Kilcrease made a motion to adjourn the meeting at 5:43 p.m. Councilman Sikes seconded the motion, and the vote was unanimous.

Angie Conner, City Clerk

Angie Conner

From: Beth Odom
Sent: Wednesday, December 27, 2023 2:07 PM
To: Angie Conner; Shauna Goodman
Subject: AGENDA

GREG STRICKLAND WANTS TO BE ON THE AGENDA FOR JANUARY 8.
THANKS,

Beth C. Odom

*Accounts Clerk
City of Metter*

*P O Box 74
49 S. Rountree St.
Metter, GA 30439
912-685-2527
912-685-3364 (fax)*

bodom@cityofmetterga.gov



RESOLUTION APPOINTING A MAYOR PRO TEMPORE OF THE CITY OF METTER, GEORGIA

WHEREAS, according to Section 2.31. Mayor pro tempore: selection: duties, of the charter and Code of Ordinances for the City of Metter, Georgia, at the first regular meeting in January of each year, the city council shall elect a councilmember to serve as mayor pro tempore by a majority vote; and

WHEREAS, upon the mayor's disability or absence, the mayor pro tempore shall preside at all meetings of the city council and shall assume the duties and powers of the mayor; and

WHEREAS, in the event of the mayor's disability or absence, the mayor pro tempore shall be compensated at the same rate as the mayor; and

WHEREAS, the city council by majority vote shall elect a new presiding officer from among its members for any period in which the mayor pro tempore is disabled, absent, or acting as mayor; and

WHEREAS, any such absence or disability shall be declared by majority vote of all councilmembers; and

WHEREAS _____ is recommended to serve as Mayor Pro Tempore of the City of Metter, Georgia; and

WHEREAS, _____ is duly qualified and agreeable to hold the position as Mayor Pro Tempore of the City of Metter, Georgia; and

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Metter, Georgia as follows:

Section 1. The Mayor and City Council duly appoint _____ as the Mayor Pro Tempore for the City of Metter, Georgia; and

Section 2. That this Resolution shall be and remain effective from and after its date of adoption and until revoked.

Adopted this 8th day of January 2024.

CITY OF METTER, GEORGIA

BY:

ATTESTED BY:

Edwin O. Boyd, Mayor

Angie Conner, City Clerk

A RESOLUTION APPOINTING THE CHIEF JUDGE OF THE
THE CITY OF METTER MUNICIPAL COURT

WHEREAS, the Charter and Code of Ordinances for the City of Metter provide that there shall be a court to be known as the Municipal Court of the City of Metter for the prosecution of municipal ordinances and certain offenses against the State of Georgia; and

WHEREAS, the Municipal Court shall be presided over by a Chief Judge and such part-time, full-time, or stand-by judges as shall be provided by ordinance; and

WHEREAS, no person shall be qualified or eligible to serve as a Judge on the municipal court unless that person shall have attained the age of 21 years and shall be a member of the State Bar of Georgia in good standing, and have met all other qualifications for service as such;

WHEREAS, the Charter of the City of Metter requires that all Judges of the Metter Municipal Court be appointed by the Metter City Council; and

WHEREAS, Mr. J. Kendall Gross has been recommended to continue in service as Chief Judge for the City of Metter Municipal Court; and

WHEREAS, Mr. J. Kendall Gross is duly qualified and agreeable to hold the position of Chief Judge of the City of Metter Municipal Court;

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Metter, Georgia as follows:

Section 1. The Mayor and City Council duly appoint Mr. J. Kendall Gross as the Chief Judge for the City of Metter Municipal Court; and

Section 2. That this Resolution shall be and remain effective from and after its date of adoption and until revoked.

Adopted this 8th day of January, 2024.

CITY OF METTER, GEORGIA

BY:

ATTESTED BY:

Edwin O. Boyd, Mayor

Angie Conner, City Clerk

A RESOLUTION APPOINTING AN INDIGENT DEFENSE ATTORNEY

FOR THE CITY OF METTER MUNICIPAL COURT

WHEREAS, an Indigent Defense Attorney is an attorney provided by the City of Metter, Georgia to represent individuals charged with certain criminal and juvenile offenses in the Municipal Court for the City of Metter who meet the State of Georgia's statutory income guidelines; and

WHEREAS, representation is provided at the trial level and on appeal, as authorized; and

WHEREAS, the Municipal Courts of the State of Georgia are required by the Constitution and laws of this State to provide for the legal representation of indigent offenders; and

WHEREAS, the appointed Indigent Defense Attorney must be a licensed attorney who has the same qualifications as other criminal defense attorneys and specialize only in criminal or juvenile delinquency litigation; and

WHEREAS, the Indigent Defense Attorney shall be appointed by the City Council; and

WHEREAS, Mr. Duff B. Ayers has been recommended as Indigent Defense Attorney; and

WHEREAS, Mr. Duff B. Ayers is duly qualified and agreeable to serve in the position of Indigent Defense Attorney of the City of Metter Municipal Court; and

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Metter, Georgia as follows:

Section 1. The Mayor and City Council duly appoint Mr. Duff B. Ayers to serve as the Indigent Defense Attorney for the City of Metter Municipal Court; and

Section 2. That this Resolution shall be and remain effective from and after its date of adoption and until revoked.

Adopted this 8th day of January 2024.

CITY OF METTER, GEORGIA

BY:

ATTESTED BY:

Edwin O. Boyd, Mayor

Angie Conner, City Clerk

A RESOLUTION APPOINTING MUNICIPAL COURT PROSECUTOR OF THE MUNICIPAL COURT OF THE CITY
OF METTER

WHEREAS, the office of prosecuting attorney of the municipal court is hereby established for the purpose of providing representation of the city in matters pertaining to ordinance violations of the city and state offenses enforceable in the municipal court as allowed by Georgia law.; and

WHEREAS, the prosecuting attorney for the municipal court shall be a part time position; and

WHEREAS, any person appointed as the prosecuting attorney for the municipal court of the city shall be a member in good standing of the State Bar of Georgia and admitted to practice before the trial and appellate courts of this state; and

WHEREAS, Nothing in the City of Metter Code of Ordinance Chapter 2.90 Municipal Court Prosecutor shall prevent the city from appointing the city attorney to be the prosecuting attorney for the municipal court, as long as all other requirements under the law are met; and

WHEREAS, the prosecuting attorney for the municipal court shall serve a term of office beginning on the date of his/her appointment until such time as they are removed from office or their successor is appointed; and

WHEREAS, the office of prosecuting attorney of the municipal court for the city shall have the duty and authority to represent the city as defined by the city Charter and by state law, particularly as described in Official code of Georgia, Section 15-18-96; and

WHEREAS, Mr. Brent Carter has been recommended as Municipal Court Prosecutor for the City of Metter; and

WHEREAS, Mr. Brent Carter is duly qualified to hold the position of Municipal Court Prosecutor of the City of Metter; and

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Metter, Georgia as follows:

Section 1. The Mayor and City Council duly appoint Mr. Brent Carter as the Municipal Court Prosecutor of the City of Metter; and

Section 2. That this Resolution shall be and remain effective from and after its date of adoption.

Adopted this 8th day of January, 2024.

CITY OF METTER, GEORGIA

BY:

ATTESTED BY:

Edwin O. Boyd, Mayor

Angie Conner, City Clerk

A RESOLUTION APPOINTING CITY ATTORNEY OF THE CITY OF METTER

WHEREAS, pursuant to the Charter for the City of Metter and the Metter Municipal Ordinances, the Metter City Council shall appoint a City Attorney, together with such assistant city attorneys as may be authorized, and shall provide for the payment of such attorney or attorneys for services rendered to the City of Metter ("City"); and

WHEREAS, the City Attorney shall be responsible for representing and defending the City in all litigation in which the City is a party; and

WHEREAS, the City Attorney may associate other counsel with the approval of the Mayor and Council; and

WHEREAS, the City Attorney may be the prosecuting officer in the Municipal Court; and

WHEREAS, the City Attorney shall attend the meetings of the City Council as directed; and

WHEREAS, the City Attorney shall advise the City Council and other officers and employees of the City concerning legal aspects of the City's affairs; and

WHEREAS, the City Attorney shall perform such duties as may be required of the City Attorney by virtue of such person's position as City Attorney; and

WHEREAS, Mr. Brent Carter has been recommended and agreed to continue in his appointment as City Attorney for the City of Metter; and

WHEREAS, Mr. Brent Carter is duly qualified to hold the position of City Attorney for the City of Metter; and

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Metter, Georgia as follows:

Section 1. The Mayor and City Council duly appoint Mr. Brent Carter as the City Attorney for the City of Metter; and

Section 2. That this Resolution shall be and remain effective from and after its date of adoption until revoked.

Adopted this 8th day of January 2024.

CITY OF METTER, GEORGIA

BY:

ATTESTED BY:

Edwin O. Boyd, Mayor

Angie Conner, City Clerk

**ORDINANCE AMENDING THE CITY OF METTER'S MUNICIPAL
CODE TITLE 5 BUSINESS LICENSES AND REGULATIONS BY
ADDING CHAPTER 5.31 MOBILE FOOD TRUCKS**

THAT WHEREAS, the City of Metter, Georgia permits and regulates business licenses and provides regulations to regulate the same within its jurisdiction; and

WHEREAS, the Mayor and City Council of the City of Metter find it necessary and desirable to allow licenses for mobile food truck for business opportunities; and

NOW THEREFORE BE IT ORDAINED, by the Mayor and City Council of the City of Metter, Georgia that the Code of Ordinances City of Metter, Georgia Title 5. Business Licenses and Regulations is hereby amended by adding Chapter 5.31 to read as follows:

Chapter 5.31 – Mobile Food Trucks

5.31.010 Definitions.

For the purposes of this article, a mobile food truck is a food truck from which the owner or operator thereof cooks, prepares, sells, serves, or delivers food, food-related items, and beverages to individuals within the corporate limits of the City of Metter.

5.31.020 Operation of mobile food trucks.

Mobile food trucks shall be authorized to cook, prepare, sell, serve, and deliver food, food-related items, and beverages within the incorporated limits of the City of Metter from a mobile food truck. Any mobile food truck, whether owned by an individual or corporate or other legal entity, shall only be authorized to operate as a mobile food truck in accordance with this article if the person or legal entity owning that mobile food truck obtains an appropriate food service permit or license from the Candler County Health Department and obtains the applicable business licenses/occupation taxes, and regulatory fees.

5.31.030 Approvals and Licensing.

No person shall operate a mobile food truck within the corporate limits of the City without first obtaining the proper licenses and/or permits from the state, county, and City of Metter, and proof of current liability insurance, in an amount not less than \$1,000,000.00 (one-million dollars), issued by an insurance company licensed to do business in Georgia, protecting the food truck and the public from all claims for damage to property and bodily injury, including death, which may arise from operation under or in connection with the permit. Said insurance shall be maintained during all times of operation. Mobile food trucks shall at all times comply with the provisions of this Article and all other applicable local, state and federal laws, regulations and rules. All approvals will be issued annually based on the calendar year. No approval issued under this Article

may be prorated, transferred, or assigned or used by any person other than the one to whom it is issued.

5.31.040 Food truck operational regulations.

In addition to the foregoing requirements, any mobile food truck operating within the corporate limits of the city shall be subject to the following requirements:

- 1) No mobile food truck shall operate its business while parked in a designated public parking place on the streets of the city.
- 2) No mobile food truck shall operate its business from any location upon private property without the written permission of the owner of the private property, which written permission shall be displayed to appropriate law enforcement officers of the city upon request. Food trucks are only permitted to set up in the following zoning Districts: CBD, CR, HOC, HOC-1-A, and L-1.
- 3) A mobile food truck can only be on public property during a City, County, or Chamber sponsored event as recognized by City Council.
- 4) No mobile food truck shall sell, serve, or deliver any alcoholic beverages to its customers except as otherwise authorized by law.
- 5) No mobile food truck shall allow its customers to consume food, food related items or beverages inside of the mobile food truck.
- 6) No mobile food truck shall operate its business upon the property of any public school system, private school system, property of a college of the Technical College System of Georgia, property of a unit of the University System of Georgia without written permission from the school, technical college, or the local unit of the university system to do so.
- 7) No mobile food truck shall stop, or park in lanes of motor vehicle travel on public rights-of-way within the city except where otherwise required to do so by applicable traffic laws.
- 8) No mobile food truck shall utilize microphones, megaphones, loudspeakers, loud bells, whistles, or other similar attention-getting sound equipment to advertise its food products.
- 9) Each mobile food truck shall provide a suitable-sized receptacle for litter, which shall be located within ten feet of the service window of the truck. It shall be maintained and regularly emptied. Each mobile food truck is responsible for the proper disposal of waste and trash associated with the operation. Mobile food trucks shall remove all generated waste from their approved location at the end of each day or as needed to maintain the public health and safety. No liquid waste or grease is to be disposed of in tree pits, storm drains, sanitary sewers, onto the sidewalks, streets or other public or private space. The area within which a mobile food truck operates shall, at all times, be kept clean and free from litter, garbage, rubble, and debris.

- 10) The driver of each mobile food truck shall possess a valid commercial driver's license on his or her person at all times while driving or operating a mobile food truck.
- 11) All mobile food trucks must return to their base of operations when not in use.
- 12) All mobile food trucks are required to post a menu on their truck with prices of items for sale.
- 13) Food trucks may not conduct business within 200 feet as measured from the main entrance of a brick-and-mortar restaurant to the service window of the food truck.
- 14) Hours of Operation. Mobile food trucks shall only be operated, including sales, set up, take down, and removal, between the hours of 8:00 a.m. and 9:00 p.m. Monday through Thursday, between 8:00 a.m. and 10: p.m. Friday and Saturday, and between 9:00 a.m. and 8:00 p.m. Sundays.

5.31.050 Exceptions.

- (a) The provisions of this article shall not apply to the sales of ice cream and ice cream products from mobile trucks by what are commonly known as "ice cream trucks" within the corporate limits of the city. However, ice cream trucks are still required to purchase an occupational tax license.
- (b) The provisions of this article shall not apply to the commercial delivery of food, food related items, beverages, and other merchandise by commercial delivery trucks to business purchasers thereof for resale to retail or wholesale customers.

5.31.060 Violations of article.

Any person who violates the provisions of this article, upon conviction or a plea of nolo contendere to such a charge, shall be subject to punishment in the municipal court of the City of Metter.

BE IT FURTHER ORDAINED that said ordinance shall otherwise remain in full force and effect.

First Reading Date: _____

Second Reading Date: _____

APPROVED AND ADOPTED
CITY OF METTER, GEORGIA
BY:

Edwin O. Boyd, Mayor

Chyrileen Kilcrease, Council Member

James McKie, Council Member

Rashida Taylor, Council Member

Victoria Gaitten, Council Member

Gregg Stewart, Council Member

ATTESTED BY:

Angie Conner, City Clerk

Metter Fire Rescue Response List

Dec-23

Call Type and Jurisdiction

Dec-23

	Structure	Vehicle	Res.	Brush	Inv.	Alarm	Heli.	Haz.	Service	Med.	Other	Total
City	1	0	1	0	0	1	18	0	1	2	0	24
County	0	1	5	5	4	5	0	0	1	4	1	26
Total	1	1	6	5	4	6	18	0	2	6	1	

Total Calls	50
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Dec-22

	Structure	Vehicle	Res.	Brush	Inv.	Alarm	Heli.	Haz.	Service	Med.	Other	Total
City	1	0	1	0	0	3	7	1	1	8	0	22
County	1	2	5	6	1	5	2	0	0	5	1	28
Total	2	2	6	6	1	8	9	1	1	13	1	

Total Calls	50
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Total Calls 53 (3 Mutual aids given to Emanuel County)



METTER POLICE DEPARTMENT

DECEMBER 2023 STATS

		Dec-24	LAST MONTH	LAST YEAR
CITATIONS ISSUED		83	69	109
WARNINGS		111	98	120
ARRESTS		9	0	18
ACCIDENTS		14	14	14
INCIDENT REPORTS		25	54	34
	Cleared by Arrest	9	7	12
	Exceptionally Cleared	0	0	0
	Unfounded	6	9	4
	Felony Cases	10	12	11
	Misdemeanor Cases	18	27	17
	Fowarded to Investigations	40	38	7

<u>Metter Animal Shelter Monthly Report 2023</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
# Of dogs from the City of Metter	12	2	7	10	13	3	2	11	14	8	5	10
# Of dogs from Candler County	15	28	21	30	19	18	17	19	12	24	20	12
Total # of dogs	27	30	28	40	32	21	19	30	26	32	25	22
# Of cats from the City of Metter	7	2	13	10	7	16	5	4	6	5	0	9
# Of cats from Candler County	8	5	6	2	25	22	9	12	5	22	24	7
Total # of cats	15	7	19	12	32	38	14	16	11	27	24	16
# Of owner reclaimed	5	3	7	4	3	2	2	4	1	8	3	0
# Of calls responded to	62	43	45	43	52	62	47	56	48	47	51	42
# Of dogs surrendered by owner	1	9	7	10	9	1	7	8	4	15	2	4
# Of dogs adopted	8	3	5	5	6	11	6	12	8	4	4	5
# Of dogs euthanized	0	3	5	11	2	5	3	9	2	7	2	9
# Of dogs deceased at shelter	0	0	0	0	0	0	0	0	1	0	0	0
# Of dog bites reported	2	2	1	1	4	5	5	0	1	0	2	1
# Of cats surrendered by owner	6	3	5	3	13	3	0	9	5	11	9	6
# Of cats adopted	14	5	7	5	21	15	2	15	8	15	9	8
# Of cats euthanized	3	2	2	1	0	16	6	5	6	3	2	6
# Of cats deceased at shelter	0	0	0	1	1	0	0	1	0	0	0	0
# Of cat bites reported	0	0	0	0	0	1	0	1	0	0	1	0
Rescue transfer for dogs	6	23	7	32	13	11	0	19	15	11	8	10
Rescue transfer for cats	0	0	4	3	3	7	0	0	0	8	32	0

REPORT CITY OF METTER PUBLIC WORKS DIRECTOR MONTHLY REPORT

DECEMBER 01 TO DECEMBER 31, 2023

A. Water and Sewer Department:

Items	Current Month	Last Month	This Month Last Year	YTD CITY FY2024
1. Total number of work orders.	156	251	123	749
2. Turn on-New Customers.	23	24	20	142
3. Turn off-Final Billing.	18	19	21	142
4. Reconnect.	26	50	09	300
5. Check for leaks.	08	04	03	56
6. Turn off-Bad Checks.	00	00	00	00
7. Turn off-non-payment.	25	62	00	377
8. Sewer Problems.	04	08	05	35
9. Discolored Water Calls	17	04	06	241
10. Service calls.	06	08	19	124
11. Busted water mains	00	00	00	07
12. Water taps.	00	02	02	07
12. Sewer taps.	00	03	01	12
13. Meters damaged by customers	00	04	01	09
14. Utilities Protection Center Locate Tickets.	29	58	35	209
15. Water Meters Tested for Calibration	00	00	01	07

B. Roadways and Walkways/Sanitation Department:

Items	Current Month	Last Month	This Month Last Year	YTD CITY FY2024
1. Total number of work orders.	56	34	44	360
2. Amount of junk picked up.	32.17 tons	13.45 tons	30.9 tons	151.38 tons
3. Number of poly carts repaired or replaced.	12	10	17	95
4. Amount of Garbage took to landfill.	139.33 tons	133.31 tons	145.7 tons	864.44 tons
5. Amount of yard waste picked up.	65.17 tons	64.15 tons	55.34 tons	573.82 tons
6. Number of potholes repaired.	01	02	01	10
7. Number of tires picked up.	03	38	16	191

C. Building Inspection Department:

Items	Current Month	Last Month	This Month Last Year	YTD CITY FY2024
1. Number of Building Permits issued.	02	00	02	15
2. Number of Electrical Permits issued.	00	02	01	06
3. Number of Mobile Home Permits issued.	02	00	01	02
4. Number of Sign Permits issued.	00	01	01	06
5. Number of Land Disturbing Permits issued.	00	00	00	03
6. Number of Fence Permits issued.	01	00	01	04
7. Number of Nuisance Letters sent out	01	00	00	05

D. Projects:

1. The 2022 LMIG Project 100% complete.
2. The 2023 LMIG Project 7% complete.
3. We have started the 2021 TIA Projects for paving of E. Hiawatha St. (50% complete) and sidewalks (4% complete) for S. Lewis St. Below is a tentative schedule:
 - a. Sikes then relocating water utilities-98% complete.
 - b. Sikes then will start reconditioning roadbed for base rock- estimated one month.
 - c. Sikes hopefully will be paving by the end of the year.
 - d. EEMC relocation of power lines 100% complete.
4. We have received permits from EPD and GDOT for the water and sewer extension for the property on Airport Road. We are waiting on a couple of Utility easements to be signed.
5. We have started the design for the INOIDIC Grant for the downtown parks project.
6. The Sewer Rehabilitation Project has begun and is about 35% complete.
7. The Shop Project will begin around January 16, 2024.

ADMINISTRATION REPORT
DECEMBER 2023 MEETING
BY: Angie Conner, City Clerk

A. Permits and Applications:

December Applications

Occupational Tax Registration

1. Amigo Laundromat – 205 S. Leroy St. – Approved
2. Metter Consignment – 27 S.W. Broad St. – Under Review

Building Permit

1. Dustin Dasher – 510 Hope St. - Approved

Driveway Permit

1. Shannon Heard – 790 Ronnie St. – Under Review

Mobile Home Permit

1. Shannon Heard – 790 Ronnie St. – Approved
2. Heriberto Leyva – 680 Whitaker St. - Approved

Utility Building

1. Marlen Jimenez – 295 S. Leroy St. – Approved

Fence Permit

1. Ngoc Trinh Nguyen – 175 W. Willow Lake Dr. - Approved

Special Event Permit

1. Marcus McCray – MLK Parade – 1/15/24 - Approved

November Building Rental

Depot - \$ 1,350.00

Community Center - \$ 975.00

Debit/Credit Card, E-Checks (Payments made with cards in City Hall and Online)
December 2023

Number of Transactions – 503

Total Amount - \$47,264.28

Tasks

- Continue to assist with the ARPA Grant.
- Assisting auditor with the FY 2023 audit.
- Held Tree Board meeting.
- Working with Aptegy to get the new website up and running.
- Hosted a Lunch & Learn for the City Clerk's in District 9 at the Metter Depot.
- Attended the GMCA Board Meeting.
- Met with Paul Collins on health insurance renewals.
- Submitted the annual DDA registration to the Georgia Department of Community Affairs.
- Submitted the annual Hotel/Motel tax report to the Georgia Department of Community Affairs.
- Submitted the annual SAVE and E-Verify reports.
- Renewed the animal shelter license through the Georgia Department of Agriculture.
- Advertised the annual SPLOST report.
- Held open enrollment for all city employees.