

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Agenda

Monday, June 16, 2025

6:30 PM

2nd Floor Conference Room

Policy Work Session

Mayor Craig Newton

Mayor Pro Tem Marshall Cheek

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Bruce Gaynor

Live Stream Here:

<https://youtube.com/live/fquUjoVtIk?feature=share>

- A. Roll Call (recorded)**
- B. Citizen Input**
- C. Board Updates**
 - * Zoning Board of Appeals - Michael Walsh, Chair
- D. General Updates**
 - * Traffic Enforcement - Bill Grogan
- E. Council - General Discussion**
- F. City Manager's Report**
- G. Board Appointments**
 - * Discovery Garden Park Board
 - * Norcross Public Arts Commission
- H. Items for Discussion**

1. [25-7314](#) **SUP2025-002 3150 Holcomb Bridge Road**

Consideration of a request for a Special Use Permit for an event center at 3150 Holcomb Bridge Road. At their May 7, 2025, meeting the Planning and Zoning Board recommended denial of SUP2025-002.

[Agenda Report - SUP2025-002 3150 Holcomb Bridge Road](#)

[SUP2025-002 - Staff Report REVISED](#)

[Resolutions for Public Safety Concerns](#)

[SUP Application-2025](#)

[Impact Analysis-2025](#)

[Additional Notes to Council](#)
2. [25-7354](#) **Fiscal Year 2026 Budget**

Review the Proposed FY2026 Budget.

[Agenda Report - Fiscal Year 2026 Budget](#)

[Draft FY26 Budget](#)
3. [25-7355](#) **Amendment to the Pouring Permit Provisions Within the Norcross Code of Ordinances**

Adopt the attached amendment to the City Code of Ordinances to amend provisions related to obtaining pouring permits for employees and managers serving alcohol for on-premises consumption.

[Agenda Report - Amendment to the Pouring Permit Provisions within the Norcross Code of Ordinances](#)

[Proposed Ordinance Amendment](#)

4. [25-7356](#) **Budget Amendment and Appropriation of Grant Funds For PD Equipment**
A recommendation to accept and appropriate grant funds to the adopted FY25 budget totaling \$77,400.

[Agenda Report - Budget Amendment and Appropriation of Grant Funds For PD Equipment.](#)

[Budget Amendment Item 25-7356 \(Police Grants\)](#)
5. [25-7357](#) **Public Safety Building – Furniture, Fixtures & Equipment (FFE) Budget**
Approve the budget for future purchases of furniture, fixtures, equipment (FFE) and all remaining permits, potential testing/inspections/impact fees, PR/media, grand opening ceremony, and owner contingency for the new Public Safety Building.

[Agenda Report - Public Safety Building - Furniture, Fixtures & Equipment \(FFE\) Budget](#)

[Public Safety Building FFE Budget](#)
6. [25-7358](#) **Award of Contract for 2025 Road Resurfacing**
Request approval of a contract between the City of Norcross and selected firm at the July regular Mayor & Council meeting.

[Agenda Report - Award of Contract for 2025 Road Resurfacing](#)

[ITB PW 25-09 Packet \(with revised bid form\)](#)

[Norcross 2025 Paving Recommendations](#)

[Approved Budget Amendment - May 5, 2025, Regular Council Meeting](#)
7. [25-7359](#) **Expanded Downtown Parking Concept Revisions**
Review expanded downtown parking concept revisions for further discussion, guidance, and refinement.

[Agenda Report - Expanded Downtown Parking Concept Revisions](#)

[Revised Concept Option 1](#)

[Revised Concept Option 2](#)
8. [25-7360](#) **Norcross Beaver Ruin Greenway Project 0016067 City Match Appropriation**
Approve additional appropriation and budget amendment in the amount of \$1,470,000.00 for City match funding.

[Agenda Report - Norcross Beaver Ruin Greenway Project 0016067 City Match Appropriation](#)

[Atlanta Regional Commission \(ARC\) Greenway TIP Budget](#)

[Greenway Cost Tracker](#)

9. [25-7361](#) **Way-Ahead for Historic Library/Women's Club**
Upon Council discussion, provide guidance to staff on future use and improvements to the Historic Library/Women's Club.
[Agenda Report - Way Ahead Historic Library and Women's Club June 16 2025](#)
[Presentation Discussion M&C PWS 16 June 25 - Women's Club way ahead](#)
[Norcross Woman's Club - FCA Report - 101424](#)
10. [25-7362](#) **Norcross Power Rate Approval**
Approve holding Norcross Power's electricity rates at their current levels.
[Agenda Report - Norcross Power Electric Rate Review Recommendation](#)
[City of Norcross Electric Service Tariff](#)
11. [25-7363](#) **Smart Thermostat Rebate**
Authorize a \$100 smart thermostat rebate for Norcross Power residential customers who meet eligibility requirements, with a maximum of 100 rebates per year, and a limit of one rebate per residential account.
[Agenda Report - Smart Thermostat Rebate](#)
12. [25-7364](#) **EV Charger Rebate**
Authorize a \$200 Electric Vehicle (EV) charger rebate for Norcross Power residential customers who meet eligibility requirements, with a maximum of 100 rebates per year, and a limit of one rebate per residential account.
[Agenda Report - EV Charger Rebate](#)
13. [25-7365](#) **City Manager Follow-Up and Prioritization on Mayor and Council-Initiated Requests**
A discussion allowing the Mayor and Council the opportunity to share any outstanding requests, expectations, or follow-up items they would like the City Manager to be aware of or prioritize.
[Agenda Report - City Manager Follow-Up and Prioritization on Mayor and Council-Initiated Requests](#)
- I. **Adjourn to Executive Session for Personnel, Real Estate, or Legal**
- J. **Signed by:** _____ **Mayor Craig Newton**
- K. **Attest:** _____ **Monique Philip, City Clerk**



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7314	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/16/2025 6:30 PM	In Control:	Policy Work Session
Title:	SUP2025-002 3150 Holcomb Bridge Road		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - SUP2025-002 3150 Holcomb Bridge Road](#)
2. [SUP2025-002 - Staff Report REVISED](#)
3. [Resolutions for Public Safety Concerns](#)
4. [SUP Application-2025](#)
5. [Impact Analysis-2025](#)
6. [Additional Notes to Council](#)

Title
SUP2025-002 3150 Holcomb Bridge Road

Drafter
Deborah Rogoff-Era



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

AGENDA REPORT

To: Mayor and Council

From: Deborah Rogoff-Ezra, Community Development and Planning Director

Meeting Date: June 16, 2025 – Policy Work Session (PWS)

Item No.: 25-7314

Title: SUP2025-002 3150 Holcomb Bridge Road

CC: Eric Johnson, City Manager

Recommendation

Consideration of a request for a Special Use Permit for an event center at 3150 Holcomb Bridge Road. At their May 7, 2025 meeting the Planning and Zoning Board recommended denial of SUP2025-002.

Background

The applicant requests to receive a special use permit to operate an event facility on the first floor of an existing office building at 3150 Holcomb Bridge Road in suite 102.

Financial Impact:

N/A

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment

Attachments

SUP2025-002_StaffReport REVISED
 Resolutions for Public Safety Concerns
 SUP Application-2025
 Impact Analysis-2025
 Additional Notes to Council



Meeting Date: 06/16/2025 at 6:30 PM

Petition Number: SUP2025-002

Project Type:

Commercial/Event Hall

Property Location:

3150 Holcomb Bridge Road

Tax Parcel ID:

6274 058

Petitioner:

Robert Baffour

Petitioner's Request:

Special Use Permit for an Event Hall in the C-2 zoning district

Recommendation:

See final page for details of recommendation

Summary

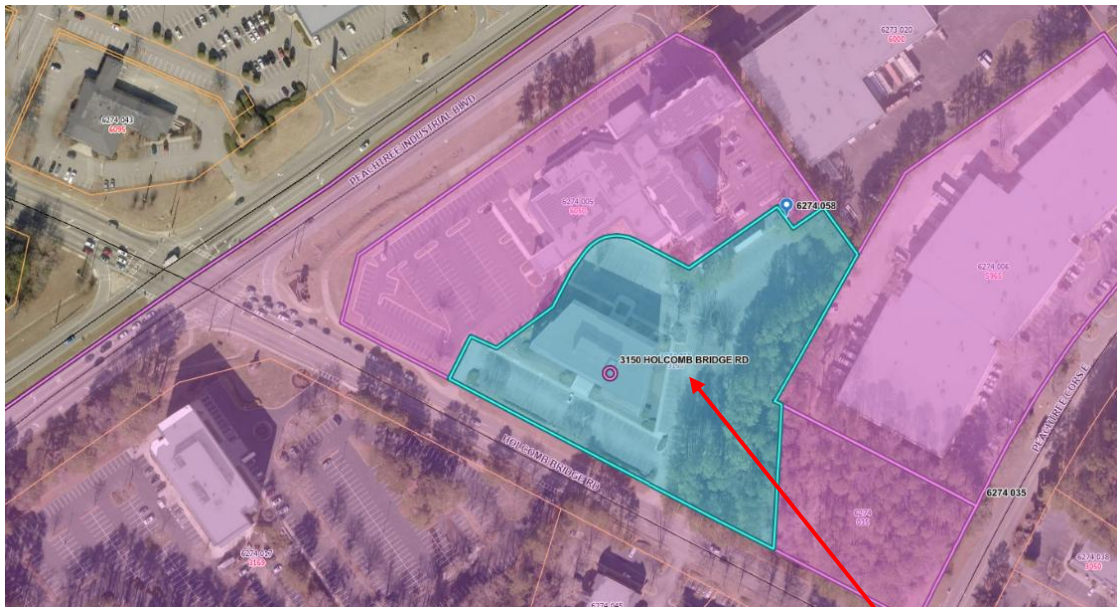
The applicant requests to receive a special use permit to operate an event hall on the first floor of the existing building at 3150 Holcomb Bridge Road.

Timeline

Under the UDO Section 104-3.B special use permit applications require the first review to be by the Planning and Zoning Board, followed by Mayor and Council's policy meeting and the Mayor and Council's regular meeting for final action. Below is the proposed schedule of dates.

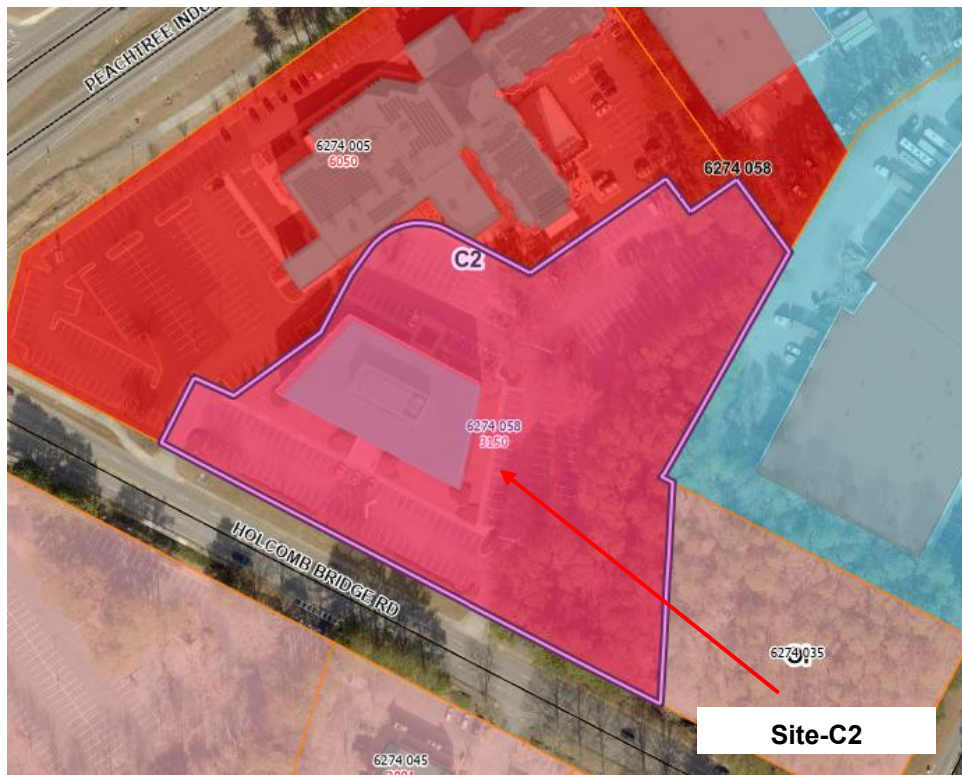
Board	Meeting Type	Meeting	Meeting Time	Room
P&Z	Hearing	Wednesday, May 7, 2025	6:30 PM	Conference Room 2 nd Floor
M&C	Meeting	Monday, May 19, 2025	6:30 PM	Conference Room 2 nd Floor
M&C	Meeting	Monday, June 16, 2025	6:30 PM	Conference Room 2 nd Floor
M&C	Hearing	Monday, July 7, 2025	6:30 PM	Council Chambers

Aerial View

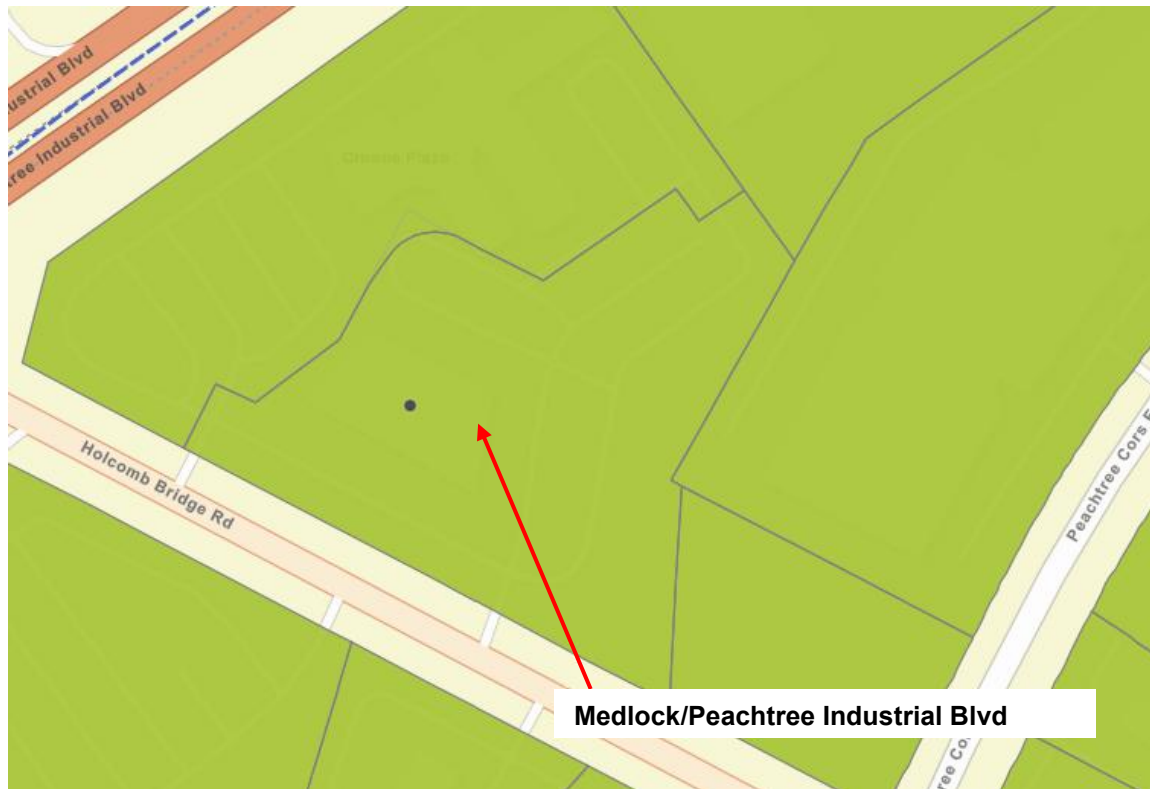


Zoning Map

Site



Future Development Map



PROPERTY INFORMATION	
Property Location	3150 Holcomb Bridge Road
Acreage:	4.04 acres
Existing Zoning / Land Use	C-2 / General Business
Proposed Zoning / Land Use	C-2 General Business with a Special Use Permit for an Event Hall
Character Area	2-Medlock/Peachtree Industrial Blvd
Existing Lot Dimensions:	Frontage: Approximately 583.7' on Holcomb Bridge Road Depth: Approximately 530'
Existing Building Dimensions:	Low Rise Office/Commercial Buildings totaling approximately 18,904.37 SF of gross floor area (gfa)
Topography:	High Point: Northwest corner Low Point: Southeast corner
Elevation:	High Point: 978 feet Low Point: 940 feet
Encumbrances:	N/A

EXISTING ZONING AND LAND USE OF PROPERTIES WITHIN 500 FEET			
Location relative to subject property	Zoning/Land use	Address(es)	Land Area (acres) (approximate)
North	C2 General Business	6050 And 6000 Peachtree Industrial Blvd	4.28 and 4.71 acres
East	M1 Light Industry and OI Office Institutional	5965 Peachtree Corners E and Parcel 6274 035	5.72 and 1.45 acres
South	OI Office Institutional	3169, 3091, and 3081 Holcomb Bridge Rd	11.5 acres total
West	C2 General Business	6050 Peachtree Industrial Blvd	4.28 acres

Applicant's Request

The applicant, Robert Baffour, seeks to utilize Suite 102 within an existing office building located at 3150 Holcomb Bridge Road for a 4350 square-foot event hall and associated offices on a 4.04-acre lot. According to the summary of intent, the space will be used for events such as corporate meetings and dinners, wedding receptions, parties and celebrations, town hall meetings, business meetings, fundraising venues for charity events, and similar activities. The suite itself does not have its own bathrooms, but bathrooms are provided on the first floor of the building. The applicant has not provided details on the number of stalls provided. The floor plan does not show the proposed offices.

The subject parcel has 226 parking spaces and although there are some other businesses on the subject parcel, the hours for the proposed event hall will likely be after the other businesses are closed for the day, creating a shared parking system that could be sufficient for an event hall. Per Article 3, code section 203-9, places of public assembly require one (1) parking space per 150 square feet of gross floor area, resulting in a total of 29 parking spaces. However, the parking ratio allocated to places of general assembly generally is applicable to uses such as a place of worship, theaters, and similar uses where the patrons often travel in family units, thus resulting in a lower parking space ratio. An event center may draw a different clientele, many of whom may travel to the event as a single occupant in a vehicle, or in pairs rather than larger groups. Therefore, there is potential that the parking demand may be higher than that using the standard ratio. Assuming a typical event attendance of up to 100 persons, the number of parking spaces required for attendees and staff may be greater than 29. Regardless, the site does provide adequate parking spaces to accommodate more than 29 vehicles.

The applicant's Impact Analysis letter included with their application states that the events will be held mostly in the evenings and on weekends, but the space will also be available for rent Monday through Friday. The applicant states that events may not end until 2am. Although final occupancy loads will be determined by the Gwinnett County Fire Marshal, the applicant does not specify how many people may attend the events.

According to the applicant, 80 percent of the events held at the subject property will not serve alcohol. The event facility will operate with its own alcohol license, which will only be used for events that opt to serve alcohol. Event facility renters are expected to provide their own caterers,

and all caterers are vetted to make sure they have the required licenses to operate. To mitigate any safety concerns, the applicant intends to hire an officer for events. Review and input from the public safety department may indicate the need for two security personnel.

The applicant's previous request for a special use permit for an event facility at 3150 Holcomb Bridge Road Suite 102 (SUP2024-002) was denied by Mayor and Council at their October 7th, 2024 meeting. Minutes of the meeting do not provide the rationale for the denial.

The Planning and Zoning Board met to reconsider the proposed Special Use Permit on May 7, 2025. The recommendation forwarded to the Mayor and Council is to deny the application. Although the proposed event center is supported, the venue was not considered appropriate.

Existing Conditions

The subject property is zoned C-2 (General Business) and it is currently developed as four-story office building with 226 parking spaces on 4.04 acres. Most businesses in the building are open Monday – Friday with hours that range from 8-9am to 5-7pm. The first floor (where suite 102 is located) consists of office uses, training rooms, a café, and common area restrooms. Surrounding uses include a hotel, an undeveloped office-institutional parcel, and industrial related uses.

Project Description

The applicant seeks a special use permit for an event facility in the C-2 general business zoning district. A site plan of the subject parcel, along with a street view of the subject building, entrances of the building, access points, a list of current tenants and the proposed floor plan are depicted below for reference.

NOTES CORRESPONDING TO SCHEDULE "B"

GENERAL NOTES

PROPERTY PICTURES

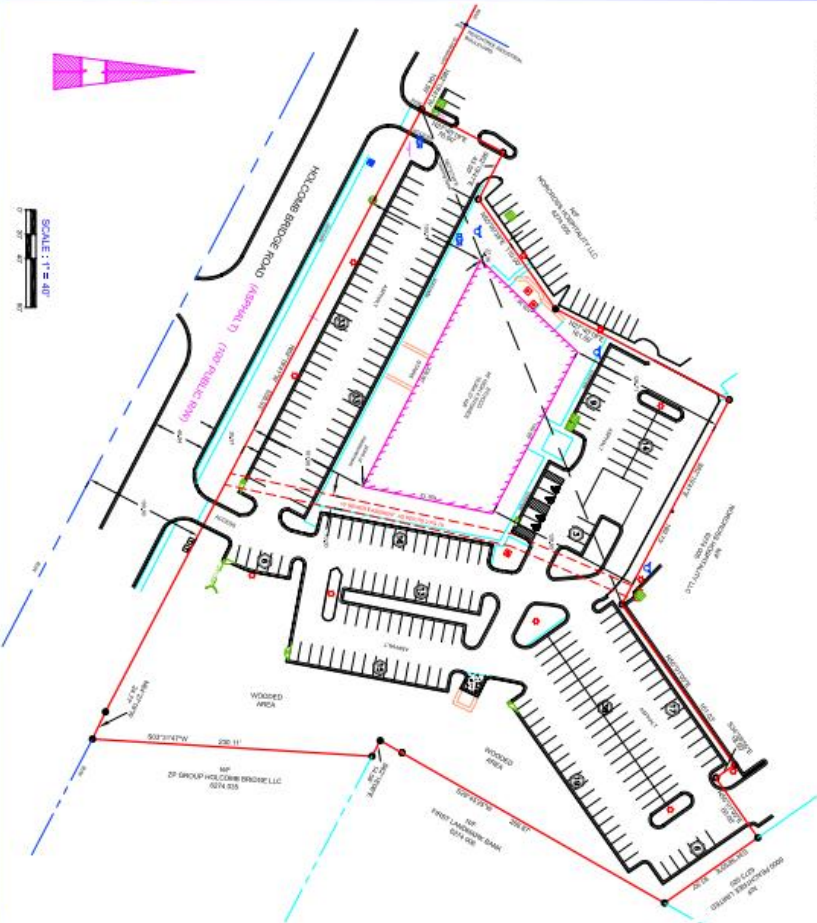
[illegible]

Flowgraphs are formed on two 1/2" sections bonded to 1/2" metal brackets along the top of each of adjacent 3/8" pipes and a 1/2" section mounted along the external boundary of the adjacent property flowgraph is bonded to the 3/8" pipe.

As per District Board order, Page 546.

PARKING STALLS
222 Reg. Parking Stalls
4 Handicapped Stalls
226 Total Parking Spaces

The Local Ordinance policy reserves the following floor property as being zoned M-1 and C-1 (light industrial district and office institutions district).

[illegible]

HOLOMAN PLACE
3150 Holoman Bridge Rd Norcross
GAINESVILLE COUNTY, GEORGIA 30071

STUDENT'S CERTIFICATE

[illegible]

OLD REPUBLIC
A MEMBER OF THE REPUBLIC GROUP OF COMPANIES

17330 Preston Road, Suite 150A
Dallas, Texas 75252
T: (469) 737-7000 F: (469) 737-7070
COPYRIGHT ©2011, OLD REPUBLIC SITE MANAGEMENT, INC.

1 OF 1

NO.	DATE	REVISION
1.	9-11-12	Comments
2.	9-20-12	Comments
3.	9-24-12	Comments
4.		

Monrad & Toben Associates Inc.
2211 Beaver Run Road
Norcross, GA 30071
Phone: 770-263-0945
Fax: 770-263-0166
Email: rjohn@monrad.net



Entrance 1 (MAIN)



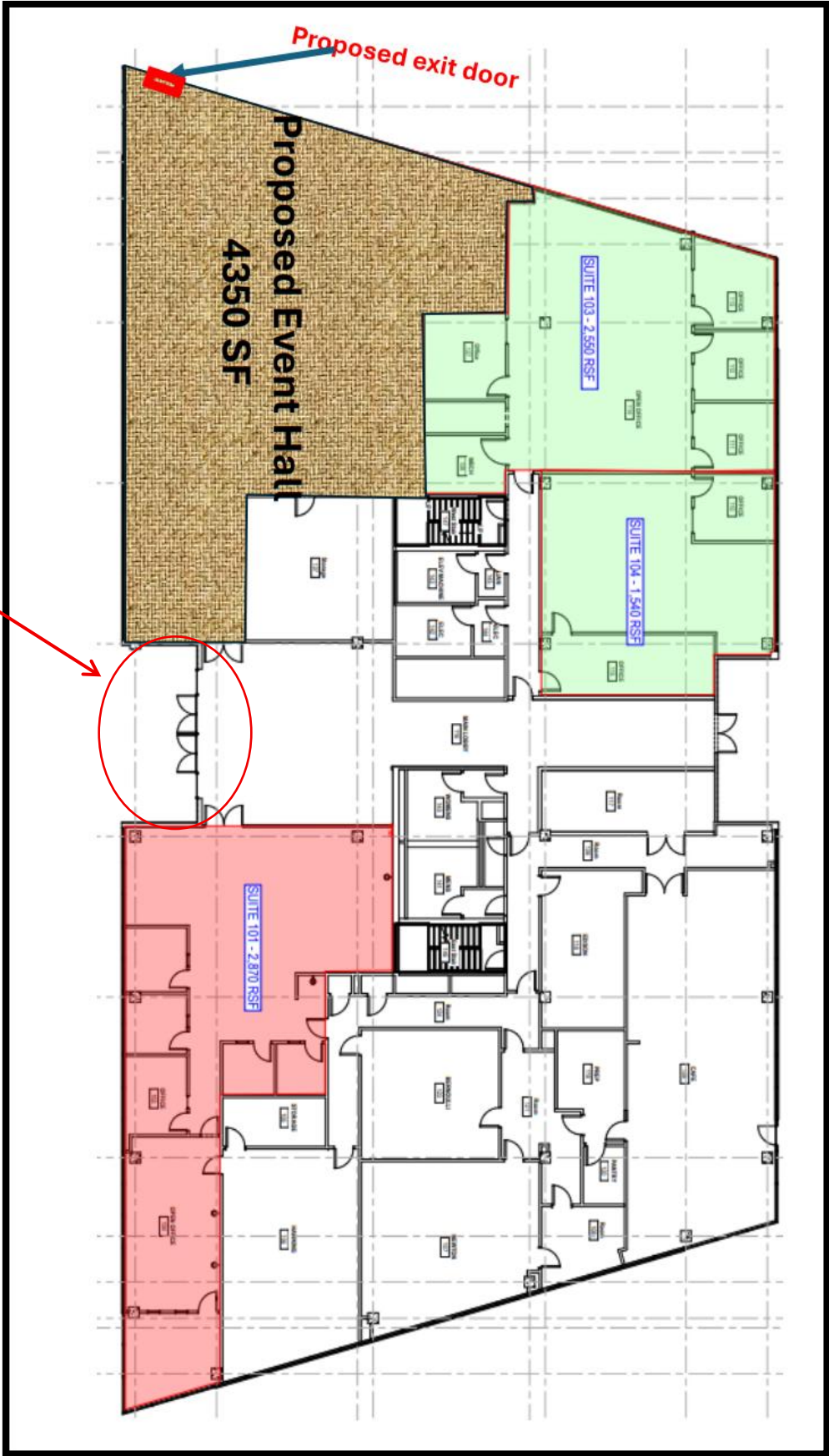
Welcome to 3150

 **Restrooms
Cafe
Training Rooms**

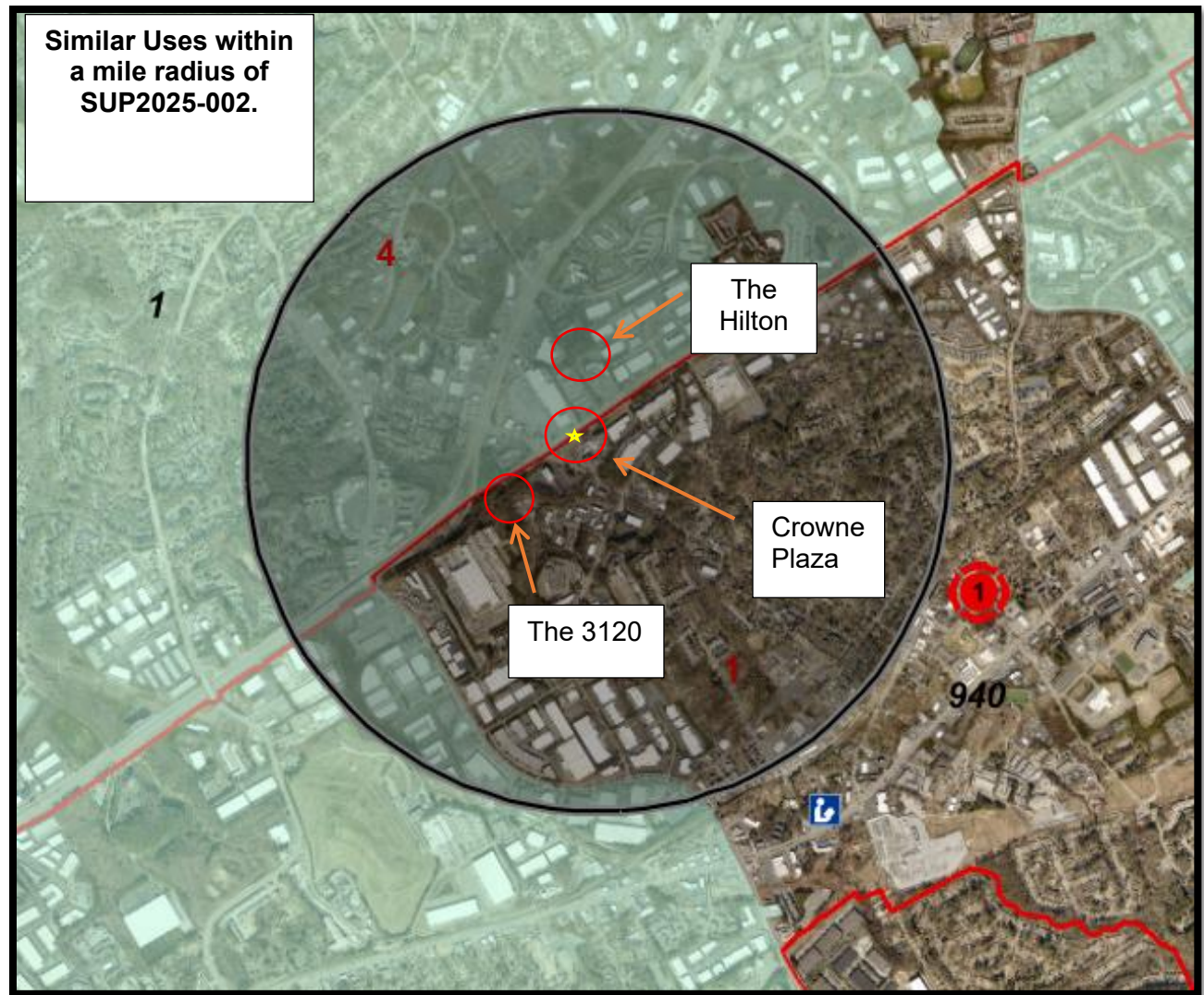
**Need Help?
404-850-4740**

Suite 101	JR Jones
Suite 102	Available
Suite 103	Loud
Suite 104	Select Construction
Suite 200	Quirch Foods
Suite 201	Available
Suite 202	King of Content
Suite 203	Available
Suite 300	Fusion / Americal Inc
Suite 301	TKG Contractors
Suite 302	Alpha
Suite 303	Available
Suite 304	Horizon
Suite 305	Available
Suite 306	ON Electric
Suite 400	Proficient Engineering
Suite 401	Proficient TAB

Suite 204	PROFICIENT WORK
20401	Lambright Group
20402	Southern Skies
20403	Southern Skies
20404	Mechanical Contractors
20405	Mechanical Contractors
20406	Mechanical Contractors
20407	Vivo
20408	Vivo
20409	Available
20410	SBL & Associates
20411	Available
20412	Available
20413	Available
20414	Available
20415	Available



Main Entrance



Per the supplemental use standards in the UDO Article 2, code section 202-2 (j)(7) the applicant must identify similar uses within a mile radius and address whether such a concentration of uses would result in a disproportional proliferation of that or similar uses in the surrounding area. Located adjacent to the proposed facility is The Crowne Plaza Hotel (6050 Peachtree Industrial Blvd), which has 14,000 square feet of total event space and seven (7) event rooms, although events are not the primary use for the hotel. The Hilton (5993 Peachtree Industrial Blvd) has 16,239 square feet of total event space and ten meeting rooms, although events are not the primary use for the hotel. The 3120 at 3120 Crossing Park NW is also an event center within the radius. This suggests that there is a significant concentration of facilities providing event space within a mile radius. From the graphic, the facilities appear to be clustered in the vicinity of the intersection of Holcomb Bridge Rd. and Peachtree Industrial Boulevard.

ZONING ANALYSIS

Current Zoning

The subject property is zoned C-2, General Business. Adjacent uses include a Crowne Plaza and an office park to the north and west zoned C-2. Other adjacent uses zoned OI include the Heritage Bank, The Station office park to the south. To the east of the subject parcel is the Peachtree Corners East office park, zoned M1.

Zoning Request

The C2 general business district is established to provide adequate space in appropriate locations along major streets, thoroughfares and at intersections for various types of business and service uses. These uses should include the retailing of major goods and services, general office facilities and public functions that would serve a community area of several neighborhoods. Development of uses in the district characteristically occupies a larger area than in the C1, neighborhood business district because it is intended to serve a greater population and to offer a wider range of goods and services. Orientation and expansion of this district should occur as an increase in depth at major intersections rather than as a strip-like extension along the street or thoroughfare.

Per code section Article 1, Division 4, Section 201-18 (e)(5)(a), an event hall use is considered a special permit use. The proposed office use is permitted by right. The supplemental use standards for an event hall use are listed below:

(j) *Event hall.*

- (1) Activities at an event hall shall be limited to community or private events celebrating a particular event, anniversary or holiday, such as birthday parties, quinceañeras, weddings, showers, holiday parties, etc.
- (2) No event hall shall be located in a building of less than 2,500 square feet.
- (3) All events at an event hall must be community or private (invitation only) events. No events should be open to the general public except where a part of a community-based event.
- (4) All activities must be subject to a written lease and/or service agreement with the individual or group utilizing the venue.
- (5) The maximum number of guests shall be subject to fire-code limitations or by conditions imposed by council. During inclement weather, there shall be sufficient space to safely shelter guests. Adequate, permanent restroom facilities must be provided, which shall meet the minimum requirements of the unified development ordinance and other applicable city and state regulations.
- (6) Adequate off-street parking must be provided on-site.
- (7) In addition to those standards to be addressed in the applicant's request for a special use permit as provided in article VI of the unified development ordinance, an applicant seeking a special use permit to allow an event hall use on a property must address how additional noise, traffic, and irregular hours of operations (if any) may impact the uses surrounding the property. Further, the applicant must identify similar uses within a mile radius and address whether such a concentration of uses would result in a disproportional proliferation of that or similar uses in the surrounding area.

2045 Comprehensive Plan Analysis

The 2045 Comprehensive Plan, the "Comp Plan", is a document that reflects the wishes of the community as acknowledged and adopted by the Mayor and Council. The Comp Plan contains four sections to determine the appropriateness of a zoning action. Those sections are: 1) Table 2.1 a matrix that depicts land uses by character area, 2) specific visions for each of the twelve-character areas, 3) the overarching policy goals for the city, and 4) Land Use Definitions. The subject parcel falls within Character Area 2, Medlock/Peachtree Industrial Blvd.

A. Land Uses by Character Area

Taken from the matrix, the following uses are either specifically detailed in the character area description or considered appropriate according to the matrix:

Character Area 2, Medlock/Peachtree Industrial Blvd.
Medium Density Residential
Skilled Nursing Facilities (no rehab)
Neighborhood level commercial, studio or office (<u><5000 sf</u>)
Community level commercial or office (< 50,000 sf)
Regional level commercial or office (>50,000 sf)
Entertainment related commercial
Mixed-use (vertical)
Light industrial and warehousing
Places of assembly
Transportation, Communication, Utilities
Parks and Recreation

B. Policy Goals

Under the policy goals the proposed special use permit meets the following criteria:

- *Policy 1-2: Redevelop and enhance existing commercial and industrial areas.*
- *Policy 2-5: Provide pleasant, accessible public gathering places.*
- *Policy 4-9: Support local entrepreneurs in building future ready businesses.*
- *Policy 6-15: Continue to support local arts and cultural events through the provision of facilities, logistics, and marketing efforts.*

C. Character Area Vision

The Medlock/Peachtree Industrial Blvd. Character Area contains several points that support the vision of area of which the following applies:

- *Encourage location of small businesses and incubators, light industry and offices*

D. Land Use Definition

Places of assembly – meeting place at which the public or membership groups are assembled regularly, including but not limited to schools, places of worship, theatres, auditoriums, funeral homes and stadiums.

Event hall means a commercial business at which 50 percent of its business involves the leasing or providing of space for events, celebrations, ceremonies, etc., to celebrate a particular event, anniversary, or holiday (i.e. birthday parties, weddings, etc.) that:

(1) Provides a gathering space for rental purposes.

(2) Charges a rental fee pursuant to a written agreement for the use of the event hall for

events.

(3) Does not allow sexually related adult entertainment to be performed in the event hall.

Standards Governing the Exercise of Zoning Power

According to Section 103-11, the criteria by which a special use permit action can be approved or denied are as follows:

1) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby properties?

Staff is of the opinion that the request for a special use permit for a proposed event hall may not be consistent with or suitable in view of the use and development of adjacent and nearby properties. Within a mile radius there is a disproportional proliferation of similar uses in the surrounding area, which includes two hotels with ancillary event rooms (Crowne Plaza at 3150 Holcomb Bridge Road and the Hilton at 5993 Peachtree Industrial Boulevard), and one (1) event facility called The 3120, located at 3120 Crossing Park Northwest. The Crowne Plaza shares ingress and egress with 3150 Holcomb Bridge Road, which is where the proposed event facility will be located. Staff is concerned with two (2) similar uses being so closely located to one another.

2) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property?

The proposed project for an event center may have adverse effects on existing uses or usability of nearby properties. Since the Crowne Plaza Hotel and the subject property share ingress and egress from Peachtree Industrial Boulevard and Holcomb Bridge Road, there may be a traffic problem if events happen simultaneously. According to the ownership team of the Crowne Plaza, the conference/event space is only rented about 30 percent of the time, but usage may increase in the future. Staff was able to confirm that there is no shared parking agreement between the Crowne Plaza and the Proficient property. Since there is interparcel ingress and egress between both properties, patrons of both the Crowne Plaza and the Proficient building may inadvertently park in either lot since there can be a challenge delineating the difference between the two properties.

All matters pertaining to the interior layout of the building can be worked out between the applicant and property owner. If approved, the applicant would need to comply with Fire Marshal requirements and the applicable building code regulations.

3) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned?

The subject property has reasonable economic use as currently zoned, and some suites are occupied, however several of the suites in the building are vacant. The property owner could rent the available space to tenants similar to those who already occupy other spaces on site.

4) Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools?

Staff does not foresee any excessive or burdensome use of existing streets, transportation, utilities, and schools.

5) Whether the zoning proposal is in conformity with the policy and intent of the Comprehensive Plan?

The subject site is located within the Medlock/Peachtree Industrial Blvd. Character Area, which suggests a vision for the area of a *mix of professional and institutional uses*. Both the vision and land use policies support small business locating in the character area and in particular community facilities enhancing this area, therefore, the application meets the intent of the Comprehensive Plan.

6) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal?

There are no known existing or changing conditions affecting the use of the property.

7) Whether the policies and objectives of the comprehensive plan, particularly in relationship to the proposed site and surrounding area align and support the proposal.

The policies and objectives of the comprehensive plan, in relationship to the proposed site and surrounding area, aligns and supports the applicant's request. The site is located more than 1000' from any other known event facility in the area and surrounding uses are primarily those that close in the early evening. The Crowne Plaza Hotel directly adjacent to the subject parcel does have the facilities to hold events, although that is not the property's primary use. The Comprehensive Plan outlines the vision for this area as one that includes a mix of professional uses specifically calling out community facilities as an appropriate land use. This application supports that vision.

8) Whether the proposal has the potential for adverse impacts on the surrounding area, regarding, but not limited to traffic, storm drainage, land values and compatibility of land use activities.

The proposed use has two existing commercial grade driveways that serve the subject site to facilitate the traffic into and out of the site, and storm drainage is already addressed as the site is already developed. Two additional driveways off of Peachtree Industrial Blvd can be used to access the subject parcel if needed. The applicant does not provide specific operating hours in the impact analysis letter but would be subject to the Norcross Noise Ordinance. Since the Crowne Plaza Hotel and the subject property share ingress and egress from Peachtree Industrial Boulevard and Holcomb Bridge Road, there may be a traffic problem if events happen simultaneously.

9) In the case of antennae and towers, the proposal will need to meet the standards listed in subsection 202)z)(5), special use permits.

This criterion does not apply to this request and is therefore not applicable.

Conclusion

The submitted application meets the comprehensive plan expectations as noted by the previously mentioned appropriate land uses, policy goals, and vision in Section C; the proposed development appears to meet the presented policy goals in Section B and it meets the public assembly definition in Section D. However, staff does maintain some concerns regarding the concentration of event hall space in the vicinity of the proposed project as well as interparcel connectivity and shared parking with the adjacent hotel property.

Recommendation

Should Mayor and Council decide to grant approval, Staff recommends the following conditions:

1. The SUP is limited to this applicant (Robert Baffour) and applicant only;
2. Limited to Suite 102 only;
3. Hours of operation for the event facility to be Monday through Thursday 8:00 AM to 6:00 PM, Friday through Sunday 8:00 AM to 1:00 AM.;
4. Wayfinding/Directional signage to be utilized for proposed events in Suite 102 only;
5. Temporary sign permit requirements for wayfinding/directional signage to be waived;
6. Applicant shall provide parking attendant services for traffic and parking control;
7. Subject to Fire Marshal review, comments, recommendations; occupant load determination, and certification at the Business License issuance phase; and
8. Subject to Building Inspections review, comments, and recommendations.

The applicant is reminded that a special use permit can be considered for revocation, after public notice and a public hearing by the Mayor and Council, should it be determined that there are violations of any Norcross Ordinances with respect to the operations of the business.

Resolving potential safety issues raised by Chief Grogan

At the Council's policy work session on May 19, 2025, the Council tabled discussions on SUP-2025-002: Event Hall at 3150 Holcomb Bridge Road to enable the applicant to provide additional information on concerns raised by staff and council members. The applicant reviewed the staff report, met with the chief of police, and met with the landlord. Below are the responses to the concerns raised for the council perusal.

1. **Concern: This is a special safety concern from the police chief.** The chief's major safety concern is the proximity to the Crowne Plaza's event facility to our proposed event location and 'cross-contamination' of parking/event guests when events are ongoing simultaneously.

The applicants (Dr. and Mrs. Baffour) met with the chief of police (Chief Bill Grogan) on Monday June 9th in the chief's office. The Chief explained in detail the potential issue and cited several examples to explain the situation. The main issue is potential cross parking contamination resulting from event attendees parking at the wrong parking lots. For instance, attendees coming to an event at the Proficient building may park at the Crown Plaza parking lot and vice versa. After a long discussion, the **chief and us** arrived at a realistic and practical solution to remove or reduce the potential conflict. Below are the set of proposed solutions:

1. **Issue of Crown Plaza Hotel customers parking at the Proficient parking lot and vice versa.** Our discussion assumed that customers from the Crown Plaza can park at the proficient parking lot. Discussion with the landlord indicated that guests from the Crown Plaza hotel **ARE NOT** allowed to park at the Proficient parking lot and there are tow away signs on the lot to that effect. The landlord also intimated that they have not had any issue with Crown Plaza hotel guest parking on their parking facility. We met with the Director of sales (Erin) at the Crown Plaza Hotel to discuss this and potential partnership relations. Erin said they have enough parking to accommodate their large events. As far as she is concerned, their guests do not park at the Proficient Building. She gave us a tour of their parking lots, and it was clear that the walking distance alone will discourage people from parking at the Proficient lot since the back of the hotel adjacent to the Proficient lot has adequate parking. The parking at the back also leads straight to all their event halls with a direct entrance door. We still agreed to coordinate, especially during simultaneous events for smooth parking. We still believe that, without control measures, people will still park at the wrong

lots and hence the need to provide parking support during events to avoid any potential conflicts due to wrong parking issues. Below are the joint proposed solutions:



Proposed solutions:

- We will coordinate with the Crown Plaza Hotel during such periods that we simultaneously run events. As Chief Grogan pointed out during our discussion, the major conflict point will be the entry way label EE1 (see Figure 1). Our tour with Erin supported the Chief's recommendation. EE1 is both an egress and ingress to both properties. All our events will have both signage A (SA) and Signage B (SB) in position. These signs will be movable but permanent signs that will be stored at the event hall.



Signage A



Signage B

For simultaneous events, we will provide both signs and attendants to help direct traffic. Figure 2 shows the lot relations and the proposed position of the signs. Attendants/security personnel will direct attendees to designated parking spaces. Crown Plaza Hotel guests would be directed to park at their dedicated parking areas to avoid being towed.



- b. In addition to (a) above, during simultaneous event hosting with the Crown Plaza Hotel, we will divide our car park into four zones A, B, C. and D (see Figure 2). Zones A, B and C have a total of 140 parking spaces. With an estimated average capacity of about 250, we estimate a need for only 140 parking spaces during events as most attendees will travel in high occupancy vehicles with 2 or more people per car (this is based on experience from events we have attended in our community). This means section D that presents the most plausible conflict zone may not be used at all or worse case with minimal use





SPECIAL USE PERMIT APPLICATION

PROPERTY OWNER'S INFORMATION

Owner's Name: Proficient Properties LLC

Owner's Address: 3150 Holcomb Bridge Road

City: Norcross State: GA Zip Code: 30071

Phone: 404-330-9798 Cell Phone: 404-330-9798 Email: pk@proficientengineering.com

APPLICANT'S CONTACT INFORMATION

Applicant's Name: Robert Baffour

Applicant's Address: 1145 Montclair Way

City: Snellville State: GA Zip Code: 30078

Phone: 4046421252 Cell Phone: 4046421252 Email: rabaffour@gmail.com

PROPERTY LOCATION

Tax Parcel Number(s): R 6274058 Size in Acres: 4.04

Address(es): 3150 Holcomb Bridge Road

Number of existing structures: 1 Number of parking spaces: 240

PROPOSED USE

Current Zoning: C2 Requested Zoning: SUP

Date of Pre-Application Mtg: 3/24/2025

Is the request in conformity with the Current Land Use Plan? ☒ Yes ☐ No

Land Use Plan Designation: Character area 2: Medical/PIB

Proposed Use:

EVENT HALL

Attachment: SUP Application-2025 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

ITEMS THAT MUST ACCOMPANY APPLICATION

- A. **Owner's Signature or Affidavit** - If the owner and applicant are not the same, the owner must sign the application or complete the attached affidavit.
- B. **Plat/Survey** – Submit one (1) full size, one (1) 11 x 17 and one (1) digital copy of a plat in JPG or PDF format, drawn by an engineer or land surveyor, describing in detail the tract, parcel or lot of land proposed to be rezoned. The plat must include the following information:
 - 1. A current boundary survey and plot plan, dimensioned and to scale, prepared by a registered surveyor, architect or engineer showing the seal of such surveyor, architect, or engineer.
 - 2. This survey shall be a plat of the land in question, or a description by metes and bounds, bearings and distances of the land, or if the boundaries conform to the lot boundaries within a subdivision for which a plat is recorded in the land records of the City of Norcross, then, the lot, block, and subdivision designations with appropriate plat reference.
 - 3. A description of existing land uses on adjacent and surrounding property.
- C. **Concept Plan** – Submit one (1) full size copy, one (1) 11x17 copy and one (1) digital copy in JPG or PDF format of a concept plan, including but not limited to all items listed on the attached checklist for such plan.
- D. **Impact Analysis** –
 - 1. If the zoning change has been initiated by an owner or their representative, the application must be accompanied by a written, documented analysis of the proposed zoning change with regard to each of the standards governing consideration attached to this application.
 - 2. A traffic study, a hydrology study and other studies of the impact of the proposed development prepared by a duly licensed engineer may be required by the Community Development Department, Planning & Zoning Board or the Mayor & City Council as deemed necessary for adequate consideration and a fully-informed decision on the proposed request. The studies shall be prepared under the direction of the City at the applicant's expense. A traffic study will be required for all DCD zonings 5 acres and greater.
- E. **Warranty Deed** – A copy of the recorded warranty deed to the property must accompany each application. The owner on the deed must be the same as the owner listed on the application.
- F. **Proof of Taxes Paid** – Proof that all ad valorem taxes due on the property have been paid must accompany each application.
- G. **Certificate Concerning Campaign Contributions** – The applicant must complete the certificate concerning campaign contributions and submit with each application.
- H. **Fees** – See attached fee schedule. Fees are non-refundable.
- I. **Development of Regional Impact** – If your application meets the Atlanta Regional Commission's (ARC) alternative rules for a Development of Regional Impact, additional review will be required by ARC and the State. More information can be found here, <https://atlantaregional.org/community-development/comprehensive-planning/developments-of-regional-impact/>
- J. **Conditional Rezoning** – An applicant may apply for conditional zoning and so state on the application. The conditional zoning applications may be based on written conditions contained within the relevant section of the application only or it may be based on the narrative AND a site plan.
- K. Any other information required by the Community Development Department or any other City departments which is deemed necessary or desirable in processing the application which is related to the present or proposed use of the property.



Ownership Affidavit & Designation of Agent

See attached file "owner affidavit"

I. Ownership.

I, _____, hereby attest to ownership of the property described below:

Parcel I.D. Number(s) _____

Location address: _____

for which this Application is submitted.

The ownership, as recorded on the deed, is in the name of: _____

Please complete the appropriate section below:

NOTE: The person signing under section IV Acknowledgement, must be listed below as an officer or partner.

☐ Individual

☐ Corporation/Limited Liability
Company (LLC)

☐ Partnership

☐ Government Entity

Provide Names of Officers/Members:

Provide Names of General Partners:

Secretary of State Registration Number: _____

Name/Address of Registered Agent: _____

II. Designation of Owner's Agent. (Leave blank if not applicable)

As the owner of the above designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me, or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief. (Note: Prior to the issuance of a building permit, the owner's agent must be the contractor listed on the permit application.)

Owner's Agent: _____

Address: _____

Contact Person: _____ Telephone No.: _____

III. Notice to Owner.

- A. All changes in Ownership & Applicant's Agent prior to issuance shall require new affidavit. If ownership changes the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.
- B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below. (i.e., Limited to obtaining a certificate of concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.)

City of Norcross, 65 Lawrenceville Street, Norcross, GA 30071 Community Development Department, 678-421-2027

IV. Acknowledgement.• **Individual**

Signature

Print Name: _____
Address: _____
Phone #: _____

• **Government Entity**

Print Government Name

By: _____
Signature

Print Name: _____
Title: _____
Department: _____

• **Corporation/LLC**

Print Corporation/LLC Name

By: _____
Signature

Print Name: _____
Its: _____
Address: _____
Phone #: _____

• **Partnership**

Print Partnership Name

By: _____
Signature

Print Name: _____
Its: _____
Address: _____
Phone #: _____

NOTARY INFORMATION (Please use appropriate block.)STATE OF GEORGIA

COUNTY OF _____

• **Individual**

Before me, this _____ day of _____, 20____, personally appeared _____ who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

• **Government Entity**

Before me, this _____ day of _____, 20____, personally appeared _____ as _____ and on behalf of _____, who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

• **Corporation/LLC**

Before me, this _____ day of _____, 20____, personally appeared _____ of _____ a _____ corporation/LLC, on behalf of the corporation/LLC, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

• **Partnership**

Before me, this _____ day of _____, 20____, Of _____, personally appeared _____ partner/agent on behalf of _____ a partnership, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

Signature of Notary

NOTARY STAMP:

My commission expires: _____

Print Notary Name

Identification Method: _____ Personally known.
_____ Produced I.D. – Type: _____

City of Norcross, 65 Lawrenceville Street, Norcross, GA 30071 Community Development Department, 678-421-2027

I have read and understand the attached application and zoning procedures. I also hereby authorize the Community Development Staff, Planning & Zoning Board and Mayor & Council to inspect the premises that are the subject of this application.

Signature of Applicant: 

3/31/2025

Date

CITY USE ONLY. DO NOT WRITE BELOW

Date received: _____ Receipt Number: _____ Application Number: _____

Fee Paid: _____

Notes: _____

DEADLINE AND HEARING SCHEDULE

See calendar on the Community Development website for pre-application conference deadlines, application submission deadlines and scheduled meeting dates.

(THE PROPERTY OWNER OR APPLICANT'S ATTENDANCE AT ALL MEETINGS IS REQUIRED)

Attachment: SUP Application-2025 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

Concept Plan Checklist

1. An application shall be accompanied by a concept plan if any new construction or alteration of the site is proposed.
2. A concept plan may be prepared by a professional engineer, a registered land surveyor, a landscape architect, a land planner or any other person familiar with land development.
3. The concept plan shall be drawn on a boundary survey of the property. The boundary survey shall have been prepared by a Georgia registered land surveyor and meet the requirements of the State of Georgia for such a map or plat under O.C.G.A. 15-6-67(b).

The concept plan shall show the following:

1. Zoning district classification of the subject property and all adjacent properties, and zoning district boundaries if they cross the property.
2. Man-made features within and adjacent to the property, including existing and future right-of way of streets, pavement width and street names; political boundary lines; and other significant information such as location of bridges, utility lines, existing buildings to remain, and other features as appropriate to the nature of the request.
3. Natural features, such as the 100-year flood plain, and protected wetlands and stream buffers required under the Buffers, Landscaping and Tree Conservation Article of this Ordinance.
4. Proposed use of the property.

The proposed project layout including:

1. For residential subdivisions, and office or industrial parks, approximate lot lines and street right-of-way lines, along with the front building setback line on each lot.
2. For multi-family and nonresidential development projects, the approximate outline and location of all buildings, and the location of all minimum building setback lines, outdoor storage areas, dumpsters, zoning buffers, parking areas, loading stations, zoning buffers, stormwater detention facilities, and driveways, entrances and exits.
3. Name and address of the property owner.
4. Name, address, and telephone number of the applicant (if different than the owner).
5. Date of concept plan drawing, and revision dates, as appropriate.
6. Location (Land District and Land Lot) and size of the property in acres (or in square feet if less than an acre).
7. Location sketch of the property in relation to the surrounding area with regard to well-known landmarks such as arterial streets or railroads. Sketches may be drawn in freehand and at a scale sufficient to show clearly the information required, but not less than 1 inch equal to 2,000 feet. US. Geological Survey maps may be used as a reference guide for the location concept.
8. A statement as to the source of domestic water supply.
9. A statement as to the provision for sanitary sewage disposal.
10. The approximate location of proposed storm water detention facilities.
11. Such additional information as may be useful to permit an understanding of the proposed use and development of the property.

Criteria and Standards for Considering a Special Use Permit

The Mayor and City Council find that the following standards are relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to the unrestricted use of property and shall govern the exercise of zoning power. Please address these criteria to the best of your ability. You may use a separate sheet if necessary.

- 1) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property;

See attached document titled "Impact Analysis" in the submittal folder

- 2) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property;

See attached document titled "Impact Analysis" in the submittal folder

- 3) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;

See attached document titled "Impact Analysis" in the submittal folder

- 4) Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools;

See attached document titled "Impact Analysis" in the submittal folder

- 5) Whether the zoning proposal is in conformity with the policy and intent of the Comprehensive Plan;

See attached document titled "Impact Analysis" in the submittal folder

Revised February 2024

- 6) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.

See attached document titled "Impact Analysis" in the submittal folder

- 7) Whether the policies and objectives of the Comprehensive Plan, particularly in relationship to the proposed site and surrounding area align and support the proposal;

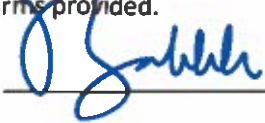
See attached document titled "Impact Analysis" in the submittal folder

- 8) Whether the proposal has the potential for adverse impacts on the surrounding area, regarding but not limited to traffic, storm drainage, land values and compatibility of land use activities.

See attached document titled "Impact Analysis" in the submittal folder

CONFLICT OF INTEREST CERTIFICATION FOR REZONINGS

The undersigned below, making application for rezoning, has complied with the Official Code of Georgia Section 36-67A-1, et seq. Conflict of Interest in Zoning Actions, and has submitted or attached the required information on the forms provided.



3/31/2025

ROBERT BAFFOUR, founder

SIGNATURE OF APPLICANT

DATE

TYPE OR PRINT NAME AND TITLE

SIGNATURE OF APPLICANT'S
REPRESENTATIVE

DATE

TYPE OR PRINT NAME AND TITLE ATTORNEY OR

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a City of Norcross Mayor/Council Member or a Member of the Planning and Zoning Board

NO

(YES or NO)

Robert Baffour

YOUR NAME

If the answer is yes, please complete the following section:

NAME AND OFFICIAL POSITION OF GOVERNMENT OFFICIAL	CONTRIBUTIONS (LIST ALL WHICH AGGREGATE TO \$250.00 OR MORE)	DATE CONTRIBUTION WAS MADE (WITHIN THE LAST TWO YEARS)

Attach additional sheets if necessary to disclose or describe all contribution

Impact Analysis

The following pages present explanations and evaluation of the characteristics of the proposed use and their potential impacts on surrounding properties. The document also explains how the proposed use can coexist with its neighboring properties. The special use permit is to allow a single room on the first floor of an **existing** office building to be used as an event hall. The subject room is in an office building located in an area zoned C2 (general business). All surrounding uses are either zoned C2, M1, or OI (Figure 1-9). The space will be used for such events as corporate meetings and dinners, wedding receptions, parties and celebrations, town hall meetings, business meetings, fundraising venues for charity events, etc.

1. Whether a proposed rezoning will permit a use that is suitable in view of the use and development of adjacent and nearby property:

The proposed rezoning will permit a use that is suitable in view of the use and development of adjacent and nearby properties. The proposal involves leasing a suite (suite 102) (Figure 1-2) of about 4350 SF on the first floor of an office building to be used as an event hall with offices. The space will be used as a private event space that will need reservation to use. Such use will be compatible with the surrounding uses in the general business domain as currently zoned. The building is surrounded by businesses zoned C2 (General Business), M1 (Light Industrial) or OI (Office Institutional). To the north, is a hotel and light industrial facilities. To the south, across Holcomb bridge road, are office institutional use structures. To the east are office institutional, light industrial and general business zones. To the west is Peachtree Industrial Boulevard (the border of the city of Norcross and the city of Peachtree Corners) west of which is a large shopping plaza located in the city of Peachtree Corners. The proposed use will not change the existing site conditions. All existing site features will remain intact. Therefore, the proposed rezoning will permit a use that is suitable in view of the use and development of adjacent and nearby properties.

2. Whether a proposed rezoning will adversely affect the existing use or usability of adjacent or nearby property:

The zoning proposal will not adversely affect the existing use or usability of adjacent or nearby properties. One of the critical demands of event halls is adequate parking. The subject property has over 240 parking stalls of which less than 20 percent is used by the current tenants. The closest property is a hotel which also has more than enough parking. Because of their current parking capacities, the two facilities will never have any parking issues even at full capacities. Additionally, most of the event hall business activities will occur at night and on weekends during which the subject facility, adjacent and nearby facilities will be closed for business. Specifically, with a 240-parking stall parking lot, the event hall will have enough parking to support its activities and will not cause any distress to the usability of the

neighboring properties. Additionally, all event activities will be confined to the proposed rezoned space. Such activities would be in harmony with the use and usability of existing properties and would therefore not adversely affect the use or usability of adjacent and nearby properties.

3. Whether the property to be affected by the proposed rezoning has a reasonable economic use as currently zoned:

The property is currently zoned C2 (General business) that can host several business activities including an event hall business with a special use permit. The space which is currently empty has a reasonable economic use once occupied. The proposed use has the potential of increasing the economic use of the space and the building (the property). An event hall has the potential to support surrounding businesses such as nearby hotels, gas stations, and restaurants. The proposed rezoned space therefore has the potential of adding additional economic use to the space, the building and the surrounding businesses.

4. Whether the proposed rezoning will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools:

Unlike assembly businesses like churches that have fixed entry and exit times for most participants, event attendees tend to have a variable entry and exit times. Such variable arrival and departure times allow for seamless ingress and egress traffic flow to the adjoining roads. With two entrances on Holcomb Bridge Road and two additional entrances on Peachtree Industrial Boulevard to the building (see Figure 1-4), entry and exit to the building during events will not cause any excessive or burdensome use of the existing local transportation network. Since these events are one off activities for most attendees, no impact is anticipated for the neighborhood schools such traffic conflicts and school enrollment. The area is well developed and the subject building is connected to utility infrastructure such as stormwater (Figure 1-5), water (Figure 1-6), and sewer (Figure 1-7). The proposed rezoning will therefore not result in a use which will or could cause excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.

5. Whether the proposed rezoning is in conformity with the policy and intent of the land use plan:

The future development map of the city of Norcross' "imagine our future" 2045 comprehensive plan updated in April 2024" indicated "mix of professional and institutional uses" for the subject property. An event hall business is classified under this use with a special use permit. The area is envisioned as a dense activity hub area of mid-scale retail and offices with corporate focused amenities including hotels and training/conference facilities. The proposed special use permit for an event hall is in conformity with the policy and intent of the 2045 Comprehensive Plan, the Future Development and Land Use Map.

6. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposed rezoning:

The subject property was acquired by the new owners in November 2023. Most of the spaces in the building are currently vacant and the landlord is looking for tenants to lease these spaces. Leasing an empty space for business changes the financial and the economic value of the space. With the city of Norcross increasing in population with an expected 41 percent population growth by 2050, it is anticipated that a thriving event hall in the proposed location will have a significant economic value for the city. This special use permit to allow for an event hall therefore supports the expected growth needs of the community which gives supporting grounds for approval of the proposed rezoning. At the time of this application, we are unaware of any existing or changing conditions affecting the use of the property which give supporting grounds for disapproval of the proposed rezoning.

7. Whether the policies and objectives of the Comprehensive Plan, particularly in relationship to the proposed site and surrounding area align and support the proposal:

The 2045 Comprehensive Plan updated April 1, 2024, states that "The cultural diversity of Norcross is one of its biggest strengths. However, the presence of residents from a variety of backgrounds does not necessarily translate into an integrated, united community". The statement goes further to say that "The City can play a key role in promoting a sense of equity in how it invests public money, enforces regulations, and how it communicates to all citizens regardless of which "side" of the city a resident life in". Even though the proposed event hall will be opened to the public, its primary target group are people of African descent, that will come to Norcross with diverse colorful cultures and events. Approval of this proposal would be

a great support of the policy and objectives of the 2045 plan that: encourages location of small businesses and incubators, light industry and offices in this location; promotes the growth of local businesses and attract new ones, particularly within target industry clusters; supports uniting the community across cultural backgrounds and socio-economic status; and provide excellent city services and engagement opportunities for people of all linguistic and cultural backgrounds. There is significant greater public benefit by approving this proposal as it is compatible with the policies and objectives of the “imagine our future” 2045 Comprehensive Plan updated in April 2024.

8. Whether the proposal has the potential for adverse impacts on the surrounding area, regarding but not limited to traffic, storm drainage, land values and compatibility of land use activities:

The proposed use conforms to the current and future land use plans of the city. The use will not change any of the existing facilities and utilities currently on site. The building is connected to all the utility systems: water, sewer and stormwater (Figures: 1-5, 1-6, 1-7) and the use of one of the rooms in the building as an event hall will not affect the existing capacity of these systems. The nearby areas are predominantly developed with a strong roadway network. A hotel, a building restoration company, a gallery for a furniture store, a commercial flooring installation company, a gourmet confections manufacturer, bank offices, and real estate and insurance offices are some of the general business, light industrial and office/institutional uses in the surrounding area. The proposed use is in harmony to the surrounding uses now and in the future as outlined in the current zoning map, land use map and the future development plan of the 2045 comprehensive plan. Therefore, the proposal would not have any potential adverse impact on the surrounding areas including traffic, storm drainage, land values and compatibility of land use activities

Additional conditions for Event Hall Use (Item #7)

i. Address how additional noise, traffic, and irregular hours of operations (if any) may impact the uses surrounding the property.

Noise: The proposed event space located in one section of the first floor is not expected to have any noise impact on the uses surrounding the property. Additionally, most of the event hall business activities will occur at night and on weekends during which the subject facility, adjacent and nearby facilities will be closed for business. Events that will occur during normal work hours will conform to all the standards for C2 business use.

Traffic: With four commercial grade ingress and egress to the subject property and over 240 parking stalls to the facility, the proposed use is not anticipated to have any traffic impact on the uses surrounding the property.

Irregular hours of operations: Most of the event activities would be in the evenings and on weekends and some may end in the early morning hours. Events that will occur during normal work hours will conform to all the standards for C2 business use. As a business district that is closed for business around 5 pm during weekdays and weekends, event activities that may lead into the early morning hours will not impact the uses surrounding the property.

ii. Identify similar uses within a mile radius and address whether such a concentration of uses would result in a disproportional proliferation of that or similar uses in the surrounding area.

There are only two identifiable facilities that host events within a mile radius from the subject property: the Crown Plaza Hotel adjacent to the subject property and another, the 3120 Event Hall which is about 0.6 miles (driving distance) from the subject property. Judging from the event they host; our target market may not be the same market that these locations target. Our target community is looking for a centralized location to cater to the kind of events we host such as funeral celebrations that showcase various African dresses. This location will provide this needed service that gives convenience and options. Our unique national events will provide for potential collaboration as event attendees may potentially use the hotel for accommodation. The proposed use will therefore not result in a disproportional proliferation of that or similar uses in the surrounding area but rather create the economic synergy of a few overlapping categories all working together to enhance economic opportunity in the area.

Additional Notes to Council

After the vote of 10/7/24 to deny the special use permit at 3150 Holcomb bridge road, my interactions with the council suggest the following concerns:

1. Alcohol usage and Alcohol license
2. Events schedule
3. Event hall proliferation in Norcross

The following provides more explanation to the nature of our business and how these concerns would be addressed:

The Nature of our business. As a community leader, I am responding to my community to address a location concern. The Ghanaian community in the Atlanta metro area need dedicated central meeting place for our cultural events that include association meetings, independence dinner, funeral celebrations (celebration of life of parents whose funerals have generally been celebrated in Ghana). These are family-oriented events that do not involve the youth. The average age at such events is around 50 years and most of them do not drink (**generally a cultural issue**). Other events activities include Wedding receptions, Birthdays, usually 50- and 60-year birthdays, cultural festivals, and community fundraising meetings events. **Sweet 16 is not a thing in our community.**

1. Alcohol Usage and alcohol License. The **Heritage Event Hall** will be used **strictly** as an event hall that conforms to the laws of the city of Norcross, GA. Even though our experience indicates that about 80% of our events will not serve alcohol, we expect some of the events to serve alcohol. Heritage Event Hall does not provide catering services. Hall renters will provide their own caterers, and all caterers will be vetted to make sure they have the required licenses to operate. **Heritage will operate with its own alcohol license from the county.** This license will ONLY be used for events that opt to serve alcohol, and such events will follow all protocols attached to the license. All event space renters will sign a rental agreement to abide all city, county and state codes and requirements.

2. Events schedule.

- a. All night events will close by 2 am.
- b. All weekday events will follow normal business office hours practices.

3. Proliferations of event halls concern: There are two locations in the area that do events close to our site: the adjacent Crown Plaza hotel and 3120 event hall (about 1000 feet straight line map distance, and about 0.6 miles driving distance). Even though the hotel does events, that is not their core business and the clientele they serve are not the same as the clientele we will serve. They serve different financial bracket clients than ours and hence the need. I do not know of any in our community members who have heard of 3120 Event Hall. We go to events frequently but have never been to 3120. Our target clients are heavily religious and the events they organize are unique as well.

Safety Concerns: We do not have any problem getting a **paid officer** on site for events if that will help to alleviate some of the safety and alcohol use concerns.



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7354	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/16/2025 6:30 PM	In Control:	Policy Work Session
Title:	Fiscal Year 2026 Budget		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Fiscal Year 2026 Budget](#)
2. [Draft FY26 Budget](#)

Title
Fiscal Year 2026 Budget

Drafter
Jon Robinson



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

AGENDA REPORT

To: Mayor and Council

From: Jon Robinson, Finance Director

Meeting Date: June 16, 2025 – Policy Work Session (PWS)

Item No.: 25-7354

Title: Fiscal Year 2026 Budget

CC: Eric Johnson, City Manager

Recommendation

Review the Proposed FY2026 Budget

Background

This is the first of four presentations on the FY26 Budget. The Budget includes the General, Special Revenue, and Enterprise Funds.

Financial Impact

The total appropriations for the FY26 budget is \$61,938,679

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place.
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment
4. Maintains a Vibrant Economy and Continue to Facilitate Job Growth
6. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

Draft FY26 Budget

Next Steps:

The proposed schedule for the budget:

7/7/2025 – Public Hearing on Millage and Second Presentation of Budget

7/21/2025 – Third Presentation of Budget

8/4/2025 – Final Presentation and Adoption of Fiscal Year 2026 Budget



FY2026 Budget Draft

SUMMARY

Account Account Description

	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
REVENUE				
Fund 100-General				
Taxes Totals	12,915,228	14,555,000	14,825,964	270,964
Licenses & Permits Totals	971,847	804,000	840,780	36,780
Total Intergovernmental Revenues	1,892,631	615,500	932,800	317,300
Total Charges for Services	229,562	174,000	235,500	61,500
Total Fines & Forfeitures	1,832,415	2,236,000	2,801,000	565,000
Total Investment Income	965,278	500,000	400,000	(100,000)
Total Contributions & Donations	25,000	-	-	-
Total Miscellaneous Revenue	245,331	182,321	267,647	85,326
Total Other Financing Sources	1,370,001	1,508,564	2,209,864	701,300
Total FUND 100 REVENUE	20,447,295	20,575,385	22,513,555	1,938,170
EXPENSES				
Dept 100-General				
1000 NON DEPARTMENTAL	2,346,562	1,067,600	1,271,425	203,825
1130 CITY CLERK	326,874	237,286	290,391	53,105
1310 MAYOR-COUNCIL	582,050	729,842	813,108	83,266
1330 CITY MANAGER	800,078	1,160,547	924,589	(235,958)
1510 FINANCE	739,289	825,183	901,299	76,116
1519 NPAC	4,604	15,000	15,000	-
1535 IT	1,414,632	1,588,978	1,787,148	198,170
1540 HR	354,634	343,535	407,700	64,165
2650 MUNICIPAL COURT	610,221	714,980	804,097	89,117
3200 POLICE	6,270,367	6,908,259	8,366,240	1,457,981
3800 E911	752,917	859,652	967,522	107,870
4100 PUBLIC WORKS	2,492,558	3,300,552	2,672,678	(627,874)
6000 CULTURAL ARTS/DOWNTOWN	321,891	455,921	470,766	14,845
6200 PARKS	1,286,617	1,304,794	1,469,886	165,092
7000 COMMUNITY DEVELOPMENT	799,050	876,524	963,507	86,983
7500 ECONOMIC DEVELOPMENT	343,167	186,732	388,199	201,467
Total Fund 100 EXPENSES	19,445,510	20,575,385	22,513,555	1,938,170
Net Income(Loss) Fund 100 General Fund	1,001,785	-	-	-

SUMMARY

Account Account Description

	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
REVENUE				
Fund 210-Special Investigations/RedSpeed				
Total Fines & Forfeitures	2,662,974	3,000,000	2,400,000	(600,000)
Total Investment Income	-	200	-	(200)
Total Miscellaneous Revenue	855	-	6,066,072	6,066,072
Total FUND 210 Special Investigations Fund Revenue	2,663,829	3,000,200	8,466,072	5,465,872
EXPENSES				
Dept 3210				
Total Personal Services	-	56,696	91,674	34,978
Total Purchased/Contract Serv	1,334,092	300,319	1,145,409	845,090
Total Supplies	(48)	2,150	97,919	95,769
Total Capital Outlay	667,565	-	6,681,070	6,681,070
Total Other Costs	-	1,541,035	-	(1,541,035)
Total Debt Service	-	1,100,000	450,000	(650,000)
Total Other Financing Uses	6,320	-	-	-
Total Expenses Fund 210 Dept 3210	2,007,929	3,000,200	8,466,072	5,465,872
Net Income(Loss) Fund 210 Special Investigations/RedSpeed	655,899	-	-	-

SUMMARY

Account Account Description

	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
REVENUE				
Fund 217 Technology Surcharge				
Total Fines & Forfeitures	109,528	119,900	178,500	58,600
Total Investment Income	2,211	-	-	-
Total Technology Fund Revenue	111,739	119,900	178,500	58,600
EXPENSES				
Dept 1535				
Total Purchased/Contract Serv	46,306	67,700	59,100	(8,600)
Total Supplies	29,228	40,000	-	(40,000)
Total Capital Outlay	117,277	-	-	-
Total Other Costs	-	12,200	119,400	107,200
Total Technology Surcharges Fund Expenses	192,811	119,900	178,500	58,600
Net Income(Loss) Fund 217 Technology Surcharges	(81,072)	-	-	-

	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
REVENUE				
Fund 270 ECONOMIC DEVELOPMENT				
Total Taxes	(13)	160,000	172,277	12,277
Total Economic Development Revenue	(13)	160,000	172,277	12,277
EXPENSES				
Dept 7550				
Total Personal Services	-	110,000	118,441	8,441
Total Purchased/Contract Serv	-	50,000	53,836	3,836
Total Fund 270-Dept 7550 Expenses	-	160,000	172,277	12,277
Net Income(Loss) Fund 270 Economic Development	(13)	-	-	-

SUMMARY

Account Account Description

	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
REVENUE				
Fund 275 HOTEL MOTEL FUND				
Total Taxes	1,175,558	1,200,000	1,260,000	60,000
Total Investment Revenue	55,276	-	-	-
Total Hotel-Motel Fund Revenue	1,230,834	1,200,000	1,260,000	60,000
EXPENSES				
Dept 7540				
Total Purchased/Contract Serv	672,306	684,000	718,200	34,200
Total Other Financing Services	455,604	516,000	541,800	25,800
Total Fund 275-Hotel-Motel Expenses	1,127,910	1,200,000	1,260,000	60,000
Net Income(Loss) Fund 275 Hotel-Motel	102,924	-	-	-

	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
REVENUE				
Fund 280 MOTOR VEHICLE RENTAL FUND				
Total Taxes	139,161	115,200	115,200	-
Total Investment Revenue	18,860	12,000	12,000	-
Total Motor Vehicle Rental Fund Revenue	158,021	127,200	127,200	-
EXPENSES				
Dept 7540				
Total Purchased/Contract Serv	191	-	-	-
Total Capital Outlay	5,593	127,200	127,200	-
Total Fund 280-Dept 7540 Expenses	5,784	127,200	127,200	-
Net Income(Loss) Fund 280 Motor Vehicle Rental Fund	152,237	-	-	-

SUMMARY

Account Account Description

	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
REVENUE				
Fund 310 CAPITAL PROJECTS FUND				
Total Intergovernmental Revenue	49,705	-	-	-
Total Investment Revenue	8,954	-	-	-
Total Other Financing Sources	1,212,203	-	418,946	418,946
Total CAPITAL PROJECTS FUND Revenue	1,270,862	-	418,946	418,946
EXPENSES				
Dept 1540				
Total Capital Outlay	-	-	20,000	20,000
Total Fund 310-Dept 1540 Expenses	-	-	20,000	20,000
Dept 3200				
Total Capital Outlay	196,758	-	-	-
Total Fund 310-Dept 3200 Expenses	196,758	-	-	-
Dept 4100				
Total Supplies	25,295	-	-	-
Total Capital Outlay	528,442	-	390,446	390,446
Total Fund 310-Dept 4100 Expenses	553,737	-	390,446	390,446
Dept 6000				
Total Capital Outlay	67,673	-	8,500	8,500
Total Fund 310-Dept 6200 Expenses	67,673	-	8,500	8,500
Total Fund 310 Expenses	1,007,124	-	418,946	418,946
Net Income(Loss) Fund 310 CAPITAL PROJECTS	263,738	-	-	-

SUMMARY

Account Account Description

	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
REVENUE				
Fund 365 2023 SPLOST				
Total Intergovernmental Revenue	4,268,211	-	4,600,000	4,600,000
Total 2023 SPLOST FUND REVENUE	4,268,211	-	4,600,000	4,600,000
EXPENSES				
Dept 4220				
Total Capital Outlay	1,468,765	-	4,600,000	4,600,000
Total Fund 365 Expenses	1,468,765	-	4,600,000	4,600,000
Net Income(Loss) Fund 360 2017 REVENUE BONDS	2,799,446	-	-	-

	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
REVENUE				
Fund 500 STORMWATER				
Total Taxes	1,235,609	1,215,000	1,218,104	3,104
Total Investment Income	114,502	75,000	73,086	(1,914)
Total Miscellaneous Revenue	164,000	420,822	1,053,341	632,519
Total Other Financing Sources	1,540,030	-	-	-
Total STORM WATER FUND REVENUE	3,054,141	1,710,822	2,344,531	633,709
EXPENSES				
Dept 4320				
Total Personal Services	488,384	495,862	583,771	87,909
Total Purchased/Contract Serv	124,956	180,260	226,260	46,000
Total Supplies	34,989	34,700	34,500	(200)
Total Capital Outlay	-	1,000,000	1,500,000	500,000
Total Interfund/Interdepartmental Charges	18,343	-	-	-
Total Depreciation & Amortization	76,429	-	-	-
Total Other Costs	-	-	-	-
Total Fund 500 Expenses	743,102	1,710,822	2,344,531	633,709
Net Income(Loss) Fund 500 STORM WATER FUND	2,311,040	-	-	-

SUMMARY

Account Account Description

	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
REVENUE				
Fund 510 ELECTRIC				
Total Charges for Services	14,721,669	14,710,000	15,706,000	996,000
Total Investment Income	1,039,163	450,000	200,000	(250,000)
Total Miscellaneous Revenue	436,543	50,000	100,000	50,000
Total ELECTRIC FUND REVENUE	16,197,375	15,210,000	16,006,000	796,000
EXPENSES				
Dept 4610				
Total Personal Services	1,233,395	1,490,247	1,652,086	161,839
Total Purchased/Contract Serv	1,028,116	1,124,400	1,042,100	(82,300)
Total Supplies	11,506,039	10,838,400	10,831,700	(6,700)
Total Capital Outlay	-	786,000	276,500	(509,500)
Total Interfund/Interdepartmental Charges	101,251	-	-	-
Total Depreciation & Amortization	353,229	-	-	-
Total Other Costs	-	100,953	658,114	557,161
Total Other Financing Uses	903,190	870,000	1,545,500	675,500
Total Fund 510 Expenses	15,125,220	15,210,000	16,006,000	796,000
Net Income(Loss) Fund 510 ELECTRIC	1,072,155	-	-	-

SUMMARY

Account Account Description

	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
REVENUE				
Fund 540 SOLID WASTE				
Total Charges for Services	5,521,977	5,576,000	5,845,598	269,598
Total Investment Income	64,542	40,000	6,000	(34,000)
Total SOLID WASTE FUND REVENUE	5,586,518	5,616,000	5,851,598	235,598
EXPENSES				
Dept 4510				
Total Personal Services	49,942	146,783	89,768	(57,015)
Total Purchased/Contract Serv	5,578,740	5,097,577	5,532,020	434,443
Total Interfund/Interdepartmental Charges	42,691	-	-	-
Total Depreciation & Amortization	3,263	-	-	-
Total Other Costs	-	371,640	229,810	(141,830)
Total Fund 540 Expenses	5,674,635	5,616,000	5,851,598	235,598
Net Income(Loss) Fund 540 SOLID WASTE	(88,117)	-	-	-

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account Fund REVENUE	Account Description 100-General				
	Taxes				
100-311000	GENERAL PROPERTY TAXES	8,188,391	9,750,000	9,741,246	(8,754)
100-311310	MOTOR VEHICLE AD VALOREM	951,305	970,000	999,100	29,100
100-311340	INTANGIBLE RECORDING TAX	59,285	50,000	65,000	15,000
100-311600	REAL ESTATE TRANSFER	32,095	25,000	30,000	5,000
100-311700	FRANCHISE TAXES	1,334,399	1,250,000	1,450,000	200,000
100-313200	CITY TAD REVENUE	-	41,000	46,228	5,228
100-314200	ALCOHOLIC BEVERAGE DISTRIBUTOR	264,133	250,000	285,000	35,000
100-314205	LIQUOR BY THE DRINK EXCISE TAX	124,237	146,400	125,000	(21,400)
100-316100	BUSINESS & OCCUPATION LICENSE	384,125	430,000	390,000	(40,000)
100-316105	FINANCIAL INSTITUTION TAX	12,841	13,000	13,390	390
100-316200	INSURANCE PREMIUM TAX	1,526,651	1,600,000	1,648,000	48,000
100-319100	PEN & INT-GENERAL PROP	32,801	27,000	30,000	3,000
100-319105	PEN & INT-LIC & PERMITS	4,966	2,600	3,000	400
	Taxes Totals	12,915,228	14,555,000	14,825,964	270,964
	Licenses & Permits				
100-321100	ALCOHOLIC BEVERAGE LICENSE	192,925	190,000	195,000	5,000
100-321105	POURING PERMIT	9,750	8,000	9,600	1,600
100-321110	CODE ENFORCMT	8,925	6,000	6,180	180
100-322100	BUILDING PERMITS	760,247	600,000	630,000	30,000
	Licenses & Permits Totals	971,847	804,000	840,780	36,780
	Intergovernmental Revenues				
100-331120	State Grant Revenue	276,312	1,500	-	(1,500)
100-331125	Federal Grant Revenue	5,814	-	-	-
100-336100	INTERGOV. REV. GWINNETT	688,322	-	-	-
100-336105	INTERGOV. REV.GW-ENERGY EXCISE	9,125	9,000	9,000	-
100-336106	INTERGOV. REV. - LMIG	364,502	140,000	365,000	225,000
100-336107	INTERGOV. REV.-TAD	71,206	65,000	78,800	13,800

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account	Account Description				
100-336150	E911 GWINNETT REIMBURSEMENT	477,351	400,000	480,000	80,000
	Total Intergovernmental Revenues	1,892,631	615,500	932,800	317,300
	Charges for Services				
100-341199	CULTURE ART REVENUE	143,160	100,000	143,000	43,000
100-341208	NORCROSS SOCCER REVENUE	19,500	18,000	21,000	3,000
100-342100	SPECIAL POLICE SERVICES	51,687	35,000	55,000	20,000
100-346900	CHARGE FOR OTHER SERVICE	8,569	19,000	12,000	(7,000)
100-346910	CONVENIENCE FEES	5	-	-	-
100-349300	BAD CHECK FEES	1,975	1,000	2,000	1,000
100-349305	LATE FEES	4,666	1,000	2,500	1,500
	Total Charges for Services	229,562	174,000	235,500	61,500
	Fines & Forfeitures				
100-351170	COURT-MUNICIPAL	1,831,242	2,235,000	2,800,000	565,000
100-351174	COURT CITATION PROCESSING	1,174	1,000	1,000	-
	Total Fines & Forfeitures	1,832,415	2,236,000	2,801,000	565,000
	Investment Income				
100-361000	INTEREST REVENUES	965,278	500,000	400,000	(100,000)
	Total Investment Income	965,278	500,000	400,000	(100,000)
	Contributions & Donations				
100-371000	DONATIONS	25,000	-	-	-
	Total Contributions & Donations	25,000	-	-	-

Account	Account Description	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
	Miscellaneous Revenue				
100-381000	RENTAL REVENUE	19,390	19,000	19,000	-
100-381003	DEPOT LEASE REVENUE	88,772	80,700	90,747	10,047
100-383000	REIMB FOR DAMAGED PROPERT	70,064	43,200	92,900	49,700
100-389000	OTHER (MISCELLANEOUS REV)	51,471	29,421	50,000	20,579
100-389001	PROPERTY TAX SALES	92	-	-	-
100-389003	GAS SOUTH ALLIANCE PROGRAM	15,542	10,000	15,000	5,000
100-389500	BUDGETED FUND BALANCE	-	-	-	-
	Total Miscellaneous Revenue	245,331	182,321	267,647	85,326
	Other Financing Sources				
100-391200	TRANSFER FROM ELECTRIC FUND	903,190	870,000	1,545,500	675,500
100-391230	TRANSFER FROM DDA	-	122,564	122,564	-
100-391275	TRANSFER FROM HOTEL-MOTEL	455,604	516,000	541,800	25,800
100-392200	PROPERTY SALE	11,207	-	-	-
	Total Other Financing Sources	1,370,001	1,508,564	2,209,864	701,300
	Total REVENUE	20,447,295	20,575,385	22,513,555	1,938,170

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account	Account Description				
Fund	100-General				
EXPENSES					
Dept 1000	Non Departmental				
	Personal Services				
100-5.1000.512105	GROUP INSURANCE-RETIREES	151,575	164,900	192,000	27,100
100-5.1000.512600	UNEMPLOYMENT INSURANCE	4,260	-	8,000	8,000
100-5.1000.512700	WORKER'S COMPENSATION	5,545	-	1,445	1,445
	Total Personal Services	161,380	164,900	201,445	36,545
	Purchased/Contract Services				
100-5.1000.521206	PROFESSIONAL SERV.-OTHER	16,445	-	-	-
100-5.1000.521240	INSURANCE-LIAB,PROP,AUTO	440,347	402,700	578,990	176,290
100-5.1000.521305	PROFESSIONAL SERV.-OTHER	352	-	-	-
100-5.1000.523305	POSTAGE	8,114	-	5,972	5,972
100-5.1000.523600	DUES & FEES	11,165	-	-	-
	Total Purchased/Contract Services	476,424	402,700	584,962	182,262
	Supplies				
100-5.1000.531710	MISCELLANEOUS	25	-	-	-
	Total Supplies	25	-	-	-
	Other Costs				
100-5.1000.573000	CONTRIBUTION TO OPEB TRUST	502,850	-	-	-
	Total Other Costs	502,850	-	-	-
	Other Financing Uses				
100-5.1000.612310	TRANSFER TO CAPITAL	1,205,883	500,000	418,946	(81,054)
100-5.1000.612310	TRANSFER TO FUND 210	-	-	66,072	66,072
	Total Other Financing Uses	1,205,883	500,000	485,018	(14,982)
	Total Non Departmental Expenses	2,346,562	1,067,600	1,271,425	203,825

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account Fund	Account Description				
EXPENSES	100-General				
Dept 1130	City Clerk				
	Personal Services				
100-5.1130.511100	REGULAR EMPLOYEES	153,153	146,644	202,698	56,054
100-5.1130.511300	OVERTIME	5,671	6,000	6,300	300
100-5.1130.512100	GROUP INSURANCE	17,511	17,948	19,384	1,436
100-5.1130.512200	FICA/MEDICARE CONTRIBUTIONS	11,955	11,677	14,189	2,512
100-5.1130.512400	RETIREMENT CONTRIBUTIONS	108,594	14,867	20,270	5,403
100-5.1130.512500	OTHER EMPLOYEE BENEFITS	105	100	100	-
100-5.1130.512600	UNEMPLOYMENT INSURANCE	83	-	-	-
100-5.1130.512700	WORKER'S COMPENSATION	27	50	50	-
	Total Personal Services	297,099	197,286	262,991	65,705
	Purchased/Contract Serv				
100-5.1130.521301	PROF SERV.-SOFTWARE & LIC	1,384	-	600	600
100-5.1130.521305	PROFESSIONAL SERV.-OTHER	140	8,300	600	(7,700)
100-5.1130.523201	CIVIC PARTICIPATION	143	700	700	-
100-5.1130.523225	ACKNOWLEDGMENT	3,057	2,000	2,000	-
100-5.1130.523250	HOSPITALITY	2,365	5,100	5,100	-
100-5.1130.523300	ADVERTISING	504	300	300	-
100-5.1130.523400	PRINTING & BINDING	163	200	200	-
100-5.1130.523500	TRAVEL	6,399	5,000	5,000	-
100-5.1130.523600	DUES & FEES	538	700	700	-
100-5.1130.523700	EDUCATION & TRAINING	-	3,000	3,000	-
	Total Purchased/Contract Serv	14,693	25,300	18,200	(7,100)
	Supplies				
100-5.1130.531100	GENERAL SUPPLIES-BUILDING	-	-	-	-
100-5.1130.531101	OFFICE SUPPLIES	1,200	1,300	1,300	-

Account	Account Description	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
100-5.1130.531106	UNIFORMS		-	500	500
100-5.1130.531107	ELECTION SUPPLIES	10,817	12,000	6,000	(6,000)
100-5.1130.531300	FOOD	373	-	-	-
100-5.1130.531400	BOOKS & PERIODICALS	-	100	100	-
100-5.1130.531710	MISCELLANEOUS	2,692	1,300	1,300	-
	Total Supplies	15,083	14,700	9,200	(5,500)
	Total City Clerk Expenses	326,874	237,286	290,391	53,105

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account Fund	Account Description				
EXPENSES	100-General				
Dept 1310	Mayor/Council				
	Personal Services				
100-5.1310.511305	MAYOR AND COUNCIL	79,050	88,200	94,200	6,000
100-5.1310.512100	GROUP INSURANCE	44,090	39,985	43,184	3,199
100-5.1310.512200	FICA/MEDICARE CONTRIBUTIONS	5,524	6,747	6,594	(153)
100-5.1310.512600	UNEMPLOYMENT INSURANCE	29	-	-	-
100-5.1310.512700	WORKER'S COMPENSATION	10	50	50	-
	Total Personal Services	128,703	134,982	144,028	9,046
	Purchased/Contract Serv				
100-5.1310.521205	PROFESSIONAL SERV.-LEGAL	334,623	201,100	251,100	50,000
100-5.1310.521305	PROFESSIONAL SERV.-OTHER	4,889	74,900	25,000	(49,900)
100-5.1310.523201	CIVIC PARTICIPATION	2,402	9,540	5,000	(4,540)
100-5.1310.523225	ACKNOWLEDGMENT	736	500	1,000	500
100-5.1310.523400	PRINTING & BINDING	518	300	500	200
100-5.1310.523500	TRAVEL - COUNCIL	18,966	10,000	10,000	-
100-5.1310.523501	TRAVEL - MAYOR	5,336	15,000	15,000	-
100-5.1310.523600	DUES & FEES	27,775	26,630	37,500	10,870
100-5.1310.523700	EDUCATION & TRAINING COUNCIL	1,476	7,000	7,000	-
100-5.1310.523701	EDUCATION & TRAINING - MAYOR	-	3,430	3,430	-
100-5.1310.523850	CONTRACT LABOR	16,925	16,600	32,400	15,800
	Total Purchased/Contract Serv	413,646	365,000	387,930	22,930

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
	Supplies				
100-5.1310.531101	OFFICE SUPPLIES	152	100	100	-
100-5.1310.531106	UNIFORMS	432	600	800	200
100-5.1310.531107	ELECTION SUPPLIES	56	-	-	-
100-5.1310.531300	FOOD	7,613	3,000	7,500	4,500
100-5.1310.531710	MISCELLANEOUS	599	100	100	-
	Total Supplies	8,851	3,800	8,500	4,700
	Other Costs				
100-5.1310.579000	CONTINGENCIES	30,850	226,060	272,650	46,590
	Total Otther Costs	30,850	226,060	272,650	46,590
	Total Mayor/Council Expenses	582,050	729,842	813,108	83,266

Account Fund <i>EXPENSES</i> Dept 1330	Account Description 100-General City Manager <i>Personal Services</i>	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
100-5.1330.511100	REGULAR EMPLOYEES	250,765	374,726	375,463	737
100-5.1330.512100	GROUP INSURANCE	19,032	33,625	36,315	2,690
100-5.1330.512200	FICA/MEDICARE CONTRIBUTIONS	18,019	33,257	26,282	(6,975)
100-5.1330.512400	RETIREMENT CONTRIBUTIONS	80,088	34,904	50,724	15,820
100-5.1330.512500	OTHER EMPLOYEE BENEFITS	-	-	-	-
100-5.1330.512600	UNEMPLOYMENT INSURANCE	143	100	100	-
100-5.1330.512700	WORKER'S COMPENSATION	50	100	100	-
	Total Personal Services	368,097	476,712	488,984	12,272
	Purchased/Contract Serv				
100-5.1330.521305	PROFESSIONAL SERV.-OTHER	76,831	71,750	66,000	(5,750)
100-5.1330.521312	PROF. SERV.-AARP	-	-	-	-
100-5.1330.523201	CIVIC PARTICIPATION	114	700	1,700	1,000
100-5.1330.523205	TELEPHONE	-	-	-	-
100-5.1330.523236	PR EVENTS	157,325	211,455	247,705	36,250
100-5.1330.523250	HOSPITALITY	2,636	1,200	600	(600)
100-5.1330.523300	ADVERTISING	60	-	-	-
100-5.1330.523400	PRINTING & BINDING	139	225	-	(225)
100-5.1330.523500	TRAVEL - CITY MANAGER	2,236	4,000	2,500	(1,500)
100-5.1330.523600	DUES & FEES	8,545	9,475	2,500	(6,975)
100-5.1330.523700	EDU & TRAINING - CITY MGR	2,450	3,930	2,500	(1,430)
100-5.1330.523702	EDU & TRAINING-SPMGR	193	-	-	-
100-5.1330.523703	MEALS AND ENTERTAINING	390	900	1,000	100
100-5.1330.523704	DEVELOPMENT FAIR	-	600	-	(600)
100-5.1330.523850	CONTRACT LABOR	26,037	245,100	-	(245,100)
100-5.1330.523855	EVENT PERFORMERS	153,378	131,900	110,200	(21,700)
	Total Purchased/Contract Services	430,335	681,235	434,705	(246,530)

Account	Account Description	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
	Supplies				
100-5.1330.531100	GENERAL SUPPLIES-BUILDING	-	100	-	(100)
100-5.1330.531101	OFFICE SUPPLIES	175	400	200	(200)
100-5.1330.531104	OFFICE SUPPLIES-SPMGR	-	-	-	-
100-5.1330.531106	UNIFORMS	-	1,800	400	(1,400)
100-5.1330.531111	OFFICE FURNITURE-NON CAP	1,159	-	-	-
100-5.1330.531400	BOOKS & PERIODICALS	16	100	100	-
100-5.1330.531600	SMALL EQUIPMENT	-	100	100	-
100-5.1330.531710	MISCELLANEOUS	297	100	100	-
	Total Supplies	1,646	2,600	900	(1,700)
	Total City Manager Expenses	800,078	1,160,547	924,589	(235,958)

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account Fund EXPENSES Dept 1510	Account Description 100-General Finance				
	<i>Personal Services</i>				
100-5.1510.511100	REGULAR EMPLOYEES	328,068	415,332	518,913	103,581
100-5.1510.511300	OVERTIME	4,220	5,000	4,000	(1,000)
100-5.1510.512100	GROUP INSURANCE	57,459	81,074	87,560	6,486
100-5.1510.512200	FICA/MEDICARE CONTRIBUTIONS	24,781	32,155	36,324	4,169
100-5.1510.512400	RETIREMENT CONTRIBUTIONS	29,296	40,622	51,892	11,270
100-5.1510.512500	OTHER EMPLOYEE BENEFITS	208	300	-	(300)
100-5.1510.512600	UNEMPLOYMENT INSURANCE	262	500	500	-
100-5.1510.512700	WORKER'S COMPENSATION	23,319	100	100	-
	Total Personal Services	467,612	575,083	699,289	124,206
	<i>Purchased/Contract Serv</i>				
100-5.1510.521205	PROFESSIONAL SERV.-LEGAL	740	-	-	-
100-5.1510.521210	PROFESSIONAL SERV.-AUDIT	72,800	41,000	70,000	29,000
100-5.1510.521305	PROFESSIONAL SERV.-OTHER	30,542	62,600	15,000	(47,600)
100-5.1510.522320	RENTAL OF EQUIP & VEHICLE	313	-	-	-
100-5.1510.523225	ACKNOWLEDGMENT	-	100	3,500	3,400
100-5.1510.523300	ADVERTISING	1,468	1,200	1,000	(200)
100-5.1510.523305	POSTAGE	12,014	7,000	5,000	(2,000)
100-5.1510.523400	PRINTING & BINDING	747	500	5,000	4,500
100-5.1510.523500	TRAVEL	280	3,500	4,200	700
100-5.1510.523600	DUES & FEES	485	300	1,860	1,560
100-5.1510.523700	EDUCATION & TRAINING	2,720	4,000	5,250	1,250
100-5.1510.523850	CONTRACT LABOR	70,949	100,000	24,000	(76,000)
100-5.1510.523915	CREDIT CARD CHARGES	57,309	20,000	60,000	40,000
100-5.1510.523920	BANK CHARGES	5,254	-	-	-
100-5.1510.523925	CASH OVER/SHORT	144	-	-	-
	Total Purchased/Contract Serv	255,764	240,200	194,810	(45,390)

Account	Account Description	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
	Supplies				
100-5.1510.531100	GENERAL SUPPLIES-BUILDING	66	-	-	-
100-5.1510.531101	OFFICE SUPPLIES	7,335	5,700	5,000	(700)
100-5.1510.531106	UNIFORMS	1,814	-	700	700
100-5.1510.531111	OFFICE FURNITURE-NON CAP	-	1,200	1,500	300
100-5.1510.531300	FOOD	336	-	-	-
100-5.1510.531600	SMALL EQUIPMENT	-	3,000	-	(3,000)
100-5.1510.531710	MISCELLANEOUS	6,361	-	-	-
	Total Supplies	15,914	9,900	7,200	(2,700)
	Total Finance Expenses	739,289	825,183	901,299	76,116

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account	Account Description				
Fund	100-General				
EXPENSES					
Dept 1519	NPAC				
	<i>Purchased/Contract Serv</i>				
100-5.1519.521305	PROFESSIONAL SERV.-OTHER	2,909	13,500	14,700	1,200
100-5.1519.523250	HOSPITALITY	92	500	200	(300)
100-5.1519.523400	PRINTING & BINDING	423	-	-	-
	<i>Total Purchased/Contract Serv</i>	3,424	14,000	14,900	900
	<i>Supplies</i>				
100-5.1519.531101	OFFICE SUPPLIES	1,180	1,000	100	(900)
	<i>Total Supplies</i>	1,180	1,000	100	(900)
	<i>Total NPAC Expenses</i>	4,604	15,000	15,000	-

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account Fund	Account Description				
EXPENSES	100-General				
Dept 1535	IT				
	<i>Personal Services</i>				
100-5.1535.511100	REGULAR EMPLOYEES	250,261	230,675	322,659	91,984
100-5.1535.511300	OVERTIME	1,953	1,000	2,500	1,500
100-5.1535.512100	GROUP INSURANCE	48,016	44,931	48,525	3,594
100-5.1535.512200	FICA/MEDICARE CONTRIBUTIONS	18,711	17,723	22,586	4,863
100-5.1535.512400	RETIREMENT CONTRIBUTIONS	15,741	19,860	32,266	12,406
100-5.1535.512600	UNEMPLOYMENT INSURANCE	103	100	-	(100)
100-5.1535.512700	WORKERS COMPENSATION	39	100	-	(100)
	Total Personal Services	334,824	314,389	428,536	114,147
	<i>Purchased/Contract Serv</i>				
100-5.1535.521301	PROF SERV.-SOFTWARE & LIC	309,696	328,934	395,587	66,653
100-5.1535.521302	MISCELLANEOUS SOFTWARE	70	-	-	-
100-5.1535.521305	PROFESSIONAL SERV.-OTHER	326,594	484,888	452,369	(32,519)
100-5.1535.522325	RENTAL OF COMPUTER EQUIPMENT	-	-	47,693	47,693
100-5.1535.523201	CIVIC PARTICIPATION	215	-	-	-
100-5.1535.523205	TELEPHONE & INTERNET SERVICE	101,640	96,854	135,271	38,417
100-5.1535.523210	MOBILE COMMUNICATIONS	135,090	125,013	132,924	7,911
100-5.1535.523500	TRAVEL	4,908	3,000	5,000	2,000
100-5.1535.523600	DUES & FEES	110	400	500	100
100-5.1535.523700	EDUCATION & TRAINING	4,315	5,300	15,000	9,700
100-5.1535.523850	CONTRACT LABOR	13,526	18,700	20,000	1,300
	Total Purchased/Contract Serv	896,166	1,063,089	1,204,344	141,255

Account	Account Description	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
	Supplies				
100-5.1535.531101	OFFICE SUPPLIES	197	100	200	100
100-5.1535.531505	CITY WIDE PRINTING SUPPLIES	75,587	66,300	73,568	7,268
100-5.1535.531600	SMALL EQUIPMENT	106,272	145,000	80,000	(65,000)
100-5.1535.531710	MISCELLANEOUS	184	100	500	400
	Total Supplies	182,241	211,500	154,268	(57,232)
					-
	Debt Service				-
100-5.1535.581000	PRINCIPAL DELL LEASE	1,375	-	-	-
100-5.1535.582000	INTEREST DELL LEASE	27	-	-	-
	Total Debt Service	1,402	-	-	-
	Total IT Expenses	1,414,632	1,588,978	1,787,148	198,170

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account Fund EXPENSES Dept 1540	Account Description 100-General HR				
	<i>Personal Services</i>				
100-5.1540.511100	REGULAR EMPLOYEES	175,242	156,021	209,486	53,465
100-5.1540.512100	GROUP INSURANCE	29,755	27,559	29,764	2,205
100-5.1540.512200	FICA/MEDICARE CONTRIBUTION	13,126	11,936	14,664	2,728
100-5.1540.512400	RETIREMENT CONTRIBUTION	13,417	20,282	20,949	667
100-5.1540.512500	OTHER EMPLOYEE BENEFITS	18,108	33,035	33,035	-
100-5.1540.512600	UNEMPLOYMENT INSURANCE	68	100	200	100
100-5.1540.512700	WORKER'S COMPENSATION	27	100	200	100
	Total Personal Services	249,743	249,033	308,298	59,265
	<i>Purchased/Contract Services</i>				
100-5.1540.521301	PROF SERV - SOFTWARE & LICENSE	39,787	40,752	40,752	-
100-5.1540.521305	PROFESSIONAL SERV.-OTHER	16,440	22,000	28,550	6,550
100-5.1540.523201	CIVIC PARTICIPATION	-	-	-	-
100-5.1540.523225	ACKNOWLEDGMENT	-	-	-	-
100-5.1540.523250	HOSPITALITY	5,076	1,000	1,000	-
100-5.1540.523300	ADVERTISING	557	1,200	1,000	(200)
100-5.1540.523400	PRINTING & BINDING	-	700	700	-
100-5.1540.523500	TRAVEL	1,607	4,500	2,500	(2,000)
100-5.1540.523600	DUES & FEES	2,511	1,000	2,600	1,600
100-5.1540.523700	EDUCATION & TRAINING	9,482	5,000	9,000	4,000
100-5.1540.523850	CONTRACT LABOR	11,538	11,500	6,600	(4,900)
	Total Purchased/Contract Services	86,997	87,652	92,702	5,050

Account	Account Description	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
	Supplies				
100-5.1540.531101	OFFICE SUPPLIES	5,559	2,800	2,800	-
100-5.1540.531106	UNIFORMS	82	750	500	(250)
100-5.1540.531111	OFFICE FURNITURE-NON CAP	7,471	-	-	-
100-5.1540.531400	BOOKS & PERIODICALS	-	250	300	50
100-5.1540.531700	OTHER SUPPLIES	-	3,000	3,000	-
100-5.1540.531710	MISCELLANEOUS	6	50	100	50
	Total Supplies	13,118	6,850	6,700	(150)
	Capital Outlay				
100-5.1540.542300	FURNITURE & FIXTURES	4,775	-	-	-
	Total Capital Outlay	4,775	-	-	-
	Total HR Expenses	354,634	343,535	407,700	64,165

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account Fund	Account Description				
EXPENSES	100-General				
Dept 2650	Municipal Court				
	Personal Services				
100-5.2650.511100	REGULAR EMPLOYEES	306,385	369,028	420,028	51,000
100-5.2650.511300	OVERTIME	655	465	465	-
100-5.2650.512100	GROUP INSURANCE	77,417	84,161	92,577	8,416
100-5.2650.512200	FICA/MEDICARE CONTRIBUTIONS	22,615	28,266	29,402	1,136
100-5.2650.512400	RETIREMENT CONTRIBUTIONS	21,121	29,750	42,003	12,253
100-5.2650.512600	UNEMPLOYMENT INSURANCE	242	200	200	-
100-5.2650.512700	WORKER'S COMPENSATION	43	100	100	-
	Total Personal Services	428,478	511,970	584,775	72,805
	Purchased/Contract Serv				
100-5.2650.521215	PROF. SERV.-INTERPRETER	23,625	23,250	26,106	2,856
100-5.2650.521220	PROFESSIONAL SERV-JUDGE	86,800	92,400	100,356	7,956
100-5.2650.521225	PROFESSIONAL SERV-SOLICITOR	49,800	49,000	54,100	5,100
100-5.2650.521305	PROFESSIONAL SERV.-OTHER	92	2,000	2,000	-
100-5.2650.523400	PRINTING & BINDING	-	200	200	-
100-5.2650.523500	TRAVEL	3,855	4,600	6,400	1,800
100-5.2650.523600	DUES & FEES	631	1,600	1,850	250
100-5.2650.523700	EDUCATION & TRAINING	4,519	9,600	10,000	400
100-5.2650.523850	CONTRACT LABOR	290	1,260	1,260	-
	Total Purchased/Contract Serv	169,612	183,910	202,272	18,362

Account	Account Description	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
	Supplies				
100-5.2650.531101	OFFICE SUPPLIES	8,367	9,000	10,000	1,000
100-5.2650.531106	UNIFORMS	3,317	4,000	2,750	(1,250)
100-5.2650.531111	OFFICE FURNITURE-NON CAP	-	-	-	-
100-5.2650.531300	FOOD	368	1,800	-	(1,800)
100-5.2650.531400	BOOKS & PERIODICALS	-	800	800	-
100-5.2650.531600	SMALL EQUIPMENT	81	3,500	3,500	-
100-5.2650.531710	MISCELLANEOUS	-	-	-	-
	Total Supplies	12,132	19,100	17,050	(2,050)
	Total Municipal Court Expenses	610,221	714,980	804,097	89,117

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account	Account Description				
Fund	100-General				
EXPENSES					
Dept 3200	Police Dept				
	Personal Services				
100-5.3200.511100	REGULAR EMPLOYEES	3,945,234.57	4,321,966.00	5,367,151.00	1,045,185.00
100-5.3200.511300	OVERTIME	222,485.19	175,061.00	204,463.00	29,402.00
100-5.3200.512100	GROUP INSURANCE	845,035.64	858,729.00	927,427.00	68,698.00
100-5.3200.512200	FICA/MEDICARE CONTRIBUTIONS	309,777.61	344,023.00	375,701.00	31,678.00
100-5.3200.512400	RETIREMENT CONTRIBUTIONS	280,977.07	391,405.00	536,715.00	145,310.00
100-5.3200.512500	OTHER EMPLOYEE BENEFITS	10,062.96	33,055.00	73,310.00	40,255.00
100-5.3200.512600	UNEMPLOYMENT INSURANCE	2,260.83	-	-	-
100-5.3200.512700	WORKER'S COMPENSATION	59,586.71	50,000.00	65,000.00	15,000.00
	Total Personal Services	5,675,420.58	6,174,239.00	7,549,767.00	1,375,528.00
	Purchased/Contract Serv				
100-5.3200.521301	PROF SERV.-SOFTWARE & LIC	20,434.62	20,350.00	12,561.00	(7,789.00)
100-5.3200.521305	PROFESSIONAL SERV.-OTHER	4,994.20	4,080.00	4,080.00	-
100-5.3200.521306	PROFESSIONAL SERV-CORR RISK	38.19	32,400.00	32,400.00	-
100-5.3200.522200	REPAIRS & MAINT-BUILDINGS	37,442.00	-	-	-
100-5.3200.522201	REPAIRS & MAINT-VEHICLES	171,011.94	170,000.00	210,000.00	40,000.00
100-5.3200.522203	REPAIRS & MAINT-EQUIPMT	3,428.54	21,115.00	22,335.00	1,220.00
100-5.3200.522320	RENTAL OF EQUIP & VEHICLE	2,824.67	4,970.00	3,150.00	(1,820.00)
100-5.3200.523100	INS, OTHER THAN EMP BEN	-	-	-	-
100-5.3200.523225	ACKNOWLEDGMENT	-	-	-	-
100-5.3200.523300	ADVERTISING	146.78	900.00	3,000.00	2,100.00
100-5.3200.523305	POSTAGE	85.92	200.00	200.00	-
100-5.3200.523400	PRINTING & BINDING	3,001.34	4,059.00	6,025.00	1,966.00
100-5.3200.523500	TRAVEL	9,300.84	23,009.00	46,550.00	23,541.00
100-5.3200.523600	DUES & FEES	2,449.09	4,559.00	8,109.00	3,550.00
100-5.3200.523700	EDUCATION & TRAINING	14,747.28	17,532.00	26,379.00	8,847.00
100-5.3200.523810	ACCREDITATION EXPENSES	5,315.00	5,715.00	5,515.00	(200.00)
100-5.3200.523875	COMMUNITY OUTREACH AND SUST	4,471.68	11,250.00	8,000.00	(3,250.00)

	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
<i>Total Purchased/Contract Serv</i>	<i>279,692.09</i>	<i>320,139.00</i>	<i>388,304.00</i>	<i>68,165.00</i>

	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
<i>Supplies</i>				
100-5.3200.531100 GENERAL SUPPLIES-BUILDING	87.53	500.00	500.00	-
100-5.3200.531101 OFFICE SUPPLIES	1,511.28	4,000.00	3,500.00	(500.00)
100-5.3200.531102 SUPPORT SERVICES	5,871.24	2,736.00	1,078.00	(1,658.00)
100-5.3200.531103 PATROL SUPPLIES	79,058.21	169,964.00	169,561.00	(403.00)
100-5.3200.531106 UNIFORMS	41,139.08	57,373.00	62,681.00	5,308.00
100-5.3200.531111 OFFICE FURNITURE-NON CAP	1,532.34	2,073.00	2,073.00	-
100-5.3200.531230 ENERGY-ELECTRICITY	1,226.06	-	-	-
100-5.3200.531270 ENERGY-GASOLINE/DIESEL	177,974.42	165,700.00	165,700.00	-
100-5.3200.531300 FOOD	338.04	2,800.00	2,800.00	-
100-5.3200.531400 BOOKS & PERIODICALS	2,171.62	2,217.00	771.00	(1,446.00)
100-5.3200.531600 SMALL EQUIPMENT	1,932.19	6,418.00	19,405.00	12,987.00
100-5.3200.531710 MISCELLANEOUS	52.04	100.00	100.00	-
Total Supplies	312,894.05	413,881.00	428,169.00	14,288.00
<i>Capital Outlay</i>				
100-5.3200.542200 VEHICLES	2,360.00	-	-	-
Total Capital Outlay	2,360.00	-	-	-
Total Police Dept Expenses	6,270,366.72	6,908,259.00	8,366,240.00	1,457,981.00

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account Fund	Account Description				
EXPENSES	100-General				
Dept 3800	E911				
	Personal Services				
100-5.3800.511100	REGULAR EMPLOYEES	413,212	468,542	549,912	81,370
100-5.3800.511300	OVERTIME	98,590	76,800	82,487	5,687
100-5.3800.512100	GROUP INSURANCE	84,529	128,886	139,197	10,311
100-5.3800.512200	FICA/MEDICARE CONTRIBUTIONS	38,049	41,719	38,494	(3,225)
100-5.3800.512400	RETIREMENT CONTRIBUTIONS	30,449	38,555	54,991	16,436
100-5.3800.512500	OTHER EMPLOYEE BENEFITS	-	500	500	-
100-5.3800.512600	UNEMPLOYMENT INSURANCE	353	-	-	-
100-5.3800.512700	WORKERS COMPENSATION	-	5,000	5,000	-
	Total Personal Services	665,182	760,002	870,581	110,579
	Purchased/Contract Serv				
100-5.3800.521301	PROF SERV. - SOFTWARE & LIC	74,951	83,917	82,157	(1,760)
100-5.3800.521305	PROFESSIONAL SERV.-OTHER	750	300	300	-
100-5.3800.523500	TRAVEL	844	2,950	3,150	200
100-5.3800.523600	DUES & FEES	1,034	1,076	3,476	2,400
100-5.3800.523700	EDUCATION & TRAINING	1,164	1,015	1,125	110
	Total Purchased/Contract Serv	78,744	89,258	90,208	950
	Supplies				
100-5.3800.531101	OFFICE SUPPLIES	1,912	3,000	2,000	(1,000)
100-5.3800.531106	UNIFORMS	3,260	2,815	2,000	(815)
100-5.3800.531111	OFFICE FURNITURE-NON CAP	1,904	1,973	1,044	(929)
100-5.3800.531300	FOOD	157	500	500	-
100-5.3800.531600	SMALL EQUIPMENT	1,759	2,104	1,189	(915)
	Total Supplies	8,991	10,392	6,733	(3,659)
	Total E911 Expenses	752,917	859,652	967,522	107,870

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account Fund EXPENSES Dept 4100	Account Description 100-General Public Works Personal Services				
100-5.4100.511100	REGULAR EMPLOYEES	575,700	878,266	875,786	(2,480)
100-5.4100.511300	OVERTIME	29,621	38,110	38,110	-
100-5.4100.512100	GROUP INSURANCE	81,649	103,325	111,591	8,266
100-5.4100.512200	FICA/MEDICARE CONTRIBUTIONS	45,068	70,103	61,305	(8,798)
100-5.4100.512400	RETIREMENT CONTRIBUTIONS	44,727	64,115	87,579	23,464
100-5.4100.512500	OTHER EMPLOYEE BENEFITS	62	250	250	-
100-5.4100.512600	UNEMPLOYMENT INSURANCE	483	400	400	-
100-5.4100.512700	WORKER'S COMPENSATION	4,724	7,086	8,200	1,114
	Total Personal Services	782,034	1,161,655	1,183,221	21,566
	Purchased/Contract Serv				
100-5.4100.521300	PROFESSIONAL SERV.-TECH	9,915	11,000	12,000	1,000
100-5.4100.521301	PROF SERV.-SOFTWARE & LIC	-	-	-	-
100-5.4100.521302	PROFESSIONAL SERV.-ENG.	31,446	20,000	25,000	5,000
100-5.4100.521305	PROFESSIONAL SERV.-OTHER	16,130	200	200	-
100-5.4100.522130	CUSTODIAL	39,767	57,900	70,000	12,100
100-5.4100.522146	STORM WATER MGMT PROGRAM	64	-	-	-
100-5.4100.522200	REPAIRS & MAINT-BUILDINGS	304,857	193,800	200,800	7,000
100-5.4100.522201	REPAIRS & MAINT-VEHICLES	57,120	48,400	40,000	(8,400)
100-5.4100.522203	REPAIRS & MAINT-EQUIPMT	44,449	25,500	25,500	-
100-5.4100.522205	SIDEWALK MAINTENANCE	46,410	40,000	40,000	-
100-5.4100.522310	NORFOLK SOUTHERN RAILWAY	21,125	100,000	105,000	5,000
100-5.4100.522320	RENTAL OF EQUIP & VEHICLE	5,610	7,000	7,000	-
100-5.4100.522330	RENTAL/LEASE FLEET MGMT	43,415	79,000	79,000	-
100-5.4100.523201	CIVIC PARTICIPATION PW	-	200	200	-
100-5.4100.523250	HOSPITALITY	242	300	300	-
100-5.4100.523300	ADVERTISING	1,155	1,000	500	(500)

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
100-5.4100.523305	POSTAGE	-	160	160	-
100-5.4100.523400	PRINTING & BINDING	197	200	200	-
100-5.4100.523500	TRAVEL	3,065	3,000	4,000	1,000
100-5.4100.523600	DUES & FEES	419	1,400	3,000	1,600
100-5.4100.523700	EDUCATION & TRAINING	3,546	4,500	5,500	1,000
100-5.4100.523850	CONTRACT LABOR	153,759	200,000	200,000	-
	Total Purchased/Contract Serv	782,691	793,560	818,360	24,800
	Supplies				
100-5.4100.531100	GENERAL SUPPLIES-BUILDING	33,414	15,000	15,000	-
100-5.4100.531101	OFFICE SUPPLIES	4,782	2,500	3,000	500
100-5.4100.531106	UNIFORMS	8,601	9,000	9,000	-
100-5.4100.531108	FIRST AID SUPPLIES	-	500	4,500	4,000
100-5.4100.531109	GENERAL SUPPLIES-STREETS	25,302	30,900	31,400	500
100-5.4100.531111	OFFICE FURNITURE-NON CAP	1,060	1,000	2,000	1,000
100-5.4100.531113	GENERAL SUPPLIES-COVID 19	-	-	-	-
100-5.4100.531210	ENERGY-WATER/SEWERAGE	45,410	35,000	45,000	10,000
100-5.4100.531220	ENERGY-NATURAL GAS	5,511	4,500	8,500	4,000
100-5.4100.531230	ENERGY-ELECTRICITY	257,661	225,000	225,000	-
100-5.4100.531270	ENERGY-GASOLINE/DIESEL	27,820	25,300	27,000	1,700
100-5.4100.531600	SMALL EQUIPMENT	11,432	9,500	9,500	-
100-5.4100.531700	OTHER SUPPLIES	239	-	-	-
	Total Supplies	421,233	358,200	379,900	21,700
	Capital Outlay				
100-5.4100.541415	PARK IMPROVEMENTS	11,800	-	-	-
100-5.4100.542200	VEHICLES	-	-	-	-
100-5.4100.542300	FURNITURE & FIXTURES	-	-	-	-
100-5.4100.542374	LMIG PROJECT	494,800	987,137	291,197	(695,940)
	Total Capital Outlay	506,600	987,137	291,197	(695,940)
	Total Public Works Expenses	2,492,558	3,300,552	2,672,678	(627,874)

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account Fund	Account Description				
EXPENSES	100-General				
Dept 6000	Cultural Arts				
	Personal Services				
100-5.6000.511100	REGULAR EMPLOYEES	159,305	228,045	261,456	33,411
100-5.6000.511300	OVERTIME	2,977	2,000	2,000	-
100-5.6000.512100	GROUP INSURANCE	14,408	18,298	19,762	1,464
100-5.6000.512200	FICA/MEDICARE CONTRIBUTIONS	12,306	17,598	18,302	704
100-5.6000.512400	RETIREMENT CONTRIBUTIONS	12,993	12,445	26,146	13,701
100-5.6000.512500	OTHER EMPLOYEE BENEFITS	42	-	-	-
100-5.6000.512600	UNEMPLOYMENT INSURANCE	103	100	100	-
100-5.6000.512700	WORKER'S COMPENSATION	42	100	100	-
	Total Personal Services	202,175	278,586	327,866	49,280
	Purchased/Contract Serv				
100-5.6000.521305	PROFESSIONAL SERV.-OTHER	-	-		
100-5.6000.522200	REPAIRS & MAINT-BUILDINGS	5,327	10,000	6,000	(4,000)
100-5.6000.523201	CIVIC PARTICIPATION	22,918	63,410	26,000	(37,410)
100-5.6000.523225	ACKNOWLEDGMENT	260	-	-	-
100-5.6000.523235	WELCOME CENTER	15,003	11,200	7,000	(4,200)
100-5.6000.523236	Cultural Arts Events	17,586	-	20,000	20,000
100-5.6000.523300	ADVERTISING	650	-	-	-
100-5.6000.523305	POSTAGE	237	500	-	(500)
100-5.6000.523400	PRINTING & BINDING	890	8,500	-	(8,500)
100-5.6000.523500	TRAVEL - REC	1,113	3,525	1,000	(2,525)
100-5.6000.523501	TRAVEL - CA	40	-	-	-
100-5.6000.523600	DUES & FEES	-	-	-	-
100-5.6000.523700	EDUCATION & TRAINING	2,432	2,500	2,500	-
100-5.6000.523850	CONTRACT LABOR	5,788	10,000	19,000	9,000
100-5.6000.523855	Event Performers	7,975	-	20,500	20,500
	Total Purchased/Contract Serv	80,220	109,635	102,000	(7,635)

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
	Supplies				
100-5.6000.531100	GENERAL SUPPLIES-BUILDING	3,986	5,800	6,000	200
100-5.6000.531101	OFFICE SUPPLIES	1,667	1,000	1,000	-
100-5.6000.531106	UNIFORMS	321	1,000	1,000	-
100-5.6000.531109	GENERAL SUPPLIES-SWAG	266	-	5,000	5,000
100-5.6000.531111	OFFICE FURNITURE-NON CAP	6,417	8,000	1,800	(6,200)
100-5.6000.531210	ENERGY-WATER/SEWERAGE	2,386	100	4,500	4,400
100-5.6000.531220	ENERGY-NATURAL GAS	-	600	600	-
100-5.6000.531230	ENERGY-ELECTRICITY	23,389	51,200	14,000	(37,200)
100-5.6000.531600	SMALL EQUIPMENT	1,063	-	7,000	7,000
100-5.6000.531710	MISCELLANEOUS	-	-	-	-
	Total Supplies	39,496	67,700	40,900	(26,800)
					-
	Capital Outlay				-
100-5.6000.542500	EQUIPMENT	-	-	-	-
	Total Capital Outlay	-	-	-	-
	Total Cultural Arts Expenses	321,891	455,921	470,766	14,845

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account Fund EXPENSES Dept 6200	Account Description 100-General Parks <i>Personal Services</i>				
100-5.6200.511100	REGULAR EMPLOYEES	295,012	256,123	301,560	45,437
100-5.6200.511300	OVERTIME	52,803	51,146	51,146	-
100-5.6200.512100	GROUP INSURANCE	70,091	74,934	80,929	5,995
100-5.6200.512200	FICA/MEDICARE CONTRIBUTIONS	25,721	23,506	21,109	(2,397)
100-5.6200.512400	RETIREMENT CONTRIBUTION	20,831	19,290	30,156	10,866
100-5.6200.512500	OTHER EMPLOYEE BENEFITS	-	-	-	-
100-5.6200.512600	UNEMPLOYMENT INSURANCE	240	500	500	-
100-5.6200.512700	WORKER'S COMPENSATION	1,371	2,056	2,056	-
	Total Personal Services	466,069	427,555	487,456	59,901
	<i>Purchased/Contract Serv</i>				
100-5.6200.521305	PROFESSIONAL SERV.-OTHER	-	-	-	-
100-5.6200.522141	CITY WIDE-LANDSCAPE	965	70,000	70,000	-
100-5.6200.522142	PARK MAINTENANCE	212,901	150,000	154,500	4,500
100-5.6200.522200	REPAIRS & MAINT-BUILDING	19,454	-	-	-
100-5.6200.522201	REPAIRS & MAINT-VEHICLES	13,306	10,609	10,000	(609)
100-5.6200.522203	REPAIRS & MAINTENANCE EQUIPMT	3,949	1,030	1,030	-
100-5.6200.522320	RENTAL OF EQUIP & VEHICLE	1,334	-	-	-
100-5.6200.522330	RENTAL/LEASE FLEET MGMT	12,485	16,800	16,000	(800)
100-5.6200.523201	CIVIC PARTICIPATION	80	-	-	-
100-5.6200.523250	HOSPITALITY	959	1,900	1,000	(900)
100-5.6200.523400	PRINTING & BINDING	693	100	100	-
100-5.6200.523500	TRAVEL	2,891	2,500	2,500	-
100-5.6200.523600	DUES & FEES	915	2,700	2,700	-
100-5.6200.523700	EDUCATION & TRAINING	2,152	6,000	6,500	500
100-5.6200.523850	CONTRACT LABOR	472,482	550,000	650,000	100,000
	Total Purchased/Contract Serv	744,567	811,639	914,330	102,691

Account	Account Description	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
	Supplies				
100-5.6200.531100	GENERAL SUPPLIES-BUILDING	40,793	48,400	48,400	-
100-5.6200.531101	OFFICE SUPPLIES	151	1,000	1,000	-
100-5.6200.531106	UNIFORMS	5,613	5,100	5,100	-
100-5.6200.531111	OFFICE FURNITURE-NON CAP	795	1,000	500	(500)
100-5.6200.531210	ENERGY-WATER/SEWERAGE	1,797	-	-	-
100-5.6200.531230	ENERGY-ELECTRICITY	14,490	-	-	-
100-5.6200.531270	ENERGY-GASOLINE/DIESEL	10,755	7,000	10,000	3,000
100-5.6200.531600	SMALL EQUIPMENT	1,588	3,100	3,100	-
	Total Supplies	75,981	65,600	68,100	2,500
	Capital Outlay				
100-5.6200.542500	EQUIPMENT	-	-	-	-
	Total Capital Outlay	-	-	-	-
	Total Parks Expenses	1,286,617	1,304,794	1,469,886	165,092

Account Fund <i>EXPENSES</i> Dept 7000	Account Description 100-General Community Dev <i>Personal Services</i>	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
100-5.7000.511100	REGULAR EMPLOYEES	411,589	451,052	538,836	87,784
100-5.7000.511300	OVERTIME	1,282	-	-	-
100-5.7000.512100	GROUP INSURANCE	68,625	67,549	72,953	5,404
100-5.7000.512200	FICA/MEDICARE CONTRIBUTIONS	30,584	34,505	37,719	3,214
100-5.7000.512400	RETIREMENT CONTRIBUTIONS	33,750	42,377	53,884	11,507
100-5.7000.512500	OTHER EMPLOYEE BENEFITS	-	-	-	-
100-5.7000.512600	UNEMPLOYMENT INSURANCE	327	440	440	-
100-5.7000.512700	WORKER'S COMPENSATION	17	26	50	24
	Total Personal Services	546,175	595,949	703,882	107,933
	Purchased/Contract Serv				
100-5.7000.521202	PROF. SER. INSPECTOR	109,170	115,000	119,600	4,600
100-5.7000.521301	PROF SERV.-SOFTWARE & LIC	160	-	-	-
100-5.7000.521302	PROFESSIONAL SERV.-ENG.	48,150	45,000		(45,000)
100-5.7000.521305	PROFESSIONAL SERV.-OTHER	35,919	20,000	20,000	-
100-5.7000.521313	PROF. SER-SUSTAINABLE	24,334	53,225	60,000	6,775
100-5.7000.521315	PROF. SER-TREE BOARD	20,860	25,500	30,200	4,700
100-5.7000.523201	CIVIC PARTICIPATION	124	-	-	-
100-5.7000.523250	HOSPITALITY	83	2,200	1,700	(500)
100-5.7000.523300	ADVERTISING	1,585	3,500	3,000	(500)
100-5.7000.523305	POSTAGE	-	100	100	-
100-5.7000.523400	PRINTING & BINDING	351	300	775	475
100-5.7000.523500	TRAVEL	1,559	1,500	3,250	1,750
100-5.7000.523600	DUES & FEES	156	1,300	2,500	1,200
100-5.7000.523700	EDUCATION & TRAINING	4,175	8,950	12,500	3,550
100-5.7000.523850	CONTRACT LABOR	-	-	-	-
100-5.7000.523855	CONTRACT SERVICES-SUSTAINABLE	751	-	-	-
	Total Purchased/Contract Serv	247,375	276,575	253,625	(22,950)

Account	Account Description	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
	Supplies				
100-5.7000.531101	OFFICE SUPPLIES	3,946	3,400	3,600	200
100-5.7000.531106	UNIFORMS	1,019	300	300	-
100-5.7000.531400	BOOKS & PERIODICALS	175	200	200	-
100-5.7000.531600	SMALL EQUIPMENT	-	100	1,900	1,800
100-5.7000.531710	MISCELLANEOUS	360	-	-	-
	Total Supplies	5,499	4,000	6,000	2,000
	Total Community Dev Expenses	799,050	876,524	963,507	86,983

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account	Account Description				
Fund	100-General				
EXPENSES					
Dept 7500	Economic Dev				
	Personal Services				
100-5.7500.511100	REGULAR EMPLOYEES	188,795	75,078	227,500	152,422
100-5.7500.512100	GROUP INSURANCE	9,943	10,763	11,624	861
100-5.7500.512200	FICA/MEDICARE CONTRIBUTIONS	14,435	14,158	15,925	1,767
100-5.7500.512400	RETIREMENT CONTRIBUTION	12,407	16,333	22,750	6,417
100-5.7500.512600	UNEMPLOYMENT INSURANCE	68	100	100	-
100-5.7500.512700	WORKER'S COMPENSATION	39	100	100	-
	Total Personal Services	225,686	116,532	277,999	161,467
	Purchased/Contract Serv				
100-5.7500.521205	PROFESSIONAL SERV.-LEGAL	2,116	-	-	-
100-5.7500.521305	PROFESSIONAL SERV-OTHER	69,388	-	40,000	40,000
100-5.7500.523250	HOSPITALITY	297	900	900	-
100-5.7500.523300	ADVERTISING	17,043	30,000	30,000	-
100-5.7500.523400	PRINTING & BINDING	-	500	500	-
100-5.7500.523500	TRAVEL	7,960	9,000	9,000	-
100-5.7500.523600	DUES & FEES	6,026	25,000	25,000	-
100-5.7500.523700	EDUCATION & TRAINING	4,387	4,500	4,500	-
100-5.7500.523705	ECON DEV NDA & DDA	8,904	-	-	-
	Total Purchased/Contract Serv	116,122	69,900	109,900	40,000
	Supplies				
100-5.7500.531101	OFFICE SUPPLIES	1,231	100	100	-
100-5.7500.531400	BOOKS & PERIODICALS	110	200	200	-
100-5.7500.531600	SMALL EQUIPMENT	18	-	-	-
	Total Supplies	1,360	300	300	-
	Total Economic Dev Expenses	343,167	186,732	388,199	201,467

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account	Account Description				
Fund	210				
REVENUE					
	<i>Special Investigations Fund-RedSpeed</i>				
	<i>Fines & Forfeitures</i>				
210-352015	REDSPEED FINES	2,662,974	3,000,000	2,400,000	(600,000)
	Total Fines & Forfeitures	2,662,974	3,000,000	2,400,000	(600,000)
	<i>Investment Income</i>				
210-361000	INTEREST REVENUES	-	200	-	(200)
	Total Investment Income	-	200	-	(200)
	<i>Miscellaneous Revenue</i>				
210-389000	OTHER (MISCELLANEOUS REV)	855	-	-	-
210-389500	BUDGETED FUND BALANCE	-	-	6,000,000	6,000,000
210-391113	TRANSFER IN (FROM GENERAL FUND)	-	-	66,072	66,072
	Total Miscellaneous Revenue	855	-	6,066,072	6,066,072
	Total Special Investigations Fund Revenue	2,663,829	3,000,200	8,466,072	5,465,872

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
EXPENSES					
Dept 3210					
Personal Services					
210-5.3210.511100	REGULAR EMPLOYEES	-	56,696	60,674	3,978
210-5.3210.511150	POLICE K9			31,000	31,000
Total Personal Services		-	56,696	91,674	34,978
Purchased/Contract Serv					
210-5.3210.521220	PROFESSIONAL SERV-JUDGE	8,400	8,400	8,400	-
210-5.3210.521225	PROFESSIONAL SERV-SOLICITOR	5,400	5,400	5,400	-
210-5.3210.521300	PROFESSIONAL SERV.-TECH	64,278	-	-	-
210-5.3210.521301	PROF SERV.-SOFTWARE & LIC	31,421	58,500	58,780	280
210-5.3210.521305	PROF. SERVICE-OTHER	225,351	182,019	186,829	4,810
210-5.3210.522203	REPAIRS & MAINT-EQUIPMT	35	-	-	-
210-5.3210.523500	TRAVEL	-	-	-	-
210-5.3210.523600	DUES & FEES	953,607	-	840,000	840,000
210-5.3210.523700	EDUCATION & TRAINING	45,600	46,000	46,000	-
Total Purchased/Contract Serv		1,334,092	300,319	1,145,409	845,090
Supplies					
210-5.3210.531105	K9 SUPPLIES			34,792	34,792
210-5.3210.531106	UNIFORMS	-	2,150	63,127	60,977
210-5.3210.531710	MISCELLANEOUS	(48)	-	-	-
Total Supplies		(48)	2,150	97,919	95,769
Capital Outlay					
210-5.3210.541100	LAND	70,142	-	-	-
210-5.3210.541300	BUILDINGS AND IMPROVEMENTS	597,424	-	6,681,070	6,681,070
Total Capital Outlay		667,565	-	6,681,070	6,681,070
Other Costs					
210-5.3210.579000	CONTINGENCIES	-	1,541,035	-	(1,541,035)
Total Other Costs		-	1,541,035	-	(1,541,035)

	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Debt Service				
210-5.3210.581001 DEBT SERVICE	-	1,100,000	450,000	(650,000)
Total Debt Service	-	1,100,000	450,000	(650,000)
Other Financing Uses				
210-5.3210.611213 TRANSFER OUT	6,320	-	-	-
Total Other Financing Uses	6,320	-	-	-
Total Expenses Fund 210 Dept 3210	2,007,929	3,000,200	8,466,072	5,465,872
Net Income(Loss) Fund 210 Special Investigations/RedSpeed	655,899	-	-	-

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account	Account Description				
Fund	217				
REVENUE					
	Technology Surcharges				
	Fines & Forfeitures				
217-351193	TECHNOLOGY SURCHRG REVENUE	-	-	10,500	10,500
217-351194	CITY WIDE TECH SURCHRG RV	109,528	119,900	168,000	48,100
	Total Fines & Forfeitures	109,528	119,900	178,500	58,600
	Investment Income				
217-361000	INTEREST REVENUES	2,211	-	-	-
	Total Investment Income	2,211	-	-	-
	Total Technology Fund Revenue	111,739	119,900	178,500	58,600
EXPENSES					
Dept 1535					
	Purchased/Contract Serv				
217-5.1535.521301	PROF SERV - SOFTWARE & LICENSE	-	27,700	59,100	31,400
217-5.1535.523850	CONTRACT LABOR	46,283	40,000	-	(40,000)
217-5.1535.523920	BANK CHARGES	22	-	-	-
	Total Purchased/Contract Serv	46,306	67,700	59,100	(8,600)
	Supplies				
217-5.1535.531600	SMALL EQUIPMENT	29,228	40,000	-	(40,000)
	Total Supplies	29,228	40,000	-	(40,000)
	Capital Outlay				
217-5.1535.542500	EQUIPMENT	117,277	-	-	-
	Total Capital Outlay	117,277	-	-	-
	Other Costs				
217-5.1535.579000	CONTINGENCIES	-	12,200	119,400	107,200
	Total Other Costs	-	12,200	119,400	107,200
	Total Techology Surcharges Fund Expenses	192,811	119,900	178,500	58,600
	Net Income(Loss) Fund 217 Technology Surcharges	(81,072)	-	-	-

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account	Account Description				
Fund	270				
REVENUE					
	Economic Development				
	Taxes				
270-311000	GENERAL PROPERTY TAXES	(13)	160,000	172,277	12,277
	Total Taxes	(13)	160,000	172,277	12,277
	Total Economic Development Revenue	(13)	160,000	172,277	12,277
EXPENSES					
Dept 7550					
	Personal Services				
270-5.7500.511100	REGULAR EMPLOYEES	-	110,000	118,441	8,441
	Total Personal Services	-	110,000	118,441	8,441
	Purchased/Contract Services				
270-5.7500.521305	PROFESSIONAL SERV.-OTHER	-	50,000	53,836	3,836
	Total Purchased/Contract Services	-	50,000	53,836	3,836
	Total Fund 270-Dept 7550 Expenses	-	160,000	172,277	12,277
	Net Income(Loss) Fund 230 Economic Development	(13)	-	-	-

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account Fund	Account Description				
275	275				
REVENUE					
	Hotel-Motel Fund				
	Taxes				
275-314100	HOTEL/MOTEL	1,175,558	1,200,000	1,260,000	60,000
	Total Taxes	1,175,558	1,200,000	1,260,000	60,000
	Investment Income				
275-361000	INTEREST REVENUES	55,276	-	-	-
	Total Investment Income	55,276	-	-	-
	Total Hotel/Motel Fund Revenue	1,230,834	1,200,000	1,260,000	60,000
EXPENSES					
Dept 7540					
	Purchased/Contract Serv				
275-5.7540.521306	PROFESSIONAL SERV.-CVB (TPD)	335,874	342,000	359,100	17,100
275-5.7540.521310	PROFESSIONAL SERV.-CVB (TCT)	335,874	342,000	359,100	17,100
275-5.7540.523920	BANK CHARGES	559	-	-	-
	Total Purchased/Contract Serv	672,306	684,000	718,200	34,200
	Other Financing Sources				
275-5.7540.616100	TRANSFER TO GENERAL FUND	455,604	516,000	541,800	25,800
	Total Other Financing Services	455,604	516,000	541,800	25,800
	Total Fund 275-Dept 7540 Expenses	1,127,910	1,200,000	1,260,000	60,000
	Net Income(Loss) Fund 275 Hotel-Motel	102,924	-	-	-

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account	Account Description				
Fund	280				
REVENUE					
	MOTOR VEHICLE RENTAL FUND				
	Taxes				
280-314400	MOTOR VEHICLE EXCISE TAX	139,161	115,200	115,200	-
	Total Taxes	139,161	115,200	115,200	-
	Investment Income				
280-361000	INTEREST REVENUES	18,860	12,000	12,000	-
	Total Investment Income	18,860	12,000	12,000	-
	Total Motor Vehicle Rental Fund Revenue	158,021	127,200	127,200	-
EXPENSES					
Dept 7540					
	Purchased/Contract Serv				
280-5.7540.523920	BANK CHARGES	191	-	-	-
	Total Purchased/Contract Serv	191	-	-	-
	Capital Outlay				
280-5.7540.541300	BUILDINGS AND IMPROVEMENTS	-	127,200	127,200	-
280-5.7540.542200	VEHICLES	5,593	-	-	-
	Total Capital Outlay	5,593	127,200	127,200	-
	Total Fund 280-Dept 7540 Expenses	5,784	127,200	127,200	-
	Net Income(Loss) Fund 280 Motor Vehicle Rental	152,237	-	-	-

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account	Account Description				
Fund	310				
REVENUE					
	CAPITAL PROJECTS				
	<i>Intergovernmental Rev</i>				
310-331000	FEDERAL GOVERNMENT GRANTS	49,705	-	-	-
	Total Intergovernmental Rev	49,705	-	-	-
	<i>Investment Income</i>				
310-361000	INTEREST REVENUES	8,954	-	-	-
	Total Investment Income	8,954	-	-	-
	<i>Other Financing Sources</i>				
310-391100	TRANSFER FROM GENERAL FUND	154,199	-	-	-
310-391113	TRANSFER IN (FROM GENERAL FUND)	1,058,004	-	418,946	418,946
	Total Other Financing Sources	1,212,203	-	418,946	418,946
	Total CAPITAL PROJECTS FUND Revenue	1,270,862	-	418,946	418,946
					-
EXPENSES					
Dept 1000					
	<i>Purchased/Contract Serv</i>				
310-5.1000.521305	PROFESSIONAL SERV.-OTHER	64,654	-	-	-
310-5.1000.523920	BANK CHARGES	48	-	-	-
	Total Purchased/Contract Serv	64,702	-	-	-
	<i>Supplies</i>				
310-5.1000.531600	SMALL EQUIPMENT	3,053	-	-	-
	Total Supplies	3,053	-	-	-
	<i>Capital Outlay</i>				
310-5.1000.541400	INFRASTRUCTURE	-	-	-	-
310-5.1000.542500	EQUIPMENT	3,100	-	-	-
310-5.1000.579000	CONTINGENCIES	-	-	-	-
	Total Capital Outlay	3,100	-	-	-

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account	Account Description				
	Other Financing Sources				
310-5.1000.611213	Transfer out	-	-	-	-
	Total Other Financing Sources	-	-	-	-
	Total Fund 310-Dept 1000 Expenses	70,855	-	-	-
Dept 1535					
	Capital Outlay				
310-5.1535.542500	EQUIPMENT	118,100	-	-	-
	Total Capital Outlay	118,100	-	-	-
	Total Fund 310-Dept 1535 Expenses	118,100	-	-	-
Dept 1540					
	Capital Outlay				
310-5.1540.542500	EQUIPMENT	-	-	20,000	20,000
	Total Capital Outlay	-	-	20,000	20,000
	Total Fund 310-Dept 1540 Expenses	-	-	20,000	20,000
Dept 3200					
	Capital Outlay				
310-5.3200.542200	Law Enforcement Vehicles	196,758	-	-	-
	Total Capital Outlay	196,758	-	-	-
	Total Fund 310-Dept 3200 Expenses	196,758	-	-	-
Dept 4100					
	Supplies				
310-5.4100.531111	OFFICE FURNITURE-NON CAP	25,295	-	-	-
	Total Supplies	25,295	-	-	-

Account	Account Description	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
	Capital Outlay				
310-5.4100.541000	PROPERTY	-	-	237,000	237,000
310-5.4100.541000	PROPERTY			153,446	153,446
310-5.4100.541433	ROADS AND STREETS	323,820	-	-	-
310-5.4100.542200	PW VEHICLES	204,622	-	-	-
	Total Capital Outlay	528,442	-	390,446	390,446
	Total Fund 310-Dept 4100 Expenses	553,737	-	390,446	390,446
Dept 6000					
	Capital Outlay				
310-5.6000.541200	SITE IMPROVEMENTS	67,673	-	8,500	8,500
	Total Capital Outlay	67,673	-	8,500	8,500
	Total Fund 310-Dept 6200 Expenses	67,673	-	8,500	8,500
	Total Fund 310 Expenses	1,007,124	-	418,946	418,946
					-
	Net Income(Loss) Fund 310 CAPITAL PROJECTS	263,738	-	-	-

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account	Account Description				
Fund	365				
REVENUE					
	2023 SPLOST FUND				
	<i>Intergovernmental Revenue</i>				
365-336100	2023 SPLOST Revenue	4,268,211	-	4,600,000	4,600,000
	Total Intergovernmental Revenue	4,268,211	-	4,600,000	4,600,000
	Total 2023 SPLOST FUND REVENUE	4,268,211	-	4,600,000	4,600,000
EXPENSES					
Dept 4220					
	<i>Capital Outlay</i>				
365-5.4220.541305	Administrative Facilities	-	-	1,380,000	1,380,000
365-5.4220.541433	Transportation Projects	1,468,765	-	2,530,000	2,530,000
365-5.4220.541434	Recreation Facilities	-	-	690,000	690,000
	Total Capital Outlay	1,468,765	-	4,600,000	4,600,000
	Total Fund 365 Expenses	1,468,765	-	4,600,000	4,600,000
					-
	Net Income(Loss) Fund 365 2023 SPLOST	2,799,446	-	-	-

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account	Account Description				
Fund	500				
REVENUE					
	STORM WATER FUND				
	Taxes				
500-316300	STORM WATER REVENUE	1,235,609	1,215,000	1,218,104	3,104
	Total Taxes	1,235,609	1,215,000	1,218,104	3,104
	Investment Income				
500-361000	INTEREST INCOME	114,502	75,000	73,086	(1,914)
	Total Investment Income	114,502	75,000	73,086	(1,914)
	Miscellaneous Revenue				
500-389000	OTHER(MISCELLANEOUS REV)	164,000	-	-	-
500-389500	BUDGETED NET ASSETS	-	420,822	1,053,341	632,519
	Total Miscellaneous Revenue	164,000	420,822	1,053,341	632,519
	Other Financing Sources				
500-391231	TRANSFER FROM ARPA	1,540,030	-	-	-
	Total Other Financing Sources	1,540,030	-	-	-
	Total STORM WATER FUND REVENUE	3,054,141	1,710,822	2,344,531	633,709
EXPENSES					
Dept 4320					
	Personal Services				
500-5.4320.511100	REGULAR EMPLOYEES	357,644	358,342	431,294	72,952
500-5.4320.511300	OVERTIME	4,153	5,500	5,500	-
500-5.4320.512100	GROUP INSURANCE	67,174	61,441	66,356	4,915
500-5.4320.512200	FICA/MEDICARE CONTRIBUTIONS	27,782	27,413	30,191	2,778
500-5.4320.512400	RETIREMENT CONTRIBUTIONS	26,763	35,865	43,129	7,264
500-5.4320.512500	OTHER EMPLOYEE BENEFITS	-	-	-	-
500-5.4320.512600	UNEMPLOYMENT INSURANCE	176	262	262	-
500-5.4320.512700	WORKER'S COMPENSATION	4,693	7,039	7,039	-
	Total Personal Services	488,384	495,862	583,771	87,909

Account	Account Description	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
<i>Purchased/Contract Serv</i>					
500-5.4320.521210	PROFESSIONAL SERV-AUDIT	39,200	21,560	26,560	5,000
500-5.4320.521302	PROFESSIONAL SERV. - ENG.	40,630	50,000	50,000	-
500-5.4320.522201	REPAIRS & MAINT-VEHICLES	2,780	5,400	4,000	(1,400)
500-5.4320.522203	REPAIRS & MAINT - EQUIPMENT	2,714	4,000	1,000	(3,000)
500-5.4320.522209	REPAIRS & MAINT STORM WTR	334	-	-	-
500-5.4320.522320	RENTAL OF EQUIP & VEHICLE	180	-	-	-
500-5.4320.522330	RENTAL/LEASE FLEET MGMT	20,039	20,600	36,000	15,400
500-5.4320.523250	HOSPITALITY	-	500	500	-
500-5.4320.523305	POSTAGE	667	2,300	1,000	(1,300)
500-5.4320.523400	PRINTING & BINDING	-	400	200	(200)
500-5.4320.523500	TRAVEL	504	1,500	1,500	-
500-5.4320.523600	DUES & FEES	300	500	500	-
500-5.4320.523700	EDUCATION & TRAINING	1,716	3,500	5,000	1,500
500-5.4320.523850	CONTRACT LABOR	14,735	70,000	100,000	30,000
500-5.4320.523920	CREDIT CARD CHARGES	1,157	-	-	-
<i>Total Purchased/Contract Serv</i>		124,956	180,260	226,260	46,000
<i>Supplies</i>					
500-5.4320.531100	GENERAL SUPPLIES	13,963	16,000	16,000	-
500-5.4320.531101	OFFICE SUPPLIES	418	700	500	(200)
500-5.4320.531106	UNIFORMS	2,600	4,000	4,000	-
500-5.4320.531270	ENERGY-GASOLINE/DIESEL	16,713	12,000	12,000	-
500-5.4320.531600	SMALL EQUIPMENT	1,295	2,000	2,000	-
<i>Total Supplies</i>		34,989	34,700	34,500	(200)
<i>Capital Outlay</i>					
500-5.4320.541400	INFRASTRUCTURE	-	1,000,000	1,500,000	500,000
500-5.4320.542500	EQUIPMENT	-	-	-	-
500-5.4320.542503	STORM WATER IMPROVEMENT	-	-	-	-
<i>Total Capital Outlay</i>		-	1,000,000	1,500,000	500,000
<i>Interfund/Interdepartmental Charges</i>					
500-5.4320.551100	PERSONNEL COSTS	18,343	-	-	-
<i>Total Interfund/Interdepartmental Charges</i>		18,343	-	-	-

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account	Account Description				
	<i>Depreciation & Amortization</i>				
500-5.4320.561000	DEPRECIATION	76,429	-	-	-
	<i>Total Depreciation & Amortization</i>	76,429	-	-	-
	<i>Other Costs</i>				
500-5.4320.573000	OPEB EXPENSE	-	-	-	-
	<i>Total Other Costs</i>	-	-	-	-
	<i>Total Fund 500 Expenses</i>	743,102	1,710,822	2,344,531	633,709
					-
	<i>Net Income(Loss) Fund 500 STORM WATER FUND</i>	2,311,040	-	-	-

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account	Account Description				
Fund	510				
REVENUE					
	ELECTRIC				
	<i>Charges for Services</i>				
510-344310	ELECTRIC SALES	14,444,391	14,500,000	15,455,000	955,000
510-344315	CUSTOMER CHOICE SALES	-	-	-	-
510-344331	POLE ATTACHMENT CHARGE	91,177	50,000	50,000	-
510-344340	LATE FEES - ELECTRIC	186,051	160,000	201,000	41,000
510-349305	RECONNECT FEES	50	-	-	-
510-349315	PROCESSING FEES	-	-	-	-
	<i>Total Charges for Services</i>	14,721,669	14,710,000	15,706,000	996,000
	<i>Investment Income</i>				
510-361000	INTEREST INCOME	1,039,163	450,000	200,000	(250,000)
	<i>Total Investment Income</i>	1,039,163	450,000	200,000	(250,000)
	<i>Miscellaneous Revenue</i>				
510-383000	REIMB FOR DAMAGED PROPERTY	42,069	-	-	-
510-389000	OTHER (MISCELLANEOUS REV)	394,474	50,000	100,000	50,000
	<i>Total Miscellaneous Revenue</i>	436,543	50,000	100,000	50,000
	<i>Total ELECTRIC FUND REVENUE</i>	16,197,375	15,210,000	16,006,000	796,000

Account	Account Description	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
EXPENSES					
Dept 4610					
	Personal Services				
510-5.4610.511100	REGULAR EMPLOYEES	805,338	1,045,397	1,170,851	125,454
510-5.4610.511300	OVERTIME	77,022	91,555	91,555	-
510-5.4610.512100	GROUP INSURANCE	179,353	173,367	187,236	13,869
510-5.4610.512200	FICA/MEDICARE CONTRIBUTNS	72,308	86,977	81,960	(5,017)
510-5.4610.512400	RETIREMENT CONTRIBUTIONS	65,073	89,552	117,085	27,533
510-5.4610.512500	OTHER EMPLOYEE BENEFITS	-	-	-	-
510-5.4610.512600	UNEMPLOYMENT INSURANCE	651	844	844	-
510-5.4610.512700	WORKER'S COMPENSATION	33,650	2,555	2,555	-
	Total Personal Services	1,233,395	1,490,247	1,652,086	161,839
	Purchased/Contract Serv				
510-5.4610.521210	PROFESSIONAL SERV.-AUDIT	59,000	20,000	-	(20,000)
510-5.4610.521305	PROFESSIONAL SERV.-OTHER	13,281	16,000	16,000	-
510-5.4610.522201	REPAIRS & MAINT-VEHICLES	53,089	46,100	35,000	(11,100)
510-5.4610.522202	REPAIR & MAINTENANCE - GROUNDS	53	-	-	-
510-5.4610.522203	REPAIRS & MAINT-EQUIPMENT	20,249	20,000	20,000	-
510-5.4610.522320	RENTAL OF EQUIP & VEHICLE	523	4,000	4,000	-
510-5.4610.522330	RENTAL/LEASE FLEET MGMT	11,444	40,500	45,000	4,500
510-5.4610.523210	MOBILE COMMUNICATIONS	2,498	2,500	2,500	-
510-5.4610.523250	HOSPITALITY	-	500	500	-
510-5.4610.523305	POSTAGE	1,077	5,700	-	(5,700)
510-5.4610.523400	PRINTING & BINDING	105,726	92,100	92,100	-
510-5.4610.523500	TRAVEL	10,308	15,000	15,000	-
510-5.4610.523600	DUES & FEES	2,950	5,000	5,000	-
510-5.4610.523700	EDUCATION & TRAINING	7,463	12,000	12,000	-

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account	Account Description				
510-5.4610.523850	CONTRACT LABOR	3,945	-	-	-
510-5.4610.523852	CONTRACT LABOR-SMART METERS	59,167	75,000	75,000	-
510-5.4610.523853	CONTRACT LABOR/UTILITIES	205,861	250,000	250,000	-
510-5.4610.523856	ELEC.LINE-LABOR/MATERIAL	466,962	500,000	450,000	(50,000)
510-5.4610.523915	CREDIT CARD CHARGES	2,854	20,000	20,000	-
510-5.4610.523920	BANK SERVICE CHARGES	1,667	-	-	-
	Total Purchased/Contract Serv	1,028,116	1,124,400	1,042,100	(82,300)
	Supplies				
510-5.4610.531100	GENERAL SUPPLIES & MAT	429,035	750,000	700,000	(50,000)
510-5.4610.531101	OFFICE SUPPLIES	479	5,200	2,500	(2,700)
510-5.4610.531106	UNIFORMS	15,793	14,000	14,000	-
510-5.4610.531210	ENERGY-WATER/SEWER	4,510	-	-	-
510-5.4610.531230	ENERGY-ELECTRICITY	56	-	-	-
510-5.4610.531270	ENERGY-GASOLINE/DIESEL	27,037	20,200	20,200	-
510-5.4610.531530	INV PCH FOR RSALE-ELECTR	11,020,711	10,034,000	10,075,000	41,000
510-5.4610.531535	INCENTIVE PROGRAM	1,650	5,000	5,000	-
510-5.4610.531600	SMALL EQUIPMENT	6,769	10,000	15,000	5,000
510-5.4610.531710	MISCELLANEOUS	-	-	-	-
	Total Supplies	11,506,039	10,838,400	10,831,700	(6,700)
	Capital Outlay				
510-5.4610.531111	OFFICE FURNITURE-NON CAP	-	-	1,500	1,500
510-5.4610.541450	CUSTOMER CHOICE BUILDOUTS	-	500,000	-	(500,000)
510-5.4610.542200	VEHICLES	-	-	-	-
510-5.4610.542500	EQUIPMENT	-	286,000	275,000	(11,000)
	Total Capital Outlay	-	786,000	276,500	(509,500)
	Interfund/Interdepartmental Charges				
510-5.4610.561000	PERSONNEL COSTS	101,251	-	-	-
	Total Interfund/Interdepartmental Charges	101,251	-	-	-

Account	Account Description	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
	Depreciation & Amortization				
510-5.4610.561000	DEPRECIATION EXPENSE	353,229	-	-	-
	Total Depreciation & Amortization	353,229	-	-	-
	Other Costs				
510-5.4610.573000	OPEB EXPENSE	-	-	-	-
510-5.4610.579000	CONTINGENCIES	-	100,953	658,114	557,161
	Total Other Costs	-	100,953	658,114	557,161
	Other Financing Uses				
510-5.4610.612100	TRANSFER TO GENERAL FUND	-	-	-	-
510-5.4610.612101	DIVIDEND TRANSFER TO GEN FUND	903,190	870,000	1,545,500	675,500
	Total Other Financing Uses	903,190	870,000	1,545,500	675,500
	Total Fund 510 Expenses	15,125,220	15,210,000	16,006,000	796,000
	Net Income(Loss) Fund 510 ELECTRIC	1,072,155	-	-	-

		FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
Account	Account Description				
Fund	540				
REVENUE					
	SOLID WASTE				
	<i>Charges for Services</i>				
540-344110	SOLID WASTE FEES	5,432,827	5,502,000	5,771,598	269,598
540-344195	LATE FEES - SOLID WASTE	89,149	74,000	74,000	-
	Total Charges for Services	5,521,977	5,576,000	5,845,598	269,598
	<i>Investment Income</i>				
540-361000	INTEREST EARNED	64,542	40,000	6,000	(34,000)
	Total Investment Income	64,542	40,000	6,000	(34,000)
	Total SOLID WASTE FUND REVENUE	5,586,518	5,616,000	5,851,598	235,598
EXPENSES					
Dept 4510					
	<i>Personal Services</i>				
540-5.4510.511100	REGULAR EMPLOYEES	23,836	129,466	71,535	(57,931)
540-5.4510.511300	OVERTIME	374	252	250	(2)
540-5.4510.512100	GROUP INSURANCE	15,130	5,298	5,722	424
540-5.4510.512200	FICA/MEDICARE CONTRIBUTION	4,885	4,859	5,007	148
540-5.4510.512400	RETIREMENT CONTRIBUTION	5,666	6,822	7,154	332
540-5.4510.512600	UNEMPLOYMENT INSURANCE	51	-	-	-
540-5.4510.512700	WORKER'S COMPENSATION	-	86	100	14
	Total Personal Services	49,942	146,783	89,768	(57,015)
	<i>Purchased/Contract Serv</i>				
540-5.4510.523305	POSTAGE	582	-	-	-
540-5.4510.523850	CONTRACT LABOR	5,577,506	5,097,577	5,532,020	434,443
540-5.4510.523920	BANK CHARGES	652	-	-	-
	Total Purchased/Contract Serv	5,578,740	5,097,577	5,532,020	434,443

Account	Account Description	FY24 Actual Amounts	FY25 Amended Budget	2026 Budget Proposals	Change from FY25
	Interfund/Interdepartmental Charges				
540-5.4510.551100	PERSONNEL COSTS	42,691	-	-	-
	Total Interfund/Interdepartmental Charges	42,691	-	-	-
	Depreciation & Amortization				
540-5.4510.561000	DEPRECIATION EXPENSE	3,263	-	-	-
	Total Depreciation & Amortization	3,263	-	-	-
	Other Costs				
540-5.4510.579000	CONTINGENCIES	-	371,640	229,810	(141,830)
	Total Other Costs	-	371,640	229,810	(141,830)
	Total Fund 540 Expenses	5,674,635	5,616,000	5,851,598	235,598
					-
	Net Income(Loss) Fund 540 SOLID WASTE	(88,117)	-	-	-

Five Year CIP

Department	Project	FY26	FY27	FY28	FY29	FY30
HR	Gym Renovations	20,000				
PW	Restroom Renovation (City Hall & Lively)	98,446				
PW	HVAC Replacements	30,000	45,000	45,000	45,000	45,000
PW	Rectory Upgrades	60,000	50,000	30,000	30,000	25,000
PW	Roof Thrasher	37,000				
PW	F-250 Pick up		75,000			
PW	F-350 Pick up Utility Bed		85,000			
PW	F-150 Pick up		67,000			
PW	Zero Turn Lawn Tractor		17,000			
PW	Norcross Women's Club	40,000				
PW	Expanded Downtown Parking	15,000				
Cultural Arts	Restroom Renovation	8,500				
Cultural Arts	Signage		10,000			
Cultural Arts	Upstairs		40,000			
Cultural Arts	HVAC in CAC		160,000			
Cultural Arts	New Lobby Floors		16,000			
Cultural Arts	Solar Panels		45,000			
Parks	Lillian Webb Park - Railing	110,000				
Stormwater	Stormwater Projects	1,500,000	1,200,000	1,200,000	1,200,000	1,200,000
Total		1,918,946	1,810,000	1,275,000	1,275,000	1,270,000

Funding Sources:

General Fund	418,946	610,000	75,000	75,000	70,000
Stormwater	1,500,000	1,200,000	1,200,000	1,200,000	1,200,000





Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7355	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/16/2025 6:30 PM	In Control:	Policy Work Session
Title:	Amendment to the Pouring Permit Provisions Within the Norcross Code of Ordinances		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Amendment to the Pouring Permit Provisions within the Norcross Code of Ordinances](#)
2. [Proposed Ordinance Amendment](#)

Title

Amendment to the Pouring Permit Provisions Within the Norcross Code of Ordinances

Drafter

William J. Diehl, Thompson, O'Brien, Kappler & Nasuti, PC



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

AGENDA REPORT

To: Mayor and Council

From: William J. Diehl, Thompson, O'Brien, Kappler & Nasuti, PC

Meeting Date: June 16, 2025 – Policy Work Session (PWS)

Item No.: 25-7355

Title: Amendment to the Pouring Permit Provisions within the Norcross Code of Ordinances

Eric Johnson, City Manager

CC:

Recommendation

Adopt the attached amendment to the City Code of Ordinances to amend provisions related to obtaining pouring permits for employees and managers serving alcohol for on-premises consumption.

Background

The City, like most local government jurisdictions in the state, regulates and permits employees authorized to sell alcohol in restaurants, venues, and other commercial establishments. This process requires an employee to apply for a pouring permit with the City, undergo a background check, and, if appropriate, obtain and retain an alcohol permit. The City's current ordinance provides that if an employee has been convicted of or pled guilty to any criminal charge, misdemeanor or felony, he or she is disqualified from obtaining a pouring permit.

In speaking with business operators across the City, this broad qualification standard makes hiring and retaining employees difficult. The strict enforcement of the ordinance and the preclusion based on any criminal conviction has varied historically. Many business owners have complained that the application of the ordinance in the current labor market makes hiring employees that are able to serve alcohol incredibly difficult.

The proposed amendment is a combination of ordinance provisions from Gwinnett, DeKalb, and other local jurisdictions. It amends the types of convictions or pleas that would disqualify any applicant from obtaining a pouring permit. The following convictions would disqualify an applicant: i) any felony; ii) the sale of alcoholic beverages to minors; iii) DUIs; iv) domestic violence charges; v) sexual/prostitution related crimes. First Offender charges will be disregarded once the person has completed the term of their first offender probation.

Additionally, the changes amend the process for accepting and issuing the permit—with administrative capacities provided by the Finance Department and the background check and review process handled by the police department. The fee is increased to \$100 from \$25 (the background check itself cost the City \$21). The new process also provides a right to appeal a denial to the City Manager. The appeal can be substantive (ie, challenging that the ordinance was not correctly interpreted) or can be based on circumstances.

Financial Impact

Increases to the fee structure will align the application cost to those actual costs to the City. A meaningful change to the budget is not expected.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment
4. Maintains a Vibrant Economy and Continue to Facilitate Job Growth

Attachments

Proposed Ordinance Amendment

ORDINANCE NO.

**AN AMENDMENT TO THE CITY CODE OF ORDINANCES CHAPTER 4, ARTICLE II,
TO STRIKE AND REPLACE SECTION 4-38 OF THE CITY CODE OF ORDINANCES,
TO PROVIDE FOR CERTAIN POURING PERMITS FOR EMPLOYEES AND
MANAGERS WORKING WITHIN THE CITY OF NORCROSS; REPEAL
CONFLICTING LAW AND PROVIDE FOR AN EFFECTIVE DATE.**

ENACTING CLAUSE. The Mayor and City Council of the City of Norcross, Georgia, hereby ordains that the adopted Code of Ordinances is hereby amended as more particularly set forth below. It is the intention of the Mayor and City Council that the following provisions shall become and be made a part of the Code of the City of Norcross, and the Sections in the Code of Ordinances be numbered accordingly to accomplish that intention.

I. AMENDMENT.

The Chapter 28 of the City Code of Ordinances shall be amended to strike Section 4-38 of the City Code of Ordinances in its entirety and to replace said section with the following provisions:

Section 4-38. Pouring Permits for Employees and Managers of On-Premises Alcohol Consumption Businesses.

(a) **Pouring Permit Required.** No person shall be employed to dispense, sell, serve, take orders, mix alcoholic beverages, or manage others similarly employed by an establishment holding a license under this chapter until such person has been cleared by the chief of police or designee through fingerprinting, a national criminal background check, or other means, indicating that the person is eligible for such employment.

(1) Exemptions. No Pouring Permit shall be required for:

(i) Employees of a licensed establishment whose duties are limited solely to those of busboy(s), cook(s), or dishwasher(s) shall also be excluded from this section and shall not be required to hold such permits.

(ii) Employees of volunteer groups with nonprofit tax exempt status from the Internal Revenue Service whose volunteer efforts financially benefit a nonprofit organization with no direct financial benefit, either by wages, tips or donations, to the individual volunteer. No volunteer under the age of 18 shall be allowed to dispense, sell, serve, take orders or mix alcoholic beverages.

(b) **Application Process.** No pouring permit shall be issued until such time as a signed application has been filed with the City's Finance Department, upon paying a fee, which shall be set at \$100.00 effective August 1, 2025. The application shall be in a form created by the Director of the Finance Department. Upon tendering a complete application including the applicable fee to

the City's Finance Department, the application shall be forwarded to the Norcross Police department who shall perform a search of the applicant's criminal record.

(1) The chief of police or designee shall have a complete and exhaustive search made relative to any police record of the person cleared through fingerprinting, a national criminal background check, or other means. If the applicant is eligible under the terms of this chapter, then the chief of police or designee shall issue a permit to the person, providing the same by mail or otherwise by electronic means provided by the applicant. If it is found that the person is not eligible for employment, the chief of police or designee shall notify the person, in writing, that he or she is not eligible for employment, the cause of such denial, and his or her right to appeal.

(c) **Standards for Review of Application.** No person shall be granted a pouring permit unless it appears to the satisfaction of the chief of police or designee that such person:

(1) has not in the last 5 years prior been convicted or pled guilty or entered a plea of nolo contendere to any crime involving: (i) illegal sale of controlled substances or the illegal sale of alcoholic beverages, (ii) the sale or transfer of alcoholic beverages to minors in a manner contrary to law, (iii) operating a motor vehicle while under the influence of drugs or alcohol, (iv) keeping a place of prostitution, solicitation of sodomy, (v) domestic violence charges, or (vi) any sexual related crime;

(2) has not within five years prior been convicted, pled guilty or entered a plea of nolo contendere to any felony; or

(3) is not currently on parole or probation for a conviction or plea referenced in subsections (1) or (2) above.

(4) For purposes of this chapter, a conviction or plea of guilt or nolo contendere shall be disregarded for the purposes of issuing a pouring permit as to any offense for which defendant was allowed to avail themselves of the Georgia First Offender Act (O.C.G.A. § 42-8-60 et seq.); except, however, that any such offense shall not be ignored where the defendant violated any term of probation imposed by the court granting first offender treatment or committed another crime and the sentence in court entered an adjudication of guilt as to the crime for which the defendant had previously been sentenced as a first offender.

(5) No person shall be issued a permit if it is determined that the person falsified, concealed or covered up any material fact by any device, trick or scheme while making application to the police department for an alcoholic beverage pouring permit under this section. If it is determined that a person is in violation of this subsection and a permit is denied for this reason, then 30 calendar days must elapse from the date of notification per certified mailing before a new application and fee may be resubmitted.

(d) **Duration of Permit.** An alcohol pouring permit shall be issued for a period of two calendar years from the date of the original application. The alcohol pouring permit must be in the

possession of the employee or a manager while the employee is working at the licensed establishment. This permit must be available for inspection by members of the police department.

(1) All permits issued through administrative error can be terminated and seized by the chief of police or designee, or the licensing and revenue manager or his designee.

(2) Replacement permits will be issued within 30 days of the original date, upon paying one-half of the fee charged for alcohol pouring permits. After 30 days of original application date, a new application and fee must be submitted.

(3) All permits issued under this chapter remain the property of the police department and shall be produced for inspection upon the demand of any officer or designee of the police department or employee of the licensing and revenue office.

(e) **Violations.**

(1) It shall be unlawful:

(i) to allow any licensee, manager, employee or agent to serve, sell, pour or carry alcoholic beverages without possessing the required permit.

(ii) for any person to dispense, serve, sell, take orders or mix alcoholic beverages without a current valid pouring permit.

(iii) for an establishment to be open without a manager on duty and physically on location.

(2) Violations may be punishable by a fine of up to \$500.00 per instance and may be assessed against the employee serving alcohol without a permit and the manager on duty.

(3) Should a single establishment be subject to more than three (3) instances of violations within any 365 day period, the establishment may be subject to revocation of its alcohol permit in accordance with Section 4-10 of the Code of Ordinances.

(f) **Appeals of Permit Denials.** Appeals of permit denials may be made within thirty (30) days of the denial by written submission to the office of the City Manager. Appeals should be in writing and detail the basis for the appeal and all facts applicable to the same. Upon the City Manager receiving a timely filed appeal, the City Manager shall hold a hearing within twenty-one (21) days within receipt of the appeal. The appeal may be successful and the permit denial overturned with direction for the Chief of Police to issue the pouring permit only upon the appellant demonstrating by clear and convincing evidence that the denial was wrongfully issued or by other extraordinary factors that would indicate that a denial of the permit would not serve the City's interests and that the issuance of a permit notwithstanding is in the best interest of the City. The City Manager may condition any appealed permit with conditions that further the public safety, welfare, and morality of the community.

II. REPEALER.

All ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed.

III. EFFECTIVE DATE.

This Ordinance shall become effective immediately and shall remain in effect until revised or repealed by further action the Mayor and Council of the City of Norcross.

IN WITNESS WHEREOF, I have hereunto set my hand and cause this seal to be affixed this ____ day of _____, 2025.

Craig Newton, Mayor

ATTEST:

Monique Philip, City Clerk



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7356	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/16/2025 6:30 PM	In Control:	Policy Work Session
Title:	Budget Amendment and Appropriation of Grant Funds For PD Equipment		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Budget Amendment & Appropriations - Police Department Grants](#)
2. [Budget Amendment Item 25-7356 \(Police Grants\)](#)

Title

Budget Amendment and Appropriation of Grant Funds For PD Equipment

Drafter

Jon Robinson and Bill Grogan



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

AGENDA REPORT

To: Mayor and Council

From: Jon Robinson, Finance Director
 Bill Grogan, Chief of Police

Meeting Date: June 16, 2025 – Policy Work Session (PWS)

Item No.: 25-7356

Title: Budget Amendment & Appropriations, Police Department Grants

CC: Eric Johnson, City Manager

Recommendation

Accept and appropriate grant funds to the adopted FY25 budget totaling \$77,400.

Background

The Norcross Police department was awarded two grants.

1. BJA/JSS Body Worn Camera Grant \$33,750
 Grant awarded by the Bureau of Justice Assistance's Small, Rural, and Tribal-Body Worn Camera Grant Program. The Body-Worn Camera ("BWC") policy review required that in order to receive funding, recipients must successfully demonstrate that they have developed BWC policies that are purposeful, comprehensive, and deliberately designed and acceptable to DOJ's Office of Justice Programs (OJP) and JSS.
2. GOHS Grant - \$43,650.00
 The Norcross Police department also received a grant the Georgia Association of Chiefs of Police administered for the Governor's Office of Highway Safety in the amount above. The GOHA grant was made available to a limited number of law enforcement agencies to purchase computers, mounting hardware, printers, and facilitate the electronic reporting of all traffic crash data.

Financial Impact

The total appropriations for FY25 budget are \$77,400.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment
3. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

Budget Amendment Item 25-xxxx (Police Grants)

Finance Department Budget Adjustment Entry

Purpose:	Item 25-7356: Appropriate Grant funding for BJA/JSS Body Worn Cameras & GOHS
----------	--

Effective Date:	7/7/2025
-----------------	----------

Description	Account Number	Increase	Decrease
LAW ENFORCEMENT GRANT	217-331140	33,750	
SMALL EQUIPMENT	217.5.1535.531600		33,750
LAW ENFORCEMENT GRANT	217-331140	43,650	
SMALL EQUIPMENT	217.5.3200.531600		43,650
	Totals	77,400	77,400

- 1. Appropriates funds the BJA/JSS Body Worn Camera Grant
- 2. Appropriates funds for the GOHS Grant



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7357	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/16/2025 6:30 PM	In Control:	Policy Work Session
Title:	Public Safety Building – Furniture, Fixtures & Equipment (FFE) Budget		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Public Safety Building – Furniture, Fixtures & Equipment \(FFE\) Budget](#)
2. [Public Safety Building FFE Budget](#)

Title

Public Safety Building – Furniture, Fixtures & Equipment (FFE) Budget

Drafter

Bill Grogan



Mayor: Craig Newton • Mayor Pro Tem: Marshall Cheek • Councilmember: Andrew Hixson • Councilmember: Josh Bare
Councilmember: Matt Myers • Councilmember: Bruce Gaynor • City Manager: Eric Johnson • City Clerk: Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Bill Grogan, Chief of Police

Meeting Date: June 16, 2025 – Policy Work Session (PWS)

Item No.: 25-7357

Title: Public Safety Building – Furniture, Fixtures & Equipment (FFE) Budget

CC: Eric Johnson, City Manager

Recommendation

Approve the budget for future purchases of furniture, fixtures, equipment (FFE) and all remaining permits, potential testing/inspections/impact fees, PR/media, grand opening ceremony, and owner contingency for the new Public Safety Building.

*The funding source will be budgeted in the FY26 210/Special Investigations Fund.

Background

After obtaining all required utility easements and land disturbance permits, grading and site prep are soon underway at the new Public Safety Building site. Staff is preparing for the future purchase of FFE required to make it operational. The attached FFE budget is the result of extensive research, consulting with current and future FFE vendors, and the internal build teams' recommendations for how best to equip the building to serve our needs.

Included below the FFE budget are the remaining build costs such as future permits, testing, inspections, public relations, grand opening ceremony, and owner contingency. Those budget amounts have been included in past agenda items alongside already purchased items such as the residential properties, our contracted professionals (architect / project manager), the general contractor, and other pre-construction costs.

The largest FFE category is office furniture. Staff met several times with three highly recommended resellers in our area, which all hold competitively bid on State of Georgia contracts/pricing, and received similar design packages/quotes from each. Staff will be selecting the vendor that provided the best product for the cost, understanding of our needs, warranties, availability, and customer service. Purchases will be directly from the State of Georgia contracts. The next largest component is the Police/Dispatch radio system. The cost is to uninstall all existing City Hall Motorola equipment, upgrade required components, then reinstall and add an additional required radio system in the new building. Staff will submit a request to the Gwinnett County 911 committee for partial reimbursement of the upgrade/additional equipment needed. The third largest component is all IT-related equipment. The City's current vendor for servers/management is Surelock Technology and to ensure seamless integration with the City's existing network, they will be used for the new building. The remaining FFE items include large appliances, janitorial supplies, crime lab equipment, metal detectors, etc.

Financial Impact

Total: \$2,111,439 – includes all FFE and remaining permits, fees, testing, PR, owner contingency.
The funding source will be budgeted in the FY26 210/Special Investigations Fund.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment
6. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

- 1) Public Safety Building FFE Budget

FFE Items		Notes
650,000	Office Furniture	State contract purchasing - received preliminary quotes from 3 vendors with State contracts
265,000	Police/Dispatch Motorola Radio System - upgrade existing 2, add 1 system, uninstall/reinstall	Motorola is our current vendor for all police radios and dispatch equipment which piggybacks off Gwinnett County system
234,577	Dell Server Package	Existing City vendor Surelock
80,000	Police dispatch console workstations (4)	Fountainhead Control Rooms, Inc. sole source provider of SPF's ELITE_AIR console with solid resin surface
65,000	Crime Lab equipment	Various mfgs, individual equipment under \$10k each
55,000	Fitness Room equipment & BJJ wall/floor pads	Various mfgs, individual equipment under \$10k each
45,084	Wireless Access Points	Existing City vendors
25,000	Janitorial supplies (toilet paper, janitor carts, brooms, vacuums, AEDs, First Aid, etc)	Existing City vendors
17,077	Server Battery Backup Package	Existing City vendor Surelock
17,000	Mitel phones	Mitel or new phone vendor if applicable
15,000	X-ray baggage scanner	Metal Defender
11,604	AT&T	AT&T
10,000	High performance desktop computers and monitors for Real Time Crime Center control desks	Existing City vendors *remaining cost of RTCC is in GMP - pending grant submissions
9,500	Breakroom appliances (3 refrigerators, 2 microwaves, 1 ice machine, 1 coffee maker)	Lowe's
8,500	ADA walk-through metal detector	Garrett Paragon
1,800	Comcast	Comcast
1,510,142	Total FFE	
16,685	Remaining permits and impact fees *subject to decrease as project progresses	
270,000	Construction testing / Special inspections *subject to decrease as project progresses	
5,000	Public relations / media, grand opening ceremony	
312,612	Owner contingency (1.5% of building cost) *decreases as project progresses	
604,297	Total permits, fees, testing, PR, owner contingency	
2,114,439	Total FFE and remaining permits, testing/inspections, etc	



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7358	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/16/2025 6:30 PM	In Control:	Policy Work Session
Title:	Award of Contract for 2025 Road Resurfacing		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Award of Contract for 2025 Road Resurfacing](#)
2. [ITB PW 25-09 Packet \(with revised bid form\)](#)
3. [Norcross 2025 Paving Recommendations](#)
4. [Approved Budget Amendment - May 5, 2025, Regular Council Meeting](#)

Title

Award of Contract for 2025 Road Resurfacing

Drafter

Len Housley



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

AGENDA REPORT

To: Mayor and Council
From: Len Housley, Public Works Director
Meeting Date: June 16, 2025 – Policy Work Session (PWS)
Item No.: 25-7358
Title: Award of Contract for 2025 Road Resurfacing
CC: Eric Johnson, City Manager

Recommendation

Approve contract between the City of Norcross and selected firm at the July regular Mayor & Council meeting.

Background

Upon approval of the 2025 road resurfacing program and the associated budget at the May 5, 2025, regular Mayor & Council meeting, the Public Works department issued an invitation to bid (ITB PW 25-09) for the resurfacing of the 25 residential streets. Bid submissions were due on June 16, 2025, at 11:00am. Following the public bid opening, the Procurement & Capital Projects Manager will review all responses for responsiveness and responsibility during the week of June 16, 2025. The Director of Public Works and the Stormwater Superintendent will then conduct a technical review of the lowest, responsive and responsible bidder and provide a recommendation at the July regular council meeting.

Gwinnett County will announce CDBG paving allocations early July. Upon notification of funding amount, staff will solicit a follow-up ITB to meet CDBG oversight requirements.

Financial Impact

Budgeted \$4,003,210.52-- \$3.8M Transportation SPLOST and \$203,210.52 LMIG. Council approved budget amendment on May 5, 2025. Exact vendor costs will be provided at the July 7, 2025, regular meeting.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment

Attachments

ITB PW 25-09 Packet (with revised bid form)
 Norcross 2025 Paving Recommendations
 Approved Budget Amendment – May 5, 2025, Regular Council Meeting



**City of Norcross
Department of Public Works**

**INVITATION TO BID
ROAD RESURFACING
ITB PW 25-09**

Attachment: ITB PW 25-09 Packet (with revised bid form) (25-7358 : Award of Contract for 2025 Road Resurfacing)

City of Norcross

Department of Public Works

INVITATION TO BID ROAD RESURFACING ITB PW 25-09

OVERVIEW:

The City of Norcross is seeking sealed competitive bids from qualified contractors for a road resurfacing project as a part of the city's 2025 road resurfacing program.

All work must be completed in 120 days from when Notice to Proceed is issued and in accordance to industry specifications and standards.

The BID package should be clearly marked “**ITB PW 25-09 – ROAD RESURFACING**” on its face and submitted by **11:00 a.m. on June 16, 2025**, to the address below. Please submit two printed copies and one electronic copy (USB) of your package to:

Charlene Marsh
Capital Projects Manager
ITB PW 25-09 – ROAD RESURFACING
City of Norcross – Public Works
345 Lively Avenue
Norcross, GA 30071

Both printed and electronic copies must contain the same information.

Please submit questions/requests via **e-mail only** to the Capital Projects Manager at procurement@norcrossga.net by **5:00 p.m. on May 28, 2025**. A Q&A addendum will be posted within a week.

An **optional, but highly recommended** pre-bid meeting with a site visit will take place on **May 28, 2025, at 11:00 a.m.** at the Public Works department located at 345 Lively Avenue Norcross GA 30071.

BIDS will be opened and publicly read at **11:05 a.m. on June 16, 2025**, at the address noted above.

No BID will be received or accepted after the above specified date and time. Submissions received after the designated date and time will be deemed invalid and returned unopened to the firm.

No BID may be withdrawn within thirty (30) days after the BID opening. Requests for withdrawals must be submitted in writing. All BIDS shall remain firm for 90 days after bid opening.

We appreciate your interest in the City of Norcross!

Attachment: ITB PW 25-09 Packet (with revised bid form) (25-7358 : Award of Contract for 2025 Road Resurfacing)

BID CHECKLIST

The 10 Most Critical Things to Keep in Mind When Responding to a BID for the City of Norcross

1. _____ **Read the *entire* document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; funding amount and source; contract requirements (i.e., contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2. _____ **Note the City of Norcross' staff member's name, address, phone numbers and e-mail address.** This is the **only** person you are allowed to communicate with regarding the ITB and is an excellent source of information for any questions you may have.
3. _____ **Attend the Pre-bid meeting** if one is offered. These meetings provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the ITB.
4. _____ **Take advantage of the "question and answer" period.** Submit your questions to the Capital Projects Manager by the due date listed in the Schedule of Events and view the answers given in the formal "addenda" issued for the ITB. All addenda issued for this ITB will be posted on the City's website and will include all questions asked and answered concerning the ITB.
5. _____ **Follow the format required in the ITB** when preparing your response. Provide point- by-point responses to all sections in a clear and concise manner.
6. _____ **Provide complete answers/descriptions.** Read and answer all questions and requirements. Do not assume the City or Evaluation Committee will know what your capabilities are or what items/services you can provide, even if you have previously contracted with the City. Evaluations are based solely on the information and materials provided in your response.
7. _____ **Use the forms provided**, i.e., sample budget form, certification forms, etc.
8. _____ **Check the City website for ITB addenda.** Before submitting your response, check the City website at <https://www.norcrossga.net/bids.aspx> to see whether any addenda were issued for the ITB.
9. _____ **Review and read the ITB document again** to make sure that you have addressed all requirements.
10. _____ **Submit your response on time.** Note all the dates and times listed and be sure to submit all required items on time. Late and incomplete responses are never accepted.

This checklist is provided for assistance only and should not be submitted with Company's Response.

1.0 INTRODUCTION

The City of Norcross is seeking sealed competitive bids from qualified contractors for a road resurfacing project as a part of the city's 2025 road resurfacing program. The 25 roads are displayed in the maps included as Appendix B.

1.1 PROJECT SCOPE

The project will consist of milling and resurfacing to include repairing the existing pavement base where needed, resurfacing of adjacent driveways to meet street pavement grades, adjustments of water valves and manholes, and the installation of pavement striping and markings as directed. Please refer to exhibits attached.

- a. Streets scheduled for milling and resurfacing will consist of the furnishing of all materials, labor, and equipment for the complete construction including but not limited to repairing the existing pavement base where needed, resurfacing of adjacent driveways to meet street pavement grades, maintaining traffic control measures, milling existing pavement, installing tack coat, installing asphaltic concrete surface, course applying high density mineral bond, adjustments of water valves & manholes, and the installation of pavement striping, and markings as directed, performing cleanup and related work.
- b. At locations where the asphalt is higher than the gutter, the milling depth will be greater than the inlay depth. The milled surface at those locations shall be 1.5" below the gutter and the completed asphalt surface shall be flush with the gutter.
- c. The pavement to be placed after milling the existing wearing course is a one and one half (1-1/2) inch 9.5MM super-pave asphalt.
- d. Patching shall include 8" GAB over compacted subgrade, 2" of 19MM super-pave, and 1.5" of 12.5 MM super-pave surface course.
- e. Load tickets that meet Georgia Department of Transportation specifications must accompany all delivered materials. The contractor must supply copies of all asphalt tickets to the city.
- f. AC-20 or AC-30 bituminous tack shall be used on these projects. All surfaces shall be cleaned completely and thoroughly dried before any tack is applied. Tack shall not be applied when the pavement is wet. Bituminous tack shall be applied between .04 and .06 gallons per square yard. All materials and equipment used to perform the bituminous tack coat shall be considered incidental to the work and included in the bid price for other pay items.
- g. Roll curb shall be per Gwinnett County Detail 607.
- h. Contractor shall be responsible for implementing and maintaining all necessary traffic control measures. Contractor shall submit a traffic control plan to the City for approval prior to commencing. Any operations at a given location traffic control plan shall at minimum conform to the requirements set forth in the MU TCD.
- i. Manhole Adjustment and Water Valve Box Adjustment: It shall be the Contractor's responsibility to note and mark the location of each water valve

- box and manhole covers on the streets to be resurfaced prior to the resurfacing work then locate and adjust each of these after resurfacing.
- j. Structures shall be adjusted within 10 days after the road is resurfaced.
 - k. The existing pavement will be removed a minimum of 9" outside of the most exterior points of the structures.
 - l. Concrete Collars are to be installed on all valves and manholes per Gwinnett County Standard 502.
 - m. Structures will be adjusted to pavement grade using bricks, shims, or other non-organic material.
 - n. Concrete having a minimum compressive strength of 3000 psi at 28 days shall be placed around the adjusted structure, consolidated to fill the voids, and finished to pavement grade. Care should be taken to prevent concrete from falling into manholes, with any such material being removed by the contractor as soon as possible.
 - o. Concrete shall be protected from traffic for a minimum of 3 days with steel plates, or other measures as approved by the City Engineer or Department of Public Works, Utilities and Parks.
 - p. The unit prices bid for Manhole adjustment and Walter Valve Box Adjustment will be for all work performed, including excavation and disposal of existing material, adjustment of structure, traffic control, and protection of the concrete.
 - q. The contractor will give the City at least 24 hours' notice as to the locations to be adjusted to allow for inspection scheduling.
 - r. The City reserves the right to adjust any structures using in-house labor as deemed practicable.
 - s. In the event an existing casting or structure is found to be structurally deficient, it shall be reported to the Public Works, Utilities and Parks Department for evaluation.

1.2 SPECIFICATIONS

1.3 GENERAL INFORMATION

- 1. It is extremely important that project schedules ARE met. Only those firms with the necessary resources and a commitment to complete all work on schedule should submit a bid.
- 2. The City of Norcross will expect to liaise with a single project manager representing the prime contractor (and the sub-contractors).
- 3. The City will select the most responsive, lowest bidder whose bid best represents the best interest of the City.
- 4. The City of Norcross reserves the right to cancel this solicitation at any time when it is determined to be in the best interest of the City.

5. The City of Norcross also reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary.
6. The City of Norcross reserves the right to approve sub-contractors.
7. Any selection made because of this notice will be based strictly on qualifications and adherence to the submission guidelines, without regard to race, color, religion, sex, or national origin.
8. It is the responsibility of all firms interested in submitting a bid for this advertisement to routinely check the posting on the website for any revisions to this solicitation and addenda issued.
9. It is the responsibility of all firms to read this advertisement in detail and provide all requested information including forms and appendices.
10. Incomplete submittals will be considered non-responsive, thus disqualified. Late submittals will not be accepted.

1.4 BID SUBMISSION GUIDELINES

Bidding requirements will consist of the following:

1. Statement of Qualifications and Equipment
2. Bid Form
3. References
4. Acknowledgement of Addenda
5. Bid Bond (if bid amount is over \$30,000)
6. Certificate of Liability Insurance
7. E-Verify Contractor & SAVE Affidavits

1.5 SCHEDULE OF EVENTS

See **Appendix A** for the detailed Schedule of Events.

1.6 COMMUNICATIONS WITH STAFF

All questions about this ITB should include the company name and the referenced ITB section in the following format:

Company Name

1. Question

Citation of relevant section of the ITB

2.0 REQUIREMENTS

Bid must include labor and all materials as specified; no substitutions for materials

are allowed unless approved by City of Norcross.

BIDDERS ARE ADVISED TO THOROUGHLY UNDERSTAND THE GENERAL CONDITIONS AND SPECIAL PROVISIONS, PRIOR TO SUBMITTING THEIR BIDS.

2.1 GENERAL CONDITIONS

2.1.1 Qualifications

2.1.1.1 Bids will be considered only from experienced and well-equipped Contractor(s) engaged in work of this type and magnitude. Bidders must provide their own materials and tools for this contract.

2.1.1.2 Bidders may be required to submit evidence setting forth qualifications which entitle their company for consideration as a responsible Vendor. A list of work of similar character successfully completed within the last five years may be required, which lists the location, size, and scope for use on this work. Before accepting any bid, the City may require evidence of the Vendor's financial ability to successfully perform the work to be accomplished under the contract.

2.2 GUARANTEE TO ACCOMPANY BID

2.2.1 If the bid amount is greater than \$30,000.00, then bids must be accompanied by an acceptable bid bond in an amount not less than five percent (5%) of the bid amount per section. Failure to submit a bid bond will be a cause for rejection.

2.3 JOINT VENTURES

2.3.1 Joint Ventures between two contractors will not be allowed. The General Contractor shall be required to perform all aspects of this projects and will not be allowed to sub-contract these items.

2.4 AUTHORITY TO SIGN

2.4.1 Bidder must ensure that the legal proper name of their firm and/or corporation is printed OR typed as appropriate on all documents.

2.5 RIGHTS RESERVED

2.5.1 The City of Norcross reserves the right to reject any or all bids, to waive

informalities or to re-advertise. It is understood that all bids are made subject to this agreement, and that the City of Norcross reserves the right to decide which bids it deems the most qualified and lowest cost. In arriving at this decision, full consideration will be given to the experience and qualifications of the Bidder, their financial responsibility, costs and bid amount, work of this type successfully completed and past performance with the City of Norcross.

2.5.2 Bidders are advised to examine all corresponding documents carefully and to make examinations of the site(s) of the proposed work, as necessary, to familiarize themselves with location conditions, which may affect the proposed work. Bidders are also advised to inform themselves fully regarding conditions under which the work will be performed. The City will not be responsible for the Bidder's errors or misjudgment, nor for any information on location conditions or general laws and regulations.

2.5.3 Any unauthorized additions, conditions, limitations, or provisions attached to the Bid shall render it informal and may be cause for rejection.

2.6 AWARD OF CONTRACT

2.6.1 Contract will be made to the **most responsive and responsible lowest bidder**. Contracts will not be automatically awarded to the lowest bidder. The City will review all bids for responsiveness and responsibility. Bidders must comply with submission guidelines, show evidence of experience and qualifications, and provide proof that they are qualified to carry out the scope of work.

The contract will be awarded to the most qualified vendor whose bid will cost the least and prove to be the most advantageous to the City, experience, technical considerations, cost, and other factors considered. The City is to make the determination.

The City of Norcross reserves the right to reject any or all bids, to waive technicalities, and to make an award deemed in its best interest.

The City reserves the option to negotiate terms, conditions, and pricing with the most responsive, responsible and lowest bidder at its discretion.

2.6.1.1 The bid evaluation will be based on the following criteria:

- Bid price
- Compliance with submission guidelines and specifications (including any required forms and documents)
- Ability to perform scope of work and meet deadlines
- References

Please provide accurate information and inform your references that the City of Norcross will follow up to perform reference checks. It will affect your evaluation if we are not able to contact your references, or they do not respond in time. References will be contacted within a week of the submission deadline.

The City of Norcross will not serve as a reference, in the event that your Company worked with the City of Norcross previously.

Alternatively, Bidders are welcome to provide three (3) recent reference letters where they provided the same or similar services. Reference letters must be on official letterhead and signed by the point of contact of the agency where the service was performed.

- 2.6.2** Prior to award of the Contract, the successful Bidder will be required to submit a schedule to the City, demonstrating the Bidder's ability to commence and proceed in a timely manner. Due to time constraints on this contract, it is mandatory that the work be performed simultaneously and immediately. A bidder's failure to demonstrate the ability to proceed as required may result in contract cancellation, as deemed in the City's best interest.
- 2.6.3** Failure to demonstrate the ability for simultaneous contract execution and progression will result in, at the City's discretion, contract cancellation, re-advertising of any and/or all these contracts, or awarding any or all of the contract to the next **most responsive and responsible lowest bidder**.
- 2.6.4** If the contract amount is greater than \$30,000.00, a Contract Performance Bond and a Payment Bond, each equal to 100% of the Contract amount per section, must be provided by the successful bidder by a surety company qualified to do business in the State of Georgia with an AM Best rating of B+ or higher and satisfactory to the City of Norcross prior to execution of contract. Bonds given shall meet the requirements listed in this ITB.

2.7 PRODUCTION REQUIREMENTS

- 2.7.1** The successful bidder will be required to commence work within ten (10) calendar days from the receipt of the Notice to Proceed and must carry on with utmost diligence to complete the work according to specifications in the ITB within 90 days from the Notice to Proceed.

2.8 PRICES AND INVOICING PROGRESS PAYMENTS AND RETAINAGE

- 2.8.1** Payment shall be provided based on the cost schedule provided in bidder's response. Bidder shall submit an invoice with NET 30-day payment terms for services performed for the City of Norcross under the terms of the executed contract. The invoice shall be directed to **Donald Maxwell, Stormwater & Roads Superintendent at 345 Lively Ave, Norcross, GA 30071**. The invoice shall contain a complete itemization of services. The total amount due, invoice number, invoice date, the designated project number, if applicable, and the City of Norcross' Purchase Order Number. After work has commenced, progress payments shall be made monthly, based on the value of work completed as provided in the contract documents.
- 2.8.2** The City shall retain a maximum of 10% of each progress payment; provided, however, when 50% of the contract value including change orders and other additions to the contract value provided for by the contract documents is due and the manner of completion of the contract work and its progress are reasonably satisfactory to the City, the City shall withhold no more retainage.

2.9 LOCATION AND SITE(S)

- 2.9.1** The site(s) of the proposed work is within City limits of the City of Norcross, Georgia.
- 2.9.2** The Contractor shall accept the site(s) in its present condition and carry out all work in accordance with the requirements of the specifications as indicated in the appendices or as directed by the Department of Public Works, Utilities and Parks.
- 2.9.3** The Contractor, before submitting a bid is required to visit the site(s) and acquaint themselves with the actual conditions and the location of any and/or all obstructions that may exist on the site(s).
- 2.9.4** The Contractor is responsible for the location of, above and below ground utilities and structures, which may be affected by the work.

2.10 COMPLIANCE WITH OSHA STANDARDS AND REGULATIONS

- 2.10.1** The work connected with this Contract shall be performed in accordance with all applicable OSHA regulations and standards including any additions or revisions thereto, until the job is completed and accepted by the City of Norcross.

2.11 MATERIALS

2.11.1 Unless otherwise specified in the Contract, the bidder shall provide and assume full responsibility for all services, materials, equipment, labor, and all other facilities and incidentals necessary for the completion of this project.

2.11.2 All materials and equipment incorporated into the work shall be of good quality, except as otherwise provided in the Contract. All special warranties and guarantees required shall expressly run to the benefit of the City.

2.12 INSPECTION

The City of Norcross does not commit to having a full-time inspection or testing of

work while in progress or at sources of materials furnished. Any lack of inspection

and/or testing will in no way relieve the Contractor of his responsibility to provide quality workmanship in accordance with the specifications. Any test ordered under the supervision of the City that fails to meet standards or any retesting that is required will be at the Contractor's expense.

2.13 NON-COLLUSION

2.13.1 Bidder(s), by submitting a bid, certify that the accompanying bid is not the result of, or affected, by any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Georgia or United States law.

2.14 CONTRACT REQUIREMENTS

2.14.1 The successful bidder is required to do the following within ten (10) days of Notice:

2.14.1.1.1 Return to the Department of Public Works, Utilities & Parks contract documents executed by the authorized representative attested by the corporate secretary treasurer.

2.14.1.1.2 Provide Insurance Certificates policies of the following types:

1. Workers' compensation coverage in accordance with the statutory requirements of the jurisdiction in which Services are to be performed.
2. Employer's liability insurance with a minimum of \$250,000.

3. Comprehensive General Liability Insurance, subject to a limit for bodily injury and property damage combined of at least \$1,000,000 aggregate.
4. Automobile liability insurance subject to a limit for bodily injury and property damage combined, of at least \$1,000,000 per occurrence.

2.14.1.1.3 Provide bonding as required by the ITB documents.

2.14.2 Failure to execute the contract, bonds, or furnish satisfactory proof of carriage of the insurance required within ten days after the date of Notice of Award of the Contract may be just cause for the annulment of the award and for the forfeiture of the bid guaranty of City of Norcross, not as a penalty, but as liquidation of damages sustained. At the discretion of the City, the award may then be made to the next most qualified bidder, or the work may be re-advertised. The Contract and Contract Bonds shall be executed in duplicate to the City of Norcross.

2.15 MISCELLANEOUS PROVISIONS

(May not be applicable to this ITB)

2.15.1 Permits

All permits and licenses necessary for the work shall be secured and paid for by the Contractor. If any permit, license or certificate expires or is revoked, terminated, or suspended as a result of any action on the part of the Contractor, the Contractor shall not be entitled to additional compensation or time.

2.15.2 Work Hours

8:00am to 10:00pm Monday through Friday and 10:00am to 8:00pm on Saturdays and city holidays. Construction activity may occur on Sundays and outside of mentioned hours specified on other days of the week when the contractor applies for, and is granted, a variance by the Director of Community Development and Planning.

2.15.3 Detour/Closures

All road closures and detours shall be approved by the Norcross Public Works Department.

2.15.4 Residential Refuse

The Contractor is required to contact the Public Works Department at 678-421-2069, to obtain sanitation schedules in an attempt to reduce inconveniences to the citizens of Norcross.

2.15.5 Project Briefing

All bidders are required to schedule an appointment with the Public Works Superintendent in order to inspect each work site. The Superintendent can be reached at donald.maxwell@norcrossga.net or 678-421-2069.

2.15.6 Disposal of Refuse

The Contractor shall be solely responsible for disposing of materials and shall consider, before bidding, the compliance with the above stated ordinances and regulations. Disposal of debris must be done in a lawful manner, in accordance with all applicable federal, state and/or local laws, statutes, rules, ordinances, and/or regulations. All trash and debris shall be collected and removed from the site(s) on a daily basis. The Contractor will not be permitted to burn any of the materials on site or within the boundary limits of Norcross, Georgia.

APPENDIX A
ITB PW 25-09
SCHEDULE OF EVENTS

Event:	Date:
Release of ITB	May 13, 2025, 11:00 a.m.
Pre-bid Meeting (Optional but highly recommended)	May 28, 2025, 11:00 a.m.
Deadline for Written Questions	May 28, 2025, 5:00 p.m.
Bids Due	June 16, 2025, 11:00 a.m.
Public Bid Opening and Reading	June 16, 2025, 11:05 a.m.
Bid Review/Evaluation	June/July 2025
Contract Award	August 2025

APPENDIX B

ITB PW 25-09

MAPS

Project area maps are found in the related/supporting documents section.

APPENDIX C

ITB PW 25-09

STATEMENT OF QUALIFICATIONS AND EQUIPMENT

All questions must be answered. Information given must be clear and comprehensive.
If necessary, questions may be answered on separate attached sheets.

About the Firm:

- a. Name of Bidder:
- b. Permanent main office address, email address, & pertinent contact numbers:
- c. How long (years) has your firm been in business under your present name; also, state names and dates of previous firm names, if any; where organized?
- d. Attach a list of your employees with job titles, responsibilities, and years of experience as they relate the requirements of this bid document.
- e. With what bank do you do business?
NOTE: Latest Financial Statements, certified audit, if available, prepared by an independent certified public accountant, or other financial documents or reporting *may* be requested by City. If requested, such statements must be provided within five (5) business days, or the bid proposal will be rejected.

Experience:

- f. Attach a list of 3-5 similar projects completed in the last 5 five years.
- g. Contracts on hand (schedule – showing gross amount of each contract and the approximate anticipated dates of completion).
- h. General character of work performed by your company.
- i. Have you ever failed to complete any work awarded to you, if so, where, and why?
- j. Have you ever defaulted on a Contract, if so, where, and why?
- k. Have you ever failed to complete a project in the time allotment according to the Contract documents, if so, where, and why?
- l. List the most important contracts recently executed by your company, stating approximate cost for each, and the month and year completed.
- m. How long do you warrant a project?

- n. Does your professional liability insurance coverage extend past the completion date and warrant of any project? If yes, for how long?

Approach:

- o. Implementation plan and timeline for the project
- p. List your major equipment available for this contract.
- q. List any subcontractors whom you would expect to use for the contract.

APPENDIX D

ITB PW 25-09 REFERENCES

Please provide accurate information and inform your references that the City of Norcross will follow up to perform reference checks. It will affect your scores if we are not able to contact your references, or they do not respond in time.

The City of Norcross will not serve as a reference, in the event that your Company worked with the City of Norcross previously.

Alternatively, Bidders are welcome to provide four (4) reference letters where they provided the same or similar services. Reference letters must be on official letterhead and signed by the point of contact of the agency where the service was performed.

References for _____

Please provide a list of contact numbers, addresses and a contact person for at least four (4) projects completed (or in progress) having a similar specification and scope of work.

City of Norcross requests a minimum of four (4) references where work of a similar size and scope has been completed (or in progress).

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

APPENDIX E**ITB PW 25-09****BID SHEET**

Please include the completed bid sheet in a separate, sealed envelope.

Attachment: ITB PW 25-09 Packet (with revised bid form) (25-7358 : Award of Contract for 2025 Road Resurfacing)

ADDENDUM #1 - REVISED BID SHEET

ITB PW 25-09 ROAD RESURFACING					
BID SCHEDULE (25 STREETS)					
Pay Item	Description	Unit	Quantity	Unit Cost	Total Cost
1	Milling	SY	137652	\$	\$
2	Patching 19mm Superpave 4 Inch Depth)	Tons	8036	\$	\$
3	Inlay Asphalt (1.5" 9.5mm Superpave)	Tons	10190	\$	\$
4	Thermoplastic Solid 24 Inch (Stop Bar)	Each	58	\$	\$
5	Thermoplastic Crosswalk	Each	7	\$	\$
6	Manhole Adjustments	Each	169	\$	\$
7	Valve Adjustments	Each	25	\$	\$
8	Speed Tables	Each	2	\$	\$
9	Striping (8504.3 FT)	Lump Sum	1	\$	\$
10	Crack Sealing	C/L Miles	9	\$	\$
11	Mobilization	Lump Sum	1	\$	\$
12	Traffic Control	Lump Sum	1	\$	\$
SUM (ALL PAY ITEMS):					\$

BIDDER, in compliance with the Invitation to Bid for the construction of this project, having examined the Specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies, and to construct the project in accordance with the production and contract requirements, within the time set forth therein, and at the price(s) stated above. This price is to cover all expenses including overhead and profit incurred in performing the work required under the contract documents, of which this proposal is a part.

BIDDER verifies that all information provided in response to this bid package is truthful and accurate to the best of the Bidder's knowledge and belief.

This bid is submitted to the City of Norcross by:

Firm Name: _____

Authorized Representative: _____

Firm Address: _____

APPENDIX F
ITB PW 25-09
E-VERIFY AND SAVE FORMS

The required forms are found in the related/supporting documents section. A complete submission includes the E-Verify and SAVE forms along with a copy of the selected form of identification.

APPENDIX G

ITB PW 25-09

ACKNOWLEDGEMENT OF ADDENDA

The undersigned hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt (initial)</u>

☐ No addenda were received:

Acknowledged for:

(Name of Firm)

Signature of Authorized Representative

Name (Print or Type)

Title

Date

APPENDIX H

Attachment: ITB PW 25-09 Packet (with revised bid form) (25-7358 : Award of Contract for 2025 Road Resurfacing)

**ITB PW 25-09
PACKET CHECKLIST**

FIRM NAME: _____

PROJECT: _____

DATE: _____

Please use this checklist to ensure you have properly completed all forms and requirements. ***You must complete and attach this checklist to your bid packet. Failure to do so may you render ineligible for consideration.***

_____ Packet Checklist (attached to bid package)

_____ Two Hard Copies & One Electronic Copy of Bid Package (*including completed appendices and all required forms*)

Bid Package Components:

_____ Statement of Qualifications and Equipment

_____ Sealed bid

_____ References

_____ Acknowledgement of Addenda Form

_____ Bid Bond if bid amount is over \$30,000

_____ Certificate of Liability Insurance

_____ [E-Verify Contractor & SAVE Affidavits](#)

Mail or deliver to:

Charlene Marsh
City of Norcross Public Works Department
345 Lively Avenue
Norcross, GA 30071

Attachment: ITB PW 25-09 Packet (with revised bid form) (25-7358 : Award of Contract for 2025 Road Resurfacing)

Recommended Residential 2025 Paving Program

- 25 Residential Roads-\$4M
- Current Priority based on PCI Ratings minus:
 - 7 Commercial Roads
 - 12 Roads with 2025 CDBG Requests-Awaiting Approval
 - Fairmount to be paved in The future with Lively and South Cemetery to save Costs.

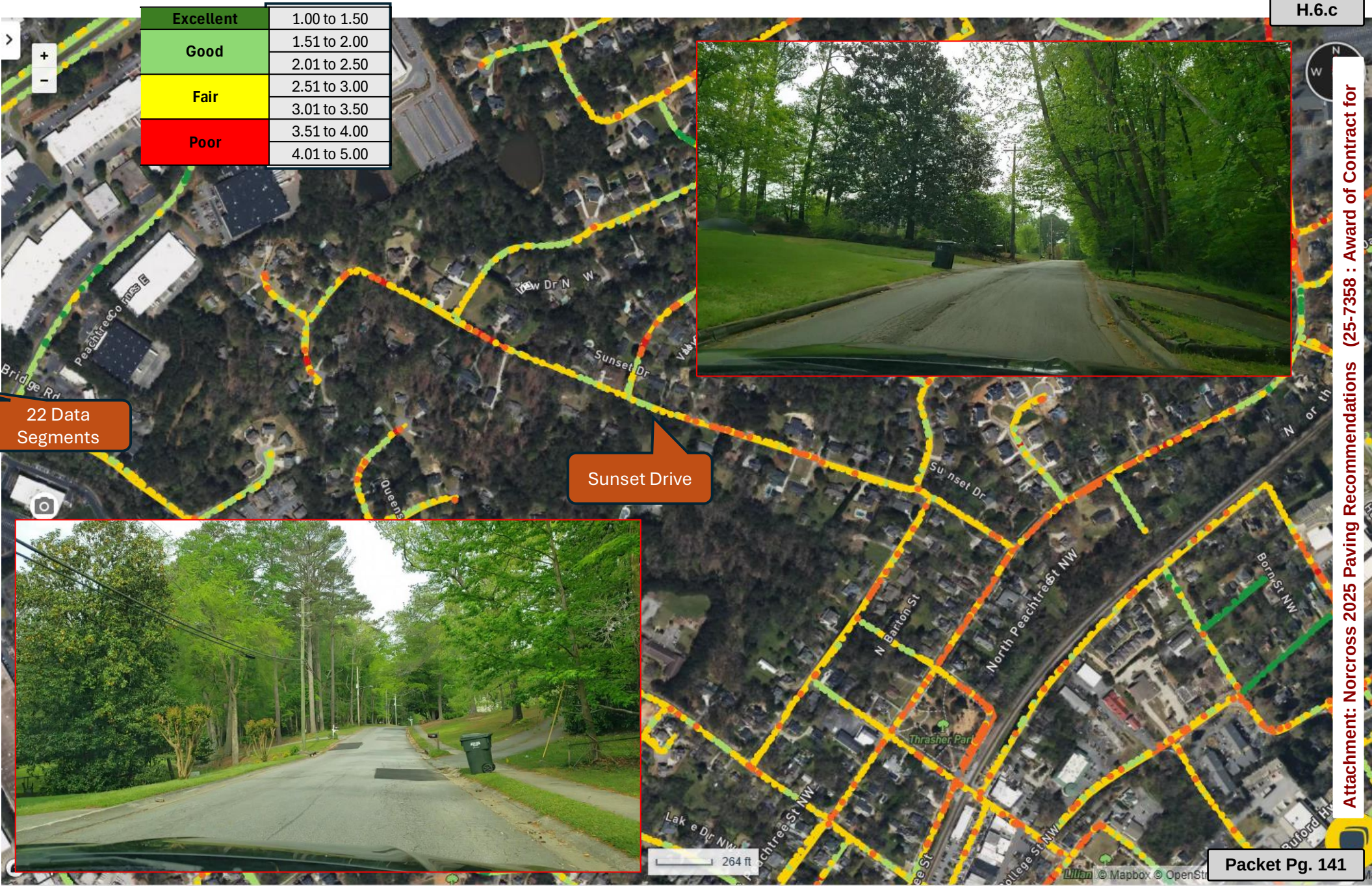
Sunset Drive Analysis on next slide

Roads Recommended for ITB

No	Street	Rating	Length	Cost	Cumulative Cost
1	Glochester Place Northwest	3.67	1305.4	\$156,414.10	
2	Williams Place Northwest	3.60	1580.5	\$188,290.87	\$344,704.97
3	College Street Northwest	3.44	686.5	\$55,796.94	\$400,501.91
4	East Glochester Place Northwest	3.43	2085.1	\$160,788.12	\$561,290.03
5	Goodwick Way N West	3.42	2277.3	\$200,403.36	\$761,693.39
6	Carlyle Street Northwest	3.40	927.4	\$65,427.00	\$827,120.39
7	Western Hills Drive	3.38	4388.4	\$356,474.18	\$1,183,594.57
8	Born Street Northwest	3.34	774.1	\$60,567.88	\$1,244,162.45
9	Thrasher Street Northwest	3.33	4024.0	\$325,317.88	\$1,569,480.33
10	Coventry Circle	3.30	413.6	\$35,227.06	\$1,604,707.39
11	North Peachtree Street Northwest	3.26	4293.6	\$363,985.28	\$1,968,692.67
12	Everglades Lane Northwest	3.25	299.8	\$25,466.00	\$1,994,158.67
13	Jones Street Northwest	3.25	565.9	\$48,002.92	\$2,042,161.59
14	Williams Street	3.23	256.0	\$78,458.98	\$2,120,620.57
15	Huddersfield Way	3.23	3673.6	\$339,058.26	\$2,459,678.83
16	North Barton Street	3.21	999.7	\$84,747.38	\$2,544,426.21
17	Summertown Drive	3.18	2680.8	\$227,296.60	\$2,771,722.81
18	Thames Court Northwest	3.17	206.4	\$17,604.72	\$2,789,327.53
19	Lanier Boulevard Northwest	3.15	2985.3	\$253,230.70	\$3,042,558.23
20	South Barton Street	3.14	492.9	\$41,671.66	\$3,084,229.89
21	Everglades Trail	3.14	3008.8	\$255,195.96	\$3,339,425.85
22	Anamanda Close	3.13	1433.5	\$121,499.46	\$3,460,925.31
23	Hammond Drive Northwest	3.13	4211.7	\$357,107.82	\$3,818,033.13
24	Everglades Lane	3.13	504.3	\$43,035.48	\$3,861,068.61
25	Hickory Springs Dr NW	3.09	1029.2	\$87,520.98	\$3,948,589.59

➤ **Sunset Drive** at
10 Ft Incremental
Analysis with
RoadBotics
Overall recalculated
Rating
Is 3.05 (no change)
Fair

Sunset Drive	
Feet	PCI Rating
144.1	2.26
198.3	3.1
229.7	2.87
74.9	3.12
478.8	3.02
267.5	3.07
132.5	3.46
14.4	3
101.9	2.9
462.6	2.55
139.5	2.64
168.3	3.44
51.9	3
304.4	2.84
26.4	3
492	3.14
25.2	2.75
296	3.45
103.5	3.6
90	3.88
42.9	4
95.2	3.72
3940	3.05
Feet	PCI Rating



Finance Department Budget Adjustment Entry

Item #25-7302: Budget Amendments for Norcross Road Resurfacing program

Effective Date: 5/5/2025

Approved at 5 May 2025 RCM

Description	Account Number	Increase	Decrease
2023 SPLOST, Roads & Strees	365-5.4220.541433	3,800,000	
2023 SPLOST, Revenue	365-341303		3,800,000
Public Works, LMIG Project	100-5.4100.542374	203,211	
General Fund, Fund Balance	100-134200		203,211
	Totals	4,003,211	4,003,211



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7359	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/16/2025 6:30 PM	In Control:	Policy Work Session
Title:	Expanded Downtown Parking Concept Revisions		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Expanded Downtown Parking Concept Revisions](#)
2. [Revised Concept Option 1](#)
3. [Revised Concept Option 2](#)

Title
Expanded Downtown Parking Concept Revisions

Drafter
Len Housley



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Len Housley, Public Works Director

Meeting Date: June 16, 2025 – Policy Work Session (PWS)

Item No.: 25-7359

Title: Expanded Downtown Parking Concept Revisions

CC: Eric Johnson, City Manager

Recommendation

Review expanded downtown parking concept revisions for further discussion, guidance, and refinement.

Background

Columbia Engineering is under contract to create concepts, surveys, plans and cost estimates for a future expanded downtown parking project. To date, several iterations of concepts have been developed for ongoing review.

At the May 2025 PWS, Roger Grant, Columbia Engineering provided an update brief to Council and staff. Based on comments from Council, Columbia Engineering has updated the concepts (See Attached).

In order to move forward with actual planning documents, a consensus of a concept is required for Columbia to move forward to the next phase.

Financial Impact

N/A at this time

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment

Attachments

- Revised Concept Option 1
- Revised Concept Option 2



SITE DATA

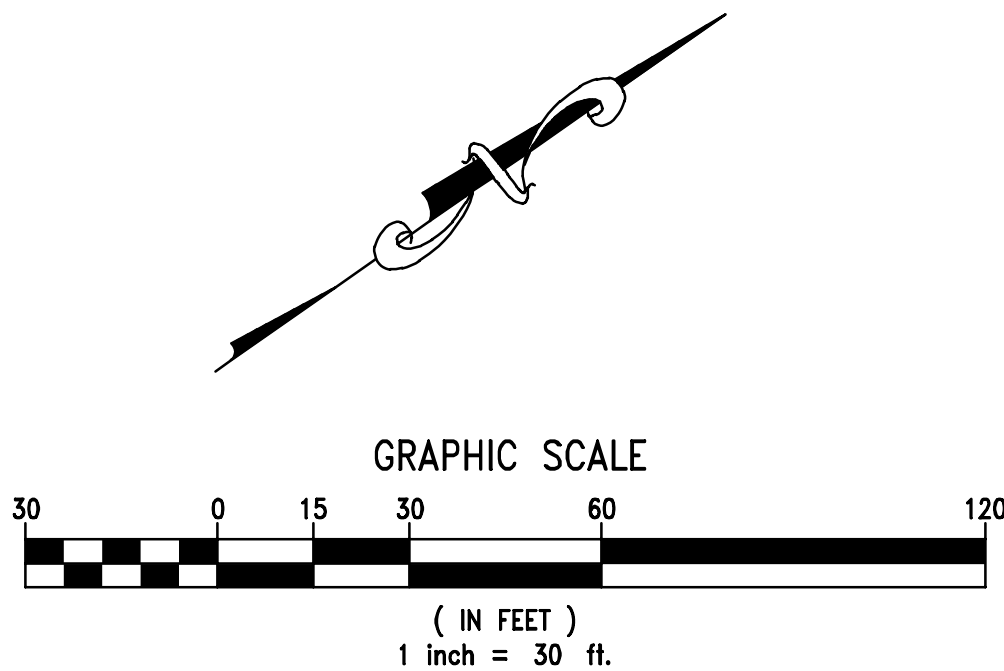
EXISTING PARKING AREAS	
CITY HALL FRONT	5 (3 HC)
CITY HALL SIDE (DRIVE THRU)	7 (2 HC)
CITY HALL REAR (CONCRETE AREA)	6
JONES STREET PUBLIC PARKING	17
JONES STREET ON STREET PARKING	1
IRON HORSE SIDE PARKING	15*
WINGO STREET PUBLIC PARKING	16

EXISTING PARKING OVERALL	
67 (7 HC)	
PROPOSED PARKING AREAS	
CITY HALL FRONT	4 (4 HC)
CITY HALL REAR (CONCRETE AREA)	53 (2 HC)
JONES STREET PUBLIC PARKING	14
JONES STREET ON STREET PARKING	0
IRON HORSE SIDE PARKING	15
WINGO STREET PUBLIC PARKING	43
PROPOSED PARKING OVERALL	
129 (6 HC)	

APPROXIMATE NUMBER OF ADDITIONAL SPACES 62 SPACES*
*EXISTING IRON HORSE SIDE PARKING IS NOT CODE COMPLIANT

NOTE: REQUIRED STORMWATER MANAGEMENT IS PRESUMED TO BE LOCATED UNDERGROUND WITHIN THE PARKING IMPROVEMENT AREAS OR IN THE EXPANDED POND AREA IN THE NORTHEAST CORNER

CONCEPT IS PRELIMINARY BASED ON AVAILABLE GIS DATA AND IS SUBJECT TO CHANGE WHEN FINAL SURVEY DATA IS PROVIDED



CIVIL ENGINEERS * LAND PLANNERS
LANDSCAPE ARCHITECTS * SURVEYORS

PROJECT
DOWNTOWN NORCROSS PARKING IMPROVEMENTS
65 LAWRENCEVILLE STREET
NORCROSS, GA 30071

CLIENT
CITY OF NORCROSS

THIS DRAWING AND DESIGN ARE THE PROPERTY OF THE CONSULTANT. THEY ARE NOT TO BE USED, REPRODUCED, COPIED OR WALKED ON IN PART, OR USED FOR FURNISHING INFORMATION TO OTHERS WITHOUT THE PRIOR WRITTEN CONSENT OF THE CONSULTANT. ALL COMMON LAW RIGHTS OF COPYRIGHT AND OTHER RIGHTS ARE HEREBY SPECIFICALLY RESERVED.

REVISIONS	DATE
REVISED	05/12/25
REVISED	05/14/25
REVISED	06/10/25

DRAWING TITLE

PARKING
IMPROVEMENTS
CONCEPT

DRAWING FILE:		DRAWING NO.
DRAWN BY	RG	
DATE	05/05/25	P-1
PROJECT NO.	----	



SITE DATA

EXISTING PARKING AREAS	
CITY HALL FRONT	5 (3 HC)
CITY HALL SIDE (DRIVE THRU)	7 (2 HC)
CITY HALL REAR (CONCRETE AREA)	6
JONES STREET PUBLIC PARKING	17
JONES STREET ON STREET PARKING	1
IRON HORSE SIDE PARKING	15*
WINGO STREET PUBLIC PARKING	16
EXISTING PARKING OVERALL	67 (7 HC)
PROPOSED PARKING AREAS	
CITY HALL FRONT	4 (4 HC)
CITY HALL REAR (CONCRETE AREA)	53 (2 HC)
JONES STREET PUBLIC PARKING	22
JONES STREET ON STREET PARKING	0
IRON HORSE SIDE PARKING	6
WINGO STREET PUBLIC PARKING	43
PROPOSED PARKING OVERALL	128 (6 HC)

APPROXIMATE NUMBER OF ADDITIONAL SPACES 61 SPACES*
*EXISTING IRON HORSE SIDE PARKING IS NOT CODE COMPLIANT

NOTE: REQUIRED STORMWATER MANAGEMENT IS PRESUMED TO BE LOCATED UNDERGROUND WITHIN THE PARKING IMPROVEMENT AREAS OR IN THE EXPANDED POND AREA IN THE NORTHEAST CORNER

CONCEPT IS PRELIMINARY BASED ON AVAILABLE GIS DATA AND IS SUBJECT TO CHANGE WHEN FINAL SURVEY DATA IS PROVIDED

PROJECT
DOWNTOWN NORCROSS PARKING IMPROVEMENTS
65 LAWRENCEVILLE STREET
NORCROSS, GA 30071

CLIENT
CITY OF NORCROSS

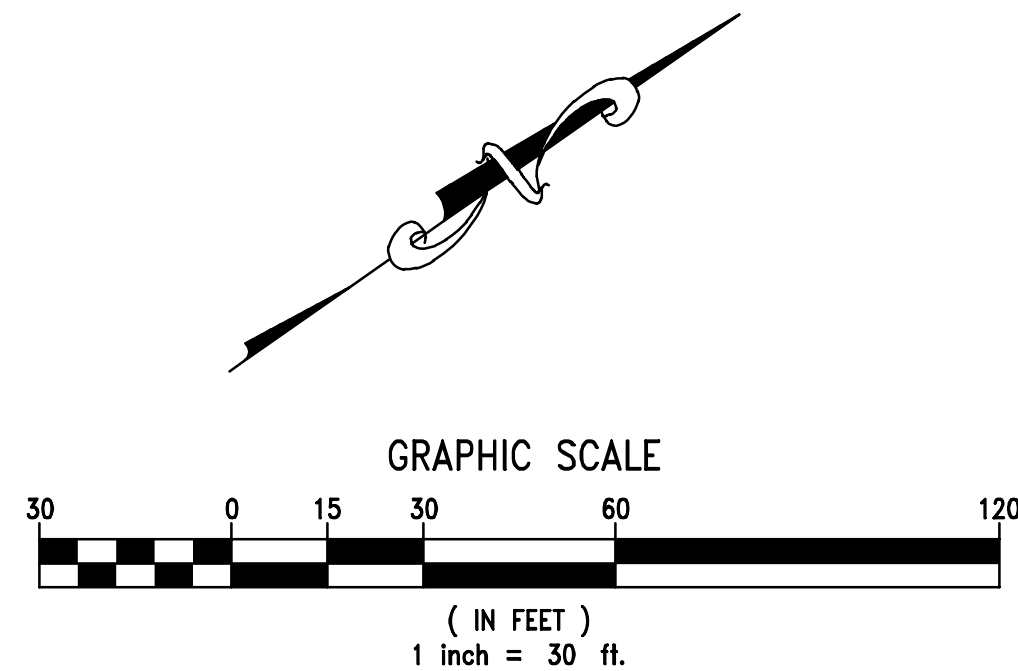
THIS DRAWING AND DESIGN ARE THE PROPERTY OF THE CONSULTANT. THEY ARE NOT TO BE USED, REPRODUCED, COPIED, OR WALKED ON IN PART, OR USED FOR FURNISHING INFORMATION TO OTHERS WITHOUT THE PRIOR WRITTEN CONSENT OF THE CONSULTANT. ALL COMMON LAW RIGHTS OF COPYRIGHT AND OTHER RIGHTS ARE HEREBY SPECIFICALLY RESERVED.

REVISIONS	DATE
REVISED	05/12/25
REVISED	05/14/25
REVISED	06/10/25

DRAWING TITLE

PARKING
IMPROVEMENTS
CONCEPT

DRAWING FILE:	DRAWING NO.
DRAWN BY: RG	P-1B
DATE: 05/05/25	
PROJECT NO:	





Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7360	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/16/2025 6:30 PM	In Control:	Policy Work Session
Title:	Norcross Beaver Ruin Greenway Project 0016067 City Match Appropriation		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Norcross Beaver Ruin Greenway Project 0016067 City Match Appropriation](#)
2. [Atlanta Regional Commission \(ARC\) Greenway TIP Budget](#)
3. [Greenway Cost Tracker](#)

Title

Norcross Beaver Ruin Greenway Project 0016067 City Match Appropriation

Drafter

Len Housley



Mayor: Craig Newton • Mayor Pro Tem: Marshall Cheek • Councilmember: Andrew Hixson • Councilmember: Bruce Gaynor
Councilmember: Matt Myers • Councilmember: Josh Bare • City Manager: Eric Johnson • City Clerk: Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Len Housley, Director Public Works

Meeting Date: June 16, 2025 – Policy Work Session (PWS)

Item No.: 25-7360

Title: Norcross Beaver Ruin Greenway Project 0016067 City Match Appropriation

CC: Eric Johnson, City Manager

Recommendation

Approve additional appropriation and budget amendment in the amount of \$1,470,000.00 for City match funding.

Background

In 2022, Council approved a City match appropriation of \$2,201,000.00 from Transportation SPLOST. Over the past 3 years, costs of the project have increased for P&E, ROW, and Construction. On 2 June 2025, ARC increased and approved the Federal funding in the TIP and the total project costs are now set at \$16,339,857.00 million. Currently, the total City match is set at \$3,670,241.00 million. Approval from Council of an additional \$1,470,000.00 will allow full programming to meet the required City match contribution. See ARC TIP budget document attached for detailed summary.

Project Summary Update:

- Planning and Engineering (P&E) Status: 85% Overall Complete. Final Plan Set (FFPR) was completed and submitted to GDOT for approval. Final bridge plans were approved by GDOT. The remaining tasks to be completed are traffic signal design, environmental services and updated ecology and history field surveys, ROW revisions, and additional utility coordination.
- ROW Status: 50% Overall Complete. There are 65 Parcels for ROW. Total offers made (NFS & Appraised): 60 of 65. We have closed on 22 Properties with 15 pending closures. 5 parcels are in the final agreements and 23 still in negotiations. ROW Anticipation Completion is August 2025. Let Date (date project is scheduled to advertise for bid) is February 2026. Row Certification due December 2025—currently on schedule.
- Project expense summary to date is attached-Greenway Cost Tracker.

Financial Impact

- Approval of budget amendment for \$1,470,000.00 from Recreation SPLOST. Actual initial expenditure of these funds will start May-June 2026.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment
3. Increases Opportunities for Travel via Different Modes within and Outside the Community

Attachments

- Atlanta Regional Commission (ARC) Greenway TIP Budget
- Greenway Cost Tracker

GW-412	NORCROSS LCI GREENWAY - PRIORITY ONE NETWORK SEGMENTS	
0016067		
TIP / 25Q2		

Jurisdiction	Gwinnett
Sponsor	City of Norcross
Service Type	Sidepaths and Trails

Existing	Planned	Length (mi.)	Network Year
N/A	N/A	3.3	N/A
Analysis	Exempt from Air Quality Analysis (40 CFR 93)		LCI ☒ Flex ☐

	Fund Type	Year	Status	Federal	State	Local	Bonds	Total
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2019	Authorized	\$0	\$0	\$0	\$0	\$0
PE	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2019	Authorized	\$720,000	\$0	\$180,000	\$0	\$900,000
PE	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2023	Authorized	\$0	\$0	\$0	\$0	\$0
PE	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2023	Authorized	\$21,000	\$0	\$5,250	\$0	\$26,250
-	- LCI Setaside for Implementation							
-	Carbon Reduction Program - Urbanized Areas With Population Over 200K	2024	Authorized	\$0	\$0	\$0	\$0	\$0
ROW	Carbon Reduction Program - Urbanized Areas With Population Over 200K	2024	Authorized	\$800,000	\$0	\$200,000	\$0	\$1,000,000
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2024	Authorized	\$0	\$0	\$0	\$0	\$0
ROW	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2024	Authorized	\$2,784,000	\$0	\$696,000	\$0	\$3,480,000
-	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2025		\$0	\$0	\$0	\$0	\$0
PE	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2025		\$219,840	\$0	\$54,960	\$0	\$274,800
-	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2026		\$0	\$0	\$0	\$0	\$0
UTL	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2026		\$0	\$0	\$20,775	\$0	\$20,775
CST	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2026		\$1,059,700	\$0	\$746,987	\$0	\$1,806,687
-	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2026		\$0	\$0	\$0	\$0	\$0
CST	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2026		\$6,428,020	\$0	\$1,607,005	\$0	\$8,035,025
-	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2026		\$0	\$0	\$0	\$0	\$0
UTL	- LCI Setaside for Implementation							
-	Surface Transportation Block Grant (STBG) Program - Urban (>200K) (ARC)	2026		\$637,056	\$0	\$159,264	\$0	\$796,320
-	- LCI Setaside for Implementation							
				\$12,669,616	\$0	\$3,670,241	\$0	\$16,339,857

Norcross Beaver Ruin Greenway GW-412 GDOT Project 0016067 Cost Tracker

Cost Category	Total Budget	Federal	Local	Paid to date	Reimbursed	City expense to date
P&E	\$1,201,050.00	\$960,840.00	\$240,210.00	\$807,684.00	\$683,942.87	\$123,741.13
ROW	\$3,480,000.00	\$2,784,000.00	\$696,000.00	\$438,466.21	\$21,111.97	\$417,354.24
ROW Carbon	\$1,000,000.00	\$800,000.00	\$200,000.00	\$0.00	\$0.00	\$0.00
Utilities	\$817,095.00	\$637,056.00	\$180,039.00	\$0.00	\$0.00	\$0.00
Construction	\$9,841,712.00	\$7,487,720.00	\$2,353,992.00	\$0.00	\$0.00	\$0.00
Totals	\$16,339,857.00	\$12,669,616.00	\$3,670,241.00	\$1,246,150.21	\$705,054.84	\$541,095.37

ROW expected reimbursents forthcoming: approximately \$328,847.00



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7361	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/16/2025 6:30 PM	In Control:	Policy Work Session
Title:	Way-Ahead for Historic Library/Women's Club		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Way Ahead Historic Library and Women's Club June 16 2025](#)
2. [Presentation Discussion M&C PWS 16 June 25 - Women's Club way ahead](#)
3. [Norcross Woman's Club - FCA Report - 101424](#)

Title

Way-Ahead for Historic Library/Women's Club

Drafter

Len Housley



Mayor: Craig Newton • Mayor Pro Tem: Marshall Cheek • Councilmember: Andrew Hixson • Councilmember: Bruce Gaynor
Councilmember: Matt Myers • Councilmember: Josh Bare • City Manager: Eric Johnson • City Clerk: Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Len Housley, Public Works Director

Meeting Date: June 16, 2025 – Policy Work Session (PWS)

Item No.: 25-7361

Title: Way-Ahead for Historic Library/Women's Club

CC: Eric Johnson, City Manager

Recommendation

Upon Council discussion, provide guidance to staff on future use and improvements to the Historic Library/Women's Club.

Background

In December 2024, the City of Norcross purchased the Historic Library at 65 North Peachtree Str. The Norcross Library is listed on the National Register of Historic Places as of 21 Nov 1980. At the June 2025 RCM, Council approved a budget amendment up to \$39,330.00 to provide repairs to protect and preserve the facility. Council requested a follow-on agenda item for the June PWS to discuss the next phase(s).

A Facility Condition Assessment by Axias, Inc. was completed on 14 Oct 2024. This assessment provided the basis for protection measures. This report also indicated a cost estimate of \$259,685.00 to renovate the existing facility, as it currently stands, with no additions.

Mayor & Council hosted a Community Feedback Open House on 21 Feb 2025, to solicit feedback on future use of the facility. There were 90 attendees/residents that signed-in during the 2-hour open house. Staff captured 47 recommendations.

Presentation attached provides information and considerations to facilitate Council discussion.

Financial Impact

\$46,000.00 to \$800,000.00 depending on way-ahead.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment

Attachments

- Presentation Discussion PWS 16 June 2025-Historic Library
- Facility Condition Assessment-Historic Library

16 June 2025-Council Policy Work Session (PWS) Way Ahead-Historic Property



Historic Norcross Library/Woman's Club

65 N Peachtree Str.

- Main facility constructed in 1921
- Addition constructed in 1960s
- Property acquired by City - Dec 2024
- Total square footage – 2,161
 - Main historic area – 853 square ft
 - Addition main room – 864 square ft

Completed to date:

- ✓ Facility Condition Assessment by Axias, Inc. 14 Oct 2024
 - ❖ \$259,685.00 to renovate existing facility only
- ✓ Mayor & Council Community Feedback Open House, 21 Feb 2025
- ✓ Hazardous Material (Asbestos/Lead) Survey, 29 May 2025
- ✓ Plan and funding to protect/preserve facility, 2 June 2025

Norcross Historic Women's Club Open House

H.9.b

21 Feb 2025/4:30 PM – 6:30 PM

90 attendees/residents signed-in during 2-hour open house

47 recommendations (some redundant) were captured from easels.

- Majority of the recommendations support community space in some form or fashion--was a constant theme for space. This would indicate that any building enhancements/additions would accommodate the overwhelming majority of comments for future facility use.
- There were 6 comments for a restaurant or bar.
- Art Museum
- Blues & Jazz Restaurant with Cajun Food
- Cultural Arts Center-Classes, Rentals, Kids time activities
- **Bookstore/Public Reading Nook/banned book reading
- History Club/Genealogy
- **Revive Women's Club
- Performing Arts, Reading Rainbow-NPAC Sponsored
- Community Meeting Rooms
- Music School
- Event venue/Small Events Rental Space (Weddings, Baby showers, birthdays, graduations, etc.)
- Pop-up Collection site for toys/food.
- Collections for neighborhood Coop or similar charities
- **Crafting (Knitting/Quilting/Painting/etc..evening classes
- **Norcross welcome center/museum here
- **Speakeasy & wine bar
- Teaching Museum for school children & the public
- **Pop-up Bar & snacks for park concerts; local small businesses
- International Museum (for Norcross demographics)
- Home Economic Classes
- Event extension venue for outside City events
- Community Space for Board Games
- Children Teaching
- **Tea Shop, Tea Room for kids
- Display local products to promote businesses w/o storefronts
- Fine dining restaurant
- Jigsaw Puzzle competitions
- Line dancing
- ****Mentioned more than once**

Attachment: Presentation Discussion M&C PWS 16 June 25 - Women's Club way ahead

Considerations

H.9.b

Capacity:

The 2 main areas of the building are separated and not large

- Upstairs-853 square feet (no bathrooms or HVAC)
- Downstairs-864 square feet

Upstairs=“Comfortable” recommended capacity for events/tables is 42 personnel; or “Maximized” Not to exceed 56 personnel.

Downstairs=essentially the same.

However; Fire Marshall previously set overall building capacity at 70.

Recommendation: Historic main floor should, at a minimum, increase by 700 square feet (500 sqft additional room space and 200 sqft for 2 bathrooms.

Parking:

There is essentially no parking at the facility and no area on site to increase parking. There are 2 on-street parking spots next to the addition on Buchanan St. Assumption is people will walk from residences or either park and walk from Thrasher Park or downtown area.

Considerations-Americans with Disabilities Act (ADA)

No Grandfathering for "Public" accommodation: The ADA does not have a "grandfather clause" for buildings that were built before the ADA's enactment. This means that even if a building is old or historic, it still needs to comply with ADA accessibility requirements for Public use.

Exceptions for Historic Properties: The ADA does provide exceptions for buildings that are eligible for listing in the National Register of Historic Places or are designated as historic under state or local law. These exceptions allow for greater flexibility in meeting accessibility requirements while preserving the property's historical significance. *(The Norcross Library is listed on the National Register of Historic Places as of 21 Nov 1980)*

Historic properties are required to remove barriers to accessibility, but the level of compliance may be less strict than for non-historic buildings. The concept of "readily achievable" barrier removal allows for consideration of the property's unique circumstances and resources. *(typically lifts or elevators are used instead of changing historic aesthetics)*

When making alterations to a historic property for ADA compliance, owners are generally required to seek approval from the State Historic Preservation Officer or Advisory Council on Historic Preservation. This ensures that any changes are made in a way that preserves the property's historic character.

Phase 0

Cost Estimates

H.9.b

Action Items Recommended	Costs
Environmental Testing (Completed)	\$3,300
Provide/repair foundation drain at building addition and replace waterproofing at below grade walls .	\$2,200.00
Spot repairs to both roofs, replace buckled areas, replace damaged shingles/Tar Roof, Fabricate and install chimney cover onto brick fireplace and seal cap.	\$8,800.00
Repair Soffit Damage and repaint	\$3,300.00
Replace gutters and downspouts. Direct water away from the building	\$4,000.00
Clean Ductwork	\$900.00
Replace Cloth insulated wiring	\$2,000.00
Investigate condition of main sanitary sewer lateral	\$1,500.00
2 Exit signs with emergency lighting (Underway)	\$600.00
Complete remediation/cleanup of animal waste above suspended ceiling. Ceiling tiles potential ACM.	\$7,700.00
Total	\$34,200.00
	15% Contingency
	\$39,330.00

Completed: No asbestos. lead paint found in kitchen on wood

Phase 0 budget approved by Council 2 June 2025

Phase 1

Action Item Options Recommended ONLY for use of building for a longer period of time, prior to complete remodel/renovation/addition	Costs
Replace settled concrete sidewalk and steps	\$4,000.00
Renovate both bathrooms (excludes ADA modifications).	\$10,000
Install new suspended ceiling in 1960s addition	\$2,000.00
Replace carpet in 1960s addition	\$3,000.00
Repair ceiling in library area and repaint	\$9,000.00
Lead abatement Kitchen	\$2,000.00
Ductless Split Air System for Historic Level	\$10,000.00
Total	\$40,000.00
	15% Contingency
	\$46,000.00

ADA Access
First Floor Only

Reduced

Reduced

Added

Phase 1: Do we want to expend funds to use facility; or move directly to architectural design and plans for addition/complete renovation, or Both?

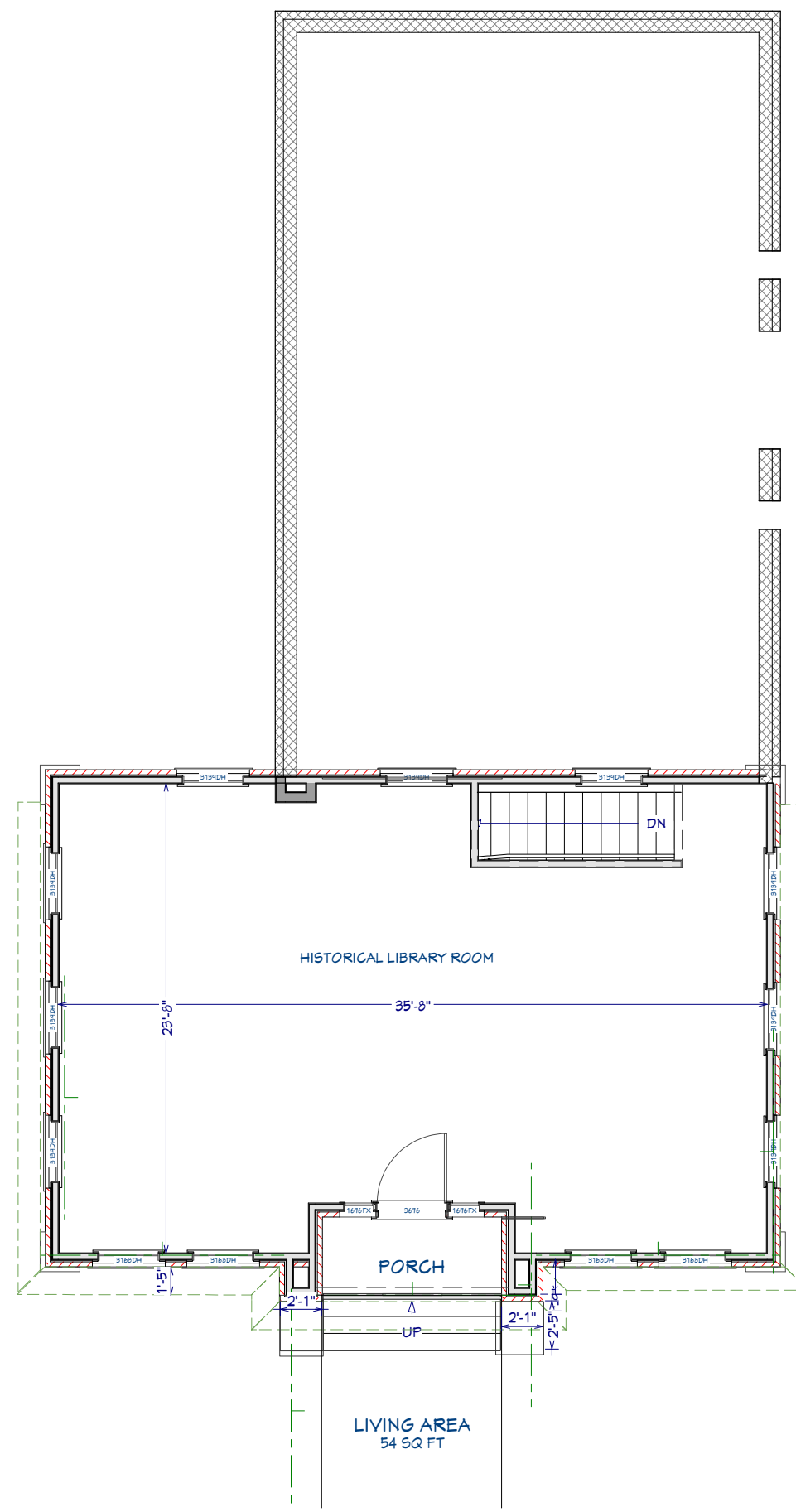
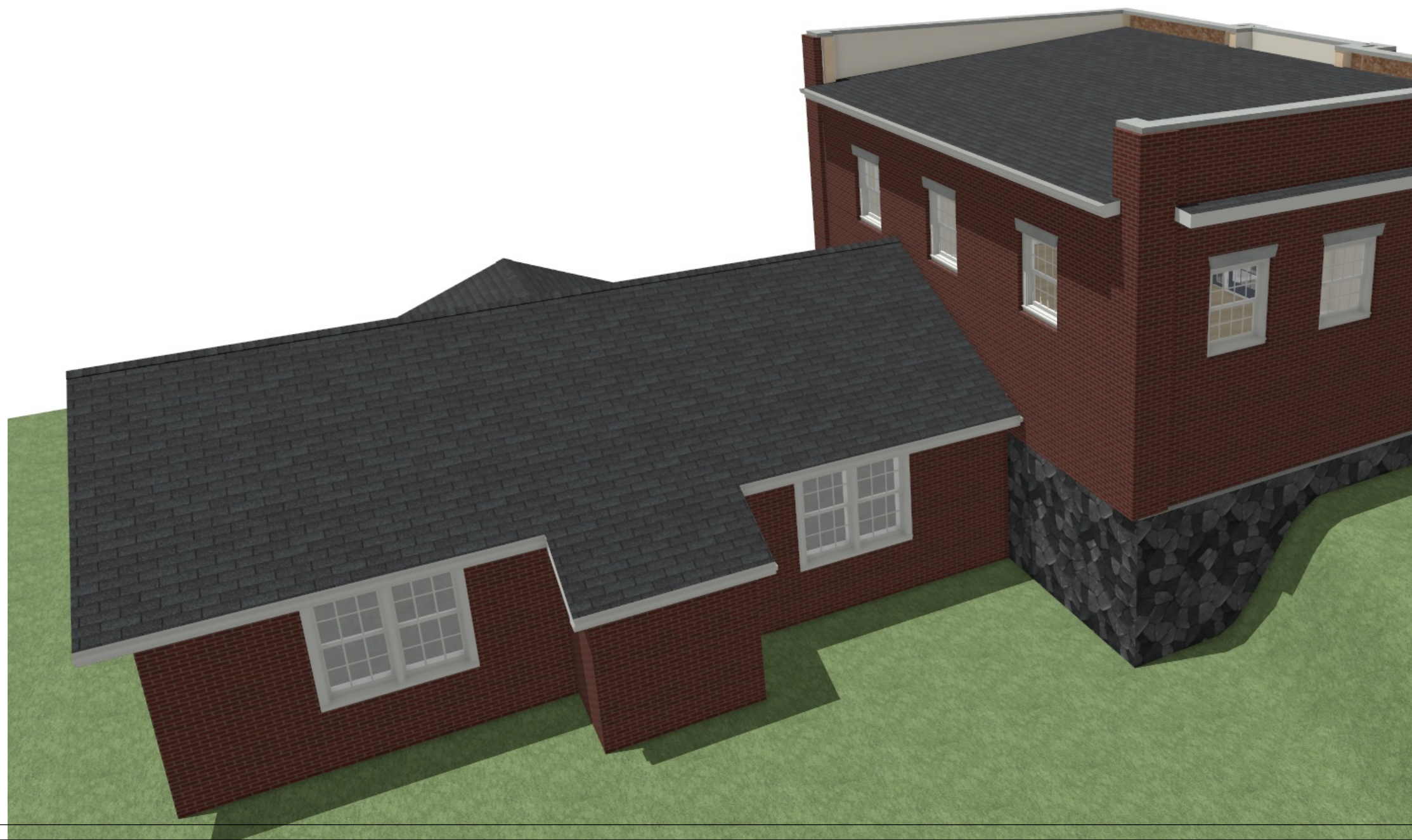
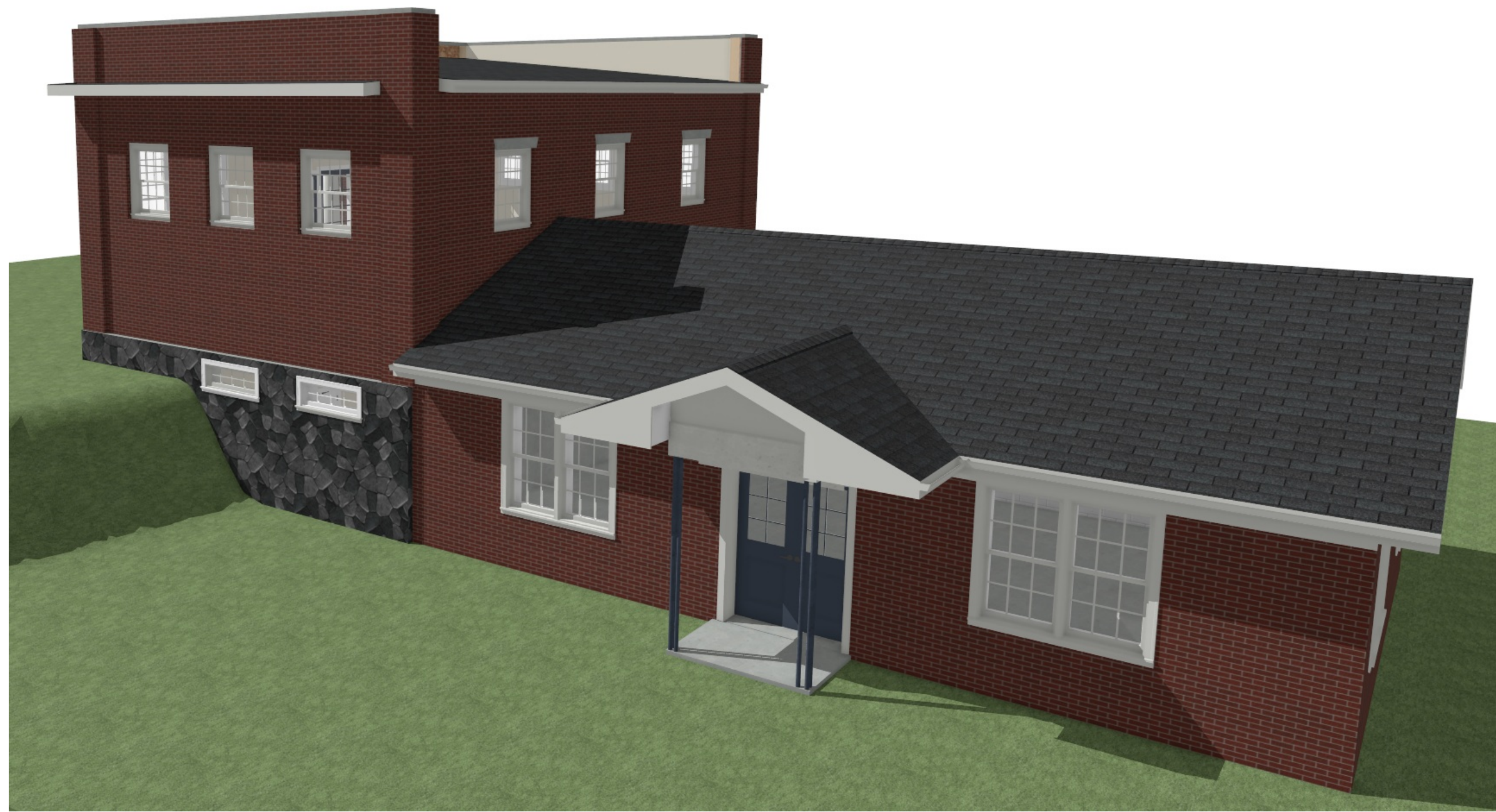
Attachment: Presentation Discussion M&C PWS 16 June 25 - Women's Club way ahead

Increasing Building Footprint and Complete Remodel -Phase 2

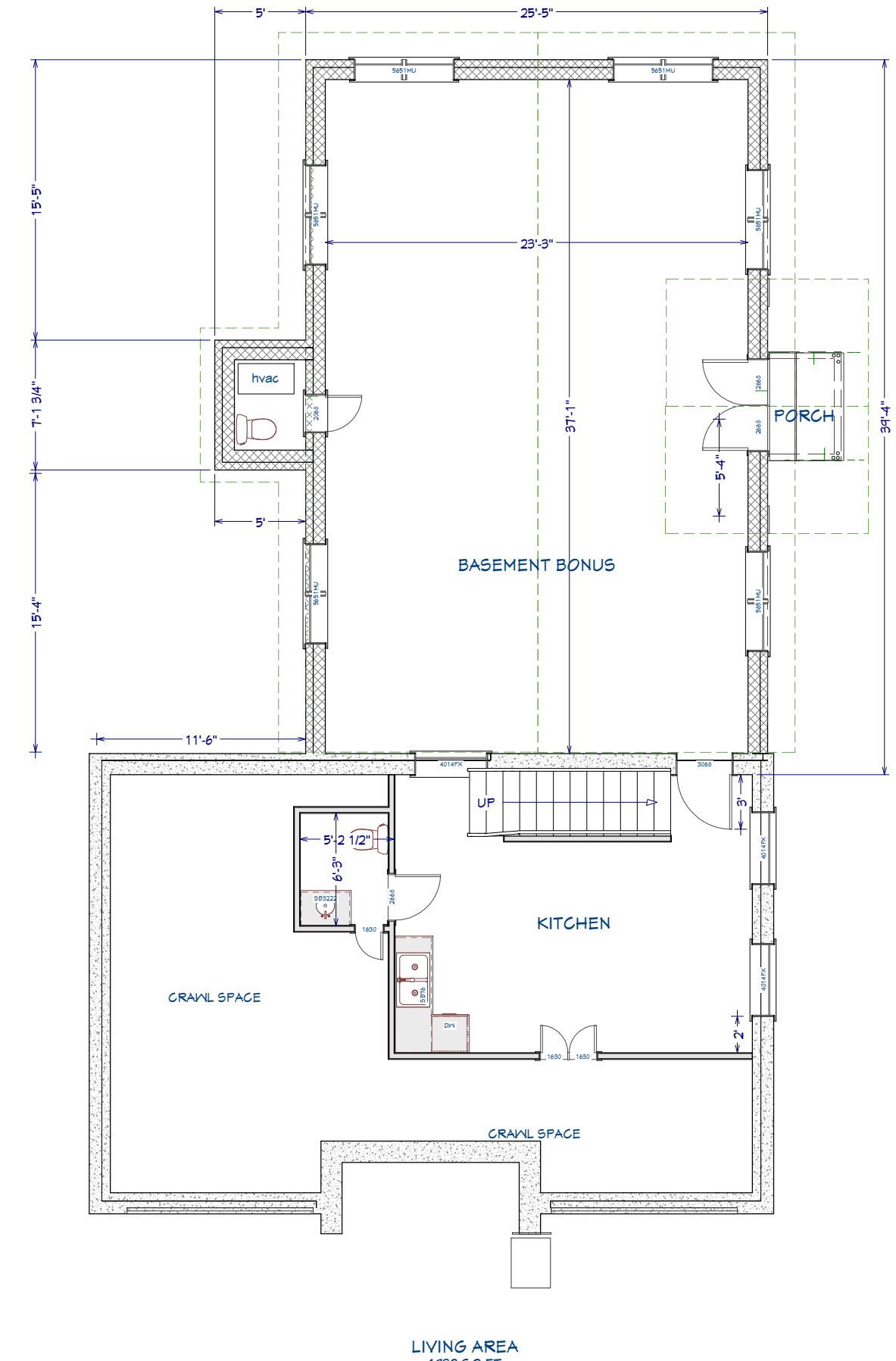
H.9.b

Recommendations for discussion:

- If increasing footprint size is desired, main historic level should increase by 700 sqft at a minimum for added configurable space, 2 bathrooms, and exit and entry into elevator.
- Would require hiring a firm for concept drawings, architectural design, cost estimates, and plans.
- Recommend elevator from existing back addition to back of new addition at top level to maintain historic architectural design--ADA.
- Rough cost estimate is \$475K-\$800K.
- Prior concepts and as-builts shown at open house follow on next 3 slides.



1st Floor



Foundation

REVISION TABLE	
NUMBER	DATE

AS - BUILTS OF
NORCROSS
WOMANS CLUB LIBRARY

DRAWINGS PROVIDED BY:
BERT FORRO

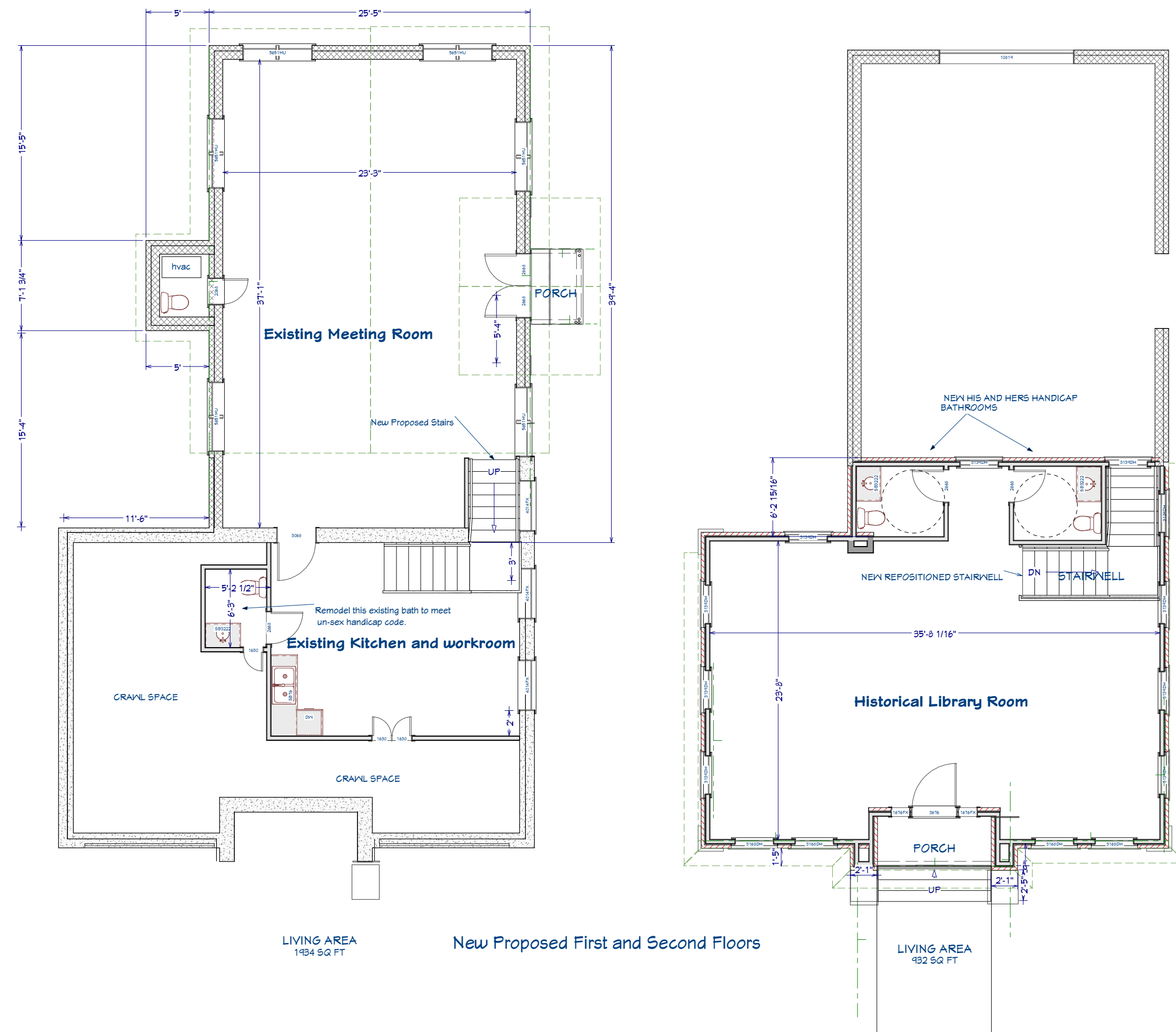
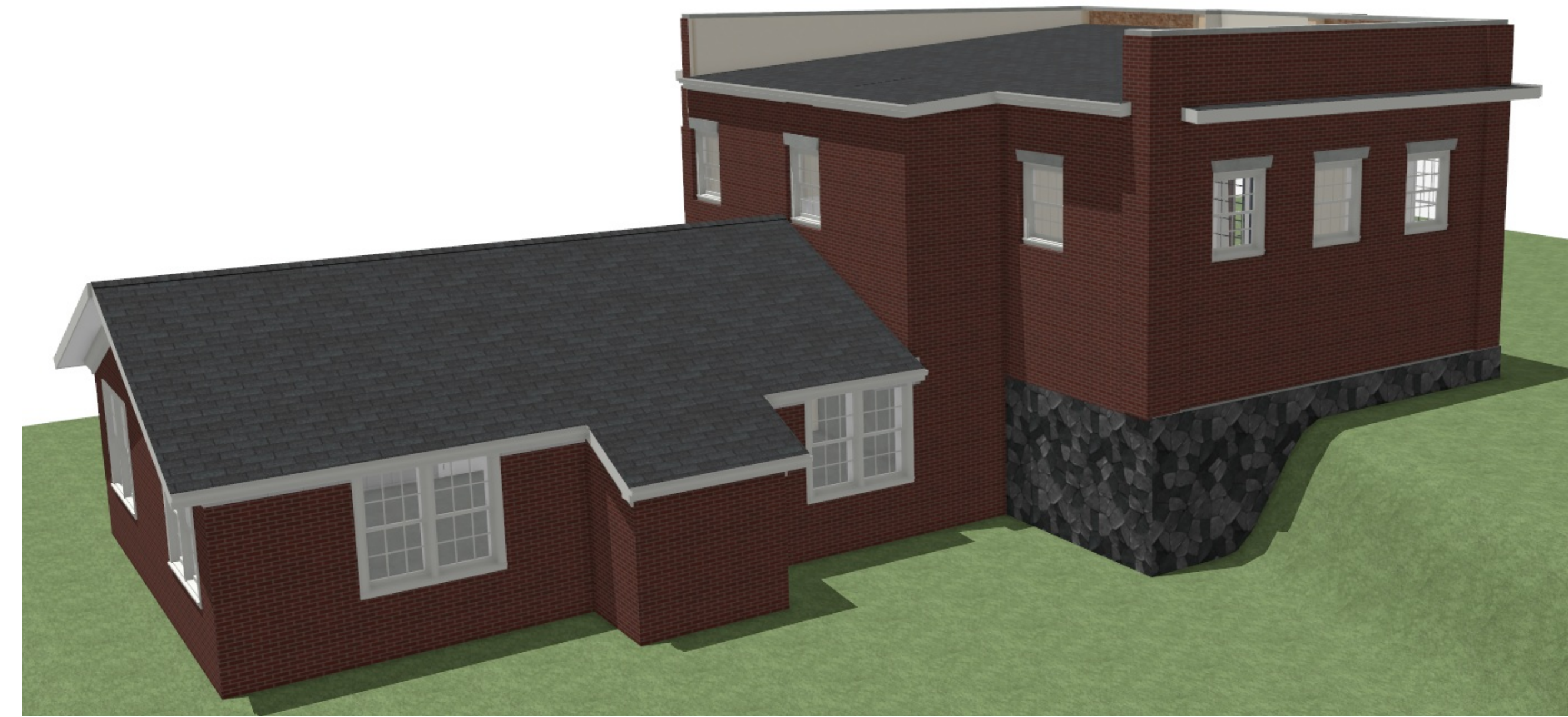
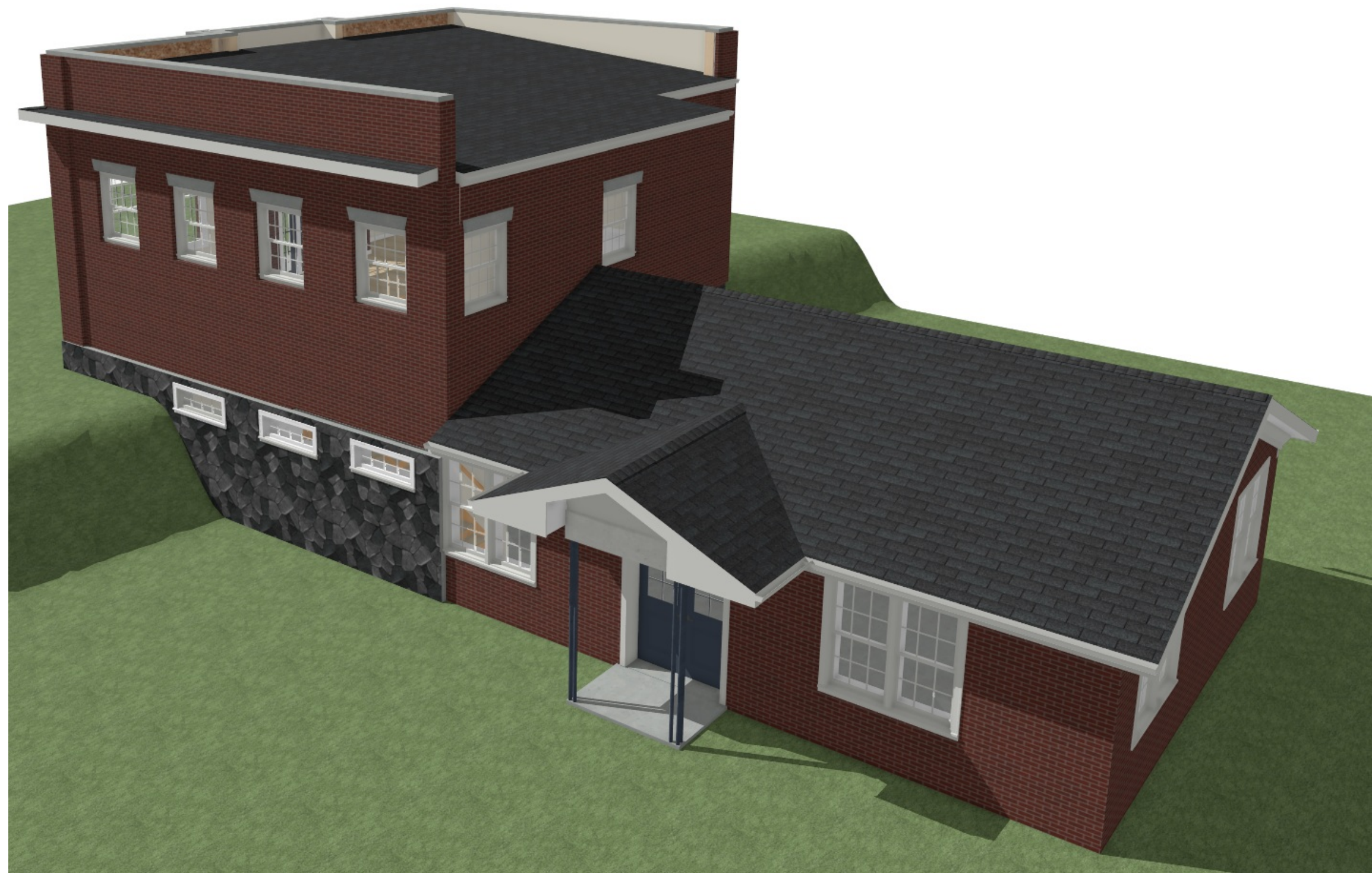
DATE:

6/19/24

SCALE:

SHEET:

1



REVISION TABLE	
NUMBER	DATE

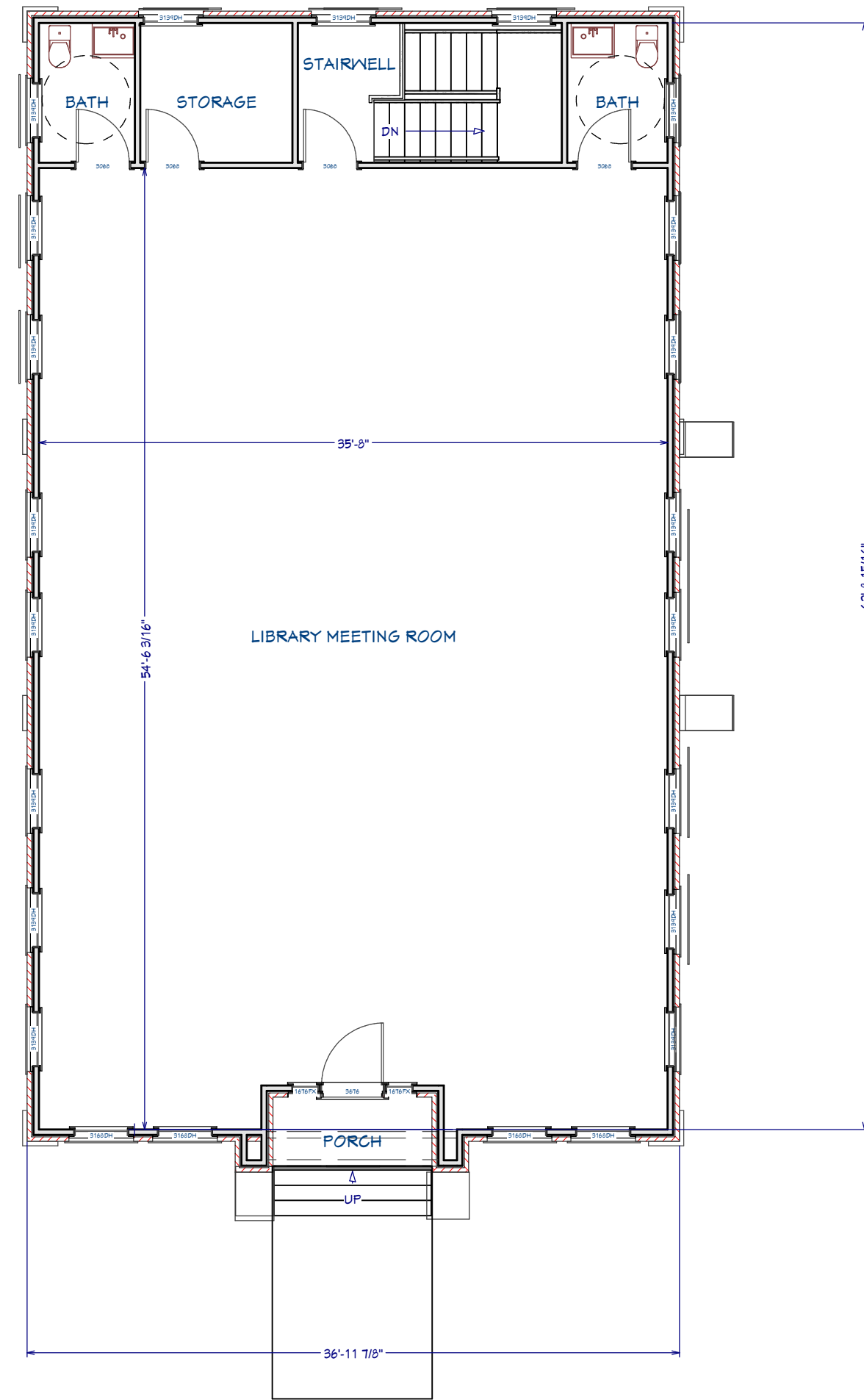
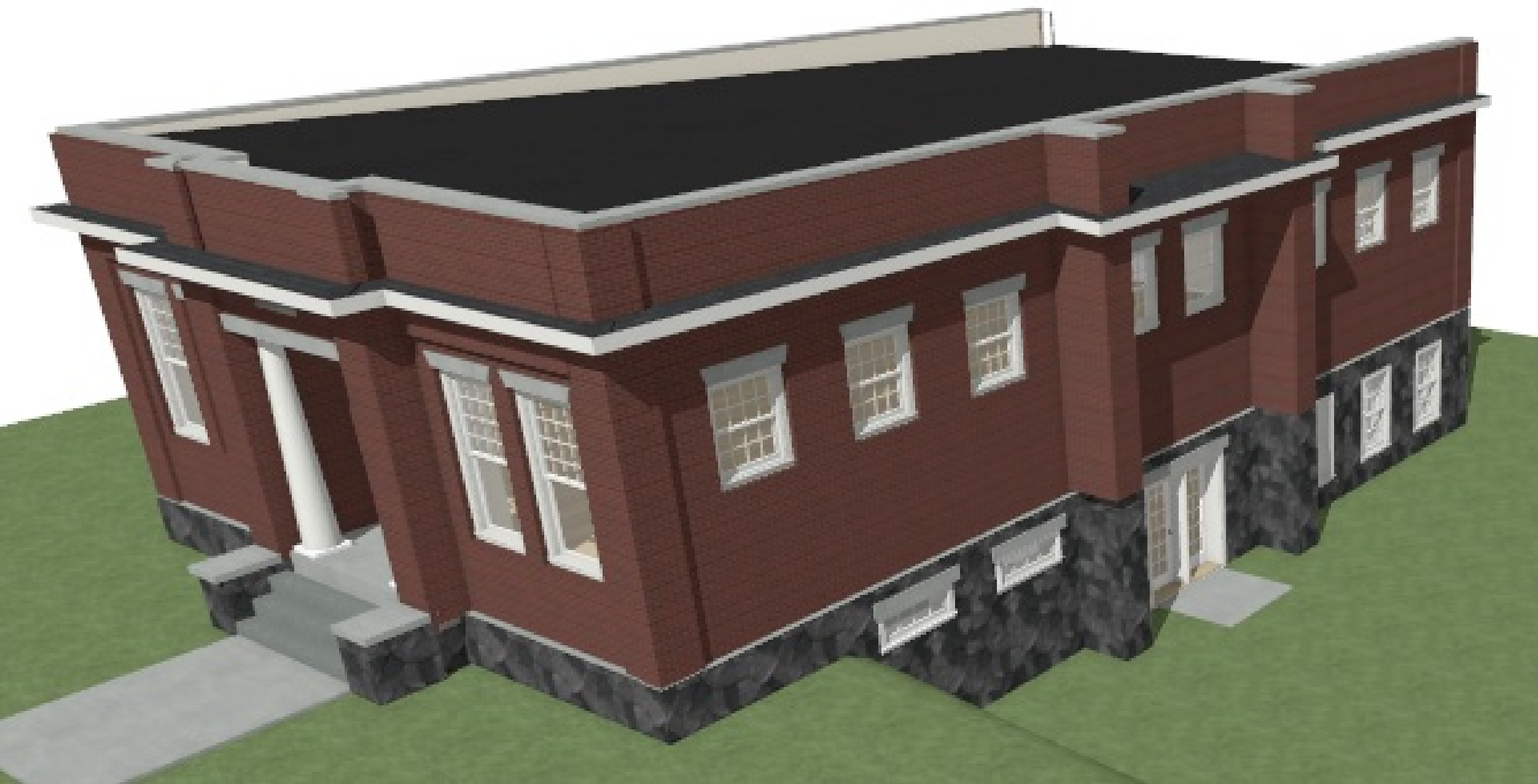
Proposed New Bath Rooms
and Stair Addition

DRAWINGS PROVIDED BY:
Robert Forro

DATE:
6/19/24

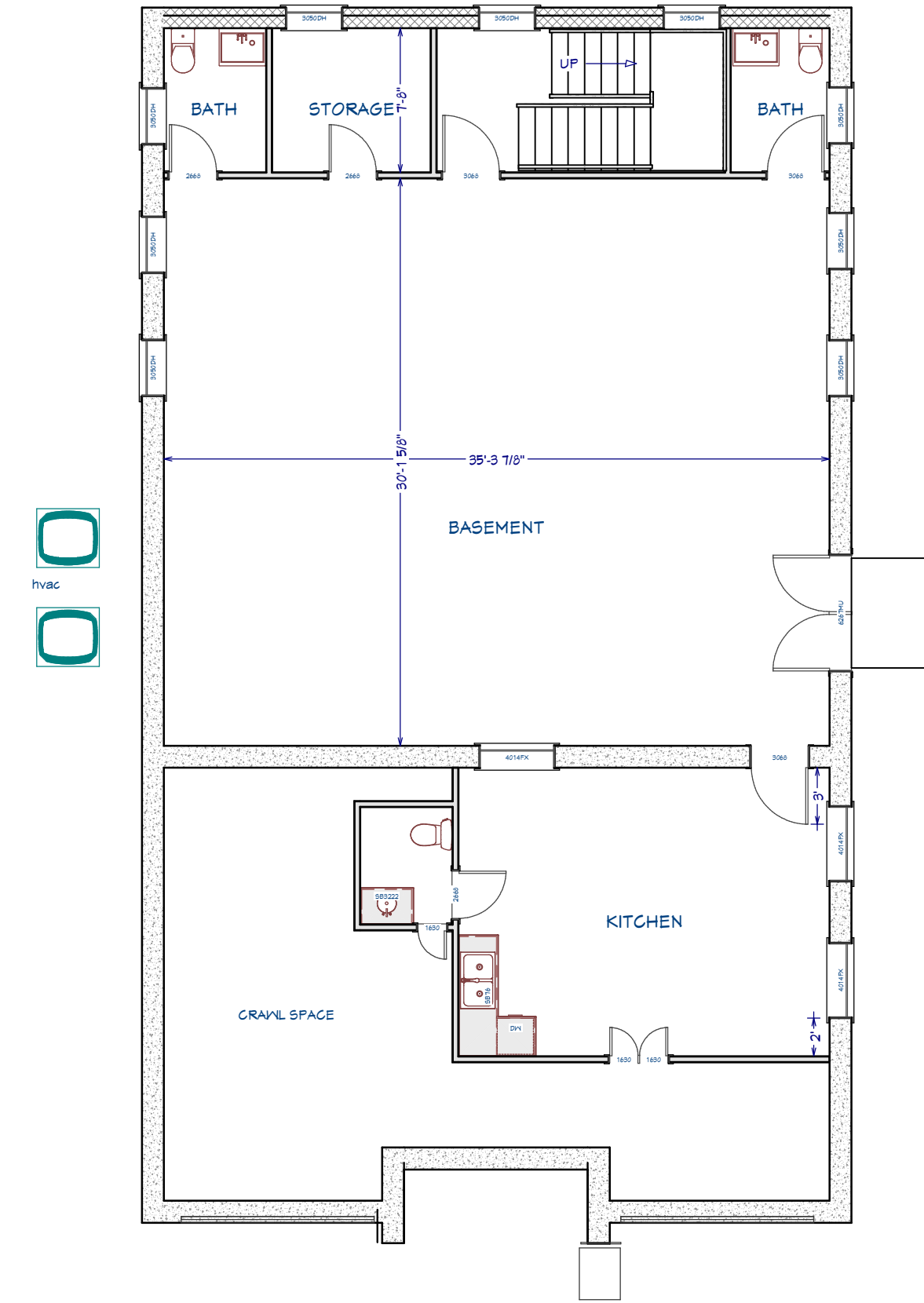
SCALE:

SHEET:
2



1st Floor

FIRST FLOOR



Foundation

BASEMENT



REVISION TABLE	
NUMBER	DATE

Historic Womens Club Library Addition

DRAWINGS PROVIDED BY:
Robert Ferro

DATE:

6/26/24

SCALE:

SHEET:

P-1

REPORT OF FACILITY CONDITION ASSESSMENT



Norcross Woman's Club

Property Address:

65 N Peachtree St.
Norcross, GA 30071

Prepared For:

City of Norcross

65 Lawrenceville Street
Norcross, Georgia 30071

Prepared By:

Axias

3675 Crestwood Parkway
Suite 222
Duluth, Georgia 30096

Project No. GA24-025
October 14, 2024

Axias
BUILDING VALUATION

TABLE OF CONTENTS

Section	Page
EXECUTIVE SUMMARY	2
1.0 SCOPE OF SERVICES & ASSESSMENT METHODOLOGY	8
2.0 ACCESSIBILITY	12
3.0 SITE FEATURES	17
4.0 STRUCTURAL SYSTEMS	18
5.0 ROOFING COMPONENTS	19
6.0 BUILDING EXTERIORS	20
7.0 BUILDING INTERIORS & FINISHES	22
8.0 MECHANICAL SYSTEMS	23
9.0 ELECTRICAL SYSTEMS	24
10.0 PLUMBING SYSTEMS	25
11.0 FIRE AND LIFE SAFETY SYSTEMS	26
12.0 CONVEYANCE SYSTEMS	27
13.0 ENVIRONMENTAL REVIEW	28
Appendices	
A Capital Expenditure Forecast	
B Photographs	

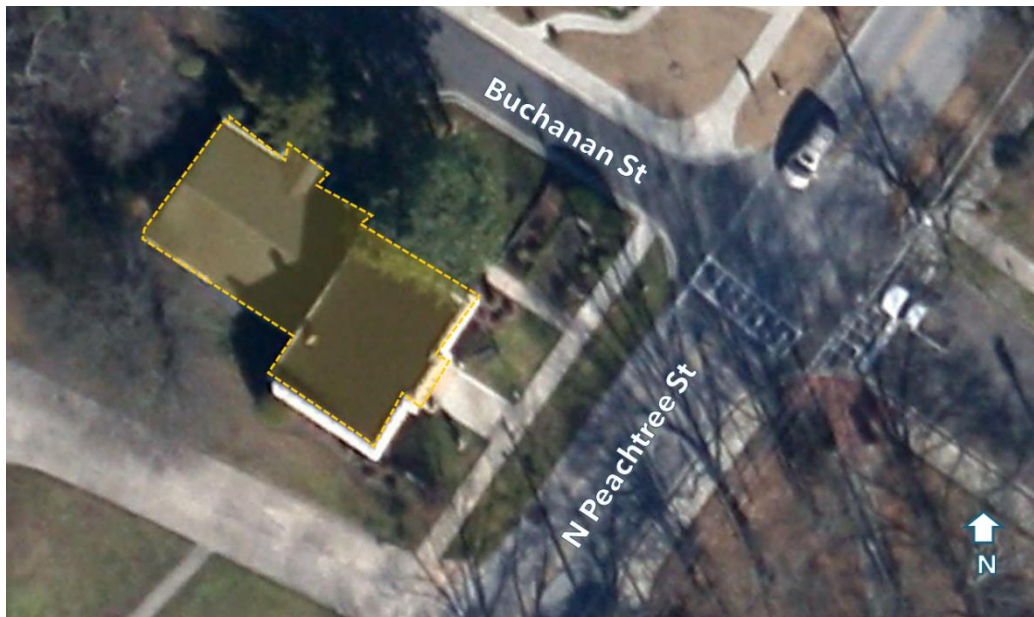
EXECUTIVE SUMMARY

Introduction

The Norcross Woman's Club is located at 65 North Peachtree Street in Norcross, Georgia. The Carnegie-style Greek revival building was originally constructed in 1921 as the first library to exist in Gwinnett County. An addition was constructed to the west elevation in the 1960's. The property is not currently listed on the National Register of Historic Places but could potentially be a suitable candidate. The property is now under the ownership of The Georgia Trust for Historic Preservation as of August 2024.

The table below provides an overview of the Property.

Facility Overview	
Property Name:	Norcross Woman's Club
Address:	65 N Peachtree St, Norcross, GA 30071
City, State, Zip Code:	Norcross, Georgia 30071
Primary Use:	Community Services / Non-profit
Age of Property:	1921/1960's addition
Years of Renovation:	1960 addition
Gross Square Footage	Building ~ 2,161 SF
Number of Buildings:	One
Number of Stories:	Two



Assessment

On September 26, 2024, Mr. Jonathan Bailey, LEED AP, EBCP, CCM, CEM and Ms. Elizabeth Hines visited the property to observe and document the condition of the building and site components.

The objectives of the assessment were to:

- Identify the condition of the property and the timing and cost of expenditures required over the next 10 years.
- Determine failure probability of the various systems and components.
- Determine criticality of system and component failure.

To meet the above objectives, we evaluated the current condition of the park, site systems and utilities, and projected future repair and replacement needs required over the next 10 years (study period) from both a timing and criticality (risk of failure) basis.

Financial Requirements

The following section provides a summary of capital expenditures for the site and building systems over the study period. All numbers are shown in the dollar values of the respective years, excluding compounded inflation, and associated soft costs, such as architectural design fees. Refer to the capital expenditure forecast in Appendix A for further details.

	Year	Expenditures*
1	2025	\$230,385
2	2026	\$0
3	2027	\$24,300
4	2028	\$5,000
5	2029	\$0
6	2030	\$0
7	2031	\$0
8	2032	\$0
9	2033	\$0
10	2034	\$0
	TOTAL	\$259,685

It should be noted that the above expenditures do not include costs associated with preventative maintenance or corrective maintenance that may arise.

Expenditures by Category

The table below provides a breakdown of expenditures by category. The expenditure categories are defined in Section 1 of this report.

Category	Expenditures
Deferred Maintenance	\$223,285
Scheduled Maintenance	\$7,100
Capital Renewal	\$29,300
Capital Improvement	\$0
Energy & Sustainability	\$0
TOTAL	\$259,685

Given the overall condition of the property, most of the expenditures are considered to be Deferred Maintenance. This can be attributed to the lack of capital renewal investments over the years but more so due to repairs that were not completed that have caused collateral damage to the interiors and overall building fabric.

Expenditures by Priority

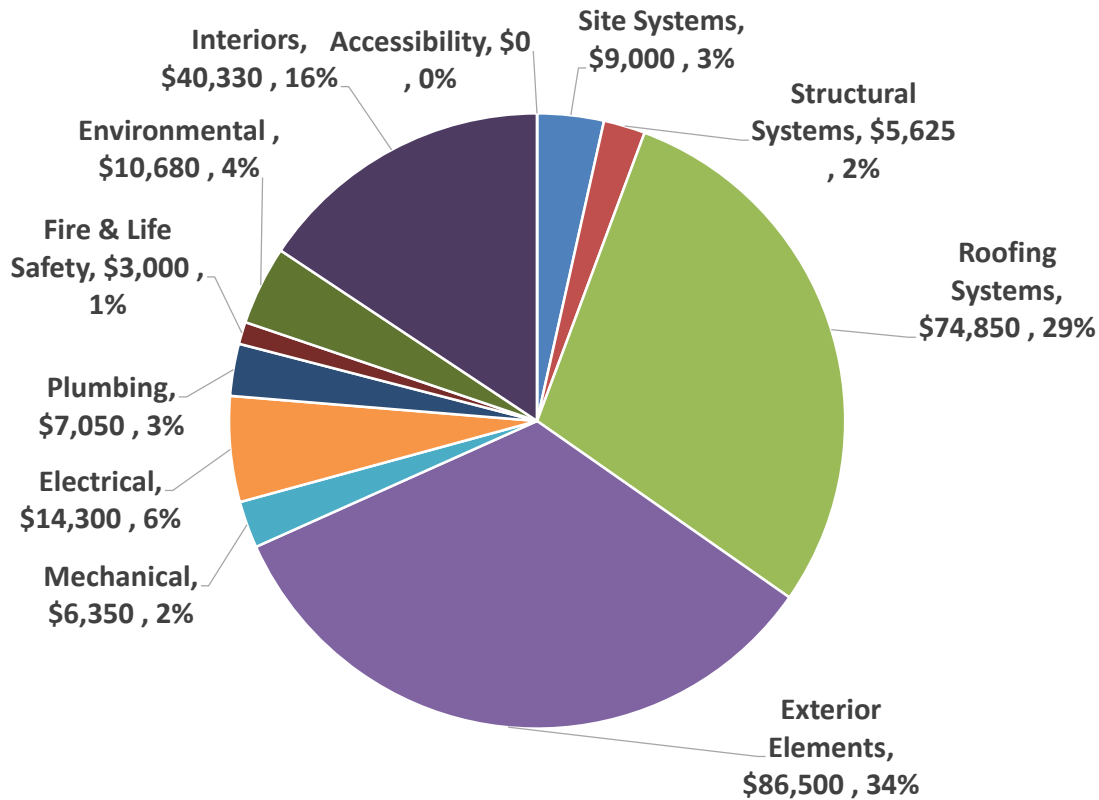
The table below provides a breakdown of expenditures by priority level. The priority levels are defined in Section 1 of this report.

Priority Level	Expenditures
Priority I - Currently Critical	\$7,680
Priority II - Potentially Critical	\$21,525
Priority III - Necessary / Not yet Critical	\$205,600
Priority IV - Recommended	\$0
Priority V - Appearance	\$24,880
Priority VI - Does Not Meet Codes / Standards	\$0
TOTAL	\$259,685

The priority level for each of the recommendations in the cost table has been developed based on the criteria defined in Section 1; however, most of the expenditures will overlap with or be addressed in conjunction with other recommendations within the cost table. The Priority I item is related to the remediation of the animal waste located above the ceiling of the 1960's addition.

Expenditures by System

The chart below shows a graphical breakdown of the expenditures by building system and as a percentage of the overall required expenditures.



From the graph above, expenditures related to restoration of the Exterior Elements account for 34% of the total expenditures recommended. This can be attributed to the condition of the exterior masonry joints, windows, the cornice, and the parapet caps. Roof Systems do show the second greatest need at 29% of the total expenditures recommended. It should be noted that the recommended costs only address the existing conditions and elements of the property and do not consider required improvements for alternative uses. This would include improvements such as making the property full handicap accessible, increased electrical capacity, providing heating and cooling throughout, etc that would likely be required to utilize the property for public events or services.

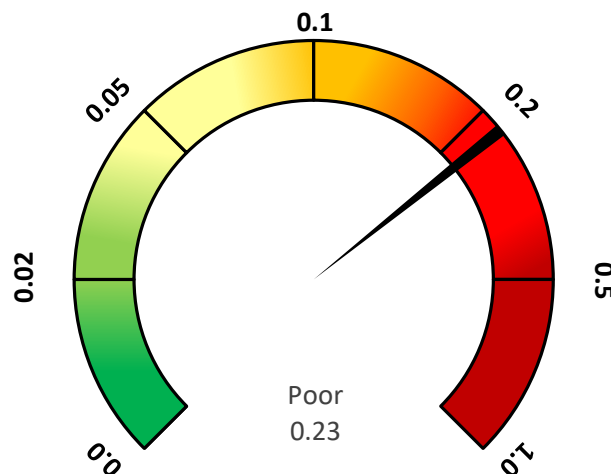
Facility Condition Index

The Facility Condition Index (FCI) provides a relative measure for comparing one building (or group of buildings) to another. This index is a calculation derived by dividing the total project cost for the first year of the study period by the total Current Replacement Value (CRV) of the building, which was calculated based on \$350 per square foot, which excludes land costs along with moveable furniture, fixtures, and equipment along with the property value. The replacement value considers the current property use and configuration.

FCI Range	Condition Description
0.00 - 0.02	Excellent Condition, typically new construction
0.02 - 0.05	Good Condition, renovations occur on schedule
0.05 - 0.1	Fair Condition, in need of normal renovation
0.1 - 0.2	Below Average Condition, major renovation required
0.2 - 0.5	Poor condition, total renovation needed
0.5 - 1.0	Complete facility renewal or consideration of replacement

Year 1 Expenditures	Current Replacement Value (CRV)	Facility Condition Index (FCI)
\$259,685	\$984,200	0.23

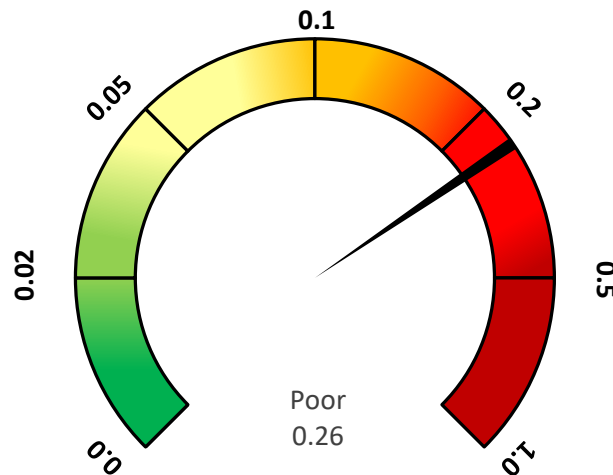
Facility Condition Index



In addition, the Facility Condition Needs Index (FCNI) is similar to the FCI but assists in comparing the expenditure needs of one building versus a group of buildings over a period of time. The FCNI also shows the cumulative effects if the deferred maintenance and capital renewal expenditures are not addressed in a timely manner. This index is a calculation, derived by dividing the total recommended expenditures over the entire 10-year study period by the total Current Replacement Value (CRV) of the building. The index is intended to show the current and future conditions of the building if no capital investment is made over the next 10 years. It should be noted that the FCNI does not account for increased costs due to ongoing deterioration resulting from expenditures not being addressed in a timely manner.

Accumulated Expenditures	Current Replacement Value (CRV)	Facility Condition Needs Index (FCNI)
\$259,685	\$984,200	0.26

Facility Condition Needs Index



The above information indicates that most of the expenditures for the property are required within the first year. However, if the recommended expenditures are not addressed within the first year, associated costs will likely escalate due to further deterioration and potential collateral damage. The FCNI also does not account for the functionality or suitability of the property in its current configuration and use.

1.0 SCOPE OF SERVICES & ASSESSMENT METHODOLOGY

The objective of this report is to produce a holistic facilities assessment and capital planning process that will result in a strong and well-developed plan to support strategic capital investment and to identify and reduce risk. In short, the objective is to assess the condition of all building and site systems and develop a prioritized forecast of anticipated capital expenditures over the 10-year study period between 2025 and 2034. This will inform the long-term investment plan for the building by developing an array of projects that can be inputted into a planning model from which sound management decisions can be made to best utilize funding resources. Specific objectives of this study are listed below:

- Identification and documentation of the present condition and risks of the building
- Recommendation of corrections for all deficiencies
- Provision of cost estimates for such corrections
- Forecasting of future facility renewal costs based on documented methodology of the building systems and components
- Developing a Facilities Condition Index (FCI) and Facility Condition Needs Index (FCNI) to illustrate the relative condition of the subject building

The primary purpose of the facilities condition assessment was to identify visually apparent deficiencies in the building systems and site. The evaluation included site visits to observe the building and site systems, interviewing building management and maintenance personnel, and reviewing available maintenance systems, design and construction documents, and plans.

We performed a visual non-destructive assessment of the interior, exterior and site components of each building, including the following major components and systems:

Accessibility. We completed a cursory review of the building for general conformance with applicable accessibility requirements and have reported our findings.

Site Systems. We visually observed the site systems for the removal of stormwater and evidence of poor drainage and/or erosion potential. We also reviewed (where applicable) the condition of pavements, site concrete, retaining walls, fencing, landscaping, playground equipment, athletic fields, basketball and tennis courts, aquatic centers and equipment, site grading, and stormwater drainage features.

Structural Systems. We observed the structures for visible signs of distress and have reported our findings.

Roof Systems. We visually evaluated the condition of accessible roof systems, accessories, and details. In addition, where applicable we discussed existing roof warranties.

Building Exterior Elements. We visually observed the exterior wall systems, windows, and door systems for visible evidence of deficiencies, continuity of seals, and other types of distress and have reported our findings. We reviewed available flashing and connection details for drainage design and observed the condition and placement of expansion joints. Our visual observations were based on those conditions that can be observed from ground level.

Interior Finishes. We visually observed the interior areas of each facility and reported on their general condition.

Mechanical/HVAC, Electrical, Plumbing (MEP) Systems. We observed the age and condition of the MEP and related building systems and have commented on their condition and visible deficiencies.

Fire and Life Safety. We observed the age and condition of the fire and life safety elements and have commented on their condition and any visible deficiencies. The elements surveyed included structural fire protection, means of egress, fire suppression systems, and fire detection and alarm systems.

Conveyance Systems. We visually evaluated the condition of the conveyance systems.

The recommendations provided in the report focus on the existing property, use, and configuration and generally excluded associated cost to improve the functionality or repurposing of the property, such as accessibility upgrades to accommodate public events or assemblies. As the future use of the property is unknown to us at the time of writing this report, we are unable to provide accurate recommendations and cost information on such plans.

The report does not include an evaluation of the National Register of Historic Places eligibility or significance, nor did the report evaluate the historic integrity of materials or features of the building.

Opinion of Cost

Opinions of cost presented within this report are based upon experience with past costs for similar projects, consulting with local specialty contractors, client provided information, city cost indexes, construction costs developed by construction resources such as RS Means and assumptions regarding future economic conditions. Actual cost estimates are determined by many factors, including but not limited to, choice and availability of materials, choice, and availability of qualified contractors, regional climate zone, quality of existing materials, site compatibility, and access to the subject property and buildings. If any cost items listed are considered critical in decision making regarding this property, we recommend that contractor or supplier quotations be obtained for those items before making final decisions about this property. Opinions of cost also typically exclude design fees, contractor markups, insurances, permits, and other associated soft costs.

Costs for work that we consider as normal maintenance for a commercial facility, including items which can be completed for less than \$2,000, work normally performed by the on-site maintenance staff, or work which is routinely contracted, may not be included in our cost evaluation but may be listed as maintenance/operational items.

Useful Life Development

A fundamental part of any capital planning process is the development of the Estimated Useful Life (EUL) and Remaining Useful Life (RUL) for each piece of equipment. EUL considers the life of a system or component of that system while RUL considers the remaining life of that system.

We developed our EUL and RUL based upon the determined condition, our professional experience, and the criticality of the system. Additional factors can also impact the RUL of a system, such as the level of maintenance that is carried out. The EUL is typically derived from industry standard publications, while the RUL is typically derived by location specific factors.

Expenditure Categories & Priorities

Axias has assigned a classification category for each recommendation regarding why the recommendation should be completed. We have classified each recommendation by one of the five classifications:

Category	Definition	Description
SM	Scheduled Maintenance	Scheduled maintenance is major maintenance that is typically required to maintain effective operation of an asset and/or prolong the lifecycle. This does not include items related to preventative maintenance activities and typically have a requirement total of over \$2,500.
CR	Capital Renewal	Capital Renewal projects correct unacceptable conditions caused by aged building components which will exceed their useful life cycle within the next ten years. These items generally function as originally intended. If execution of Capital Renewal projects is deferred for an inordinate amount of time, conditions may deteriorate, and the projects may be re-categorized as Deferred Maintenance.
DM	Deferred Maintenance	Deferred Maintenance is maintenance or repair that is past due. This work will return a component or system to an acceptable condition, prevent physical depreciation or loss in the value of a building, minimize or correct wear, and maintain the maximum reliability and current useful life of the facility or component.
ES	Energy & Sustainability	When the repair works, or replacement of equipment, or systems are recommended to improve energy and sustainability performance.
CI	Capital Improvement	When a recommendation to install or upgrade a system component improves or enhances the performance or functionality of the facility.

In addition to the classification category, we have assigned a priority rating for each recommendation to detail the timeframe of when the recommendation should be completed. We have prioritized each recommendation by one of the five classifications:

Priority	Definition	Description
I	Currently Critical	Conditions in this category require immediate action to either correct a cited safety hazard, stop accelerated deterioration, or return a facility/system to operation.
II	Potentially Critical	Conditions in this category, if not corrected expeditiously, will become critical within a year.
III	Necessary / Not yet Critical	Conditions in this category require appropriate attention to preclude predictable deterioration or potential downtime and the associated damage or higher costs if deferred further.
IV	Recommended	Conditions in this category include items that represent a sensible improvement to existing conditions. These are not required for the most basic function of the facility.
V	Appearance	Conditions in this category include finishes that have deteriorated and are required to maintain the required aesthetic standards.
VI	Does Not Meet Codes / Standards	Conditions in this category include items that do not conform to existing codes but are "grandfathered" in their condition. No action is required at this time, but should substantial work be undertaken in contiguous areas, certain existing conditions may require correction to comply with current code standards.

2.0 ACCESSIBILITY

During our site visit, a limited visual assessment for compliance with accessibility requirements was made. This report identifies physical barriers to accessibility that we observed. Our cursory review is not to be considered a full accessibility survey. A full accessibility compliance survey may reveal further aspects of the facility which are not accessible.

The ADA is a civil rights legislation enacted by the United States Congress on July 26, 1990. The ADA is not a building code. The United States Department of Justice published revised regulations for the 1990 ADA on September 15, 2010. The regulations adopted revised accessibility standards called the 2010 ADA Standards for Accessible Design that replaced the 1991 Americans with Disabilities Act Accessibility Guidelines (ADAAG).

Applicability

Determination of which standard (1991 ADAAG or 2010 ADA Standard) is applicable to this facility and the "maximum extent feasible" is beyond Axias' scope of work. We recommend consultation with legal counsel and, if determined necessary, the development and implementation of a plan for physical barrier removal that satisfies the requirements of the ADA.

The ADA in its purest form relates only to facilities occupied or significantly altered after March 13, 1991. As this building was constructed before the implementation of the ADA guidelines, the facility is not required to comply with the guidelines; however, it is recommended to remove any existing barriers where feasibly possible and in a manner that will not affect the historical architectural character of the property.

Description

The table below provides a summary of the cursory accessibility review at the building:

ADA ACCESSIBILITY					
	Item	Yes	No	N/A	Comments
A. Building History					
1	Has an ADA survey previously been completed for this property?		x		
2	Have any ADA improvements been made to this property since original construction?		x		
3	Was the first occupancy at the subject property achieved after March 13, 1991?		x		
4	Has building ownership or building management reported receiving any ADA related complaints or litigation that have not been resolved?			✓	Axias is unaware of any past or present complaints or litigation concerning ADA compliance at the property.

B. Parking					
1	Do designated accessible parking spaces appear to be provided in sufficient number at appropriate locations?		x		Only street parking is provided on Buchanan St.
2	Do appropriate transitions from paved areas to sidewalks appear to be provided?		x		
3	Do walkway slopes/cross slopes appear to be adequate and not excessive?		x		The slope on the north sidewalk exceeds allowable limits.
4	Do walkways appear to be the correct width, and clear of obstructions, including overhanging limbs or vehicles that encroach?		x		Tree limbs to overhang the sidewalks on the north side.
5	Do ramps appear to have appropriate handrails and edge protection?			✓	No ramps are provided.
6	Do building entry point/access doors appear to be provided along an apparent accessible route?		x		North entrance is accessible, east entrance is provided w/ steps.
7	Do the main entrances appear to be barrier free and readily accessible (that is, no steps, obstacles, or revolving doors)?		x		
C. Exterior Accessible Route					
1	Is an accessible route present from public transportation stops and municipal sidewalks on the property?	✓			The building is located along City sidewalks.
2	Are curb cut ramps present at transitions through curbs on an accessible route?	✓			
3	Do the curb cut ramps appear to have the proper slope for all components?	✓			
4	Do ramps on an accessible route appear to have a compliant slope?			✓	
5	Do ramps on an accessible route appear to have a compliant length and width?			✓	
6	Do ramps on an accessible route appear to have compliant end and intermediate landings?			✓	
7	Do ramps on an accessible route appear to have compliant handrails?			✓	
D. Building Entrances					
1	Do a sufficient number of accessible entrances appear to be provided?		x		Only bottom level / North side is ADA accessible.
2	If the main entrance is not accessible, is an alternate accessible entrance provided?		x		ADA access to the first floor is not provided from the lower level.
3	Is signage provided indicating the location of alternate accessible entrances?		x		
4	Do doors at accessible entrances appear to have compliant clear floor area on each side?	✓			

5	Do doors at accessible entrances appear to have compliant hardware?		x		
6	Do doors at accessible entrances appear to have a compliant clear opening width?	✓			
7	Do pairs of accessible entrance doors in series appear to have the minimum clear space between them?			✓	
8	Do thresholds at accessible entrances appear to have a compliant height?	✓			
E. Interior Accessible Routes & Amenities					
1	Does an accessible route appear to connect with all public areas inside the building?		x		<i>Accessible route between floors is not provided.</i>
2	Do accessible routes appear free of obstructions and/or protruding objects?			✓	
3	Do ramps on accessible routes appear to have a compliant slope?			✓	
4	Do ramps on accessible routes appear to have a compliant length and width?			✓	
5	Do ramps on accessible routes appear to have compliant end and intermediate landings?			✓	
6	Do ramps on accessible routes appear to have compliant handrails?			✓	
7	Are adjoining public areas and areas of egress identified with accessible signage?			✓	
8	Do public transaction areas have an accessible, lowered counter section?			✓	
F. Interior Doors					
1	Do doors at interior accessible routes appear to have compliant clear floor area on each side?		x		
2	Do doors at interior accessible routes appear to have compliant hardware?		x		
3	Do doors at interior accessible routes appear to have compliant opening force?	✓			
4	Do doors at interior accessible routes appear to have a compliant clear opening width?		x		<i>Restroom door at addition is not accessible.</i>
G. Elevators					
1	Are hallway call buttons configured with the "UP" button above the "DOWN" button?			✓	
2	Is accessible floor identification signage present on the hoist way sidewalls?			✓	
3	Do the elevators have audible and visual arrival indicators at the entrances?			✓	
4	Do the elevator hoist way and car interior appear to have a minimum compliant clear floor area?			✓	

5	Do the elevator car doors have automatic re-opening devices to prevent closure on obstructions?			✓	
6	Do elevator car control buttons appear to be mounted at a compliant height?			✓	
7	Are tactile and Braille characters mounted to the left of each elevator car control button?			✓	
8	Are audible and visual floor position indicators provided in the elevator car?			✓	
9	Is the emergency call system at the base of the control panel and does not require voice communication?			✓	
H. Toilet Rooms					
1	Do publicly accessible toilet rooms appear to have a minimum compliant floor area?		x		Neither restroom is ADA accessible.
2	Does the lavatory appear to be mounted at a compliant height and with compliant knee area?		x		
3	Does the lavatory faucet have compliant handles?		x		
4	Is the plumbing piping under lavatories configured to protect against contact?		x		
5	Are grab bars provided at compliant locations around the toilet?		x		
6	Do toilet stall doors appear to provide the minimum compliant clear width?		x		
7	Do toilet stalls appear to provide the minimum compliant clear floor area?		x		
8	Do urinals appear to be mounted at a compliant height and with compliant approach width?		x		
9	Do accessories and mirrors appear to be mounted at a compliant height?		x		

Condition & Recommendations

The property was noted to not be compliant with the ADA guidelines given the fact that it was built before 1991. Significant alterations would need to be completed to make the property fully accessible. Any future plans for the property should consider the future intended use as well as the requirements to remove existing barriers.

The building has street parking along City sidewalks at the north entrance into the addition, but these parking spaces are not accessible given the slope of the street and sidewalks. The main entrance to the original structure is not accessible due to the front steps, and an accessible route to the 1960's addition entrance is not provided from the main entrance due to the topography of the site. Once within the 1960's addition, circulation throughout the building is limited to that level due to no conveyance systems or wheelchair lift being provided. These conditions do present significant barriers that will need to be considered once the future use of the building is determined.

The restroom in the addition is located off the main meeting area in a small room shared with the air handling unit. The other restroom is located off the kitchen and is accessed via stairs due to the toilet being on a raised platform. Given that the building was constructed prior to the implementation of the ADA, we have excluded upgrades required to make the restrooms compliant. Additional planning would need to go into constructing an accessible restroom given the current building layout.

3.0 SITE FEATURES

Description

The structure is located on a 0.19 acre of land located at the corner of Buchanan Street and North Peachtree Street, that slopes moderately from the south to north. Cast-in-place concrete sidewalks are along the street facing sides of the property. The main entrance to the original structure is located off North Peachtree Street and accessed via a cast-in-place concrete sidewalk and concrete steps with painted tubular steel railings. An additional concrete sidewalk that parallels Buchannon Street leads down to the entrance of the 1960's addition. Additional cast-in-place concrete steps with painted steel railings are provided along the route due to the topography of the property.

The structure occupies most of the site with the remainder provided with various landscaping elements, manicured lawns, and wooded areas. Mature trees are provided throughout the property. Portions of the property are overgrown with ivy, primarily at the rear of the 1960's addition, or have areas of organic growth, such as moss.

A memorial garden/sitting area is located at the northeast corner of the property that includes bench seating and a garden arch trellis. Railroad tie retaining walls are provided at two sides of the garden area.

Site lighting at the property is limited to City street lighting and limited exterior lighting at the main entry alcove.

A historical marker and flagpole are located at the front of the property off the main sidewalk.

Condition & Recommendations

The site elements appeared to be in fair to good condition. The sidewalks appeared to be in fair to good condition with select sidewalk panels noted to have settled or heaved creating a trip hazard. It is recommended to replace these sidewalk sections in the near-term.

The steps on the north side of the property along Buchannon Street have settled and been displaced by tree roots. The damage appeared to be significant, and the steps should be replaced in the near-term. Due to the tree routes, it may not be possible to place the steps in the same location without removing the roots. A certified arborist should be consulted to determine if removing any of the roots would impact the health of the respective tree before completing any work.

The landscaped areas appeared to be in fair condition. The areas at the back of the property should be maintained including the removal of ivy and fallen leaves. We did note water ingress into the addition where the restroom is located which is likely due to the grade level and leaves being above the height of the floor slab allowing water to ingress into the building.

A tree located toward the northwest corner of the property appears to have either partially fallen previously or has grown at an approximate 45° angle which could potentially make it a risk for falling. It is recommended to have the tree inspected and removed if a potential hazard. The remaining trees should be trimmed to remove overhanging branches.

4.0 STRUCTURAL SYSTEMS

Description

The original structure, built circa 1921, is likely built on concrete strip foundations supporting the stone masonry foundation walls. The superstructure typically consists of perimeter multiple wythe brick masonry walls with intermediate structural brick piers, supporting a wood framed trussed roof. This roof structure is understood to be comprised of the original roof trusses and decking.

The 1960's addition is also likely built on concrete strip foundations with load bearing perimeter concrete masonry unit walls covered with a brick veneer. The load bearing perimeter walls support site-built wood trusses.

The lower level of the original structure and the addition are provided with a cast-in-place concrete slab-on-grade. The main level of the original structure is constructed of wood framing with intermediate wood columns which are supported by isolated concrete piers. Approximately 50% of the area below the main level is open crawl space, which is provided with a vapor barrier.

Condition & Recommendations

Overall, the structural systems appeared to be in fair to good condition with no significant structural deterioration noted. As noted within the Site Systems Section of this report, water ingress was noted on the south/rear elevation of the 1960's addition at the restroom. This is likely due to the grade in that area allowing water to enter the building. This area should be regraded, and a proper foundation drain installed to remove water away from the building foundation. It is also recommended to reapply the waterproofing membrane at areas where the site cannot be regraded properly.

Areas within the crawlspace appeared to be in good condition with no evidence of water infiltration noted at the time of our assessment. The foundation walls also appeared to be in good condition with no instance of cracking or settling noted at observable areas.

We did note some potential movement where the 1960's addition meets the original structure, as it appeared that some materials have pulled away from the original structure creating a wider gap between the two structures. The construction detail at these locations did not appear to allow for movement from the beginning and it appears that over time, some movement has occurred. It should be noted that there were no instances of stair-step or shear cracking within the interior or exterior masonry of the addition, only what appears to be the widening of the construction joint between the two structures. It is recommended to complete crack monitoring of these locations to determine if the movement is ongoing or just a product of minor settlement. Once further investigation is completed, it is recommended to seal these construction joints with a sealant appropriate for the application.

The roof structure of the 1960's addition was accessed. The roof trusses appeared to be in good condition; however, we did note localized damage to the roof decking, which will need to be replaced in conjunction with the asphalt shingle roof.

A Roof Structure Conditions Report issued by Barker, Cunningham, Barington, PC and dated October 5, 2017, was reviewed. The assessment did include some destructive investigation to observe the underside of the roof deck at the original structure. The access point for the assessment remains open; however, access was not available at the time of our assessment. Based on the noted conditions of the report and observed conditions of the interior ceiling finishes in the area, the roof deck will likely be in fair to good condition. Some isolated roof decking may require replacement during the roof replacement project and such costs have been included within the roof replacement cost recommendation.

5.0 ROOFING COMPONENTS

Roofing Systems

Description

The main roof of the original structure consists of modified bitumen rolled roof membrane. The buildup/detail of the complete roof system is unknown. The roof is enclosed on three sides with parapets which are extensions of the exterior façade. Parapets are flashed utilizing a similar material to the main roof, which appears to be lapped over the wall and capped with limestone and then wrapped with unfinished metal.

The roof slopes from the east to west to convey stormwater to the box gutters installed along the western edge of the roof with a single downspout provided at the southwest corner. Select sections of the gutter appear to have gutter guards.

The addition consists of a sloped asphalt shingle roof. The addition section of the building has open top aluminum gutters at the eaves of the building. Counter flashing at the extension's back brick façade of the original structure appends the transition from the original to the addition.

Condition & Recommendations

The main roof appeared to be in poor condition with wrinkling of the membrane and bridging of the parapet flashings. The roof appeared to have been repaired multiple times with the seams, laps, and joints of the metal cap sealed with an asphaltic based roofing cement. Indications of current or historical roof leaks were not evident within the interior of the building, except for any area of destructive exploration created during the Roof Structures Condition Assessment as previously noted. Based on the noted conditions of the roof membrane, it is recommended to remove the existing roofing system down to the deck, repair any damaged roof deck and install a new roof system with a TPO roof membrane. Parapet flashings should also be replaced in conjunction with the roof and the repairs to the parapet caps discussed in the Exteriors Section of this report. It is recommended to complete materials testing to determine if any asbestos or polychlorinated biphenyls (PCBs) containing materials are present.

The roof at the addition was in poor condition. The soffit had severe deterioration and damage on the south side of the building, along with some minor deterioration on the north. Potential roof deck damage was also noted when observing the underside of the roof deck. Based on the condition of the roof and deck, it is recommended to replace the asphalt shingle roof in the near-term.

The gutters and downspouts appeared to be in poor condition. We did note instances of damaged gutters as well as downspouts which drained to grade adjacent to foundations. Based on the condition of the gutters and downspouts, it is recommended to replace them in conjunction with the roof replacements. The downspouts should be tied into a drainage system in order to ensure stormwater is directed away from the structure.

6.0 BUILDING EXTERIORS

Description

The exteriors consist of traditional red iron-oxide bricks laid in a running bond pattern, with untinted mortar. The original portion of the structure features embellishments in the form of corbelled brick ledges and painted wood cornices at the front-facing elevations. Rough-cut granite stone foundation walls are exposed along the bottom edge of the same elevations. The stones are natural-faced granite with untinted concave mortar infill. Brick pillars detail each of the corners of the building exterior. Stone lintels and sills are utilized at window openings, while the main entryway and doorway also feature a stone lintel at each. The top of the masonry wall is topped with a limestone cap which is wrapped with metal.

Architectural detailing in the form of masonry lettering adorns the front entryway along with two rounded American Colonial (Tuscan) columns, a set of concrete steps, and metal handrails.

The 1960's portion of the building features unembellished brick walls with soldier bricks along the top edge, and pitched row-lock brick sills at windows. Painted wood facias, soffits, and bargeboards delineate the perimeter at roof overhangs.

Windows at the building consist of single-hung wood-framed multi-lite windows painted to match trim detailing. At the original portion of the building, sills are profiled frames and at the 1960's portion, sills are pitched wood surfaces. Glazing at each window is single pane and untinted. The main entrance at North Peachtree Street features a solid wood door package with multi-lite glazing set between two side-lites of matching design. A wood screen-door is installed outside the main door. At the rear entry, off Buchanan Street, is a set of painted solid wood paneled doors with partial multi-lite glazing, set in a metal frame.

There were no notable control joints at the exterior, and construction joints abutting masonry typically consisted of simple mortar. Fenestration openings along the exteriors utilized wood frames, masonry, and fitment for sealing out moisture. Weepholes at masonry walls were not observed.

Condition & Recommendations

The exterior elements at the original structure appeared to be in fair condition. Areas of deteriorated mortar joints were noted, primarily at the tops of the walls above the ledge that runs along the upper portion of the exterior walls. Organic growth was also noted at the northwest corner of the original structure, likely due to the area not receiving sufficient sunlight. Only a few spalled bricks were noted. Based on the condition of the exterior masonry elements, it is recommended to budget for a masonry restoration project. This should include removal of deteriorated mortar joints and placement of new mortar joints. The restoration work should be completed in a manner that does not impact the historical character of the property.

The limestone cap provided at the tops of the masonry walls appeared to be in poor to fair condition. The limestone has been wrapped with metal likely due to deteriorated mortar joints and potential water ingress. The metal capping is now in poor condition and should be removed and the limestone repaired. Although not completely visible, the limestone caps did appear to be intake with only deteriorated mortar joints. It is recommended to remove the caps and provide a proper flashing detail, and then re-install the limestone.

The cornice at the front elevations appeared to be in poor condition with sections of damaged wood noted. In addition, the top of the cornice was capped with painted metal, which appeared to be rusting in some areas. There also appears to be no flashing detail tying the cornice into the façade. It is

recommended to budget for restoring the wood cornice detail which should include replacement of damaged wood, replacement of the metal cap, and providing a flashing or type of detail to ensure water is directed away from the façade.

The exterior windows appeared to be in fair condition with instances of damaged wood at sashes and frames. We also noted that the original windows no longer appeared operable as most of the window sash cords were no longer fixed. Given the age and condition of the windows, it is recommended to budget for their replacement. It is recommended to replace the windows with a similar style window to not detract from the historical character of the property should it ever get placed on the National Register of Historic Places. Should budgets not be able to support replacement of all windows, select windows could be refurbished in lieu of complete replacement. Any such work should include testing of the exterior paint to confirm the presence of lead as well as consulting with a historic preservationist to determine an appropriate window replacement.

The exterior doors appeared to be in fair to good condition. The doors were operable at the time of our site assessment and should remain serviceable throughout the term with periodic repairs and repainting.

7.0 BUILDING INTERIORS & FINISHES

Description

The original library area on the main level consists of stained red oak hardwood flooring, painted plaster walls, and painted plaster ceiling with wood purlins spaced throughout. Stained wood trim is provided around the windows along with stained crown molding. A built-in wooden bookcase lines the perimeter of the interior walls.

Interior finishes at the 1960's addition consist of low pile roll carpeting, painted concrete masonry unit and granite walls, and a suspended acoustical tile ceiling. Doors consist of painted wood set in wood frames with knob hardware.

There are two restrooms – one that is accessed via the kitchen and the other one in the addition portion. Restroom finishes include a combination of beadboard ceiling, beadboard wall panels and wallpaper finishes, and carpeted flooring. Both restrooms are provided with a porcelain toilet; however, only the kitchen restroom provides a porcelain sink.

The kitchen area finishes consist of linoleum flooring, painted plaster, granite walls, and a beadboard ceiling. The kitchen is provided with cabinetry and a laminated countertop. Appliances are limited to a dishwasher.

A painted wooden staircase located in the kitchen provides access between the first floor and second, which is accessible via the main entrance from the exterior.

Condition & Recommendations

Interior finishes within the addition area were in poor to fair condition with signs of distress, peeling paint and/or deterioration. Animal waste was noted on top of the ceiling tiles throughout the entire space. We have included an allowance to remediate the animal waste, which will likely have to include the complete demolition of the suspended ceiling. Once this is completed, a new suspended ceiling will need to be installed. We also noted that the carpet in the addition was saturated due to the noted exterior issues. Once the remediation is complete, the carpeting should also be replaced.

The condition of the restrooms was fair condition but dated. It is recommended to renew the finishes in the restrooms. Upgrades for ADA compliance have been excluded as to make the restrooms compliant, a significant reconfiguration would be required.

Finishes in the kitchen were fair but dated; however, the linoleum flooring was peeling and will need to be replaced within the study period.

The finishes within the main library area were in fair condition, with some peeling paint noted at the walls. There still exists a hole in the ceiling where a roof inspection was completed in 2017 assessing the leaks. The ceiling was also noted to be sagging in some locations. It is recommended to repair the damaged plaster ceiling and correct any sagging areas. The associated costs to repair the ceiling may vary based on the extent of the repairs once the work begins. Once complete, the ceiling and remaining areas should be repainted.

8.0 MECHANICAL SYSTEMS

Description

Conditioned air for the 1960's addition is provided by one split system air conditioning unit. The split system consists of a grade mounted condensing unit along with an interior natural gas fired furnace and evaporative coil. The natural gas furnace was manufactured in 2008 by International Comfort Products with a rated capacity of 40,000-btuh, while the condensing unit was manufactured by ComfortMaker in 2008 with a rated capacity of 2-tons. Conditioned air is typically distributed through metal ductwork. The split system is controlled via a wall mounted programmable thermostat.

A ceiling mounted ventilation fan is provided at the activity/meeting room area of the 1960's addition and is controlled by a local switch. It is anticipated that this was installed at the time of construction and the split system unit was installed at a later date.

The original structure is not provided with a means of mechanical air conditioning. Ventilation and circulation of air is provided by any remaining operable windows and a ceiling fan. The original library space is provided with a chimney and was likely heated with a wood or coal burning stove.

Condition & Recommendations

The split system unit appeared to be in fair condition. The unit was operational in both heating and cooling modes at the time of our site visit. These types of systems typically have a 20-year service life and should be budgeted for replacement in the near-term.

Once the renovation/remediation of the 1960's addition is completed, it is recommended to clean the interior ductwork to remove any buildup of debris or contaminants.

The ventilation fan was operational at the time of our site visit. With the installation of the split system, the fan can be removed if desired.

Installation of a heating and cooling system within the original structure has not been considered by this report due to the various system types and configurations. If windows are repaired, this could provide additional natural ventilation within the space for future events. However, should a heating and cooling system be required based on the future use of the property, the system should be installed in a manner that does not detract from the architectural character and features of the interiors.

9.0 ELECTRICAL SYSTEMS

Description

Electrical service is provided via an overhead 120/208-volt single-phase supply to an electrical service mast and meter on the north elevation. The meter feeds a 100-amp main breaker panel manufactured by SquareD located within the small restroom in the 1960's addition. Main conductors serving the panel are aluminum, while copper conductors appear to be utilized for all branch wiring.

Lighting throughout the building varied based on the area of use. Lighting fixtures typically consist of T-12 & T-8 fluorescent light fixtures, surface mounted fluorescent lights, ceiling fans with light kits, and basic single lamp fluorescent lights. Lighting is typically controlled via local switch or pull string.

Telecommunication, data, intrusion detection, or cable services were not noted at the property.

Condition & Recommendations

The electrical service appeared to be in fair condition. Thermographic scans of the panel did indicate potential loose connections and select breakers which should be tightened. Some cloth insulated wiring was noted above the ceiling in the 1960's addition leading to the original structure. We were unable to determine if it was still in use and what it served as the panel directory was not accurate. It is recommended to trace the circuit down and replace the cloth insulated conductors in the near-term.

The main breaker panel appears to date to the time of the 1960's addition, with various breakers having been replaced since the installation. Based on the age of the panel, it is recommended to budget for the replacement of the panel in the mid-term or in conjunction with any future major renovation.

It should be noted that if additional electrical loads are required for future use, the electrical service would likely need to be upgraded. This analysis has been excluded due to the unknown future use and future electrical load profile.

Lighting throughout the building was functional but appeared dated. It is recommended to replace the fluorescent fixtures throughout during the interior renovations.

10.0 PLUMBING SYSTEMS

Description

Domestic water service appears to enter the building on the north elevation, off Buchanan Street. The domestic water piping observed within the crawlspace is a combination of copper and galvanized piping. Domestic hot water is provided by an electric storage tank water heater.

Plumbing fixtures throughout the building typically consist of floor mounted water closets and lavatories are typically wall mounted. A lavatory is not provided in the 1960's additional restroom and was likely removed for the installation of the air handling unit.

Sanitary waste systems observed consists of cast iron piping and PVC. The restroom off of the kitchen area is on a raised platform. The adjacent lavatory, kitchen sink, and dishwasher all appear to drain to a sump pump located in the crawlspace; however, the toilet is believed to tie into a separate sanitary sewer main as a cast iron drain line with PVC repairs was noted running beneath the sump pump.

Condition & Recommendations

The main domestic water service and distribution were in fair condition. It is recommended to replace all remaining galvanized piping throughout the building.

The water heater is located in a corner of the kitchen cabinets and is only accessible by removing the dishwasher, so access to the water heater was restricted. Based on the anticipated age of the water heater, it is recommended to budget for its replacement in the near-term.

The observable sanitary piping appeared to be in fair condition. We did note that the discharge piping does slope back toward the pump instead of away. The pump is provided with a check valve, but it is recommended to adjust the slope of the pipe so that it slopes away from the pump. The toilet in the restroom off the kitchen was noted to have a sign indicating not to use the toilet. Given that we were unable to identify where the main sanitary line exits the building and its unknown condition, it is recommended to budget for further investigation of the internal piping and investigate why the toilet should not be utilized.

Should the property ever undergo an extensive renovation, relocation and configuration of the restrooms should be considered. In addition, a new sanitary sewer main should be provided.

11.0 FIRE AND LIFE SAFETY SYSTEMS

Description

The fire and life safety systems at the property are limited and typically only include battery-operated smoke detectors. The property is not provided with a fire sprinkler system or a monitored fire detection and notification system.

There are only two means of egress from the building as detailed throughout this report. Vertical circulation from the main level to the lower level is provided by wood steps with wood handrails. Emergency exit signage and/or lighting is not provided. A posted Certificate of Occupancy notes an approved occupant load of 70.

Condition & Recommendations

The means of egress appeared to be compliant with the codes enforced at the time of construction. Future renovations or changes of use type will likely need a detailed life safety code assessment as part of the design effort. This should evaluate any potential code improvements that would be required as part of any future renovation.

The handrails on the steps do not meet current codes but are considered to be grandfathered based on the date of construction. Should the building ever undergo an extensive renovation, the handrails will likely be required to be modified to comply with current codes.

Battery operated smoke detectors should be replaced as the date of installation is unknown. In addition, a carbon monoxide detector should also be installed near the natural gas furnace. Emergency exit lights and signage should be installed where required.

12.0 CONVEYANCE SYSTEMS

Description

There are no conveyance systems at the property.

Condition & Recommendations

Depending on the future use of the property, an accessible lift may be required to make the property fully accessible; however, given that the future use and configuration of the property is not known at this time, the installation of a lift has been excluded from this report.

13.0 ENVIRONMENTAL REVIEW

Description

As part of our assessment, we completed a visual review of the property for potential hazardous materials, such as lead-based paint and asbestos containing materials, and conditions that would impact the indoor air quality. It is recommended to complete a more detailed assessment and include material testing prior to the commencement of any work at the property.

Based on our visual assessment, there are several potential asbestos containing materials present at the site and include the exterior sealants, roofing materials, and the ceiling tiles in the 1960's addition. Lead-based paint potentially could be present in the exterior and interior paint. At the time of our site assessment, there was minimal peeling or flaking paint noted.

Condition & Recommendations

Indoor air quality testing to determine the presence of any suspect microbial growth was not completed as part of our assessment scope. We did note evidence of animal activity in the ceiling plenum of the addition, as animal waste was noted on top of the ceiling tiles. This does present an indoor air quality risk and should be remediated immediately.

Appendix A

Capital Expenditure Forecast



Building: **Norcross Woman's Club**
GSF: 2812
Age: 1921
Address: 65 N Peachtree St
Norcross, GA 30071

Item No.	Recommendation	Priority Category	Deficiency Category	Impact of Failure	Condition	Probability of Failure	Frequency of Failure	Risk Score	Risk Category	Estimated Useful Life	Remaining Useful Life	Quantity	Unit of Measure	Unit Cost	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Required
														Year	1	2	3	4	5	6	7	8	9	10	
Accessibility																									
1	The property does not comply with ADA guidelines given the original construction date and is currently considered grandfathered. Multiple barriers will need to be removed should the property ever be opened up to the public. This would include the installation of a ramp to the front entrance, accessible restrooms, a lift or accessible route to the lower level, and modification to parking. As the intended future use of the property is unknown, we have excluded such cost recommendations until a defined property use is provided.																								\$0
Site Systems																									
1	Replace settled concrete sidewalk and steps	III	DM	3	3	3	3	12	High		1	1	ALLOW	\$4,000	\$4,000										\$4,000
2	Replace railroad tie retaining wall	III	SM	5	4	4	4	17	Low		1	80	SF	\$25	\$2,000										\$2,000
3	Have arborists inspect the trees on site and trim/remove trees where necessary.	III	DM	4	3	4	4	15	Medium		1	1	ALLOW	\$3,000	\$3,000										\$3,000
Structural Systems																									
1	Provide/repair foundation drain at building addition and replace waterproofing at below grade walls .	II	DM	3	3	4	3	13	High	20	1	85	LF	\$25.00	\$2,125										\$2,125
2	Complete destructive investigation and repairs to examine condition of wood framing at southwest elevation of addition where water ingress noted. Actual costs could vary based on findings.	II	DM	3	3	4	4	14	Medium	20	1	1	ALLOW	\$3,500	\$3,500										\$3,500
3	Complete crack monitoring at construction joint and repair/seal joints.	III	DM	4	3	4	4	15	Medium	20	1	1	ALLOW	\$2,000	\$2,000										\$2,000
Roofing Systems																									
1	Replace the asphalt shingle roof. Include allowance for deck replacement.	II	DM	3	3	3	3	12	High	20	1	1,200	SF	\$8.00	\$9,600										\$9,600
2	Replace low-sloped roof. Includes allowance for potential environmental abatement, structural repairs, base flashings, and deck replacement.	III	DM	3	3	4	4	14	Medium	20	1	970	SF	\$60.00	\$58,200										\$58,200
3	Repair damaged soffit and repaint.	II	DM	3	3	3	3	12	High	15	1	110	SF	\$30.00	\$3,300										\$3,300
4	Replace gutters and downspouts. Include gutter guards and modifying downspouts to discharge away from building.	III	DM	3	3	4	4	14	Medium	20	1	150	LF	\$25.00	\$3,750										\$3,750

Attachment: Norcross Woman's Club - FCA Report - 101424 (25-7361 : Way-Ahead for Historic Library/Women's Club)



Building: Norcross Woman's Club
GSF: 2812
Age: 1921
Address: 65 N Peachtree St
Norcross, GA 30071

Item No.	Recommendation	Priority Category	Deficiency Category	Impact of Failure	Condition	Probability of Failure	Frequency of Failure	Risk Score	Risk Category	Estimated Useful Life	Remaining Useful Life	Quantity	Unit of Measure	Unit Cost	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Required
														Year	1	2	3	4	5	6	7	8	9	10	
Exterior Elements																									
1	Complete masonry restoration of brick exteriors and chimney. Includes limestone wall cap repairs/restoration. Actually cost may vary based on further analysis of the mortar integrity.	III	DM	3	3	4	4	14	Medium	25	1	350	SF	\$120	\$42,000										\$42,000
2	Repair and repaint wood cornice.	III	DM	3	3	4	4	14	Medium	25	1	90	LF	\$150	\$13,500										\$13,500
3	Replace windows (large windows 7' x 3').	III	DM	3	3	3	4	13	High	25	1	4	EA	\$2,500	\$10,000										\$10,000
4	Replace windows (smaller at addition 5' x 3').	III	DM	3	3	3	4	13	High	25	1	14	EA	\$1,500	\$21,000										\$21,000
Interiors																									
1	Renovate both bathrooms (excludes ADA modifications).	V	CR	4	4	4	4	16	Medium	15	3	2	EA	\$4,500			\$9,000								\$9,000
2	Repair ceiling in library area and repaint entire space. Cost increased due to additional ceiling repairs at sagging areas. Actually cost may vary based on extent of repairs.	III	DM	4	4	4	4	16	Medium		1	900	SF	\$10.00	\$9,000										\$9,000
3	Refinish hardwood floor (Preservation Measure).	III	SM	4	4	4	5	17	Low	8	1	900	SF	\$4.00	\$3,600										\$3,600
4	Replace carpet in 1960's addition.	III	DM	4	3	4	4	15	Medium	10	1	95	SY	\$30	\$2,850										\$2,850
5	Allowance to renew interior finishes in the kitchen area, including cabinetry.	V	CR	4	3	4	5	16	Medium	20	3	300	SF	\$30			\$9,000								\$9,000
6	Install new suspended ceiling system in 1960's addition after demo/remediation.	V	DM	3	4	4	4	15	Medium	20	1	860	SF	\$8	\$6,880										\$6,880
Mechanical																									
1	Replace split-system which was manufactured by Comfort Maker in 2008/ 2019 (double check model).	III	CR	3	4	5	5	17	Low	15	3	1	EA	\$5,500			\$5,500								\$5,500
2	Clean ductwork.	III	DM	3	3	3	3	12	High	10	1	1	ALLOW	\$850	\$850										\$850
Electrical																									
1	Replace 100 amp electrical panel manufactured by SquareD, including main incoming feeder.	III	CR	3	4	4	4	15	Medium	40	4	100	AMP	\$50				\$5,000							\$5,000
2	Replace cloth insulated wiring.	III	DM	3	3	3	3	12	High	40	1	100	LF	\$12.00	\$1,200										\$1,200
3	Replace light fixtures throughout.	III	DM	3	4	4	4	15	Medium	25	1	18	EA	\$450	\$8,100										\$8,100



Building: **Norcross Woman's Club**
GSF: 2812
Age: 1921
Address: 65 N Peachtree St
Norcross, GA 30071

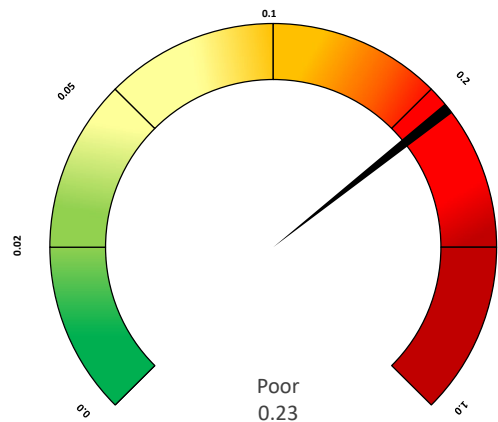
Item No.	Recommendation	Priority Category	Deficiency Category	Impact of Failure	Condition	Probability of Failure	Frequency of Failure	Risk Score	Risk Category	Estimated Useful Life	Remaining Useful Life	Quantity	Unit of Measure	Unit Cost	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Required
														Year	1	2	3	4	5	6	7	8	9	10	
Plumbing																									
1	Replace remaining galvanized domestic water piping.	III	DM	3	4	4	4	15	Medium	40	1	1	ALLOW	\$4,000	\$4,000										\$4,000
2	Adjust sanitary sump pump discharge slope.	III	DM	3	4	5	5	17	Low	10	1	1	EA	\$750	\$750										\$750
3	Replace 6-gallon water heater. Access to the system was unavailable, but based on the building and other systems, it is recommended to replace this unit as well.	III	CR	3	4	5	5	17	Low	10	3	1	EA	\$800			\$800								\$800
4	Investigate condition of main sanitary sewer lateral and investigate note stating not to use the one toiler.	III	SM	3	4	4	5	16	Medium		1	1	EA	\$1,500	\$1,500										\$1,500
Fire & Life Safety																									
1	Install combination exit and emergency lighting.	III	DM	3	3	3	3	12	High		1	4	EA	\$750	\$3,000										\$3,000
Environmental																									
1	Complete remediation/cleanup of animal waste above suspended ceiling. Ceiling tiles potential ACM.	I	DM	2	2	2	2	8	Critical		1	960	SF	\$8	\$7,680										\$7,680
2	Complete environmental testing for hazardous materials.	II	DM	3	3	3	3	12	High		1	1	ALLOW	\$3,000	\$3,000										\$3,000
Notes: 1. A historic preservationist should be consulted before the completion of any interior and exterior work. 2. Hazardous materials testing should be completed before the commencement of any work. 3. Opinions of cost generally exclude A/E fees, general contractor markups, permits, etc. 4. Recommendations generally exclude improvements to the property to make it suitable for another use or program.														Required Cost (2024 US-Dollars)	\$230,385	\$0	\$24,300	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$259,685
														Required Cost (Inflated @ 8% for 1st 3 years then 3% Per Yr.)	\$248,816	\$0	\$30,611	\$5,628	\$0	\$0	\$0	\$0	\$0	\$0	\$285,054
														Total Cost (2024 \$/ SF/ Yr.)	\$81.93	\$0.00	\$8.64	\$1.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92.35



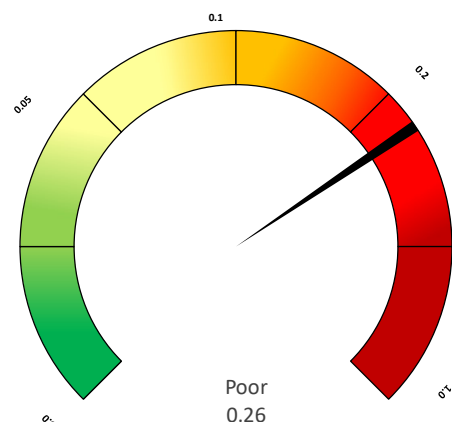
Building: Norcross Woman's Club
GSF: 2812
Age: 1921
Address: 65 N Peachtree St
Norcross, GA 30071

Financial Summary

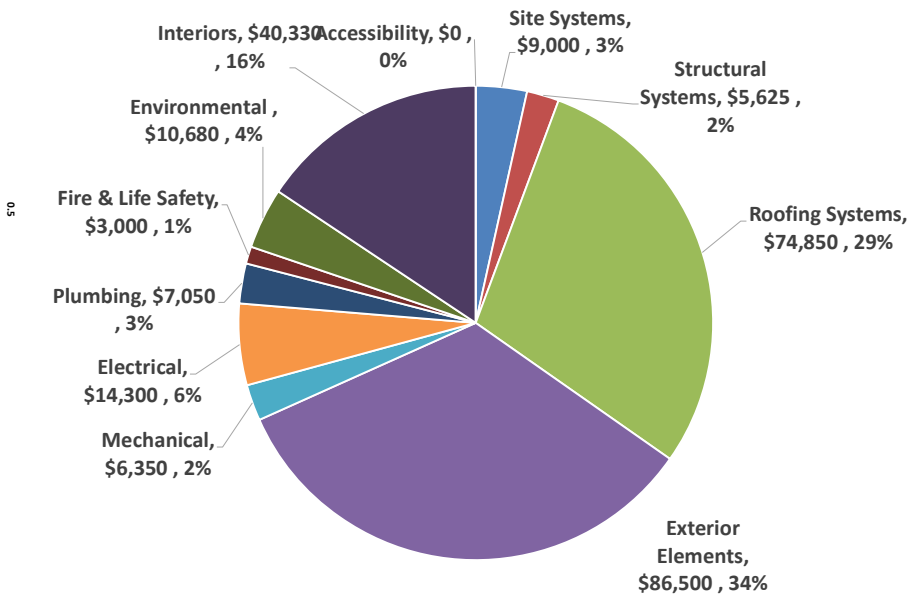
Facility Condition Index



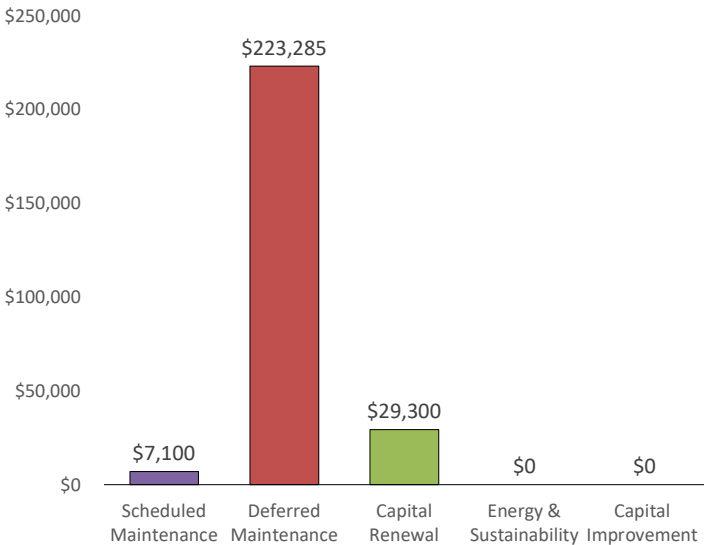
10 Year Facility Condition Index



Summary by System

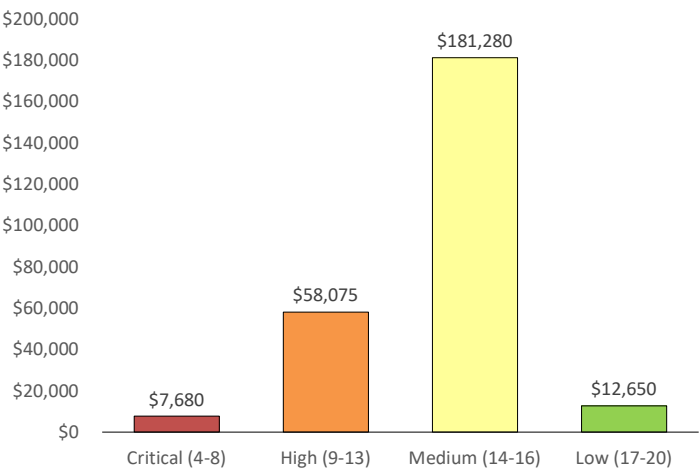


Expenditures by Deficiency Category

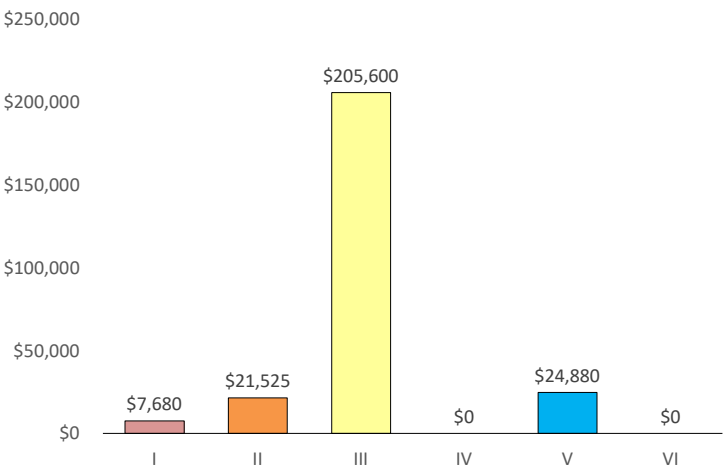


FCI Range	Condition Description
0.00 – 0.02	Excellent condition, typically new construction
0.02 – 0.05	Good Condition, renovations occur on schedule
0.05 – 0.1	Fair Condition, in need of normal renovation
0.1 – 0.2	Below average condition, major renovationrequired
0.2 – 0.5	Poor condition, total renovation needed
0.5 – 1	Complete facility replacement indicated

Expenditures by Risk



Expenditures by Priority Category



Risk	Definition
Critical	Critical (4-8)
High	High (9-13)
Medium	Medium (14-16)
Low	Low (17-20)

Priority	Definition
I	Currently Critical
II	Potentially Critical
III	Necessary / Not yet Critical
IV	Recommended
V	Appearance
VI	Does Not Meet Codes / Standards

Appendix B

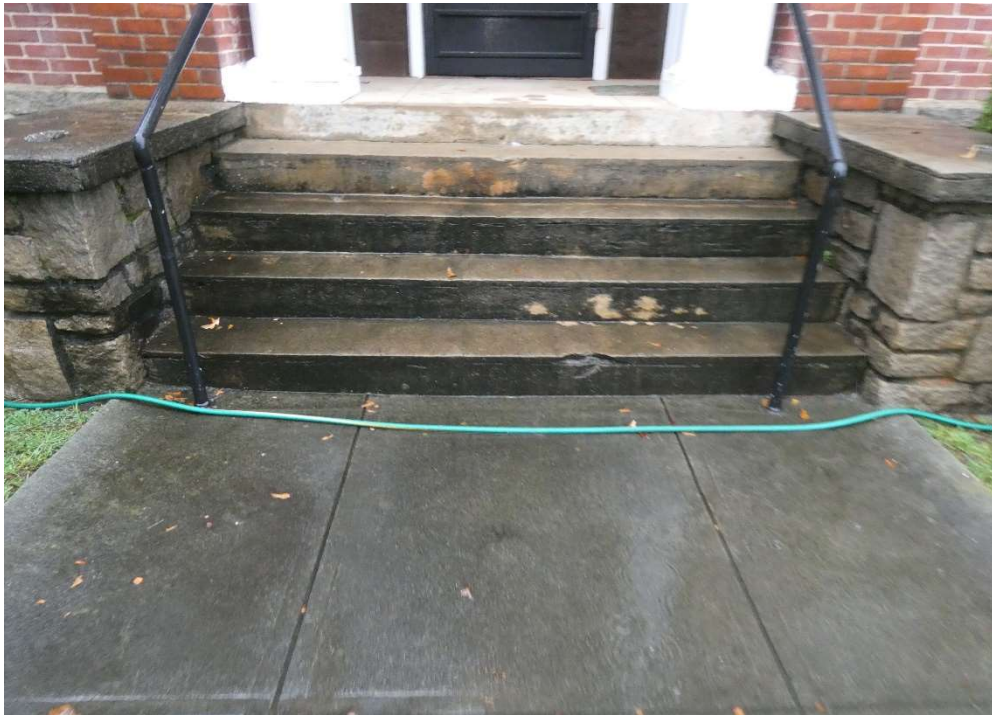
Photographs

**Photograph 1.**

General overview of the property.

**Photograph 2.**

Steps and concrete sidewalk panels need to be replaced.

**Photograph 3.**

Main entrance is not accessible.

**Photograph 4.**

Area where leaves and other vegetation has grown up causing poor drainage and water ingress into the building.

**Photograph 5.**

Main downspout discharges at grade adjacent to foundation.

**Photograph 6.**

Potential trip hazard at sidewalk north of the building.

**Photograph 7.**

Area of off street parking is not considered accessible due to cross slope and overall gradient.

**Photograph 8.**

General overview of the original structure's foundation wall and wood floor framing.

**Photograph 9.**

Some potential movement between the original structure and addition..

**Photograph 10.**

Separation is more noticeable on the interior of the building. No noted stair step or shear cracking in the CMU.

**Photograph 11.**

Condition of flashing at the sloped roof,.

**Photograph 12.**

Significant soffit damage noted at the south side of the addition.

**Photograph 13.**

General overview of the sloped shingle roof.

**Photograph 14.**

General overview of the main roof.

**Photograph 15.**

Membrane is wrinkled in locations with evidence of patches. Limestone caps have been wrapped with metal.

**Photograph 16.**

General condition of the chimney, which should be sealed off.

**Photograph 17.**

Base flashing have had multiple repairs and have pulled away from the parapet.

**Photograph 18.**

Gutters on the upper roof are in poor condition.

**Photograph 19.**

Deteriorated mortar joints are typically at the parapet.

**Photograph 20.**

Damaged cornice as deteriorated mortar joints.

**Photograph 21.**

Additional deteriorated mortar joints at the brick as well as the limestone cap..

**Photograph 22.**

Typical corner detail and condition.

**Photograph 23.**

Secondary entrance at the addition.

**Photograph 24.**

Overview of meeting room in the addition.

**Photograph 25.**

Typical condition of the space above the ceiling tile with animal waste.

**Photograph 26.**

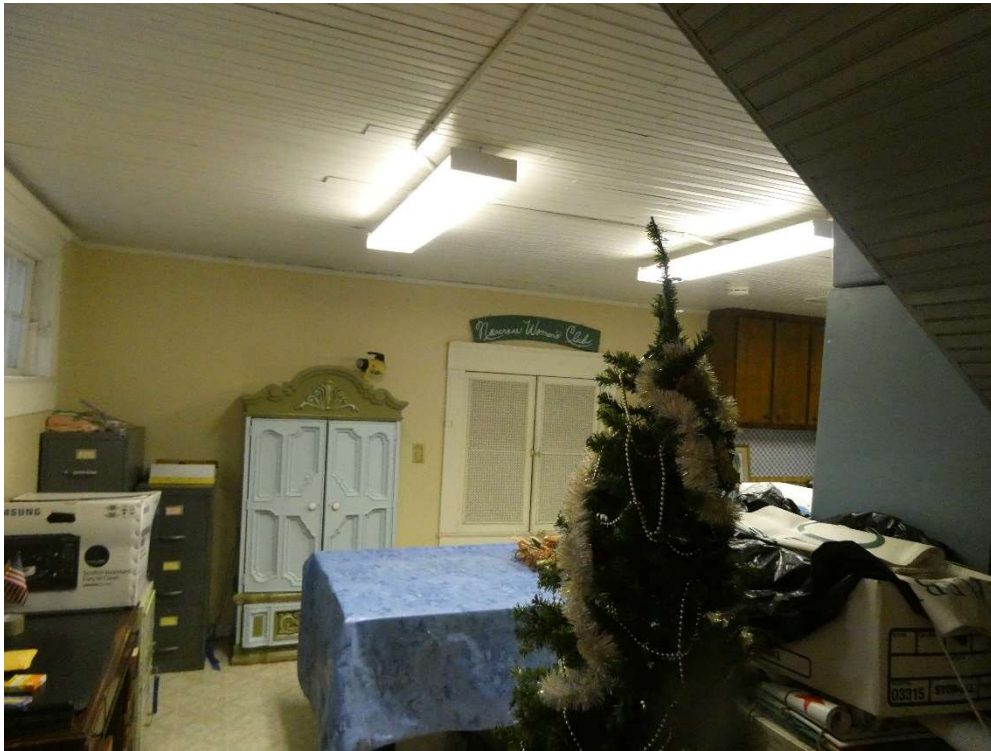
Overview of the main library area.

**Photograph 27.**

Typical finishes in one of the restrooms.

**Photograph 28.**

Area of previous roof leak and investigation.

**Photograph 29.**

Overview of the kitchen area.

**Photograph 30.**

Moisture noted at bathroom/air handling unit closet in the addition. Evidenced by the purple color, which is cooler temperature.

**Photograph 31.**

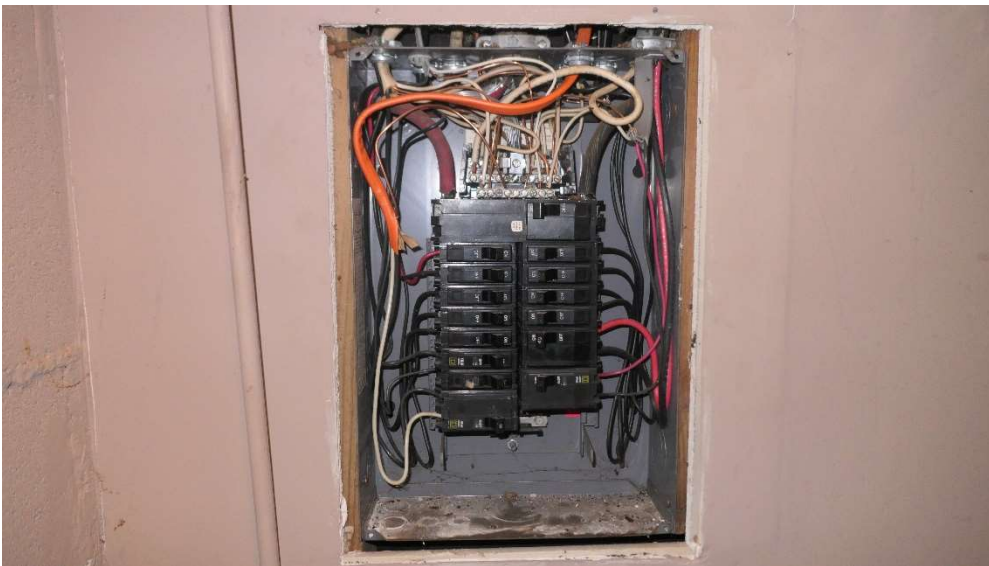
The natural gas furnace appeared to be in good condition.

**Photograph 32.**

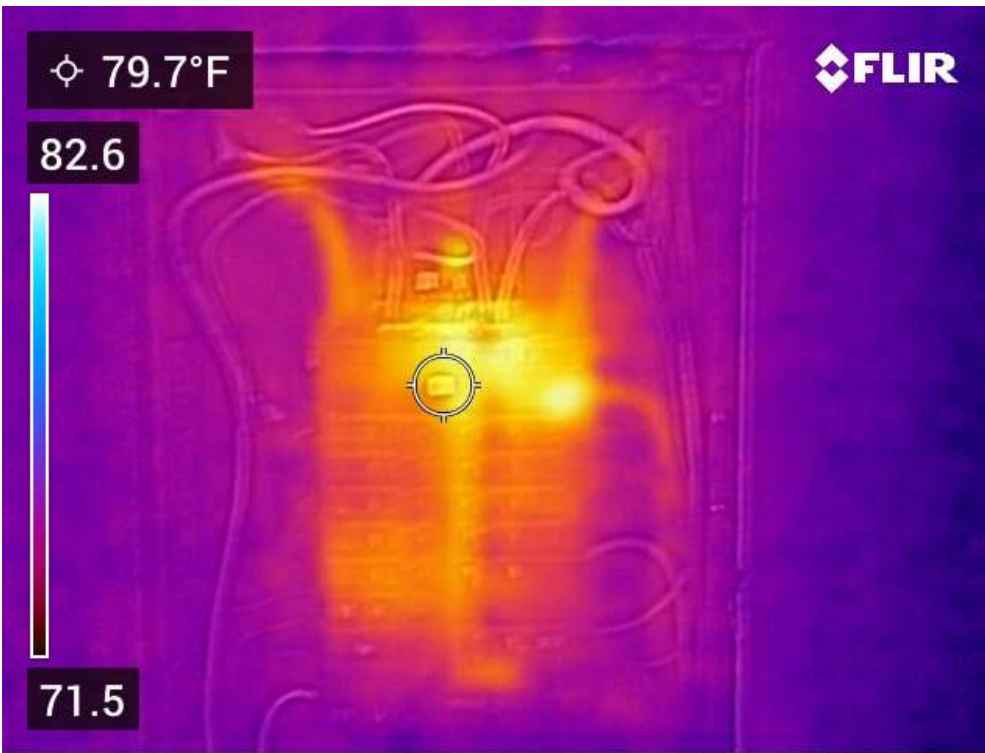
A ventilation fan is provided in the meeting area.

**Photograph 33.**

Outside condensing unit for the split-system.

**Photograph 34.**

Main 100-amp electrical panel.

**Photograph 35.**

Thermal image of the breaker panel with potential loose electrical connection..

**Photograph 36.**

Cloth insulated wiring appears to be utilized as noted above the ceiling in the 1060's addition.

**Photograph 37.**

Sanitary lift pump for the bathroom in the original structure. .

**Photograph 38.**

Some cast iron piping noted adjacent to the pump with PVC repair. .

**Photograph 39.**

Bathroom located in the 1960's addition. The sink was likely removed so that the split system could be installed.

**Photograph 40.**

Certificate of Occupancy posted in the main library area. .

**Photograph 41.**

Typical battery powered smoke detector.



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7362	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/16/2025 6:30 PM	In Control:	Policy Work Session
Title:	Norcross Power Rate Approval		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Norcross Power Electric Rate Review Recommendation v3](#)
2. [City of Norcross Electric Service Tariff](#)

Title
Norcross Power Rate Approval

Drafter
Councilmember Bruce Gaynor



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

AGENDA REPORT

To: Mayor and Council

From: Councilmember Bruce Gaynor

Meeting Date: June 16, 2025 – Policy Work Session (PWS)

Item No.: 25-7362

Title: Norcross Power Rate Approval

CC: Eric Johnson, City Manager

Recommendation Approve holding Norcross Power’s electricity rates at their current levels.

Background Norcross Power’s residential rates are below the state average. The Georgia Public Service Commission reports the rates of 94 electric utilities in the state of Georgia. 58% of the electric utilities in Georgia have a higher residential rate than Norcross Power. Norcross Power residential rates are significantly lower than Georgia Power. Per the Georgia Public Service Commission, Georgia Power is in the bottom quartile when compared to a 1,000 kWh monthly residential usage:

- Georgia Power: \$0.1558
- Average in Georgia: \$0.1372
- Norcross Power: \$0.1335

Financial Impact

Norcross Power is financially well run and does not require a rate increase at this time. We will continue to look for customer choice opportunities to increase revenue and lower net cost.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

- Continues to define Norcross’ sense of place.
- Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment.
- Maintains a Vibrant Economy and Continue to Facilitate Job Growth.
- Further the City’s Tradition of Strong Leadership and High Level of Quality Services.

Attachments

City of Norcross Electric Service Tariff

INDEX OF TARIFFS

RESIDENTIAL SERVICE	1
COMMERCIAL NON-DEMAND SERVICE	2
COMMERCIAL DEMAND SERVICE.....	3
LARGE COMMERCIAL DEMAND SERVICE.....	5
SECURITY LIGHTING SERVICE	7
RIDERS AND ADJUSTMENTS.....	9
DISTRIBUTED GENERATION RIDER	10
DISTRIBUTED GENERATION BUY ALL SELL ALL RIDER	12

RESIDENTIAL SERVICE

PAGE(S)	EFFECTIVE DATE	REVISION
1	As noted below	20240516

APPLICABILITY:

To domestic use throughout the City's service area from lines of adequate capacity.

TYPE OF SERVICE:

Power will be supplied under this rate to a separately metered family dwelling unit at 115/230 volts, single phase, 60 hertz. Three-phase service may be furnished, where available.

MONTHLY RATE:

The monthly rate will be set annually according to the following schedule:

Effective Date	11/01/2024	
Base Charge	\$30.00	per month
Senior Base Charge	\$14.50	per month
Energy Charge: May through October (Summer) Usage		
First 500 kWh	10.0368¢	per kWh
Next 500 kWh	12.2968¢	per kWh
Over 1,000 kWh	14.3918¢	per kWh
Energy Charge: November through April (Winter) Usage		
First 500 kWh	10.0368¢	per kWh
Next 500 kWh	9.9868¢	per kWh
Over 1,000 kWh	9.8918¢	per kWh
Minimum Bill	Base Charge	per month

SENIOR CITIZEN DISCOUNT:

The Senior Base Charge applies to qualifying residents of age 62 and above.

ENVIRONMENTAL COMPLIANCE COST RECOVERY (ECCR):

The amount calculated at the above rate is subject to increase or decrease under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) Rider.

POWER COST ADJUSTMENT (PCA):

The amount calculated at the above rate is subject to increase or decrease under the provisions of the effective Power Cost Adjustment (PCA) Rider.

COMMERCIAL NON-DEMAND SERVICE

PAGE(S)	EFFECTIVE DATE	REVISION
1	As noted below	20240516

APPLICABILITY:

To non-residential customers where monthly energy consumption is **less than 3,000 kilowatt-hours per month**. The City will annually review each applicable customer’s usage history. Where the maximum monthly kilowatt-hour usage is greater than 3,000, the customer will be moved to the Commercial Demand tariff automatically. A high load factor customer served under this rate schedule may petition the City to be reclassified to the Commercial Demand tariff. At the sole option of the City, a demand meter will be installed and such customer reclassified.

TYPE OF SERVICE:

Single or three-phase, sixty (60) hertz, at a standard voltage.

MONTHLY RATE:

The monthly rate will be set annually according to the following schedule:

Effective Date	11/1/2024	
Base Charge	\$45.00	per month
Energy Charge: May through October (Summer) Usage		
All kWh	14.5839¢	per kWh
Energy Charge: November through April (Winter) Usage		
All kWh	13.0889¢	per kWh
Minimum Bill	Base Charge	per month

ENVIRONMENTAL COMPLIANCE COST RECOVERY (ECCR):

The amount calculated at the above rate is subject to increase or decrease under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) Rider.

POWER COST ADJUSTMENT (PCA):

The amount calculated at the above rate is subject to increase or decrease under the provisions of the effective Power Cost Adjustment (PCA) Rider.

COMMERCIAL DEMAND SERVICE

PAGE(S)	EFFECTIVE DATE	REVISION
2	As noted below	20200103

APPLICABILITY:

This rate is applicable to commercial, industrial, governmental and all other non-residential usage which does not qualify for any other standard rate and where the **annual maximum monthly energy exceeds 3,000 kilowatt-hours**. This rate may apply to temporary construction or seasonal service. Resale of energy purchased under this tariff is not permitted without the expressed written consent of the City.

TYPE OF SERVICE:

Single or three-phase, sixty (60) hertz, at a standard voltage.

MONTHLY RATE:

The monthly rate will be set annually by the following schedule:

Effective Date	01/01/20	01/01/21	
Base Charge	\$60.00	\$60.00	
Demand Charge	\$8.00	\$8.00	per kW Billing Demand
Energy Charge			
First 200 hr. x kW Billing Demand			
First 3,000 kWh	9.9746¢	9.9662¢	per kWh
Next 7,000 kWh	9.6746¢	9.6662¢	per kWh
Next 90,000 kWh	9.4446¢	9.4362¢	per kWh
Over 100,000 kWh	8.4246¢	8.4162¢	per kWh
Next 200 hr. x kW Billing Demand	7.4966¢	7.4882¢	per kWh
Next 200 hr. x kW Billing Demand	7.0466¢	7.0382¢	per kWh
Over 600 hr. x kW Billing Demand	6.6966¢	6.6382¢	per kWh
Minimum Monthly Bill	Base Charge plus \$8.00 per kW of Billing Demand		

DETERMINATION OF BILLING DEMAND:

The Billing Demand shall be based on the highest 30-minute kW measurement during the current month and the preceding eleven (11) months. The Billing Demand is **the highest of**:

- 1) One hundred percent (100%) of the current monthly metered demand if billing for the month of June through September, or
- 2) Ninety-five percent (95%) of the highest actual demand occurring in any preceding month of June through September, or
- 3) Sixty percent (60%) of the highest actual demand occurring during the preceding 11 months.

In no case shall the Billing Demand be less than the highest of:

- 1) The contract minimum demand;
- 2) Fifty percent (50%) of the total contract capacity; or,
- 3) 15 kW.

ENVIRONMENTAL COMPLIANCE COST RECOVERY (ECCR):

The amount calculated at the above rate is subject to increase or decrease under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) Rider.

POWER COST ADJUSTMENT (PCA):

The amount calculated at the above rate is subject to increase or decrease under the provisions of the effective Power Cost Adjustment (PCA) Rider.

EXCESS REACTIVE DEMAND PENALTY:

Where there is an indication of power factor less than 90 percent (90%) lagging, metering equipment may be installed to measure reactive demand. The reactive demand shall be defined as the highest 30-minute kVar measured during the month. Excess reactive demand shall be the reactive demand which is in excess of one-half of the maximum measured kW in the current month. Such excess kVar shall be billed at the rate of **\$0.35 per kVar**.

TERM OF CONTRACT:

Service hereunder shall be for a period of not less than one (1) year.

LARGE COMMERCIAL DEMAND SERVICE

PAGE(S)	EFFECTIVE DATE	REVISION
2	As noted below	20240516

APPLICABILITY:

This rate is applicable to commercial, industrial, governmental and all other non-residential usage which does not qualify for any other standard rate and where the **annual maximum monthly energy exceeds 3,000 kilowatt-hours** and **annual billing demand is at least 250 kW**. This rate may apply to temporary construction or seasonal service. Resale of energy purchased under this tariff is not permitted without the expressed written consent of the City.

TYPE OF SERVICE:

Single or three-phase, sixty (60) hertz, at a standard voltage.

MONTHLY RATE:

The monthly rate will be set annually by the following schedule:

MONTHLY RATE:

The monthly rate will be set annually by the following schedule:

Effective Date	11/01/2024	
Base Charge	\$150.00	
Demand Charge	\$10.00	per kW Billing Demand
Energy Charge		
First 200 hr. x kW Billing Demand		
First 3,000 kWh	9.5018¢	per kWh
Next 7,000 kWh	9.2018¢	per kWh
Next 90,000 kWh	8.9718¢	per kWh
Over 100,000 kWh	7.9518¢	per kWh
Next 200 hr. x kW Billing Demand	7.0238¢	per kWh
Next 200 hr. x kW Billing Demand	6.5738¢	per kWh
Over 600 hr. x kW Billing Demand	6.1738¢	per kWh
Minimum Monthly Bill	Base Charge plus \$10.00 per kW of Billing Demand	

DETERMINATION OF BILLING DEMAND:

The Billing Demand shall be based on the highest 30-minute kW measurement during the current month and the preceding eleven (11) months. The Billing Demand is **the highest of:**

- 1) One hundred percent (100%) of the current monthly metered demand if billing for the month of June through September, or
- 2) Ninety-five percent (95%) of the highest actual demand occurring in any preceding month of June through September, or
- 3) Sixty percent (60%) of the highest actual demand occurring during the preceding 11 months.

In no case shall the Billing Demand be less than the highest of:

- 1) The contract minimum demand;
- 2) Fifty percent (50%) of the total contract capacity; or,
- 3) 250 kW.

ENVIRONMENTAL COMPLIANCE COST RECOVERY (ECCR):

The amount calculated at the above rate is subject to increase or decrease under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) Rider.

POWER COST ADJUSTMENT (PCA):

The amount calculated at the above rate is subject to increase or decrease under the provisions of the effective Power Cost Adjustment (PCA) Rider.

EXCESS REACTIVE DEMAND PENALTY:

Where there is an indication of power factor less than 90 percent (90%) lagging, metering equipment may be installed to measure reactive demand. The reactive demand shall be defined as the highest 30-minute kVar measured during the month. Excess reactive demand shall be the reactive demand which is in excess of one-half of the maximum measured kW in the current month. Such excess kVar shall be billed at the rate of **\$0.35 per kVar**.

TERM OF CONTRACT:

Service hereunder shall be for a period of not less than one (1) year.

SECURITY LIGHTING SERVICE

PAGE(S)	EFFECTIVE DATE	REVISION
2	As noted below	20200103

AVAILABILITY:

To property owners and tenants in the proximity of low voltage distribution lines of the City of Norcross. Service may be used to illuminate public thoroughfares and/or private outdoor areas, including, but not limited to, roadways, parking lots and yards.

APPLICABILITY:

To unmetered dusk-to-dawn electric service provided by mercury vapor, high pressure sodium vapor or metal halide luminaires supported by short brackets and mounted on either City-supplied poles or poles owned by the customer which conform to the City's specifications. New lighting service installations, including special poles, shall require an up-front charge to be paid by the customer.

MONTHLY RATE:

The monthly rate will be set annually according to the following schedule:

Effective Date	01/01/20	01/01/21	
100 Watt High Pressure Sodium Vapor	\$10.00	\$10.00	per fixture
150 Watt High Pressure Sodium Vapor	\$10.00	\$10.00	per fixture
175 Watt Mercury Vapor	\$10.00	\$10.00	per fixture
250 Watt High Pressure Sodium Vapor	\$15.00	\$15.00	per fixture
250 Watt Metal Halide	\$15.00	\$15.00	per fixture
400 Watt High Pressure Sodium Vapor	\$22.00	\$22.00	per fixture
400 Watt Mercury Vapor	\$20.00	\$20.00	per fixture
70 Watt Mercury Vapor	\$42.00	\$42.00	per fixture
DEC 100 Watt	\$10.00	\$10.00	per fixture
DEC 150 Watt	\$10.00	\$10.00	per fixture
DEC 250 Watt	\$15.00	\$15.00	per fixture
DEC 400 Watt	\$20.00	\$20.00	per fixture
1000 Watt HP/MH VRD	\$36.00	\$36.00	per fixture
1000 Watt High Pressure Sodium Vapor	\$30.00	\$30.00	per fixture
1000 Watt Metal Halide Flood	\$36.00	\$36.00	per fixture
1500 Watt Metal Halide Flood	\$45.00	\$45.00	per fixture
Monument Light	\$23.23	\$23.23	per fixture
Traffic Camera	\$21.00	\$21.00	per fixture

SPECIAL REVISIONS:

1. The pole, luminaire, bracket and control equipment shall be installed, owned, operated and maintained exclusively by the City of Norcross.

2. The customer must provide adequate pathways and workspace for ingress and egress to customer's premises for the purposes of installing and maintaining the lighting facilities.
3. In the event of vandalism or vehicular accident, the customer may be required to reimburse the City for any additional equipment replacement or maintenance work.
4. All lighting maintenance performed by the City will be accomplished as soon as it can be reasonably done following notification by the customer that service has been interrupted. However, such maintenance will be performed only during the City's regular working hours.
5. The contract period shall be no less than twelve (12) months. Residential contracts will be billed monthly according to the rates per fixture above. Commercial contracts requiring new construction, including pole setting and wiring, will be billed in advance for the first twelve months. However, commercial contracts for lighting service where such service had previously been provided will be billed on a monthly basis

ENVIRONMENTAL COMPLIANCE COST RECOVERY (ECCR):

Does not apply.

POWER COST ADJUSTMENT (PCA):

Does not apply.

RIDERS AND ADJUSTMENTS

PAGE(S)	EFFECTIVE DATE	REVISION
1	Bills Rendered for the Billing Month of January 2017	20161101

POWER COST ADJUSTMENT RIDER (PCA):

This Power Cost Adjustment (PCA) is applicable to each of the City's retail tariffs which contain reference to it. The PCA is used to make interim adjustments to monthly rates for service to reflect known and measurable changes in the City's total costs of providing electricity to its customers.

The City's total costs of providing electricity are defined herein to include power and energy purchased from wholesale suppliers (MEAG Power and Southeastern Electric Power Administration), costs of capital, operations and maintenance of the City electric distribution system, general administrative expenses, transfers to the general fund of the City of Norcross, Georgia, and any other approved outlays or expenses.

The City reserves the right to make changes as frequently as needed if base revenues are below the expected levels and/or if unexpected costs are incurred.

Apply to: All metered accounts except for rate agreed upon under separate agreement.

ENVIRONMENTAL COMPLIANCE COST RECOVERY (ECCR):

The monthly environmental compliance cost recovery adjustment in cents per kWh shall be added to all metered bills for service. The ECCR shall represent an amount no higher than that which may be calculated using the economic compliance cost reporting issued from time to time by the City of Norcross's principal electricity supplier, MEAG Power. ECCR changes will normally occur annually.

Apply to: All metered accounts except for rate agreed upon under separate agreement.

DISTRIBUTED GENERATION RIDER

PAGE(S)	EFFECTIVE DATE	REVISION
2	Bills Rendered for the Month of January 2020	20200103

APPLICABILITY:

Applicable to Customers in all areas served by the City of Norcross (the City) and subject to its service rules, regulations, terms, policies and procedures, as amended from time to time, which are incorporated herein by this reference, and desiring to install a distributed generation facility. Customer account(s) must be in good standing.

A distributed generation facility must:

1. Be owned (or leased) and operated by an existing Customer for production of electric energy, and
2. Be connected to and/or operate in parallel with the City's distribution facilities, and
3. Be intended primarily to offset part or all of the Customer's generator's requirement for electricity, and
4. Have peak generating capacity of not more than 10 kW for residential applications and not more than 125% of actual or expected maximum annual peak demand of the premise for commercial applications.
5. Be installed on the customer side of the meter.

MONTHLY METERING CHARGE:

Bi-Directional Metering Charge **\$4.50 per month**

The City will install bi-directional metering for all applicable Customers. All incremental costs for metering and associated equipment (e.g. poly-phase meters, trans-sockets, dual-gang sockets, etc.) and interconnection costs will be paid by the Customer at the time service is initiated under this policy. Additionally, Customer agrees to pay a monthly metering charge as outlined above.

Bi-directional metering is defined as measuring the amount of electricity supplied by the City and the amount fed back to the City by the Customer's distributed generation facility during the billing period using the same meter. Bi-directional metering shall be used where distributed generation facilities are connected to the City on the Customer's side of the Customer's meter.

PAYMENT FOR ENERGY:

Bi-directional metering

1. When electricity supplied by the City exceeds electricity generated by the Customer's distributed generation, the electricity shall be billed by the City in accordance with the applicable tariff(s).
2. When electricity generated by the Customer's distributed generation system exceeds electricity supplied by the City, the Customer shall be billed for the customer charges as described in the standard rate for that billing period and credited for excess kWh generated during the billing period at the City's avoided energy cost.

Avoided Energy Cost

Payments by the City to the Customer for the billing period metered avoided energy kWh's will be computed by the City in its sole discretion based on the average monthly wholesale market price as determined by the Municipal Electric Authority of Georgia (MEAG Power), the City's Wholesale Energy provider.

In the event Customer develops a credit balance during a billing period, the amount will remain as a credit on the Customer's account. Credit balances remaining at the end of the City's fiscal year will be cleared by the issuance of a check for the credit balance to Customer. Any other clearance of account credit balances will be at the City's discretion.

SAFETY, POWER QUALITY, AND INTERCONNECTION REQUIREMENTS:

The Customer shall be responsible for ensuring a safe and reliable interconnection with the City and all costs incurred therein. The City has available, upon request, the following documents that must be completed and approved in their entirety prior to interconnection by the Customer to the City's distribution system:

1. Application for Interconnection of Distributed Generation Facility

2. Interconnection Agreement
3. Electrical Power Exchange Agreement

The provisions in all documents outlined above are incorporated into this Rider in their entirety. For the avoidance of doubt, Customer shall be deemed to have agreed to such provisions by applying for service under this Rider.

The City will only be required to purchase energy from eligible distributed generation facilities on a first-come, first-served basis until the cumulative generating capacity of all renewable energy sources from all Customers equals the percentage of the City's annual peak demand in the previous year as set forth in O.C.G.A. § 46-3-56(a). Additional energy may be purchased by the City at its sole discretion at a cost agreed to by it and the Customer provider. The City shall at no time be required to purchase energy from Customers in excess of amounts required by The Georgia Cogeneration and Distributed Generation Act of 2001.

The City reserves the right to separate the Customer generator's equipment from City lines and facilities when, in the City's judgment, the continued parallel operation is unsafe or may cause damage to persons or property. Upon such separation, the City shall promptly notify the Customer generator so that any unsafe condition can be corrected.

DISTRIBUTED GENERATION BUY ALL SELL ALL RIDER

PAGE(S)	EFFECTIVE DATE	REVISION
2	Bills Rendered for the Month of January 2020	20200103

APPLICABILITY:

At the sole discretion of the City of Norcross (the City), this Rider is available to customers in all areas served by the City and desiring to install Distributed Generation (DG) facilities for purposes of a buy all/sell all arrangement.

Customer account(s) must be in good standing and are subject to the City's service rules, regulations, terms, policies and procedures, as amended from time to time, which are incorporated herein by this reference.

A DG facility must:

1. Be owned (or leased) and operated by an existing Customer for production of electric energy, and
2. Be connected to and/or operate in parallel with the City's distribution facilities, and
3. Have peak generating capacity of not more than 10 kW for residential applications and not more than 125% of actual or expected maximum annual peak demand of the premise for commercial applications.
4. Be metered with 2 meters, one that measures all energy provided by the City, used by the Customer and billed on the applicable City's retail rate and the other that measures the energy generated by the Customer's DG facility and delivered to the City's electric grid.

MONTHLY METERING CHARGE:

The City will install metering for the customer's DG installation. The customer covers all incremental metering costs (e.g. poly-phase meters, trans-sockets, dual-gang sockets, etc.) and interconnection costs. Additionally, charges may apply as specified in the contract for larger installations to cover other costs including data or related administrative and billing costs. Additionally, Customer agrees to pay a monthly metering charge as outlined below.

10 kW or less \$4.50 per month
Above 10 kW contract with the City

TERMS AND CONDITIONS:

Credited kilowatt-hours for this Rider shall be based on metered energy generated by the Customer's Distributed Generation Facilities and delivered to the City's electric grid during the applicable billing month. Billable kilowatt-hours for the applicable retail rate shall be based on the metered energy delivered by the City and used by the Customer during the applicable billing month.

For each billing period, the Customer shall receive a monthly credit equal to the credited kilowatt-hours multiplied by the Avoided Energy Cost. The City will compute the credit at its sole discretion based on the Posted Hourly Market Price as determined by the Municipal Electric Authority of Georgia (MEAG Power), the City's wholesale power provider.

MINIMUM BILL:

The monthly minimum bill for Customers on this Rider shall be no less than the minimum bill under the applicable retail rate including PCA and ECCR plus the Monthly Meter Charge under this Rider.

SAFETY, POWER QUALITY, AND INTERCONNECTION REQUIREMENTS:

The Customer shall be responsible for ensuring a safe and reliable interconnection with the City and all costs incurred therein. The City has available, upon request, the following documents that must be completed and approved in their entirety prior to interconnection by the Customer to the City's distribution system:

1. Application for Interconnection of Distributed Generation Facility
2. Interconnection Agreement
3. Electrical Power Exchange Agreement

The provisions in all documents outlined above are incorporated into this Rider in their entirety. For the avoidance of doubt, Customer shall be deemed to have agreed to such provisions by applying for service under this Rider.

The City will only be required to purchase energy from eligible distributed generation facilities on a first-come, first-served basis until the cumulative generating capacity of all renewable energy sources from all Customers equals the percentage of the City's annual peak demand in the previous year as set forth in O.C.G.A. § 46-3-56(a). Additional energy may be purchased by the City at its sole discretion at a cost agreed to by it and the Customer provider. The City shall at no time be required to purchase energy from Customers in excess of amounts required by The Georgia Cogeneration and Distributed Generation Act of 2001.

The City reserves the right to separate the Customer generator's equipment from City lines and facilities when, in the City's judgment, the continued parallel operation is unsafe or may cause damage to persons or property. Upon such separation, the City shall promptly notify the Customer generator so that any unsafe condition can be corrected.



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7363	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/16/2025 6:30 PM	In Control:	Policy Work Session
Title:	Smart Thermostat Rebate		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Smart Thermostat Rebate](#)

Title

Smart Thermostat Rebate

Drafter

Councilmember Bruce Gaynor



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

AGENDA REPORT

To: Mayor and Council

From: Councilmember Bruce Gaynor

Meeting Date: June 16, 2025 – Policy Work Session (PWS)

Item No.: 25-7363

Title: Smart Thermostat Rebate

CC: Eric Johnson, City Manager

Recommendation Authorize a \$100 smart thermostat rebate for Norcross Power residential customers who meet eligibility requirements, with a maximum of 100 rebates per year, and a limit of one rebate per residential account.

Background Norcross Power will introduce a new smart thermostat rebate for residential customers to facilitate energy savings. Smart thermostats range in price from \$100 to \$300. If customers need assistance installing a smart thermostat, they can hire an electrician or an HVAC vendor for approximately \$150. Smart thermostats can help customers save anywhere from 8% to 15% on their cooling and heating bills. Smart thermostats will allow customers to control their air conditioners from their smartphone or laptop. These thermostats learn routines, track the weather, and even alert the owner to maintenance needs. They are designed to make our customers' lives easier and simpler. Initial eligibility requirements, which are subject to modification by Norcross Power, include:

- Applicant must be a Norcross Power customer with a billing account in good standing.
- Third party vendors or HVAC contractors are not eligible.
- Rebate is available for customers who installed smart thermostats within six months of application including prior to authorization of the program.
- Applicants must provide a copy of the rebate form, and a receipt for purchase of a smart thermostat.
- Funds are subject to appropriation each fiscal year.

Financial Impact \$10,000 will be allocated for this residential customer rebate reimbursement program within the Electric Fund. On approval, up to \$10,000 in rebates will be processed in FY 25 and up to \$20,000 would be processed in the FY 26 budget under current approval.

Consistent with Comprehensive Plan? 2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment

Attachments None.



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7364	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/16/2025 6:30 PM	In Control:	Policy Work Session
Title:	EV Charger Rebate		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - EV Charger Rebate](#)

Title
EV Charger Rebate

Drafter
Councilmember Bruce Gaynor



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

AGENDA REPORT

To: Mayor and Council

From: Councilmember Bruce Gaynor

Meeting Date: June 16, 2025 – Policy Work Session (PWS)

Item No.: 25-7364

Title: EV Charger Rebate

CC: Eric Johnson, City Manager

Recommendation Authorize a \$200 Electric Vehicle (EV) charger rebate for Norcross Power residential customers who meet eligibility requirements, with a maximum of 100 rebates per year, and a limit of one rebate per residential account.

Background Norcross Power will introduce a new EV charger rebate for residential customers to continue growing the momentum for electric vehicles in the Norcross Power service area. Electric vehicle drivers have propelled Georgia to become a nationwide leader for electric and plug-in hybrid vehicles and Norcross Power wants to encourage this continued growth. Initial eligibility requirements, which are subject to modification by Norcross Power, include:

- Applicant must be a Norcross Power customer with a billing account in good standing and reside in a single-family home, attached or detached.
- Only a Level 2 charger with a dedicated hard-wired circuit and installed with a City permit qualifies.
- Third party vendors or EV charging businesses are not eligible.
- Rebate is available for customers who installed EV charging within six months of application including prior to authorization of the program.
- Applicants must provide a copy of the rebate form, a receipt for purchase of the EV charger, and a copy of the building permit issued by the City for installation.
- Funds are subject to appropriation each fiscal year.

Financial Impact \$20,000 will be allocated for this residential customer rebate reimbursement program within the Electric Fund. On approval, up to \$20,000 in rebates will be processed in FY 25 and up to \$20,000 would be processed in the FY 26 budget under current approval.

Consistent with Comprehensive Plan? 3. Increases Opportunities for Travel via Different Modes within and Outside the Community.

Attachments None.



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7365	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	6/16/2025 6:30 PM	In Control:	Policy Work Session
Title:	City Manager Follow-Up and Prioritization on Mayor and Council- Initiated Requests		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - City Manager Follow-Up and Prioritization on Mayor and Council-Initiated Requests](#)

Title

City Manager Follow-Up and Prioritization on Mayor and Council-Initiated Requests

Drafter

Councilmember Josh Bare



Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Councilmember Josh Bare

Meeting Date: June 16, 2025 – Policy Work Session (PWS)

Item No.: 25-7365

Title: City Manager Follow-Up and Prioritization on Mayor and Council-Initiated Requests

CC: Eric Johnson, City Manager

Recommendation

A discussion allowing the Mayor and Council the opportunity to share any outstanding requests, expectations, or follow-up items they would like the City Manager to be aware of or prioritize.

Background

This agenda item is intended to create a structured and transparent opportunity for the Mayor and Council to communicate individual or collective expectations to the City Manager. These may include requests that stem from previous Mayor and Council actions, personal inquiries, or constituent concerns. While some Council Members may not have outstanding items, this space ensures consistent communication and alignment on current and upcoming priorities.

Financial Impact

None.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

6. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

None.