

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Monday, June 15, 2026

6:30 PM

2nd Floor Conference Room

Policy Work Session

Mayor Craig Newton
Mayor Pro Tem Bruce Gaynor
Councilmember Andrew Hixson
Councilmember Josh Bare
Councilmember Matt Myers
Councilmember Marshall Cheek

Livestream Here:

<https://norcrossga.portal.civicclerk.com/event/186/media>

<https://youtube.com/live/Qyl1nCNRJlg?feature=share>

A. Roll Call (recorded)**B. Citizen Input****C. Board Updates**

Architectural Review Board

D. General Updates

Update Brief by Kimley-Horn for Safe Streets for All (SS4A) Study

E. Council- General Discussions**F. City Manager's Report****G. Board Appointments**

The Mayor and Council will consider appointments and reappointments to the following Boards, Commissions, or Authorities:

- Zoning Board of Appeals

H. Items for Discussion**1. 2026-185: Municipal Court Base-Fine Schedule Procedures**

Discussion of Municipal Court Base-Fine Schedule Procedures and Authority and Creation of Associated Policy.

Attachments:

1. Agenda Report - MC Base-Fine Schedule Procedures, Authority & Policy
2. City of Norcross Municipal Court Fine Schedule Policy Draft

2. 2026-213: FY2027 Funding Request – Prospera

Approve a \$15,000 funding request from Prospera to support programs that provide technical assistance and access to capital for Latino entrepreneurs and small business owners in the Norcross community.

Attachments:

1. Agenda Report - Prospera Funding
2. Prospera proposal to City of Norcross for FY2027 funding request
3. Presentation slides from Prospera

3. 2026-172: Certificate of Appropriateness COA 2026-005 503 North Peachtree St.

Approval of COA2026-005 per the Architectural Review Board's Approval and Recommendations.

Attachments:

1. Agenda Report - COA2026-005
2. Staff Report
3. Redacted Application
4. Engineer Letter
5. Verified Funds

6. Floor and Roof Plans
7. Pre-Deconstruction Inspection Checklist
8. Historical Survey

4. 2026-223: Abandonment of Right of Way along a portion of Beutell Street

Authorize the City's abandonment of a 160 feet in length right-of-way located between Beutell Street and the Norfolk Southern Right-of-way pursuant to O.C.G.A. § 32-7-1 et seq.

Attachments:

1. Agenda Report - Beutell 6.9.26
2. Draft Resolution with Legal Description and Survey
3. Subject Right of Way shown in existing plat

5. 2026-93: Downtown Parking Policies and Related Amendments to the Unified Development Ordinance

Approve recommended Policies and Actions and direct the Community Development staff to prepare for consideration amendments to the Unified Development Ordinance (UDO) to better facilitate economic and business development by eliminating minimum parking requirements for commercial uses in Historic Downtown Norcross.

Attachments:

1. Agenda Report Downtown Parking Code_PWS_06.15.26
2. TEXT2026-004_Ch 200_Downtown Parking Annotated
3. Map of proposed Downtown Parking District

6. 2026-94: Business and Occupational License Tax

Approve an increase to the Business and Occupational License Tax rates for FY2027 as part of a multiyear strategy to generate additional General Fund revenue and better align with prevailing practices in peer communities.

Attachments:

1. Agenda Report & Business Occupation Tax_PWS_06.15.26
2. Resolution to Adopt Business Occupation Tax Increase

7. 2026-214: Recommended FY26 Millage Rate

Discuss the Recommended Property Tax Millage Rate for tax year 2026 at 6.249 mills.

Attachments:

1. Agenda Report 2026 millage rate discussion
2. City of Norcross - Millage Rate History

8. 2026-215: Recommended FY27 Budget

Review and discuss the Proposed FY27 Budget.

Attachments:

1. Agenda Item - FY27 Budget Presentation
2. FY27 Budget Presentation
3. FY27 Budget-at-a-Glance
4. FY27 Recommended Budget

-
- 9. 2026-217: Budget Amendment — Motor Vehicle Fund Appropriation for Public Safety Building Project**
Appropriate and amend FY26 Budget to transfer \$100,000 from the Motor Vehicle Fund to the Capital Improvement Projects Fund for payment of a portion of the Public Safety Building construction costs.
- Attachments:
1. Agenda Report - Budget Amendment Motor Vehicle Fund
 2. Budget Amendment Item 26-061526-1
- 10. 2026-216: Banking Services Request for Proposals (RFP)**
Approve the release of the Request for Proposals (RFP) for Banking Services and authorize staff to advertise the solicitation to qualified financial institutions.
- Attachments:
1. Agenda Report - Banking Services RFP
 2. Banking Services RFP
- 11. 2026-219: Change Order for Economic Development Video Production Contract**
Approve a change order to increase the budget for Economic Development video production services by \$1,000.
- Attachments:
1. Agenda Report Change Order Ec Dev Video_PWS_06.15.26
- 12. 2026-182: Perimeter Protection for State Champion American Elm Tree**
Approve an option to protect the perimeter and critical root zone of the Norcross State Champion American Elm tree.
- Attachments:
1. Agenda Report June 15, 2026 PWS-Champion Elm Fence
 2. Cost estimates Chamblee Fence Elm May 2026 Proposal
 3. Champion Elm Area to Fence
 4. Fence Type Sample
 5. Eng-Span Off-Limit signs Elm
- 13. 2026-210: Contract Award for 2026 Road Resurfacing**
Approve award of contract for 2026 Road Resurfacing between the City of Norcross and DCBC LLC.
- Attachments:
1. Agenda Report - Award of Contract for 2026 Road Resurfacing
 2. Contract Agreement – City of Norcross and DCBC LLC
 3. Bid Tabulation - ITB PW 26-08
 4. ITB Packet - 2026 Road Resurfacing
- 14. 2026-211: Council Member Nominee to serve on the Safe Streets for All (SS4A) Steering Committee**
Nominate and approve a Council member to serve on the SS4A Steering Committee.
- Attachments:
1. Agenda Report - Council Member Nominee to Serve on SS4A Steering Committee
 2. SS4A Recommended Membership List
-

I. Adjourn to Executive Session for Legal, Personnel, and Real Estate

J. Signed by _____ Mayor Craig Newton

K. Attest _____ Monique Philip, City Clerk



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

AGENDA REPORT

To: Mayor and Council

From: Mayor Craig Newton

Meeting Date: June 15, 2026 – Policy Work Session (PWS)

Item No.: 2026-185

Title: Discussion of Municipal Court Base-Fine Schedule Procedures and Authority and Creation of Associated Policy

CC: Eric Johnson, City Manager

Recommendation

Review and adopt the Municipal Court Fine Schedule and Oversight Policy.

Background

The purpose of this agenda item is to provide a clear, transparent, and legally compliant process for Municipal Court fine schedules, court-related fees, and related revenue practices.

Financial Impact

None

Consistent with the 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

City of Norcross Municipal Court Fine Schedule Policy Draft

MUNICIPAL COURT FINE SCHEDULE AND OVERSIGHT POLICY

Ratification Draft for Mayor and Council Review

Policy No.	TBD
Approved By	Mayor and Council
Effective Date	Upon adoption
Responsible Offices	Municipal Court; City Clerk; City Administration, as applicable
Review Cycle	Periodic review or as required by Charter, ordinance, or Georgia law

PURPOSE AND POLICY STATEMENT

The purpose of this policy is to provide a clear, transparent, and legally compliant process for Municipal Court fine schedules, court-related fees, and related revenue practices.

This policy is prospective and governance-focused. It is not intended to interfere with individual cases or limit the Municipal Court's lawful adjudicative authority.

Mayor and Council retain Charter-based legislative and stewardship responsibilities for municipal ordinance penalties, official fee schedules, public revenue practices, and compliance with applicable law. Those responsibilities shall be exercised while respecting the Municipal Court's authority to fix punishment within lawful limits in individual cases.

SECTION 1 - DEFINITIONS

Municipal Ordinance Penalty: a fine, penalty range, minimum, maximum, fixed amount, or other penalty established by ordinance for violation of a City ordinance.

Court Fine Schedule: a written schedule, range, base fine, or reference amount used or recommended by the Municipal Court for sentencing guidance within lawful limits.

Court-Related Fee: a court operating fee, administrative fee, court cost, technology charge, collection charge, or similar citation-related charge authorized by the Charter, Code, adopted fee schedule, or Georgia law.

Ratification: formal Mayor and Council action, when required, through ordinance, resolution, adopted fee schedule, budget action, or other lawful action.

State-Law Violation: an offense for which the fine, penalty, surcharge, or sentencing authority is established by Georgia law rather than municipal ordinance.

SECTION 2 - COURT AUTONOMY AND COUNCIL RATIFICATION

- The Municipal Court may develop, recommend, maintain, and use Court Fine Schedules and court-related fee schedules, including base fines and recommended minimums or maximums, to the extent those schedules remain within the limits of the Charter, adopted ordinances, adopted fee schedules, and Georgia law.
- A Court Fine Schedule does not amend a City ordinance and does not restrict the Municipal Court's discretion to impose lawful punishment in individual cases.
- Any schedule or change that establishes, modifies, or functions as an official municipal ordinance penalty, official court-related fee, adopted fee schedule, or material revenue assumption shall be submitted to Mayor and Council for ratification before it becomes official City policy, unless another lawful process is specifically authorized.
- Changes to ordinance penalties shall be made by ordinance amendment unless the Charter, Code, or Georgia law expressly authorizes another method. Court-related fees may be ratified through an adopted fee schedule, resolution, ordinance, budget action, or other lawful Council action where appropriate.
- State-law violations shall be governed by Georgia law. Mayor and Council shall not establish fine amounts for state-law violations except where expressly authorized by law.

SECTION 3 - REVIEW, RATIFICATION, AND IMPLEMENTATION PROCEDURE

Court/Staff Preparation: Proposed schedules or changes should be prepared in writing and identify the affected violation or fee, prior amount, proposed amount, legal authority, effective date, and any material fiscal assumption.

Legal Review: The City Attorney should review proposed changes when needed to classify each item as a fine, fee, court cost, surcharge, or other charge and to confirm the lawful approval method.

Council Ratification: Items requiring Council action shall be placed on a public agenda, considered through the appropriate legal instrument, voted on where required, and documented in the minutes.

Implementation: Schedules requiring ratification shall not be implemented as official City policy until the required Council action is complete. Court-only reference materials may continue to be used for lawful sentencing guidance when they do not alter ordinance penalties, official fees, or Council-adopted schedules.

Records: The City Clerk or other appropriate office shall maintain the current official schedule, prior schedules where available, ratification records, and effective dates.

SECTION 4 - COMMUNICATIONS AND ADMINISTRATIVE LIMITATIONS

- No elected official, administrator, employee, or staff member may direct, pressure, or influence the outcome of any individual case, plea, sentence, ruling, or judicial decision.
- Administrative coordination with the Court is permitted for budgeting, software, collections, reporting, operational planning, and other non-adjudicative functions.
- Fine schedules and court-related fees should be evaluated primarily for lawful enforcement, compliance, proportionality, public safety, court administration, and justice-related purposes. Fiscal impact may be considered but should be documented and treated as secondary to legal authority and proper process.
- Nothing in this policy creates direct supervisory authority by Mayor and Council over employees under the City Manager's administration except as otherwise authorized by the Charter, law, inquiry, investigation, or formal Council action.

SECTION 5 - TRANSPARENCY, COMPLIANCE REPORTING, AND REVIEW

- Upon request, Mayor and Council should receive prior schedules, revised schedules, legal authority, effective dates, item classifications, approving authority, and material revenue assumptions, excluding confidential case information or protected judicial deliberations.
- Employees may raise good-faith concerns regarding Charter compliance, legal authority, court-related fee practices, or procedural compliance without retaliation. Good-faith reporting does not protect knowingly false statements, intentional misrepresentation, or conduct prohibited by law or City policy.
- Mayor and Council may authorize an independent review when credible governance, legal, financial, or procedural questions arise. Any review shall be limited to process, documentation, compliance, fiscal assumptions, and policy matters and shall not interfere with pending adjudicative proceedings.
- This policy shall be reviewed periodically by the City Attorney, Mayor and Council, City Administration, and relevant departments to ensure continued compliance with the Charter, Georgia law, best governance practices, and operational need.

Section 6 - Good-Faith Compliance Reporting

A. Employees may raise good-faith concerns regarding Charter compliance, legal authority, court-related fee practices, procedural compliance without fear of retaliation.

B. The City may provide alternate reporting mechanisms, as appropriate, including Human Resources, the City Attorney, outside counsel, or an independent reviewer authorized by Mayor and Council.

C. This section does not alter ordinary personnel procedures, supervisory responsibilities, or management authority for routine workplace matters unrelated to legal compliance, Charter responsibilities, court-related fee practices, retaliation, or governance concerns.

EFFECTIVE DATE

This policy shall become effective upon adoption by Mayor and Council.



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

AGENDA REPORT

To: Mayor and Council

From: David Versel, Economic Development Director

Meeting Date: June 15, 2026 – Policy Work Session (PWS)

Item No.: 2026-213

Title: FY2027 Funding Request – Prospera

CC: Eric Johnson, City Manager

Recommendation

Approve a \$15,000 funding request from Prospera to support programs that provide technical assistance and access to capital for Latino entrepreneurs and small business owners in the Norcross community.

Background

Prospera is a leading Latino nonprofit economic development organization in Florida, North Carolina, and Georgia, specializing in providing bilingual services to underserved Latino entrepreneurs. Since its founding in Tampa, Florida in 1991, Prospera has made a significant impact, generating over \$4.9 billion in total economic output and creating more than 47,700 jobs.

Since expanding to Georgia in 2021, Prospera identified Norcross as a key target area for the organization. To fund its operations, Prospera relies on financial support from a range of private and public sector partners. Major supporters in Georgia include banks, corporations, and local governments. Over the past three years, Prospera has served more than 850 clients in the Atlanta area and its work has led to the creation or retention of more than 1,100 jobs.

The City of Norcross has provided funding support to Prospera for several years, including an investment of \$10,000 in FY2025 and \$15,000 in FY2026. At this time, Prospera is requesting \$15,000 investment from the City of Norcross for FY2027. These funds would be targeted to providing business seminars, consulting, and technical assistance to Latino entrepreneurs in the Norcross area. This investment would also maintain the City's seat on Prospera's Georgia board of directors alongside several major banks, corporations, nonprofits, and other municipalities.

Financial Impact

\$15,000 as part of Economic Development budget request for FY2027

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

Goal 4. Maintain a vibrant economic and continue to facilitate job growth

- Policy 4-1: Support programs for retention, expansion, and creation of businesses that enhance our economic well-being, particularly those in target industries.
- Policy 4-9: Support local entrepreneurs in building future-ready businesses.

Attachment

1. Prospera proposal to City of Norcross for FY2027 funding request
2. Presentation slides from Prospera



June 5, 2026

David Versel

Economic Development Director
City of Norcross, GA.

**Prospera Latino Entrepreneurship Program
City of Norcross, GA**

Organizational Profile

Prospera is a leading Latino nonprofit economic development organization in Florida, North Carolina, and Georgia, specializing in providing bilingual services to underserved Latino entrepreneurs. In 33 years of service, Prospera has made a significant impact, generating over \$4.9 billion in total economic output and creating more than 47,700 jobs.

Georgia Impact	FY 24 – 25 Clients	Last 3 Years Clients
Jobs created/retained	201	1,135
Business seminar participants	878	1,233
Clients provided business	208	858

Summary

Prospera is very thankful for our relationship with the City of Norcross over the last two years. This funding proposal will implement a year-round and **impactful partnership between Prospera and Norcross** to continue helping Latino residents achieve economic prosperity. Together, working hand in hand, we will ensure Latino entrepreneurs and business owners can start, sustain, and grow their businesses by providing them with a unique **in-culture handholding and technical assistance program**. Prospera will meet the client where they are, in their language and as often as needed, through bilingual, culturally sensitive services targeting underserved communities.

We request a \$15,000 investment to provide technical assistance and access to capital to at least 10 Latino entrepreneurs and small business owners from the City of Norcross, GA.

Program Description

Prospera's success derives from its innovative, comprehensive, and progressive model built on four pillars: **business seminars, business consulting, business advancement services (grants), and access to capital**. This approach allows us to equip early-stage entrepreneurs with the knowledge and tools necessary for accelerated business growth, resulting in increased job creation and economic impact.

Use of Funds / Activities

Funding will directly impact Latino entrepreneurs in the City of Norcross, preparing them to start, sustain, and thrive in business through our “handholding,” which is critical for the current entrepreneurial environment.

- **Business Seminars:** Orientations for startups and advanced workshops on vital topics for business success, delivered in Spanish. (Prospera can deliver seminar training in City Hall or any preferred location within Norcross.)
- **Business Consulting** - Ongoing and personalized handholding to identify opportunities and overcome challenges of the existing or prospective clients, including technical assistance through subject matter experts in legal, accounting, branding, marketing and sales, business planning, and procurement readiness.
- **Access to Capital** - Assistance obtaining publicly funded, conventional, or micro-loans for small businesses.

Program Timeline

September 1, 2026 – August 31, 2027

Goals and Outcomes

Program Goal:

To **train** and provide **individual consulting** to Norcross Latino entrepreneurs with information and resources to start, sustain, or grow their businesses.

Program Outcome:

Over one year, **at least 10 Latino entrepreneurs will increase their skills and resiliency** through business seminars in Spanish and individual handholding.

Indicators of Success and Key Metrics

- Prospera maintains an internal database for business consultants to enter and track client data and growth. Business development metrics used to measure program success and impact include seminar participants, individuals consulted, loans facilitated, businesses started, jobs created or retained, and the percentage of the low-to-moderate population served. It will report to the city as requested.

Agreed by,



Augusto Sanabria
President & CEO
Prospera Georgia LLC

David Versel
Economic Development Director
City of Norcross



*Supporting entrepreneurs
since 1991*



Prospera's mission is to help start, sustain, and grow **small businesses** to achieve **community prosperity**.



What is Prospera?

- One of the nation's **leading 501(c)(3) nonprofit, economic development** organizations specialized in **bilingual assistance to help small businesses grow and prosper.**
- A **unique, adaptable, and versatile business model designed to empower new and established entrepreneurs with the expertise and resources they need**, created by an entrepreneur who understood the common paradigms and barriers to success faced by both U.S. and foreign-born business owners.
- **Current service areas: Florida, North Carolina, and Georgia.**



Maximizing Resources

- **Prospera leverages investments from private and public sectors**, including client donations.
- Prospera does not provide business networking or professional development. Instead, the organization **partners with fellow community-based and economic development organizations** to provide clients access to additional resources.



Milestones

1991

Established as Hispanic Business Initiative Fund West Coast, Inc. in **Tampa**

2008

Merged both to form HBIF of Florida, Inc. The largest org. of its kind in Florida

2014

Began delivering services across **Florida, beyond established offices**

2017

Opened office in **Charlotte, NC**

2020

Transitioned to **remote operations** seamlessly for pandemic

2022

Opened office in **Raleigh, NC**. Launched year-round services in **Palm Beach County and Jacksonville, FL**

2024

Opened office in **Lake Worth Beach, FL**

1995

Established Hispanic Business Initiative Fund of Greater **Orlando**

2011

Opened office in **Miami, FL**

2016

25th anniversary ended with rebranding to Prospera and began exploring opportunities **beyond Florida**

2019

Developed **PROPEL** to offer services in other **U.S. markets**

2021

Began operations in **Atlanta, GA**

2023

Opened office in **Jacksonville, FL**

2026

Established office in Fort Myers, to serve **Southwest FL**

Georgia Annual Funders



Unique Program Model

- Prospera strives to increase the number of **sustainable businesses** and **create jobs**, one entrepreneur at a time.
- Prospera offers training, support, and resources **at no charge to clients** through:
 - **Business seminars**
 - **Individual business consulting**
 - **Procurement Readiness**
 - **Access to capital**



**ROI: Every \$1 invested
in Prospera generates
\$184 in economic
impact.**



Economic Impact*

First 30 Years of Service

21,814

Clients provided
individual business
consulting services

\$85,780

Direct impact per
job created or
retained

\$147.8 MM

in capital marketed

\$116 MM

State and local tax
revenues

47,709

Jobs impacted

\$1.6 Billion

in labor income

\$4.9 Billion

in total
economic impact

Georgia

Program Results Since 2021



858

Clients provided
individual business
consulting services

1,135

Jobs created or
retained

1,389

Orientation, workshop &
training participants

\$670,600

Capital marketed for
small businesses

Norcross

Impact Since 2022



44

Clients provided
individual business
consulting services



16

Seminars



281

Orientation, workshop &
training participants



13

Entrepreneurial
Grants for
Professional
services

Engaging with the community in **Norcross**

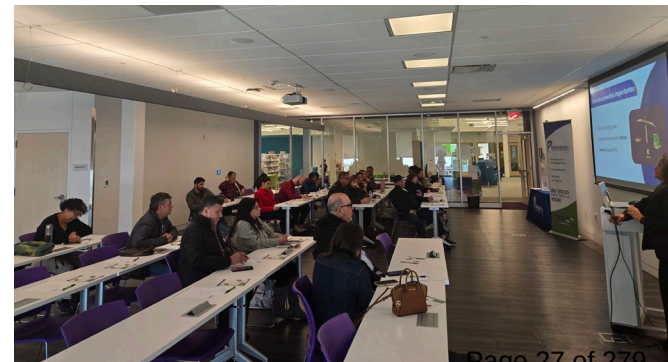




Seminars in Gwinnett County Public Library: Norcross



Seminars in Gwinnett County Public Library: Norcross



Seminars in Norcross



Client Spotlights - Norcross



- [Jhoanna Haro](#)
- ACJ Cleaning and Painting, LLC



- [Alejandra y Dahomy Bermudez](#)
- The Tidy Freak, LLC

Businesses in Norcross:



- The Campos Law Firm, LLC



- Café Dominican Restaurant, Inc.



Join our mission today

Thank you!





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

AGENDA REPORT

To: Mayor and Council

From: Helen Balch, AICP
Community Development & Planning Director

Meeting Date: June 15, 2026 – Policy Work Session (PWS)

Item No.: 2026-172

Title: Certificate of Appropriateness (COA2026-005); 503 North Peachtree Street;
Consideration of a Historic Demolition and New Home; Ethan Frazier

CC: Eric Johnson, MPA, City Manager
Tracy Rye, AICP, Assistant City Manager

Recommendation

Approval of Certificate of Appropriateness (COA2026-005) per the Architectural Review Board's Approval and Recommendations.

Background

The applicant proposes to demolish a historic home built in 1925 with the intent of rebuilding a two (2) story residence on a 1.02-acre lot. The historic demolition is first reviewed by the Architectural Review Board, with the final review by Mayor and Council. The proposed architecture will consist of horizontal hardieplank siding on all facades, with a brick watertable. According to the application, Creamy (SW 7012) is the main proposed color for the new residence. The accessory architectural components' colors will be dark walnut for front door, and Forrow & Ball Parma Gray for shutters, and white gutters. The proposed site plan shows the proposed single-family residence within the required R100 side and rear setbacks. The applicant will have the driveway on the northeastern part of the property and will extend to the rear for a rear entry garage. However, the applicant will have to revise the site plan to reflect the correct setbacks.

At the May 19, 2026, hearing, the Architectural Review Board determined that the existing building is a **non-contributing structure** and cannot be feasibly rehabilitated and therefore meets the criteria for demolition, and the application was **approved** subject to the following conditions:

1. Demolition approved for existing structure.
2. Front elevation: Door to match drawing, not color rendering.
3. Roof to be weathered wood architectural shingles.
4. The applicant shall recycle the bricks, doors, and windows at a minimum and provide documentation of where or who recycled them through presentation of receipt.

5. This approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
6. The applicant will be required to install the tree density units as specified by the Arborist as well as all other landscaping and foundation plantings as required by the Architectural Design Standards and the Unified Development Ordinance.
7. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
8. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

Financial Impact

N/A

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

1. Continue to define Norcross' unique sense of place, where nature-based and cultural assets are conserved and enhanced.
 - a. Policy 1-3: Support opportunities for infill development that reflects neighborhood character.

Attachments

1. Staff Report
2. Redacted Application
3. Engineer Letter (from Daniel T. Sheehan, P.E.)
4. Verified Funds
5. Floor and Roof Plans
6. Pre-Deconstruction Inspection Checklist
7. Historical Survey



Certificate of Appropriateness

Case Number	COA2026-005
Hearing Date	ARB: May 19, 2026, PWS: June 15, 2026, Final: July 6, 2026
Petitioner	Ethan Frazier
Property Location	503 North Peachtree Street
Current Zoning	R100 (Single-Family Residential)
Proposed Zoning	N/A
Proposal	Historic Demolition and Deconstruction with Intent to Rebuild
Character Area	Character Area 4: North Peachtree Street Neighborhoods
Site Acreage	1.02 acres
District	6
Land Lot	255
Parcel #	6255 015
Taxes Paid	N/A
Historic District	National

COMMUNITY DEVELOPMENT AND PLANNING DEPT. RECOMMENDATIONS

Should the ARB decide to grant approval, Staff recommends the following conditions (The ARB will first need to determine whether the structure is *contributing* or *non-contributing*):

1. The applicant shall recycle the bricks, doors, and windows at a minimum and provide documentation of where or who recycled them through presentation of receipt.
2. This approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
3. The applicant will be required to install the tree density units as specified by the Arborist as well as all other landscaping and foundation plantings as required by the Architectural Design Standards and the Unified Development Ordinance.
4. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
5. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

Proposed Front Elevation



Proposed Rear Elevation

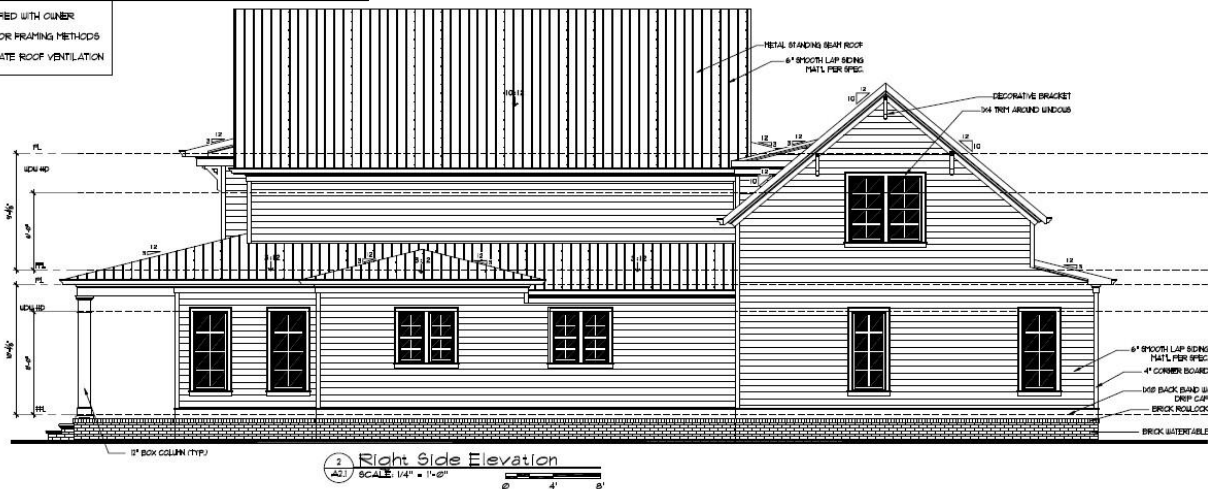


Proposed Left Elevation



Proposed Right Elevation

REFINED WITH OWNER
FOR FRAMING METHODS
GLUE ROOF VENTILATION



Front



Rear





ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	SW Creamy 7012	Hardie Siding
Primary Façade: Second	SW Creamy 7012	Hardie Siding
Primary Façade: Third	—	—
Left Side:	SW Creamy 7012	Hardie Siding
Left Side: Second	SW Creamy 7012	Hardie Siding
Left Side: Third	—	—
Left Side:	—	—
Right Side:	SW Creamy 7012	Hardie Siding
Right Side: Second	SW Creamy 7012	Hardie Siding
Right Side:	—	—
Right Side:	—	—
Rear: First	SW Creamy 7012	Hardie Siding
Rear: Second	SW Creamy 7012	Hardie Siding
Rear: Third	—	—
Rear: Basemnt	—	—

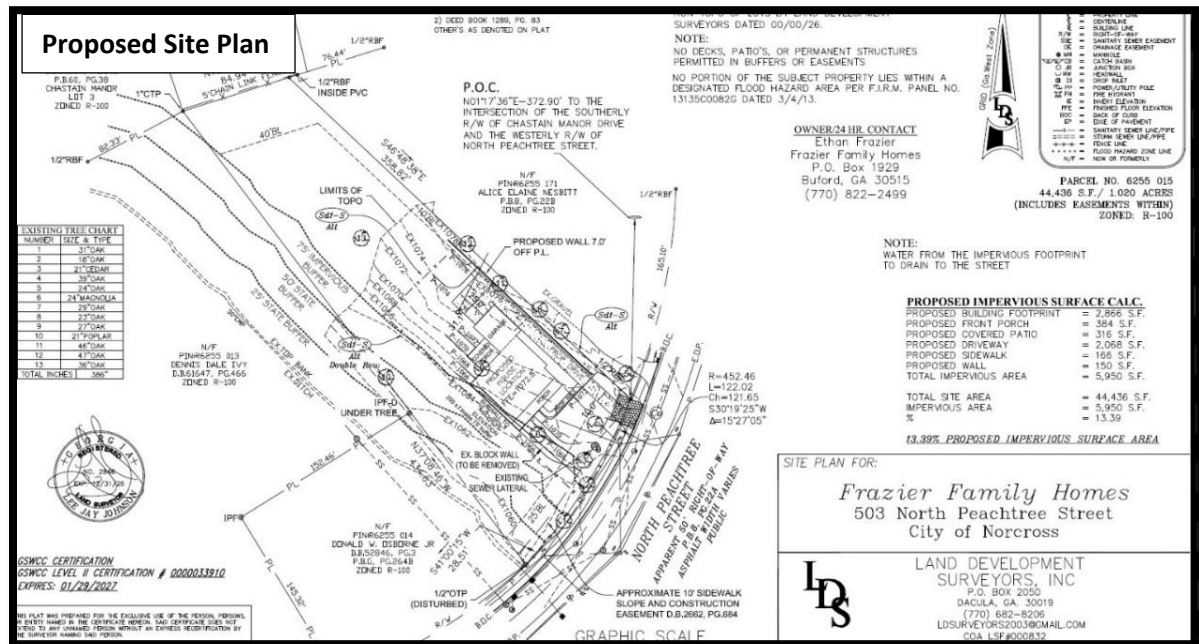
COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry	Pine Hill Masonry	Brick
Garage Doors	SW Creamy 7012	Carriage Stamped
Trim	SW Creamy 7012	Hardie
Mortar	Coosa Creme	Concrete Mortar
Gutters	White	4" Round
Corner Board	SW Creamy 7012 7012	4" wood Corner board
Railings	-	-
Windows	SW Creamy 7012	Wood
Window Sills	SW Creamy 7012	Wood
Window Muntin/Mulli	SW Creamy 7012	wood
Columns	SW Creamy 7012	12" box on Front 10" box on rear
Other Architectural Features	SW Creamy 7012	Decorative Wood Brackets
Other Architectural	B Farrow & Ball Parma Gray	Louvered Shutters
	Dark Walnut	Wood Front Door

SW 7012

Creamy

FULL DETAILS ▾

This bright white has the softest of yellow undertones to create a subtle warmth in the room. Pairs wonderfully with other soft, warm hues, like Reynard.

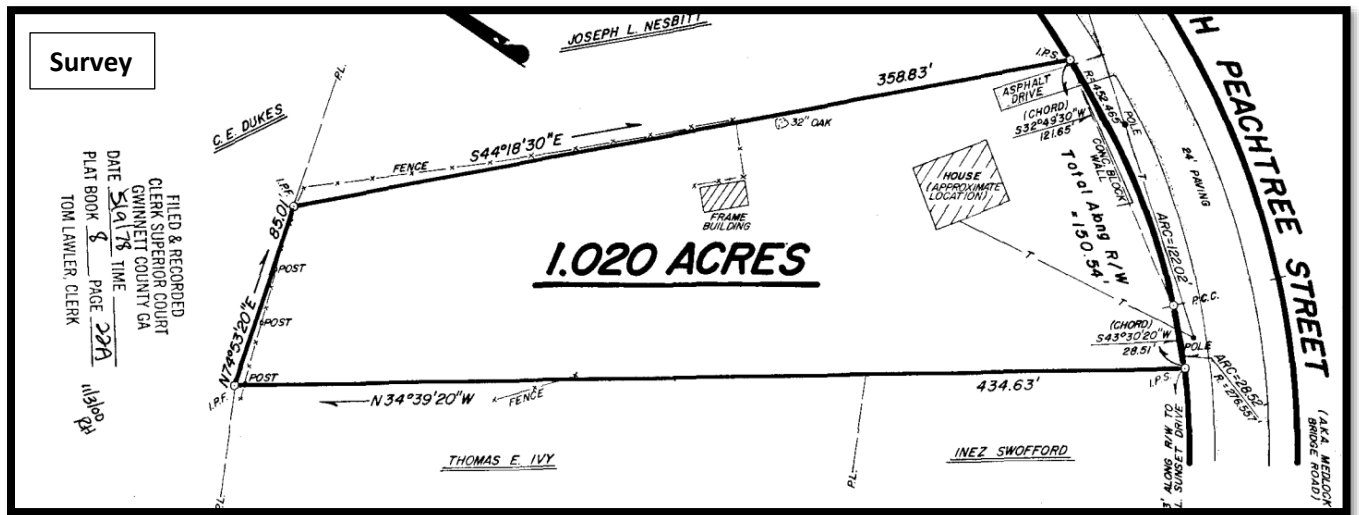


Proposed Site Plan

The proposed site plan shows the proposed single-family residence within the required R100 side and rear setbacks. The applicant will have the driveway on the northeastern part of the property and will extend to the rear for a rear entry garage. However, the applicant will have to revise the site plan to reflect the correct setbacks.

City Engineer's Comments and Recommendations

- A buffer variance is required for encroachment into the 75' impervious setback;
- A complete hydrology study should be performed, along with the design of a stormwater management plan and BMPs;
- A land disturbance permit will be required; and
- A five (5') foot strip along the front property line shall be dedicated for public right-of-way. The required front setback shall be adjusted and measured from the revised right-of-way boundary (North Peachtree is a collector road and minimum ROW should be 60'. Existing ROW is 50'. It means we need 5' from each side).



Summary of the applicant's proposal

The applicant proposes to demolish a historic home built in 1925 with the intent of rebuilding a two (2) story residence on a 1.02-acre lot. The historic demolition is first reviewed by the Architectural Review Board, with the final review by Mayor and Council.

Architectural and Site Design Standards

1.3.2

New residential buildings must be compatible with surrounding buildings in terms of form, scale, height, massing, proportion, and roof shape. No structure may exceed the height of an adjacent structure by more than one floor.

3.4.1.2

New structures should have roof forms and orientation consistent with buildings within its area of influence.

3.4.3.1

Traditional residential styles of pitches roofs ranging from 6:12 to 10:12 are encouraged.

3.5.1.9

Approved building materials include brick, stone, wood, and wood shakes/shingles.

3.5.1.13

Neutral traditional building color palettes are encouraged. Colors should blend with neighboring buildings.

3.5.3.1

All residential construction shall include a combination of architectural treatments, such as brick or stone masonry, stucco, wood, or other durable materials. If masonry materials are used a minimum of (3) three facades must use the masonry material.

3.5.3.2

The reveal (exposed portion) of siding will be a minimum of four inches and shall not exceed six (6) inches.

3.6.1.8

Large expanses of fixed windows are not permitted unless it is deemed integral to the design of the residence by the ARB.

3.6.1.11

Door and window types must correspond with the architectural styles found within the district. Contemporary single pane glass doors, and half-paneled doors with lights are examples of appropriate styles.

Current zoning district for the property

The R100 single-family residence zoning district is intended primarily for single family residences and related uses on large sized lots in the city.

Historic Demolition Review:

Prescribed Guidelines for Evaluation of a Historic Demolition (2.1.6 and 2.1.7):

Downtown Developments and Historic Districts

Guidelines

2.1.5 Each building proposed for demolition must be evaluated for historic and architectural merit as well as its importance to the history of the site, the National Register-listed district, and the DDD. As an alternative to demolition, many property owners consider “mothballing” a historic structure. Mothballing is a temporary means of closing up a structure, which protects it from the weather and secured it from vandalism. It is typically used when all means of finding a productive use have been exhausted, or when funds are not currently available to bring it back to a usable condition. When the local building official has declared a structure unsafe, mothballing can be a viable alternative to demolition, offering protection while funds are sought or while planning for its future use.

2.1.6 The demolition of a noncontributing structure within the district is allowed under the following conditions:

1. Plans for the redevelopment of the site have been through the Design Review process and have been approved by the ARB.
2. It is documented to the satisfaction of the ARB that finances are in place to construct the approved redevelopment plans.

2.1.7 The demolition of a contributing structure within the district is allowed under the following conditions:

1. It is documented to the satisfaction of the ARB that the building cannot feasibly be rehabilitated for use, which should be written by a licensed architect, engineer, or city inspector.
2. Plans for the redevelopment of the site have been through the Design Review process and have been approved by the ARB.
3. It is documented to the satisfaction of the ARB that finances are in place to construct the approved redevelopment plans.

SECTION 2.1 | DOWNTOWN DEVELOPMENT AND HISTORIC DISTRICTS

The Three-Part Architectural Review Board’s Review of the Historic Demolition:

1. First, the ARB will need to determine if the existing building is a contributing or non-contributing structure. The design standards define contributing structure as a building that,

“Contributes to the architectural or historic significance of a historic district. A “contributing building” in a historic district is one that may be of limited individual significance but nevertheless functions as an important component of the district.”

2. Second, the ARB will need to determine the feasibility of rehabilitating the dwelling for use; and
3. Third, the ARB will need to review the financial statement confirming finances are sufficient for the developer to construct the proposed product.

Historical Background:

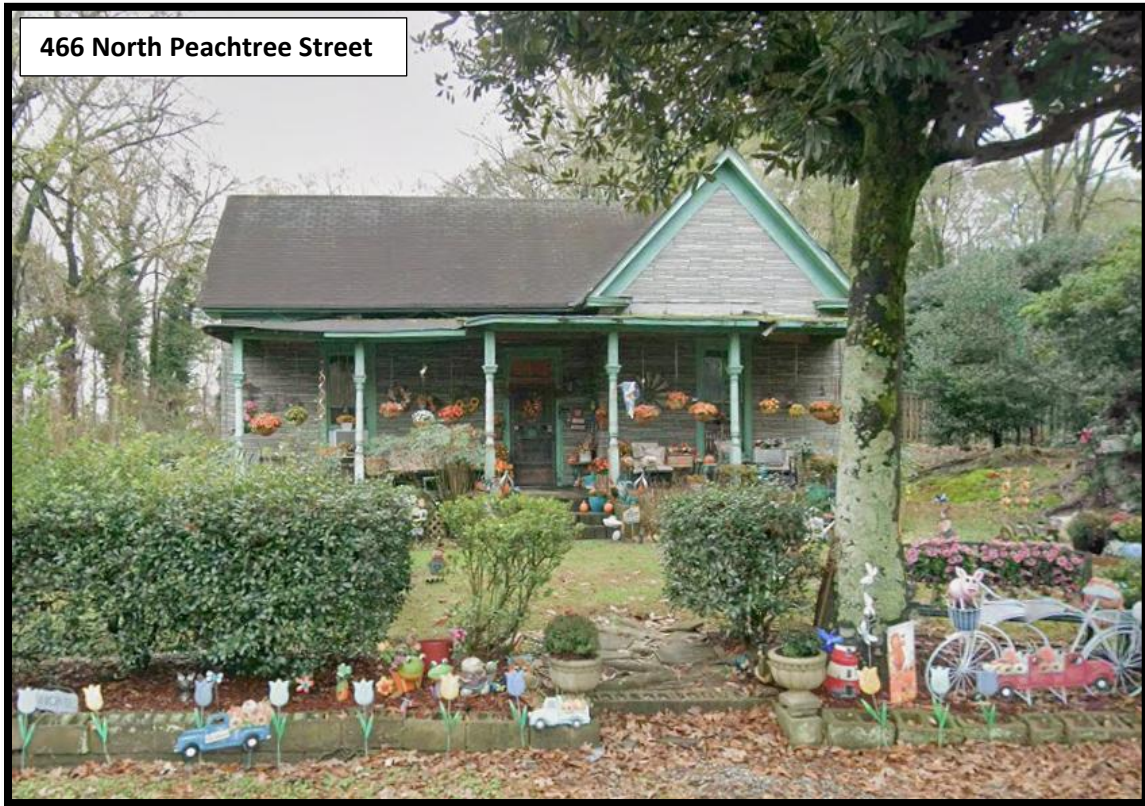
The subject parcel and dwelling are located in the National Historic District. Available records from the Gwinnett County Tax Assessor indicate that the dwelling was constructed in 1925. As it pertains to the Georgia Historic Resources survey conducted for the site, the existing home is on the National Register, with a recognition year of 1980. The full historical survey is attached to this analysis.



Deconstruction Inspection:

On April 22, 2026, city staff conducted a deconstruction inspection of the dwelling since the home was built prior to 1950. The Professional Engineer's report drafted by Mr. Daniel T. Sheehan, P.E., assessed the feasibility of renovating the existing building which is attached to this analysis. The conclusion of the report is that the dwelling is not feasible for renovation or reconstruction. The full report is attached to this analysis.

Homes in the Area and Their Existing Architectural Styles:



496 North Peachtree Street



530 North Peachtree Street







Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

JOB LOCATION			
Job Site Address: 503 N Peachtree St	Lot # -	Tax Parcel ID: R6255 015	
LANDOWNER OF RECORD			
If applicant is not the owner, as listed on the property deed, a letter from the owner authorizing the proposed work must be included along with the owner's phone number and address.			
Name: Alice Nesbitt	Phone: -		
Address: 537 N Peachtree St	City: Norcross	State: GA	Zip Code: 30071
APPLICANT			
Applicant Name: Ethan Frazier	Phone: [REDACTED]		
Company Name: Frazier Family Homes	Email: [REDACTED]		
Address: 390 Brogden Rd Suwanee GA 30025	City: Suwanee	State: GA	Zip Code: 30024
DESCRIPTION OF PROJECT			
Project Type ☒ Residential ☐ Commercial ☐ Industrial ☐ Other project			
Briefly, yet accurately, describe all new construction, alterations, repairs or other changes to the exterior appearance or site for the property under consideration. Use additional pages as needed: New single family residence			
STATEMENT			
Has this property been before the Mayor and Council, Downtown Development Authority, Architectural Review Board, Board of Appeals or Board of Planning and Zoning within the last 24 months? ☐ Yes ☒ No If yes, please list the board and reference number: _____			
OWNER'S SIGNATURE			
Signature: Alice Elaine Nesbitt		Date: 2/25/2026	
NOTE: Please submit electronic copies online of site plan, landscape plan, floor plans, paint palettes, as well as photos for all proposed building materials, light fixtures, windows, and doors, along with this application form by creating an account with https://eplansolution.com/norcrossga Hard copies of application materials will not be accepted.			



Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

Foundation Type: (Circle One)		
<u>Slab</u>	Crawl Space	Basement
Building Dimensions:		
Width: 51'4"	Length: 80'	Height:* 28'
Area Dimensions:		
First Floor: 2,222	Second Floor: 1,000	Third Floor: -
Basement**:	Front Porch: 384	Rear Porch: 310
Patio: -	Garage: 653	
Primary Roof System: (Circle One)		
<u>Gable</u>	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch: 10:12 10:12		
Secondary Roof Pitch: 12:12 10:12		
Additional Roof Pitch: 3:12		
Floor and Elevation Plan information to be included on each		
Street Address and Lot Number	Scale with scale bar	Scaled measurement for each floor level and building elevation
Site Plan and Landscape Plan information to be included on each		
Scale with scale bar and North Arrow	Building and driveway foot print	HVAC and utility equipment
Location and type of plantings	List of planting materials	
*Height of building means the vertical distance measured from grade to the highest finished roof surface in the case of flat roofs or to a point at the average height of the highest roof having a pitch.		
**Dwellings with a basement and a third story must submit a grade plan elevation to determine if the residential building has a fourth floor.		



Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	SW Creamy 7012	Hardie Siding
Primary Façade: <i>Second</i>	SW Creamy 7012	Hardie Siding
Primary Façade: Third	—	—
Left Side:	SW Creamy 7012	Hardie Siding
Left Side: Second	SW Creamy 7012	Hardie Siding
Left Side: Third	—	—
Left Side:	—	—
Right Side:	SW Creamy 7012	Hardie Siding
Right Side: Second	SW Creamy 7012	Hardie Siding
Right Side:	—	—
Right Side:	—	—
Rear: First	SW Creamy 7012	Hardie Siding
Rear: Second	SW Creamy 7012	Hardie Siding
Rear: Third	—	—
Rear: Basemnt	—	—



Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry	Pine Hall Magenta	Brick
Garage Doors	SW Creamy 7012	Carriage Stamped
Trim	SW Creamy 7012	Hurdie
Mortar	Coosa Creme	Concrete Mortar
Gutters	White	4" Round
Corner Board	SW Creamy 7012 7012	4" wood Corner Board
Railings	-	-
Windows	SW Creamy 7012	Wood
Window Sills	SW Creamy 7012	Wood
Window Muntin/Mulli	SW Creamy 7012	wood
Columns	SW Creamy 7012	12" box on Front 10" box on rear
Other Architectural Features	SW Creamy 7012	Decorative Wood Brackets
Other Architectural	B Farrow & Brill Parma Gray	Louvered Shutters

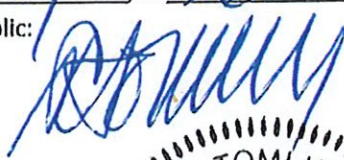
Dark Walnut

Wood Front Door



Owner's Affidavit

Community Development Department Phone: 678-421-2027 65
Lawrenceville Street Norcross, GA 30071

Section I. Land Ownership	
I, _____, hereby attest to ownership of the property located at <u>503 N Peachtree</u> , Parcel ID# <u>R6255 015</u> for which this Application is submitted. The Ownership, as recorded on the deed, is in the name of <u>Alice Elaine Nesbitt</u> .	
Section II. Type of Ownership	
☒ Individual ☐ Corporation/LLC ☐ Partnership ☐ Government ☐ Homeowner	
Corporation/LLC/Partnership Name:	Secretary of State Registration Number:
	Registered Agent Name:
Provide Names of all Officers/Members/General Partners (If applicable):	
Registered Agent Address:	Registered Agent Phone #:
COMPLETE BY OWNER	
As the owner of the above designated property for which this affidavit is submitted, I wish to allow <u>Ethan Frazer</u> (applicant's name) to apply for a <u>Demo & Building</u> for the address mentioned in Section I of this form. 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.	
NOTARY	
Owner states under oath that he/she is the owner of the property described under Section I, which is made part of this Application.	Sworn and subscribed before me this <u>25th</u> day of <u>February</u> , 20 <u>26</u> .
Name: <u>Alice Nesbitt</u>	Notary Public: 
Address: <u>537 N Peachtree St</u>	Seal: 
City, State, Zip Code: <u>Norcross GA 30071</u>	
Email address: <u>-</u>	
Phoner Number: <u>-</u>	
Owner's signature: <u>Alice Elaine Nesbitt</u>	Commission expires

SIGNATURE PAGE

Please read and initial

EP Application is hereby made according to the laws and ordinances of the City of Norcross for a permit to demolish a building, structure or part thereof located within the National Historic District as described herein or shown on accompanying plan and specification, to be located as shown on accompanying plat plan and if same is granted, agree to conform to all laws and ordinances regulating same. Demolition will be started no later than six months from date of permit issue. Personally appeared the above named applicant, who under oath says that he/she is the applicant for the foregoing, and that all the above statements are true to the best of his/her knowledge.

Ethan Frazier

Applicant's Name (please print clearly)

EP Frazier 3/5/26

Applicant's Signature and Current Date

Before me, the undersigned notary public, this day, personally, appeared ETHAN FRAZIER to me known, who being duly sworn according to law, deposes the following:

Subscribed and sworn to before me this 5 day of MARCH, 2026.

Notary Public



Alice Nesbitt

Current Property Owner's Name (please print clearly)

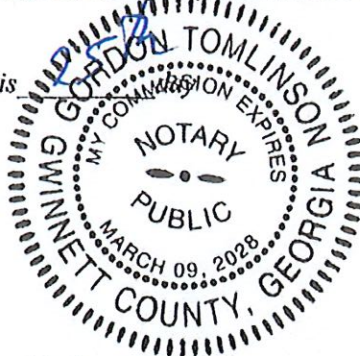
Alice Elaine Nesbitt 2/25/2026

Current Property Owner's Signature and Current Date

Before me, the undersigned notary public, this day, personally, appeared A.E. Nesbitt to me known, who being duly sworn according to law, deposes the following:

Subscribed and sworn to before me this 25 day of February, 2026.

Notary Public



This Document ☐ was / ☒ was not signed in the presence of _____

City of Norcross Personnel

Date

Daniel T. Sheehan, P.E.

168 Elm St

Jefferson, GA 30549

770/367/5310

February 24, 2026

Ethan Frazier
Frazier Family Homes

Re: Structural Condition Assessment -Existing Residence
Address: 503 N. Peachtree St.
Norcross, GA 30071

To Whom It May Concern:

As requested, I have examined the residence referenced above. Specifically, it was requested that I provide a professional opinion as to whether the existing foundation was structurally sound to use when you renovate or reconstruct the residence. I inspected the residence on February 17, 2026.

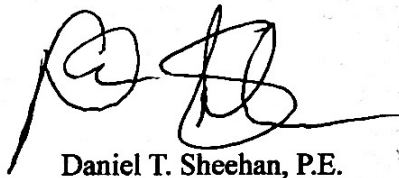
The existing residence was a single-story, wood framed structure that was originally constructed in 1925. The house did not appear to have been well maintained.

It was constructed with a crawlspace. There was a brick skirt wall enclosing the crawlspace. The original foundation piers for the wood framed floor structure were stacked stone that had been mortared. Additional CMU (concrete masonry unit) piers have been added in areas apparently in an attempt to reinforce the floor structure. Some of these blocks were turned sideways instead of being stacked.

The overall condition of the existing foundation and residential structure was below average/ poor. The existing foundation and floor structure is not adequate to be used in the renovation or reconstruction of residence. It would not meet current building code requirements (2024 International Residential Code).

If there are any questions or you need any additional information, please contact me.

Sincerely,



Daniel T. Sheehan, P.E.

State of GA #20186



April 1, 2026

To Whom It May Concern:

This is to certify that Frazier Family Home Builders, LLC. has sufficient funds to construct a new home located at 503 N Peachtree, Norcross, GA 30071 in the amount of \$700,000.00.

If you have any questions, I can be contacted at 678-714-4424.

Sincerely,

Kim Franklin

Kim Franklin
Vice President

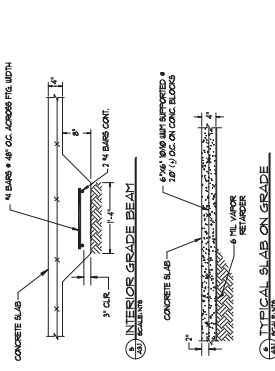
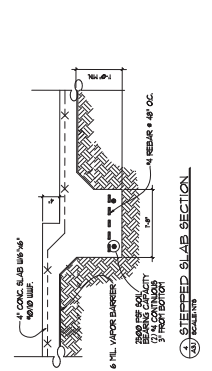
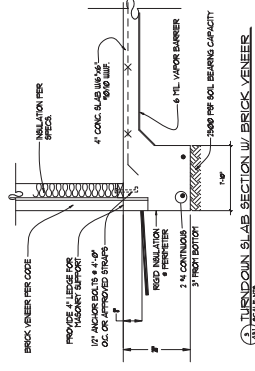
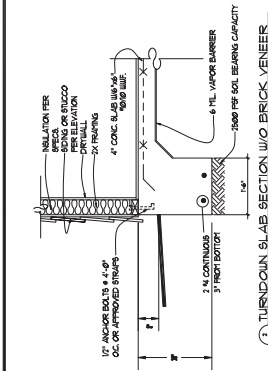
Office 770-932-1900

Fax 678-482-9152

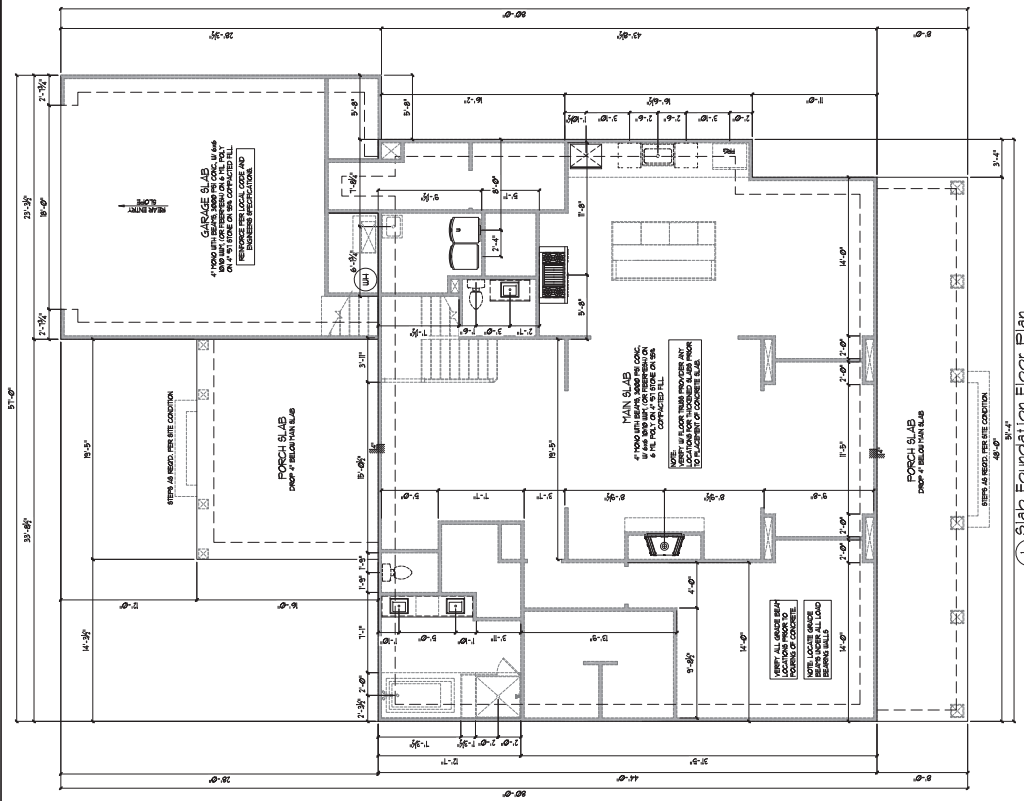
1899 Buford Highway

Buford, GA 30518

www.peoplesbanktrust.com



A3.1 TYPICAL SLAB ON GRADE

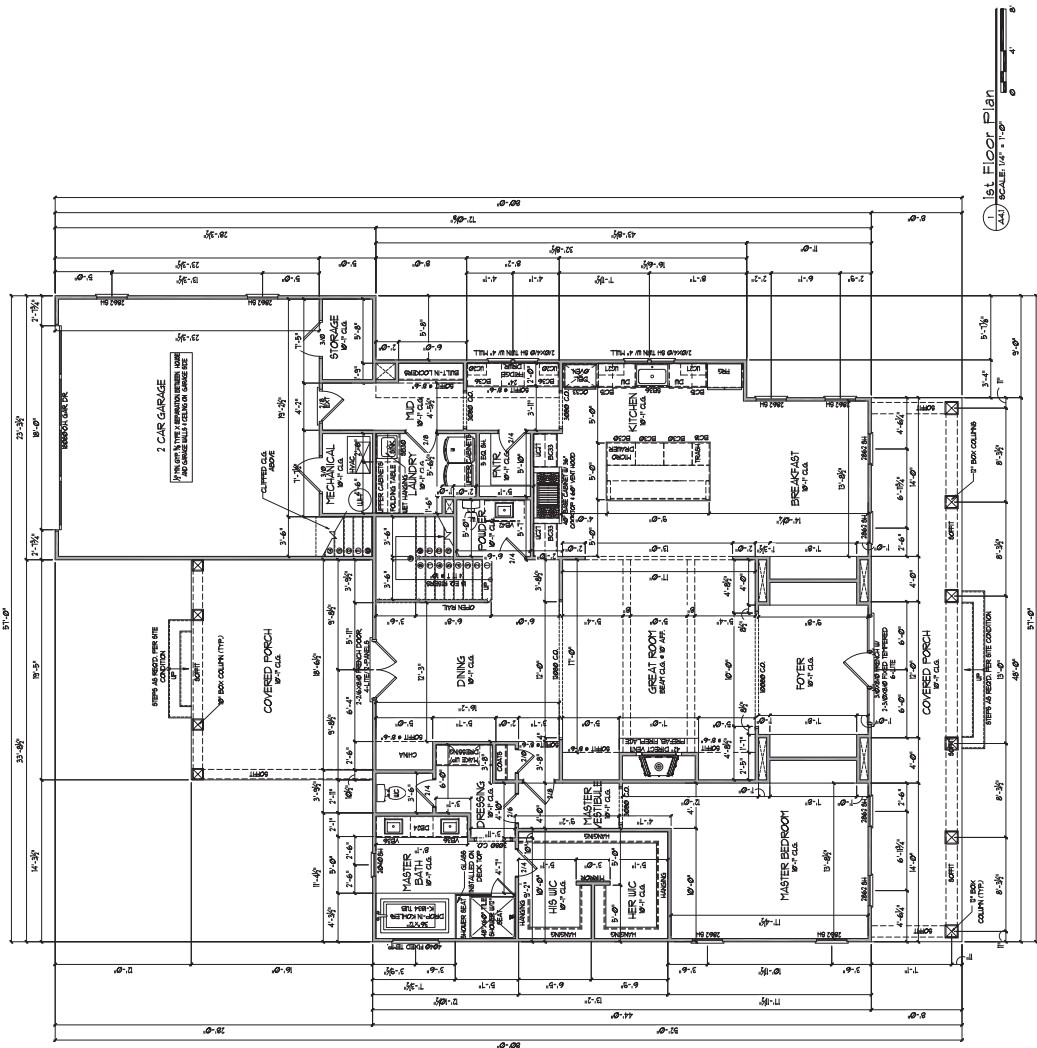


A3.1 Slab Foundation Floor Plan
SCALE: 1/4\"/>

DESIGNER: VIEWPOINT DESIGN 4841 BELLE STAVES RD. SUWANEE, GEORGIA 30024 PHONE: (404) 518-0956 info@viewpointdesign.com		PROJECT NAME: NEW RESIDENCE 503 N PEACHTREE ST. NORCROSS, GA 30071		CLIENT: FRAZIER FAMILY HOMES 3000 WILSON RD. SUWANEE, GEORGIA		DATE: 1/17/2026 DRAWN BY: QC CHECKED BY: N/A		PROJECT: SLAB FLOOR PLAN		A3.1	
--	--	--	--	---	--	---	--	--	--	--------------------	--

[illegible]

	SQUARE FOOTAGE:
MAN LEVEL	2245
UPPER LEVEL	1000
BOAT ABOVE GARAGE	418
TOTAL HEATED	3663
2 CAR GARAGE & STORAGE	631
FRONT PORCH	364
REAR COVERED PORCH	390
TOTAL HEATED	4,388



1st Floor Plan
A4.1 SCALE: 1/4" = 1'-0"
0' 4' 8'

2nd Floor Plan

Overall Dimensions: 46'-0" (Total Width) x 73'-0" (Total Depth)

Rooms and Dimensions:

- Bedroom 1: 11'-0" x 11'-0"
- Bedroom 2: 11'-0" x 11'-0"
- Bedroom 3: 11'-0" x 11'-0"
- Bedroom 4: 11'-0" x 11'-0"
- Loft/Kids Den: 11'-0" x 11'-0"
- Bathroom 1: 5'-0" x 7'-0"
- Bathroom 2: 5'-0" x 7'-0"
- Bathroom 3: 5'-0" x 7'-0"
- Living Area: 11'-0" x 11'-0"
- Storage: 5'-0" x 7'-0"
- Hall: 5'-0" x 7'-0"
- Staircase: 5'-0" x 7'-0"
- Entry: 5'-0" x 7'-0"
- Garage: 11'-0" x 11'-0"

Table of Square Footages:

Room	Square Footage
Bedroom 1	121.00
Bedroom 2	121.00
Bedroom 3	121.00
Bedroom 4	121.00
Loft/Kids Den	121.00
Bathroom 1	35.00
Bathroom 2	35.00
Bathroom 3	35.00
Living Area	121.00
Storage	35.00
Hall	35.00
Staircase	35.00
Entry	35.00
Garage	121.00
Total	1,000.00



Pre-Deconstruction Inspection Checklist

Applicant Name: Ethan Frazier Date: 4/10/20
Address: 503 N Peachtree St Year Built: 1925

APPLICANT COMPLETE THIS SECTION

Please indicate which materials present in your property are proposed to be removed by selecting from the list of items below. Please complete prior to Pre-Deconstruction Inspection scheduled through the Community Development Department.

Doors:	☒ Yes ☐ No	Lighting fixtures:	☒ Yes ☐ No
Plumbing fixtures:	☒ Yes ☐ No	Working appliances:	☒ Yes ☐ No
Hardwood flooring:	☒ Yes ☐ No	Cabinets:	☒ Yes ☐ No
Windows:	☒ Yes ☐ No	Countertops:	☒ Yes ☐ No
Wall Studs:	☒ Yes ☐ No	Brick:	☒ Yes ☐ No
Stone:	☒ Yes ☐ No	Other Materials:	☒ Yes ☐ No

FOR OFFICIAL USE ONLY

This section shall be completed by staff during the Pre-Deconstruction Inspection. A copy of this inspection sheet shall be given to the applicant as a record of the deconstruction requirements for this application.

Doors: ☒ Yes ☐ No QTY: <u> </u>	Lighting fixtures: ☐ Yes ☐ No QTY: <u> </u>
Plumbing fixtures: ☐ Yes ☐ No QTY: <u> </u>	Working appliances: ☐ Yes ☐ No QTY: <u> </u>
Hardwood flooring: ☐ Yes ☐ No QTY: <u> </u>	Cabinets: ☐ Yes ☐ No QTY: <u> </u>
Windows: ☒ Yes ☐ No QTY: <u> </u>	Countertops: ☐ Yes ☐ No QTY: <u> </u>
Wall Studs: ☐ Yes ☐ No QTY: <u> </u>	Brick: ☒ Yes ☐ No QTY: <u> </u>
Stone: ☐ Yes ☐ No QTY: <u> </u>	Other Materials: ☐ Yes ☐ No QTY: <u> </u>

Notes: Deconstruction Inspection took place on 4-22-20.
The applicant intends to salvage the bricks, doors, and
windows.

Georgia Historic Resources
Historic Preservation Division,
Georgia Department of Natural Resources.

Resource ID	206589		
County	Gwinnett		
Item 1. Resource Name			
Item 3. Resource Address/Location	503 North Peachtree Street Norcross 30071		
Item 4. Owner's Name and Address			
Item 5. Classification	Building		
Item 7. Current Use	Domestic/residential-Single dwelling		
Item 7. Original Use	Domestic/residential-Single dwelling		
Item 8. Date of Construction (or estimate)	c1925		
Item 9. Major Changes	Altered:	Description	Date
		screened in front porch	
	Additions:	Description	Date
		rear addition	
	Moved:	Description	Date
	Destroyed:	Description:	Date:
Item 10. Architect/engineer/designer	Unknown		
Item 11. Contractor/builder/craftsman	Unknown		
Item 12. Style	Craftsman		
Item 13. Building Type	House types-Bungalow-Side gable		
Item 14. Original Floor Plan	Two unequal rooms [Two rooms]		
Item 15. Plan Shape	Rectangular		
Item 16. Number Of Stories	One		
Item 17. Facade Symmetry	Asymmetric		
Item 17. Front Door(s)	One door		
Item 18. Roof Type	Gable-Multi-gable		
Item 18. Roof Material	Composition shingle/asphalt shingle		

Item 19. Chimney placement and Material	Off-center, within roof surface-Off-center, roof surface (one) [Brick]										
Item 20. Type Of Construction	Balloon frame/platform frame										
Item 21. Exterior material(s)	Wood-Weatherboard/clapboard/beveled siding										
Item 22. Foundation material(s)	Brick										
Item 23. Porches	Verandah [Front] [1 story] [Partial] [Wood] [Gable]										
Item 24. Windows	Double-hung sash [Flat-headed] [6/6] [Rectangular] Fixed										
Item 25. Additional physical description	Fixed 12 light window in gable and fixed 8 light window in gable; brackets; rear shed roof addition; square columns on brick piers; paired windows										
Item 26. Pictures	Resource 15-a.jpg (107k) Resource 15-b.jpg (88k) Resource 15-c.jpg (101k) Resource 15-d.jpg (105k) Resource 15-e.jpg (89k)										
Item 27. Description of outbuildings (if any)	Implement shed [small, shed roof]										
Item 29. Description of Landscape Features	Yard setting-Casual/unplanned Yard setting-Designed plantings/planting beds										
Item 30. Count	<table> <tr> <td>Number of Buildings:</td><td>1</td></tr> <tr> <td>Number of Structures:</td><td>0</td></tr> <tr> <td>Number of Outbuildings:</td><td>1</td></tr> <tr> <td>Number of Sites:</td><td>0</td></tr> <tr> <td>Number of Landscape features:</td><td>0</td></tr> </table>	Number of Buildings:	1	Number of Structures:	0	Number of Outbuildings:	1	Number of Sites:	0	Number of Landscape features:	0
Number of Buildings:	1										
Number of Structures:	0										
Number of Outbuildings:	1										
Number of Sites:	0										
Number of Landscape features:	0										
Item 31. Description of the environment	Town [Mixed old and new]										
Item 32. Archeological Potential											
Item 33. History											
Item 34. Historical theme(s)	Architecture										
Item 34. Distinctive aspects of GA's history											
Item 35. Significance	Architecture-Architectural design [Good example/illustration] Architecture-Architectural type-Common [Good example/illustration] Architecture-Architectural style-Common [Good example/illustration] Architecture-Craftsmanship [Good example/illustration] Architecture-Architectural technique-Common [Good example/illustration]										
Item 36. Sources of Information											

Item 37. Prepared By

Nancy E-K McReynolds
Terracon
2855 Premiere Parkway
Suite C
Duluth GA 30097

Item 38. Date Of Survey	<u>Survey Resurvey</u> 2007		
Item 39. Government preservation activity			
Item 40. National Register Eligibility	Appears to meet Nat. Reg. criteria		
Item 41. USGS quadrangle name	Norcross		
Item 41. UTM Reference and XY Coordinates	<u>Zone</u>	<u>Easting</u>	<u>Northing</u>
	16	757961	3759667
	<u>X Coordinate</u>	<u>Y Coordinate</u>	
	-84.208830339498	33.947643365852	
Item 42. Tax map number	6255 015		
Item 43. Recognition and Date	<u>Recognition</u>	<u>Date</u>	
	National Register [District]	1980	
Item 43. State Agency			
Item 43. Condition	<u>Condition</u>	<u>Due To</u>	<u>Threatened By</u>
	Good	Structure	

- **TIP:** To print this report select Print from the browser 'File' menu.
- These results are based on survey data in the database at the time of the search. Not all areas of the state have been surveyed, and not all surveyed areas have been surveyed to current standards. Unsurveyed resources meeting the parameters of your search/query may exist in surveyed and unsurveyed areas.
- This is a product of Georgia's Natural, Archaeological, and Historic Resources GIS developed by The Carl Vinson Institute of Government, ITOS Division at The University of Georgia. The University of Georgia expressly disclaims responsibility for damages or liability that may arise from the use of this report.



Photo 1: 206589



Photo 2: 206589



Photo 3: 206589



Photo 4: 206589



Photo 5: 206589

Date Photos Taken: March 2007

Norcross Survey - Terracon Project No. 49075602



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

AGENDA REPORT

To: Mayor and Council

From: Helen Balch, Director of Community Development

Meeting Date: June 15, 2026 – Policy Work Session

Item No.: 2026-223

Title: Abandonment of Right of Way along a portion of Beutell Street

CC: Eric Johnson, City Manager

Recommendation:

Authorize the City's abandonment of a 160 feet in length right-of-way located between Beutell Street and the Norfolk Southern Right-of-way pursuant to O.C.G.A. § 32-7-1 *et seq.*

Background

The developer of the approved Foundry project has requested the abandonment of an undeveloped thirty (30) foot wide right of way that extends one-hundred and sixty (160) feet between Beutell Street and the Norfolk Southern right of way (the "Subject Right of Way").

The Subject Right of Way was previously dedicated in anticipation of development along Beutell Street. That development did not occur and the Right of Way was left dedicated to the City but undeveloped. The historic plat will be replaced and restated consistent with the PRD development and the Subject Right of Way will no longer serve any addresses along the Beutell. Accordingly staff believes that abandonment is in the best interest of the public in accordance with Georgia Code Section 32-7-2 (c). The enclosed resolution attaches a survey that demonstrates the area to be abandoned. Also included with this agenda package is an approximate drawing of the Subject Right of Way in connection with the previously plated property.

This abandonment includes a portion of the Right of Way that will be subsequently dedicated to the City pursuant to the newly submitted preliminary plat. This abandonment and rededication is required to clarify the extent of the new right of way created by the new development.

O.C.G.A. § 32-7-2(c) requires the City Council to make a finding that the removal of this portion of the public right of way is in the public's best interest. After abandonment, the City would explore disposing of the right of way to adjoining property owners in accordance with state law.

Financial Impact

None

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

1. Goal 1: Continue to define Norcross' unique sense of place, where nature-based and cultural assets are conserved and enhanced.
2. Goal 2: Continue to Strengthen Norcross as a Livable, Inclusive, and Safe Environment.

Attachments

- Draft Resolution with Legal Description and Survey
- Subject Right of Way shown in existing plat

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF NORCROSS
FOR THE CLOSURE AND ABANDONMENT OF A PORTION OF THE 30-FOOT
ALLEYWAY/RIGHT OF WAY BETWEEN BEUTELL STREET AND THE NORFOLK
SOUTHERN RAILROAD RIGHT OF WAY FROM THE CITY'S MUNICIPAL STREET
SYSTEM MADE IN ACCORDANCE WITH O.C.G.A. § 32-7-2(C)**

WHEREAS, the City of Norcross is vested with a right-of-way that is an undeveloped alleyway approximately 160-feet in length, 30 feet wide located between the existing developed portion of Beutell Street and the Norfolk Southern Railroad right of way, being more particularly described in attached Exhibit "A" (the "City Alleyway")

WHEREAS the City Alleyway is entirely within the corporate boundaries of the City of Norcross; and

WHEREAS, the City received a request to abandon the City Alleyway; and

WHEREAS, Section 1.14 of the Norcross City Charter, Subsection (33) states that the corporate powers of the government of the City of Norcross shall include the power to abandon or close roadways, including but not limited to roads within the corporate limits of the City; and

WHEREAS, Section 7.10 of the Norcross City Charter grants the Norcross City Council "the power and authority to lay out, open, widen, change, straighten, alter, improve, vacate, abandon and otherwise to exercise complete control of the streets, alleys, squares and sidewalks of the City"; and

WHEREAS, O.C.G.A. § 36-37-6(e)(2)(E) states that municipal property which is no longer needed for public road purposes may be abandoned and disposed of pursuant to O.C.G.A. § 32-7-4; and

WHEREAS, O.C.G.A. § 32-7-3 states, in relevant part, that whenever a municipality has acquired property for public road purposes and thereafter determines that all or part of the property is no longer needed for such purposes because of changed conditions, that the municipality is authorized to abandon and, if it deems appropriate, to dispose of such property in accordance with O.C.G.A. § 32-8-4; and

WHEREAS the City Council and Mayor for the City of Norcross considered the presentation of information, made its determination that the public interest is best served by abandonment, notified the surrounding property owners, and has otherwise met the requirements for the abandonment of the City Street of O.C.G.A. § 32-7-2(c),

NOW THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Norcross, Georgia hereby abandons the City Alleyway and that such right of way should be removed from the City's street system.

IT IS FURTHER RESOLVED that the Mayor for the City of Norcross shall have the authority to take such action and execute such documents as are necessary to memorialize the abandonment including but not limited to the execution by quit claim deed or any other instrument to perfect the abandonment and any subsequent disposition of the abandoned property as provided by law.

IN WITNESS HEREOF, I have hereunto set my hand and caused this seal to be affixed,

This the ____ day of July 2026.

Craig Newton, Mayor

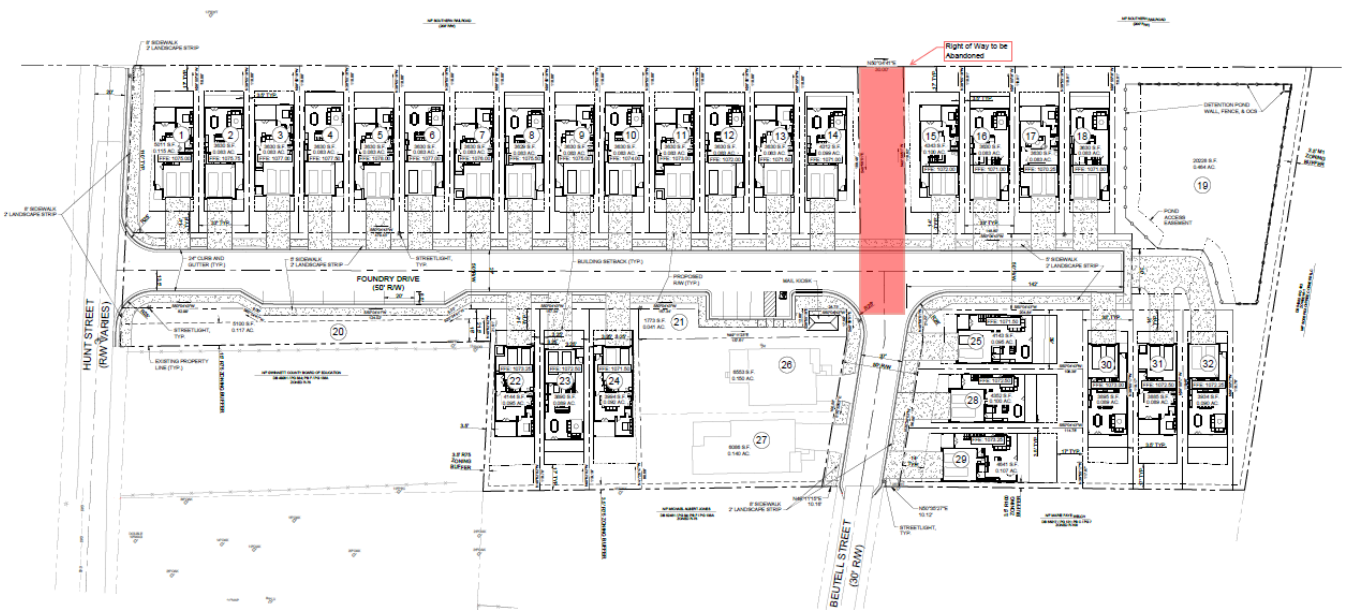
Attest: Monique Lang, City Clerk

EXHIBIT A

—Legal Description And Survey of the Abandoned Portion of the City Street—

TO THE POINT OF BEGINNING thence North 40 degrees, 56 minutes, 51 seconds West for 160.03 feet thence North 50 degrees, 41 minutes, 41 seconds East for 30 feet, thence North thence South 40 degrees, 56 minutes, 51 seconds East for 159.41 feet thence South 50 degrees, 41 minutes, 41 seconds West for 30 feet back to the POINT OF BEGINNING.

Being depicted as follows:





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

AGENDA REPORT

To: Mayor and Council

From: David Versel, Economic Development Director
Helen Balch, Community Development & Planning Director

Meeting Date: June 15, 2026 – Policy Work Session (PWS)

Item No.: 2026-93

Title: Downtown Parking Policies and Related Amendments to the Unified Development Ordinance

CC: Eric Johnson, City Manager

Recommendation

Consider and discuss amendments to the Unified Development Ordinance (UDO) to better facilitate economic and business development by eliminating minimum parking requirements for commercial uses in Historic Downtown Norcross.

Background

At the May 18, 2026 Policy Work Session, Mayor & Council directed Staff to prepare amendments to the UDO to: 1) eliminate minimum off-street parking requirements in Historic Downtown Norcross for certain land use categories; and 2) create a framework for a parking in-lieu fee system for new businesses located in the Downtown Parking District to help offset the costs of providing and maintaining public parking.

Next Steps

The following public hearings are scheduled for this item:

July 1, 2026, Planning & Zoning Board Meeting

July 20, 2026, Policy Work Session

August 3, 2026, Regular Council Meeting

Financial Impact

N/A

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

Goal 1. Continue to define Norcross' unique sense of place, where nature-based and cultural assets are conserved and enhanced

- Policy 1-6: Regularly review the UDO in the light of new court rulings, best practices, and issues that may have arisen for possible amendment

Attachment

1. TEXT2026-004_Ch 200_Downtown Parking_Annotated
2. Map of proposed Downtown Parking District

Ordinance TEXT2026-003

An Amendment to the City Code of Ordinance

Chapter and Purpose: Subpart B Unified Development Ordinance, Section as noted.

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, and it is hereby ordained that all following provisions shall become and be made part of the Code of the City of Norcross.

1. Amendment to edit the language as noted on the attached, to add those items shown as underlined and highlighted, and delete those items shown as red strikethrough, any items completely deleted are reserved. For purposes of defined items, new definitions are added where they fit alphabetically within the existing defined terms section.

Sec. 201-33. – DP downtown parking district

- (a) *DP purpose.* The DP downtown parking district is established to provide a unique set of off-street parking requirements for certain dining, retail, service, and office uses located in the historic commercial core of Norcross.
- (b) *DP boundary.* The boundaries of the DP downtown parking district shall be identical to the boundaries of the Downtown Dining District, as defined in Section 4-6.
- (c) *DP applicability.* The minimum off-street parking requirements for this overlay district shall only apply to certain commercial uses that reinforce the established character of downtown Norcross. Any other commercial, residential, or public uses shall be subject to the minimum off-street parking requirements under Section 203-9. The commercial uses for which DP off-street parking requirements shall apply are tied to North American Industrial Classification System (NAICS) codes, as defined by the federal Office of Management and Budget (OMB). The official listing of NAICS codes can be found at the U.S. Census Bureau website: <https://www.census.gov/naics/>.
 - (1) Retail, food and drink, and personal services uses that meet the definition of the following NAICS codes. Any NAICS code with fewer than six digits shall be inclusive of all six-digit codes beginning with the same digits:
 - a. Retail Trade
 1. NAICS 4451 Grocery and Convenience Retailers
 2. NAICS 4452 Specialty Food Retailers
 3. NAICS 4453 Beer, Wine, and Liquor Retailers
 4. NAICS 4491 Furniture and Home Furnishings Retailers
 5. NAICS 4492 Electronics and Appliance Retailers
 6. NAICS 4561 Health and Personal Care Retailers
 7. NAICS 4581 Clothing and Clothing Accessory Retailers
 8. NAICS 4582 Shoe Retailers
 9. NAICS 4583 Jewelry, Luggage, and Leather Goods Retailers
 10. NAICS 4591 Sporting Goods, Hobby, and Musical Instrument Retailers
 11. NAICS 4592 Book Retailers and News Dealers

- 12. NAICS 4593 Florists
 - 13. NAICS 4594 Office Supplies, Stationery, and Gift Retailers
 - 14. NAICS 4595 Used Merchandise Retailers
 - 15. NAICS 459910 Pet and Pet Supplies Retailers
 - 16. NAICS 459920 Art Dealers
 - b. Eating and Drinking Places
 - 1. NAICS 722320 Caterers
 - 2. NAICS 722410 Drinking Places (Alcoholic Beverages)
 - 3. NAICS 722511 Full-Service Restaurants
 - 4. NAICS 722513 Limited-Service Restaurants
 - 5. NAICS 722515 Snack and Nonalcoholic Beverage Bars
 - c. Personal Services
 - 1. NAICS 541921 Photography Studios, Portrait
 - 2. NAICS 541922 Commercial Photography
 - 3. NAICS 541940 Veterinary Services
 - 4. NAICS 8121 Personal Care Services
 - 5. NAICS 812910 Pet Care Services
- (2) Professional, business, health care, and other services uses that meet the definition of the following NAICS codes. Any NAICS code with fewer than six digits shall be inclusive of all six-digit codes beginning with the same digits:
- a. Information
 - 1. NAICS 5131 Newspaper, Periodical, Book and Directory Publishers
 - 2. NAICS 5131 Software Publishers
 - 3. NAICS 5182 Computing Infrastructure Providers
 - 4. NAICS 5192 Other Information Services
 - b. Finance and Insurance
 - 1. NAICS 52 Finance and Insurance
 - c. Real Estate and Rental and Leasing
 - 1. NAICS 5311 Lessors of Real Estate
 - 2. NAICS 5312 Offices of Real Estate Agents and Brokers
 - 3. NAICS 5313 Activities Related to Real Estate
 - d. Professional, Scientific and Technical Services
 - 1. NAICS 5411 Legal Services
 - 2. NAICS 5412 Accounting, Tax Preparation, Bookkeeping, and Payroll Services
 - 3. NAICS 5413 Architectural, Engineering, and Related Services
 - 4. NAICS 5414 Specialized Design Services
 - 5. NAICS 5415 Computer System Design and Related Services
 - 6. NAICS 5416 Management, Scientific, and Technical Consulting Services
 - 7. NAICS 5417 Scientific Research and Development Services
 - 8. NAICS 5418 Advertising, Public Relations, and Related Services
 - 9. NAICS 541910 Marketing Research and Public Opinion Polling
 - 10. NAICS 541930 Translation and Interpretation Services
 - 11. NAICS 541990 All Other Professional, Scientific, and Technical Services
 - e. Management of Companies and Enterprises
 - 1. NAICS 55 Management of Companies and Enterprises
 - f. Administrative and Support Services
 - 1. NAICS 5611 Office Administrative Services
 - 2. NAICS 5613 Employment Services
 - 3. NAICS 5614 Business Support Services
 - 4. NAICS 5615 Travel Arrangement and Reservation Services
 - 5. NAICS 5619 Other Support Services

- g. Health Care and Social Assistance
 - 1. NAICS 6211 Offices of Physicians and Mental Health Specialists
 - 2. NAICS 6212 Offices of Dentists
 - 3. NAICS 6213 Offices of Other Health Practitioners
- h. Other Services
 - 1. NAICS 8131 Religious Organizations
 - 2. NAICS 8132 Grantmaking and Giving Services
 - 3. NAICS 8133 Social Advocacy Organizations
 - 4. NAICS 8134 Civic and Social Organizations
 - 5. NAICS 8139 Business, Professional, Labor, Political, and Similar Organizations

(d) *Minimum number of spaces required.*

- (1) For any retail, food and drink, and personal services NAICS codes listed under Section 201-33 (c)(1), no off-street parking spaces shall be required for any building, use, or site with less than 5,000 square feet of GFA.
- (2) For any professional, business, health care, and other services NAICS codes listed under Section 201-33 (c)(2), no off-street parking spaces shall be required for any building, use, or site with less than 10,000 square feet of GFA.
- (3) For any building, use, or site that is larger than the maximum square footage, any square footage in excess of the maximum shall be subject to the minimum off-street parking requirements for that specific use type as shown in Section 203-9.
- (4) These provisions shall apply to the entirety of a site. If multiple individual uses that are individually below the square footage maximum combine to exceed the maximum, the minimum off-street parking requirements for the appropriate use type from Section 203-9 shall apply to the square footage in excess of the maximum.

Commented [DV1]: For example, if a full-service restaurant has 6,000 square feet of GFA, the first 5,000 square feet would be exempted, and only 10 off-street parking spaces would be required (1 space per 100 sf for that 1,000 sf increment).

(e) *Downtown Parking Usage Fee.*

- (1) *Purpose and intent.* The City of Norcross maintains a system of shared public parking infrastructure to serve its historic downtown area. This system supports the city's Comprehensive Plan vision for downtown by promoting efficient land uses, adaptive re-use and infill development, and walkability. To support continued growth in the downtown area, the City must make significant investments in its downtown parking system. This fee helps offset the costs to the City of building, maintaining, and administering public parking as it strives to accommodate increased parking demand in the downtown core.
- (2) *Applicability.* This fee shall apply to any use that results in an increase in minimum off-street parking requirements under Section 203-9 that results from one or more of the following factors:
 - a. New commercial or mixed-use developments.
 - b. Expansion of existing floor area or uses.
 - c. A change of use within an existing structure
- (3) *Fee structure.*
 - a. *Required Usage Fee.* For uses up to the maximum square footage as defined in Section 201-33 (d), a one-time usage fee shall be assessed to help offset the costs to the City of maintaining its public parking areas. The fee schedule shall be established by the Mayor and City Council by resolution.
 - b. *Optional In-Lieu Fee.* For uses that exceed the maximum square footages defined in Section 201-33 (d), applicants shall have the option of paying a one-time fee in lieu of

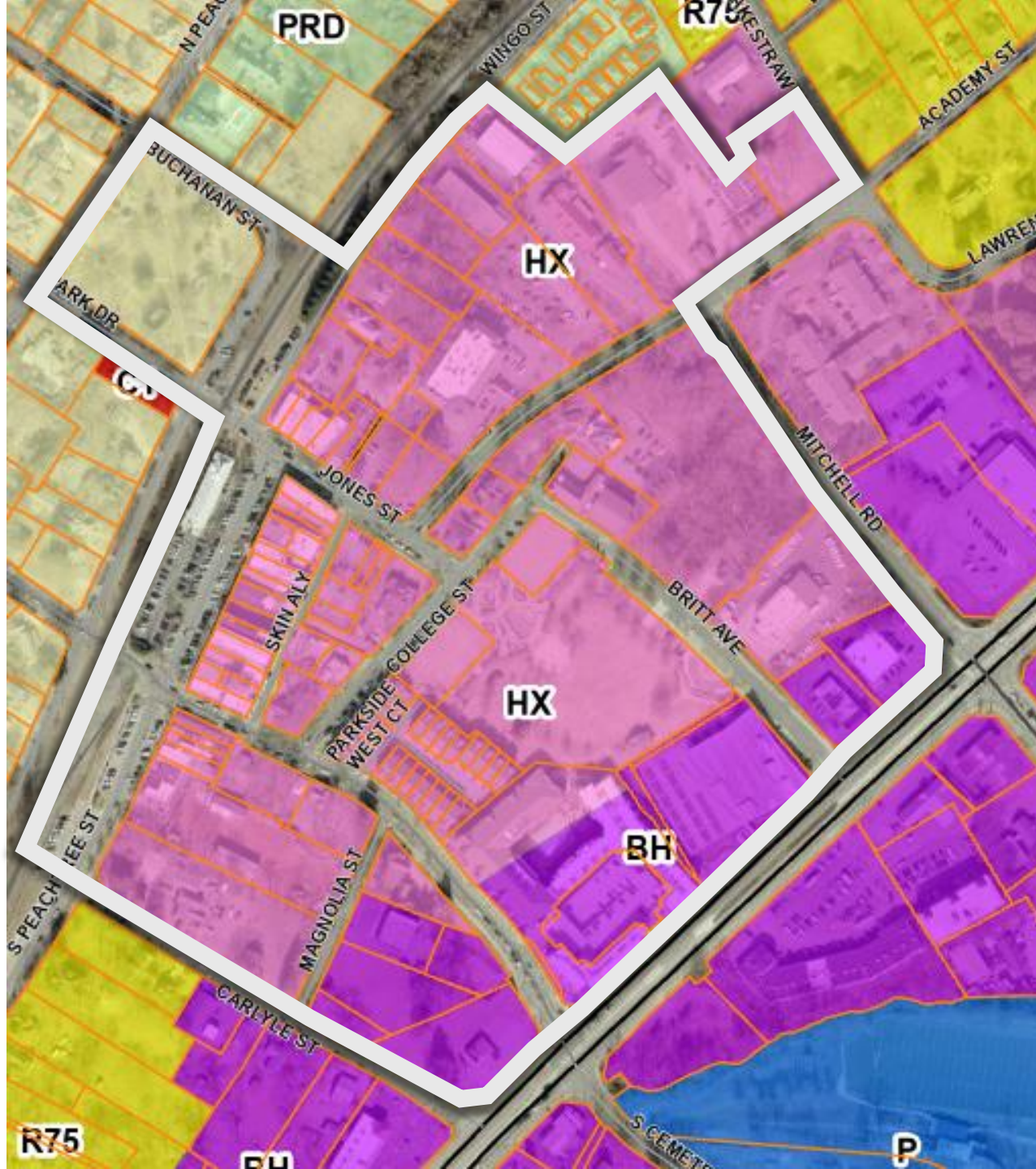
Commented [DV2]: For example, if there is a property with three full-service restaurants that each contain 2,000 sf, the total square footage of 6,000 sf would be used to calculate minimum off-street parking requirements. As such, a total of 10 off-street parking spaces would be required to serve the three restaurants.

Commented [DV3]: The suggested fee by Kimley-Horn was \$875 per space. Per Section 203-9, a 4,000 sf restaurant would require 40 spaces, so the fee would be \$35,000.

providing required off-street parking spaces. This fee is designed to help offset the capital costs to the City of providing additional public parking to serve the downtown. The fee schedule shall be established by the Mayor and City Council by resolution.

Commented [DV4]: Kimley-Horn recommended a fee of \$17,750 per space.

- (4) *Payment timing.* Fees shall be paid before the issuance of a certificate of occupancy.
- (5) *Use of funds.* Proceeds from the Downtown Parking Usage Fee program shall be deposited into a Downtown Parking Infrastructure Fund. These proceeds may only be used for the following purposes:
 - a. Acquisition, planning, design, and construction of public parking facilities serving the Downtown Parking District.
 - b. Parking wayfinding, signage, and streetscape enhancements.
 - c. Parking management tools including enforcement, lighting, and technology upgrades.
- (6) *Transferability and enforcement.*
 - a. Parking rights shall only apply to the approved property and shall not be transferred to another site or project.
 - b. Any change in use that increases required parking shall trigger additional fee payments or provision of on-site parking to meet the additional requirements.
 - c. Failure to pay fees in a timely manner may result in the withholding of certificates of occupancy or business licenses.
- (7) *Annual review and updates.* The City shall conduct an annual review of the fee schedule, available parking supply in the Downtown Parking District, and fund expenditures and project outcomes. This annual review should also include the incorporation of any changes to NAICS codes by the Census Bureau.





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

AGENDA REPORT

To: Mayor and Council

From: David Versel, Economic Development Director

Meeting Date: June 15, 2026 – Policy Work Session (PWS)

Item No.: 2026-94

Title: Business and Occupational Tax License Tax

CC: Eric Johnson, City Manager

Recommendation

Approve an increase to the Business Occupational License Tax rates for FY2027 as part of a multiyear strategy to generate additional General Fund revenue and better align with prevailing practices in peer communities.

Background

Staff presented information on the assessment and collection of Business Occupation Taxes at the April and May Policy Work Sessions. These presentations included comparisons of Occupation Taxes collected by the City of Norcross with a peer set of 14 other jurisdictions in Gwinnett, Fulton, and DeKalb counties, and documented that businesses in Norcross presently pay significantly lower Occupation Taxes than comparable businesses in peer communities.

At the May Policy Work Session, Mayor & Council provided direction to staff to pursue a two-pronged strategy for the Business Occupation Tax:

1. For FY2027: maintain the current structure that calculates Occupation Tax based on the number of employees at a business, but increase rates by 150%. This item is addressed in this agenda report.
2. For FY2028: Develop a plan to restructure the Business Occupation Tax system to assess taxes based on gross receipts. This item will be revisited at a later date.

The following table shows current Business Occupation Tax rates for FY2026 and recommended rates for FY2027. No change is recommended to the current administrative fee of \$50.

Business Occupation Tax Rates

Number of Employees	Current FY2026 Rates	Recommended FY2027 Rates
1 Employee	\$50.00	\$125.00
2 Employees	\$60.00	\$150.00
3-9 Employees	\$60.00 + \$15 per employee >2	\$150.00 + \$37.50 per employee >2
10-99 Employees	\$165.00 + \$12.60 per employee >9	\$412.50 + \$31.50 per employee >9
100-499 Employees	\$1,299.00 + \$10.40 per employee >99	\$3,247.50 + \$26.00 per employee >99
500 or more Employees	\$5,459.00 + \$7.40 per employee >499	\$13,647.50 + \$18.50 per employee >499

Financial Impact

For FY2026, expected Business Occupation Tax revenue is \$425,000. Approval of the recommended tax rates would result in a projected total of \$1,062,500 in revenue for FY2027, representing a net increase of \$637,000.

Attachments

1. Resolution to Adopt Business Occupation Tax Increase



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

CITY OF NORCROSS
Resolution to Adopt
Business Occupation Tax Rate Increase
July 6, 2026

WHEREAS, Chapter 16, Article V, Section 16-130 of the Norcross Code of Ordinances states:
“Each person engaged in any business, trade, profession, or occupation in the City, whether with a location in the City or in the case of an out-of-state business with no location in the state, exerting substantial efforts within the state pursuant to O.C.G.A. § 48-13-7, shall pay an annual occupation tax for such business, trade, profession, or occupation.”

WHEREAS, Chapter 16, Article V, Section 16-133 of the Norcross Code of Ordinances states:
“The tax rate shall be determined by the number of employees for each business, trade, profession, or occupation and will be developed and updated from time to time by the General Government Administration Department and approved by City Council.”

WHEREAS, upon review of data regarding the occupation tax rates in the City of Norcross and peer jurisdictions, Mayor and Council have determined that Norcross’s current occupational tax rates have not kept pace with historical trends across the metropolitan Atlanta area.

WHEREAS, the Mayor and Council deems it appropriate to increase the Business Occupation Tax rates for FY2027 by 150 percent above the FY2026 rates to better conform Norcross’s tax rates with those of comparable jurisdictions and to reflect Norcross’s level of service.

THEREFORE, BE IT RESOLVED by the Mayor and Council that the Business Occupation Tax rates for FY2027 shall be increased as provided in the attached Amended Schedule of Fees. For clarity, this resolution shall not amend any other fee within the Schedule of Fees except those related to Business Occupational tax rates as provided herein.

This day, the 6th of July 2026.

Chief Executive Officer

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 Philip

AGENDA REPORT

To: Mayor and Council

From: Jon Robinson, Finance Director

Meeting Date: June 15, 2026 – Policy Work Session (PWS)

Item No.: 2026-214

Title: 2026 Recommended Millage Rate

CC: Eric Johnson, City Manager

Recommendation: Discuss the Recommended Property Tax Millage Rate for tax year 2026 at 6.249 mills.

Background: Georgia law O.C.G.A. § 48-5-32 requires taxing authorities to calculate a rollback millage rate that would produce the same total revenue on the current year's tax digest as the previous year's adopted millage rate. Any proposed millage that exceeds the calculated rollback rate is legally considered a tax increase.

At present, the City's proposed millage rate is maintained at 6.249 mills, which does not exceed the rollback rate based on the latest estimated tax digest from the Gwinnett County Tax Assessors Office. City staff is in active communication with the County Tax Assessors office to review any pending property valuation updates. If the final tax digest indicates the calculated rollback rate equal to or higher than 6.249 mills, no public hearings will be required, and the City governing body can proceed with adopting the millage rate as proposed during the Mayor-Council Regular on August 3, 2026.

If update digest valuations result in a rollback rate that is less than the proposed 6.249 mills, state law classifies this difference as a tax increase. In this case, staff will publish the required 5-Year History of Levy and schedule three public hearings to receive citizen input, with the first hearing scheduled for July 6, 2026.

Financial Impact: Property tax revenue is the largest single revenue source (41%) for general operations and services of the city. Determining the appropriate rate is essential to support city operations and the goals of the comprehensive plan. The total tax revenue estimated to be collected for FY27 from a 6.249 millage rate is \$10.2M.

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

Goal 1: Continues to define Norcross' sense of place

Goal 2: Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment

Goal 4: Maintains a Vibrant Economy and Continue to Facilitate Job Growth

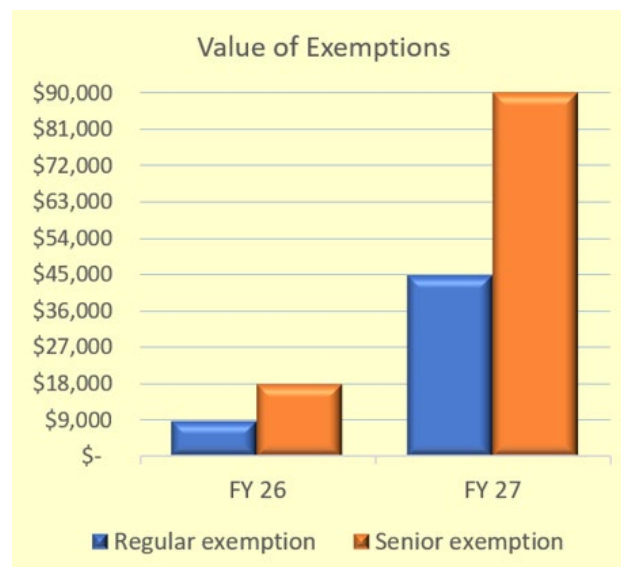
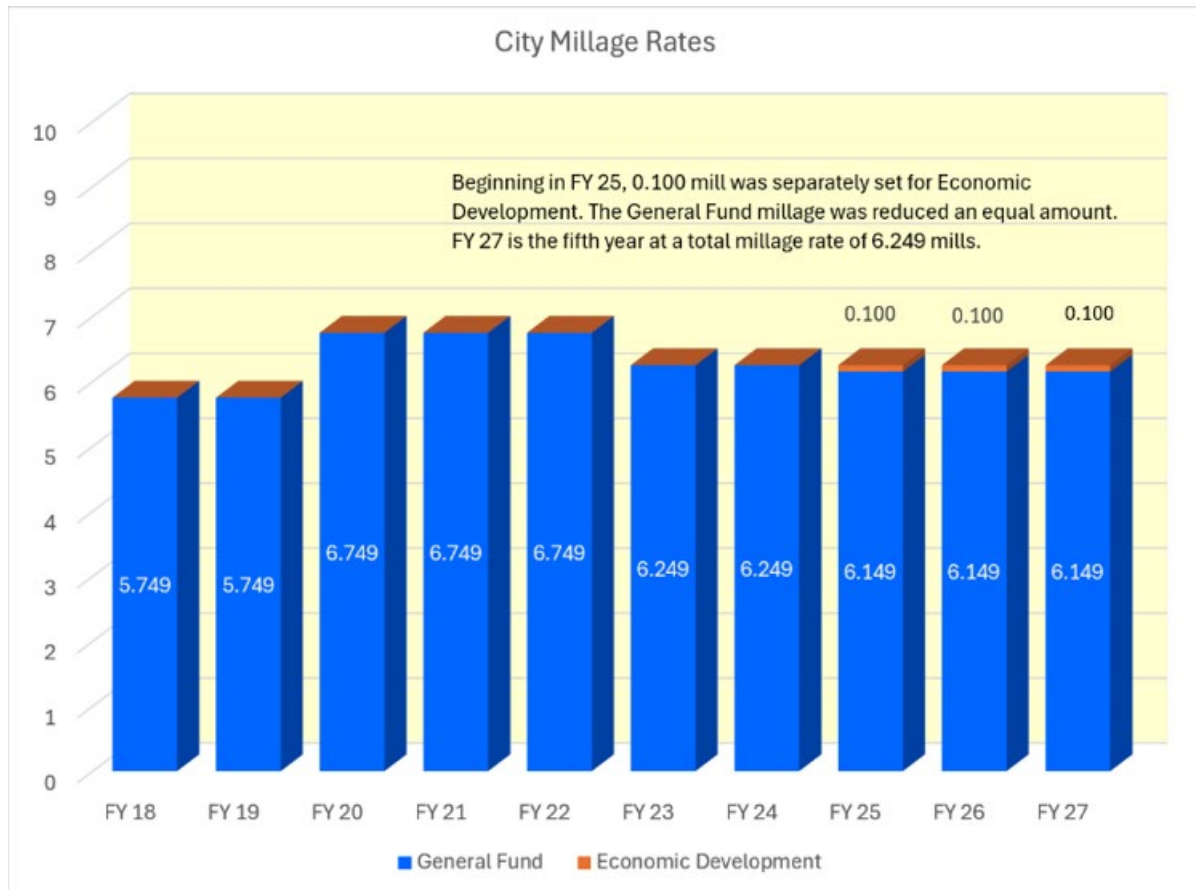
Goal 6: Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Next Steps:

Attachments: City of Norcross - Millage rate history

Update

City of Norcross – Millage Rate History





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

AGENDA REPORT

To: Mayor and Council
From: Jon Robinson, Finance Director
Meeting Date: June 15, 2026 – Policy Work Session (PWS)
Item No.: 2026-215
Title: Recommended FY27 Budget
CC: Eric Johnson, City Manager

Recommendation: Review and discuss the Proposed FY27 Budget.

Background

This is the first of three presentations on the FY27 Budget recommendations. The City-wide budget includes the General, Special Revenue, Capital Improvement, and Enterprise Funds.

Financial Impact

The total budget appropriation for FY27 is \$62,667,082

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

6. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

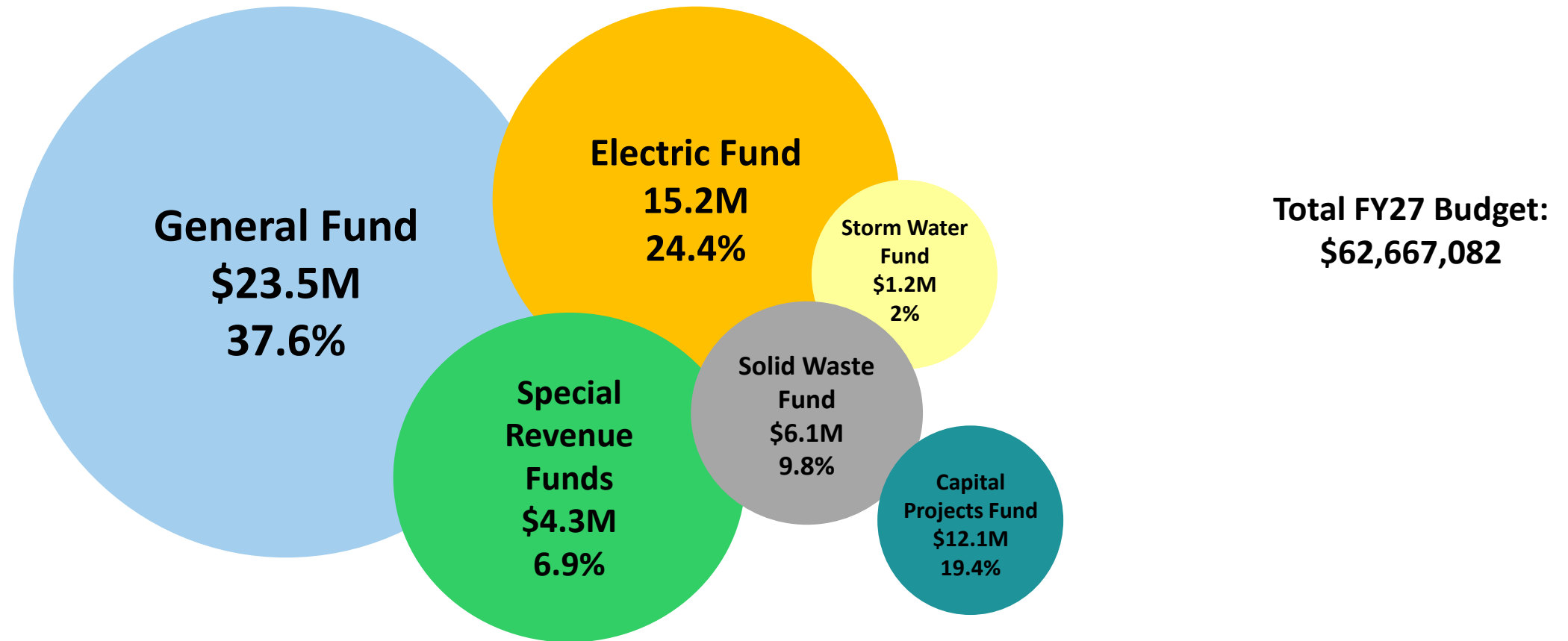
Attachments

FY27 Budget Presentation PPT
FY27 Budget-at-a-Glance
FY27 Recommended Budget

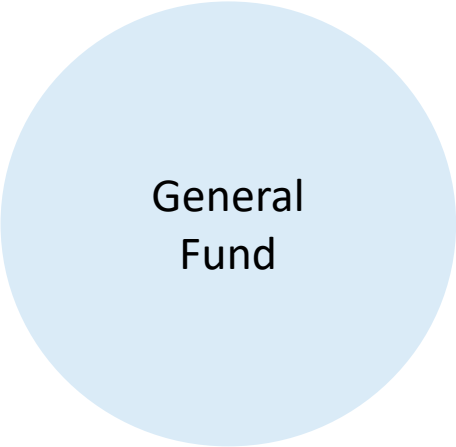
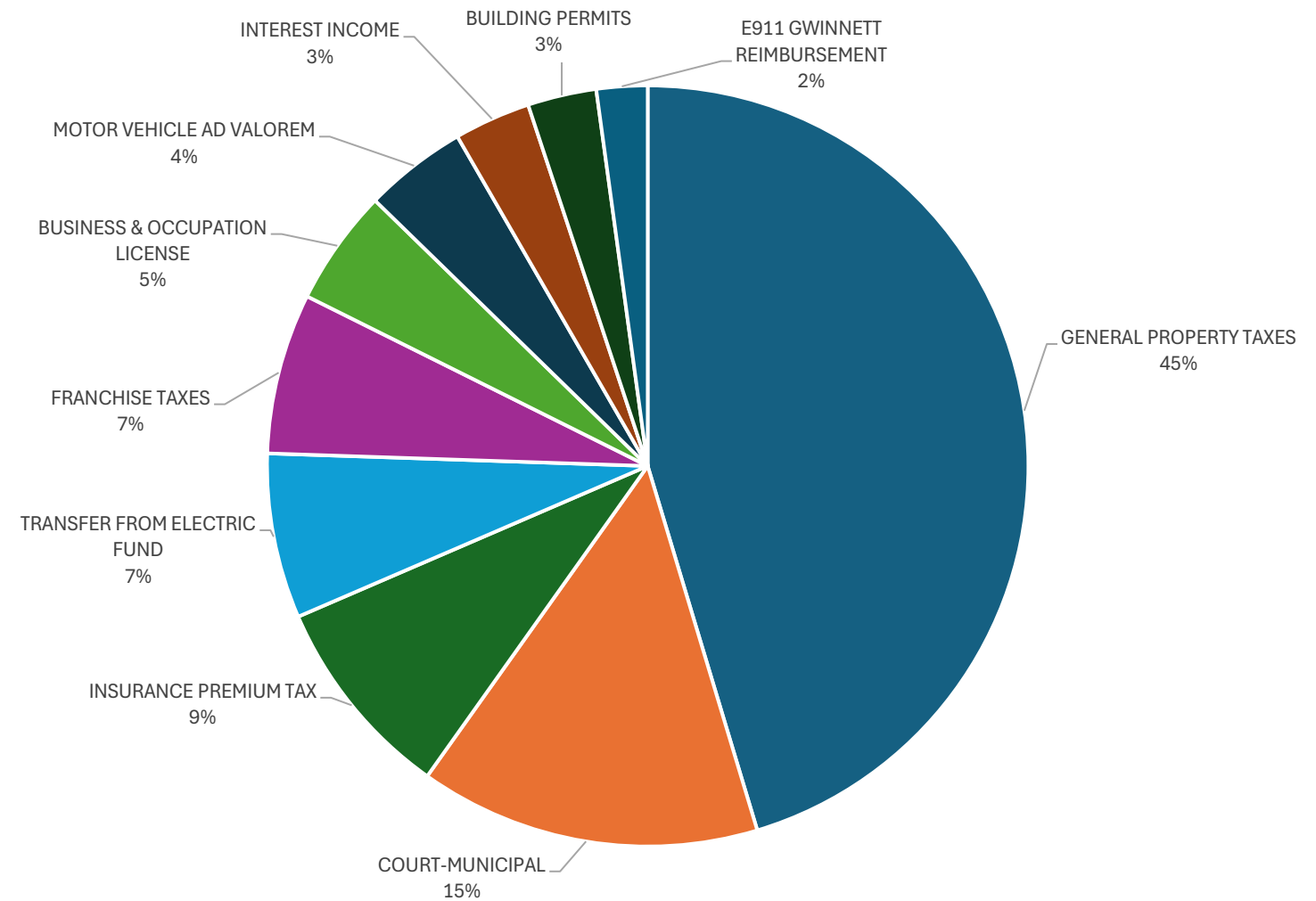


FY27 Budget Presentation

FY27 Budget

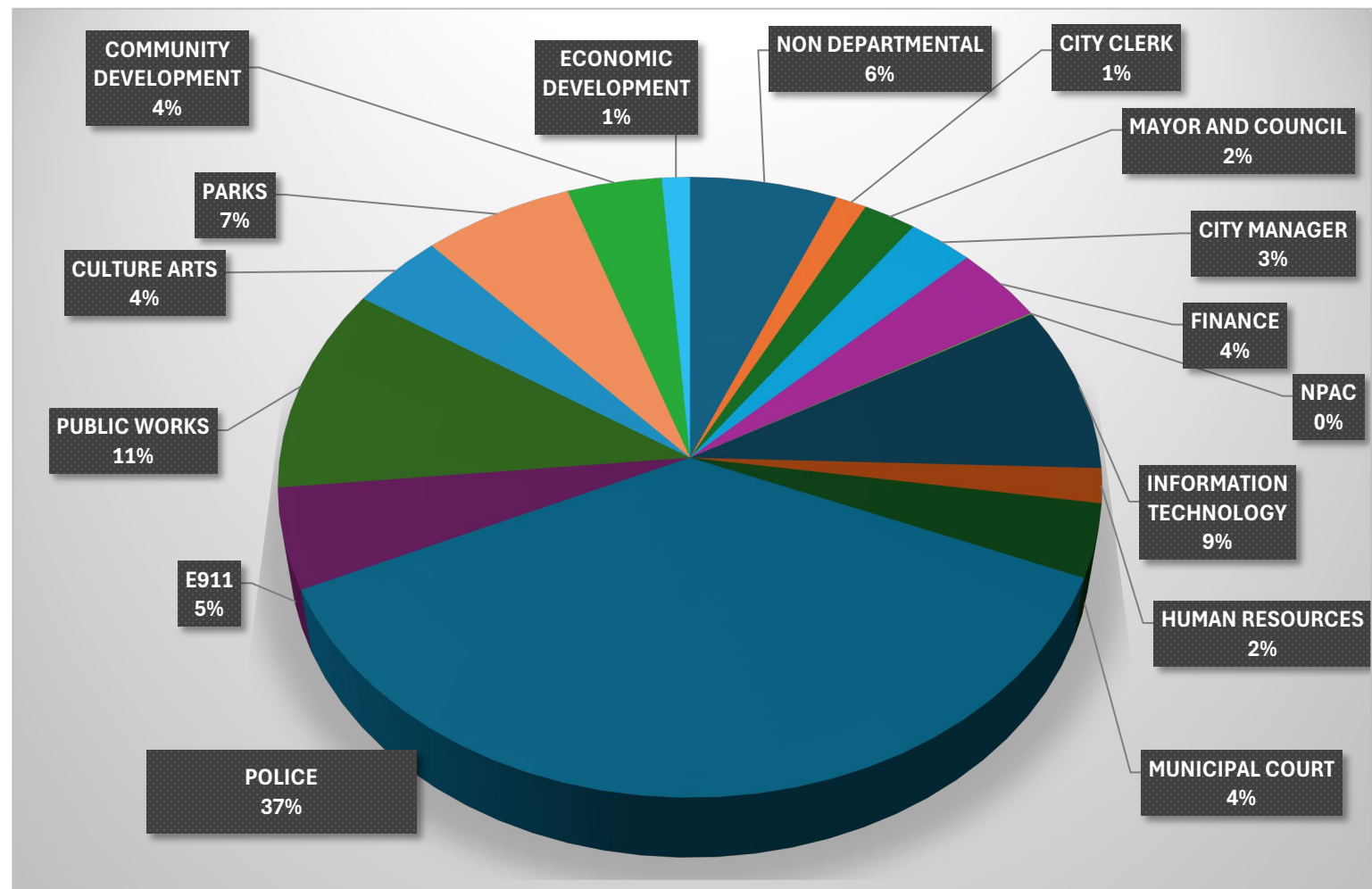


Top Ten Revenues	
	FY27
Description	Recommended
GENERAL PROPERTY TAXES	9,774,350
COURT-MUNICIPAL	3,121,000
INSURANCE PREMIUM TAX	1,872,296
TRANSFER FROM ELECTRIC FUND	1,510,816
FRANCHISE TAXES	1,471,730
BUSINESS & OCCUPATION LICENSE	1,063,555
MOTOR VEHICLE AD VALOREM	942,712
INTEREST INCOME	700,000
BUILDING PERMITS	630,000
E911 GWINNETT REIMBURSEMENT	466,176
Total	21,552,635



General Fund

GF Expenditures	
Departments	FY27 Recommended
NON-DEPARTMENTAL	1,498,925
CITY CLERK	313,692
MAYOR AND COUNCIL	539,443
CITY MANAGER	664,605
FINANCE	945,187
NPAC	15,000
INFORMATION TECHNOLOGY	2,041,879
HUMAN RESOURCES	425,086
MUNICIPAL COURT	900,121
POLICE	8,735,504
E911	1,234,992
PUBLIC WORKS	2,520,575
CULTURE ARTS	955,976
PARKS	1,533,510
COMMUNITY DEVELOPMENT	959,517
ECONOMIC DEVELOPMENT	284,547
Total	23,568,560



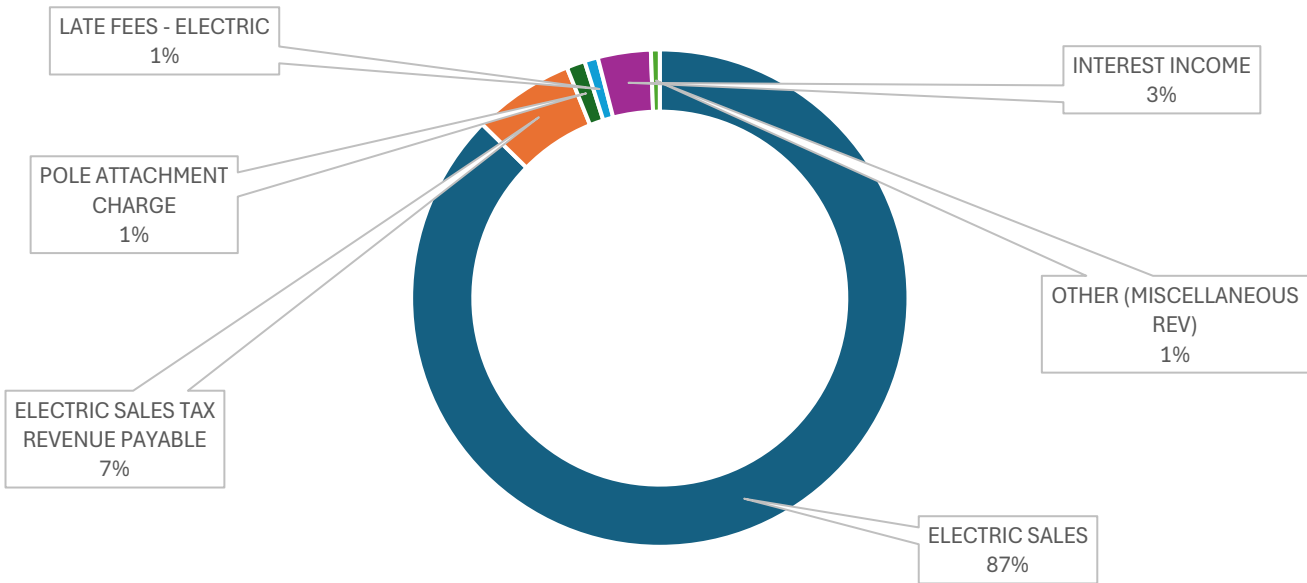
- ❖ Public Safety \$9.9M (42%)
- ❖ General Government \$7.3M (31%)
- ❖ Public Works \$2.5M (11%)
- ❖ Cultural Arts/Parks/Events \$2.4M (11%)
- ❖ Community & Economic Development \$1.2M (5%)

REVENUE SOURCE	FY26 ADOPTED	FY27 RECOMMEND	CHANGE (\$)	CHANGE (%)
Taxes	\$14,825,964	\$15,754,816	\$928,852	6.3%
License & Permits	\$840,780	\$852,950	\$12,170	1.4%
Intergovernmental Revenue	\$932,800	\$480,740	(\$452,060)	(48.5%)
Charges for Services	\$235,500	\$265,378	\$29,878	12.7%
Fines & Forfeitures	\$2,801,000	\$3,121,710	\$320,710	11.4%
Investment Income	\$400,000	\$829,030	\$429,030	107.3%
Contributions & Donations	\$0	\$7,019	\$7,019	-
Misc. Revenues	\$267,647	\$316,101	\$48,454	18.1%
Other Financing Sources/Transfers In	\$2,209,864	\$1,940,816	(\$269,048)	(12.2%)
TOTALS	\$22,513,555	\$23,568,560	\$1,055,005	4.7%

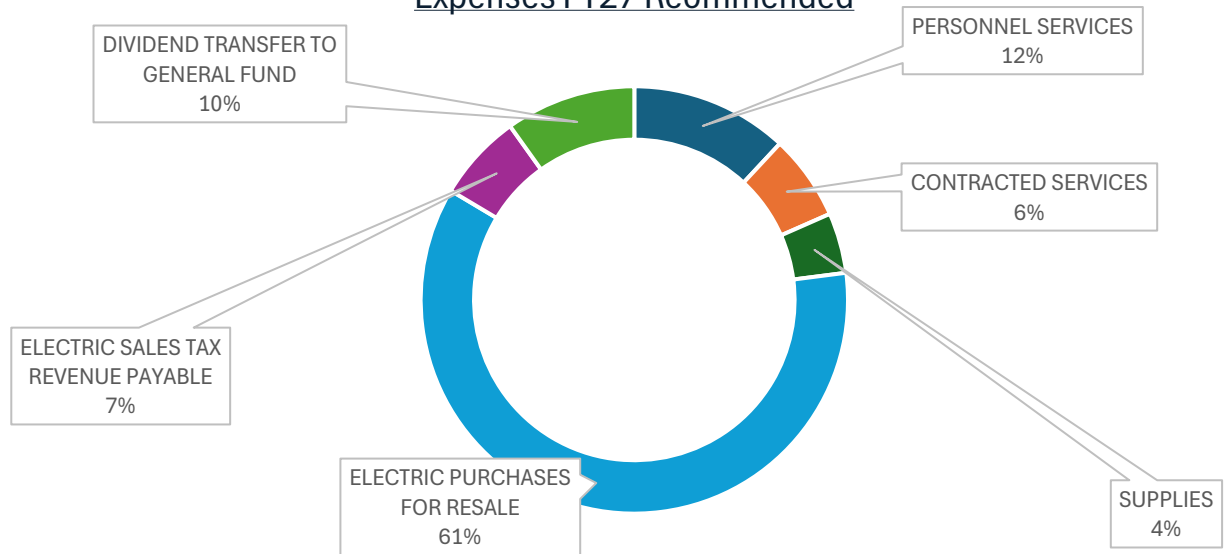
DEPARTMENT	FY26 ADOPTED	FY27 RECOMMEND	CHANGE (\$)	CHANGE (%)
Non-Departmental	\$1,015,907	\$1,498,925	\$483,018	47.5%
City Clerk	\$298,091	\$313,692	\$15,601	5.2%
Mayor & Council	\$911,926	\$539,443	(\$372,483)	(40.8%)
City Manager	\$1,073,589	\$664,605	(\$408,984)	(38.1%)
Finance	\$901,299	\$945,187	\$43,888	4.9%
NPAC	\$15,000	\$15,000	-	0%
Information Technology	\$1,787,148	\$2,041,879	\$254,731	14.3%
Human Resources	\$407,700	\$425,086	\$17,386	4.3%
Municipal Court	\$804,097	\$900,121	\$96,024	11.9%
Police	\$8,366,240	\$8,735,504	\$369,264	4.4%
E911	\$967,522	\$1,234,992	\$267,470	27.6%
Public Works	\$2,672,678	\$2,520,575	(\$152,103)	(5.7%)
Cultural Arts	\$470,766	\$955,976	\$485,210	103.1%
Parks	\$1,469,886	\$1,533,510	\$63,624	4.3%
Community Dev	\$963,507	\$959,517	(\$3,990)	(0.4%)
Economic Dev	\$388,199	\$284,547	(\$103,652)	(26.7%)
TOTALS	\$22,513,555	\$23,568,560	\$1,055,005	4.7%

Revenues	
Description	FY27 Recommended
ELECTRIC SALES	13,358,158
ELECTRIC SALES TAX REVENUE PAYABLE*	1,005,453
POLE ATTACHMENT CHARGE	183,621
LATE FEES - ELECTRIC	134,011
INTEREST INCOME	526,918
OTHER (MISCELLANEOUS REV)	87,804
Total	15,295,964

Revenues FY27 Recommended

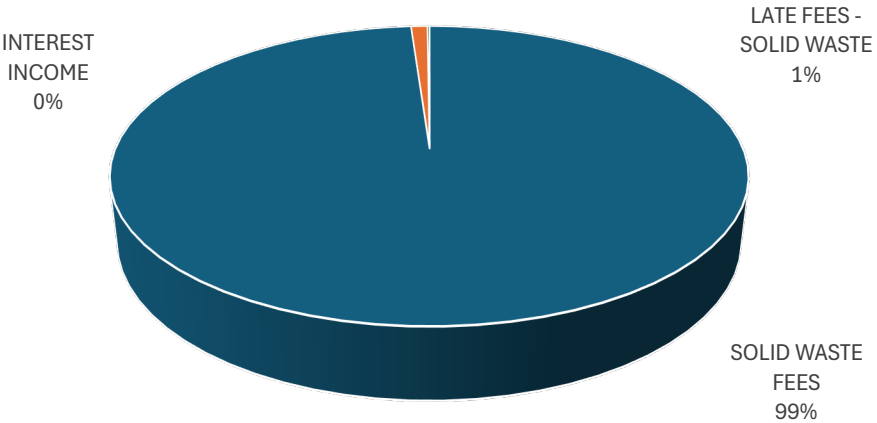


Expenses FY27 Reommended

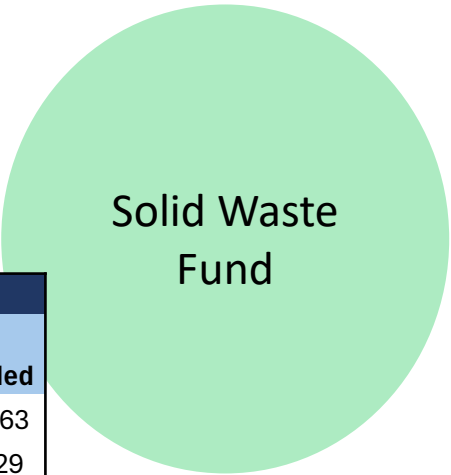


Expenses	
Description	FY27 Recommended
PERSONNEL SERVICES	1,825,241
CONTRACTED SERVICES	989,348
SUPPLIES	698,559
ELECTRIC PURCHASES FOR RESALE	9,266,547
ELECTRIC SALES TAX REVENUE PAYABLE*	1,005,453
DIVIDEND TRANSFER TO GENERAL FUND	1,510,816
Total	15,295,964

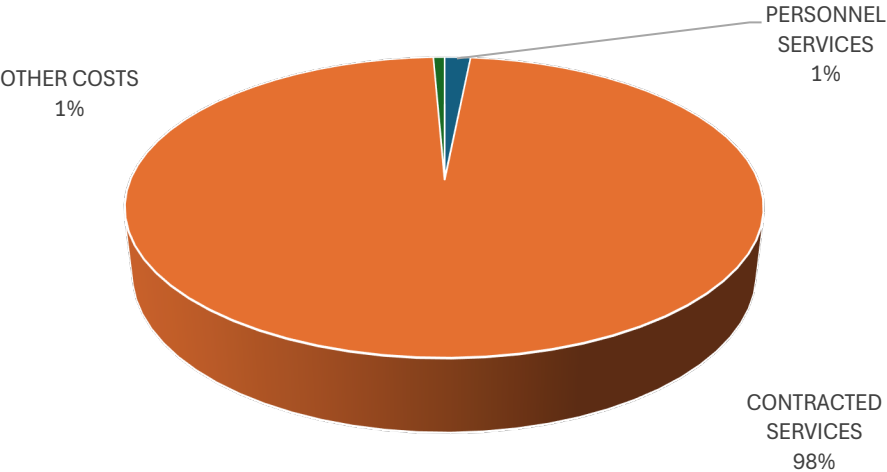
Revenues FY27 Recommended



Revenues	
Description	FY27 Recommended
SOLID WASTE FEES	6,042,863
LATE FEES - SOLID WASTE	60,429
INTEREST INCOME	8,000
Total	6,111,292



Expenses FY27 Recommended

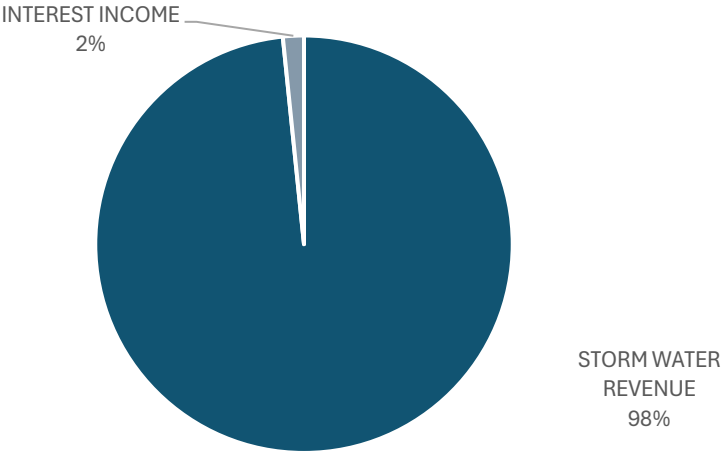


Expenses	
Description	FY27 Recommended
PERSONNEL SERVICES	95,146
CONTRACTED SERVICES	5,974,582
OTHER COSTS	41,564
Total	6,111,292



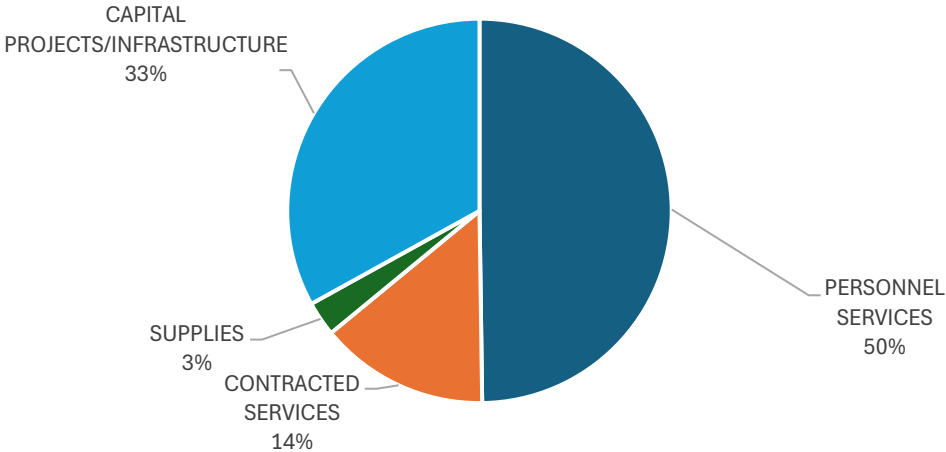
Revenues	
Description	FY27 Recommended
STORM WATER REVENUE	1,213,444
INTEREST INCOME	20,000
Total	1,233,444

Revenues FY27 Recommended



Expenses	
Description	FY27 Recommended
PERSONNEL SERVICES	613,972
CONTRACTED SERVICES	175,974
SUPPLIES	36,000
CAPITAL PROJECTS/INFRASTRUCTURE	407,498
Total	1,233,444

Expenses FY27 Recommended



Special
Revenue
Funds

<u>LIMG Fund</u>	
Revenues	450,000
Expenditures	450,000
Net Income(Loss)	-

<u>Economic Development</u>	
Revenues	158,958
Expenditures	158,958
Net Income(Loss)	-

<u>Special Investigations Fund</u>	
Revenues	2,400,000
Expenditures	2,400,000
Net Income(Loss)	-

<u>Hotel/Motel Fund</u>	
Revenues	1,000,000
Expenditures	1,000,000
Net Income(Loss)	-

<u>Technology Surcharge Fund</u>	
Revenues	190,250
Expenditures	190,250
Balance	-

<u>Motor Vehicle Rental Fund</u>	
Revenues	120,000
Expenditures	120,000
Net Income(Loss)	-

Capital Projects Funds

2023 SPLOST	
Revenues	11,298,614
Expenditures	11,298,614
Net Income(Loss)	-

Capital Projects Fund	
Revenues	430,000
Expenditures	430,000
Net Income(Loss)	-

ITEM	FY27	FY28	FY29	FY30	FY31	Comments
PW Parks						
Summerour Soccer Lights		\$100,000				Lighting outdated
Rossie Brundage Lights				\$198,000		Lighting outdated
Dog Watering Stations	\$67,000					Recreation SPLOST
Parks Lighting Improvements	\$12,000					Recreation SPLOST
Discovery Garden Fence	\$9,614					Recreation SPLOST
Land Purchase Johnson Dean	\$80,000					Grant requested
Greenway Construction (SPLOST)	\$8,000,000	\$1,500,000				80% Reimburse & Transportation & Recreation SPLOST
Thrasher Amphitheater Front stage ext		\$40,000				Recreation SPLOST
Swenson-Brown Access Bridge		\$40,000				Possible Grant & SPLOST
PW Facilities						
FAC Improvements PW Lively	\$18,000					
The Crossing External Paint		\$20,000				
The Crossing Roof		\$60,000				
HVAC Replacements	\$55,000	\$25,000	\$25,000	\$25,000		HVAC replacements CityWide
City Hall Renovation	\$200,000					Planning & Engineering - City Hall Redesign
FAC Improvements Rectory	\$17,000	\$30,000				Bathrooms & Windows
FAC Improvements Community Center	\$20,000	\$20,000				Paint
Elevators City Hall replacements		\$170,000	\$170,000			City Hall and PD
PW Stormwater						
Stormwater Infrastructure (SW Fund)	\$395,498	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
Johnson Dean Hydrology Study	\$12,000					
PW ROW						
Road Resurfacing (SPLOST)	\$2,200,000	\$2,200,000	\$2,200,000			Transportation SPLOST
Road Assessment PCI with software	\$30,000					
Repairs for sidewalks and accessible ramps	\$40,000					
Signs, Street Posts, Rock, Paint, etc	\$10,000					
Fertilizer Machine		\$8,000				
Zero Turn Mower			\$12,000			
Community Development						
GIS Improvements		\$250,000	\$162,000	\$57,000	\$57,000	
Public Safety Building						
Public Safety Building	\$1,380,000					
Information Technology						
Upgrades to City Wide Financial, Comm Dev, Code Enforcement Software system	\$46,776					
Special Investigation/RedSpeed						
Purchase of 4 new Police Vehicles	\$292,126					
Total per Year	\$12,885,014	\$5,463,000	\$3,569,000	\$1,280,000	\$1,057,000	

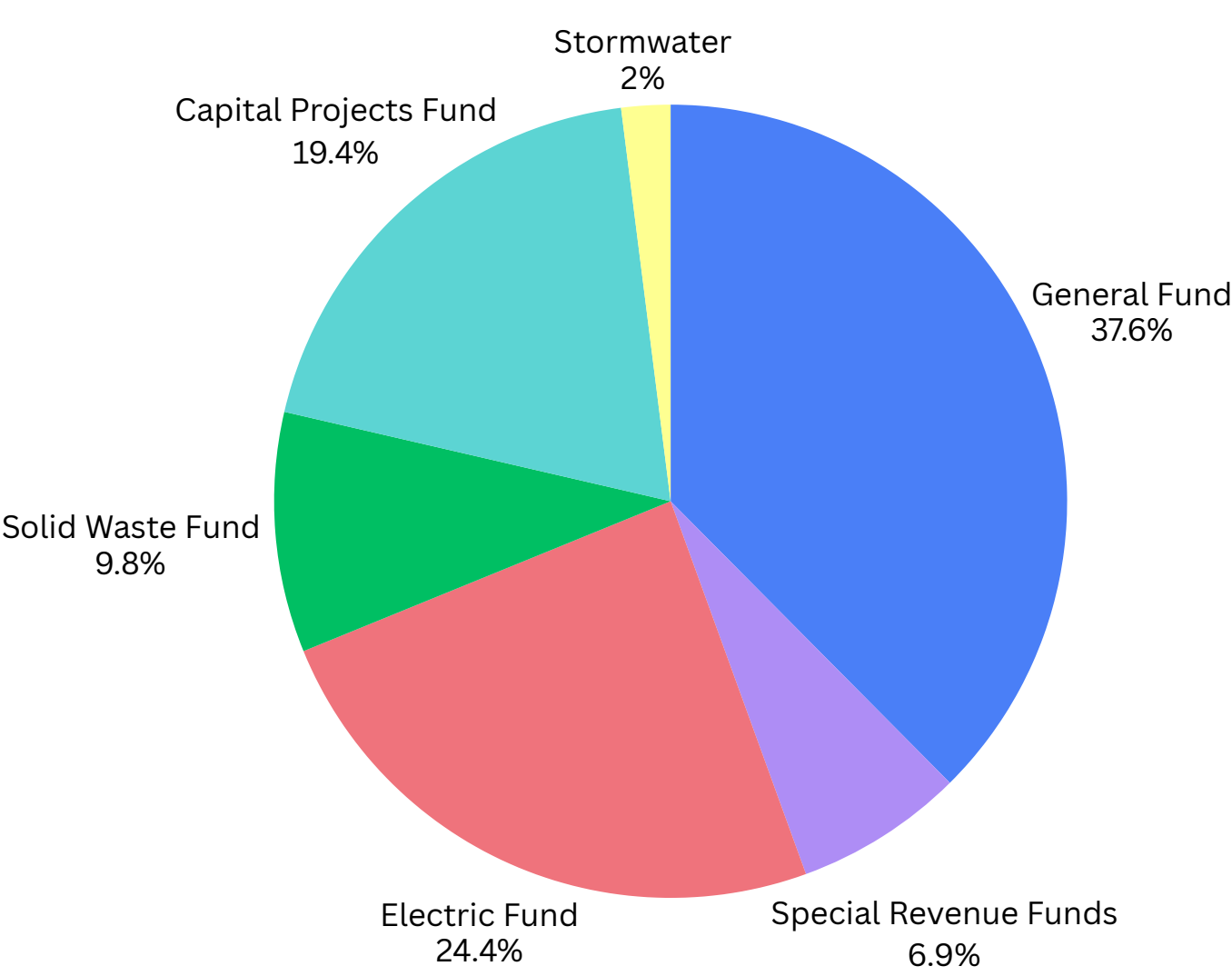
Funding Source

GF	\$340,000	\$583,000	\$369,000	\$82,000	\$57,000
SPLOST	\$11,798,614	\$3,880,000	\$2,200,000	\$198,000	\$0
STORMWATER	\$407,498	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
TECHNOLOGY FUND	\$46,776	\$0	\$0	\$0	\$0
SPECIAL INVESTIGATIONS/REDSPEED	\$292,126	\$0	\$0	\$0	\$0
TOTAL	\$12,885,014	\$5,463,000	\$3,569,000	\$1,280,000	\$1,057,000



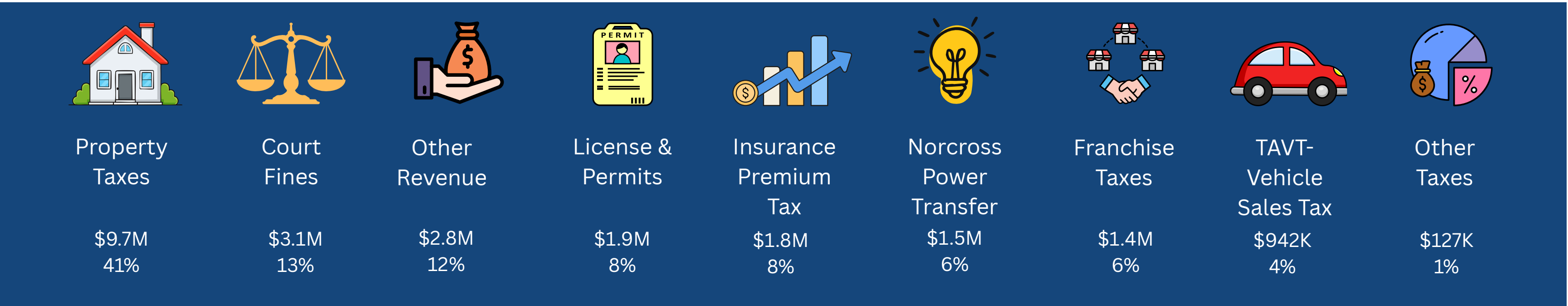
FY27 BUDGET AT A GLANCE

\$62.6 M
CITY-WIDE
BUDGET

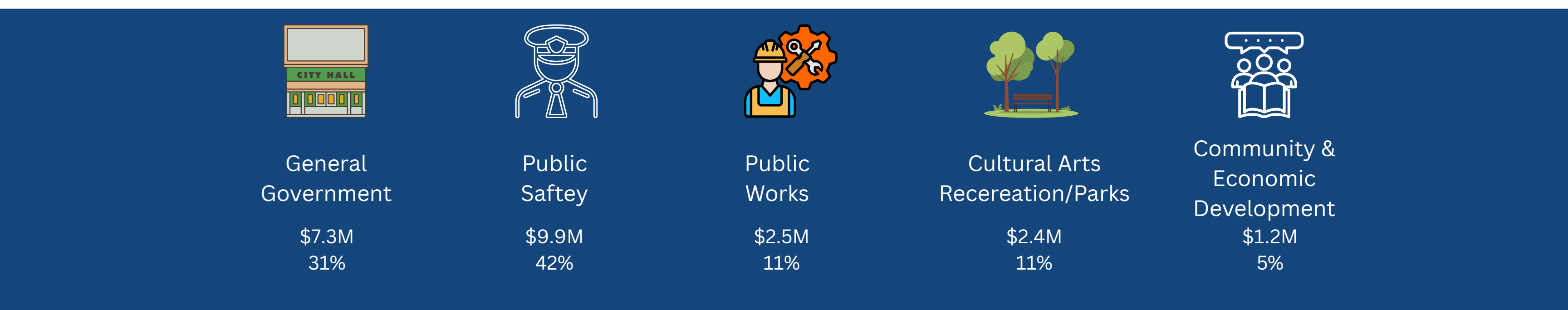


General Fund \$23.5 M

Where does the money come from?



Where does the money come from?



2027 RECOMMENDED BUDGET



Fiscal Year 2027

September 1, 2026 – August 31, 2027

FY 27 All Funds Budget Summary

	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Capital Projects Funds</u>	<u>Stormwater Fund</u>	<u>Electric Fund</u>	<u>Solid Waste Fund</u>	<u>TOTAL</u>
Revenue & Other Sources							
Taxes	15,754,816	1,278,958		1,213,444	-	-	18,247,218
License & Permits	852,950	-		-	-	-	852,950
Intergovernmental Revenue	480,740	450,000	4,600,000	-	-	-	5,530,740
Charges for Services	265,378	-	-	-	14,681,242	6,103,292	21,049,912
Fines & Forfeitures	3,121,710	2,590,000	-	-	-	-	5,711,710
Investment Income	829,030	250	-	20,000	526,918	8,000	1,384,198
Contributions & Donations	7,019	-	-	-	-	-	7,019
Miscellaneous Revenue	316,101	-	7,198,614	-	87,804	-	7,602,519
Other Financing Costs/Transfers In(Out)	1,940,816	-	340,000	-	-	-	2,280,816
Total	\$ 23,568,560	\$ 4,319,208	\$ 12,138,614	\$ 1,233,444	\$ 15,295,964	\$ 6,111,292	\$ 62,667,082

	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Capital Projects Funds</u>	<u>Stormwater Fund</u>	<u>Electric Fund</u>	<u>Solid Waste Fund</u>	<u>TOTAL</u>
Expenditures & Other Uses							
Personnel Services	15,847,592	150,409	-	613,972	1,825,241	95,146	18,532,360
Purchased/Contract Services	6,048,807	1,945,817	-	175,974	989,348	5,974,582	15,134,527
Supplies	1,124,317	49,783	-	36,000	10,970,559	-	12,180,658
Other Costs	207,845	496,943	-	-	-	-	704,788
Debt Service	-	-	-	407,498	-	41,564	449,062
Capital Outlay	-	742,126	12,138,614	-	1,510,816	-	14,391,556
Other Financing Costs/Transfers In(Out)	340,000	934,130	-	-	-	-	1,274,130
Total	\$ 23,568,560	\$ 4,319,208	\$ 12,138,614	\$ 1,233,444	\$ 15,295,964	\$ 6,111,292	\$ 62,667,082

Fund as a % of total appropriation	37.6%	6.9%	19.4%	2.0%	24.4%	9.8%
---	--------------	-------------	--------------	-------------	--------------	-------------

1. Other Financing sources reflect transfers in/out of the fund or drawdown of fund balance/net position, and contingencies
2. Excludes Debt Service Fund is the URA related Bond issuance for the Public Safety annual debt service; URA is a component unit of the City.
3. Excludes budget for Downtown Development Authority; a component unit of the City.

FY 27 - GENERAL FUND SUMMARY

	Fund Revenue	Non-Departmental	City Clerk	Mayor-Council	City Manager	Finance	NPAC	IT	HR
Revenue & Other Sources									
Taxes	15,754,816								
License & Permits	852,950								
Intergovernmental Revenue	480,740								
Charges for Services	265,378								
Fines & Forfeitures	3,121,710								
Investment Income	829,030								
Contributions & Donations	7,019								
Miscellaneous Revenue	316,101								
Other Financing Costs/Transfers In (Out)	1,940,816								
Total	\$ 23,568,560	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Expenditures & Other Uses									
Personnel Services		310,370	267,850	131,813	596,260	731,914	-	463,779	332,063
Purchased/Contract Services		640,710	31,825	398,430	67,445	209,473	14,900	1,428,985	87,823
Supplies		-	14,017	9,200	900	3,800	100	149,115	5,200
Other Costs		207,845	-	-	-	-	-	-	-
Debt Service		-	-	-	-	-	-	-	-
Other Financing Costs/Transfers In (Out)		340,000	-	-	-	-	-	-	-
Total	\$ -	\$ 1,498,925	\$ 313,692	\$ 539,443	\$ 664,605	\$ 945,187	\$ 15,000	\$ 2,041,879	\$ 425,086

	Court	Police	E911	Public Works	Cultural Arts	Parks	Community Development	Economic Development	TOTAL
Revenue & Other Sources									
Taxes									\$ 15,754,816
License & Permits									\$ 852,950
Intergovernmental Revenue									\$ 480,740
Charges for Services									\$ 265,378
Fines & Forfeitures									\$ 3,121,710
Investment Income									\$ 829,030
Contributions & Donations									\$ 7,019
Miscellaneous Revenue									\$ 316,101
Other Financing Costs/Transfers In (Out)									\$ 1,940,816
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,568,560

Expenditures & Other Uses									
Personnel Services	604,785	7,977,210	1,131,479	1,365,073	482,051	517,288	772,409	163,247	\$ 15,847,592
Purchased/Contract Services	279,036	340,988	97,181	786,502	436,925	924,845	182,738	121,000	\$ 6,048,807
Supplies	16,300	417,306	6,331	369,000	37,000	91,377	4,370	300	\$ 1,124,317
Other Costs	-	-	-	-	-	-	-	-	\$ 207,845
Debt Service	-	-	-	-	-	-	-	-	\$ -
Other Financing Costs/Transfers In (Out)	-	-	-	-	-	-	-	-	\$ 340,000
Total	\$ 900,121	\$ 8,735,504	\$ 1,234,992	\$ 2,520,575	\$ 955,976	\$ 1,533,510	\$ 959,517	\$ 284,547	\$ 23,568,560

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund	100-General				
REVENUE					
	Taxes				
100-311000	GENERAL PROPERTY TAXES	8,188,391	9,755,412	9,741,246	9,774,350
100-311310	MOTOR VEHICLE AD VALOREM	951,305	942,712	999,100	942,712
100-311340	INTANGIBLE RECORDING TAX	59,285	72,713	65,000	72,713
100-311600	REAL ESTATE TRANSFER	32,095	37,469	30,000	37,469
100-311700	FRANCHISE TAXES	1,334,399	-	1,450,000	1,471,730
100-313200	CITY TAD REVENUE	-	(13,603)	46,228	-
100-314200	ALCOHOLIC BEVERAGE DISTRIBUTOR	264,133	245,327	285,000	264,133
100-314205	LIQUOR BY THE DRINK EXCISE TAX	124,237	116,561	125,000	125,000
100-316100	BUSINESS & OCCUPATION LICENSE	384,125	425,422	390,000	1,063,555
100-316105	FINANCIAL INSTITUTION TAX	12,841	13,736	13,390	17,512
100-316200	INSURANCE PREMIUM TAX	1,526,651	1,642,234	1,648,000	1,872,296
100-319100	PEN & INT-GENERAL PROP	32,801	84,969	30,000	105,727
100-319105	PEN & INT-LIC & PERMITS	4,966	13,743	3,000	7,619
	Taxes Totals	12,915,228	13,336,696	14,825,964	15,754,816
	Licenses & Permits				
100-321100	ALCOHOLIC BEVERAGE LICENSE	192,925	201,550	195,000	201,550
100-321105	POURING PERMIT	9,750	10,855	9,600	10,855
100-321110	CODE ENFORCEMENT	8,925	10,545	6,180	10,545
100-322100	BUILDING PERMITS	760,247	779,580	630,000	630,000
	Licenses & Permits Totals	971,847	1,002,530	840,780	852,950

Account	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Fund	100-General				
REVENUE					
	<i>Intergovernmental Revenues</i>				
100-331120	STATE GRANT REVENUE	276,312	-	-	-
100-331125	FEDERAL GRANT REVENUE	5,814	-	-	-
100-336100	INTERGOV. REV. GWINNETT	688,322	558,756	-	-
100-336105	INTERGOV. REV.GW-ENERGY EXCISE	9,125	11,816	9,000	11,816
100-336106	INTERGOV. REV. - LMIG	364,502	-	365,000	-
100-336107	INTERGOV. REV.-TAD	71,206	78,822	78,800	-
100-336110	INTERGOV. REV.-MISC	-	3,231	-	2,748
100-336150	E911 GWINNETT REIMBURSEMENT	477,351	466,176	480,000	466,176
	Total Intergovernmental Revenues	1,892,631	1,118,802	932,800	480,740
	<i>Charges for Services</i>				
100-341199	CULTURE ART REVENUE	143,160	154,683	143,000	154,683
100-341208	NORCROSS SOCCER REVENUE	19,500	21,000	21,000	21,000
100-342100	SPECIAL POLICE SERVICES	51,687	63,207	55,000	55,000
100-342108	SALE OF POLICE VEHICLES	-	3,000	-	12,700
100-345411	TREE RECOMPENSE FEES	-	-	-	-
100-346900	CHARGE FOR OTHER SERVICE	8,569	14,723	-	14,723
100-346910	CONVENIENCE FEES	5	-	12,000	-
100-349300	BAD CHECK FEES	1,975	2,375	2,000	3,700
100-349305	LATE FEES	4,666	3,513	2,500	3,572
	Total Charges for Services	229,562	262,501	235,500	265,378

Account Fund REVENUE	Account Description 100-General	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
	<i>Fines & Forfeitures</i>				
100-351170	COURT-MUNICIPAL	1,831,242	2,811,573	2,800,000	3,121,000
100-351174	COURT CITATION PROCESSING	1,174	710	1,000	710
	Total Fines & Forfeitures	1,832,416	2,812,283	2,801,000	3,121,710
	<i>Investment Income</i>				
100-361000	INTEREST REVENUES	965,278	780,957	400,000	700,000
100-361009	INTEREST REVENUES DDA 9 S. PEACHTREE ST	-	-	-	69,788
100-361010	INTEREST REVENUES DDA 29 JONES ST	-	99,882	-	59,242
	Total Investment Income	965,278	880,839	400,000	829,030
	<i>Contributions & Donations</i>				
100-371000	DONATIONS	25,000	2,630	-	7,019
100-371103	NPAC DONATIONS & REVENUES	-	-	-	-
	Total Contributions & Donations	25,000	2,630	-	7,019
	<i>Miscellaneous Revenue</i>				
100-381000	RENTAL REVENUE	19,390	22,942	19,000	22,942
100-381003	DEPOT LEASE REVENUE	88,772	91,680	90,747	91,680
100-383000	REIMB FOR DAMAGED PROPERT	70,064	79,591	92,900	71,318
100-389000	OTHER (MISCELLANEOUS REV)	51,471	141,507	50,000	55,161
100-389001	PROPERTY TAX SALES	92	5	-	-
100-389003	GAS SOUTH ALLIANCE PROGRAM	15,542	13,489	15,000	15,000
100-389500	BUDGETED FUND BALANCE	-	-	-	60,000
	Total Miscellaneous Revenue	245,331	349,214	267,647	316,101

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund	100-General				
REVENUE					
	<i>Other Financing Sources</i>				
100-391200	TRANSFER FROM ELECTRIC FUND	903,190	870,000	1,545,500	1,510,816
100-391230	TRANSFER FROM DDA	-	-	122,564	-
100-391275	TRANSFER FROM HOTEL-MOTEL	455,604	453,771	541,800	430,000
100-392200	PROPERTY SALE	11,207	-	-	-
	<i>Total Other Financing Sources</i>	<i>1,370,001</i>	<i>1,323,771</i>	<i>2,209,864</i>	<i>1,940,816</i>
	<i>Total REVENUE</i>	<i>20,447,295</i>	<i>21,089,266</i>	<i>22,513,555</i>	<i>23,568,560</i>

Account	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Fund	100-General				
EXPENSES					
Dept 1000	Non Departmental				
	Personnel Services				
100-5.1000.512105	GROUP INSURANCE-RETIREES	151,575	60,092	192,000	150,000
100-5.1000.512107	OTHER PERSONNEL COSTS	-	-	-	60,000
100-5.1000.512200	PAYROLL TAXES	-	5,616	-	-
100-5.1000.512600	UNEMPLOYMENT INSURANCE	4,260	7,427	8,000	-
100-5.1000.512700	WORKER'S COMPENSATION	5,545	1,000	1,445	100,370
	Total Personnel Services	161,380	74,135	201,445	310,370
	Purchased/Contract Services				
100-5.1000.521206	PROFESSIONAL SERV.-OTHER	16,445	-	-	-
100-5.1000.521240	INSURANCE-LIAB,PROP,AUTO	440,347	566,932	578,990	601,710
100-5.1510.521210	PROFESSIONAL SERV.-AUDIT	-	-	-	14,000
100-5.1000.521305	PROFESSIONAL SERV.-OTHER	352	918	-	-
100-5.1000.523305	POSTAGE	8,114	15,262	5,972	25,000
100-5.1000.523600	DUES & FEES	11,165	-	-	-
	Total Purchased/Contract Services	476,423	583,112	584,962	640,710
	Supplies				
100-5.1000.531710	MISCELLANEOUS	25	-	-	-
	Total Supplies	25	-	-	-
	Other Costs				
100-5.1000.573000	CONTRIBUTION TO OPEB TRUST	502,850	50,050	-	-
100-5.1000.579000	CONTINGENCIES	-	-	-	207,845
	Total Other Costs	502,850	50,050	-	207,845

Account
Fund
EXPENSES
Dept 1000

Account Description
100-General
Non Departmental

[100-5.1000.611310](#)

Other Financing Uses/Transfers In(Out)
TRANSFER TO CAPITAL PROJECTS FUND
Total Other Financing Uses
Total Non Departmental Expenses

FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
1,205,883	-	229,500	340,000
1,205,883	-	229,500	340,000
2,346,561	707,297	1,015,907	1,498,925

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund	100-General				
EXPENSES					
Dept 1130	City Clerk				
	Personnel Services				
100-5.1130.511100	REGULAR EMPLOYEES	153,153	168,984	202,698	203,919
100-5.1130.511300	OVERTIME	5,671	6,298	6,300	6,500
100-5.1130.512100	GROUP INSURANCE	17,511	30,580	19,384	20,935
100-5.1130.512200	FICA/MEDICARE CONTRIBUTIONS	11,955	13,268	14,189	14,274
100-5.1130.512400	RETIREMENT CONTRIBUTIONS	108,594	(40,726)	20,270	20,392
100-5.1130.512500	OTHER EMPLOYEE BENEFITS	105	-	100	-
100-5.1130.512600	UNEMPLOYMENT INSURANCE	83	81	-	14
100-5.1130.512700	WORKER'S COMPENSATION	27	-	50	1,816
	Total Personnel Services	297,099	178,485	262,991	267,850
	Purchased/Contract Serv				
100-5.1130.521301	PROF SERV.-SOFTWARE & LIC	1,384	630	600	
100-5.1130.521305	PROFESSIONAL SERV.-OTHER	140	555	8,300	14,825
100-5.1130.523201	CIVIC PARTICIPATION	143	1,641	700	700
100-5.1130.523225	ACKNOWLEDGMENT	3,057	126	2,000	2,000
100-5.1130.523250	HOSPITALITY	2,365	3,362	5,100	5,100
100-5.1130.523300	ADVERTISING	504	265	300	300
100-5.1130.523400	PRINTING & BINDING	163	-	200	200
100-5.1130.523500	TRAVEL	6,399	4,947	5,000	5,000
100-5.1130.523600	DUES & FEES	538	742	700	700
100-5.1130.523700	EDUCATION & TRAINING	-	1,865	3,000	3,000
	Total Purchased/Contract Serv	14,693	14,133	25,900	31,825

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund	100-General				
EXPENSES					
Dept 1130	City Clerk				
	<i>Supplies</i>				
100-5.1130.531101	OFFICE SUPPLIES	1,200	694	1,300	1,300
100-5.1130.531106	UNIFORMS	-	-	500	500
100-5.1130.531107	ELECTION SUPPLIES	10,817	765	6,000	10,817
100-5.1130.531300	FOOD	373	22	-	-
100-5.1130.531400	BOOKS & PERIODICALS	-	-	100	100
100-5.1130.531710	MISCELLANEOUS	2,692	894	1,300	1,300
	<i>Total Supplies</i>	15,082	2,374	9,200	14,017
	<i>Total City Clerk Expenses</i>	326,874	194,993	298,091	313,692

Account Fund <i>EXPENSES</i> Dept 1310	Account Description 100-General Mayor/Council <i>Personnel Services</i>	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
100-5.1310.511305	MAYOR AND COUNCIL	79,050	88,200	94,200	79,200
100-5.1310.512100	GROUP INSURANCE	44,090	42,751	43,183	47,069
100-5.1310.512200	FICA/MEDICARE CONTRIBUTIONS	5,524	6,297	6,593	5,544
100-5.1310.512400	RETIREMENT CONTRIBUTIONS	-	-	-	-
100-5.1310.512600	UNEMPLOYMENT INSURANCE	29	-	-	-
100-5.1310.512700	WORKER'S COMPENSATION	10	-	50	-
	Total Personnel Services	128,703	137,248	144,026	131,813
	<i>Purchased/Contract Serv</i>				
100-5.1310.521205	PROFESSIONAL SERV.-LEGAL	334,623	306,435	251,100	251,100
100-5.1310.521305	PROFESSIONAL SERV.-OTHER	4,889	21,797	25,000	25,000
100-5.1310.523201	CIVIC PARTICIPATION	2,402	274	5,000	5,000
100-5.1310.523225	ACKNOWLEDGMENT	736	56	1,000	1,000
100-5.1310.523400	PRINTING & BINDING	518	905	500	500
100-5.1310.523500	TRAVEL - COUNCIL	18,966	5,531	12,500	12,500
100-5.1310.523501	TRAVEL - MAYOR	5,336	12,782	15,000	15,000
100-5.1310.523600	DUES & FEES	27,775	54,031	37,500	37,500
100-5.1310.523700	EDUCATION & TRAINING COUNCIL	1,476	6,401	7,000	7,000
100-5.1310.523701	EDUCATION & TRAINING - MAYOR	-	4,094	3,430	3,430
100-5.1310.523703	MEALS AND ENTERTAINING	-	-	-	8,000
100-5.1310.523850	CONTRACT LABOR	16,925	26,050	32,400	32,400
	Total Purchased/Contract Serv	413,646	438,356	390,430	398,430

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund	100-General				
EXPENSES					
Dept 1310	Mayor/Council				
	<i>Supplies</i>				
100-5.1310.531101	OFFICE SUPPLIES	152	830	100	1,100
100-5.1310.531106	UNIFORMS	432	379	800	600
100-5.1310.531107	ELECTION SUPPLIES	56	-	-	-
100-5.1310.531300	FOOD	7,613	7,076	7,500	7,500
100-5.1310.531400	BOOKS & PERIODICALS	599	-	-	-
100-5.1310.531710	MISCELLANEOUS	-	45	100	-
	Total Supplies	8,852	8,330	8,500	9,200
	<i>Other Costs</i>				
100-5.1310.579000	CONTINGENCIES	30,850	110,344	368,970	-
	Total Other Costs	30,850	110,344	368,970	-
	Total Mayor/Council Expenses	582,051	694,278	911,926	539,443

Account	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Fund	100-General				
EXPENSES					
Dept 1330	City Manager				
	Personnel Services				
100-5.1330.511100	REGULAR EMPLOYEES	250,765	370,153	460,463	444,627
100-5.1330.512100	GROUP INSURANCE	19,032	32,558	67,865	73,294
100-5.1330.512200	FICA/MEDICARE CONTRIBUTIONS	18,019	26,293	32,232	31,124
100-5.1330.512400	RETIREMENT CONTRIBUTIONS	80,088	38,737	59,224	44,463
100-5.1330.512600	UNEMPLOYMENT INSURANCE	143	101	100	27
100-5.1330.512700	WORKER'S COMPENSATION	50	-	100	2,724
	Total Personnel Services	368,097	467,842	619,984	596,260
	Purchased/Contract Serv				
100-5.1330.521301	PROF SERV - SOFTWARE & LICENSE	-	-	-	2,000
100-5.1330.521305	PROFESSIONAL SERV.-OTHER	76,831	80,666	66,000	40,000
100-5.1330.523200	COMMUNICATIONS	-	-	18,000	11,600
100-5.1330.523201	CIVIC PARTICIPATION	114	850	1,700	1,700
100-5.1330.523236	PR EVENTS	157,325	171,079	247,705	-
100-5.1330.523250	HOSPITALITY	2,636	594	600	600
100-5.1330.523300	ADVERTISING	60	115	-	2,000
100-5.1330.523400	PRINTING & BINDING	139	-	-	-
100-5.1330.523500	TRAVEL	2,236	663	2,500	3,900
100-5.1330.523600	DUES & FEES	8,545	2,094	2,500	2,500
100-5.1330.523700	EDU & TRAINING	2,643	845	2,500	3,145
100-5.1330.523702	EDU & TRAINING		-	-	-

Account Fund EXPENSES Dept 1330	Account Description 100-General City Manager	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
100-5.1330.523703	MEALS AND ENTERTAINING	390	3,301	1,000	-
100-5.1330.523850	CONTRACT LABOR	26,037	-	-	-
100-5.1330.523855	EVENT PERFORMERS	153,378	96,365	110,200	-
	Total Purchased/Contract Services	430,334	356,571	452,705	67,445
	Supplies				
100-5.1330.531101	OFFICE SUPPLIES	175	-	200	200
100-5.1330.531106	UNIFORMS	-	-	400	400
100-5.1330.531111	OFFICE FURNITURE-NON CAP	1,159	-	-	-
100-5.1330.531400	BOOKS & PERIODICALS	16	144	100	100
100-5.1330.531600	SMALL EQUIPMENT	-	-	100	100
100-5.1330.531710	MISCELLANEOUS	297	15	100	100
	Total Supplies	1,647	159	900	900
	Total City Manager Expenses	800,078	824,571	1,073,589	664,605

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund	100-General				
EXPENSES					
Dept 1510	Finance				
	Personnel Services				
100-5.1510.511100	REGULAR EMPLOYEES	328,068	381,982	518,913	536,068
100-5.1510.511300	OVERTIME	4,220	1,509	4,000	1,000
100-5.1510.512100	GROUP INSURANCE	57,459	67,062	87,560	94,565
100-5.1510.512200	FICA/MEDICARE CONTRIBUTIONS	24,781	28,596	36,324	37,525
100-5.1510.512400	RETIREMENT CONTRIBUTIONS	29,296	50,316	51,892	53,607
100-5.1510.512500	OTHER EMPLOYEE BENEFITS	208	-	-	-
100-5.1510.512600	UNEMPLOYMENT INSURANCE	262	355	500	68
100-5.1510.512700	WORKER'S COMPENSATION	23,319	52,672	100	9,081
512999	Total Personnel Services	467,613	582,491	699,289	731,914
	Purchased/Contract Serv				
100-5.1510.521205	PROFESSIONAL SERV.-LEGAL	740	-	-	-
100-5.1510.521210	PROFESSIONAL SERV.-AUDIT	72,800	69,100	70,000	85,000
100-5.1510.521305	PROFESSIONAL SERV.-OTHER	30,542	91,905	15,000	9,814
100-5.1510.522320	RENTAL OF EQUIP & VEHICLE	313	-	-	-
100-5.1510.523225	ACKNOWLEDGMENT	-	58	3,500	-
100-5.1510.523300	ADVERTISING	1,468	144	1,000	-
100-5.1510.523305	POSTAGE	12,014	2,514	5,000	2,000
100-5.1510.523400	PRINTING & BINDING	747	8,690	5,000	9,200
100-5.1510.523500	TRAVEL	280	3,742	4,200	3,690
100-5.1510.523600	DUES & FEES	485	1,250	1,860	1,262
100-5.1510.523700	EDUCATION & TRAINING	2,720	195	5,250	8,507
100-5.1510.523850	CONTRACT LABOR	70,949	87,147	24,000	-
100-5.1510.523915	CREDIT CARD CHARGES	57,309	78,902	60,000	90,000

Account	Account Description
Fund	100-General
EXPENSES	
Dept 1510	Finance
100-5.1510.523920	BANK CHARGES
100-5.1510.523925	CASH OVER/SHORT
523999	Total Purchased/Contract Serv
	Supplies
100-5.1510.531100	GENERAL SUPPLIES-BUILDING
100-5.1510.531101	OFFICE SUPPLIES
100-5.1510.531106	UNIFORMS
100-5.1510.531111	OFFICE FURNITURE-NON CAP
100-5.1510.531300	FOOD
100-5.1510.531710	MISCELLANEOUS
531999	Total Supplies
	Total Finance Expenses

FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
5,254	8	-	-
144	145	-	-
255,765	343,801	194,810	209,473
66	378	-	-
7,335	5,934	5,000	3,200
1,814	1,425	700	600
-	2,084	1,500	-
336	182	-	-
6,361	105	-	-
15,912	10,109	7,200	3,800
739,290	936,401	901,299	945,187

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund	100-General				
EXPENSES					
Dept 1519	NPAC				
	<i>Purchased/Contract Serv</i>				
100-5.1519.521305	PROFESSIONAL SERV.-OTHER	2,909	8,775	14,700	14,700
100-5.1519.523250	HOSPITALITY	92	187	200	200
100-5.1519.523400	PRINTING & BINDING	423	277	-	-
	<i>Total Purchased/Contract Serv</i>	3,424	9,239	14,900	14,900
	<i>Supplies</i>				
100-5.1519.531101	OFFICE SUPPLIES	1,180	9	100	100
	<i>Total Supplies</i>	1,180	9	100	100
	<i>Total NPAC Expenses</i>	4,604	9,248	15,000	15,000

Account	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Fund	100-General				
EXPENSES					
Dept 1535	IT				
	Personnel Services				
100-5.1535.511100	REGULAR EMPLOYEES	250,261	263,680	322,659	346,690
100-5.1535.511300	OVERTIME	1,953	3,679	2,500	3,000
100-5.1535.512100	GROUP INSURANCE	48,016	32,947	48,525	52,407
100-5.1535.512200	FICA/MEDICARE CONTRIBUTIONS	18,711	19,916	22,586	24,268
100-5.1535.512400	RETIREMENT CONTRIBUTIONS	15,741	16,722	32,266	34,669
100-5.1535.512600	UNEMPLOYMENT INSURANCE	103	138	-	20
100-5.1535.512700	WORKERS COMPENSATION	39	-	-	2,724
	Total Personnel Services	334,824	337,081	428,536	463,779
	Purchased/Contract Serv				
100-5.1535.521205	PROFESSIONAL SERV.-LEGAL	-	201	-	-
100-5.1535.521301	PROF SERV.-SOFTWARE & LIC	309,696	195,869	395,587	442,798
100-5.1535.521302	MISCELLANEOUS SOFTWARE	70	-	-	-
100-5.1535.521305	PROFESSIONAL SERV.-OTHER	326,594	597,766	452,369	614,429
100-5.1535.522325	RENTAL OF COMPUTER EQUIPMENT	-	-	47,693	50,000
100-5.1535.523201	CIVIC PARTICIPATION	215	-	-	-
100-5.1535.523205	TELEPHONE & INTERNET SERVICE	101,640	134,082	135,271	159,280
100-5.1535.523210	MOBILE COMMUNICATIONS	135,090	138,409	132,924	136,229
100-5.1535.523400	PRINTING & BINDING	-	150	-	-
100-5.1535.523500	TRAVEL	4,908	1,730	5,000	1,000
100-5.1535.523600	DUES & FEES	110	221	500	250
100-5.1535.523700	EDUCATION & TRAINING	4,315	4,870	15,000	5,000
100-5.1535.523850	CONTRACT LABOR	13,526	21,764	20,000	20,000
	Total Purchased/Contract Serv	896,164	1,095,063	1,204,344	1,428,985

Account	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Fund	100-General				
EXPENSES					
Dept 1535	IT				
	<i>Supplies</i>				
100-5.1535.531101	OFFICE SUPPLIES	197	76	200	200
100-5.1535.531505	CITY WIDE PRINTING SUPPLIES	75,587	49,000	73,568	63,915
100-5.1535.531600	SMALL EQUIPMENT	106,272	74,528	80,000	85,000
100-5.1535.531710	MISCELLANEOUS	184	100	500	-
	Total Supplies	182,240	123,704	154,268	149,115
	<i>Debt Service</i>				
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	1,414,630	1,555,848	1,787,148	2,041,879

Account	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Fund	100-General				
EXPENSES					
Dept 1540	HR				
	<i>Personnel Services</i>				
100-5.1540.511100	REGULAR EMPLOYEES	175,242	206,155	209,486	224,703
100-5.1540.512100	GROUP INSURANCE	29,755	31,989	29,764	32,145
100-5.1540.512200	FICA/MEDICARE CONTRIBUTION	13,126	15,442	14,664	15,729
100-5.1540.512400	RETIREMENT CONTRIBUTION	13,417	15,422	20,949	22,470
100-5.1540.512500	OTHER EMPLOYEE BENEFITS	18,108	34,271	33,035	35,000
100-5.1540.512600	UNEMPLOYMENT INSURANCE	68	86	200	200
100-5.1540.512700	WORKER'S COMPENSATION	27	-	200	1,816
	<i>Total Personnel Services</i>	249,743	303,366	308,298	332,063
	<i>Purchased/Contract Services</i>				
100-5.1540.521301	PROF SERV - SOFTWARE & LICENSE	39,787	49,265	40,752	43,723
100-5.1540.521305	PROFESSIONAL SERV.-OTHER	16,440	26,158	28,550	26,200
100-5.1540.523250	HOSPITALITY	5,076	829	1,000	1,000
100-5.1540.523300	ADVERTISING	557	363	1,000	1,000
100-5.1540.523400	PRINTING & BINDING	-	-	700	700
100-5.1540.523500	TRAVEL	1,607	387	2,500	3,000
100-5.1540.523600	DUES & FEES	2,511	2,472	2,600	2,600

Account	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Fund	100-General				
EXPENSES					
Dept 1540	HR				
100-5.1540.523700	EDUCATION & TRAINING	9,482	4,543	9,000	6,000
100-5.1540.523850	CONTRACT LABOR	11,538	12,158	6,600	3,600
	Total Purchased/Contract Services	86,998	96,175	92,702	87,823
	Supplies				
100-5.1540.531101	OFFICE SUPPLIES	5,559	1,385	2,800	2,800
100-5.1540.531106	UNIFORMS	82	-	500	500
100-5.1540.531111	OFFICE FURNITURE-NON CAP	7,471	-	-	-
100-5.1540.531400	BOOKS & PERIODICALS	-	278	300	300
100-5.1540.531700	OTHER SUPPLIES	-	292	3,000	1,500
100-5.1540.531710	MISCELLANEOUS	6	69	100	100
	Total Supplies	13,118	2,024	6,700	5,200
	Capital Outlay				
100-5.1540.542300	FURNITURE & FIXTURES	4,775	-	-	-
	Total Capital Outlay	4,775	-	-	-
	Total HR Expenses	354,634	401,565	407,700	425,086

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund 100	Dept 2650 - Municipal Court, General Fund				
EXPENSES					
	<i>Personnel Services</i>				
100-5.2650.511100	REGULAR EMPLOYEES	306,385	411,928	420,028	425,474
100-5.2650.511300	OVERTIME	655	929	465	1,500
100-5.2650.512100	GROUP INSURANCE	77,417	85,537	92,577	99,983
100-5.2650.512200	FICA/MEDICARE CONTRIBUTIONS	22,615	30,554	29,402	29,783
100-5.2650.512400	RETIREMENT CONTRIBUTIONS	21,121	37,005	42,003	42,547
100-5.2650.512600	UNEMPLOYMENT INSURANCE	242	371	200	48
100-5.2650.512700	WORKER'S COMPENSATION	43	-	100	5,449
	Total Personnel Services	428,478	566,324	584,775	604,785
	<i>Purchased/Contract Serv</i>				
100-5.2650.521215	PROF. SERV.-INTERPRETER	23,625	24,917	26,106	45,600
100-5.2650.521220	PROFESSIONAL SERV-JUDGE	86,800	90,300	100,356	127,800
100-5.2650.521225	PROFESSIONAL SERV-SOLICITOR	49,800	56,733	54,100	82,776
100-5.2650.521305	PROFESSIONAL SERV.-OTHER	92	510	2,000	3,000
100-5.2650.523400	PRINTING & BINDING	-	24	200	200
100-5.2650.523500	TRAVEL	3,855	3,101	6,400	6,400
100-5.2650.523600	DUES & FEES	631	1,460	1,850	2,000
100-5.2650.523700	EDUCATION & TRAINING	4,519	3,872	10,000	10,000
100-5.2650.523850	CONTRACT LABOR	290	220	1,260	1,260
	Total Purchased/Contract Serv	169,612	181,138	202,272	279,036

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund 100	Dept 2650 - Municipal Court, General Fund				
EXPENSES					
	<i>Supplies</i>				
100-5.2650.531101	OFFICE SUPPLIES	8,367	9,527	10,000	11,000
100-5.2650.531106	UNIFORMS	3,317	1,690	2,750	1,000
100-5.2650.531300	FOOD	368	498	-	-
100-5.2650.531400	BOOKS & PERIODICALS	-	-	800	800
100-5.2650.531600	SMALL EQUIPMENT	81	1,388	3,500	3,500
	<i>Total Supplies</i>	12,133	13,103	17,050	16,300
	<i>Total Municipal Court Expenses</i>	610,223	760,564	804,097	900,121

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund 100	Dept 3200 - Police, General Fund				
EXPENSES					
	<i>Personnel Services</i>				
100-5.3200.511100	REGULAR EMPLOYEES	3,945,235	4,795,875	5,367,151	5,662,050
100-5.3200.511300	OVERTIME	222,485	234,586	204,463	250,482
100-5.3200.512100	GROUP INSURANCE	845,036	978,505	927,427	1,001,621
100-5.3200.512200	FICA/MEDICARE CONTRIBUTIONS	309,778	373,014	375,701	396,344
100-5.3200.512400	RETIREMENT CONTRIBUTIONS	280,977	369,849	536,715	566,205
100-5.3200.512500	OTHER EMPLOYEE BENEFITS	10,063	5,562	73,310	44,610
100-5.3200.512600	UNEMPLOYMENT INSURANCE	2,261	3,258	-	503
100-5.3200.512700	WORKER'S COMPENSATION	59,587	(52,672)	65,000	55,395
	Total Personnel Services	5,675,422	6,707,978	7,549,767	7,977,210
	<i>Purchased/Contract Serv</i>				
100-5.3200.521301	PROF SERV.-SOFTWARE & LIC	20,435	19,824	12,561	15,000
100-5.3200.521305	PROFESSIONAL SERV.-OTHER	4,994	2,967	4,080	2,700
100-5.3200.521306	PROFESSIONAL SERV-CORR RISK	38	11,476	32,400	32,400
100-5.3200.522200	REPAIRS & MAINT-BUILDINGS	37,442	996	-	-
100-5.3200.522201	REPAIRS & MAINT-VEHICLES	171,012	227,950	210,000	195,000
100-5.3200.522203	REPAIRS & MAINT-EQUIPMT	3,429	821	22,335	17,000
100-5.3200.522320	RENTAL OF EQUIP & VEHICLE	2,825	2,936	3,150	3,150
100-5.3200.523300	ADVERTISING	147	2,548	3,000	3,000
100-5.3200.523305	POSTAGE	86	680	200	350
100-5.3200.523400	PRINTING & BINDING	3,001	2,237	6,025	1,500
100-5.3200.523500	TRAVEL	9,301	20,695	46,550	27,858
100-5.3200.523600	DUES & FEES	2,449	3,556	8,109	9,291

Account	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Fund 100	Dept 3200 - Police, General Fund				
EXPENSES					
100-5.3200.523700	EDUCATION & TRAINING	14,747	13,383	26,379	17,724
100-5.3200.523810	ACCREDITATION EXPENSES	5,315	6,016	5,515	5,515
100-5.3200.523875	COMMUNITY OUTREACH AND SUST	4,472	11,147	8,000	10,500
	Total Purchased/Contract Serv	279,693	327,232	388,304	340,988
	Supplies				
100-5.3200.531100	GENERAL SUPPLIES-BUILDING	88	88	500	-
100-5.3200.531101	OFFICE SUPPLIES	1,511	1,631	3,500	4,000
100-5.3200.531102	SUPPORT SERVICES	5,871	2,689	1,078	1,000
100-5.3200.531103	PATROL SUPPLIES	79,058	184,416	169,561	157,778
100-5.3200.531106	UNIFORMS	41,139	66,506	62,681	62,145
100-5.3200.531111	OFFICE FURNITURE-NON CAP	1,532	355	2,073	-
100-5.3200.531230	ENERGY-ELECTRICITY	1,226	-	-	-
100-5.3200.531270	ENERGY-GASOLINE/DIESEL	177,974	169,650	165,700	175,700
100-5.3200.531300	FOOD	338	1,452	2,800	2,800
100-5.3200.531400	BOOKS & PERIODICALS	2,172	398	771	244
100-5.3200.531600	SMALL EQUIPMENT	1,932	2,280	19,405	13,440
100-5.3200.531710	MISCELLANEOUS	52	28	100	200
	Total Supplies	312,893	429,493	428,169	417,306
	Capital Outlay				
100-5.3200.542200	VEHICLES	2,360	-	-	-
	Total Capital Outlay	2,360	-	-	-
	Total Police Dept Expenses	6,270,368	7,464,704	8,366,240	8,735,504

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund 100	Dept 3800 - E911, General Fund				
EXPENSES					
	Personnel Services				
100-5.3800.511100	REGULAR EMPLOYEES	413,212	539,784	549,912	733,831
100-5.3800.511300	OVERTIME	98,590	96,697	82,487	110,075
100-5.3800.512100	GROUP INSURANCE	84,529	115,284	139,197	150,333
100-5.3800.512200	FICA/MEDICARE CONTRIBUTIONS	38,049	47,278	38,494	51,368
100-5.3800.512400	RETIREMENT CONTRIBUTIONS	30,449	54,727	54,991	73,383
100-5.3800.512500	OTHER EMPLOYEE BENEFITS	-	20	500	2,500
100-5.3800.512600	UNEMPLOYMENT INSURANCE	353	491	-	-
100-5.3800.512700	WORKERS COMPENSATION	-	-	5,000	9,989
	Total Personnel Services	665,182	854,282	870,581	1,131,479
	Purchased/Contract Serv				
100-5.3800.521301	PROF SERV. - SOFTWARE & LIC	74,951	68,575	82,157	88,650
100-5.3800.521305	PROFESSIONAL SERV.-OTHER	750	182	300	350
100-5.3800.523500	TRAVEL	844	1,577	3,150	2,690
100-5.3800.523600	DUES & FEES	1,034	1,012	3,476	1,826
100-5.3800.523700	EDUCATION & TRAINING	1,164	175	1,125	3,665
	Total Purchased/Contract Serv	78,743	71,521	90,208	97,181

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund 100	Dept 3800 - E911, General Fund				
EXPENSES					
	<i>Supplies</i>				
100-5.3800.531101	OFFICE SUPPLIES	1,912	1,641	2,000	2,000
100-5.3800.531106	UNIFORMS	3,260	659	2,000	1,615
100-5.3800.531111	OFFICE FURNITURE-NON CAP	1,904	947	1,044	-
100-5.3800.531300	FOOD	157	183	500	500
100-5.3800.531600	SMALL EQUIPMENT	1,759	2,102	1,189	2,216
	<i>Total Supplies</i>	8,992	5,533	6,733	6,331
	<i>Total E911 Expenses</i>	752,917	931,336	967,522	1,234,992

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund 100	Dept 4100 - Public Works, General Fund				
EXPENSES					
	Personnel Services				
100-5.4100.511100	REGULAR EMPLOYEES	575,700	819,728	875,786	1,018,006
100-5.4100.511300	OVERTIME	29,621	36,656	38,110	40,720
100-5.4100.512100	GROUP INSURANCE	81,649	104,286	111,591	120,518
100-5.4100.512200	FICA/MEDICARE CONTRIBUTIONS	45,068	63,163	61,305	71,260
100-5.4100.512400	RETIREMENT CONTRIBUTIONS	44,727	66,333	87,579	101,801
100-5.4100.512500	OTHER EMPLOYEE BENEFITS	62	-	250	-
100-5.4100.512600	UNEMPLOYMENT INSURANCE	483	632	400	54
100-5.4100.512700	WORKER'S COMPENSATION	4,724	-	8,200	12,714
	Total Personnel Services	782,034	1,090,799	1,183,221	1,365,073
	Purchased/Contract Serv				
100-5.4100.521300	PROFESSIONAL SERV.-TECH	9,915	10,000	12,000	13,000
100-5.4100.521302	PROFESSIONAL SERV.-ENG.	31,446	103,758	25,000	25,000
100-5.4100.521305	PROFESSIONAL SERV.-OTHER	16,130	450	200	-
100-5.4100.522130	CUSTODIAL	39,767	39,430	70,000	96,000
100-5.4100.522146	STORM WATER MGMT PROGRAM	64	15,185	-	-
100-5.4100.522200	REPAIRS & MAINT-BUILDINGS	304,857	258,228	200,800	220,000
100-5.4100.522201	REPAIRS & MAINT-VEHICLES	57,120	35,014	40,000	35,000
100-5.4100.522203	REPAIRS & MAINT-EQUIPMT	44,449	17,431	25,500	25,000

Account	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Fund 100	Dept 4100 - Public Works, General Fund				
EXPENSES					
100-5.4100.522205	SIDEWALK MAINTENANCE	46,410	36,489	40,000	-
100-5.4100.522310	NORFOLK SOUTHERN RAILWAY	21,125	102,367	105,000	110,000
100-5.4100.522320	RENTAL OF EQUIP & VEHICLE	5,610	2,316	7,000	7,000
100-5.4100.522330	RENTAL/LEASE FLEET MGMT	43,415	84,749	79,000	81,902
100-5.4100.523201	CIVIC PARTICIPATION PW	-	-	200	-
100-5.4100.523250	HOSPITALITY	242	-	300	300
100-5.4100.523300	ADVERTISING	1,155	240	500	500
100-5.4100.523305	POSTAGE	-	94	160	150
100-5.4100.523400	PRINTING & BINDING	197	768	200	150
100-5.4100.523500	TRAVEL	3,065	(310)	4,000	4,000
100-5.4100.523600	DUES & FEES	419	1,193	3,000	3,000
100-5.4100.523700	EDUCATION & TRAINING	3,546	4,475	5,500	5,500
100-5.4100.523850	CONTRACT LABOR	153,759	188,122	200,000	160,000
	Total Purchased/Contract Serv	782,691	900,000	818,360	786,502
	Supplies				
100-5.4100.531100	GENERAL SUPPLIES-BUILDING	33,414	11,998	15,000	15,000
100-5.4100.531101	OFFICE SUPPLIES	4,782	4,566	3,000	3,500
100-5.4100.531106	UNIFORMS	8,601	6,407	9,000	9,000
100-5.4100.531108	FIRST AID SUPPLIES	-	-	4,500	4,500
100-5.4100.531109	GENERAL SUPPLIES-STREETS	25,302	32,862	31,400	20,000
100-5.4100.531111	OFFICE FURNITURE-NON CAP	1,060	5,019	2,000	2,000
100-5.4100.531210	ENERGY-WATER/SEWERAGE	45,410	71,573	45,000	45,000
100-5.4100.531220	ENERGY-NATURAL GAS	5,511	9,258	8,500	8,500
100-5.4100.531230	ENERGY-ELECTRICITY	257,661	216,522	225,000	225,000
100-5.4100.531270	ENERGY-GASOLINE/DIESEL	27,820	16,169	27,000	27,000

Account	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Fund 100	Dept 4100 - Public Works, General Fund				
EXPENSES					
100-5.4100.531600	SMALL EQUIPMENT	11,432	10,027	9,500	9,500
100-5.4100.531700	OTHER SUPPLIES	239	-	-	-
	Total Supplies	421,232	384,402	379,900	369,000
	Capital Outlay				
100-5.4100.551105	NON-PERSONNEL COSTS	-	3,345	-	-
100-5.4100.542374	LMIG PROJECT	494,800	307,913	291,197	-
	Total Capital Outlay	506,600	311,258	291,197	-
	Total Public Works Expenses	2,492,557	2,686,459	2,672,678	2,520,575

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund 100	Dept 6000 - Cultural Arts, General Fund				
EXPENSES					
	<i>Personnel Services</i>				
100-5.6000.511100	REGULAR EMPLOYEES	159,305	202,579	261,456	389,864
100-5.6000.511300	OVERTIME	2,977	8,837	2,000	-
100-5.6000.512100	GROUP INSURANCE	14,408	8,814	19,762	21,343
100-5.6000.512200	FICA/MEDICARE CONTRIBUTIONS	12,306	16,194	18,302	27,290
100-5.6000.512400	RETIREMENT CONTRIBUTIONS	12,993	16,509	26,146	38,986
100-5.6000.512500	OTHER EMPLOYEE BENEFITS	42	-	-	-
100-5.6000.512600	UNEMPLOYMENT INSURANCE	103	157	100	27
100-5.6000.512700	WORKER'S COMPENSATION	42	-	100	4,541
	<i>Total Personnel Services</i>	202,176	253,090	327,866	482,051
	<i>Purchased/Contract Serv</i>				
100-5.6000.522200	REPAIRS & MAINT-BUILDINGS	5,327	8,185	6,000	-
100-5.6000.523201	CIVIC PARTICIPATION	22,918	19,254	26,000	28,000
100-5.6000.523225	ACKNOWLEDGMENT	260	-	-	-
100-5.6000.523235	WELCOME CENTER	15,003	5,831	7,000	7,000
100-5.6200.523236	PR EVENTS	-	-	-	247,705
100-5.6000.523236	CULTURAL ARTS EVENTS	17,586	21,572	20,000	21,000
100-5.6000.523300	ADVERTISING	650	-	-	-
100-5.6000.523305	POSTAGE	237	26	-	-
100-5.6000.523400	PRINTING & BINDING	890	3,533	-	-
100-5.6000.523500	TRAVEL - REC	1,113	346	1,000	1,000
100-5.6000.523501	TRAVEL - CA	40	4	-	-

Account	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Fund 100	Dept 6000 - Cultural Arts, General Fund				
EXPENSES					
100-5.6000.523600	DUES & FEES	-	250	-	550
100-5.6000.523700	EDUCATION & TRAINING	2,432	3,161	2,500	1,650
100-5.6000.523850	CONTRACT LABOR	5,788	2,333	19,000	-
100-5.6000.523855	EVENT PERFORMERS	7,975	21,368	20,500	130,020
	Total Purchased/Contract Serv	80,219	85,861	102,000	436,925
	Supplies				
100-5.6000.531100	GENERAL SUPPLIES-BUILDING	3,986	6,204	6,000	5,000
100-5.6000.531101	OFFICE SUPPLIES	1,667	381	1,000	1,000
100-5.6000.531106	UNIFORMS	321	815	1,000	500
100-5.6000.531109	GENERAL SUPPLIES-SWAG	266	5,524	5,000	5,000
100-5.6000.531111	OFFICE FURNITURE-NON CAP	6,417	3,066	1,800	-
100-5.6000.531210	ENERGY-WATER/SEWERAGE	2,386	5,197	4,500	4,500
100-5.6000.531220	ENERGY-NATURAL GAS	-	-	600	-
100-5.6000.531230	ENERGY-ELECTRICITY	23,389	19,960	14,000	14,000
100-5.6000.531600	SMALL EQUIPMENT	1,063	2,652	7,000	7,000
100-5.6000.531710	MISCELLANEOUS	-	4,566	-	-
	Total Supplies	39,495	48,367	40,900	37,000
	Total Cultural Arts Expenses	321,890	387,318	470,766	955,976

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund 100	Dept 6200 - Parks, General Fund				
EXPENSES					
	<i>Personnel Services</i>				
100-5.6200.511100	REGULAR EMPLOYEES	295,012	381,681	301,560	322,205
100-5.6200.511300	OVERTIME	52,803	53,548	51,146	48,331
100-5.6200.512100	GROUP INSURANCE	70,091	89,647	80,929	87,403
100-5.6200.512200	FICA/MEDICARE CONTRIBUTIONS	25,721	32,209	21,109	22,554
100-5.6200.512400	RETIREMENT CONTRIBUTION	20,831	23,682	30,156	32,220
100-5.6200.512600	UNEMPLOYMENT INSURANCE	240	261	500	34
100-5.6200.512700	WORKER'S COMPENSATION	1,371	-	2,056	4,541
	Total Personnel Services	466,069	581,028	487,456	517,288
	<i>Purchased/Contract Serv</i>				
100-5.6200.522141	CITY WIDE-LANDSCAPE	965	72,713	70,000	70,000
100-5.6200.522142	PARK MAINTENANCE	212,901	182,195	154,500	154,500
100-5.6200.522200	REPAIRS & MAINT-BUILDING	19,454	1,183	-	10,000
100-5.6200.522201	REPAIRS & MAINT-VEHICLES	13,306	6,864	10,000	10,000
100-5.6200.522203	REPAIRS & MAINTENANCE EQUIPMT	3,949	678	1,030	1,500
100-5.6200.522320	RENTAL OF EQUIP & VEHICLE	1,334	-	-	-
100-5.6200.522330	RENTAL/LEASE FLEET MGMT	12,485	17,181	16,000	15,562
100-5.6200.523201	CIVIC PARTICIPATION	80	-	-	-
100-5.6200.523250	HOSPITALITY	959	-	1,000	1,000
100-5.6200.523400	PRINTING & BINDING	693	1,257	100	200

Account	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Fund 100	Dept 6200 - Parks, General Fund				
EXPENSES					
100-5.6200.523500	TRAVEL	2,891	2,632	2,500	2,000
100-5.6200.523600	DUES & FEES	915	1,576	2,700	3,500
100-5.6200.523700	EDUCATION & TRAINING	2,152	3,117	6,500	6,500
100-5.6200.523850	CONTRACT LABOR	472,482	582,041	650,000	650,083
	Total Purchased/Contract Serv	744,566	871,435	914,330	924,845
	Supplies				
100-5.6200.531100	GENERAL SUPPLIES-BUILDING	40,793	35,654	48,400	49,852
100-5.6200.531101	OFFICE SUPPLIES	151	180	1,000	1,000
100-5.6200.531106	UNIFORMS	5,613	3,804	5,100	5,100
100-5.6200.531111	OFFICE FURNITURE-NON CAP	795	394	500	500
100-5.6200.531210	ENERGY-WATER/SEWERAGE	1,797	3,989	-	200
100-5.6200.531220	ENERGY-NATURAL GAS	-	5	-	-
100-5.6200.531230	ENERGY-ELECTRICITY	14,490	20,199	-	18,500
100-5.6200.531270	ENERGY-GASOLINE/DIESEL	10,755	15,907	10,000	13,125
100-5.6200.531600	SMALL EQUIPMENT	1,588	2,363	3,100	3,100
	Total Supplies	75,982	82,496	68,100	91,377
	Total Parks Expenses	1,286,617	1,534,959	1,469,886	1,533,510

Account	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Fund 100	Dept 7000 - Community Dev Dept,				
EXPENSES					
	<i>Personnel Services</i>				
100-5.7000.511100	REGULAR EMPLOYEES	411,589	506,502	538,836	588,145
100-5.7000.511300	OVERTIME	1,282	-	-	-
100-5.7000.512100	GROUP INSURANCE	68,625	48,433	72,953	78,789
100-5.7000.512200	FICA/MEDICARE CONTRIBUTIONS	30,584	37,987	37,719	41,170
100-5.7000.512400	RETIREMENT CONTRIBUTIONS	33,750	31,704	53,884	58,815
100-5.7000.512600	UNEMPLOYMENT INSURANCE	327	385	440	41
100-5.7000.512700	WORKER'S COMPENSATION	17	-	50	5,449
	Total Personnel Services	546,174	625,012	703,882	772,409
	<i>Purchased/Contract Serv</i>				
100-5.7000.521202	PROF. SER. INSPECTOR	109,170	95,865	119,600	125,000
100-5.7000.521301	PROF SERV.-SOFTWARE & LIC	160	-	-	1,900
100-5.7000.521302	PROFESSIONAL SERV.-ENG.	48,150	12,500	-	-
100-5.7000.521305	PROFESSIONAL SERV.-OTHER	35,919	112,322	20,000	6,000
100-5.7000.521313	PROF. SER-SUSTAINABLE	24,334	13,853	60,000	-
100-5.7000.521315	PROF. SER-TREE BOARD	20,860	1,196	30,200	-
100-5.7000.523201	CIVIC PARTICIPATION	124	-	-	23,600

Account	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Fund 100	Dept 7000 - Community Dev Dept,				
EXPENSES					
100-5.7000.523250	HOSPITALITY	83	208	1,700	-
100-5.7000.523300	ADVERTISING	1,585	2,695	3,000	1,500
100-5.7000.523305	POSTAGE	-	-	100	100
100-5.7000.523400	PRINTING & BINDING	351	957	775	3,325
100-5.7000.523500	TRAVEL	1,559	207	3,250	5,453
100-5.7000.523600	DUES & FEES	156	1,291	2,500	2,935
100-5.7000.523700	EDUCATION & TRAINING	4,175	2,099	12,500	12,925
100-5.7000.523850	CONTRACT LABOR	-	29,000	-	-
100-5.7000.523855	CONTRACT SERVICES-SUSTAINABLE	751	-	-	-
	Total Purchased/Contract Serv	247,377	272,194	253,625	182,738
	Supplies				
100-5.7000.531101	OFFICE SUPPLIES	3,946	3,274	3,600	3,600
100-5.7000.531106	UNIFORMS	1,019	-	300	570
100-5.7000.531400	BOOKS & PERIODICALS	175	-	200	200
100-5.7000.531600	SMALL EQUIPMENT	-	516	1,900	-
100-5.7000.531710	MISCELLANEOUS	360	-	-	-
	Total Supplies	5,500	3,791	6,000	4,370
	Total Community Dev Expenses	799,051	900,997	963,507	959,517

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund 100	Dept 7500 - Economic Dev Dept, General				
EXPENSES					
	<i>Personnel Services</i>				
100-5.7500.511100	REGULAR EMPLOYEES	188,795	78,085	227,500	99,713
100-5.7500.512100	GROUP INSURANCE	9,943	13,320	11,624	44,754
100-5.7500.512200	FICA/MEDICARE CONTRIBUTIONS	14,435	5,853	15,925	6,980
100-5.7500.512400	RETIREMENT CONTRIBUTION	12,407	4,801	22,750	9,971
100-5.7500.512600	UNEMPLOYMENT INSURANCE	68	92	100	14
100-5.7500.512700	WORKER'S COMPENSATION	39	83,794	100	1,816
	<i>Total Personnel Services</i>	225,687	185,944	277,999	163,247
	<i>Purchased/Contract Serv</i>				
100-5.7500.521205	PROFESSIONAL SERV.-LEGAL	2,116	-	-	-
100-5.7500.521305	PROFESSIONAL SERV-OTHER	69,388	34,553	40,000	40,000
100-5.7500.523236	ECON DEV EVENTS	-	-	-	10,000
100-5.7500.523250	HOSPITALITY	297	24	900	2,000
100-5.7500.523300	ADVERTISING	17,043	10,347	30,000	5,000
100-5.7500.523400	PRINTING & BINDING	-	665	500	3,000

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund 100	Dept 7500 - Economic Dev Dept, General				
EXPENSES					
100-5.7500.523500	TRAVEL	7,960	3,293	9,000	7,500
100-5.7500.523600	DUES & FEES	6,026	38,479	25,000	45,000
100-5.7500.523700	EDUCATION & TRAINING	4,387	-	4,500	8,500
100-5.7500.523705	ECON DEV NDA & DDA	8,904	1,426	-	-
	Total Purchased/Contract Serv	116,121	88,787	109,900	121,000
	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	-	-	-
100-5.7500.531710	MISCELLANEOUS	-	37	-	-
	Total Supplies	1,359	37	300	300
	Total Economic Dev Expenses	343,167	274,768	388,199	284,547

FY 27 - SPECIAL REVENUE FUNDS SUMMARY

	<u>LMIG Fund 200</u>	<u>Special Investigations Fund</u>	<u>Technology Surcharges</u>	<u>Economic Development</u>	<u>Hotel-Motel Fund</u>	<u>Motor Vehicle Rental</u>	<u>TOTAL</u>
		210	Fund 217	Fund 270	275	Fund 280	
Revenue & Other Sources							
Taxes	-	-	-	158,958	1,000,000	120,000	1,278,958
License & Permits	-	-	-	-	-	-	-
Intergovernmental Revenue	450,000	-	-	-	-	-	450,000
Charges for Services	-	-	-	-	-	-	-
Fines & Forfeitures	-	2,400,000	190,000	-	-	-	2,590,000
Investment Income	-	-	250	-	-	-	250
Miscellaneous Revenue	-	-	-	-	-	-	-
Other Financing Sources/Transfers in	-	-	-	-	-	-	-
Total	\$ 450,000	\$ 2,400,000	\$ 190,250	\$ 158,958	\$ 1,000,000	\$ 120,000	\$ 4,319,208
Expenditures & Other Uses							
Personnel Services	-	-	-	150,409	-	-	150,409
Purchased/Contract Services	-	1,235,492	46,776	8,549	570,000	85,000	1,945,817
Supplies	-	14,783	-	-	-	35,000	49,783
Other Costs	-	353,469	143,474	-	-	-	496,943
Debt Service	-	-	-	-	-	-	-
Capital Outlay	450,000	292,126	-	-	-	-	742,126
Other Financing Costs/Transfers out	-	504,130	-	-	430,000	-	934,130
Total	\$ 450,000	\$ 2,400,000	\$ 190,250	\$ 158,958	\$ 1,000,000	\$ 120,000	\$ 4,319,208

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund	200-LMIG				
REVENUE					
	<i>LMIG Fund</i>				
	<i>Intergovernmental Revenues</i>				
200-336106	INTERGOV. REV. - LMIG	-	-	-	450,000
	Total Intergovernmental Revenues	-	-	-	450,000
	Total LMIG Fund Revenue	-	-	-	450,000
EXPENSES					
Dept 4100					
	<i>Capital Outlay</i>				
200-5.4100.542374	LMIG PROJECT	-	-	-	450,000
	Total Capital Outlay	-	-	-	450,000
	Total Expenses Fund 200 Dept 4100	-	-	-	450,000
	Net Income(Loss) Fund 200 LIMG	-	-	-	-

Account	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Fund	210 - SPECIAL INVESTIGATIONS/REDSPEED				
REVENUE					
	<i>Fines & Forfeitures</i>				
210-352015	REDSPEED FINES	2,662,974	2,225,715	2,400,000	2,400,000
	Total Fines & Forfeitures	2,662,974	2,225,715	2,400,000	2,400,000
	<i>Miscellaneous Revenue</i>				
210-389000	OTHER (MISCELLANEOUS REV)	855	-	-	-
210-389500	BUDGETED FUND BALANCE	-	-	6,149,572	-
	Total Miscellaneous Revenue	855	-	6,149,572	-
	Total Special Investigations Fund Revenue	2,663,829	2,225,715	8,549,572	2,400,000

Account Fund	Account Description 210 - SPECIAL INVESTIGATIONS/REDSPEED	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
EXPENSES					
Dept 3210					
	Personnel Services				
210-5.3210.511100	REGULAR EMPLOYEES	-	-	60,674	-
210-5.3210.511150	POLICE K9	-	-	31,000	-
	Total Personnel Services	-	-	91,674	-
	Purchased/Contract Serv				
210-5.3210.521220	PROFESSIONAL SERV-JUDGE	8,400	8,400	51,600	10,800
210-5.3210.521225	PROFESSIONAL SERV-SOLICITOR	5,400	4,050	5,400	7,800
210-5.3210.521300	PROFESSIONAL SERV.-TECH	64,278	23,286	-	-
210-5.3210.521301	PROF SERV.-SOFTWARE & LIC	31,421	63,623	58,780	58,500
210-5.3210.521305	PROF. SERVICE-OTHER	225,351	115,247	186,829	194,434
210-5.3210.522203	REPAIRS & MAINT-EQUIPMT	35	-	-	-
210-5.3210.523600	DUES & FEES	953,607	770,843	840,000	840,000
210-5.3210.523700	EDUCATION & TRAINING	45,600	45,600	46,000	123,958
	Total Purchased/Contract Serv	1,334,092	1,031,049	1,188,609	1,235,492

Account Fund	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
	210 - SPECIAL INVESTIGATIONS/REDSPEED				
	<i>Supplies</i>				
210-5.3210.531105	K9 SUPPLIES	-	-	34,792	11,908
210-5.3210.531106	UNIFORMS	-	-	63,127	2,875
210-5.3210.531600	SMALL EQUIPMENT	-	5,078	-	-
210-5.3210.531710	MISCELLANEOUS	(48)	-	-	-
	Total Supplies	(48)	5,078	97,919	14,783
	<i>Capital Outlay</i>				
210-5.3210.541100	LAND	70,142	-	-	-
210-5.3210.541300	BUILDINGS AND IMPROVEMENTS	597,424	2,422,767	6,681,070	-
210-5.3210.542200	VEHICLES	-	-	-	292,126
210-5.3210.542500	EQUIPMENT	-	-	40,300	-
	Total Capital Outlay	667,566	2,422,767	6,721,370	292,126
	<i>Other Costs</i>				
210-5.3210.579000	CONTINGENCIES	-	-	-	353,469
	Total Other Costs	-	-	-	353,469
	<i>Debt Service</i>				
210-5.3210.581001	DEBT SERVICE INTEREST BONDS	-	-	450,000	-
	Total Debt Service	-	-	450,000	-
	<i>Other Financing Uses</i>				
210-5.3210.611213	TRANSFER OUT TO FUND 400 URA	6,320	-	-	504,130
	Total Other Financing Uses	6,320	-	-	504,130
	Total Expenses Fund 210 Dept 3210	2,007,930	3,458,894	8,549,572	2,400,000
	Net Income(Loss) Fund 210 Special Investigations/RedSpeed	655,899	(1,233,179)	-	(0)

Account	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Fund	217 - TECHNOLOGY				
REVENUE					
	<i>Fines & Forfeitures</i>				
217-331140	LAW ENFORCEMENT GRANT	-	44,809	-	-
217-351194	CITY WIDE TECH SURCHRG RV	109,528	185,386	168,000	190,000
	Total Fines & Forfeitures	109,528	230,195	168,000	190,000
	<i>Investment Income</i>				
217-361000	INTEREST REVENUES	2,211	1,786	-	250
	Total Investment Income	2,211	1,786	-	250
	Total Technology Fund Revenue	111,739	231,981	168,000	190,250

Account Fund	Account Description 217 - TECHNOLOGY	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
EXPENSES					
Dept 1535					
	<i>Purchased/Contract Serv</i>				
217-5.1535.521301	PROF SERV - SOFTWARE & LICENSE	-	2,706	104,100	46,776
217-5.1535.523850	CONTRACT LABOR	46,283	38,889	-	-
217-5.1535.523920	BANK CHARGES	22	-	-	-
	<i>Total Purchased/Contract Serv</i>	46,305	41,595	104,100	46,776
	<i>Supplies</i>				
217-5.1535.531600	SMALL EQUIPMENT	29,228	127,166	-	-
	<i>Total Supplies</i>	29,228	127,166	-	-
	<i>Capital Outlay</i>				
217-5.1535.542500	EQUIPMENT	117,277	-	-	-
	<i>Total Capital Outlay</i>	117,277	-	-	-
	<i>Other Costs</i>				
217-5.1535.579000	CONTINGENCIES	-	-	63,900	143,474
	<i>Total Other Costs</i>	-	-	63,900	143,474
	<i>Total Expenses Fund 217 Dept 1535</i>	192,810	168,760	168,000	190,250

Account Fund	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Dept 1535	217 - TECHNOLOGY				
	<i>Supplies</i>				
217-5.3200.531600	SMALL EQUIPMENT	-	33,743	-	-
	Total Supplies	-	33,743	-	-
	Total Expenses Fund 217 Dept 3200	-	33,743	-	-
	Total Technology Surcharges Fund Expenses	192,810	202,503	168,000	190,250
	Net Income(Loss) Fund 217 Technology Surcharges	(81,071)	29,477	-	-

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund	270 - ECONOMIC DEVELOPMENT FUND				
REVENUE					
	<i>Taxes</i>				
270-311000	GENERAL PROPERTY TAXES	(13)	162,243	172,277	158,958
	Total Taxes	(13)	162,243	172,277	158,958
	Total Economic Development Revenue	(13)	162,243	172,277	158,958
EXPENSES					
Dept 7500					
	<i>Personnel Services</i>				
270-5.7500.511100	REGULAR EMPLOYEES	-	-	118,441	140,569
210-5.7500.512200	FICA/MEDICARE CONTRIBUTIONS	-	-	-	9,840
	Total Personnel Services	-	-	118,441	150,409
	<i>Purchased/Contract Services</i>				
270-5.7500.521305	PROFESSIONAL SERV.-OTHER			53,836	8,549
	Total Purchased/Contract Services	-	-	53,836	8,549
	Total Fund 270-Dept 7500 Expenses	-	-	172,277	158,958
	Net Income(Loss) Fund 230 Economic Development	(13)	162,243	-	-

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund	275 - HOTEL-MOTEL FUND				
REVENUE					
	<i>Taxes</i>				
275-314100	HOTEL/MOTEL	1,175,558	1,209,317	1,260,000	1,000,000
	Total Taxes	1,175,558	1,209,317	1,260,000	1,000,000
	<i>Investment Income</i>				
275-361000	INTEREST REVENUES	55,276	38,556	-	-
	Total Investment Income	55,276	38,556	-	-
	Total Hotel/Motel Fund Revenue	1,230,834	1,247,873	1,260,000	1,000,000
EXPENSES					
Dept 7540					
	<i>Purchased/Contract Serv</i>				
275-5.7540.521306	PROFESSIONAL SERV.-CVB (TPD)	335,874	605,028	359,100	285,000
275-5.7540.521310	PROFESSIONAL SERV.-CVB (TCT)	335,874	-	359,100	285,000
275-5.7540.523920	BANK CHARGES	559	-	-	-
	Total Purchased/Contract Serv	672,307	605,028	718,200	570,000
	<i>Other Financing Sources</i>				
275-5.7540.616100	TRANSFER TO GENERAL FUND	455,604	453,771	541,800	430,000
	Total Other Financing Services	455,604	453,771	541,800	430,000
	Total Fund 275-Dept 7540 Expenses	1,127,911	1,058,799	1,260,000	1,000,000
	Net Income(Loss) Fund 275 Hotel-Motel	102,923	189,074	-	-

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund	280 - MOTOR VEHICLE RENTAL FUND				
REVENUE					
	<i>Taxes</i>				
280-314400	MOTOR VEHICLE EXCISE TAX	139,161	155,808	115,200	120,000
	Total Taxes	139,161	155,808	115,200	120,000
	<i>Investment Income</i>				
280-361000	INTEREST REVENUES	18,860	12,571	12,000	-
	Total Investment Income	18,860	12,571	12,000	-
	Total Motor Vehicle Rental Fund Revenue	158,021	168,379	127,200	120,000
EXPENSES					
Dept 3210					
	<i>Purchased/Contract Serv</i>				
280-5.3200.521305	PROFESSIONAL SERV.-OTHER	-	-	-	31,000
280-5.3200.522130	CUSTODIAL	-	-	-	54,000
	Total Purchased/Contract Serv	-	-	-	85,000
	<i>Supplies</i>				
280.5.3200.531230	ENERGY-ELECTRICITY	-	-	-	35,000
	Total Supplies	-	-	-	35,000
	Total Fund 280-Dept 3200 Expenses	-	-	-	120,000

Account Fund	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
	280 - MOTOR VEHICLE RENTAL FUND				
Dept 7540					
	<i>Purchased/Contract Serv</i>				
280-5.7540.523920	BANK CHARGES	191	-	-	-
	<i>Total Purchased/Contract Serv</i>	191	-	-	-
	<i>Capital Outlay</i>				
280-5.7540.541300	BUILDINGS AND IMPROVEMENTS	-	-	127,200	-
280-5.7540.542200	VEHICLES	5,593	-	-	-
	<i>Total Capital Outlay</i>	5,593	-	127,200	-
	<i>Total Fund 280-Dept 7540 Expenses</i>	5,784	-	127,200	-
	<i>Total Fund 280 Expenses</i>	5,784	-	127,200	120,000
	<i>Net Income(Loss) Fund 280 Motor Vehicle Rental</i>	152,237	168,379	-	-

FY 27 - CAPITAL PROJECTS FUNDS SUMMARY

	<u>Capital Improvement Plan</u>	<u>2023 SPLOST</u>	<u>TOTAL</u>
	<u>Fund 310</u>	<u>Fund 365</u>	
Revenue & Other Sources			
Taxes	-	-	-
License & Permits	-	-	-
Intergovernmental Revenue	-	4,600,000	4,600,000
Charges for Services	-	-	-
Fines & Forfeitures	-	-	-
Investment Income	-	-	-
Miscellaneous Revenue	-	7,198,614	7,198,614
Other Financing Sources/Transfers in	340,000	-	340,000
Total	\$ 340,000	\$ 11,798,614	\$ 12,138,614
Expenditures & Other Uses			
Personnel Services	-	-	-
Purchased/Contract Services	-	-	-
Supplies	-	-	-
Other Costs	-	-	-
Debt Service	-	-	-
Capital Outlay	340,000	11,798,614	12,138,614
Other Financing Costs/Transfers out	-	-	-
Total	\$ 340,000	\$ 11,798,614	\$ 12,138,614

Account Fund <i>REVENUE</i>	Account Description 310 - CAPITAL PROJECTS	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
	<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	5,874	-	-
	Total Investment Income	8,954	5,874	-	-
	<i>Other Financing Sources</i>				
310-391100	TRANSFER FROM GENERAL FUND	154,199	500,000	-	-
310-391113	TRANSFER IN (FROM GENERAL FUND)	1,058,004	-	229,500	340,000
310-392200	PROPERTY SALES	-	600,000	-	-
	Total Other Financing Sources	1,212,203	1,100,000	229,500	340,000
	Total CAPITAL PROJECTS FUND Revenue	1,270,862	1,105,874	229,500	340,000

Account Fund	Account Description 310 - CAPITAL PROJECTS	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
EXPENSES					
Dept 1000					
	<i>Purchased/Contract Serv</i>				
310-5.1000.521305	PROFESSIONAL SERV.-OTHER	64,654	-	-	-
310-5.1000.523920	BANK CHARGES	48	-	-	-
	<i>Total Purchased/Contract Serv</i>	64,702	-	-	-
	<i>Supplies</i>				
310-5.1000.531600	SMALL EQUIPMENT	3,053	-	-	-
	<i>Total Supplies</i>	3,053	-	-	-
	<i>Capital Outlay</i>				
310-5.1000.542500	EQUIPMENT	3,100	-	-	-
	<i>Total Capital Outlay</i>	3,100	-	-	-
	<i>Total Fund 310-Dept 1000 Expenses</i>	70,855	-	-	-
Dept 1535					
	<i>Capital Outlay</i>				
310-5.1535.521301	PROF SERV - SOFTWARE & LICENSE	-	-	-	-
310-5.1535.542500	EQUIPMENT	11,810	-	-	-
	<i>Total Capital Outlay</i>	11,810	-	-	-
	<i>Total Fund 310-Dept 1535 Expenses</i>	11,810	-	-	-

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund	310 - CAPITAL PROJECTS				
Dept 3200					
	Capital Outlay				
310-5.3200.542200	LAW ENFORCEMENT VEHICLES	196,758	924,393	-	-
310-5.3200.542500	EQUIPMENT				-
	Total Capital Outlay	196,758	924,393	-	-
	Total Fund 310-Dept 3200 Expenses	196,758	924,393	-	-
Dept 4100					
	Supplies				
310-5.4100.531111	OFFICE FURNITURE-NON CAP	25,295	-	-	-
	Total Supplies	25,295	-	-	-
	Capital Outlay				
310-5.4100.541000	PROPERTY		516,116	221,000	55,000
310-5.4100.541433	ROADS AND STREETS	323,820	-	-	30,000
310-5.4100.541200	SITE IMPROVEMENTS	-	-	-	255,000
310-5.4100.542200	PW VEHICLES	204,622	81,577	-	-
	Total Capital Outlay	528,442	597,693	221,000	340,000
	Total Fund 310-Dept 4100 Expenses	553,737	597,693	221,000	340,000

Account	Account Description
Fund	310 - CAPITAL PROJECTS
Dept 6000	
	Capital Outlay
310-5.6000.541200	SITE IMPROVEMENTS
	Total Capital Outlay
	Total Fund 310-Dept 6200 Expenses
	Total Fund 310 Expenses
	Net Income(Loss) Fund 310 CAPITAL PROJECTS

FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
67,673	68,285	8,500	-
67,673	68,285	8,500	-
67,673	68,285	8,500	-
900,833	1,590,371	229,500	340,000
370,029	(484,497)	-	-

City Wide
5-Year CIP 2027-2031

ITEM	FY27	FY28	FY29	FY30	FY31	Comments
PW Parks						
Summerour Soccer Lights		\$100,000				Lighting outdated
Rossie Brundage Lights				\$198,000		Lighting outdated
Dog Watering Stations	\$67,000					Recreation SPLOST
Parks Lighting Improvements	\$12,000					Recreation SPLOST
Discovery Garden Fence	\$9,614					Recreation SPLOST
Land Purchase Johnson Dean	\$80,000					Grant requested
Greenway Construction (SPLOST)	\$8,000,000	\$1,500,000				80% Reimburse & Transportation & Recreation SPLOST
Thrasher Amphitheater Front stage ext		\$40,000				Recreation SPLOST
Piedmont Pathway P&E (REC SPLOST)				\$1,000,000		80% Reimburse & Recreation SPLOST
Swenson-Brown Access Bridge		\$40,000				Possible Grant & SPLOST
PW Facilities						
FAC Improvements PW Lively	\$18,000					
The Crossing External Paint		\$20,000				
The Crossing Roof		\$60,000				
HVAC Replacements	\$55,000	\$25,000	\$25,000	\$25,000		HVAC replacements CityWide
City Hall Renovation	\$200,000	\$1,000,000	\$1,000,000			Planning & Engineering - City Hall Redesign
FAC Improvements Rectory	\$17,000	\$30,000				Bathrooms & Windows
FAC Improvements Community Center	\$20,000	\$20,000				Paint
Elevators City Hall replacements		\$170,000	\$170,000			City Hall and PD
PW Stormwater						
Stormwater Infrastructure (SW Fund)	\$386,766	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
Johnson Dean Hydrology Study	\$12,000					
PW ROW						
Road Resurfacing (SPLOST)	\$2,200,000	\$2,200,000	\$2,200,000			Transportation SPLOST
Road Assessment PCI with software	\$30,000					
Repairs for sidewalks and accessible ramps	\$40,000					
Signs, Street Posts, Rock, Paint, etc	\$10,000					
Fertilizer Machine		\$8,000				
Zero Turn Mower			\$12,000			
Community Development						
GIS Improvements		\$250,000	\$162,000	\$57,000	\$57,000	
Information Technology						
Upgrades to City Wide Financial, Comm Dev, Code Enforcement Software system	\$46,776					
Total per Year	\$11,204,156.00	\$6,463,000.00	\$4,569,000.00	\$2,280,000.00	\$1,057,000.00	

Funding Source

GF	\$340,000.00	\$1,583,000.00	\$1,369,000.00	\$82,000.00	\$57,000.00
SPLOST	\$10,418,614.00	\$3,880,000.00	\$2,200,000.00	\$1,198,000.00	\$0.00
STORMWATER	\$398,766.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00
TECHNOLOGY FUND	\$46,776.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$11,204,156.00	\$6,463,000.00	\$4,569,000.00	\$2,280,000.00	\$1,057,000.00

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund	365 - 2023 SPLOST FUND				
REVENUE					
	<i>Intergovernmental Revenue</i>				
365-336100	2023 SPLOST Revenue	4,268,211	4,189,854	4,600,000	4,600,000
	<i>Total Intergovernmental Revenue</i>	4,268,211	4,189,854	4,600,000	4,600,000
	<i>Miscellaneous Revenue</i>				
365-389000	BUDGETED FUND BALANCE	-	-	-	7,198,614
	<i>Total Miscellaneous Revenue</i>	-	-	-	7,198,614
	<i>Total 2023 SPLOST FUND REVENUE</i>	4,268,211	4,189,854	4,600,000	11,798,614
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	678,658	2,530,000	2,250,000
365-5.4220.541434	Recreation Facilities	-	-	690,000	8,168,614
	<i>Total Capital Outlay</i>	1,468,765	678,658	4,600,000	11,798,614
	<i>Debt Service</i>				
365.5.4220.582000	Debt Service	-	-	-	-
	<i>Total Debt Service</i>	-	-	-	-
	<i>Total Fund 365 Expenses</i>	1,468,765	678,658	4,600,000	11,798,614
	<i>Net Income(Loss) Fund 365 2023 SPLOST</i>	2,799,446	3,511,196	-	-

FY 27 - STORMWATER FUND SUMMARY

	Fund Revenue		Stormwater Dept 4320		TOTAL	
Revenue & Other Sources						
Taxes		1,213,444				1,213,444
Investment Income		20,000				20,000
Total	\$	1,233,444	\$	-	\$	1,233,444
Expenditures & Other Uses						
Personnel Services				613,972		613,972
Purchased/Contract Services				175,974		175,974
Supplies				36,000		36,000
Capital Outlay				407,498		407,498
Total		-	\$	1,233,444	\$	1,233,444

Account Fund REVENUE	Account Description 500 - STORMWATER	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
	<i>Taxes</i>				
500-316300	STORM WATER REVENUE	1,235,609	1,223,685	1,218,104	1,213,444
	<i>Total Taxes</i>	<i>1,235,609</i>	<i>1,223,685</i>	<i>1,218,104</i>	<i>1,213,444</i>
	<i>Investment Income</i>				
500-361000	INTEREST INCOME	114,502	78,937	73,086	20,000
	<i>Total Investment Income</i>	<i>114,502</i>	<i>78,937</i>	<i>73,086</i>	<i>20,000</i>
	<i>Miscellaneous Revenue</i>				
500-389000	OTHER(MISCELLANEOUS REV)	164,000	15,000	-	-
500-389500	BUDGETED NET ASSETS	-	-	1,053,341	-
	<i>Total Miscellaneous Revenue</i>	<i>164,000</i>	<i>15,000</i>	<i>1,053,341</i>	<i>-</i>
	<i>Other Financing Sources</i>				
500-391340	TRANSFER IN FROM 2014 SPLOST		16,200		-
500-391350	TRANSFER IN FROM 2017 SPLOST		25,380		-
500-391231	TRANSFER FROM ARPA	1,540,030	-		-
	<i>Total Other Financing Sources</i>	<i>1,540,030</i>	<i>41,580</i>	<i>-</i>	<i>-</i>
	<i>Total STORM WATER FUND REVENUE</i>	<i>3,054,141</i>	<i>1,359,202</i>	<i>2,344,531</i>	<i>1,233,444</i>

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund	500 - STORMWATER				
EXPENSES					
Dept 4320					
	Personnel Services				
500-5.4320.511100	REGULAR EMPLOYEES	357,644	436,798	431,294	452,611
500-5.4320.511300	OVERTIME	4,153	8,066	5,500	9,052
500-5.4320.512100	GROUP INSURANCE	67,174	73,757	66,356	71,664
500-5.4320.512200	FICA/MEDICARE CONTRIBUTIONS	27,782	32,213	30,191	31,683
500-5.4320.512400	RETIREMENT CONTRIBUTIONS	26,763	59,819	43,129	45,261
500-5.4320.512500	OTHER EMPLOYEE BENEFITS	-	-	-	-
500-5.4320.512600	UNEMPLOYMENT INSURANCE	176	232	262	68
500-5.4320.512700	WORKER'S COMPENSATION	4,693	9,224	7,039	3,632
	Total Personnel Services	488,385	620,107	583,771	613,972
	Purchased/Contract Serv				
500-5.4320.521210	PROFESSIONAL SERV-AUDIT	39,200	(19,600)	26,560	-
500-5.4320.521302	PROFESSIONAL SERV. - ENG.	40,630	48,505	50,000	50,000
500-5.4320.522201	REPAIRS & MAINT-VEHICLES	2,780	8,744	4,000	1,500
500-5.4320.522203	REPAIRS & MAINT - EQUIPMENT	2,714	3,485	1,000	2,000
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	7,276	36,000	16,774
500-5.4320.523250	HOSPITALITY	-	-	500	500
500-5.4320.523305	POSTAGE	667	-	1,000	-
500-5.4320.523400	PRINTING & BINDING	-	150	200	200
500-5.4320.523500	TRAVEL	504	-	1,500	1,500
500-5.4320.523600	DUES & FEES	300	300	500	500

Account Fund	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
	500 - STORMWATER				
500-5.4320.523700	EDUCATION & TRAINING	1,716	330	5,000	3,000
500-5.4320.523850	CONTRACT LABOR	14,735	180,384	100,000	100,000
500-5.4320.523920	CREDIT CARD CHARGES	1,157	-	-	-
	Total Purchased/Contract Serv	124,956	229,574	226,260	175,974
	Supplies				
500-5.4320.531100	GENERAL SUPPLIES	13,963	15,055	16,000	16,000
500-5.4320.531101	OFFICE SUPPLIES	418	137	500	500
500-5.4320.531106	UNIFORMS	2,600	3,101	4,000	5,500
500-5.4320.531270	ENERGY-GASOLINE/DIESEL	16,713	15,078	12,000	12,000
500-5.4320.531600	SMALL EQUIPMENT	1,295	1,899	2,000	2,000
	Total Supplies	34,989	35,271	34,500	36,000
	Capital Outlay				
500-5.4320.541400	INFRASTRUCTURE	-	-	1,500,000	395,498
500-5.4320.542500	EQUIPMENT	-	-	-	-
500-5.4320.542503	STORM WATER IMPROVEMENT	-	-	-	12,000
	Total Capital Outlay	-	-	1,500,000	407,498
	Interfund/Interdepartmental Charges				
500-5.4320.551100	PERSONNEL COSTS	18,343	19,569	-	-
	Total Interfund/Interdepartmental Charges	18,343	19,569	-	-
	Depreciation & Amortization				
500-5.4320.561000	DEPRECIATION	76,429	141,293	-	-
	Total Depreciation & Amortization	76,429	141,293	-	-

Account Fund	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
	500 - STORMWATER				
	<i>Other Costs</i>				
500-5.4320.573000	OPEB EXPENSE		(8,023)		-
	Total Other Costs	-	(8,023)	-	-
	Total Fund 500 Expenses	743,102	1,037,791	2,344,531	1,233,444
	Net Income(Loss) Fund 500 STORM WATER FUND	2,311,039	321,412	-	0

FY 27 - ELECTRIC FUND SUMMARY

	Fund Revenue		Electric Dept 4610	Total
Revenue & Other Sources				
Charges for Services		14,681,242		14,681,242
Investment Income		526,918		526,918
Miscellaneous Revenue		87,804		87,804
Total	\$	15,295,964	\$ -	\$ 15,295,964
Expenditures & Other Uses				
Personnel Services			1,825,241	1,825,241
Purchased/Contract Services			989,348	989,348
Supplies			10,970,559	10,970,559
Other Costs			-	-
Capital Outlay			-	-
Other Financing Costs/Transfers out			1,510,816	1,510,816
Total		-	15,295,964	15,295,964

Account Fund REVENUE	Account Description 510 - ELECTRIC	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
	<i>Charges for Services</i>				
510-344310	ELECTRIC SALES	14,444,391	14,582,612	15,455,000	13,358,158
	ELECTRIC SALES TAX REVENUE PAYABLE	-	-	-	1,005,453
510-344331	POLE ATTACHMENT CHARGE	91,177	17,315	50,000	183,621
510-344340	LATE FEES - ELECTRIC	186,051	162,351	201,000	134,011
510-349305	RECONNECT FEES	50	-	-	-
	<i>Total Charges for Services</i>	14,721,669	14,762,279	15,706,000	14,681,242
	<i>Investment Income</i>				
510-361000	INTEREST INCOME	1,039,163	669,571	200,000	350,000
510-362000	GAIN OR LOSS ON INVESTMENTS	-	57,685	-	176,918
	<i>Total Investment Income</i>	1,039,163	727,256	200,000	526,918
	<i>Miscellaneous Revenue</i>				
510-383000	REIMB FOR DAMAGED PROPERTY	42,069	-	-	-
510-389000	OTHER (MISCELLANEOUS REV)	394,474	250,393	100,000	87,804
	<i>Total Miscellaneous Revenue</i>	436,543	250,393	100,000	87,804
	<i>Total ELECTRIC FUND REVENUE</i>	16,197,375	15,739,928	16,006,000	15,295,964

Account Fund	Account Description 510 - ELECTRIC	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
EXPENSES					
Dept 4610					
	Personnel Services				
510-5.4610.511100	REGULAR EMPLOYEES	805,338	965,420	1,170,851	1,291,102
510-5.4610.511300	OVERTIME	77,022	90,599	91,555	103,288
510-5.4610.512100	GROUP INSURANCE	179,353	222,219	187,236	202,215
510-5.4610.512200	FICA/MEDICARE CONTRIBUTNS	72,308	84,804	81,960	90,377
510-5.4610.512400	RETIREMENT CONTRIBUTIONS	65,073	89,385	117,085	129,110
510-5.4610.512600	UNEMPLOYMENT INSURANCE	651	529	844	68
510-5.4610.512700	WORKER'S COMPENSATION	33,650	6,460	2,555	9,081
	Total Personnel Services	1,233,395	1,459,417	1,652,086	1,825,241
	Purchased/Contract Serv				
510-5.4610.521210	PROFESSIONAL SERV.-AUDIT	59,000	(19,000)	-	-
510-5.4610.521305	PROFESSIONAL SERV.-OTHER	13,281	15,907	16,000	12,000
510-5.4610.522201	REPAIRS & MAINT-VEHICLES	53,089	13,382	35,000	36,019
510-5.4610.522202	REPAIR & MAINTENANCE - GROUNDS	53	-	-	-
510-5.4610.522203	REPAIRS & MAINT-EQUIPMENT	20,249	8,951	20,000	30,157
510-5.4610.522320	RENTAL OF EQUIP & VEHICLE	523	1,821	4,000	4,000
510-5.4610.522330	RENTAL/LEASE FLEET MGMT	11,444	42,568	45,000	70,965

Account Fund	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
	510 - ELECTRIC				
510-5.4610.523210	MOBILE COMMUNICATIONS	2,498	2,925	2,500	1,900
510-5.4610.523250	HOSPITALITY	-	-	500	-
510-5.4610.523305	POSTAGE	1,077	327	-	438
510-5.4610.523400	PRINTING & BINDING	105,726	98,864	92,100	94,481
510-5.4610.523500	TRAVEL	10,308	11,790	15,000	12,331
510-5.4610.523600	DUES & FEES	2,950	5,959	5,000	4,544
510-5.4610.523700	EDUCATION & TRAINING	7,463	4,935	12,000	7,500
510-5.4610.523850	CONTRACT LABOR	3,945	238	-	5,571
510-5.4610.523852	CONTRACT LABOR-SMART METERS	59,167	64,081	75,000	90,000
510-5.4610.523853	CONTRACT LABOR/UTILITIES	205,861	277,929	250,000	250,000
510-5.4610.523856	ELEC.LINE-LABOR/MATERIAL	466,962	383,620	450,000	369,442
510-5.4610.523915	CREDIT CARD CHARGES	2,854	1,165	20,000	-
510-5.4610.523920	BANK SERVICE CHARGES	1,667	-	-	-
	Total Purchased/Contract Serv	1,028,117	915,464	1,042,100	989,348
	Supplies				
510-5.4610.531100	GENERAL SUPPLIES & MAT	429,035	352,216	700,000	647,442
510-5.4610.531101	OFFICE SUPPLIES	479	217	2,500	840
510-5.4610.531106	UNIFORMS	15,793	11,672	14,000	15,000
510-5.4610.531111	OFFICE FURNITURE-NON CAP	-	-	1,500	-
510-5.4610.531210	ENERGY-WATER/SEWER	4,510	5,778	-	9,209
510-5.4610.531230	ENERGY-ELECTRICITY	56	-	-	1,680
510-5.4610.531270	ENERGY-GASOLINE/DIESEL	27,037	19,501	20,200	9,388

Account Fund	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
	510 - ELECTRIC				
510-5.4610.531530	INV PCH FOR RSALE-ELECTR	11,020,711	10,286,863	10,075,000	9,266,547
	SALES TAX PAYABLE (NEW EXPENSE LINE)				1,005,453
510-5.4610.531535	INCENTIVE PROGRAM	1,650	100	5,000	5,000
510-5.4610.531600	SMALL EQUIPMENT	6,769	13,626	15,000	10,000
	Total Supplies	11,506,040	10,689,973	10,833,200	10,970,559
	Capital Outlay				
510-5.4610.542500	EQUIPMENT	-	-	275,000	-
	Total Capital Outlay	-	-	275,000	-
	Interfund/Interdepartmental Charges				
510-5.4610.551100	PERSONNEL COSTS	101,251	105,416	-	-
	Total Interfund/Interdepartmental Charges	101,251	105,416	-	-
	Depreciation & Amortization				
510-5.4610.561000	DEPRECIATION EXPENSE	353,229	394,289	-	-
	Total Depreciation & Amortization	353,229	394,289	-	-
	Other Costs				
510-5.4610.573000	OPEB EXPENSE	-	(37,699)	-	-
510-5.4610.579000	CONTINGENCIES	-	-	658,114	-
	Total Other Costs	-	(37,699)	658,114	-

Account Fund	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
	510 - ELECTRIC				
	<i>Other Financing Uses</i>				
510-5.4610.612100	TRANSFER TO GENERAL FUND	-	5,000,000	-	-
510-5.4610.612101	DIVIDEND TRANSFER TO GEN FUND	903,190	870,000	1,545,500	1,510,816
	Total Other Financing Uses	903,190	5,870,000	1,545,500	1,510,816
	Total Fund 510 Expenses	15,125,222	19,396,860	16,006,000	15,295,964
	Net Income(Loss) Fund 510 ELECTRIC FUND	1,072,153	(3,656,933)	-	0

FY 27 - SOLID WASTE FUND SUMMARY

	Fund Revenue		Solid Waste Dept 4510		Total	
Revenue & Other Sources						
Charges for Services		6,103,292				6,103,292
Investment Income		8,000				8,000
Total	\$	6,111,292	\$	-	\$	6,111,292
Expenditures & Other Uses						
Personnel Services				95,146		95,146
Purchased/Contract Services				5,974,582		5,974,582
Other Costs				41,564		41,564
Total		-		6,111,292		6,111,292

		FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
Account	Account Description				
Fund	540 - SOLID WASTE				
REVENUE					
	<i>Charges for Services</i>				
540-344110	SOLID WASTE FEES	5,432,827	6,034,082	5,771,598	6,042,863
540-344195	LATE FEES - SOLID WASTE	89,149	102,831	74,000	60,429
	<i>Total Charges for Services</i>	5,521,976	6,136,913	5,845,598	6,103,292
	<i>Investment Income</i>				
540-361000	INTEREST EARNED	64,542	45,419	6,000	8,000
	<i>Total Investment Income</i>	64,542	45,419	6,000	8,000
	<i>Miscellaneous Revenue</i>				
540-389500	BUDGETED NET ASSETS	-	-	-	-
	<i>Total Miscellaneous Revenue</i>	-	-	-	-
	<i>Total SOLID WASTE FUND REVENUE</i>	5,586,518	6,182,332	5,851,598	6,111,292
EXPENSES					
Dept 4510					
	<i>Personnel Services</i>				
540-5.4510.511100	REGULAR EMPLOYEES	23,836	24,944	71,535	76,040
540-5.4510.511300	OVERTIME	374	-	250	-
540-5.4510.512100	GROUP INSURANCE	15,130	16,693	5,722	6,180
540-5.4510.512200	FICA/MEDICARE CONTRIBUTION	4,885	5,385	5,007	5,323
540-5.4510.512400	RETIREMENT CONTRIBUTION	5,666	2,310	7,154	7,604
540-5.4510.512600	UNEMPLOYMENT INSURANCE	51	42	-	-

Account Fund	Account Description	FY24 ACTUALS	FY25 ACTUALS	FY26 ADOPTED	FY27 RECOMMENDED
	540 - SOLID WASTE				
540-5.4510.512700	WORKER'S COMPENSATION	-	-	100	-
	Total Personnel Services	49,942	49,375	89,768	95,146
	Purchased/Contract Serv				
540-5.4510.523305	POSTAGE	582	-	-	-
540-5.4510.523850	CONTRACT LABOR	5,577,506	6,117,085	5,532,020	5,974,582
540-5.4510.523920	BANK CHARGES	652	-	-	-
	Total Purchased/Contract Serv	5,578,740	6,117,085	5,532,020	5,974,582
	Interfund/Interdepartmental Charges				
540-5.4510.551100	PERSONNEL COSTS	42,691	49,597	-	-
	Total Interfund/Interdepartmental Charges	42,691	49,597	-	-
	Depreciation & Amortization				
540-5.4510.561000	DEPRECIATION EXPENSE	3,263	3,263	-	-
	Total Depreciation & Amortization	3,263	3,263	-	-
	Other Costs				
540-5.4510.579000	CONTINGENCIES	-	-	229,810	41,564
	Total Other Costs	-	-	229,810	41,564
	Total Fund 540 Expenses	5,674,636	6,219,321	5,851,598	6,111,292
	Net Income(Loss) Fund 540 SOLID WASTE	(88,118)	(36,989)	-	(0)



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

AGENDA REPORT

To: Mayor and Council

From: Jon Robinson, Finance Director

Meeting Date: June 15, 2026 – Policy Work Session (PWS)

Item No.: 2026-217

Title: Budget Amendment – Motor Vehicle Fund Appropriation for Public Safety Building Project

CC: Eric Johnson, City Manager

Recommendation: Appropriate and amend FY26 Budget to transfer \$100,000 from the Motor Vehicle Fund to the Capital Improvement Projects Fund for payment of a portion of the Public Safety Building construction costs.

Background: The Public Safety Building is under construction with expected completion in August 2026. Under the Code of Georgia, Title 48 Revenue and Taxation, Chapter 13, Article 5, Section 48-13-93, The governing authority of each municipality may levy and collect an excise tax upon the rental charge collected by a rental motor vehicle. A county or municipality levying an excise tax shall only levy such tax by ordinance which shall specify with particularity the authorized projects or purposes, or both, for which proceeds of the tax are to be expenses and shall apply in each fiscal year during which the tax is collected such proceeds for the purpose of (A) Promoting industry, trade, commerce, and tourism; (B) Capital outlay projects consisting of the construction of convention, trade, sports, and recreational facilities, or public safety facilities; and (C) Maintenance and operation expenses or security and public safety expenses associated with capital outlay projects. The City's Code of Ordinances Chapter 16, Article XI, Sec 16-404 grants the expenditures related to above projects and purposes from the use of proceeds of the tax levied.

The City intends to appropriate \$100,000 from the Motor Vehicle Fund balance in FY2026 for construction cost related to the Public Safety Building.

Financial Impact

For FY26, \$100,000 will be transferred and appropriated from the Motor Vehicle Fund to Capital Improvement Fund for the PSB Building.

Consistent with the 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 Budget Amendment 2026-061526-1

Finance Department Budget Adjustment Entry

Purpose:		Approval of Budget Amendment-Transfer \$50K from Motor Vehicle Fund to Capital Improvement Projects Funds for Public Safety Building project and related construction costs.		
Item Number:		2026-061526URA		
Effective Date:		7/6/2026		
Description		Account Number	Increase/Debit	Decrease/Credit
Capital Improv Fund - Buildings and Improvements		310-5.3210.541300	100,000	
Motor Vehicle Fund - Building and Improvements		280-5.7540.541300		100,000
		Totals	100,000	100,000



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

AGENDA REPORT

To: Mayor and Council

From: Jon Robinson, Finance Director

Meeting Date: June 15, 2026 – Policy Work Session (PWS)

Item No.: 2026-216

Title: Banking Services Request for Proposals (RFP)

CC: Eric Johnson, City Manager

Recommendation: Approve the release of the Request for Proposals (RFP) for Banking Services and authorize staff to advertise the solicitation to qualified financial institutions.

Background: To ensure the City receives competitive market rates, high-quality customer services, and access to modern financial technologies, it is a financial best practice to periodically re-bid these services. The City partners with a primary financial institution to manage daily operating liquidity, process deposits and check clearing, handle wire transfers, provide ACH/EFT services, and issue payroll. Approval of this RFP will allow staff to publicly solicit proposals and return to Council at a later date to recommend a final contract award.

Financial Impact None

Consistent with the 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

Banking Services RFP



CITY OF NORCROSS

REQUEST FOR PROPOSALS BANKING SERVICES RFP 26-09

CITY OF NORCROSS

REQUEST FOR PROPOSALS

BANKING SERVICES

RFP 26-09

The City of Norcross is seeking competitive sealed proposals from qualified financial institutions to provide full service municipal banking services. The intent of this solicitation is to ensure efficiency, productivity, and fiscal responsibility by establishing a strong working relationship with a banking partner. The City intends to award an initial contract term of 5 years with the option to extend the contract for 2 additional 1-year periods. The successful banking institution must meet minimum qualifications detailed in the solicitation.

The proposal package should be clearly marked “**RFP 26-09– BANKING SERVICES**” on its face and submitted by **12:00 p.m. (EST) on August 7, 2026**, to the address below. Please submit two printed copies and one electronic copy (USB) of your RFP package to:

Charlene Marsh
Procurement & Capital Projects Manager
City of Norcross Public Works Department
345 Lively Avenue
Norcross, GA 30071

Both printed and electronic copies must contain the same information. Return address must be clearly marked on the outside of the proposal packet.

There will be an optional but highly recommended pre-proposal meeting for this solicitation on July 20, 2026, at 10:00 a.m. at Norcross City Hall (65 Lawrenceville Street Norcross, GA 30071).

Please submit questions/requests via **e-mail only** to procurement@norcrossga.net by **5:00 p.m. (EST) on July 29, 2026**. Questions and answers will be posted in an addendum on the [City Website](#).

No proposal 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 proposal may be withdrawn within thirty (30) days after the proposal deadline. Requests for withdrawals must be submitted in writing. All proposals shall remain firm for 90 days after the submission deadline.

We appreciate your interest in the City of Norcross!

1. INTRODUCTION

The City of Norcross is seeking competitive sealed proposals from qualified financial institutions to provide municipal banking and p-card administration services. The intent of this solicitation is to ensure efficiency, productivity, and fiscal responsibility by establishing a strong working relationship with a banking partner. The City intends to award an initial contract term of five years with the option to extend the contract for two additional one-year periods. The successful banking institution must meet minimum qualifications detailed in the solicitation.

2. BACKGROUND

The City of Norcross currently employs 136 full-time and part-time employees who provide services to the city's approximately 18,000 residents. All employees of the city are paid via direct deposit. Norcross Power, the city's utility company, provides power to 5,500 residential and commercial customers. The city contracts sanitation services for 1,000 customers. The City has approximately 10 accounts with an average balance of \$15-20M in funds.

3. SCOPE OF SERVICES

1. Deposit accounts

The City of Norcross will need an operations account and will have several supplemental accounts.

2. Remote Deposit Services

The City of Norcross utilizes remote deposit for the majority of the checks that the City receives for payment of services.

3. Lockbox services

4. Merchant card processing

5. Wire transfers (internal & external)

The awarded Financial Institution agrees to make timely execution of any orders for outgoing wire transfers. Wire transfers ordered by 2:00 p.m. and not received by the destination party by the close of business will be traced by the awarded financial institution from origin to destination to ascertain the party responsible for delaying the transfer. If necessary, adjustments will be made from any lost interest or charges resulting from a "failure" to complete any transaction.

A standard wire transfer agreement will be executed with the bank. The City requires adequate security provisions and procedures. Information should be submitted detailing the use of online wire transfer requests. The City requires:

- The ability to initiate and monitor wire transfers online
- The ability to create and store recurring/repetitive wire instructions/templates
- The ability to create and store future dated wire instructions
- Security measures for wire initiation and approval

6. ACH (Automated Clearing House)

Transfers may be in the form of repetitive, non-repetitive, internal, ACH or EFT. The City shall have the ability to initiate all types and amounts of wire transfers electronically. Confirmations of all incoming and outgoing wires will be made available daily by the bank. Describe security measures for wire initiation and approval. Outgoing wire transfers ordered by noon local time shall be received by the

destination party by 2:00 PM local time.

7. API Integrations

8. Fraud Prevention

Proposals must provide a detailed explanation of the banking institution's security services and the fraud protection measures that would be in place to protect against fraudulent transactions. Any associated fees must be included in the proposal.

9. Purchase Card Program

10. Monthly Statements and Account Analysis

11. Online banking services

Online services should include the following at a minimum:

1. Daily reporting of account balances, collected and available
2. Account detail for current month and, at minimum, eleven prior months
3. Internal transfer initiation and authorization
4. Wire transfer initiation and authorization
5. City-originated stop payment of checks
6. Returned items charged against accounts
7. Bank reconciliation files
8. Online check images (front and back) for all accounts
9. Records of all account activity must be accessible online for a minimum of twelve months

12. Positive Pay

The City of Norcross utilizes positive pay services for all checks that the City disburses. This would include Accounts Payable, Court Bond, and Payroll checks.

4. MINIMUM REQUIREMENTS

Banking institutions wishing to submit a response to this RFP must:

- A. Be a state or federally chartered banking institution with a local presence within City of Norcross city limits.
- B. Be a full-service financial institution in good standing.
- C. Be insured by the Federal Deposit Insurance Corporation (FDIC)
- D. Be a member of the Federal Reserve System and have access to all related services.
- E. Be a member of an automated clearinghouse association and be in compliance with all rules and regulations set by the National Automated Clearinghouse Association (NACHA), local ACH associations, and ACH operators.
- F. Have the ability to accept deposits at a City of Norcross location for next day deposit at the latest.
- G. Offer a full range of lockbox services.
- H. Have a secure, web-based banking and reporting system.
- I. Be a qualified depository for public funds and have sufficient qualified collateral available to pledge in accordance with banking regulations.
- J. Be able to accept deposits at a branch up to 2:00 PM (ET) and credit the City's account on the day of the deposit.
- K. Demonstrate appropriate experience servicing customers with similar account attributes and transaction volume as described herein.

5. **SCHEDULE OF EVENTS**

Event:	Date and Time:
Release of RFP	July 7, 2026, 12:00pm EST
Optional Pre-Proposal Meeting	July 20, 2026, 10:00 am EST
Deadline for Written Questions	July 29, 2026, 5:00 pm EST
Proposals Due	August 7, 2026, 12:00 pm EST
Proposal Evaluation	August - September 2026
Contract Award	October 2026

6. **RESTRICTIONS ON COMMUNICATIONS WITH STAFF**

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

Company Name
1. Question
Citation of relevant section of the RFP
2. Question
Citation of relevant section of the RFP

7. **SUBMISSION GUIDELINES & INSTRUCTIONS**

Firms must submit two paper copies and one USB copy of the proposal. A complete submission includes the following components:

- ☐ **Cover letter/Executive summary**
Proposals should include a cover letter introducing the financial institution, indicating understanding of the scope of services requested, and highlighting key aspects of the proposal. Provide an overview of the bank's operations, management, and customer service philosophies
- ☐ **Background**
 - Bank name, address, telephone numbers, and email addresses
 - Years in business under present name and names and dates for previous names (if applicable)
 - List of all parent or subsidiary companies
- ☐ **Qualifications**
 - Describe experience with providing requested services to municipal governments
 - Address minimum requirements addressed in section 4, "Minimum Qualifications"
 - Resumes of proposed account representative and all proposed personnel assigned to the City of Norcross
- ☐ **Response to Scope of Services**
Please provide a summary of your bank's offerings for each of the services listed in Section 3, Scope of Services.

- 1. Deposit accounts**
 - Cutoff times and requirements
 - Bank policy on strapped/rolled and pricing basis
 - Credit advice processing
 - Discrepancy and write-off policies
 - Change order processing
 - Availability of deposit reconciliation services
- 2. Remote Deposit Services**
 - Scanning equipment and transfer procedures
 - Deadlines for same day credit of deposit
 - Document retention policy for checks converted to ACH or processed via remote deposit capture
- 3. Lockbox services**
- 4. Merchant card processing**
- 5. Wire transfers (internal & external)**
 - Ability of government to initiate and monitor wire transfers online.
 - Ability to create and store recurring/repetitive wire instructions/templates
 - Ability to create and store future-dated wire instructions.
 - Security measures for wire initiation and approval.
 - Copy of wire transfer agreement
- 6. ACH (Automated Clearing House)**
 - Method of submission or initiation
 - Pre-notification policy
 - Re-presentment of checks
 - Security measures
- 7. Fraud Prevention**
- 8. API Integrations**
- 9. Purchase Card Program**
 - Card management processes
 - Settlement terms/billing cycle options
 - Card control and usage restriction options
 - Information reporting capabilities
 - Security features
- 10. Interface options with internal financial systems**
- 11. Fraud policy**
- 12. Monthly Statements and Account analysis**
- 13. Online banking services**
- 14. Positive pay**
 - Teller data update schedules
 - Data transmission method
 - Control options
 - Online access
- ☐ **Implementation Approach and Plan**

Please clearly identify each phase, proposed timeline, and proposed roles to be performed. This section should include:

- Description of implementation approach
 - List and description of all implementation deliverables
 - Outline of roles and responsibilities of City of Norcross staff during the implementation
 - Training, testing, and deployment plans
 - Summary of bank's disaster recovery plan
- ☐ **References Form**
Submission may be accompanied by a reference form containing at least 4 references (attached in Appendix B) OR a minimum of 3 letters of reference. References must be for contracts of similar size and scope.
- ☐ **Acknowledgement of Addenda**
Attached as Appendix D
- ☐ **Certificate of Liability Insurance**
Insurance requirements detailed in "General Conditions" section.
- ☐ **E-Verify Contractor & SAVE Affidavits (with required documentation)**
- ☐ **Draft Contract Agreement**
- ☐ **Cost Proposal**
Cost proposal form is attached in Appendix C and ***must be submitted in a sealed envelope***. There should be no price escalation for the initial five-year contract period.

8. EVALUATION CRITERIA

The proposal evaluation will be made on the following criteria:

Evaluation Criteria	Max Score
Experience & Qualifications	35
Proposed Approach & Timeline	25
References	15
Cost Proposal	20
Local Firm Credit (Bonus)	5
Total	105

Experience & Qualifications – Experience and qualifications of the team personnel, as demonstrated by resumes, organizational chart, and other information provided. Experience of the firm in executing successful and relevant projects including other city-wide safety action plans.

Proposed Approach & Timeline – Evidence of thorough understanding of the project scope, quality and detail of the proposed approaches to the completion of the required tasks. Evidence of team's capacity and availability to provide the proposed services in a timely fashion. Evidence of ease of use and security.

References – Quality and relevance of references, as well as responsiveness of references contacted by City staff.

Local Firm—Businesses with a current and valid City of Norcross Business License shall receive a ‘local firm’ credit of 5 points added to their technical (pre-cost proposal) score. Businesses with a valid business license within the boundaries of Gwinnett County or another Gwinnett County city will receive a credit of 2.5 points.

Cost Proposal— The cost proposal will not factor into the committee’s evaluation of the technical proposal. Scores will be determined by weights assigned based on proposed cost.

The City of Norcross reserves the right to interview top-scoring firms.

9. GENERAL CONDITIONS

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

I. QUALIFICATIONS

- A. Proposals will be considered only from experienced and well-equipped Vendor(s) engaged in work of this type and magnitude.
- B. Proposers 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 proposals, the City may require evidence of the Vendor’s financial ability to successfully perform the work to be accomplished under the contract.
- C. Proposers must provide their own materials for this contract.
- D. Liability Insurance: During the term of the Agreement, Contractor shall, as its sole expense, secure and maintain in-force policies of insurance 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 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.

E. Contractor shall furnish Client Certificates of Insurance evidencing the insurance coverages required. The certificates shall stipulate that should any of the above insurance policies be cancelled before the termination of this agreement, the issuing company will endeavor to mail thirty (30) days' written notice to Client.

II. AUTHORITY TO SIGN

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

III. RIGHTS RESERVED

- A. The City of Norcross reserves the right to reject any or all proposals, to waive informalities or to re-advertise. It is understood that all proposals are made subject to this agreement, and that City of Norcross reserves the right to decide which proposal(s) it deems the most qualified. In arriving at this decision, full consideration will be given to the experience and qualifications of the Proposer, work of this type successfully completed and past performance with the City of Norcross.
- B. Proposers are advised to examine the site(s) of the proposed work, as are necessary, to familiarize themselves with location conditions, which may affect the proposed work. Proposers are also advised to fully inform themselves regarding conditions under which the work will be performed. The City of Norcross will not be responsible for the Proposer's errors or misjudgment, nor for any information on location conditions or general laws and regulations.
- C. 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.
- D. Any unauthorized additions, conditions, limitations, or provisions attached to the Proposal shall render it informal and may be cause for rejection.

IV. AWARD OF CONTRACT

A. The contract will be awarded to the most qualified firm whose proposal will provide the best value and be the most advantageous to the City, experience, technical considerations, cost, and other factors considered. The City is to

make the determination.

- B. Prior to award of the Contract, the successful Proposer will be required to submit a schedule to the City, demonstrating the Proposer's ability to commence and proceed in a timely manner. A Proposer's failure to demonstrate the ability to proceed as required may result in contract cancellation.
- C. Failure to demonstrate the ability for contract execution and progression will result in, at the City's discretion, contract cancellation or re-advertising of any and/or all these contracts.
- D. Prior to execution of a Contract, a Utility Coordination Meeting may be required between Vendor(s), utility agencies and City of Norcross Public Works to ensure clarity and commitments concerning inter-related work schedules.

V. PRODUCTION REQUIREMENTS

- A. Time is of the utmost importance of this project. The successful Proposer 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 the specifications in the RFP.

VI. LOCATION AND SITE(S)

- A. All work is within City limits of the City of Norcross, Georgia.
- B. The Vendor 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 this RFP.
- C. The Vendor is responsible for the location of above and below ground utilities and structures, which may be affected by the work.

VII. NON-COLLUSION

- A. Vendor(s), by submitting a proposal, certify that the accompanying proposal 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.

VIII. MATERIALS

- A. Unless otherwise specified in the Contract, Vendor shall provide and assume full responsibility for all services, materials, equipment, labor, and all other facilities and incidentals necessary for the completion of the Work.
- B. 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 by the Specifications shall expressly run to the benefit of the City.

IX. CONTRACT REQUIREMENTS

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

- A. Return to the City contract documents executed by the authorized representative attested by the corporate secretary treasurer.
- B. Provide Insurance Certificates as specified in the RFP documents.
- C. Failure to execute the Contract 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 RFP 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 Vendor, or the work may be re-advertised or constructed by City forces.

APPENDIX A
RFP PW 26-09
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 three (3) 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) contracts completed (or in progress) having a similar specification and scope of work.

Company Name: _____
Description of Project: _____
Contract Dates: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____

Company Name: _____
Description of Project: _____
Contract Dates: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____

Company Name: _____
Description of Project: _____
Contract Dates: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____

APPENDIX A
RFP PW 26-09
REFERENCES

Company Name: _____
Description of Project: _____
Contract Dates: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____

Company Name: _____
Description of Project: _____
Contract Dates: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____

Company Name: _____
Description of Project: _____
Contract Dates: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____

APPENDIX B
RFP 26-09
COST PROPOSAL FORM

This form must be submitted in a separate, sealed envelope.

TASK #	DESCRIPTION	TOTAL ANNUAL COST
1	Deposit Accounts	\$
2	Remote Deposit Services	\$
3	Lockbox services	\$
4	Merchant card processing	\$
5	Wire transfers (internal & external)	\$
6	ACH (Automated Clearing House)	\$
7	API Integrations	\$
8	Fraud Prevention	\$
9	Purchase Card Program	\$
10	Monthly Statements and Account analysis	\$
11	Online banking services	\$
12	Positive pay	\$
	TOTAL ANNUAL COST OF ALL SERVICES:	\$

BIDDER, in compliance with the Request for Proposals associated with 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 implementation of the proposed project, including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies, and to implement 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: _____

Signature: _____

Firm Address: _____

APPENDIX C
RFP 26-09
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

**APENDIX D
RFP 26-09
CHECKLIST**

FIRM NAME: _____

PROJECT: _____

DATE: _____

Please use this checklist to ensure you have properly completed all forms and requirements. *Use of this appendix is not required but highly recommended to ensure responsiveness of proposal.*

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

Bid Package Components:

- ☐ Cover letter/Executive Summary
- ☐ Background
- ☐ Qualifications
- ☐ Response to Scope of Services
- ☐ Implementation Approach and Plan
- ☐ References Form/Letters of Reference
- ☐ Acknowledgement of Addenda
- ☐ Certificate of Liability Insurance
- ☐ E-Verify Contractor & SAVE Affidavits (with required documentation)
- ☐ Draft Contract Agreement
- ☐ Cost Proposal (in Sealed Envelope)

Mail or deliver to:

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

Attn: Charlene Marsh, Procurement and Capital Projects Manager
RFP 26-09 – BANKING SERVICES



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

AGENDA REPORT

To: Mayor and Council

From: David Versel, Economic Development Director

Meeting Date: June 15, 2026 – Policy Work Session (PWS)

Item No.: 2026-219

Title: Change Order for Economic Development Video Production Contract

CC: Eric Johnson, City Manager
Jon Robinson, Finance Director

Recommendation

Approve a change order to increase the budget for Economic Development video production services by \$1,000.

Background

The Economic Development Office solicited multiple bids for the production of a video series aimed at promoting business growth in Norcross and highlighting successful businesses and entrepreneurs in the community. From these bids, Tran Bui Productions was selected as the preferred vendor.

The approved budget for Tran Bui Productions' work was \$5,500.00; this amount was programmed in the departmental budget for FY2026. The vendor's proposal called for two days of shooting, including interviews with business leaders and capture of B-roll footage. In the course of preparing the videos, the vendor determined that a third day of shooting would be necessary to fulfill the scope of the project. This additional day increased the project's budget from \$5,500.00 to \$6,500.00, representing an increase of 18.2 percent. This additional amount can be paid from the approved FY2026 Economic Development budget and will not require the appropriation of additional funds.

The City's purchasing policy states that any change order to a vendor contract in excess of 10 percent of the original contract amount requires approval by Mayor & Council. To ensure compliance with this policy, Staff requests Mayor & Council approval of the change order.

Financial Impact

\$1,000 – to be paid from funds already appropriated for the Economic Development budget for FY2026.

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

Goal 4. Maintain a vibrant economic and continue to facilitate job growth

- Policy 4-1: Support programs for retention, expansion, and creation of businesses



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

Agenda Report

To: Mayor and Council

From: Len Housley, Director of Public Works

Meeting Date: June 15, 2026 – Policy Work Session

Item No.: 2026-182

Title: Perimeter Protection for State Champion American Elm Tree

CC: Eric Johnson, City Manager

Recommendation

Approve an option to provide a perimeter around the Norcross State Champion American Elm tree.

Background

Public Works briefed Council on several options to fence the Champion Elm at the June 17 and July 15, 2024, Policy Work Sessions. In June 2024, there was discussion on the location of the fence and Council asked if the area could be decreased/minimized for aesthetics. Low hanging limbs invite the public to sit or play on them, contributing to stress on fragile limbs. With all options, a 10' opening/gate is required by the vendor to perform tree maintenance. In July 2024 the Tree Board was opposed to any permanent fence and supported the removable barrier consisting of posts with chain for protection from the public during events. Council considered all this information to include the fencing costs, and it was decided to implement the moveable poles with chain. The Tree Board's position on no fencing has not changed.

At the May 2026 PWS, Council was presented the same options. Council requested information regarding what other organizations implement to protect Elm Trees. Information gathered suggests that fencing is not used. It is the opinion of the City Arborist that casual walking or sitting under the Champion Elm does not cause harm to the health of the tree. The Critical Root Zone (CRZ) is well mulched and has been under a soil aeration program for a few years.

Pedestrian activities (aka: foot traffic) will have little to no impact on the CRZ. Walking or sitting under the Elm is not hazardous to the tree. However, safety is the major consideration for a fence. The Champion Elm tree has multiple steel support cables that are in place to prevent large canopy limbs from splitting (failing). This is common maintenance in mature trees that have large, over extended limbs that are subject to failures. This work signifies that the tree has a high-risk potential for failure (large limbs falling). Even with cabling, this is a moderate to high-risk tree. Tree Care Industry standards associated with Tree Risk Assessments suggest restricting access under and around high-risk trees. Tree and/or limb failures are common. Injuries and fatalities are rare but do occur. The proposed fence should exclude, or restrict, public access under the canopy of the tree. Installing a fence with a smaller radius would be of no benefit.

If fencing is installed, the City Arborist recommends a height of 3.5 feet to deter people from stepping over a lower fence. Regardless of fence height it is recommended not encroaching more than 3 feet from the sidewalk and/or turf edge to lessen the damage to the tree's root system from post installation.

Aluminum versus a Steel fence:

- Aluminum Fence: Rust-Resistant: Aluminum will not rust, making it a low-maintenance choice for humid or wet climates. Lower upfront cost: Material and labor costs are more affordable than steel. Lightweight: Easier to ship and faster to install.
- Steel Fence: Highly rigid, impact-resistant, and more durable. Vulnerable to rust and requires regular maintenance to prevent rust and corrosion. Higher upfront costs and requires welding on site.

If fencing is desired by Council, staff recommend Option 2 or 3.

Options:

- 1-Steel: 300' LF of 3 ½ ft high 2-rail Ameristar Montage Plus Majestic 2-Rail flush bottom steel fence. Fence to consist of ¾" pickets & 1 ½" rails hung on 2 ½" square posts. Include (1) 4' wide walk gate & (1) 10' wide double swing utility gate. Both gates will lock.
- 2-Aluminum: 300' LF of 3 ½ ft high 2-rail iDeal Alamo Commercial aluminum fence in style #400. Fence to consist of ¾" pickets & 1 ½" rails hung on 2 ½" square posts. Include (1) 4' wide walk gate & (1) 10' wide double swing utility gate. Both gates will lock.
- 3-Commercial Aluminum: 341' LF of 2' high 3-rail flat top commercial aluminum black fence. Fence to consist of ¾" pickets and hung on 2 ½" square posts spaced 6' apart, installed no more than 3 feet from sidewalk and turf edge to protect root system. Includes (1) 4' wide walk gate & (1) 10' wide double swing utility gate. Both gates will lock.
- 4-Maintain use of portable poles and chains and incorporate multiple small signs on chain with "Off Limits, Protected Area".

Financial Impact

Will require a budget amendment for funding from Recreation SPLOST depending on option.

- Option 1=Steel 3.5 Ft High \$29,920.00
- Option 2=Aluminum 3.5 Ft High \$20,528.00
- Option 3=Aluminum 2 Ft High \$23,000 (Special Fabrication)

- Option 4=Add off limit signs to chain (\$250.00)

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

Goal 1

Policy 1-8: Protect natural resources, mature tree canopy, environmentally sensitive areas, and valuable historic, archaeological or cultural resources from human encroachment through land development regulations and/or incentives.

Policy 1-13: Preserve and complement the traditional historic, architectural and landscape character of the Downtown core and surrounding neighborhoods, while guiding reasonable growth.

Attachments

- 1-Cost estimates Chamblee Fence Elm May 2026 Proposal
- 2-Champion Elm Area to Fence
- 3-Fence Type Sample
- 4-Off Limits Protected Area



CHAMBLEE FENCE PROPOSAL

MAY 14, 2026

CITY OF NORCROSS

65 Lawrenceville St
Norcross, GA
30071
hunter.rawls@norcrossga.net
(404) 690-6097

john@chambleefence.com
6786181174

PHOTOS



OPTION 1: 3 1/2' TALL STEEL MONTAGE PLUS

Description	Qty
Commercial Steel Fence	
Steel Flat Top Furnish labor and material to install 341 feet of 3 1/2 ft tall black steel 3-rail flat top fence, including one 4 ft wide walk gate and one 10 ft wide double gate with magna latches. Posts will be 2 1/2" square; pickets will be 3/4" square. Based on product availability, bottom picket extension may be extended or cut flush with bottom rail.	1

Estimate subtotal	\$29,920.00
Total	\$29,920.00

OPTION 2: 3 1/2' TALL ALUMINUM

Description	Qty
Commercial Aluminum Fence	
Aluminum Flat Top	1
Furnish labor and material to install 341 feet of 3 1/2 ft tall black aluminum 3-rail flat top fence, including one 4 ft wide walk gate and one 10 ft wide double gate with magna latches. Posts will be 2 1/2" square; pickets will be 3/4" square.	
Based on product availability, bottom picket extension may be extended or cut flush with bottom rail.	

Estimate subtotal	\$20,528.00
Total	\$20,528.00

OPTION 3: 2' TALL ALUMINUM

Description	Qty
Commercial Aluminum Fence	
Aluminum Flat Top	1
Furnish labor and material to install 341 feet of 2 ft tall black aluminum 3-rail flat top fence, including one 4 ft wide walk gate and one 10 ft wide double gate with magna latches. Posts will be 2 1/2" square; pickets will be 3/4" square.	
4 ft tall panels will be cut down to 2 ft tall and bottom rail will be bracketed to posts.	

Estimate subtotal	\$22,668.00
Total	\$22,668.00

SIGNING & UPGRADES

☐ Option 1: 3 1/2' Tall Steel Montage Plus	\$29,920.00	Name: Hunter Rawls
☐ Option 2: 3 1/2' Tall Aluminum	\$20,528.00	Address: 65 Lawrenceville St, Norcross, GA
☐ Option 3: 2' Tall Aluminum	\$22,668.00	

Deposit

50%

Customer Comments / Notes

Hunter Rawls:

Date:



Chamblee Fence Company, Inc.

4760 Peachtree Industrial Blvd
Berkeley Lake, GA 30071
770-396-4200

3625 Kennesaw North Industrial Pkwy
Kennesaw, GA 30144
770-727-3683



Customer: <u>City of Norcross</u>	Home #	Date: <u>5/13/26</u>
Address: <u>65 Lawrenceville St.</u>	Work #	Subdivision:
City: <u>Norcross</u> State: <u>GA</u> Zip: <u>30071</u>	Cell # <u>(404) 690-6097</u>	
Job Address:	Email: <u>hunter.crawls@norcrossga.net</u>	

FOOTAGE	FENCE TYPE	HEIGHT
<u>341'</u>	<u>Black Aluminum/Steel</u>	<u>3 1/2'</u>
	<u>3-rail Flat Top</u>	
	<u>COMMERCIAL GRADE</u>	
	<u>OR</u>	
<u>341'</u>	<u>Black Aluminum 3-rail</u>	<u>2'</u>
	<u>Flat Top - COMMERCIAL GRADE</u>	

Qty.	Size	GATES	Type & Style
<u>1</u>	<u>10'W</u>	<u>DBL</u>	<u>magna</u>
<u>1</u>	<u>4'W</u>	<u>WALK</u>	<u>latches</u>

WOOD SPECIFICATIONS				
1"x 4" Pickets	___			
1"x 6" Boards	___			
Cedar	___			
P.T.Pine	___			

4"x 4" Posts	___		
4"x 6" Posts	___		
6"x 6" Posts	___		

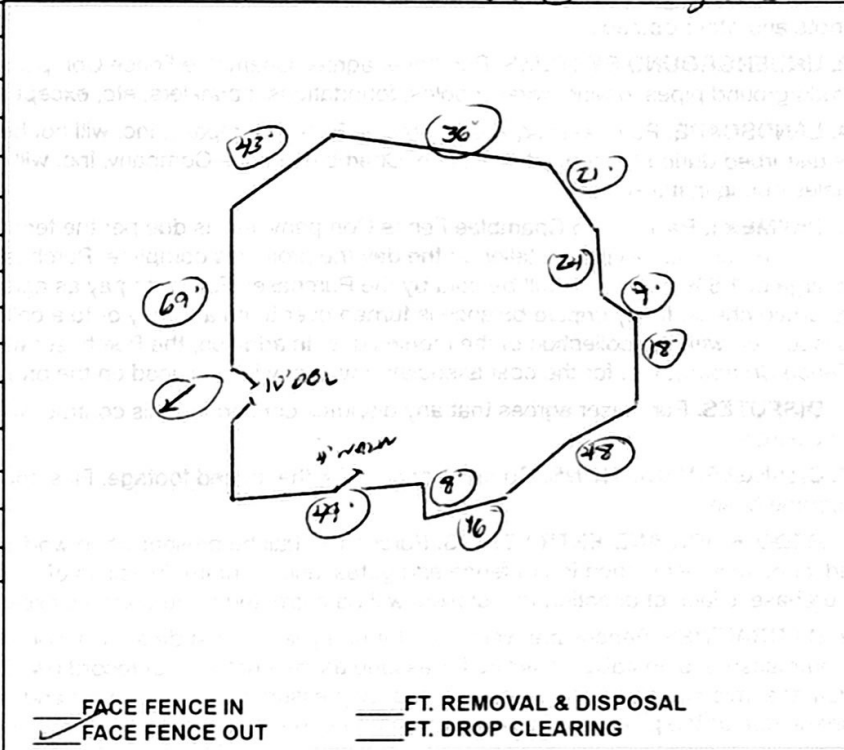
2"x 4" Runners	Cedar	___
(2) (3) (4)	P.T.Pine	___

Panel Design			
			Other
Straight	Neg. Scallop	Pos. Scallop	

Construction Design		Top of Fence	
Face	___	Slope with grade (less space)	___
Exposed	___	Straight (more space at bottom)	☒
Between	___	Step (large spaces at bottom)	___

CHAIN LINK SPECIFICATIONS			
Fabric/Gauge	___	Gate Posts	___
Top Rail	___	Gate Frame	___
Line Posts	___	Barbed Wire	___
Terminal Posts	___	Tension Wire	___

ORNAMENTAL SPECIFICATIONS			
<u>YES</u> Aluminum	<u>3-rail</u>	<u>YES</u> Steel	
<u>2' 3/4" Height</u>	<u>FLAT TOP</u> Style	<u>3/4"</u> Picket size	
<u>BLX</u> Color		<u>2 1/2"</u> Post size	
<u>NO</u> Rings			
<u>NO</u> Finials () Plastic () Metal			



☒ FACE FENCE IN	☐ FT. REMOVAL & DISPOSAL
☐ FACE FENCE OUT	☐ FT. DROP CLEARING

- Purchaser agrees that final price will be determined by final installed footage.
- Purchaser is responsible for locating property lines, and is solely responsible for fence location.
- Purchaser accepts terms & conditions page.
- Chamblee Fence is not responsible for damage to underground systems, except marked utilities.
- Wood fence components, when exposed to the elements are subject to immediate warpage, shrinkage, cracking, etc.
- Price valid for 21 days • Credit card purchases subject to a 3.5% surcharge

COMMENTS / SPECIAL INSTRUCTIONS		
<u>3 1/2" STEEL MONTAGE</u>	<u>3 1/2" ALUMINUM</u>	<u>2' ALUMINUM</u>
<u>PLVS (POSTS 8' APART)</u>	<u>(POSTS 6' APART)</u>	<u>(POSTS 6' APART)</u>
<u>29,920⁰⁰</u>	<u>20,528⁰⁰</u>	<u>22,668⁰⁰</u>

Approximate Installation <u>3-5</u> weeks from deposit/signed contract	
Total Price \$	Revised Price \$
Deposit \$ <u>1/2</u>	Deposit \$
Balance \$	Balance \$
TERMS: 1/2 Deposit • Balance Due upon Completion	
SUBJECT TO CONDITIONS ON REVERSE	

Accepted by Purchaser <u>[Signature]</u>	Date
Estimator <u>T. H. [Signature]</u>	Date <u>5-13-26</u>
I acknowledge that I have read and understand this page. Initials: _____	
Accepted by Chamblee Fence Company, Inc.	Date

STATEMENT OF CONDITIONS

Chamblee Fence Company, Inc. hereby sells to the Purchaser, or structure described, subject to all terms and conditions on each side of this contract, and the purchaser in consideration thereof, agrees that:

1. **RESPONSIBILITY OF BUYER.** Purchaser agrees to locate and identify the property line, easement and all underground cables and pipes. Purchaser is solely responsible for the fence described in this proposal. Purchaser will defend Chamblee Fence Company, Inc. and will reimburse for all costs in connection with any claim made by anyone about the location of the fence. Purchaser is responsible for any special work described in this proposal.
2. **UNUSUAL CONDITIONS – ADDITIONAL CHARGES.** Purchaser agrees Chamblee Fence Company, Inc. has the right to make additional reasonable charges if unusual ground conditions hinder the installation. Such conditions may be rock formations, hidden foundations, tree roots and other obstacles.
3. **UNDERGROUND SYSTEMS.** Purchaser agrees Chamblee Fence Company, Inc. will not be held responsible for any damages to any underground pipes, drains, wires, cables, foundations, sprinklers, etc, except marked utilities.
4. **LANDSCAPE.** Purchaser agrees Chamblee Fence Company, Inc. will not be responsible for the restoration of any part of the landscape that is disturbed during the fence installation. Chamblee Fence Company, Inc. will not be required to remove or reform soil excavation from post holes during installation.
5. **PAYMENT.** Payment to Chamblee Fence Company, Inc. is due per the terms specified on the face of the contract. "Due upon Completion" means Purchaser will pay installer on the day the project is complete. Purchaser agrees that if payment is made later than agreed terms, a late charge of 1.5% per month will be paid by the Purchaser. Failure to pay as agreed will void all warranties. There will be a \$35.00 charge for a returned check. If any unpaid balance is turned over to an attorney or to a collection organization, the Purchaser will be responsible for all fees associated with the collection of the monies due. In addition, the Purchaser will also be responsible for a \$200.00 fee to reimburse Chamblee Fence Company, Inc. for the cost associated with any liens placed on the property until full payments have been received.
6. **DISPUTES.** Purchaser agrees that any disputes concerning this contract will be adjudicated in the appropriate local jurisdiction in the State of Georgia.
7. **CHANGES/VARIATIONS.** Contract price is for the agreed footage. Final footage may vary. Said variations will be billed on an installed footage basis.
8. **REDO WORK AND EXTRA TRIPS.** Purchaser shall be present when work commences unless alternative arrangements are made in advance to indicate location of fence and gates, and to inform installers of any special conditions. Work accomplished in error due to Purchaser's lack of direction to installers will be corrected at Purchaser's expense.
9. **WARRANTIES.** Fences are warranted for one year against defects in workmanship (not materials). This warranty is coverage against workmanship, or installation errors for as long as the customer of record owns the fence. Exclusions: Vandalism, extreme weather, vehicular damage, misuse, climbing, unusual impact or pressure and normal wear and tear. Fence materials will change in appearance, dimension and shape due to the process of aging and exposure to the elements. Wood material are subject to warpage and cracking. No warranty is expressed or implied against changes in installed fence materials that occur as a result of these natural processes. Gates will be adjusted at no charge for a period of ninety days (90 days) after contract date, provided abuse is not evident. This Limited Warranty is in lieu of any other expressed or implied warranties, including but not limited to implied warranties of merchantability or fitness for any particular purpose. No verbal assurance or warranties will be valid at any time.
10. **ANIMAL AND CHILD CONTAINMENT.** Due to the varied surface of the earth, uneven spaces will exist between the bottom of the fence and the ground. Pets and children will exploit these spaces to escape. Pets and children may also climb over any installed fence. Purchaser agrees that Chamblee Fence Company, Inc. will not be held responsible for the retention of pets or children within installed fences or for damages resulting from escape of pets or children.
11. **ATTACHMENT TO MASONRY.** The attachment of fences and gates to existing masonry structures such as columns, walls, driveways etc. carries a risk of damaging said structures. Purchaser agrees that Chamblee Fence Company, Inc. will not be held liable for damage to masonry structures described herein.
12. **SCHEDULING.** Inclement weather, manpower, and equipment restraints, etc. can delay completion of this contract. Said delays can cause the Purchaser inconvenience and/or expense such as lost time at work, pet boarding fees, etc. Purchaser agrees that under no circumstances will Chamblee Fence Company, Inc. allow a reduction in the contract price, nor reimbursement be made to compensate the Purchaser for said expenses or inconveniences.
13. **FENCE HEIGHT.** Fence height is herein described as the height of the fence at its tallest point from grade plus or minus six (6) inches.
14. **SITE PREPARATION.** Site preparation such as clearing and grading is the responsibility of the Purchaser unless other specific arrangements are made in this contract.
15. **BUILDING PERMITS.** Building permits will be obtained and paid for by the Purchaser.
16. **UNLESS SPECIFIED.** Unless specified on the reverse side of this contract, all matters relating to the completion of this project will be decided by Chamblee Fence Company, Inc. This will include gate placement, material selection, construction technique etc.
17. **VERBAL REPRESENTATION.** Responsibilities of Chamblee Fence Company, Inc. are limited to that which is described in this contract. Verbal representations by Chamblee Fence Company, Inc. employees will not be honored.
18. **CANCELLATION.** This contract may be cancelled without penalty, if done with three (3) days of date signed by Purchaser. After the three (3) day grace period, cancellation of this contract will result in charges for any work performed and / or materials procured for the contracted work, plus a fee equal to 15% of contract amount.
19. **EMAILED/FAXED COPY.** Both parties agree an EMAILED/FAXED copy to be binding.
20. **SIGNATURE.** The signatory on reverse side, irrespective of any title, hereby personally and individually guarantees payment of this obligation.

I acknowledge that I have read and understand this page. Initials: _____

GOOD ADVICE ABOUT YOUR NEW FENCE

Chamblee Fence Company wants your fence installation to be worry and problem free.
Please help us with the following:

1. **LOCATE**: Locate and clear the exact place of your fence installation. Although there is no law, we recommend that you stay 6" (inches) inside the property line. Stake the fence corners with inexpensive twine and string out the entire fence line. This will give you an idea of how your fence will look and alert you to potential problems (such as trees and shrubs that are in the way).
2. **ELECTRICITY & WATER**: Access to water and electricity are required for most fence installations.
3. **INFORM**: Inform your neighbors of what you are doing. They normally will agree and even permit you to connect to their fence if you seek permission. A new fence can cause tension between neighbors when it comes as a surprise.
4. **PERMIT**: City governments may require a permit. Be sure to inquire and comply. If a fence violates code, work will be delayed until you secure the necessary permitting.
5. **COVENANTS**: Covenants and city or county laws are important to obey. Be sure to check with your community and your governing agency for such things as fence height, type and location. The customer is responsible for meeting these criteria.
6. **LOCATE**: Locate Utilities: Chamblee Fence will call and have your main utilities such as phone, gas, power and cable located. They **will not** locate lines, such as gas lines to lights and grills, sprinkler irrigation lines or low voltage lighting. We cannot be held responsible for what we hit with an auger machine or post-hole digger. Please make your salesperson and installer aware of these lines to avoid problems.
7. **HOLES**: The holes we dig while installing your posts produce a good amount of spoils. Some of this dirt will be spread out around your post footing, and some will be distributed around the yard. Any grass in the area will eventually fill back in over time. We do not haul off any spoils.
8. **CALL**: Call if you have any changes, redesign issues, timing issues or general questions!

Champion Elm Area to Fence







OFF-LIMITS
PROTECTED
AREA



**ACCESO
RESTRINGIDO**
ÁREA
PROTEGIDA



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

AGENDA REPORT

To: Mayor and Council

From: Charlene Marsh, Procurement and Capital Projects Manager

Meeting Date: June 15, 2026 – Policy Work Session (PWS)

Item No.: 2026-210

Title: Contract Award for Invitation to Bid FY26 for Road Resurfacing (ITB PW 26-08)

CC: Len Housley, Public Works Director
Eric Johnson, City Manager

Recommendation

Approve award of contract for 2026 Road Resurfacing between the City of Norcross and DCBC LLC.

Background

Staff received approval to release an invitation to bid for the FY26 road resurfacing priorities at the May regular Council meeting. Additionally, a budget amendment was approved for the allocation of \$400,000 in LMIG funds for the project. ITB PW 26-08 (2026 Road Resurfacing) addresses 19 roads recommended in the PCI priorities. The deadline was June 10, 2026, at 11:00 am, and the city received 12 bids.

DCBC LLC was the most responsive and responsible lowest bidder. In addition to submitting the lowest bid, DCBC complied with the specification guidelines, showed evidence of experience and qualifications, and provided proof that they are qualified to carry out the scope of work.

Financial Impact

Bid amount: \$1,796,796.00

Available funding sources include:

\$1.5 MILLION 2023 SPLOST (approved by Council on April 6, 2026)

\$400,000 LMIG

\$208,724.19 LRA/LMIG 2026 (check received on April 13, 2026)

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

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

Attachments

Bid Tabulation – ITB PW 26-08

Contract Agreement – City of Norcross and DCBC LLC

ITB Packet – 2026 Road Resurfacing

***CONTRACT BETWEEN
DCBC LLC AND
THE CITY OF NORCROSS
FOR 2026 Road Resurfacing***

Contents

Agreement for 2026 Road Resurfacing.....	3
ARTICLE 1 – GENERAL OBLIGATIONS OF CONTRACTOR.....	3
ARTICLE 2 – COMPENSATION.....	3
ARTICLE 3 – PAYMENTS.....	3
ARTICLE 4 – PERIOD OF SERVICE	3
ARTICLE 5 – CHANGES IN SCOPE OF SERVICES.....	3
ARTICLE 6 – STANDARD OF CARE	4
ARTICLE 7 – INDEMNIFICATION	4
ARTICLE 8 – LIMITATION OF LIABILITY	4
ARTICLE 9 – INSURANCE.....	5
ARTICLE 10 – RELATIONSHIP OF CONTRACTOR TO CLIENT.....	5
ARTICLE 11 – PERSONNEL	5
ARTICLE 12 – OWNERSHIP OF INSTRUMENTS OF SERVICE AND DATA.....	6
ARTICLE 13 – PERMITS AND LICENSES	6
ARTICLE 14 – ADHERENCE TO LAWS	6
ARTICLE 15 – NONDISCLOSURE OF PROPRIETARY AND CONFIDENTIAL MATERIALS.....	6
ARTICLE 16 – CERTIFICATION OR CEILING OF INSTRUMENTS OF SERVICE BY PROFESSIONAL CONTRACTOR.....	7
ARTICLE 17 – FORCE MAJEURE	7
ARTICLE 18 – PROJECT DELAY	7
ARTICLE 19 – [RESERVED]	8
ARTICLE 20 – GOVERNING LAW	9
ARTICLE 21 – ALTERNATE DISPUTE RESOLUTION	9
ARTICLE 22 – ADDITIONAL TERMS AND CONDITIONS	10
ARTICLE 23 – NOTICES AND/OR COMMUNICATIONS	12
ARTICLE 24 – MISCELLANEOUS	12
APPENDIX A – SCOPE OF SERVICES FOR 2026 Road Resurfacing.....	14
APPENDIX B – COMPENSATION FOR 2026 Road Resurfacing.....	19

Agreement for 2026 Road Resurfacing

This Agreement, made and executed as of the ____ day of ____, 2026 by and between DCBC LLC with a place of business at 255 Gateway Dr, Suite 300, Bethlehem, GA 30620 (hereinafter called "Contractor") and **the City of Norcross, Georgia**, having its principal place of business at **65 Lawrenceville St., Norcross, Georgia 30071** (hereinafter called "Client"), collectively referred to herein as "Parties", provides as follows:

ARTICLE 1 – GENERAL OBLIGATIONS OF CONTRACTOR

The description of the Client's project (The "Project") and the Scope of Services as they relate to 2026 Road Resurfacing (hereinafter called "Services") to be provided to Client is stated in a formal Bid from Contractor on **June 10, 2026**, (the "Bid"). The Bid is made a part of this Agreement by reference. The Bid includes the scope of services which complies with the requirements of the Invitation to Bid (ITB PW 26-08).

ARTICLE 2 – COMPENSATION

Contractor will be compensated for Services as set forth in Appendix "B."

ARTICLE 3 – PAYMENTS

Contractor will submit monthly invoices for compensation and expenses by electronic transmission. Payments will be due within 30 days after receipt of invoices and shall be made by electronic funds transfer to the bank account designated in the invoice. Past due amounts will accrue interest at one and one-half percent (1 ½%) per month, without limiting other remedies.

ARTICLE 4 – PERIOD OF SERVICE

The Contractor shall make reasonable efforts to complete its services for the project within the time period set forth in the ITB.

ARTICLE 5 – CHANGE IN SCOPE OF SERVICES

The Client may, at any time, make changes in the Scope of Services for the project or in the definition of services to be performed. In the event Client notifies Contractor of its desire to make a change in the Scope of Services that may change the cost of performance, Contractor shall, within ten (10) working days after receiving such notice, give Client notification of any potential change in price for the Services.

Equitable adjustments to price and time of performance resulting from a change in Scope

of Services will be negotiable and upon mutual Agreement by Client and Contractor. This Agreement will be modified by a written instrument, signed by both Parties, to reflect the changes in Scope of Services, price, and schedule.

Client shall have the right to terminate this agreement with sixty (60) days by written notice for or without cause. In the event of such termination, all sums due to Contractor shall be paid in proportion of the work completed. Contractor shall deliver a work product and confidential information (as defined in Article 15) and any other information or documents in possession of Contractor to the Client within seven (7) days of the termination.

ARTICLE 6 – STANDARD OF CARE

- A. Contractor shall perform the services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. The Contractor shall put forth reasonable professional efforts to comply with applicable laws, codes, and regulations in effect as of the date of *[the execution of this Agreement, submission to building authorities, or other appropriate date]*. Changes made necessary by newly enacted laws, codes and regulations after this date shall entitle the Contractor to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.
- B. Following completion of its Services, if the Services provided hereunder do not conform to the applicable Standard of Care, and the same is reported to Contractor by Client in writing promptly after recognition thereof, Contractor shall, at no cost to Client, furnish all remedial services required, to the extent caused by Contractor's negligence therewith as soon as reasonably possible after receipt of such report from Client.

ARTICLE 7 – INDEMNIFICATION

Contractor will, indemnify and hold the Client harmless from, liabilities, costs, expenses (including attorney's fees to the extent recoverable under law) suffered and brought by third-party claims for bodily injury (including death) and damage to tangible property to the extent caused by a negligent act or omission of Contractor, its employees or sub-Contractor. No negligence shall be attributed to Contractor based on acts or omissions of Client's contractor or other Contractors.

ARTICLE 8 – LIMITATION OF LIABILITY

Client shall have no liability to the Contractor for contingent, consequential, or other indirect damages including, without limitation, damages for loss of use, revenue or profit; operating costs; or other similar business interruption losses, however the same may be caused. The limitations and exclusions of liability set forth in this Article shall apply regardless of the fault, breach of contract, tort (including negligence), strict liability. The Parties agree that the limitations and exclusions of liability set forth shall not be interpreted as a form of indemnification.

ARTICLE 9 – INSURANCE

- A. During the term of this Agreement, Contractor shall, as its sole expense, secure and maintain in-force policies of insurance 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.
- B. Contractor shall furnish Client Certificates of Insurance evidencing the insurance coverages required in this Article 9. The certificates shall stipulate that should any of the above insurance policies be cancelled before the termination of this Agreement, the issuing company will endeavor to mail thirty (30) days' written notice to Client.

ARTICLE 10 – RELATIONSHIP OF CONTRACTOR TO CLIENT

The Contractor shall be and shall operate as an independent contractor with respect to the Services performed under this Agreement and shall not be nor operate as an agent, fiduciary or employee of Client. This Agreement is not intended to be one of hiring under the provisions of a Worker's Compensation statute or other law and shall not be so construed. This agreement shall not be construed as an agreement for partnership or joint venture.

ARTICLE 11 – PERSONNEL

Contractor agrees that during Contractor's performance of Services hereunder, adequate provision shall be made to staff and retain the Services of such competent personnel as may be appropriate or necessary for the performance of such Services. Client shall have the right to review the personnel assigned by Contractor, and Contractor shall remove any personnel not acceptable to Client.

Contractor may remove personnel assigned to the project without Client's prior approval, provided the progress of the Services shall not be unreasonably impaired.

Contractor shall upon execution of this document identify an individual who shall serve as the primary contact for the project and to whom any change orders or requests for services or information shall be forwarded.

ARTICLE 12 – OWNERSHIP OF INSTRUMENTS OF SERVICE AND DATA

All materials and information that are the property of Client and all copies or duplications of Services. Contractor may retain one complete set of reproducible copies of all of its Instruments of Service.

ARTICLE 13 – PERMITS AND LICENSES

Contractor represents to Client that it has and will maintain during the performance of the Services under this Agreement any permits or licenses which, under the regulations of Federal, State, or Local governmental authority, are required to maintain to perform the Services.

ARTICLE 14 – ADHERENCE TO LAWS

Contractor shall adhere to Federal, State, and Local laws, rules, regulations, ordinances, and the direction of applicable agencies applicable to performance of the Services hereunder including without limitation, all applicable provisions of Federal, State, and Local law relating to equal employment opportunity and non-discrimination.

ARTICLE 15 – NONDISCLOSURE OF PROPRIETARY AND CONFIDENTIAL MATERIALS

Client and Contractor agree that any disclosure will be made on the following basis:

- A. Confidential Client information (“Primary Data”) disclosed to Contractor which is identified in writing by Client as proprietary to Client shall be: (1) Safeguarded, (2) maintained in confidence, and (3) made available by Contractor only to those of its employees or others who have a need to know and agree to equivalent conditions pertaining to nondisclosures as contained herein.
- B. Upon completion of the project or sooner if Client so requests the Contractor shall return to Client’s representative all primary data furnished to the Contractor under this Agreement and shall if requested deliver to the Client’s representative all drawings, schedules, calculations, and other documents generated by Contractor for use in connection with the project (“Secondary Data”)
- C. Contractor shall not use for itself or to disclose to third parties any primary data or secondary data without the prior written consent of Client.
- D. The nondisclosure obligations pertaining to Primary and Secondary data shall terminate three years from date Contractor’s association with this project terminates. Those closure obligations shall not apply to any data which:

1. Was known to the Contractor (and previously unrestricted) before disclosure of primary data to Contractor under this Agreement or before generation of secondary data;
 2. Is subsequently acquired by the Contractor from a third party who was not in default of any obligation restricting the disclosure of such information; or
 3. Is subsequently available or becomes generally available to the public.
- E. Notwithstanding this non-disclosure obligation, Contractor may nevertheless draw upon its experience in its future association with other Clients.

ARTICLE 16 – CERTIFICATION OR CEILING OF INSTRUMENTS OF SERVICE BY PROFESSIONAL CONTRACTOR

All specifications, drawings, and other engineering documents that are prepared by Contractors shall be sealed by a registered Professional Engineer. Such certifications or seals shall be valid for the state in which the specifications, drawings, or other engineering documents are to be used or applied.

ARTICLE 17 – FORCE MAJEURE

Any delays in or failure of performance by Contractor or Client, other than the payment of money, shall not constitute default hereunder if and to the extent such delays or failures of performance are caused by occurrences beyond the reasonable control of Client or Contractor, as the case may be, including but not limited to, acts of God or the Public Enemy compliance with any other or request of any governmental authority; fires, floods, explosion, accidents; riots, strikes or other concerted acts of Workman, whether direct or indirect, or any causes, whether or not of the same class or kind as those specifically named above, which are not within the reasonable control of Client or Contractor respectively. If any event of force majeure as herein defined occurs, Contractor shall be entitled to a reasonable extension of time for performance of its Services under this Agreement.

ARTICLE 18 – PROJECT DELAY

If the Contractor's Bid calls for provision of its Services under a guaranteed maximum price, fixed fee, or stipulated lump sum bases and the Contractor's work on any phase of the services is extended by one or more forced major events or other delays not to the extent caused by negligence of Contractor, then the guaranteed maximum price, fixed fee, or stipulated lump sum, as the case may be, shall be equitably adjusted.

ARTICLE 19 – [RESERVED]

ARTICLE 20 – GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the state of Georgia.

ARTICLE 21 – ALTERNATE DISPUTE RESOLUTION

- A. Client and Contractor understand and appreciate that their long-term mutual interests will be best served by affecting a rapid and fair resolution of any claims or disputes which may arise out of this Agreement. Therefore, both Parties agree to use their best efforts to resolve all such disputes as rapidly as possible on a fair and equitable basis. Towards this end, both Parties agree to develop and follow a process for presenting, rapidly assessing, and settling claims on a fair and equitable basis.
- B. Any dispute or claim arising under this Agreement cannot be resolved by the project managers for the Parties within thirty (30) days after they identified the problem, the Parties agree that either of them may refer the matter to a panel consisting of one (1) executive from each party not directly involved in the claim or dispute for review on resolution. A copy of the Agreement, agreed upon facts (and areas of disagreement), and coincides summary of the basis for each side's contentions will be provided to both executives who shall review the same, confer, and attempt to reach a mutual resolution of the issue.
- C. If the dispute cannot be resolved under the process set forth in Section B, the Parties may elect to resolve the dispute through non-binding mediation. If mediation is to be utilized, the Parties shall select a single unrelated but qualified Mediator who shall hold a hearing (not to exceed half a day) during which each party shall present its version of the facts (support, if desired, by sworn, written testimony, and other relevant documents), its assessment of damages, and its argument periods. The Parties shall provide the Mediator with copies of all documents provided to their senior executives under Section B at least ten (10) days prior to the scheduled date of the mediation hearing. The Parties may also provide the Mediator with copies of any laws or regulations that they feel are relevant to the dispute. A copy of the Agreement and any disputed purchase orders will be provided to the Mediator. Formal written arguments, legal memorandum, and live testimony are discouraged but may be permitted at the discretion of the Mediator. Both Parties agree to make any involved employees or documents available to the other party for its review and use in preparing its position under this clause without the need for subpoena or other court order.

- D. Following the mediation, the Mediator will meet with both Parties and provide each of them, on a confidential basis, with his/her views of the strengths and weaknesses of their respective positions. The Parties will then reconvene and, with the assistance of the Mediator, attempt to resolve the matter. If the Parties cannot achieve resolution on the day of the mediation hearing or within forty-eight (48) hours thereafter, the Mediator will within fifteen (15) additional days issue a written non-binding decision on the issue.
- E. If the matter has not been resolved utilizing the processes set forth above and the Parties are unwilling to accept the non-binding decision of the Mediator, either or both Parties may elect to pursue resolution through litigation. In the event of any litigation between the Parties, it is agreed and stipulated that the case shall be heard and decided by the court, without a jury.
- F. The costs of the Mediator shall be borne equally by the Parties. Each Party will bear its own cost of mediation.

ARTICLE 22 – ADDITIONAL TERMS AND CONDITIONS

- A. All work shall be completed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. To the extent required by law, all work shall be performed by individuals duly licensed and authorized by law to perform said work.
- B. Contractor may at its discretion engage subcontractors to perform work hereunder provided Contractor shall promptly and fully pay said subcontractor and, in all instances, remain responsible for the proper completion of this contract.
- C. Contractor agrees to carry and pay for all workers compensation, public liability, property damage, unemployment compensation insurance and payroll taxes as required by law. Contractor warrants it is insured for injury to its employees and others working on the project through a worker's compensation policy. Contractor further warrants it maintains a comprehensive liability policy insuring against any damages or claims as a result of the acts of the Contractor or its employees and subcontractors in the amount of one million dollars (\$1,000,000) per occurrence. Contractor shall supply current declaration pages for such insurance at the execution of this Agreement.
- D. Contractor shall at its own expense obtain all permits necessary for the work to be performed.
- E. Contractor shall not be liable for any delay due to circumstances beyond its control including strikes, casualty, or unavailability of materials.

- F. Contractor warrants all work for a period of twelve (12) months following completion and shall replace and/or repair any faulty or defective work or material including trees and plant materials.
- G. Contractor has familiarized itself with the nature and extent of the Agreement, work, locality, and with all local conditions and Federal, State, and Local laws, ordinances, rules, and regulations that in any manner may affect cost, progress, or performance of the work. Contractor is aware that it must be licensed to do business in the State of Georgia.
- H. No assignment by Contractor of any rights under or interests in the Agreement will be binding on the other Party hereto without the written consent of the Party sought to be bound.
- I. The Contractor further represents as follows:

ARTICLE 23 – NOTICES AND/OR COMMUNICATIONS

Notices and or communications to be given under this Agreement shall be in writing and shall be addressed as follows:

To Contractor

Original to: _____

Position: _____

Address: _____

Copy to: _____

Position: _____

Address: _____

To Client

Original to: Len Housley

Position: Public Works Director

Address: 345 Lively Ave.

Norcross, GA 30071

Copy to: Donald Maxwell

Position: Streets and Stormwater Superintendent

Address: 345 Lively Ave.

Norcross, GA 30071

Either party may, by written notice to the other, change their representative or the address to which such notices, certified certificates, or communications are to be sent.

Any notice or communication required in writing here under shall be given by registered, certified, or first-class mail (postage required), TWX, telex, or telecopy addressed to the party at its address set forth above. Communications by TWX, telex, or telecopy shall be confirmed by depositing a copy on the same day with the US post office for transmission by registered, certified, or first-class mail in an envelope properly addressed. The postmark date of notices sent by mail (except for confirmatory notices) shall be the date of notice.

ARTICLE 24 – MISCELLANEOUS

- A. *Waiver.* Waiver by either party of any breach or failure to enforce any of the terms and conditions of this Agreement at any time shall not in any way affect, limits, or waive such Parties' rights thereafter to enforce and compel strict compliance with all the terms and conditions of this Agreement.
- B. *Severability.* Any provision of this Agreement prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remaining provisions of this Agreement.
- C. *Rights and Remedies.* The specific remedies set forth in this Agreement, including but not limited to those remedies with respect to the quality of the services performed by the Contractor here under are the exclusive remedies of the Parties.
- D. *Transfer of Ownership.* client represents that either it is the sole owner of the facilities which are the object of the services or that is authorized to bind and does bind all owners of such facilities to the releases and limitations of liability set forth in this Agreement. client further agrees that any future recipient of any interest in the facilities and the services will be bound by such releases and limitations of liability such that the total aggregate liability of Contractor to client and such recipients shall not exceed the limits of liability set forth in this Agreement.
- E. *Publicity.* Neither of the Parties shall make any press release, news disclosure or other advertising related to the project that includes the name of the other party without first obtaining the written approval of the other party.
- F. *Entirety of Agreement.* This Agreement constitutes the entire Agreement between the Parties with respect to the subject matter hereof and supersedes all prior negotiations and discussions concerning the subject matter hereof.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement to be effective as of the date first written above.

Contractor

(Signature)

(Printed name)

(Title)

(DATE)

Client (City of Norcross)

Craig Newton, Mayor
(Signature)

Craig Newton, Mayor
(Printed name)

Attest:

Monique Phillip, City Clerk

(DATE)

(SEAL)

APPENDIX A – SCOPE OF SERVICES FOR 2026 Road Resurfacing

APPENDIX A – SCOPE OF SERVICES FOR 2026 ROAD RESURFACING

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 insulation of pavement striping and markings as directed. The project also addresses Bolton Circle for full depth reclamation. Please refer to exhibits attached. The scope includes 19 roads within city limits, listed below.

PROJECT SCOPE

STREET NO.	STREET NAME	LINEAR FEET
1	Bolton Circle*	2,261.6
2	Price Place Northwest*	2,059.9
3	Unity Drive*	1,403.6
4	Financial Drive Northwest*	2,005.6
5	South Cemetery Street*	3,539.2
6	Magnolia Street	264.9
7	Summerour Street	1512.8
8	Ruth Street Northwest	610.1
9	Buchanan Street Northwest	1100.0
10	Georgetown Park Drive	1117.8
11	Dogwood Circle	2480.0
12	Hunt Street Northwest	378.2
13	Norcross Glen Trace	858.6
14	Bishops Crossing Northwest	438.9
15	Doc's Creek Court	294.3
16	Carroll Court	1862.8
17	Freeman Circle	206.4
18	Wexford Drive	2263.9
19	Lawrenceville Street Northwest	4277.6

Roads marked with an asterisk (*) represent commercial roads.

SPECIFICATIONS

- 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. Patching shall include 4" depth milling down to existing subgrade and compacted subgrade, 4" of 19mm Superpave.
- D. The pavement to be placed after milling the existing wearing course is 1.5" 9.5 mm Superpave asphalt on residential streets (streets #6-19), and 1.5" 12.5mm Superpave surface course on commercial (streets #1-5)
- E. Striping shall be required for the commercial streets.
- F. 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.
- G. 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.
- H. Roll curb shall be per Gwinnett County Detail 607.
- I. 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.
- J. 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.
- K. Structures shall be adjusted within 10 days after the road is resurfaced.
- L. The existing pavement will be removed a minimum of 9" outside of the most exterior points of the structures.

- M. Concrete Collars are to be installed on all valves and manholes per Gwinnett County Standard 502.
- N. Structures will be adjusted to pavement grade using bricks, shims, or other non-organic material.
- O. 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.
- P. 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.
- Q. 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.
- R. The contractor will give the City at least 24 hours' notice as to the locations to be adjusted to allow for inspection scheduling.
- S. The City reserves the right to adjust any structures using in-house labor as deemed practicable.
- T. 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.

APPENDIX B – COMPENSATION FOR 2026 Road Resurfacing

APPENDIX C
ITB PW 26-08
REVISED BID FORM

PAY ITEM	DESCRIPTION	STREET NO.	UNIT	QUANTITY	UNIT COST	TOTAL COST
1	Milling: 1.5 Inch Depth	2-19	SY	72,000	\$ 1.00	\$ 72,000.00
2	Patching: 19MM Superpave 3" Depth	2-19	Tons	3,213	\$ 125.00	\$ 401,625.00
3	Inlay Asphalt: (1.5" 12.5 MM Superpave) Commercial Streets	2-5	Tons	2,008	\$ 123.50	\$ 247,988.00
4	Inlay Asphalt: (1.5" 9.5 MM Super Pave) Residential Streets	6-19	Tons	3,633	\$ 127.50	\$ 463,207.50
Pay Items 5-10: Bolton Circle Full Depth Reclamation						
5	Milling 6 Inch Depth	1	SY	6,032	\$ 2.50	\$ 15,080.00
6	10 Inch Soil Cement Stabilization	1	SY	6032	\$ 7.00	\$ 42,224.00
7	3 Inch 25mm Superpave	1	Tons	1014	\$ 113.50	\$ 115,089.00
8	2 Inch 19mm Superpave	1	Tons	676	\$ 115.50	\$ 78,078.00
9	Inlay Asphalt 1.5 Inch 12.5 MM Superpave	1	Tons	507	\$ 123.50	\$ 62,614.50
10	Portland Cement (60lb per SY)	1	Tons	180	\$ 220.00	\$ 39,600.00
11	Thermoplastic Solid 24 Inch (Stop Bar)	1-19	Each	29	\$ 125.00	\$ 3,625.00
12	Thermoplastic Crosswalk	1-19	Each	11	\$ 600.00	\$ 6,600.00
13	Manhole Adjustments	1-19	Each	94	\$ 650.00	\$ 61,100.00
14	Valve Adjustments	1-19	Each	6	\$ 650.00	\$ 3,900.00
15	Stripping	1-19	L/F	8000	\$ 1.75	\$ 14,000.00
16	Speed Table	1-19	Each	2	\$ 4,500.00	\$ 9,000.00
17	Lettering for School	1-19	Each	2	\$ 200.00	\$ 400.00
18	Direction Arrows	1-19	Each	23	\$ 100.00	\$ 2,300.00
19	Parking Spaces	1-19	Each	34	\$ 55.00	\$ 1,870.00
20	Crack Sealing	1-19	C/L Miles	5.4	\$ 6,200.00	\$ 33,480.00
21	Mobilization	1-19	Lump Sum	1	\$ 51,000.00	\$ 51,000.00
22	Traffic Control	1-19	Lump Sum	1	\$ 58,415.00	\$ 58,415.00
23	Traffic Loops (6' x 6')	1-19	Each	4	\$ 1,250.00	\$ 5,000.00
24	Traffic Loops (6' x 40')	1-19	Each	4	\$ 2,150.00	\$ 8,600.00
TOTAL PROJECT COST (SUM OF ALL ITEMS)					\$	1,796,796.00



K.B.

BIDDER, in compliance with the Invitation to Bid associated with 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: DCBC LLC

Authorized Representative: *Krishna* Krishna Bhanderi

Firm Address: 255 Gateway Dr, Suite 300, Bethlehem, GA 30620



K.B.

**** Appendices A & B are extracted from the firm's Bid***



Department of Public Works
345 Lively Avenue, Norcross GA 30071
Office: 678-421-2069 Fax: 770-255-2335
www.norcrossga.net

Bid Tabulation
2026 ROAD RESURFACING
ITB PW 26-o8
JUNE 10, 2026, 11:00AM

Company Name	Bid Amount
Summit Construction & Development, LLC	\$2,412,498.08
DCBC LLC	\$1,796,796.00
Shepco Paving, Inc.	\$2,913,592.57
Allied Paving Contractors Inc.	\$2,038,705.95
Atlanta Paving & Concrete Construction, Inc.	\$2,245,004.32
MHB Paving Inc.	\$2,345,678.90
The Dickerson Group, Inc.	\$4,627,830.56
CW Matthews Contracting Co., Inc.	\$2,172,230.55
East Coast Grading, Inc.	\$2,070,990.76
Vertical Earth Inc.	\$2,093,781.71
Georgia Paving	\$2,260,094.39
Blount Construction Company, Inc.	\$1,930,166.18

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



City of Norcross
Department of Public Works

INVITATION TO BID
2026 ROAD RESURFACING
ITB PW 26-08

City of Norcross

Department of Public Works

INVITATION TO BID 2026 ROAD RESURFACING ITB PW 26-08

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 2026 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.

INSTRUCTIONS:

The bid package should be clearly marked “**ITB PW 26-08– 2026 ROAD RESURFACING**” on its face and submitted by **11:00 a.m. on June 10, 2026**, to the address below. Please submit two printed copies and one electronic copy (USB) of your ITB package to:

Charlene Marsh
Procurement & Capital Projects Manager
City of Norcross Public Works Department
345 Lively Avenue
Norcross, GA 30071

Both printed and electronic copies must contain the same information. Return address must be clearly marked on the outside of the bid packet.

There will be an optional, highly recommended, pre-bid meeting on **May 27, 2026**, at **11:00 a.m.** at the Norcross Public Works Department, located at 345 Lively Avenue Norcross, GA 30071

Please submit questions/requests via **e-mail only** to procurement@norcrossga.net by **5:00 p.m. on June 1, 2026**. Questions and answers will be posted in an addendum on the [City Website](#).

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 deadline. Requests for withdrawals must be submitted in writing. All bids shall remain firm for 90 days after the submission deadline.

We appreciate your interest in the City of Norcross!

TITLE VI/NON-DISCRIMINATION NOTIFICATION

The City of Norcross, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

1.0 **INTRODUCTION & PROJECT DESCRIPTION**

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 19 roads are displayed in the maps included as Appendix A.

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 insulation of pavement striping and markings as directed. The project also addresses Bolton Circle for full depth reclamation. Please refer to exhibits attached. The scope includes 19 roads within city limits, listed below.

1.1 **PROJECT SCOPE**

STREET NO.	STREET NAME	LINEAR FEET
1	Bolton Circle*	2,261.6
2	Price Place Northwest*	2,059.9
3	Unity Drive*	1,403.6
4	Financial Drive Northwest*	2,005.6
5	South Cemetery Street*	3,539.2
6	Magnolia Street	264.9
7	Summerour Street	1512.8
8	Ruth Street Northwest	610.1
9	Buchanan Street Northwest	1100.0
10	Georgetown Park Drive	1117.8
11	Dogwood Circle	2480.0
12	Hunt Street Northwest	378.2
13	Norcross Glen Trace	858.6
14	Bishops Crossing Northwest	438.9
15	Doc's Creek Court	294.3
16	Carroll Court	1862.8
17	Freeman Circle	206.4
18	Wexford Drive	2263.9
19	Lawrenceville Street Northwest	4277.6

Roads marked with an asterisk (*) represent commercial roads.

1.2 SCHEDULE OF EVENTS

Event	Date and Time
Release of ITB	May 11, 2026, 12:00 p.m.
Pre-Bid Meeting (In-Person)	May 27, 2026, 11:00 a.m.
Deadline for Written Questions	June 1, 2026, 5:00 p.m.
Bids Due	June 10, 2026, 11:00 a.m.
Contract Award	July 2026
Issuance of NTP	July 2026

1.3 SPECIFICATIONS

- 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. Patching shall include 4” depth milling down to existing subgrade and compacted subgrade, 3” of 19mm Superpave.
- D. The pavement to be placed after milling the existing wearing course is 1.5” 9.5 mm Superpave asphalt on residential streets (streets #6-19), and 1.5” 12.5mm Superpave surface course on commercial (streets #1-5)
- E. Striping shall be required for the commercial streets.
- F. 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.
- G. 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.

- H. Roll curb shall be per Gwinnett County Detail 607.
- I. 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.
- J. 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.
- K. Structures shall be adjusted within 10 days after the road is resurfaced.
- L. The existing pavement will be removed a minimum of 9" outside of the most exterior points of the structures.
- M. Concrete Collars are to be installed on all valves and manholes per Gwinnett County Standard 502.
- N. Structures will be adjusted to pavement grade using bricks, shims, or other non-organic material.
- O. 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.
- P. 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.
- Q. The unit prices bid for Manhole adjustment and Water 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.
- R. The contractor will give the City at least 24 hours' notice as to the locations to be adjusted to allow for inspection scheduling.
- S. The City reserves the right to adjust any structures using in-house labor as deemed practicable.
- T. 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.

1.4 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.

1.5 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 in amount equal to five percent (5%) of the estimated cost
6. Certificate of Liability Insurance
7. E-Verify Contractor & SAVE Affidavits

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. Question

3. Citation of relevant section of the ITB

2.0 REQUIREMENT

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.

2.1.1.3 During the term of the agreement, Contractor shall, as its sole expense, secure and maintain in-force policies of insurance 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 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.

2.1.1.4 Contractor shall furnish Client Certificates of Insurance evidencing the insurance coverages required. The certificates shall stipulate that should any of the above insurance policies be cancelled before the termination of this agreement, the issuing company will endeavor to mail thirty (30) days' written notice to Client

2.2 GUARANTEE TO ACCOMPANY BID

2.2.1 If the bid amount is greater than \$100,000.00, 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.

- 2.6.2** 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.

- 2.6.3 Businesses with a current and valid City of Norcross Business License that respond to an invitation to bid shall receive a ‘local firm’ credit toward their evaluation. The local firm credit shall be defined as a 5-point increase in scoring, on a scale of 100 scoring scale, on a qualifications-based evaluation. For a price-based bid selection, the local firm shall get 5% credit toward the bid for the purpose of award. Businesses with a valid business license within the boundaries of Gwinnett County or another Gwinnett County city will receive a 2.5-point increase in scoring, on a scale of 100 scoring scale, and on a qualifications-based evaluation. For a price-based bid selection, the local business shall get a 2.5% credit toward the bid for the purpose of award.
- 2.6.4 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.
- 2.6.5 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**.
- 2.6.6 If the contract amount is greater than \$100,000.00, 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. Bonds given shall meet the requirements as 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 as specified in the ITB Checklist.

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.

2.14.3 Liquidated Damages: In the event of any delay which is not the fault or responsibility of the Contractor or any supplier to the Contractor, the Contractor is entitled to additional days for performance of this Contract. Contractor shall not be entitled to any additional money for any delay which they encounter. The Contractor's sole remedy shall be to obtain an extension of time from the Owner within which this Contract is to be performed. Under no circumstances shall the Contractor be entitled to assert any claim of entitlement against the Owner for actual or consequential damages resulting from delays. In conformity with the "time is of the essence" provisions of this contract, the amount of liquidated damages for this contract shall be in the amount of \$300 per workday for every day the contract is not completed after 90 days from the time of the Notice to Proceed.

2.15 MISCELLANEOUS PROVISIONS

(May not be applicable to this ITB)

2.15.1 Permits

No permits are anticipated for this project.

2.15.2 Work Hours

Monday through Friday 8:00am to 8:00 pm.

2.15.3 Detour/Closures

All road closures and detours shall be approved by the Norcross Department of Public Works, Utilities and Parks.

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 Stormwater and Roads 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 26-08
MAPS



5/7/2026 5:39:55 PM

Bolton Circle

Start Beaver Ruin Road End Beaver Ruin Road

0 50 100
ft

ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.



Gwinnett

5/7/2026 5:22:03 PM

Price Place

Start Mitchell Road end Beaver Ruin Road



ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.



5/7/2026 5:33:36 PM

Unity Drive

Start Goshen Prings Road End Cuddy Sack

0 50 100
ft

ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.



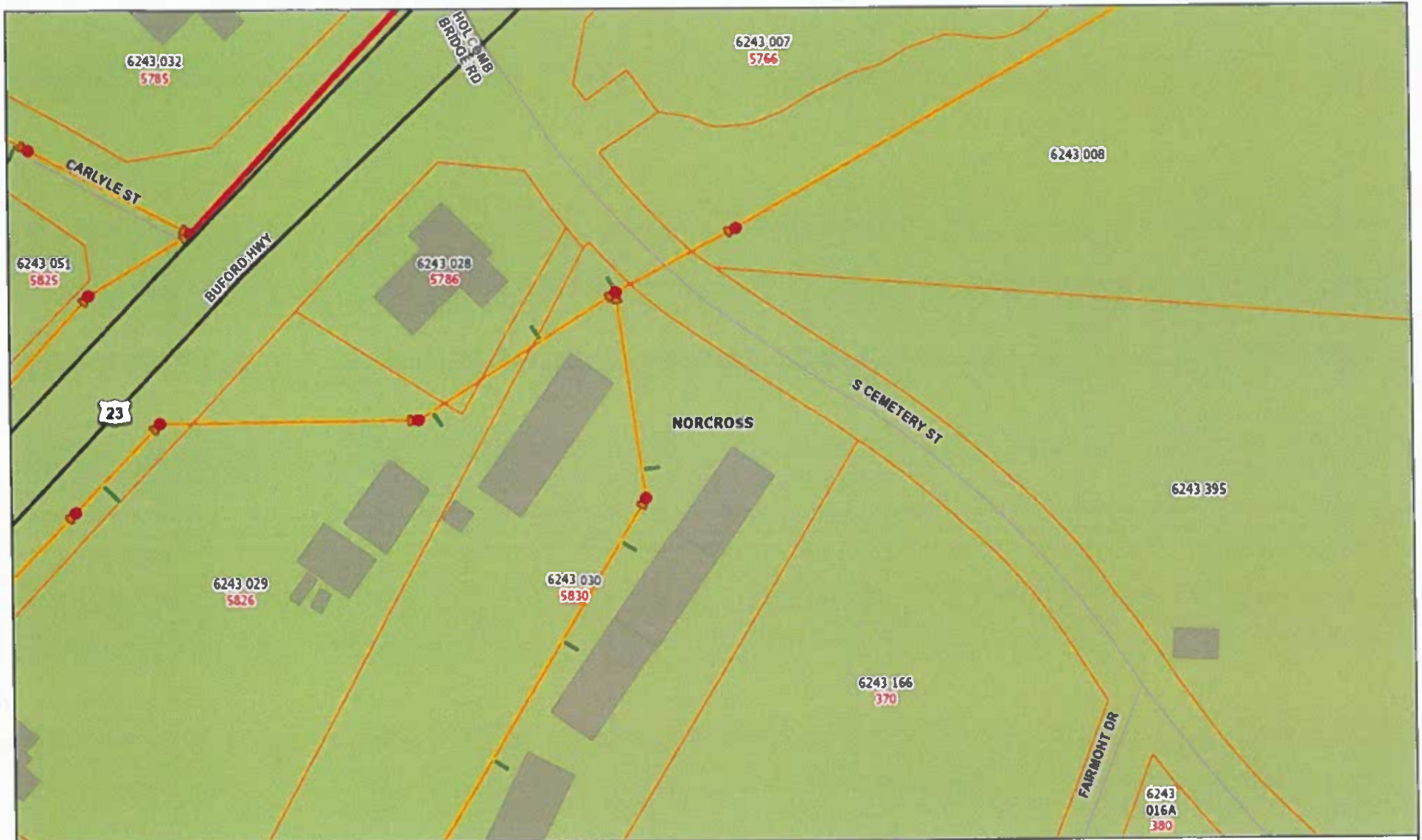
5/7/2026 5:29:14 PM

Financial Drive

Start Brookhollow Parkway end Jimmy Carter BLVD.

0 100 200
ft

ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.



5/7/2026 7:34:54 PM

South Cemetery Street

Start Buford Hwy End at end of Road

0 45 90
ft

ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.



5/7/2026 4:14:45 PM

Magnolia Street

Start Carlyle Street end Holcomb Bridge Road

0 45 90
ft

ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.



Gwinnett

5/7/2026 4:41:31 PM

Summerour Street

Start Price Place end Lawrenceville Street



ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.



5/7/2026 3:29:22 PM

Ruth Street

Start Holcomb Bridge Road End Lake Drive



ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.

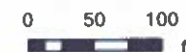


Gwinnett

5/7/2026 7:38:59 PM

Buchanan Street

Start Barton Street end Park Drive



ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.



5/7/2026 3:38:24 PM

Georgetown Park Drive

Start Hunter Street End Turn round Cuddy Sack

0 50 100
ft

ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.



5/7/2026 3:50:45 PM

Dogwood Circle

Start Dogwood Walk Lane End cuddy sack

0 100 200
ft

ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.



5/7/2025 4:31:24 PM

Hunt Street

Start Lawrenceville Street end of road

0 50 100
ft

ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.



5/7/2026 4:56:00 PM

Norcross Glen Trace

Start Hunter Street end Hunter Street



ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.



5/7/2026 3:56:48 PM

Bishops Crossing Northwest

Start North Peachtree Street end Carroll Court

0 45 90
ft

ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.



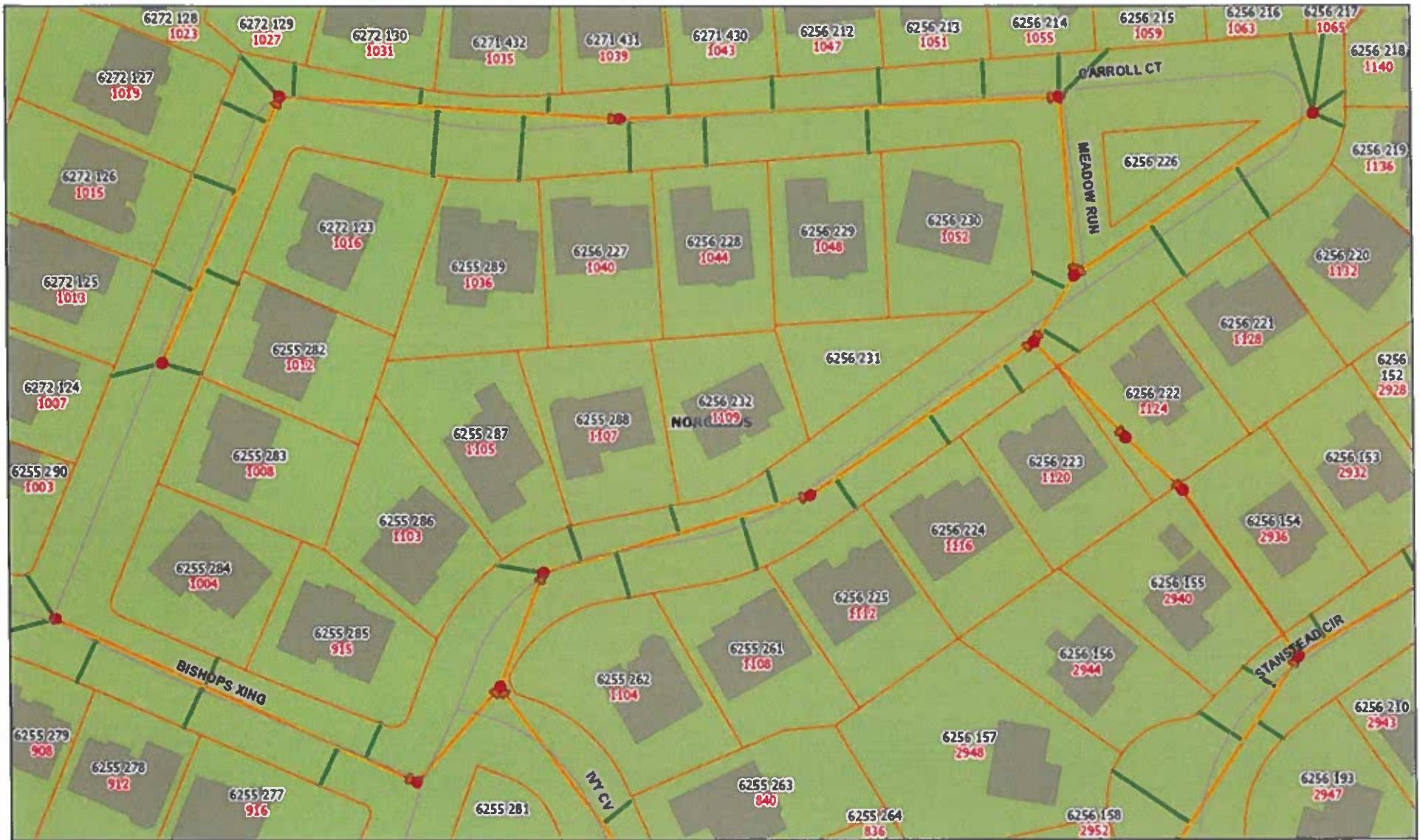
5/7/2026 4:07:12 PM

Docs Creek Court

Start Sunset Drive end Cuddy Sack

0 45 90
ft

ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.



5/7/2026 4:00:42 PM

Carroll Court

Start Bishops Crossing end Ivy Cove



ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.



5/7/2026 4:10:39 PM

Freeman Circle

Start Sunset Hills Drive end Cuddy Sack

0 45 90
ft

ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.



5/7/2026 4:36:33 PM

Wexford Drive

Start Beaver Ruin Road End Cuddy Sack

0 50 100
ft

ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.



5/7/2026 4:25:38 PM

Lawrenceville Street

Start Jones Street end Buford Hwy

0 100 200
ft

ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.

APPENDIX B
ITB PW 26-08
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 proposed project personnel with job titles, responsibilities, and years of experience as they relate to the requirements of this bid document.

Experience:

- e. Attach a list of 3-5 similar projects completed in the last 5 five years.
- f. Contracts on hand (schedule – showing gross amount of each contract and the approximate anticipated dates of completion).
- g. Contracts recently executed with similar governmental clients and similar scopes of work (including gross amount of each contract and the approximate dates of completion)
- h. Have you ever failed to complete any work awarded to you, if so, where, and why?
- i. Have you ever defaulted on a Contract, if so, where, and why?
- j. Have you ever failed to complete a project in the time allotment according to the Contract documents, if so, where, and why?
- k. How long do you warrant a project?
- l. Does your professional liability insurance coverage extend past the completion date and warrant of any project? If yes, for how long?

Approach:

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

APPENDIX C
ITB PW 26-08
BID FORM

This form is mandatory, and must be included in the bid packet:

APPENDIX C

ITB PW 26-08

BID FORM

PAY ITEM	DESCRIPTION	STREET NO.	UNIT	QUANTITY	UNIT COST	TOTAL COST
1	Milling: 1.5 Inch Depth	2-19	SY	72,000	\$	\$
2	Patching: 19MM Superpave 3" Depth	2-19	Tons	3,213	\$	\$
3	Inlay Asphalt: (1.5" 12.5 MM Superpave) Commercial Streets	2-5	Tons	2,008	\$	\$
4	Inlay Asphalt: (1.5" 9.5 MM Super Pave) Residential Streets	6-19	Tons	3,633	\$	\$
Pay Items 5-9: Bolton Circle Full Depth Reclamation						
5	Milling 6 Inch Depth	1	SY	6,032	\$	\$
6	10 Inch Soil Cement Stabilization	1	SY	6032	\$	\$
7	2 Inch 25mm Superpave	1	Tons	676	\$	\$
8	2 Inch 19mm Superpave	1	Tons	676	\$	\$
9	Inlay Asphalt 1.5 Inch 12.5 MM Superpave	1	Tons	507	\$	\$
10	Thermoplastic Solid 24 Inch (Stop Bar)	1-19	Each	29	\$	\$
11	Thermoplastic Crosswalk	1-19	Each	11	\$	\$
12	Manhole Adjustments	1-19	Each	94	\$	\$
13	Valve Adjustments	1-19	Each	6	\$	\$
14	Stripping	1-19	L/F	8000	\$	\$
15	Speed Table	1-19	Each	2	\$	\$
16	Lettering for School	1-19	Each	2	\$	\$
17	Direction Arrows	1-19	Each	23	\$	\$
18	Parking Spaces	1-19	Each	34	\$	\$
19	Crack Sealing	1-19	C/L Miles	5.4	\$	\$
20	Mobilization	1-19	Lump Sum	1	\$	\$
21	Traffic Control	1-19	Lump Sum	1	\$	\$
22	Traffic Loops	1-19	Each	4	\$	\$
TOTAL PROJECT COST (SUM OF ALL ITEMS)					\$	

BIDDER, in compliance with the Request for Proposals associated with 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 D

ITB PW 26-08

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 26-08
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 F
ITB PW 26-08
PACKET CHECKLIST

Submission of this appendix is not required. The checklist is provided to assist submitters in ensuring that submissions are responsive.

- ✓ Statement of Qualifications and Equipment
- ✓ References Form *or* 3 Letters of Reference
- ✓ Acknowledgement of Addenda Form
- ✓ Bid Form (Sealed in Separate Envelope)
- ✓ Bid Bond in amount equal to five percent (5%) of the estimated cost
- ✓ Certificate of Liability Insurance
- ✓ E-Verify Contractor Affidavit
- ✓ SAVE Public Benefit Affidavit
 - *A copy of a secure and verifiable document must be submitted as well. See document titled “Secure and Verifiable Documents” in supplemental documents section for examples.*
- ✓ Two Paper Copies and One USB Copy



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

Agenda Report

To: Mayor and Council

From: Len Housley, Director of Public Works

Meeting Date: June 15, 2026 – Policy Work Session

Item No.: 2026-211

Title: Council Member Nominee to serve on the Safe Streets for All (SS4A) Steering Committee

CC: Eric Johnson, City Manager

Recommendation

Nominate and approve a Council member to serve on the SS4A Steering Committee.

Background

We have just begun our Safe Streets for All (SS4A) study that was recently awarded to Kimley-Horn. They have done several SS4A studies for other Cities and Counties. One of the best practices followed by Kimley-Horn, and highly recommended by the Federal Highway Administration (FHWA), is to establish the SS4A Quarterly Steering Committee. They recommend at least one representative from the Council.

Kimley-Horn has provided further recommendations for membership to this steering committee, which are provided in the attachment.

This is to be a 12-month process, and expect no more than 4 meetings. According to the U.S. Department of Transportation, a successful comprehensive safety action plan includes the following seven key components: Leadership commitment & goal setting, Planning Structure, Safety Analysis, Engagement and Collaboration, Policy and Process Changes, Strategy and Project Selections, Progress and Transparency.

Financial Impact

\$310,000 SPLOST (\$62,000 city match; \$248,000 grant funding from U.S. DOT SS4A program)

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

Goal 3: Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment

- Policy 3-1: Promote safe and efficient transportation for pedestrians, cyclists, transit riders, and drivers
- Policy 3-3: Coordinate transportation improvements with existing and planned development
- Policy 3-7: Create pedestrian-friendly streetscapes through public investment, zoning regulations and design guidelines)

Attachments

- SS4A Recommended Membership List

SS4A Steering Committee Members-Norcross

Function	Organization	Name	Email
Councilmember	City of Norcross		
City Manager	City of Norcross	Eric Johnson	eric.johnson@norcrossga.net
Assistnt City Manager	City of Norcross	Tracy Rye-Chapman	tracy.rye-chapman@norcrossga.net
Director of Public Works	City of Norcross	Len Housley	len.housley@norcrossga.net
Procurement-Contracting	City of Norcross	Charlene Marsh	charlene.marsh@norcrossga.net
Roads and Stormwater Superintendent	City of Norcross	Donnie Maxwell	donald.maxwell@norcrossga.net
City Engineer	City of Norcross	Amir Mahfoozpour	amir.mahfoozpour@norcrossga.net
Police Chief or Delegate	City of Norcross	Captain Ken Ferguson	kferguson@norcrosspd.com
PD Traffic	City of Norcross	Sgt Benny Pena	benny.pena@norcrosspd.com
Community Development & Planning Director or Representative	City of Norcross	Helen Balch	helen.balch@norcrossga.net
Downtown Manager	City of Norcross	Stephanie Newton	stephanie.newton@norcrossga.net
Director of Finance or Representative	City of Norcross	Jon Robinson	jon.robinson@norcrossga.net
Gwinnett County Fire & Emergency Services Representative	Gwinnett County	Matthew Phillips	matthew.phillips@gwinnettcountry.com
Gwinnett Schools	Gwinnett BOE	Scott Schunk	scott.schunk@gcpsk12.org
Brookhaven Innovation Academy (BIA) Norcross	BIA Norcross	Jennifer Bradley	jbradley@biaschool.org
Engaged Community Member	City of Norcross	Scott Leslie	dscottleslie@gmail.com
Gwinnett County DOT Representative	Gwinnett County	Jerry Oberholtzer	jerry.oberholtzer@gwinnettcountry.com
GDOT Representative	GDOT	Andrew Cline	acline@dot.ga.gov
ARC Representative	ARC	Bennett Foster	bfoster@atlantaregional.org
Norfolk Southern RR	NFS RR	Conner Poe	conner.poe@nscorp.com
Norfolk Southern RR	NFS RR	Will Miller	william.miller@nscorp.com