

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Monday, August 10, 2026

6:30 PM

Council Chambers

Regular Council Meeting

Mayor Craig Newton

Mayor Pro Tem Bruce Gaynor

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Livestream Here:

<https://norcrossga.portal.civicclerk.com/event/748/media>

<https://youtube.com/live/zCcuCLd9jv0?feature=share>

A. Call to Order by Mayor Craig Newton

PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES

B. Invocation**C. Pledge of Allegiance to the Flag of the United States of America****D. Roll Call (recorded)****E. Presentation of Previous Meeting Minutes for Acceptance****1. 2026-289: Approval of Previous Meeting Minutes**

Attachments:

1. Mayor and Council – Regular Council Meeting Minutes - 07-06-2026
2. Mayor and Council – Policy Work Session Minutes - 08-03-2026

F. Set Agenda As Presented for Scheduled Meeting**G. Ceremonial Presentations, Recognitions, and Swearing-in Ceremonies****1. 2026-290: A Proclamation Honoring the Life and Legacy of Councilmember Marshall Cheek**

Attachments:

1. PRO MARSHALL CHEEK

H. Floor Open to Citizens Desiring to Address the Governing Authority**a. Comments by Citizens****b. Comments by Council****c. Comments by City Manager****I. Public Hearings****1. 2026-249: Approval of 2026 Property Tax Millage Rate**

Approval to set the Property Tax Millage Rate for tax year 2026 at 6.249 mills.

Attachments:

1. Agenda Report - Millage Rate for Tax Year 2026
2. City of Norcross - Millage Rate History
3. Five-Year Tax History 2026
4. Resolution to Set the Millage Rate for Tax Year 2026

2. 2026-215: Approval of Fiscal Year 2027 Budget

Approval & Adoption of the FY27 Recommended Budget.

Attachments:

1. Agenda Report - Approval and Adoption of FY2027 Budget
2. FY27 Budget Presentation
3. FY27 Budget-at-a-Glance
4. [FY2027 RECOMMENDED BUDGET 3rd Draft](#)
5. Resolution to Adopt the FY2026-2027 Budget

3. 2026-232: Official Zoning Map Adoption

Adopt the Official Zoning Map to incorporate recently approved rezoning cases.

Attachments:

1. Agenda Report - Official Zoning Map
2. Official Zoning Map_2026
3. Zoning Map Guide for Council

J. Reports of the Mayor and Councilmembers**a. General Announcements****AUGUST CALENDAR OF EVENTS****Day Of Play**

Tuesday, August 11 | 5:00 - 6:00 p.m. | Lillian Webb Park

Summer Concert Series: The C.O.T. Band

Friday, August 14 | 7:30 - 9:30 p.m. | Thrasher Park

Coffee With Council

Saturday, August 22 | 8:00 a.m. | 45 South Café

Policy Work Session

Monday, August 24 | 6:30 p.m. | City Hall, 2nd Floor Conference Room

Cookout With Council

Saturday, August 22 | 11:00 a.m. - 2:00 p.m. | 6025 Buford Hwy.

Jazz In The Alley: The Red Sample

Saturday, August 22 | 7:30 - 9:30 p.m. | Thrasher Park

Movie Monday: Song Sung Blue

Monday, August 24 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Summer Concert Series: Macon Music Revue

Friday, August 28 | 7:30 - 9:30 p.m. | Thrasher Park

Public Safety Building Ribbon Cutting

Tuesday, September 1 | 12:00 p.m. | 6025 Buford Hwy

Labor Day Observance

Monday, September 7 | Sanitation & Recycling Will Be Delayed

Day Of Play

Tuesday, September 8 | 4:00 - 5:30 p.m. | Lillian Webb Park

K. Board Appointments

No appointments or reappointments are scheduled for consideration at this meeting.

L. Consent Agenda

- 1. 2026-231: Preliminary Plat 2026-002 (Hunt St. and Beutell St.)**
Recommend approval of the preliminary plat for the Foundry subdivision.
Attachments:
 1. Agenda Report - Approval of the Foundry Subdivision
 2. 1. PP2026-002
- 2. 2026-253: Adoption of FY 2027 Solid Waste Fees**
Adopt a 4.7 percent increase in residential and commercial solid waste collection fees, effective September 1, 2026, consistent with the City's increased cost under a five-year contract with Waste Management.
Attachments:
 1. Agenda Report - FY2027 Solid Waste Fees
 2. 2026 Consumer Price Adjustment Letter
- 3. 2026-259: FY2026 Year End Budget Adjustments**
Approval & Adoption of the FY27 Recommended Budget.
Attachments:
 1. Agenda Report - FY2026 Year End Budget Adjustments
 2. Budget Amendment Item 26-08032026
- 4. 2026-254: Authorized Positions for FY27**
Approve a Resolution Establishing the Authorized Positions for Fiscal Year 2027.
Attachments:
 1. Agenda Report - Authorized Positions FY27
 2. FY27 Authorized Positions Resolution
 3. FY27 PD Personnel Changes
 4. FY Estimate of Benefits Update 8.5.2026
 5. PD FY27 Org Chart
- 5. 2026-264: Resolution on Demolition of Structures Built before 1950 Moratorium**
Approve a resolution imposing a moratorium on the demolition of structures built before 1950 until February 1, 2027.
Attachments:
 1. Agenda Report - Resolution on Demolition of Structures Built before 1950 Moratorium
 2. Amended Proposed Resolution
- 6. 2026-256: On-Call Contractor Awards for Utility Services**
Approve award of contracts for on-call utility services for overhead, underground, and

tree trimming electric utility services.

Attachments:

1. Agenda Report - On-Call Contractor Awards for Utility Services
2. [City of Norcross and Pike Electric](#)
3. [City of Norcross and PowerGrid Distribution Services, LLC](#)
4. [City of Norcross and ProSource Utility Contractor](#)
5. [City of Norcross and U-Tec](#)
6. [City of Norcross and Over & Under Utility Services](#)
7. [City of Norcross and Trees Unlimited](#)
8. [ECG Distribution Line Crews Bid Results 2026](#)
9. [ECG Tree Trimming RFP 25-27 Updated](#)

7. 2026-261: Public Safety Building GMP Change Order

Approve a change order to the GMP in the amount of \$119,602.00 for software/hardware in the new building's Real Time Crime Center (RTCC).

Attachments:

1. Agenda Item - Public Safety Building GMP Change Order for RTCC
2. GMP change order with Reeves Young

8. 2026-260: Change Order to Contract with Kimley-Horn for Consulting Services Related to the Comprehensive Plan and Buford Highway Master Plan

Approve change order to the contract with Kimley-Horn for consulting services related to the Comprehensive Plan and Buford Highway Master Plan.

Attachments:

1. Agenda Report - Kimley Horn Contract Amendments
2. Comprehensive Plan – Amendment 1
3. Buford Highway Master Plan Update – Amendment 1

9. 2026-252: Cybersecurity Assessment

Approve the selection of CyberElite Corporation to conduct a cybersecurity assessment that aligns with cybersecurity compliance and governance services for the City of Norcross.

Attachments:

1. Agenda Report - IT Department Cybersecurity Assessment
2. Cybersecurity Assessment, Compliance, & Governance Services RFP 26-10
3. [CON Agreement - CyberElite Corporation](#)
4. [CyberElite Corporation Proposal](#)
5. RFP IT 26-10 Evaluation Summary

10. 2026-265: Request for Approval of Award of Contract to CityData.ai for Mobile Data Analytics Services

Approval of award of contract to CityData.ai for mobile data analytics services.

Attachments:

1. Agenda Report - Data Analytics RFP Evaluation
2. RFP 26-07 EVALUATION SUMMARY
3. Appendix C COST PROPOSAL FORM
4. [City Data.ai](#)

11. 2026-257: Additional Park Swing Benches for Thrasher Park

Approve two additional park swing benches for Thrasher Park.

Attachments:

1. Agenda Report -Additional Park Swing Benches for Thrasher Park

2. Cost Estimate for Bench Swings
3. Bench Design

12. 2026-263: Resolution Calling for a Special Municipal Election to Fill the Unexpired City Council Term Formerly Held by Marshall Cheek

Approve a Resolution Calling for a Special Municipal Election to be held on Tuesday, November 3, 2026, to fill the unexpired city council term formerly held by Council Member Marshall Cheek.

Attachments:

1. Agenda Report - Resolution Calling for a Special Municipal Election
2. Resolution Calling for a Special Municipal Election 2026

13. 2026-258: Resolution Rescheduling Policy Work Session and Regular Council Meeting

Authorize the execution of a resolution rescheduling the Policy Work Session and the Regular Council Meeting to August 3, 2026, and August 10, 2026, respectively.

Attachments:

1. Agenda Report - Resolution Council Meeting Reschedule
2. Resolution Rescheduled Meetings (5323228.1)

14. 2026-280: Replacement of Livestream Audio/Video Appliance

Approve the procurement of the Livestream Studio HD550 4K Live Production Switcher to replace the current Livestream Studio HD Production Switcher.

Attachments:

1. Agenda Report - Livestream Studio HD51 appliance TR
2. B&H Livestream Studio HD550 4K Live Production Switcher Quote
3. Nextcomputing Livestream Studio HD550 4K Live Production Switcher Quote
4. City of Norcross AVi-SPL Phase One Recommendation 7 28 2026
5. RFP IT 26-10 Evaluation Summary - 7.16.26
6. Budget Amendment Item 26-2026-208 Replacement of Livestream AV Appliance

M. Items for Discussion

N. Adjourn in memory of

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

P. Signed by _____ Mayor Craig Newton

Q. Attest _____ Monique Philip, City Clerk

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Monday, July 6, 2026

6:30 PM

Council Chambers

Regular Council Meeting

Mayor Craig Newton

Mayor Pro Tem Bruce Gaynor

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Recording:

[RCM Audio/Video 07-06-2026 - Zoom](#)

A. Call to Order by Mayor Craig Newton

PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES

The meeting was called to order by Mayor Newton at 6:33 pm.

B. Invocation**C. Pledge of Allegiance to the Flag of the United States of America****D. Roll Call (recorded)**

Attendee Name	Title	Status	Arrived
Craig Newton	Mayor	Present	
Bruce Gaynor	Mayor Pro Tem	Remote	
Andrew Hixson	Councilmember	Present	
Josh Bare	Councilmember	Present	
Matt Myers	Councilmember	Present	

E. Presentation of Previous Meeting Minutes for Acceptance**1. 2026-238: Approval of Previous Meeting Minutes**

A motion to approve the June 1, Mayor and Council – Special Called Meeting and Regular Council Meeting Minutes; the June 15, Policy Work Session; and the Executive Session Minutes.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Andrew Hixson, Councilmember

SECONDER: Josh Bare, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

F. Set Agenda As Presented for Scheduled Meeting

Acceptance of the Agenda and Approval of the Consent Agenda.

A motion to accept the Agenda and approve the Consent Agenda, moving the following items to discussion:

2026-216 Banking Services Request for Proposals (RFP)

2026-211 Council Member Nominee to serve on the Safe Streets for All (SS4A) Steering Committee

A motion to add an agenda item from the floor: Approval of DDA's sale of 29 Jones Street, release of Security Deed, acceptance of the Quitclaim Deed, and other associated closing documents.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Josh Bare, Councilmember

SECONDER: Andrew Hixson, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

A motion to move item #1, Abandonment of Right-of-Way along a portion of Beutell Street, from the consent agenda to the Public Hearing.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Josh Bare, Councilmember

SECONDER: Matt Myers, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

G. Ceremonial Presentations, Recognitions, and Swearing-in Ceremonies

H. Floor Open to Citizens Desiring to Address the Governing Authority

1. 2026-198: Comments by Citizens

Anne Hall: Shared information about the 4th Annual Photo Contest and encouraged residents to participate. This year's theme is "**Celebration**," and she invited community members to submit photos that capture celebrating good times in Norcross. The contest is sponsored by the City of Gwinnett, and residents are encouraged to submit photos showcasing celebrations and special moments. She advised that additional information regarding participation and submissions can be found at norcrossgalleryandstudios.org.

Kathleen Ellen: Thanked the City for the recent 4th of July fireworks display and shared her appreciation for the effort put into celebrating America's 250th birthday. She also expressed her gratitude for Marshall Cheek's service to the City, sharing that she appreciated his candidness, thoughtful questions, and the way he listened to his fellow Council Members. She shared that she will miss him and is thankful for his service to the community.

Mary Dowdy: Spoke on behalf of HNBA (Historic Norcross Business Association) and as a resident regarding the proposed business license fee increase. She shared concerns about the impact the 115% increase could have on business owners and the future discussion regarding gross receipts. She expressed hope that there will be opportunities for business owners to meet with the City to better understand the process, what information is needed, and how data should be provided. She also shared her appreciation for the flower boxes on Park Place and the Magnolia development, while expressing disappointment that townhomes are no longer being considered for the project.

Anna Balkan: Owner of a jewelry store in Historic Norcross, spoke on behalf of local businesses and shared concerns about the challenges facing brick-and-mortar businesses. She shared that many businesses have closed since COVID and that local businesses continue to compete with online retailers like Amazon. She expressed concerns about additional expenses, such as advertising and social media efforts, that businesses take on to attract customers but may not directly increase gross receipts. Ms. Balkan asked the Council to consider the impact on small businesses and approach the decision to increase gross receipts with consideration.

Chris Casey: Thanked City staff for the 4th of July celebration and expressed appreciation for the quick cleanup afterward. She also thanked staff for addressing her concerns regarding the blue railing and safety bars. She also shared suggestions for improving communication and transparency, including making board minutes available more quickly, providing livestreaming for all meetings, and improving resident notifications for those who sign up for updates. She noted that the website is user-friendly but encouraged improvements to meeting minutes to make information more timely and complete.

Faye McFarland: Expressed appreciation for the Police Department and shared that they responded quickly to a noise complaint she reported. She also encouraged continued attention from Code Enforcement regarding noise ordinance concerns and abandoned vehicles.

2. 2026-199: Comments by Council

3. 2026-200: Comments by City Manager

I. Public Hearings

1. 2026-172: Certificate of Appropriateness COA 2026-005 503 North Peachtree St.

A motion to approve application COA2026-005, 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.

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.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Andrew Hixson, Councilmember

SECONDER: Matt Myers, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

2. 2026-94: Business and Occupational License Tax

A motion to approve changes to the Schedule of Fees for Business Occupation Taxes for FY27, as described in Section 16-133 of the Norcross Code of Ordinances.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Matt Myers, Councilmember

SECONDER: Josh Bare, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

3. 2026-223: Abandonment of Right of Way along a portion of Beutell Street

A motion authorizing the City's abandonment of a 160-foot-long 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.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Andrew Hixson, Councilmember

SECONDER: Matt Myers, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

J. Reports of the Mayor and Councilmembers

a. General Announcements

JULY CALENDAR OF EVENTS

Day of Play

Tuesday, July 7 | 5:00 – 6:30 p.m. | Lillian Webb Park

Movie Monday: Karate Kid: Legends

Monday, July 13 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

World Cup Watch Party

Wednesday, July 15 | 2:00 p.m. | Lillian Webb Park

Summer Concert Series: Guardian of the Jukebox

Friday, July 17 | 7:30 & 9:30 p.m. | Thrasher Park

Coffee With Council

Saturday, July 18 | 8:00 a.m. | 45 South Cafè

Policy Work Session

Monday, July 20 | 6:30 p.m. | City Hall, 2nd Floor Conference Room

Piedmont Pathway Open House

Thursday, July 23 | 6:00 - 8:00 p.m. | Cultural Arts & Community Center

Jazz in the Alley: The Human DJ & Elizabeth Odom

Saturday, July 25 | 7:30 – 9:30 p.m. | Betty Mauldin Park

Movie Monday: Jungle Cruise

Monday, July 27 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Summer Concert Series: The Ray Howard Band

Friday, July 31 | 7:30 – 9:30 p.m. | Thrasher Park

K. Board Appointments

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

Zoning Board of Appeals:

A motion to approve the reappointment of the following applicants and terms as presented:

Michael Walsh 6/1/2030

Taylor Walker 6/1/2030

Eleanor Gilchrist 6/1/2030

L. Consent Agenda

A motion to approve the consent agenda as presented.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Josh Bare, Councilmember

SECONDER: Matt Myers, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

1. 2026-217: Budget Amendment — Motor Vehicle Fund Appropriation for Public Safety Building Project

A motion to appropriate and amend the 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.

3. 2026-219: Change Order for Economic Development Video Production Contract

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

4. 2026-210: Contract Award for 2026 Road Resurfacing

A motion to approve the award of a contract for 2026 Road Resurfacing between the City of Norcross and DCBC LLC.

M. Items for Discussion

2. 2026-216: Banking Services Request for Proposals (RFP)

A motion to approve the release of the Request for Proposals (RFP) for Banking Services, as amended to remove Section 4(a), and authorize staff to advertise the solicitation to qualified financial institutions.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Andrew Hixson, Councilmember

SECONDER: Josh Bare, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

5. 2026-211: Council Member Nominee to serve on the Safe Streets for All (SS4A) Steering Committee

A motion to approve the nomination of Councilmember Bruce Gaynor to serve on the SS4A Quarterly Steering Committee.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Andrew Hixson, Councilmember

SECONDER: Matt Myers, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

6. 2026-239: Approval of DDA's sale of 29 Jones Street, release of Security Deed, acceptance of the Quit Claim Deed, and other associated closing documents

A motion to approve the Downtown Development Authority's sale of the Building Parcel associated with 29 Jones Street, the release of the security deed, cancellation of the note, acceptance of the Quitclaim Deed, and other closing documents.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Matt Myers, Councilmember

SECONDER: Josh Bare, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

N. Adjourn in memory of

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

Councilmember Hixson motioned to adjourn the meeting at 8:16 pm, seconded by Councilmember Bare.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Andrew Hixson, Councilmember

SECONDER: Josh Bare, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

P. Signed by _____ Mayor Craig Newton

Q. Attest _____ Monique Philip, City Clerk

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Monday, August 3, 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

Recording:

[RCM Audio/Video 07-06-2026 - Zoom](#)

A. Roll Call (recorded)**B. Citizen Input**

Keith Duncan shared his vision for a proposed system described as a global peacemaking initiative centered on citizen participation in government decision-making, local community banking, privately held businesses, and technology to promote transparency and accountability.

Liz Simpson requests, on behalf of the Norcross Public Arts Commission, an additional \$1000 to cover maintenance of the art that is already installed.

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

There are no appointments to consider at this time.

H. Items for Discussion**1. 2026-183: Artificial Intelligence (AI) Governance & Risk Policy**

This matter was tabled to a future meeting.

2. 2026-185: Municipal Court Base-Fine Schedule Procedures

This matter was tabled to a future meeting.

3. 2026-213: FY2027 Funding Request – Prospera

This matter was tabled to the August 24 Policy Work Session.

4. 2026-231: Preliminary Plat 2026-002 (Hunt St. and Beutell St.)

This matter was referred to the August 10 Regular Council Meeting.

5. 2026-249: Approval of 2026 Property Tax Millage Rate

This matter was referred to the August 10 Regular Council Meeting.

-
- 6. 2026-253: Adoption of FY 2027 Solid Waste Fees**
This matter was referred to the August 10 Regular Council Meeting.
- 7. 2026-215: Approval of Fiscal Year 2027 Budget**
This matter was referred to the August 10 Regular Council Meeting.
- 8. 2026-259: FY2026 Year End Budget Adjustments**
This matter was referred to the August 10 Regular Council Meeting.
- 9. 2026-254: Authorized Positions for FY27**
This matter was referred to the August 10 Regular Council Meeting.
- 10. 2026-264: Resolution on Demolition of Structures Built before 1950 Moratorium**
This matter was referred to the August 10 Regular Council Meeting.
- 11. 2026-256: On-Call Contractor Awards for Utility Services**
This matter was referred to the August 10 Regular Council Meeting.
- 12. 2026-261: Public Safety Building GMP Change Order**
This matter was referred to the August 10 Regular Council Meeting.
- 13. 2026-260: Change Order to Contract with Kimley-Horn for Consulting Services Related to the Comprehensive Plan and Buford Highway Master Plan**
This matter was referred to the August 10 Regular Council Meeting.
- 14. 2026-232: Official Zoning Map Adoption**
This matter was referred to the August 10 Regular Council Meeting.
- 15. 2026-93: TEXT2026-004; Amendments to the Unified Development Ordinance to Chapter 200, Article I, Division 6, Special Districts and Official Zoning Map Adoption 2026-001**
This matter was tabled to the August 24 Policy Work Session.
- 16. 2026-252: Cybersecurity Assessment**
This matter was referred to the August 10 Regular Council Meeting.
- 17. 2026-265: Request for Approval of Award of Contract to CityData.ai for Mobile Data Analytics Services**
This matter was referred to the August 10 Regular Council Meeting.
- 18. 2026-257: Additional Park Swing Benches for Thrasher Park**
This matter was referred to the August 10 Regular Council Meeting.

19. 2026-263: Resolution Calling for a Special Municipal Election to Fill the Unexpired City Council Term Formerly Held by Marshall Cheek

This matter was referred to the August 10 Regular Council Meeting.

20. 2026-258: Resolution Rescheduling Policy Work Session and Regular Council Meeting

This matter was referred to the August 10 Regular Council Meeting.

21. 2026-280: Replacement of Livestream Audio/Video Appliance (Walk on item)

This item was added from the floor and referred to the August 10 Regular Council Meeting.

[Agenda Report - Livestream Studio HD51 appliance TR](#)

[B&H Livestream Studio HD550 4K Live Production Switcher Quote](#)

[Nextcomputing Livestream Studio HD550 4K Live Production Switcher Quote](#)

[City of Norcross AVi-SPL Phase One Recommendation 7 28 2026](#)

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

Councilmember Hixson motioned to adjourn the meeting at 8:51 pm, seconded by Mayor Pro Tem Gaynor. The vote was unanimous.

J. Signed by _____ Mayor Craig Newton

K. Attest _____ Monique Philip, City Clerk

Proclamation

City of Norcross, Georgia
Recognition and Celebration

Proclamation Honoring the Life and Legacy of Council Member Marshall Cheek

- Whereas:** the City of Norcross honors the life and legacy of Council Member Marshall Cheek, whose life of service, integrity, civic leadership, and unwavering devotion to the community made a lasting impact on the community and inspired all who had the privilege of knowing and serving alongside him; and
- Whereas:** Marshall Cheek was elected to the Norcross City Council in November 2023 and began his term in January 2024, where he faithfully served the citizens of Norcross with conviction and fairness. He took great pride in serving the community, was candid in expressing his perspectives, and consistently brought thoughtful discussion and consideration to Council deliberations in pursuit of decisions he believed were in the best interest of the City of Norcross; and
- Whereas:** prior to his service on the City Council, Marshall served as Vice Chair of the Norcross Planning and Zoning Commission, helping guide the City's growth and development while demonstrating a steadfast commitment to preserving and enhancing the quality of life in Norcross; and
- Whereas:** a graduate of the Georgia Institute of Technology with a Bachelor's degree in Industrial Engineering, Marshall co-founded Paulson-Cheek Mechanical, Inc. in 1998 and, as President and Chief Executive Officer, built the Norcross-based company into one of the Southeast's leading mechanical contracting firms. He shared nearly 45 years of marriage with his beloved wife, Patty, and together they raised their children, Amanda and Taylor. Their love and encouragement were instrumental in his many professional accomplishments and civic contributions.
- Whereas:** throughout his life, Marshall exemplified servant leadership by generously sharing his time and talents through volunteer leadership roles, including mentoring students, coaching youth sports, serving in church ministries, participating in neighborhood associations, and dedicating himself to numerous civic organizations, always striving to make a meaningful difference in the lives of others; and

Now, Therefore, I, Mayor Craig Newton and the Council of the City of Norcross, do hereby recognize and honor the life, service, and legacy of Council Member Marshall E. Cheek and express our deepest gratitude for his enduring commitment to the City of Norcross. We extend our heartfelt appreciation for his many contributions to our community and honor the lasting impact of his leadership, compassion, and commitment to public service.

DATED this ____ day of ____ 2026.

Craig Newton, Mayor

Attest: Monique Philip, City Clerk



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

AGENDA REPORT

To: Mayor and Council

From: Jon Robinson, Finance Director

Meeting Date: August 10, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-249

Title: Approval of 2026 Property Tax Millage Rate

CC: Eric Johnson, City Manager

Recommendation: Approval to set the 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.

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 \$10.3M.

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

Attachments:

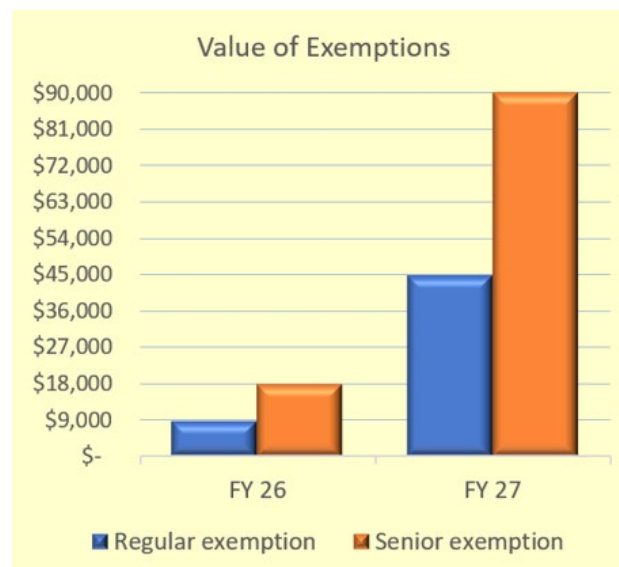
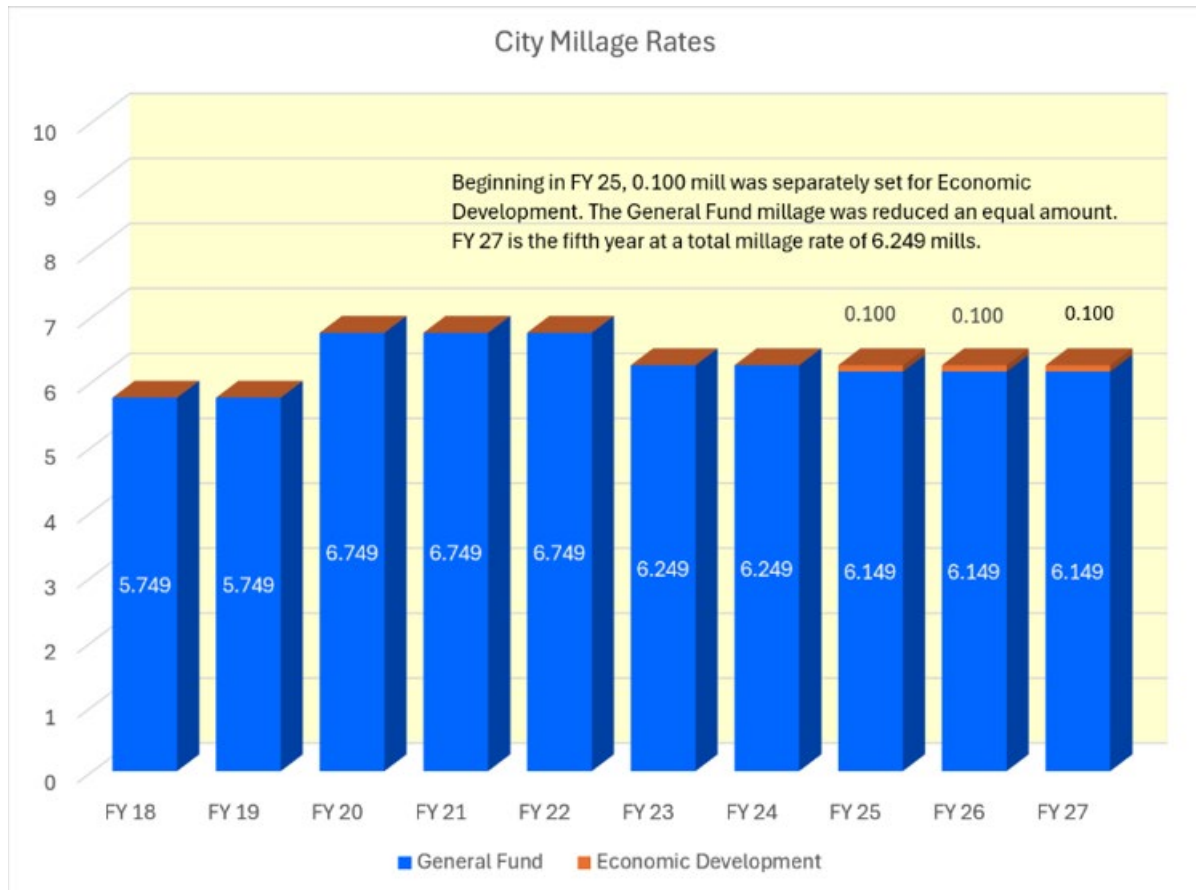
City of Norcross - Millage rate history

Five-Year Tax History 2026

Resolution to Set the Millage Rate for Tax Year 2026

Update

City of Norcross – Millage Rate History



**CITY OF NORCROSS
FIVE YEAR TAX LEVY AND M&O HISTORY**

NOTICE

The Mayor and Council of the City of Norcross do hereby announce that the millage rate will be set at a meeting to be held at City Hall, 65 Lawrenceville Street, Norcross, GA on August 3, 2026 at 6:30pm and pursuant to the requirements of O.C.G.A. Section 48-5-32 does hereby publish the following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past five years.

CURRENT 2026 TAX DIGEST AND 5 YEAR HISTORY OF LEVY

INCORPORATED	2021	2022	2023	2024	2025	2026
Real & Personal	1,092,865,132	1,346,930,430	1,484,746,370	1,687,711,887	1,794,029,828	1,913,665,080
Motor Vehicles	3,965,160	3,414,580	3,286,020	3,004,210	2,702,400	2,362,760
Mobile Homes	2,880	2,880	2,880	2,880	3,320	3,480
Utility	43,012,240	43,793,000	43,506,440	47,747,560	45,522,480	49,166,640
Timber - 100%						
Heavy Duty Equipment	16,360	60,580	152,090	67,140	46,350	44,440
Gross Digest	1,139,861,772	1,394,201,470	1,531,693,800	1,738,533,677	1,842,304,378	1,965,242,400
Less M & O Exemptions	50,398,666	80,754,794	91,626,316	89,775,094	105,385,860	303,661,554
Net M & O Digest	1,089,463,106	1,313,446,676	1,440,067,484	1,648,758,583	1,736,918,518	1,661,580,846
State Forest Land Assistance Grant Value						
Adjusted Net M&O Digest	1,089,463,106	1,313,446,676	1,440,067,484	1,648,758,583	1,736,918,518	1,661,580,846
Gross M&O Millage	6.749	6.249	6.249	6.249	6.249	6.249
Less Rollbacks						
Net M&O Millage	6.749	6.249	6.249	6.249	6.249	6.249
Net Taxes Levied	\$7,352,787	\$8,207,728	\$8,998,982	\$10,303,092	\$10,854,004	\$10,383,219
\$ Increase (Decrease)	\$384,150	\$854,942	\$791,253	\$1,304,111	\$550,911	-\$470,785
% Increase/Decrease	5.51%	11.63%	9.64%	14.49%	5.35%	-4.34%



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 Set the Property Tax Millage Rate for 2026
August 10, 2026

WHEREAS, the City Manager and Finance Director have received real and personal property assessments from Gwinnett County for Tax Year 2026, determined the expected tax revenues from these assessments based on the current millage, and reported these findings to the Mayor and Council; and

WHEREAS, the Mayor and Council have studied the revenue needed to support operations of the city during fiscal year 2026 and determined the appropriate millage rate to serve the best interests of the citizens of the City of Norcross;

THEREFORE, BE IT RESOLVED by the Mayor and Council that the millage rate for real and personal property located within the City of Norcross shall be 6.249 mills.

This day, the 10th of August 2026.

Chief Executive Officer

Attest : Monique Philip, City Clerk



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

AGENDA REPORT

To: Mayor and Council

From: Jon Robinson, Finance Director

Meeting Date: August 10, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-215

Title: Approval of Fiscal Year 2027 Budget

CC: Eric Johnson, City Manager

Recommendation: Approval & Adoption of the FY27 Recommended Budget.

Background: This is the second of three presentations on the FY27 budget. The budget includes General, Special Revenue, Enterprise and Capital funds.

Financial Impact: Total appropriations for the FY2027 budget are \$62,667,082.

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:

Public Hearing on August 10th, 2026 Meeting

Attachments:

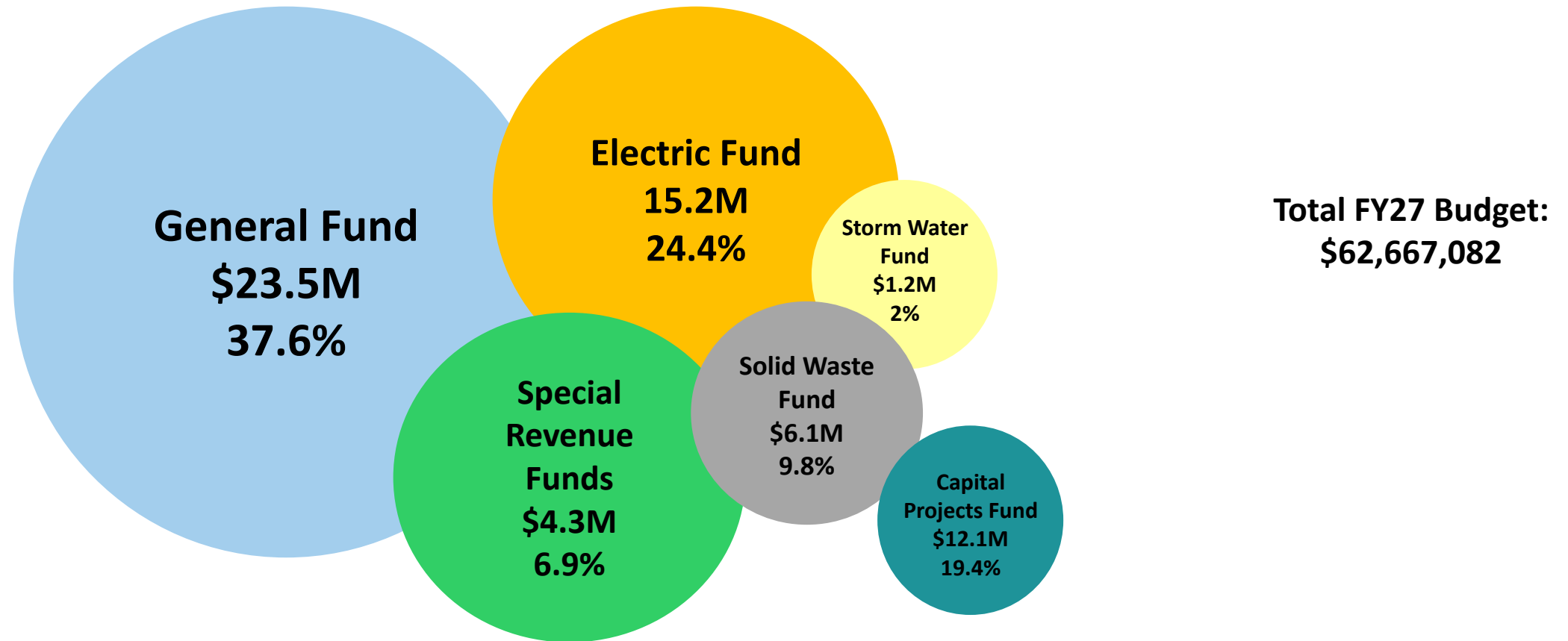
FY27 Budget Presentation PPT
FY27 Budget-at-a-Glance
FY27 Recommended Budget – 3rd draft
Resolution to Adopt the FY2026-2027 Budget

Update

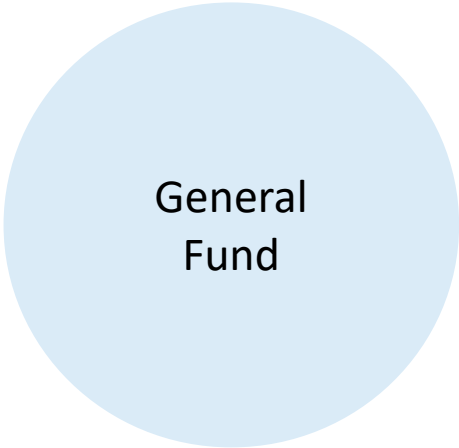
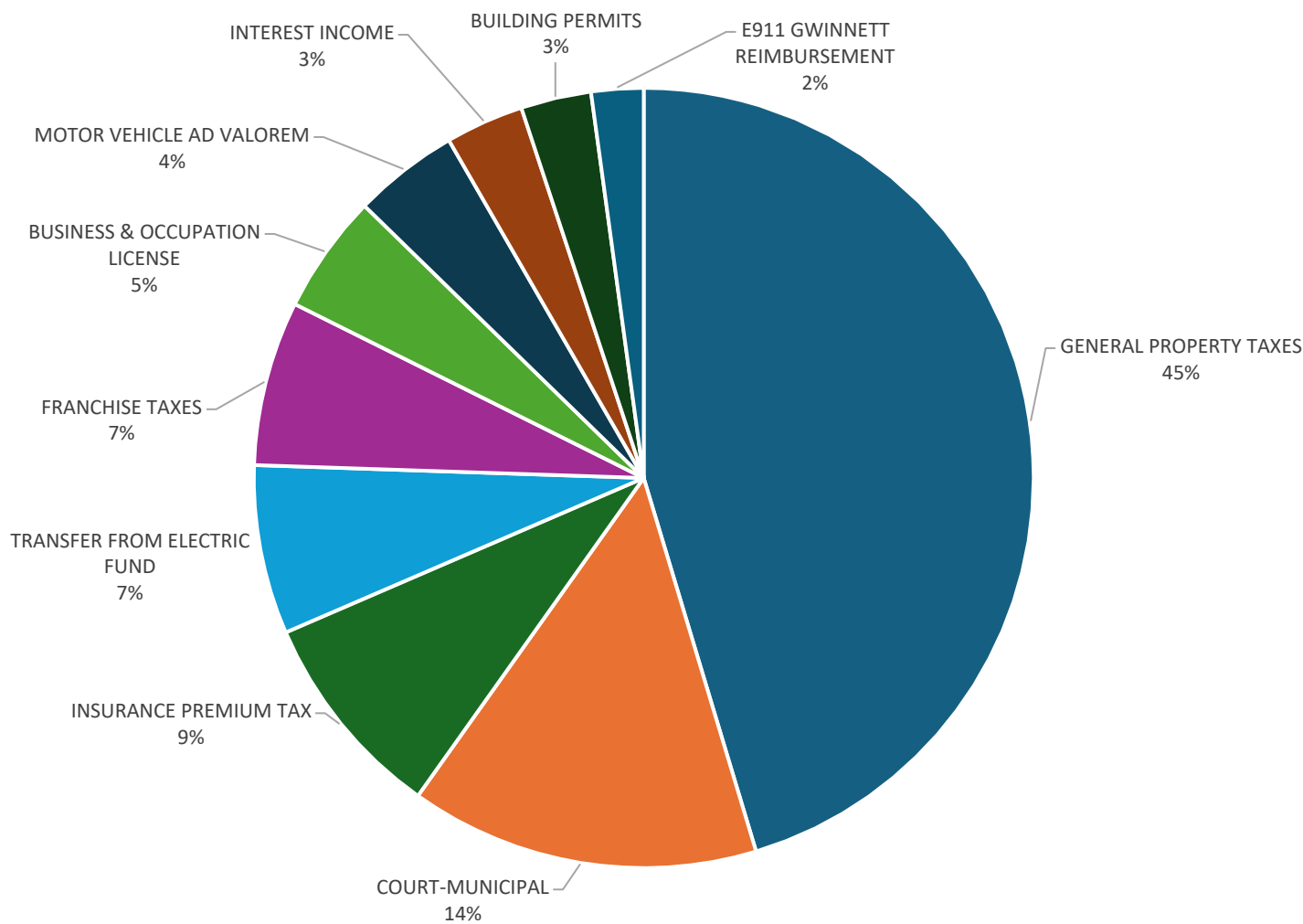


FY27 Budget Presentation

FY27 Budget

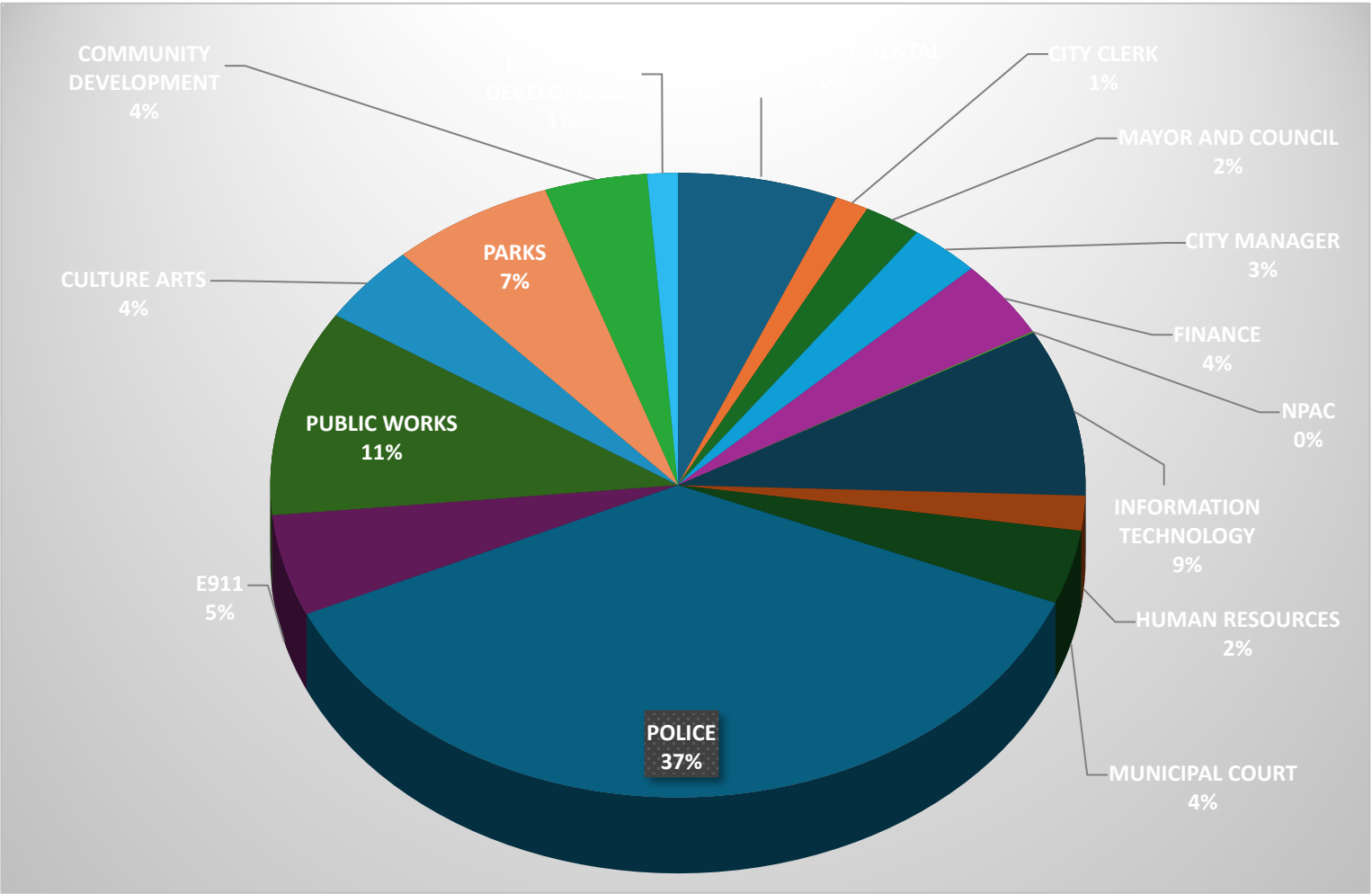


Top Ten Revenues	
Description	FY27 Recommended
GENERAL PROPERTY TAXES	9,774,350
COURT-MUNICIPAL	3,121,000
INSURANCE PREMIUM TAX	1,872,296
TRANSFER FROM ELECTRIC FUND	1,510,816
FRANCHISE TAXES	1,471,730
BUSINESS & OCCUPATION LICENSE	1,063,555
MOTOR VEHICLE AD VALOREM	942,712
INTEREST INCOME	700,000
BUILDING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



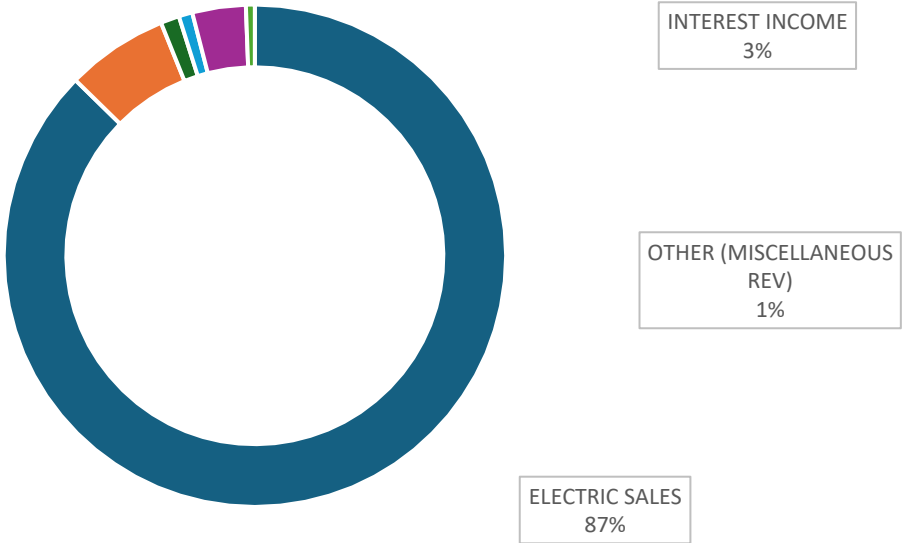
- ❖ Public Safety \$9.9M (42%)
- ❖ General Government \$7.3M (31%)
- ❖ Public Works \$2.5M (11%)
- ❖ Cultural Arts/Parks/Events \$2.4M (11%)
- ❖ Community & Economic Development \$1.2M (5%)

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%

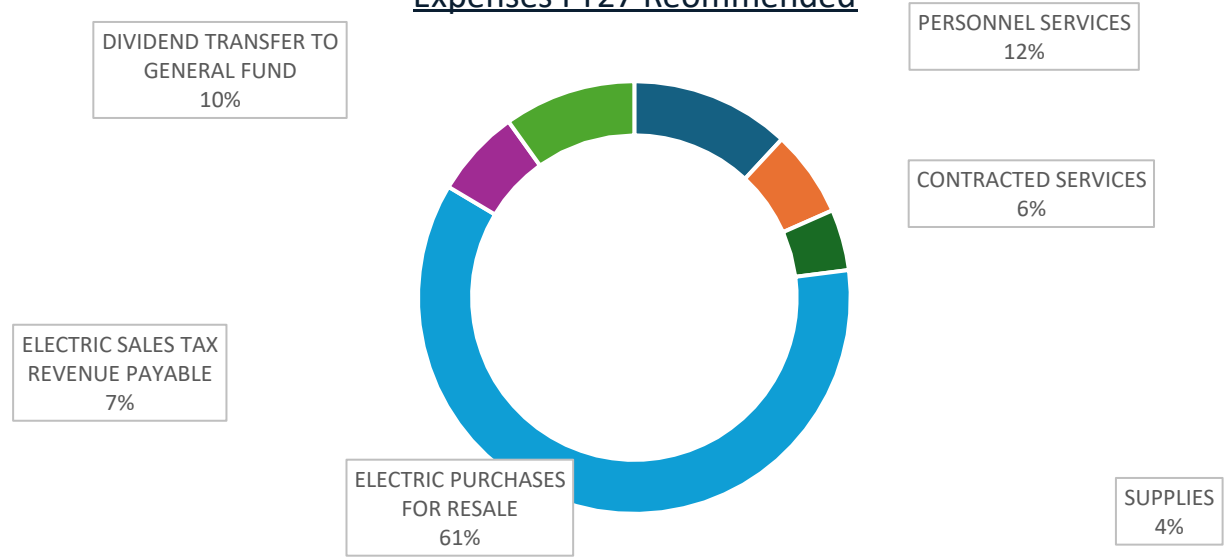
DEPARTMENT	FY26 ADOPTED	FY27 RECOMMEND	CHANGE (\$)	CHANGE (%)
Non-Departmental	\$1,015,907	\$1,498,925	\$483,018	47.5%
City Clerk	\$298,091	\$313,692	\$15,601	5.2%
Mayor & Council	\$911,926	\$539,443	(\$372,483)	(40.8%)
City Manager	\$1,073,589	\$664,605	(\$408,984)	(38.1%)
Finance	\$901,299	\$945,187	\$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

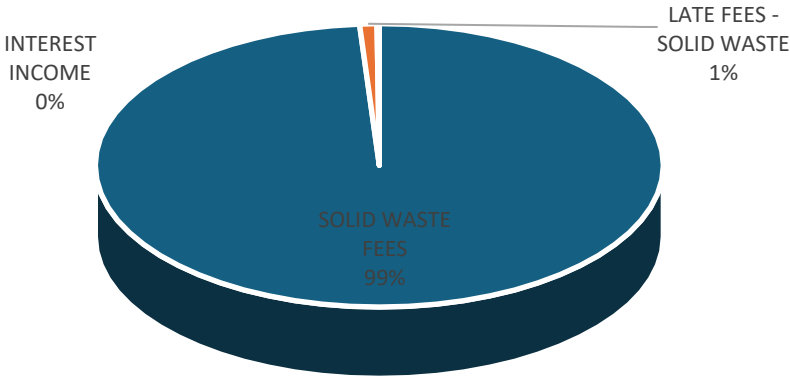


Expenses FY27 Reommended



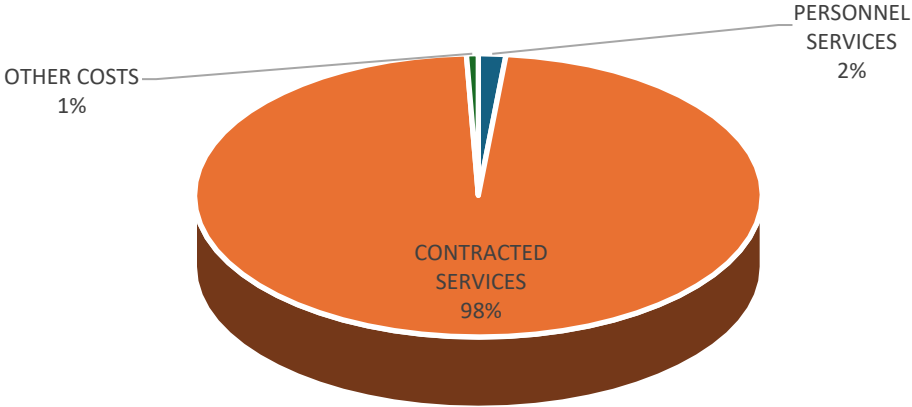
Expenses	
Description	FY27 Recommended
PERSONNEL SERVICES	1,825,241
CONTRACTED SERVICES	989,348
SUPPLIES	698,559
ELECTRIC PURCHASES FOR RESALE	9,266,547
ELECTRIC SALES TAX REVENUE PAYABLE*	1,005,453
DIVIDEND TRANSFER TO GENERAL FUND	1,510,816
Total	15,295,964

Revenues FY27 Recommended

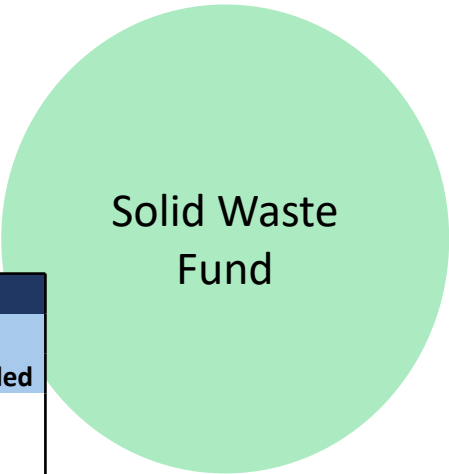


Revenues	
Description	FY27 Recommended
SOLID WASTE FEES	6,042,863
LATE FEES - SOLID WASTE	60,429
INTEREST INCOME	8,000
Total	6,111,292

Expenses FY27 Recommended



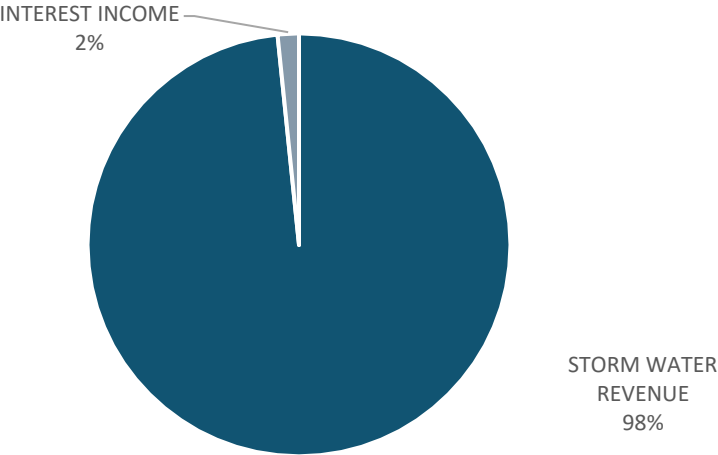
Expenses	
Description	FY27 Recommended
PERSONNEL SERVICES	95,146
CONTRACTED SERVICES	5,974,582
OTHER COSTS	41,564
Total	6,111,292





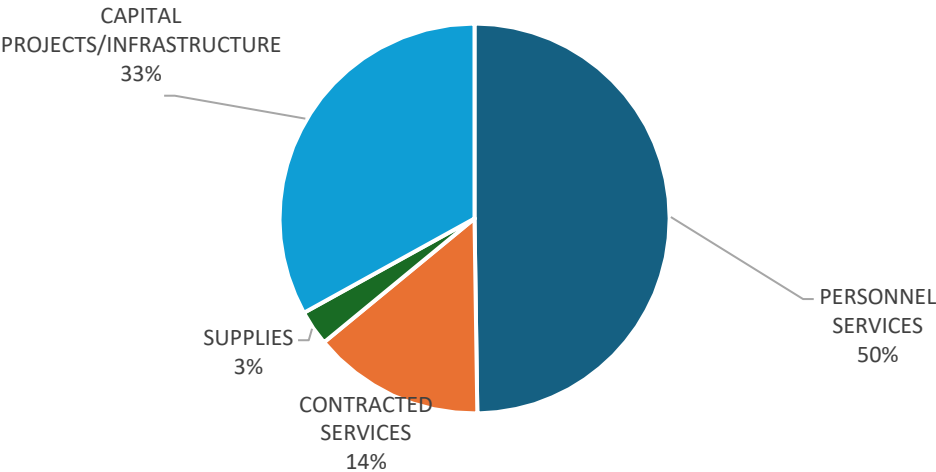
Revenues FY27 Recommended

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



Expenses 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



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)	-



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	

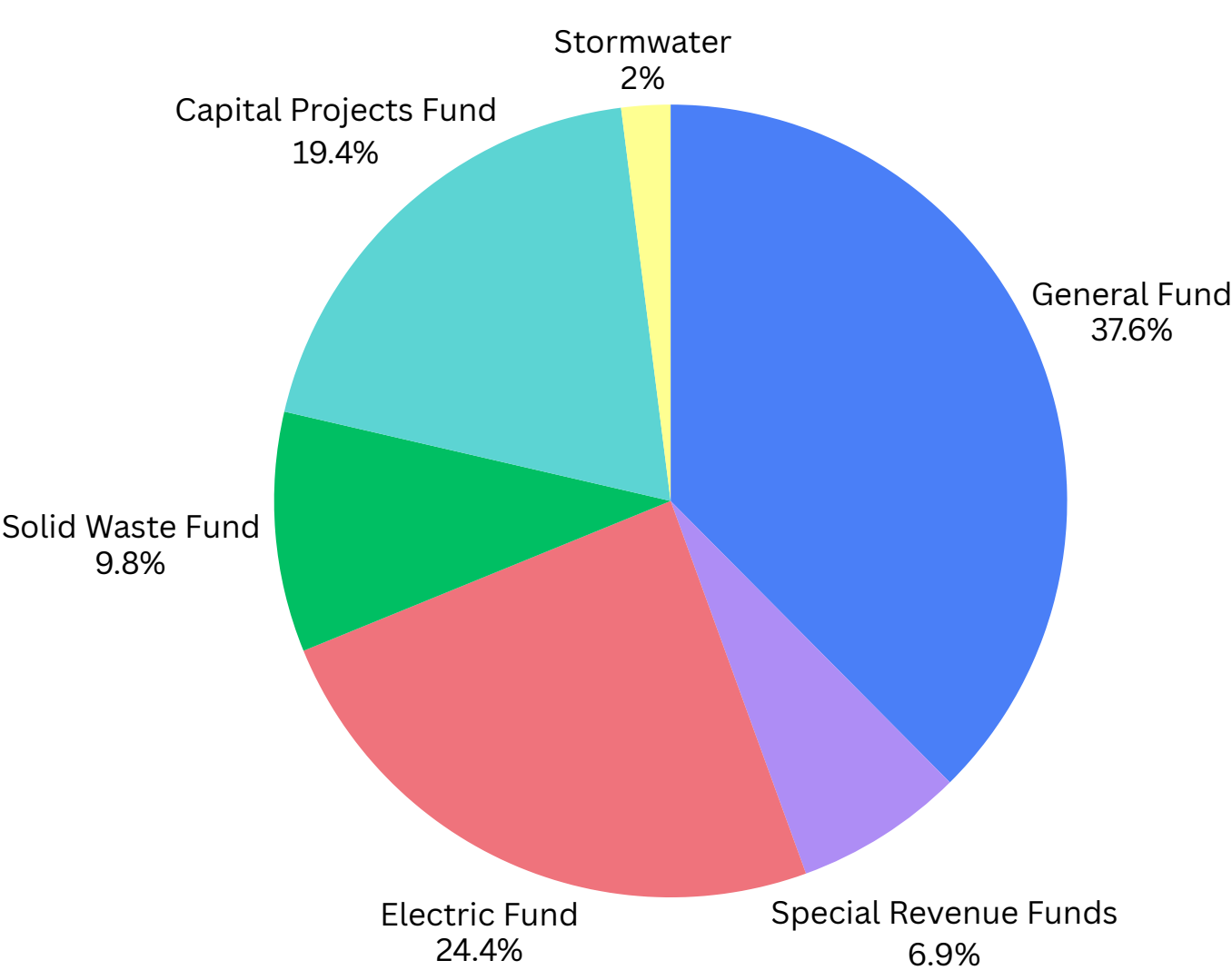
Funding Source

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



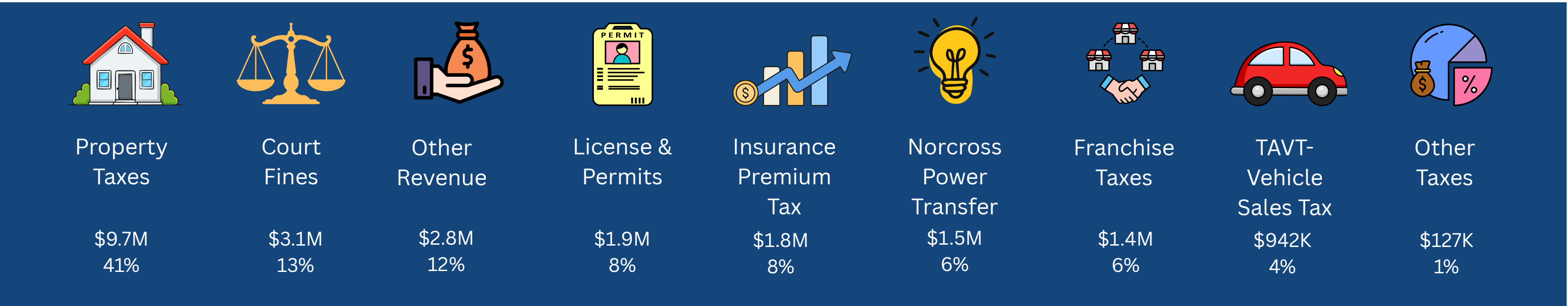
FY27 BUDGET AT A GLANCE

\$62.6 M
CITY-WIDE
BUDGET

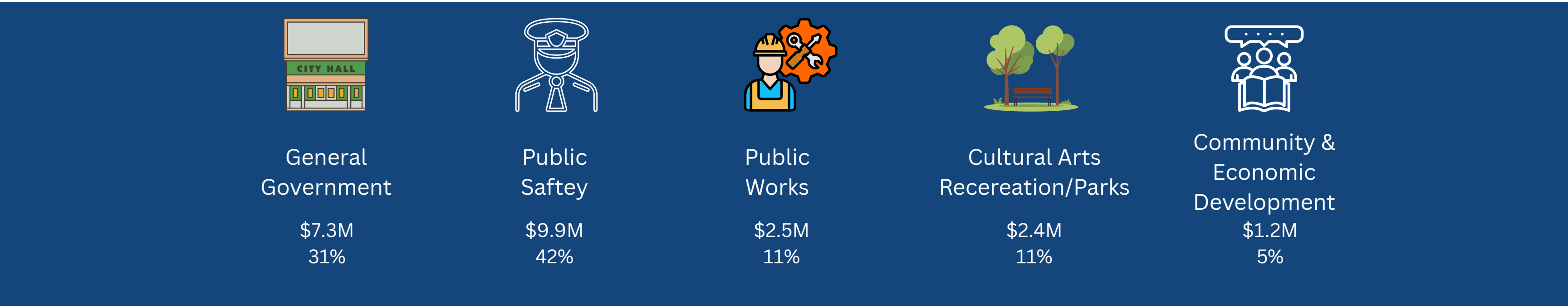


General Fund \$23.5 M

Where does the money come from?



Where does the money come from?





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
2026-2027 Operating Budget, Capital Improvement, Enterprise
and Special Revenue Funds Budgets
August 10, 2026

WHEREAS, the City Manager and Finance Director have prepared and submitted to the Mayor and Council General Operating, Capital Improvement, Enterprise, and Special Revenue Funds Budgets for the fiscal year beginning September 1, 2026, and ending August 31, 2027 (fiscal year 2027); and

WHEREAS, the Mayor and Council have studied and revised the proposed General Operating, Capital Improvement, Enterprise and Special Revenue Funds Budgets and consider adoption of the attached budget documents to serve the best interests of the citizens of the City of Norcross;

THEREFORE, BE IT RESOLVED by the Mayor and Council that the General Operating, Capital Improvement, Enterprise, and Special Revenue Fund Budgets attached hereto and made a part hereof for the fiscal year 2027 are approved.

This day, the 10th of August 2026.

Chief Executive Officer

Attest :Monique Philip, City Clerk



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

AGENDA REPORT

To: Mayor and Council

From: David Versel, Interim Community Development & Planning Director

Meeting Date: August 10, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-232

Title: Official Zoning Map Adoption

CC: Eric Johnson, City Manager

Recommendation

Adopt the Official Zoning Map to incorporate recently approved rezoning cases.

Background

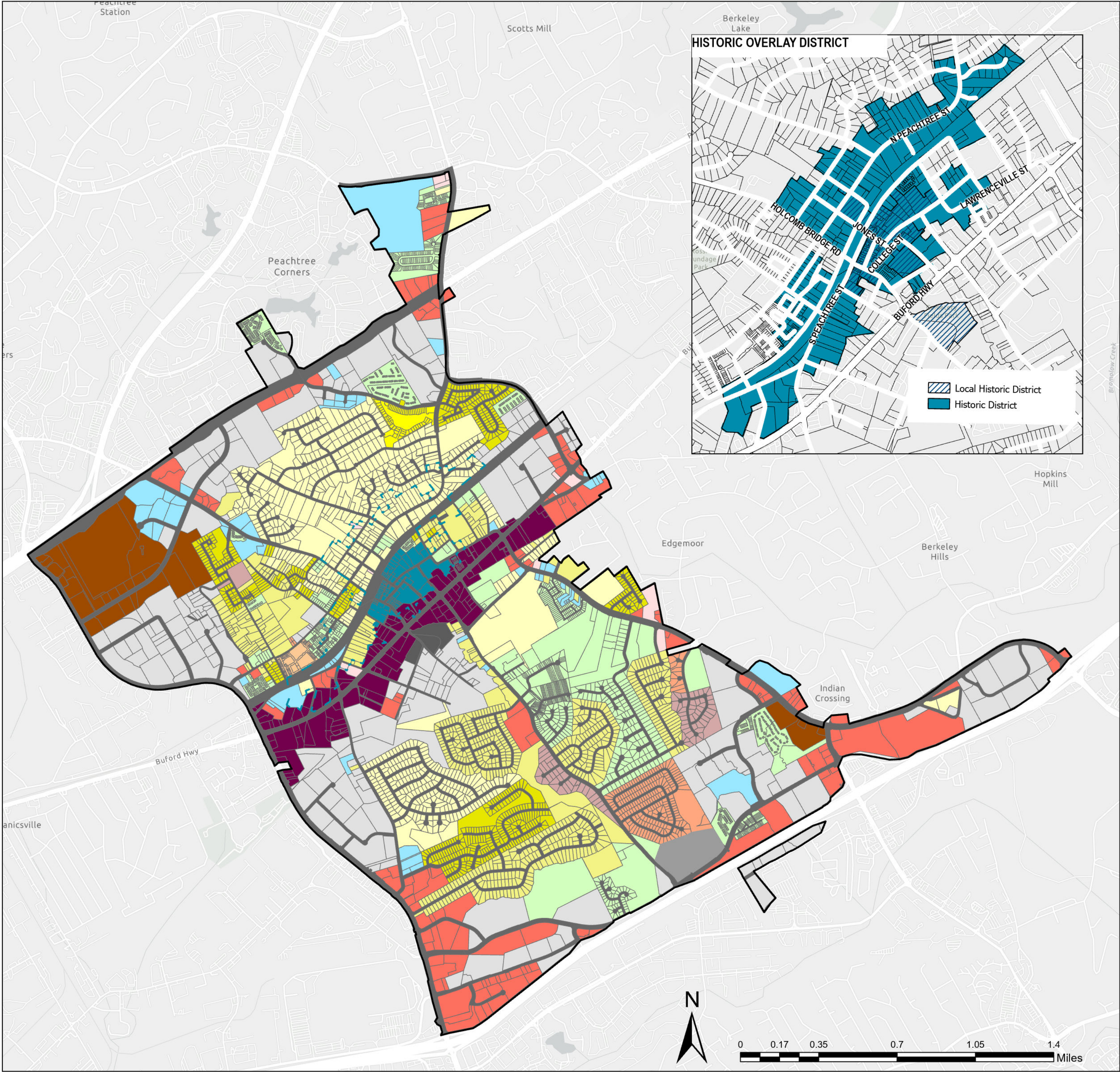
Mayor & Council have approved multiple changes to the zoning of parcels in the City of Norcross in recent years, but there has not been a formal revision to the Official Zoning Map since 2022. The attached update of the Official Zoning Map references these recent rezoning actions.

Financial Impact

None

Attachments

1. Official Zoning Map_2026
2. Zoning Map Guide for Council



DRAFT LAST UPDATED: 08-06-2026



ZONING MAP

of the
CITY OF NORCROSS, GA

ADOPTED BY THE MAYOR AND CITY COUNCIL ON

DATE

MAYOR

CITY CLERK

ZONING CATEGORIES

 Historic District

 City of Norcross

 HX	 RD	 BH
 P	 RTH	 NX
 R100	 PRD	 CX
 R75	 OI	 M1
 R75 CSO	 C1	 M2
 R60	 C2	

MAP AMENDMENTS

Parcel 6254 151, Norcross Women's Club, added to Historic District

RZ2022-004, Parcel 6242 066 - PRD to PRD

RZ2023-001, Parcel 6272 113 - OI to R60

RZ2023-002, Parcels 6254 576, 6254 001, 6254 623, 6254 624 - R75 to RTH

RZ2024-001, Parcels 6286 010 & 6286 010A - R100 to C1

RZ2024-002, Parcel 6286 010B - R100 to PRD

RZ2024-003, Parcel 6244 027 (currently 6244 025) - R100 to OI

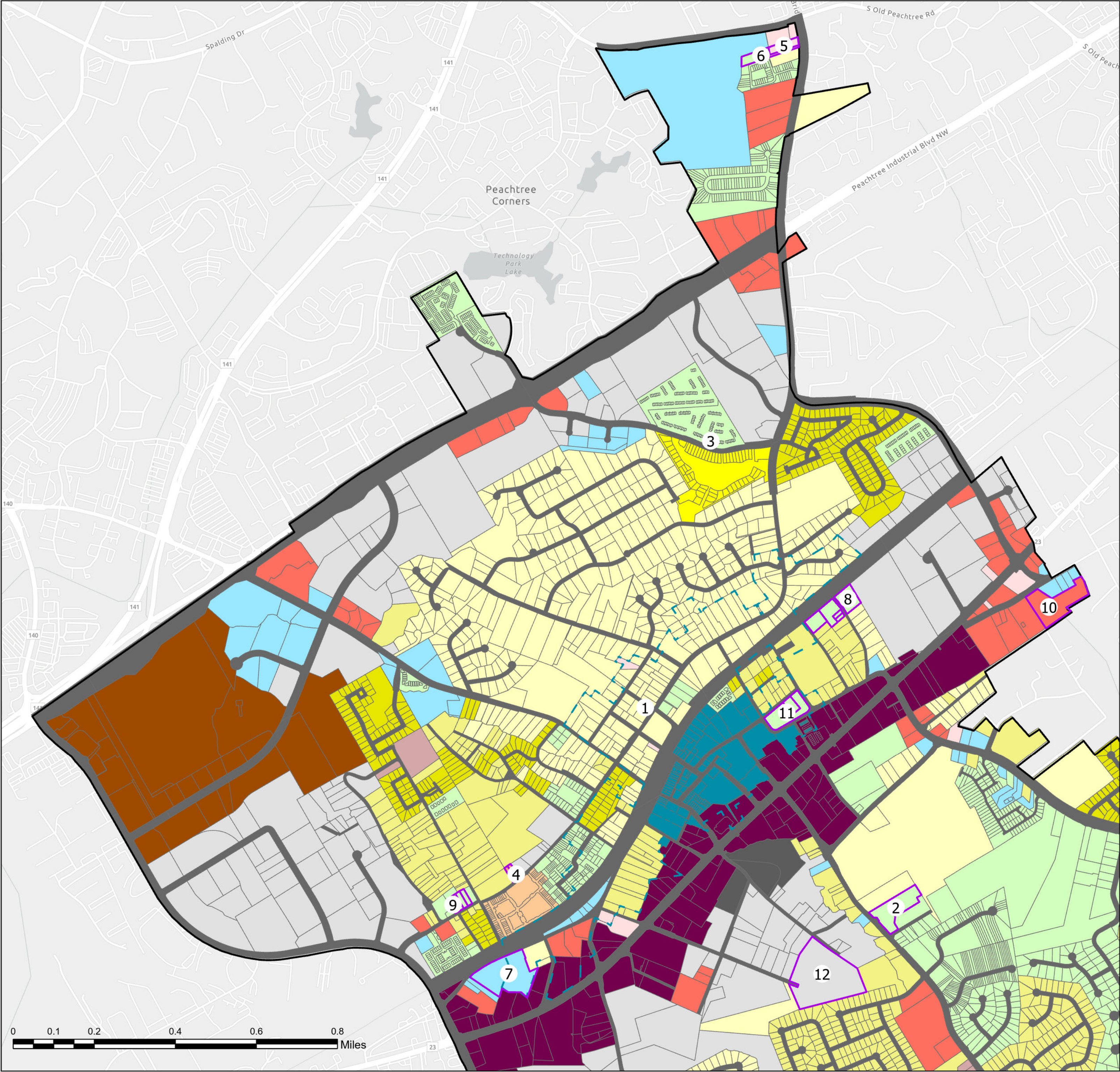
RZ2024-007, Parcels 6255 072, -525, -084, -524, -087

RZ2025-003, Parcels 6253 028, 6253 027, 6253 026, 6253 262 - PRD to PRD

RZ2025-005, Parcel 6241 010 - C2 to M1

RZ2025-007, 6255 097 & 6255 098 - R75 to PRD

RZ2025-008, Parcel 6243 119 - R100 to M1



DRAFT LAST UPDATED: 08-06-2026

ZONING CATEGORIES

- Historic District

City of Norcross

Public Hearing Cases
- HX

P

R100

R75

R75 CSO

R60

RD

RTH

PRD

OI

C1

C2

BH

NX

MAP AMENDMENTS

MapID	Petition Number	Parcel	LOCADDR	Request
1		6254 151	65 N PEACHTREE ST	Norcross Women's Club, added to Historic District
2	RZ2022-004	6242 066	675 MITCHELL RD	PRD to PRD
3	RZ2023-001	6272 113	3005 REPS MILLER	OI to R60
4	RZ2023-002	6254 576	510 W PEACHTREE ST	R75 to RTH
4	RZ2023-002	6254 001	520 W PEACHTREE ST	R75 to RTH
4	RZ2023-002	6254 623		R75 to RTH
4	RZ2023-002	6254 624		R75 to RTH
5	RZ2024-001	6286 010	3395 MEDLOCK BRIDGE RD	R100 to C1
6	RZ2024-002	6286 010B	3385 MEDLOCK BRIDGE RD	R100 to PRD
7	RZ2024-003	6244 027	669 S PEACHTREE ST	R100 to OI
8	RZ2024-007	6255 072	87 HUNT ST	R100 to R75
8	RZ2024-007	5255 525	134 BEUTELL ST	R100 to R75
8	RZ2024-007	6255 084	136 BEUTELL ST	R100 to R75
8	RZ2024-007	6255 524	138 BEUTELL ST	R100 to R75
8	RZ2024-007	6255 087	141 BEUTELL ST	R100 to R75
9	RZ2025-003	6253 028	636 W PEACHTREE	PRD to PRD
9	RZ2025-003	6253 027	646 W PEACHTREE	PRD to PRD
9	RZ2025-003	6253 262	656 W PEACHTREE	PRD to PRD
9	RZ2025-003	6253 262	658 W PEACHTREE	PRD to PRD
10	RZ2025-005	6241 010	5324 OLD NORCROSS RD	C2 to M1
11	RZ2025-007	6255 097	300 ACADEMY ST	R75 to PRD
11	RZ2025-007	6255 098	290 ACADEMY ST	R75 to PRD
12	RZ2025-008	6243 119	705 LIVELY AVE	R100 to M1



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

AGENDA REPORT

To: Mayor and Council

From: LeDarius Scott, Senior Planner

Meeting Date: August 10, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-231

Title: Preliminary Plat Approval The Foundry

CC: Eric Johnson, City Manager

Recommendation

Recommend approval of the preliminary plat for the Foundry subdivision.

Background

RZ2024-007, a rezoning from R-100 and R-75 to Planned Residence District (PRD) with conditions was granted for the parcels at 136, 138, 134, and 141 Beutell Street and 87 Hunt Street more fully described as parcel identification numbers 6255 072, 6255 525, 6255 087, 6255 524, and 6255 084. The applicant is now seeking review of a preliminary plat through the public meeting process. At their July 1, 2026 meeting, the Planning and Zoning Board recommended approval.

Financial Impact N/A

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

1. Continues to define Norcross' sense of place
2. Ensures that Norcross Residents have a Variety of Attainable, Quality Housing Options

Attachments

1. PP2026-002

PRELIMINARY PLAT:

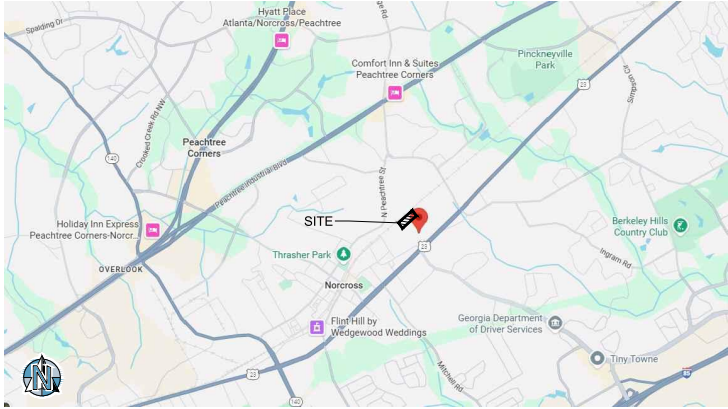
THE FOUNDRY

HUNT & BEUTELL STREET
NORCROSS, GA 30071

LAND LOT: 255, DISTRICT: 6, PARCEL #: 6255 072, 525, 084, 524, & 087
ZONED: PRD RZ2024-007

SHEET INDEX

- C-0 COVER
V-1 SURVEY
C-1 PRELIMINARY PLAT SITE PLAN
C-2 PRELIMINARY PLAT GRADING & DRAINAGE
PLAN
C-3 PRELIMINARY PLAT UTILITY PLAN



VICINITY MAP
NOT TO SCALE

TOTAL SITE AREA = 4.33 AC
SITE DISTURBED AREA = 4.33 AC

OWNER CERTIFICATION

I HEREBY SUBMIT THIS PRELIMINARY PLAT AS THE OWNER, OR HIS/HERS AUTHORIZED AGENT, OF ALL
PROPERTY SHOWN THEREON.

Josh Carnes
SIGNATURE OF OWNER OR AUTHORIZED AGENT

5/28/2026
DATE

PREPARED BY:



Foresite Group, LLC
451 Vision Dr.
Suite H201
Cumming, GA 30040
o | 770.368.1399
f | 770.368.1944
w | www.foresitegroup.net

24 HR CONTACT:
MUSAH LOTALLAH
404-643-4606

ISSUED:
MAY 28, 2026
2190.003

PROJECT DIRECTORY

OWNER/DEVELOPER
MUTUAL HOME SOLUTIONS
38 LANGFORD DRIVE
NORCROSS, GA 30071
404-643-4606
CONTACT: MUSAH LOTALLAH
MUSAH.MHS@GMAIL.COM

CIVIL ENGINEER
FORESITE GROUP, LLC
3740 DAVINCI COURT
PEACHTREE CORNERS, GA 30092
(770) 368-1399
CONTACT: JOSH CARNES, PE
jcarnes@fg-inc.net

JURISDICTION AUTHORITY

LOCAL ISSUING AUTHORITY
CITY OF NORCROSS
65 LAWRENCEVILLE STREET
NORCROSS, GA 30071
770-448-2122
CONTACT: 770-448-2122

UTILITY PROVIDERS

WATER & SEWER SERVICE PROVIDER
GWINNETT COUNTY DEPT. OF WATER
RESOURCES
684 WINDER HWY.
LAWRENCEVILLE, GA 30045
678-376-6700

WATER AND WASTEWATER SERVICE
PROVIDED BY GWINNETT COUNTY



ENGINEER:
FORESITE
group
3740 Davinci Ct.
Suite 101
Peachtree Corners, GA 30092
o | 770.368.1399
f | 770.368.1944
w | www.foresitegroup.net

DEVELOPER:

MUTUAL HOME SOLUTIONS, LLC
438 LANGFORD DRIVE
NORCROSS, GA 30071
(404) 643-4606
CONTACT: MUSAH LOTALLAH

PROJECT:
**THE FOUNDRY
PRELIMINARY PLAT**
134, 136, 138, 141 BEUTELL ST & 87 HUNT ST
NORCROSS, GA 30071, LL 255, 6TH DISTRICT
PARCELS: MULT.

SEAL:

REVISIONS	DATE
PRELIMINARY PLAT SUBMITTAL	1/16/2026
PRELIMINARY PLAT RESUBMITTAL	5/28/2026
PROJECT MANAGER:	JAC
DRAWING BY:	JAC
JURISDICTION:	CITY OF NORCROSS
DATE:	05/28/2026
SCALE:	1"=30'
TITLE:	

SHEET NUMBER: **C-0**
COMMENTS: RELEASED FOR PERMITTING
JOB FILE NUMBER: 2190.003

Proposed Preliminary Plat

ENGINEER:
FORESITE
 group
 Foresite Group, LLC
 3740 Daniels Ct.
 Suite 100
 Peachtree Corners, GA 30092
 P 770.368.1399
 F 770.368.1944
 w | www.foresitegroup.net

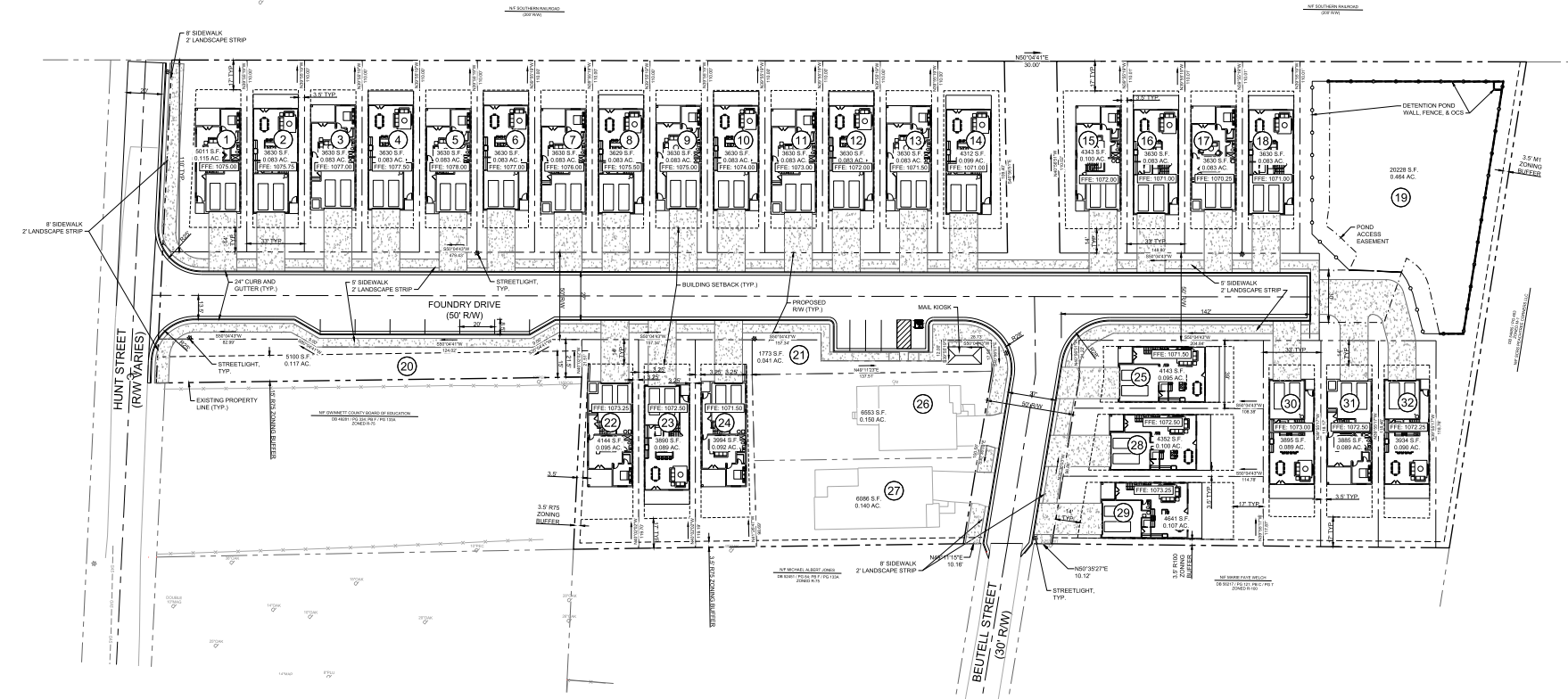
DEVELOPER:
 MUTUAL HOME SOLUTIONS, LLC
 436 LANFORD DRIVE
 NORCROSS, GA 30071
 (404) 843-4606
 CONTACT: MUSAH LOTALLAH

PROJECT:
**THE FOUNDRY
 PRELIMINARY PLAT**
 134, 136, 138, 141 BEUTELL ST & 87 HUNT ST
 NORCROSS, GA 30071, LL 265, 6TH DISTRICT
 PARCELS: MULT.



REVISIONS DATE
 PRELIMINARY PLAT SUBMITTAL 1/16/2026
 PROJECT MANAGER: JAC
 DRAWING BY: JAC
 JURISDICTION: CITY OF NORCROSS
 DATE: 01/16/2026
 SCALE: 1"=30'
 TITLE:

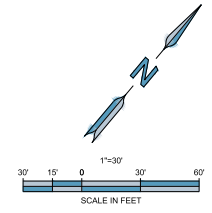
PRELIMINARY PLAT SITE PLAN
 SHEET NUMBER: **C-1**
 COMMENTS: RELEASED FOR PERMITTING
 JOB FILE NUMBER: 2190.003



SITE DATA	
TOTAL PROJECT AREA:	188,585.18 S.F. (4.31 AC.)
RESIDENTIAL LOTS:	29 LOTS (111,202.52 S.F. (2.56 AC.))
COMMON AREA:	3 LOTS (27,065.51 S.F. (0.62 AC.))
RIGHT-OF-WAY:	43,873.17 S.F. (1.01 AC.)
BUILDING SETBACK - FRONT:	16 FT.
REAR:	3.5/5 FT.
SIDE:	17 FT.
DENSITY:	8.70 UNITS/ACRE

- SITE NOTES:**
- PROJECT DESCRIPTION: SINGLE FAMILY RESIDENTIAL DEVELOPMENT. APPROVED REZONING CASE: RZ0204-001.
 - ALL EXISTING STRUCTURES AND FENCES TO BE DEMOLISHED.
 - OWNER OF RECORD AND SUBDIVIDER IS MUTUAL HOME SOLUTIONS, LLC.
 - RESIDENTIAL LOT SETBACKS: FRONT 14', BACK 17', SIDE 3.5/5.25'. RESIDENTIAL LOTS = 29.

LINE LEGEND	
---	PROPERTY LINE
- - -	EXISTING CHAINLINK FENCE
- - -	EXISTING SCREEN FENCE
- - -	EXISTING WOODEN FENCE
- - -	EXISTING GUARDRAIL
---	PROPOSED BUILDING WALLS
---	PROPOSED CURB AND GUTTER
---	PROPOSED TAPERED CURB AND GUTTER
---	PROPOSED CHAINLINK FENCE
---	PROPOSED SCREEN FENCE
---	PROPOSED WOODEN FENCE
---	PROPOSED HANDRAIL
---	PROPOSED GUARDRAIL
---	PROPOSED RETAINING WALL



RZ2024-007

An Ordinance Allowing a Rezoning

Enacting Clause; The Mayor and City Council of the City of Norcross, Georgia, after conducting a duly authorized and advertised public hearing, hereby ordains that:

A rezoning from R-100 and R-75 to Planned Residence Development (PRD) with conditions is granted for the parcel at 136, 138, 134 & 141 Beutell St. & 87 Hunt Street more fully described as parcel identification numbers 6255 072, 6255 525, 6255 087, 625 524, 6255 084 and subject to all regulations and ordinances as adopted by the City of Norcross, and subject to the following conditions:

1. The PRD zoning designation shall be restricted to a single-family development up to a maximum of 31 units;
2. The property shall be developed in general conformance with the site plan dated receipt 10/28/2024 and shall include a 14-foot setback along the interior property lines;
3. A 2-foot sidewalk landscape strip shall be provided along the interior property lines;
4. The applicant shall provide a minimum of 3 parking spaces per unit all which must be provided on the site;
5. A 2-foot sidewalk landscape strip, 8-foot sidewalk with streetlights shall be installed along Hunt Street and Beutell Street in conformance with Section 205-4.f. of the UDO unless otherwise required by the City Engineer; and the sidewalk in front of existing lots 26 and 27 shall be upgraded from 5' to 8'.
6. All common areas, including but not limited to stormwater systems, shall be maintained by the property manager/owner;
7. It is acknowledged that the Gwinnett County Fire Marshal or another reviewing agency may require modifications to the site for oversized vehicles such as fire and garbage trucks and minor adjustments to the site concept plan shall be approved by the Community Development Director in response to Gwinnett County comments is allowed;
8. The location of any and all crosswalks and traffic calming measures within the development are subject to the approval of the City Engineer;
9. Plant material use on site in landscape strips and buffers are subject to final approval of the City's Arborist;
10. Location of stormwater detention is subject to the approval of the City Engineer;
11. All utilities shall be buried;
12. The development shall comply with the Architectural Review Board's 11 conditions of approval

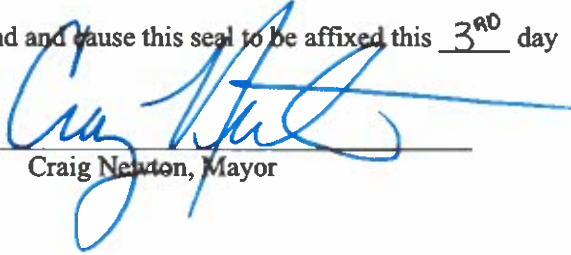
referenced earlier in the analysis. Any changes to previously approved plans shall be subject to the formal advertising and review process of the Architectural Review Board;

13. The applicant work with City Staff to help develop pedestrian connectivity between Hunt Street and Wingo Street, if possible. If it is possible to develop pedestrian connectivity, the applicant shall contribute \$10,000 total in equal assessments on each building permit for the development ($\$10,000/31=\322.38 per permit) into a specified trail/sidewalk fund towards the creation of the connection;

14. The applicant must obtain a Land Disturbance Permit (LDP) within 18 months of this zoning action. If not obtained, the applicant shall provide an update to Mayor and Council at a regularly scheduled meeting on the status of the project.

SO ORDAINED this 3rd day of March 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and cause this seal to be affixed this 3rd day of March.



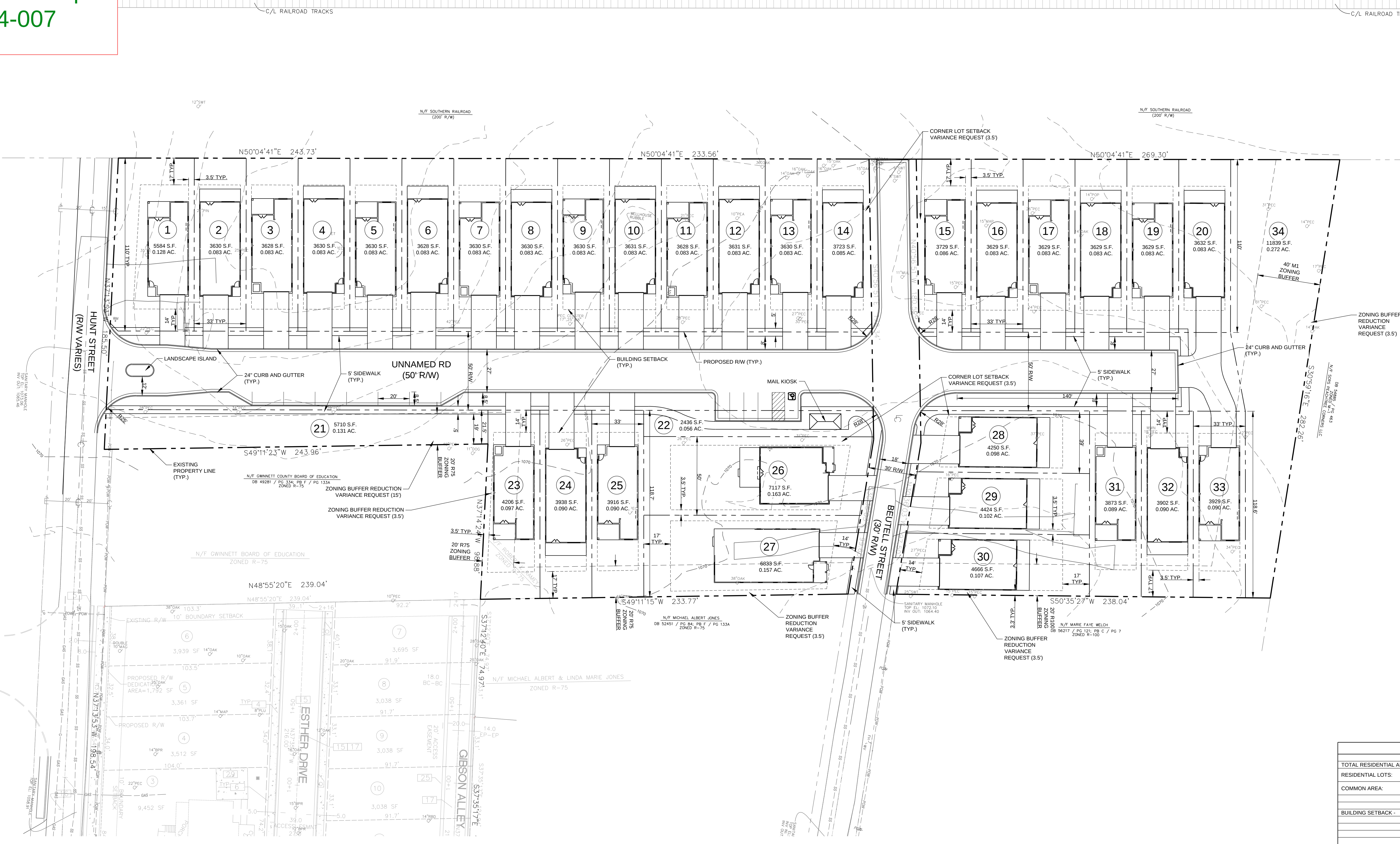
Craig Newton, Mayor

ATTEST:



Shayla Alexis, Deputy City Clerk

Approved
Concept Plan per
RZ2024-007



SITE DATA	
TOTAL RESIDENTIAL AREA:	145,797.21 S.F. (3.35 AC.)
RESIDENTIAL LOTS:	31 LOTS (125,812.21 S.F.) (2.89 AC.)
COMMON AREA:	3 LOTS (19,986 S.F.) (0.46 AC.)
BUILDING SETBACK -	FRONT: 14 FT
	SIDE: 3.5 FT
	REAR: 17 FT

HUNT & BEUTELL RESIDENTIAL

CONCEPT PLAN



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

AGENDA REPORT

To: Mayor and Council

From: Jon Robinson, Finance Director

Meeting Date: August 10, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-253

Title: Adoption of FY 2027 Solid Waste Fees

CC: Eric Johnson, City Manager

Recommendation: Adopt a 4.7 percent increase in residential and commercial solid waste collection fees, effective September 1, 2026, consistent with the City's increased cost under a five-year contract with Waste Management.

Background: The City approved a five-year contract extension for solid waste collection service in February 2023 with Waste Management that provides for an annual increase in what the City is charged, based on the Consumer Price Index.

Section 5.3 provides:

- (a) The CPI adjustment on all of Contractor's collection rates shall continue to take effect each September 1 during the term of the Agreement beginning September 1, 2024. Notice of any increase in pricing caused by CPI adjustments shall be provided no later than July 1 and shall be based on the immediately preceding published CPI numbers. The CPI index used for this extended term shall be 100% of the Consumer Price Index for Water, Sewer, and Trash CPI, not seasonally adjusted, all areas (WST CPI) published by the Bureau of Labor Statistics, U.S. Department of Labor ("C.P.I."). No CPI adjustments shall exceed 7% on an annual basis.

Waste Management notified the city as required, and City staff confirmed that the referenced index increased over the preceding 12 months, as reflected in the April 2026 CPI report, by 4.7 percent. There was a 5.2 percent increase in FY26. Residential fees are partially subsidized by commercial fees. The increase in residential fees for FY27 would be from \$353.64 per year to \$370.32 per year. Seniors, aged 62 years and older, who currently pay \$176.82 per year, would pay \$185.16 per year. These increases would appear on the Property Tax Bills scheduled to be delivered in October 2026. All other residential and commercial fees would increase by the same 4.7 percent.

Staff will assess commercial fee revenue against expenses during the first quarter of FY27 to ensure that fees are keeping pace with the City's overall costs. Commercial fees are charged by the City on a monthly basis and may be adjusted. Residential fees, since they are reflected in the annual property tax bills, have less flexibility for adjustments.

Financial Impact: Depending on the level of commercial services, which vary monthly, the impact on FY27 revenues and expenses is estimated to increase between \$250,000 and \$270,000.

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

Attachments: 2026 Consumer Price Adjustment Letter

Update



May 28, 2026

Mrs. Traci Rye
Assistant City Manager
City of Norcross
65 Lawrenceville Street
Norcross, GA 30071

Dear Mrs. Rye:

We sincerely appreciate being your local solid waste provider and a valued member of your business community. As per our most recent Addendum under number 6a, we are authorized, contracted, and scheduled for a CPI adjustment of 4.7% effective September 1, 2026. Please see the support documentation below.

Sincerely,

Steve Edwards

Steve Edwards
WM, Public Sector Manager
sedward1@wm.com
770 560-4025

RESIDENTIAL
SERVICES
Table R.1.

Services	Current Rates	Rates 9/1/2026
MSW	\$25.85	\$27.06
Recycle	\$3.62	\$3.79
Total Per Month	\$29.47	\$30.86
Extra Cart Residential	\$10.52	\$11.01
Commercial Carts Garbage	\$29.14	\$30.51
Commercial Carts Recycle	\$20.90	\$21.88
Commercial Carts, extra	\$20.06	\$21.00

COMMERCIAL
SERVICES
Table C.1.

Front End Load Garbage Service	Current Rates	Rates 9/1/2026
1-2x1	\$76.05	\$79.62
1-2x2	\$126.87	\$132.83
1-2x3	\$177.84	\$186.20
1-4x1	\$99.63	\$104.31
1-4x2	\$171.87	\$179.95
1-4x3	\$242.39	\$253.78
1-4x4	\$398.54	\$417.27
1-4x5	\$422.66	\$442.53
1-6x1	\$125.77	\$131.68
1-6x2	\$221.16	\$231.55
1-6x3	\$316.52	\$331.40
1-6x4	\$413.73	\$433.18
1-6x5	\$507.31	\$531.15
1-8x1	\$151.97	\$159.11
1-8x2	\$273.55	\$286.41
1-8x3	\$394.86	\$413.42
1-8x4	\$516.48	\$540.75
1-8x5	\$637.96	\$667.94

Extra pick-up charge
\$86.58, overage charges
\$115.43 per occurrence

Front Load Cardboard Recycle Service	Current Rates	Rates 9/1/2026
1-8x1	\$115.76	\$121.20
1-8x2	\$216.09	\$226.25
1-8x3	\$316.42	\$331.29
1-8x4	\$416.74	\$436.33
1-8x5	\$517.07	\$541.37

Contamination and Extra
pick-up charge \$86.58

Current Temp Roll Off
Rates

Temp Roll Off Service	Monthly Rental	Haul Charge	Disposal Charge per ton
20 yard temp	\$165.37	\$248.06	\$63.94
30 yard temp	\$165.37	\$248.06	\$63.94

Trip charge \$165.37 &
relocate charge

9/1/2026 Temp Roll Off
Rate

Temp Roll Off Service	Monthly Rental	Haul Charge	Disposal Charge per ton
20 yard temp	\$173.14	\$259.72	\$66.95
30 yard temp	\$173.14	\$259.72	\$66.95

New Trip charge \$173.14
& relocate charge

Current Perm Roll Off
Rates

Perm Roll off Service	Monthly Rental	Haul Charge	Disposal Charge per ton
20 yard Open top	\$165.37	\$303.19	\$63.94
30 yard Open top	\$165.37	\$303.19	\$63.94
12 yard compactor	\$606.37	\$441.00	\$63.94
35 yard compactor	\$606.37	\$441.00	\$63.94
40 yard Compactor	\$606.37	\$441.00	\$63.94

City Glass recycling 20
yard, \$661.50 per haul

New Perm R/O Rates
Effective 9/1/2026

Perm Roll off Service	Monthly Rental	Haul Charge	Disposal Charge per ton
20 yard Open top	\$173.14	\$317.44	\$66.95
30 yard Open top	\$173.14	\$317.44	\$66.95
12 yard compactor	\$634.87	\$461.73	\$66.95
35 yard compactor	\$634.87	\$461.73	\$66.95
40 yard Compactor	\$634.87	\$461.73	\$66.95

City Glass recycling 20
yard, \$692.59 per haul

Trip charge \$173.14 &
relocate charge

6. Section 5.3 (Rate Adjustments Due to Significant Changes) is hereby deleted, and the following Section 5.3 is inserted in lieu thereof:

- (a) The CPI adjustment on all of Contractor's Collection Rates shall continue to take effect each September 1 during the term of the Agreement beginning September 1, 2024. Notice of any increase in pricing caused by CPI adjustments shall be provided no later than July 1 and shall be based on the immediately preceding published CPI numbers. The CPI index used for this extended term shall be 100% of the Consumer Price Index for Water, Sewer, and Trash CPI, Not Seasonally Adjusted, All Areas, (WST CPI) published by the Bureau of Labor Statistics, U.S. Department of Labor ("C.P.I."). No CPI adjustments shall exceed 7% on an annual basis.

Table 2. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by detailed expenditure category, April 2026 — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Mar. 2026	Unadjusted percent change		Seasonally adjusted percent change		
		Apr. 2025-Apr. 2026	Mar. 2026-Apr. 2026	Jan. 2026-Feb. 2026	Feb. 2026-Mar. 2026	Mar. 2026-Apr. 2026
Owners' equivalent rent of residences ¹⁴	25.888	3.3	0.5	0.2	0.3	0.5
Owners' equivalent rent of primary residence ¹⁴ . .	24.926	3.3	0.5	0.2	0.3	0.5
Tenants' and household insurance ^{1, 2}	0.289	7.2	0.1	0.1	0.9	0.1
Water and sewer and trash collection services ²	1.144	4.7	0.3	0.7	0.5	0.3
Water and sewerage maintenance ¹	0.785	5.0	0.2	0.7	0.6	0.2
Garbage and trash collection ^{1, 10}	0.359	4.2	0.3	0.7	0.3	0.3



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

AGENDA REPORT

To: Mayor and Council

From: Jon Robinson, Finance Director

Meeting Date: August 10, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-259

Title: FY2026 Budget Adjustments – Personnel Costs

CC: Eric Johnson, City Manager

Recommendation: Approve the proposed FY2026 budget amendments for personnel appropriations.

Background: The FY2026 budget was approved by Council on August 4, 2025. Since budget adoption, several personnel-related expenditures have exceeded original projections due to operational needs and staffing-related adjustments that were not anticipated during the budget development process.

Georgia law and the City's budget ordinance require Council approval for budget amendments involving changes to salary and personnel appropriations. The proposed amendments will realign personnel budgets to reflect actual expenditures and projected year end costs while maintaining compliance with all applicable financial policies and legal requirements.

Financial Impact: The amendments adjust existing personnel appropriations to align with current expenditure trends and projected year-end obligations. These adjustments do not increase the overall City budget but reallocate funding as necessary to ensure departments remain within authorized appropriation limits.

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 Budget Amendment Item 26-08032026

Update

Finance Department Budget Adjustment Entry

Purpose:		Budget Amendments for FY2026 Personnel Costs	
Item Number:		2026-08032026	
Effective Date:		8/10/2026	
Description	Account Number	Increase/Debit	Decrease/Credit
GROUP INSURANCE - MAYOR/COUNCIL	100-5.1310.512100	14,000	
REGULAR EMPLOYEES - COURT	100-5.2650.511100	61,250	
CONTINGENCIES	100-5.1310.579000		75,250
REGULAR EMPLOYEES - E911	100-5.3800.511100	126,450	
REGULAR EMPLOYEES - PUBLIC WORKS	100-5.4100.511100	213,000	
REGULAR EMPLOYEES - PARKS	100-5.6200.5111000	167,000	
REGULAR EMPLOYEES - COMM DEV	100-5.7000.5111000	115,000	
FUND BALANCE	100-389500		621,450
REGULAR EMPLOYEES - SOLID WASTE	540-5.4510.5111000	4,500	
CONTINGENCIES	540-5.4510.579000		4,500
	Totals	701,200	701,200



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

AGENDA REPORT

To: Mayor and Council

From: Camille Washington, Human Resources Director

Meeting Date: August 10, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-254

Title: Authorized Positions for FY27

CC: Eric Johnson, City Manager

Recommendation: Approve a Resolution Establishing the Authorized Positions for Fiscal Year 2027

Background: There is one new proposed position for FY27, Police Records Clerk I, and two reallocations of budgeted positions in the Police Department due to personnel changes. An unfilled traffic officer position will move to the Crime Suppression Team (CST) Sergeant position, and the Code Enforcement Administrator position will be converted to a Communications officer position. Additionally, there is one reclassification of the part-time Cultural Arts and Tourism Assistant position that will move to full-time. There are three part-time positions, 145 full-time positions, and a total of 148 positions citywide. All positions have been reviewed and verified by Human Resources and the respective department heads. The existing pay scale has been maintained to support an equitable compensation structure and to ensure continued competitiveness in the current labor market.

Financial Impact: The estimated total cost for each personnel action, inclusive of all employer-paid benefits, is as follows:

- Proposed Police Records Clerk I: \$102,625.55
- Reclassification of the Cultural Arts and Tourism Assistant from part-time to full-time: \$105,121.35
- Sergeant pay grade reallocation: \$139,829.05
- Communications Officer pay grade reallocation: \$107,362.32

Consistent with the Comprehensive Plan? N/A

Attachments:

FY27 Authorized Positions Resolution

FY27 PD Personnel Change Summary
FY Estimate of Benefits Update 8.5.2026
PD FY27 Org Chart
FY27 PD Personnel Changes

Update:

At the August 3 Policy Work Session, Councilmember Myers requested that the benefits estimate be revised to compare the employee's current benefit costs with the estimated benefits for the proposed new position. The **FY Estimate of Benefits** attachment has been updated accordingly to reflect this comparison.

CITY OF NORCROSS, GEORGIA
AUTHORIZED POSITIONS RESOLUTION

A RESOLUTION TO AUTHORIZE STAFF POSITIONS AND PAY & CLASSIFICATION SYSTEM ASSIGNMENTS FOR FY27

WHEREAS the City of Norcross needs staff resources to adequately carry out the City’s program of work during FY27; and

WHEREAS the City of Norcross will adopt a budget document submitted by the City Manager that defines the City’s expenditure and revenues for FY27; and

WHEREAS, the City Manager has recommended various staff position assignments and has discussed the same at length with the City of Norcross’s elected officials in various workshops and meetings; and

WHEREAS the City of Norcross City Council prepared a vision statement that demands progressive and responsible government.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norcross, Georgia, and it is hereby resolved by the same that the following are the authorized staff position assignments for the City of Norcross, Georgia:

These positions and assignments are further defined by the classification and compensation study completed by Evergreen Consulting Inc in 2024, the City of Norcross Employee Handbook, and individual job descriptions. The City Manager has discretion granted by the City Council of Norcross, Georgia, to make administrative interpretations regarding staff positions and the aforementioned documents.

P/T is an abbreviation for Part-Time; hours and pay vary for these positions. () Denotes the number in positions.

Council & Chief Executive	Position Total
City Manager	3
City Manager (1)	
Assistant City Manager (1)	
Communications Manager (1)	
City Clerk	2
City Clerk (1)	
Deputy City Clerk (1)	

Finance	10
Finance Director (1)	
Assistant Finance Director (1)	
Customer Service Associate I - (2)	
Customer Service Associate II - (1)	
Billing Specialist (1)	
Revenue and Tax Specialist (1)	
Staff Accountant AP/PY (1) Staff Accountant AR (1) - (2)	
Revenue & Tax Supervisor (1)	
Information Technology	3
Chief Information Officer (1)	
IT Manager (1)	
IT Specialist (1)	
Human Resources	2
Human Resources Director (1)	
HR Coordinator (1)	
Municipal Court	7
Court Administrator (Clerk of Court) (1)	
Assistant Clerk of Court (1)	
Senior Court Records Clerk (1)	
Court Records Clerk I - (2) Records Clerk II - (2) (4)	
Public Safety Department	75
Communications Officer I (6)	
Communications Officer II (3)	
Communications Supervisor (1)	
Support Services Manager (1)	
Records Clerk I (2) Records Clerk II (1) (3)	
Accreditation Manager/Crime Analyst (1)	
Code Enforcement Officers (3 F/T and 1 P/T) (4)	
CSI Property & Evidence Custodian (1)	
Assistant to Chief of Police (1)	
Administrative Fiscal Coordinator (1)	

Police Officer (includes Master Patrol Officer) (33)	
Sergeant (8)	
Lieutenant (5)	
Captain (2)	
Chief of Police (1)	
Detectives (4)	
Public Works Department	
Public Works Administration	5
Public Works Director (1)	
City Engineer (1)	
Procurement & Capital Projects Manager (1)	
Beautification & Landscape Manager (1)	
Administrative Coordinator II (1)	
Facilities & Fleet	3
Facilities & Fleet Superintendent (1)	
Lead Facilities Technician (1)	
Facilities Technician (1)	
Roads & Storm Water	10
Community Service Program Coordinator (1)	
Equipment Operator – Storm Water (1)	
Equipment Operator (1)	
Light Equipment Operator - Storm Water (1)	
Light Equipment Operator P/T (2)	
Maintenance & Equipment Technician (3)	
Stormwater Superintendent (1)	
Parks and Recreation	5
Parks & Recreation Superintendent (1)	
Senior Parks & Recreation Program Coordinator (1)	
Parks & Recreation Maintenance Coordinator (3)	
Parks & Recreation Attendant (P/T) (1) (Seasonal) excluded from total position count	

Norcross Power Department	10
President – Norcross Power (1)	
Senior Journeyman Lineman (2)	
Journeyman Lineman (1)	
Electric Apprentice Lineman (3)	
Electric Supervisor (1)	
Electric Superintendent (1)	
Electric Meter & Utility Technician (1)	
Welcome Center/Cultural Arts	5
Downtown Manager Cultural Arts & Tourism Director (1)	
Events Manager (1)	
Cultural Arts & Tourism Assistant – (1) P/T (1 F/T (2)	
Cultural Arts Facility Team Leader (1)	
Community Development	6
Community Development & Planning Director (1)	
Senior Planner (1)	
Senior Planner – GIS & Sustainability (1)	
Planner (1)	
Plan Review Coordinator (1)	
Arborist (1)	
Economic Development	2
Economic Development Director (1)	
Economic Development Manager (1)	
Total Approved Positions	148

APPROVED AND ADOPTED ON _____

NORCROSS CITY COUNCIL, A GEORGIA
MUNICIPAL CORPORATION

BY: _____
CRAIG NEWTON, MAYOR

BY: _____
BRUCE GAYNOR, MAYOR PRO TEMPORE

BY: _____
ANDREW HIXSON, COUNCILMAN

BY: _____
JOSH BARE, COUNCILMAN

BY: _____
MATTHEW MYERS, COUNCILMAN

ATTESTED TO BY:

MONIQUE PHILIP, CITY CLERK

APPROVED AS TO FORM:

WILLIAM J. DIEHL, CITY ATTORNEY
THOMPSON, O'BRIEN, KEMP & NASUTI, P.C.



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

From: Bill Grogan

Sent: Monday, May 11, 2026 9:22:47 AM

To: Camille Washington <cwashington@norcrossga.net>; Erin Taylor
<etaylor@norcrossga.net>; Jon Robinson <Jon.Robinson@norcrossga.net>

Cc: Robert Braud <robert.braud@norcrosspd.com>; Leisa Grace
<lgrace@norcrosspd.com>

Subject: FY 27 NPD personnel changes

Good morning. The attached Word document summarizes our personnel needs and why. I have also attached our current org chart and future org chart with these changes. Please advise if you need further information.

I am requesting the addition of one (1) Records Clerk position, along with the reallocation of two (2) existing positions, to address increasing operational demands within the Police Department.

The Police Department currently receives more Open Records Requests than any other department within Gwinnett County. Year to date, nearly 1,100 requests have been processed, and this number continues to rise. These requests require extensive staff time to review, research, compile responsive records, and apply legally required redactions. In accordance with Georgia law, each request must be acknowledged within three (3) business days with an estimated completion timeline.

Additionally, there has been a notable increase in bulk requests from online content creators, often located outside of Georgia, who use arrest reports or jail logs to request body-worn camera footage for commercial purposes. These large-scale requests are time-intensive and have placed a substantial strain on Records staff, interfering with the division's ability to perform its core daily functions.

The Records Unit is currently staffed with only two full-time Records Clerks. Given the increased workload and demand, the addition of one (1) Records Clerk is necessary to maintain compliance with legal requirements, ensure timely processing, and sustain efficient operations.

In addition to the requested new position, two (2) existing positions are proposed for reallocation:

First, the currently unfilled Traffic Officer position will be reallocated to a Sergeant position assigned to the Crime Suppression Team (CST). Currently, the Traffic Officer position

cannot be filled due to the high volume of traffic citations generated by the existing unit. This volume has already placed the courts and Records Unit at maximum capacity, and filling the vacant position would further overburden both. The CST currently consists of four (4) officers, including two (2) who will be K-9 units, and operate during unconventional hours. This unit requires direct supervision due to its proactive enforcement role and high liability. The Sergeant will be responsible for overseeing CST personnel and managing the unit's daily operations.

Second, the current Code Enforcement Administrator position will be reallocated to create an additional Dispatcher position. Due to the proactive efforts of the Traffic Unit, increased calls for service, and the management of thousands of active arrest warrants, current dispatch staffing levels are insufficient to meet operational demands. The volume of calls for service continues to increase, and this reallocation will allow Dispatch to function more efficiently and effectively support field operations.

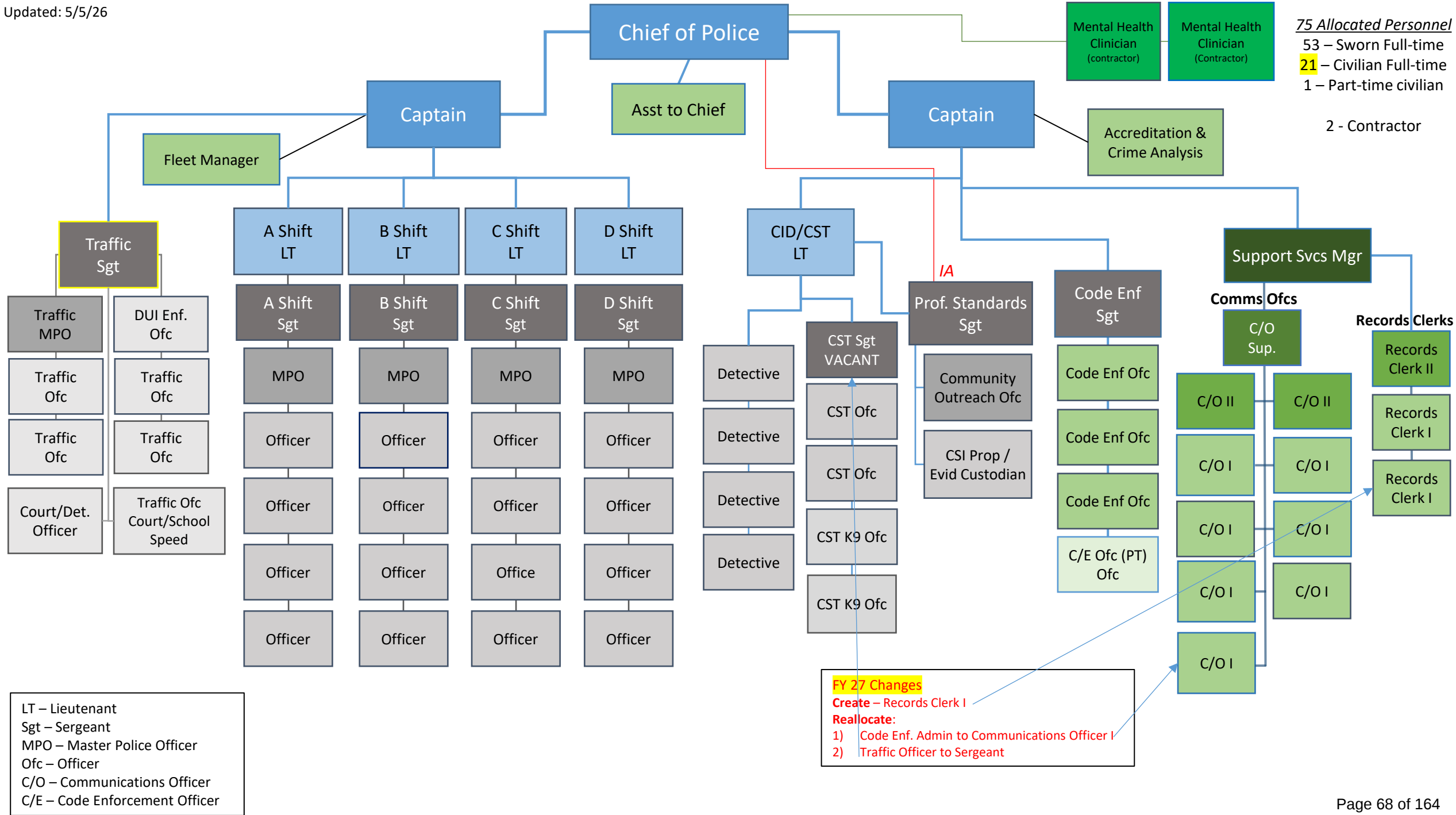
These adjustments are necessary to balance workload demands, maintain compliance with legal requirements, and ensure the continued effectiveness and safety of department operations

Department: Public Safety	Current	New Pay Grade 206
Primary Title	Police Officer Pay Grade 204	(CST) Sergeant
Category	Full Time	Full Time
Hourly Base Wage*	\$ 27.36	\$ 41.11
Hours per Year*	2080	2080
Regular Salaries	\$ 56,916.72	\$ 85,504.85
Fund	100	100
Dept. #	3200	3200
Est. 3.5% Pay Increase	\$ 1,992.09	\$ 2,992.67
Medical	\$ 31,834.92	\$ 31,834.92
Dental	\$ 1,716.78	\$ 1,716.78
LTD	\$ 245.50	\$ 245.50
Basic Life & AD&D	\$ 258.90	\$ 258.90
Workers Comp	\$ 866.25	\$ 866.25
Unemployment Ins	\$ 35.00	\$ 35.00
Retirement - Include Defined benefits & Deferred Comp	\$ 5,691.67	\$ 8,550.49
Medicare	\$ 825.29	\$ 1,239.82
FICA	\$ 3,528.84	\$ 5,301.30
Total Estimated Compensation	\$ 103,911.96	\$ 138,546.48
	Difference of Increase	\$ 34,634.52
	Percentage Increase	33.33%

Department: Public Safety	Current	New Pay Grade 104
Primary Title	Code Enforcement Administrative 103	Communications Officer
Category	Full Time	Full Time
Hourly Base Wage*	\$ 23.59	\$ 28.38
Hours per Year*	2080	2080
Regular Salaries	\$ 49,071.47	\$ 59,033.81
Fund	100	100
Dept. #	3200	3200
Est. 3.5% Pay Increase	\$ 1,717.50	\$ 2,066.18
Medical	\$ -	\$ 31,834.92
Dental	\$ -	\$ 1,716.78
LTD	\$ 245.50	\$ 245.50
Basic Life & AD&D	\$ 258.90	\$ 258.90
Workers Comp	\$ 866.25	\$ 866.25
Unemployment Ins	\$ 35.00	\$ 35.00
Retirement - Include Defined benefits & Deferred Comp	\$ 4,907.15	\$ 5,903.38
Medicare	\$ 711.54	\$ 855.99
FICA	\$ 3,042.43	\$ 3,660.10
Total Estimated Compensation	\$ 60,855.74	\$ 106,476.81
	Difference of Increase	\$ 45,621.07
	Percentage Increase	12.78%

Department: Public Safety	New Position
Primary Title	Records Clerk Pay Grade 103
Category	Full Time
Hourly Base Wage*	\$ 26.52
Hours per Year*	2080
Regular Salaries	\$ 55,171.79
Fund	100
Dept. #	3200
Est. 3.5% Pay Increase	\$ 1,931.01
Medical	\$ 31,834.92
Dental	\$ 1,716.78
LTD	\$ 245.50
Basic Life & AD&D	\$ 258.90
Workers Comp	\$ 866.25
Unemployment Ins	\$ 35.00
Retirement - Include Defined benefits & Deferred Comp	\$ 5,517.18
Medicare	\$ 799.99
FICA	\$ 3,420.65
Total Estimated Compensation	\$ 101,797.97

Department: Welcome Ctr/Cultural Arts	Current - Part Time	Full Time
Primary Title	Cultural Arts & Tourism Assistant I - Pay Grad 103	Cultural Arts & Tourism Assistant I - Pay Grad 103
Category		
Hourly Base Wage*	28.145994	28.145994
Hours per Year*	1580	2080
Regular Salaries	\$ 44,470.67	\$ 58,543.67
Fund	100	100
Dept. #	6000	6000
Est. 3.5% Pay Increase	\$ 1,556.47	\$ 2,049.03
Medical		\$ 31,835.04
Dental		\$ 1,716.84
LTD		\$ 188.52
Basic Life & AD&D		\$ 25.55
Workers Comp	\$ 687.47	\$ 687.47
Unemployment Ins	\$ 35.00	\$ 35.00
Retirement - Include Defined benefits & Deferred Comp	\$ -	\$ 5,854.37
Medicare	\$ 644.82	\$ 848.88
FICA	\$ 2,757.18	\$ 3,629.71
Total Estimated Employer Compensation	\$ 50,151.62	\$ 105,414.07
	Difference of Increase	\$ 55,262.45
	Percentage Increase	110.19%





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

AGENDA REPORT

To: Mayor and Council

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

Meeting Date: Aug 10, 2026, Regular Council Meeting (RCM)

Item No.: 2026-264

Title: Resolution on Demolition of Structures Built before 1950 Moratorium

CC: Eric Johnson, City Manager

Recommendation

Approve a resolution imposing a moratorium on the demolition of structures built before 1950 until February 1, 2027.

Background

Recent applications concerning the demolition of structures built prior to 1950 have raised some concerns regarding the application of the existing historic property demolition ordinance. With City Staff and Council reviewing policy alternatives for the existing regulatory scheme, the Council may deem it appropriate to impose a six-month moratorium on demolitions of all homes built before 1950.

This moratorium applies to all such structures (residential and commercial), regardless of whether the home is located in a historic district. If approved as drafted, homes that are newer than 1950 could apply for demolition permits and be subject to the existing ordinances—whether they are within or outside of a historic district.

The moratorium has a carve-out for a structure that is so dilapidated that it might threaten loss of life or property, as determined by the Building Inspector, Fire Marshal, or the City Council. This allows properties that exhibit unsafe conditions to be demolished notwithstanding the prohibition.

Financial Impact

None

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

1. Continues to define Norcross' sense of place

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

Attachments

- Amended Proposed Resolution

**A RESOLUTION ENACTING AND EXTENDING A MORATORIUM ON THE
ACCEPTANCE OF APPLICATIONS FOR DEMOLITION PERMITS FOR ALL
COMMERICAL AND RESIDENTIAL STRUCTURES CONSTRUCTED BEFORE 1950
ISSUED BY THE CITY OF NORCROSS, GEORGIA**

The City of Norcross, Georgia (the “City”), by and through its City Council, has duly considered the forgoing and hereby adopts as a Resolution of the City Council the foregoing:

WHEREAS, the City’s Unified Development Ordinance (“UDO”) provides certain regulations concerning the demolition of any house, dwelling, apartment, commercial, industrial, or other structure located within the City’s Local Historic District or within the National Historic District and generally to any primary residential structure constructed prior to 1950 according to applicable government records;

WHEREAS, the City has an inventory of such homes known to the City within its jurisdiction, having a map of the homes as being constructed prior to 1950 attached hereto as Exhibit “1”;

WHEREAS, those regulations require that a permit be submitted by a property owner or applicant and approved by the City through a process detailed in UDO § 370-6;

WHEREAS, the City Council and City Staff would benefit from re-examining the UDO and its regulation of the demolition of historic structures as provided in UDO § 370-6 and elsewhere within the City’s Code of Ordinances;

WHEREAS, during this re-examination, the City’s interests in preserving the health, safety, morals, aesthetics, and general welfare of the public would be served by imposing a moratorium through February 1, 2027 on the acceptance of all permit applications related to demolition of commercial and residential structures constructed before 1950;

WHEREAS, the City Council desires the development of a cohesive and coherent policy regarding the demolition of historic structures within the City and desires to promote and preserve the historic nature of the City which furthers the interests of the City and the general public.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF NORCROSS, GEORGIA, that a moratorium be hereby imposed precluding staff for the City of Norcross from considering or accepting any application for any demolition permit of any structure constructed before 1950 except as provided below;

BE IT FURTHER RESOLVED, that this moratorium shall not impact any complete application for demolition permits submitted prior to the effective date of this resolution;

BE IT FURTHER RESOLVED, that where a property otherwise subject to this moratorium exhibits such dilapidation that the structure, in the opinion of the City’s Building Inspector, the Fire Marshall, or the Mayor and Council, possess an imminent and severe threat to public safety and health such that its demolition is necessary to protect the lives and/or property of others within the City, demolition may occur notwithstanding this moratorium but only to the extent necessary to address the threat of loss of life or property;

BE IT FURTHER RESOLVED that the City Council, having considered evidence and the opinions of experts, including those of City Staff, believes that the recitals of this resolution were adequately researched to reach an informed decision and that such recitals are fully valid, enforceable and constitutional; that every section, paragraph, sentence, clause or phrase of this Resolution is severable from any other section, paragraph, sentence, clause or phrase herein; that no section, paragraph, sentence, clause or phrase of this Resolution shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by a valid judgment or decree of any court of competent jurisdiction; it is further the express intent of the City Council that, in the event a court of competent jurisdiction were to declare by valid and final judgment that any such section, paragraph, sentence, clause, or phrase of this Resolution to be invalid, unconstitutional, or otherwise unenforceable, it shall not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Resolution and that, to the greatest extent allowed by law, all remaining phrases, clause, sentences, paragraphs or sections of the resolution shall remain valid, constitutional, enforceable, and of full force and effect;

BE IT FURTHER RESOLVED that all resolutions, ordinances, or acts of the City Council in conflict with this Resolution are, to the extent of the conflict, hereby repealed.

SO RESOLVED by the City Council for the City of Norcross, Georgia

ADOPTED THIS 3rd DAY OF AUGUST, 2026.

CITY OF NORCROSS, GEORGIA

(SEAL)

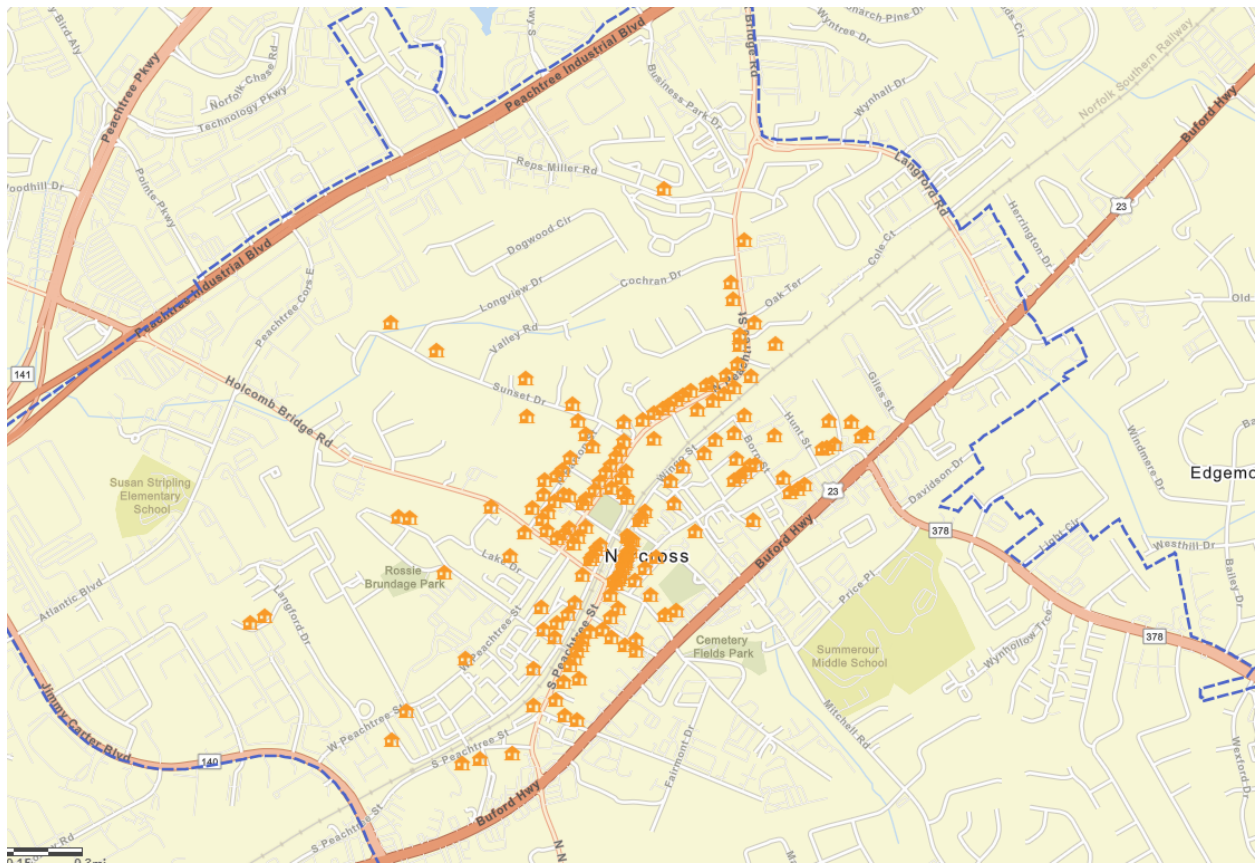
By: _____
Craig Newton, Mayor

Attest: _

Monique Philip, City Clerk

EXHIBIT 1

Known Inventory of Homes Constructed Before 1950





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

AGENDA REPORT

To: Mayor and Council

From: Jim Trupiano, President, Norcross Power

Meeting Date: August 10, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-256

Title: On-Call Contractor Awards for Utility Services

CC: Eric Johnson, City Manager

Recommendation

Approve award of contracts for on-call utility services for overhead, underground, and tree trimming electric utility services.

Background

Electric Cities Georgia (ECG) completed RFPs on behalf of its 52-city constituency to provide competitive pricing and improved contract terms and conditions. Norcross Power would like to increase the number of utility service contractors we have on call to ensure we have multiple options during storm restoration. Currently, we have contracts with two vendors, Over and Under Utility Services and Pike Electric, LLC. ECG received RFP bids from 11 vendors. Norcross Power would like to have on-call service contracts in place with the following six vendors. This will increase our options for vendor availability and pricing for storm restoration. In addition, these new contracts will have improved language around safety, background checks, and drug and alcohol testing.

Over and Under, PowerGrid Distribution Services, and ProSource Utility Contractors were some of the more competitively priced vendors that responded to the RFP. U-Tec and Pike Electric were two of the larger vendors capable of providing a broader scope of services. We recommend renewing our utility service tree trimming contract with Trees Unlimited due to continued strong performance and competitive pricing. In total, we wish to leverage ECG's statewide bidding process to increase our on-call service provider bench strength from three vendors to six.

Financial Impact

Financial impact should be the same as today, with potential savings from increased options, but costs will continue to be driven by storm activity.

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. Maintains a Vibrant Economy and Continue to Facilitate Job Growth
3. Further the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

ECG RFP Results

- Utility Services and Tree Trimming

Contract Agreements

- City of Norcross and Pike Electric
- City of Norcross and PowerGrid Distribution Services, LLC
- City of Norcross and ProSource Utility Contractor
- City of Norcross and U-Tec
- City of Norcross and Over & Under Utility Services
- City of Norcross and Trees Unlimited

Update



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

AGENDA REPORT

To: Mayor and Council

From: Bill Grogan, Chief of Police

Meeting Date: August 10, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-261

Title: Public Safety Building GMP Change Order

CC: Eric Johnson, City Manager

Recommendation

Approve a change order to the GMP in the amount of \$119,602.00 for software/hardware in the new building's Real Time Crime Center (RTCC).

Background

The \$450,000 FY 2026 congressional spending grant request for software, hardware, and furniture as part of the new public safety building's real-time crime center (RTCC) was approved. A major component of the RTCC is software and hardware to manage the large number of video feeds and manipulate them on the wall of computer monitors seamlessly and rapidly. Without it, the computer screens function no differently than a computer connected to a monitor. Because this component was not included in our GMP with Reeves Young, a change order to the GMP is required.

Financial Impact

No additional funds are required.

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

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

Attachments

- 1) GMP change order with Reeves Young



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
City of Norcross Public Safety

CONTRACT INFORMATION:
Contract For:
Date: 07-13-2026

CHANGE ORDER INFORMATION:
Change Order Number: 01
Date:

OWNER: *(Name and address)*
City of Norcross
65 Lawrenceville Street
Norcross, GA 30071

ARCHITECT: *(Name and address)*
CROFT & Associates, Inc.
3380 Blue Springs Road
Kennesaw, GA 30144

CONTRACTOR: *(Name and address)*
Reeves Young
45 Peachtree Industrial
Sugar Hill, GA 30518

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The original Guaranteed Maximum Price was	\$ 22,214,620.00
The net change by previously authorized Change Orders	\$ 0.00
The Guaranteed Maximum Price prior to this Change Order was	\$ 22,214,620.00
The Guaranteed Maximum Price will be increased by this Change Order in the amount of	\$ 119,602.00
The new Guaranteed Maximum Price including this Change Order will be	\$ 22,334,222.00

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be 08-11-2026

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Signature)*

*(Printed name, title, and
license number if required)*

Date

CONTRACTOR *(Signature)*

(Printed name and title)

Date

OWNER *(Signature)*

(Printed name and title)

Date

City of Norcross Public Safety Building

Change Proposal #22

VuWall

General Contractor:

**Reeves Young
45 Peachtree Industrial Boulevard N.W.
Sugar Hill, GA 30518
770-271-1159**



July 13th, 2026

City of Norcross
65 Lawrenceville Street
Norcross, GA 30071

Change Proposal #22R1 - VuWall

The breakdown below is the cost impacts for the selected VuWall system.

Description	Qty	Unit	Total
NCI	1	LS	\$112,197
Builders Risk Insurance	1	.10%	\$112
General Liability Insurance	1	.80%	\$898
Payment & Performance Bond	1	.70%	\$785
RY Overhead and Profit (5%)	1	5%	\$5,610
Total			\$119,602

If you have any questions or require any additional information, please do not hesitate to contact us at (678) 760 2690 or via email at cartime@reevesyoung.com

Sincerely,

Connor Artime

Connor Artime
Assistant
Project
Manager
Reeves
Young, LLC

45 Peachtree Industrial Blvd, Suite 200
Sugar Hill, GA 30518

770.271.1159
reevesyoung.com

July 1, 2026
City of Norcross
Public Safety Building
Vu Wall – Command & Control Hardware & Software – REV#7 – Genetec & CATV
Added
Dispatch 222 – Real Time Crime Center
ATTN: Connor Airtime



Thank you for giving Network Cabling Infrastructures the opportunity to provide you with a proposal for the Low Voltage for the new Public Safety structure buildout. The following proposal is a VuWall solution based on the provided drawings and low voltage specifications. Please take the time to review the scope of work below and feel free to contact us if you have any questions or concerns.

Scope of Work: Audio Visual:

- Command & Control System:

- Provide and install (1) Vu Wall TRX-ENT-3SMC enterprise license to drive unlimited encoders, decoders, and PAK. License includes 3-year Software Maintenance Contract (SMC) which provides timely software updates and essential security patches, ensuring ongoing protection against emerging threats and maintaining robust operational integrity.
- Provide and install (1) dedicated Genetec dedicated workstation, TRx-VMS-GENETEC. TRx VMS Plugin for Genetec.
- Provide and install TRx unlimited capture VNC sources (inc. third party VNC), this is required for streams coming from the Vu Wall application server.
- Provide and install (1) TRx-ENT-VE license to deploy the TRx software in a virtual environment for redundancy.
- Provide and install (2) TRx-KVM licensing to enable compatible sources on PAK nodes. This requires one license per operator station.
- Provide add option for (1) small form factor appliance for configuration, Firmware update and synchronization of the PAK nodes. SKU for Vu Wall dispatch appliance is VW-PAK-Dispatcher-3.
- Option for Licensing for server and PAK dispatcher will be preconfigured by Vu Wall prior to shipping to site.
- Provide and install (3) Vu Wall PAK-40-2 multi decoder nodes that drive up to 4x HD or 2x 4K displays using (2) HDMI and or display port..
- Provide add option for (1) PAK-20-3 multi decoder node that drives up to 2x HD or 1x 4K display using (1) HDMI or display port.
- Provide and install (12) IP KVM encoders that deliver high quality 4K video over gigabit ethernet.
- Provide and install (1) VuStream-150-3 single channel H.264 encoder for cable TV routing.
- NCI has included all necessary mounting hardware, and rack mount accessories for neat installation of Vu Wall hardware as recommended by the manufacture.

July 1, 2026

City of Norcross

Public Safety Building

Vu Wall – Command & Control Hardware & Software – REV#7 – Genetec & CATV
Added

Dispatch 222 – Real Time Crime Center

ATTN: Connor Airtime

- NCI has included Vu Wall 3-YR standard support package including support via email, phone, or remote access with standard priority. This ensures a 24-hour response time from Vu Wall.
- Provide complete system programming and testing upon completion of the installation.
- All system documentation and information will be turned over upon completion of the installation.
- Estimated delivery of hardware is 8-12 weeks from receipt of PO.

Pricing Summary:

<u>Description:</u>	<u>Part Number</u>	<u>QTY:</u>	<u>Price ea.</u>	<u>Total Price:</u>
VuWall Basic Package:				
TRx Central Management Software & Appliance:	TRx-ENT-3SMC	1	\$11,969.00	\$11,969.00
Third Party VNC Licesing:	TRx-CS	1	\$2,989.00	\$2,989.00
KVM Operator Workstation:	TRx-KVM	2	\$824.00	\$1,648.00
VuWall Mini Appliance for TRx:	VW-SERVER-MP-4	1	\$2,331.00	\$2,331.00
Video Wall Decoder	PAK-40-3	3	\$6,876.00	\$20,628.00
VuStream IP KVM Encoder	Vustream-350-2	12	\$1,605.00	\$19,260.00
Console/Operator Decoder KVM	PAK-40-3	2	\$6,876.00	\$13,752.00
VuWall Application Server:	VW-AS-G2-1	1	\$2,818.00	\$2,818.00
Rack Mounting Plate	150-RM-PLATE	1	\$123.00	\$123.00
Genetec Workstation Integration:	TRx-VMS-Genetec	1	\$4,118.00	\$4,118.00
Cable TV IP Encoder:	VuStream-150-3	1	\$1,235.00	\$1,235.00
VuWall Support Standard 3YR	SS-3Y	1	\$7,557.00	\$7,557.00
VuWall Professional Services/Training	VU-SSP	1	\$10,588.00	\$10,588.00
Base VuWall Pricing:		1		\$99,016.00
Installation Labor:		1		\$6,000.00
Programming:		1		\$1,240.00
Sales Tax:		1		\$5,941.00
Base Price Total:				\$112,197.00

Proposal Execution:

Sign: _____

Date: _____

Title: _____

July 1, 2026

City of Norcross

Public Safety Building

Vu Wall – Command & Control Hardware & Software – REV#7 – Genetec & CATV
Added

Dispatch 222 – Real Time Crime Center

ATTN: Connor Airtime

NCI would like to take this time to thank you for this opportunity. As always, we look forward to doing business with you now and in the future. Please do not hesitate to contact me directly with any questions or concerns, or to set up a meeting to review the information provided in person or virtually.

Jacob Ledbetter CTS, DM-NVX

Sr. Sales Engineer

Network Cabling Infrastructures, LLC

4825 River Green Pkwy

Duluth GA, 30096

Cell: 404-957-0896

Direct: 678-730-8520

Email: Jacob.ledbetter@ncicabling.com



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

AGENDA REPORT

To: Mayor and Council

From: David Versel, Economic Development Director

Meeting Date: August 10, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-260

Title: Amendments to Contracts with Kimley-Horn for Consulting Services Related to the Comprehensive Plan and Buford Highway Master Plan

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

Recommendation

Approve amendments to the contracts with Kimley-Horn for consulting services related to the Comprehensive Plan and Buford Highway Master Plan.

Background

The City of Norcross engaged Kimley-Horn in June 2025 to provide professional planning consulting services related to amendments to the Comprehensive Plan and an update to the Buford Highway Master Plan. Based on the original scope of the agreement, the total budget for these services was \$149,325, with \$74,825 allocated to the Comprehensive Plan and \$74,500 allocated to the Buford Highway Master Plan.

During the course of the engagement, the City requested for Kimley-Horn to engage in activities beyond the initial scope of the agreement. These activities included:

- Preparation and participation for the Comprehensive Plan Town Hall that was held in January 2026
- Additional rounds of edits to the Comprehensive Plan document that were necessitated by comments provided by the Georgia Department of Community Affairs and Atlanta Regional Commission
- Attendance of Kimley-Horn staff at additional Mayor & Council meetings beyond the initial scope of the agreement
- Additional meetings as part of the community outreach effort for the Buford Highway Master Plan update

Kimley-Horn has documented that these additional tasks have added \$21,450 to the overall budget for its work under these contracts: \$14,000 for the Comprehensive Plan and \$7,450 for the Buford Highway Master Plan. This represents 14.4% of the original contract amount.

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

\$21,450, to be paid from the Economic Development Fund under the FY2026 budget.

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

NA – related to Comprehensive Plan

Attachments

1. Comprehensive Plan – Amendment 1
2. Buford Highway Master Plan Update – Amendment 1



July 15, 2026

Tracy Rye
65 Lawrenceville Street
Norcross, GA 30071

Re: Norcross Comprehensive Plan Update – Amendment 1

Dear Ms. Rye:

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) is pleased to submit this Amendment 1 to the agreement (the “Agreement”) for the City of Norcross Comprehensive Plan Character Areas Update dated June 5, 2025

Additional Scope of Services

Amendment 1 includes the following additional services:

- Prepare for and attend two additional city council meetings in person, including revisions to previous slides and project information provided during the meeting.
- Attend four additional client coordination meetings with city staff.
- Conduct an additional three rounds of Comprehensive Plan document revisions based on comments from city staff, City Council, and the community. This will also include preparation for and coordination related to the submittal of the draft document to the Atlanta Regional Commission and the Georgia Department of Community (DCA) affairs and edits required following their reviews and final document preparation for City Council adoption and final submittal to DCA.

Schedule

We will provide our services as expeditiously as practicable with all services complete by August 31, 2026.

Fee and Expenses

Kimley-Horn will perform these additional services on a labor fee plus expense basis with the maximum additional labor fee of \$14,000 as shown below.

Table 1 – Comprehensive Plan Tasks

Task Number & Name		Original Contract	Amendment 1
1	Project Kick-off, Plan Review, and Assessment	\$20,925	
2	Visioning and Draft Character Area Updates	\$36,550	
3	Finalize Character Area Document and Adoption	\$16,350	
N/A	Reimbursable Expense Budget	\$1,000	
4	Additional City Council Meetings (2)		\$5,500
5	Additional Client Coordination Meetings (4)		\$5,000
6	Document Revisions and Final Deliverable		\$3,500
Total		\$74,825	\$14,000

Closure

All other elements of the original agreement, including the standard provisions, remain in effect.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Eric Bosman, FAICP
Senior Vice President



Jon Tuley, AICP
Project Manager

CITY OF NORCROSS

SIGNED: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

Request for Information

Please return this information with your signed contract; failure to provide this information could result in delay in starting your project

Client Identification

Full, Legal Name of Client					
Mailing Address for Invoices					
Contact for Billing Inquiries					
Contact's Phone and e-mail					
Client is (check one)	Owner	☐	Agent for Owner	☐	Unrelated to Owner

Property Identification

	Parcel 1	Parcel 2	Parcel 3	Parcel 4
Street Address				
County in which Property is Located				
Tax Assessor's Number(s)				

Property Owner Identification

	Owner 1	Owner 2	Owner 3	Owner 4
Owner(s) Name				
Owner(s) Mailing Address				
Owner's Phone No.				
Owner of Which Parcel #?				

Project Funding Identification – List Funding Sources for the Project

Attach additional sheets if there are more than 4 parcels or more than 4 owners

KIMLEY-HORN AND ASSOCIATES, INC.
STANDARD PROVISIONS

- 1) **Kimley-Horn's Scope of Services and Additional Services.** Kimley-Horn will perform only the services specifically described in this Agreement ("Services"). Any services that are not set forth in the scope of Services described herein will constitute additional services ("Additional Services"). If requested by the Client and agreed to by Kimley-Horn, Kimley-Horn will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay Kimley-Horn for any Additional Services an amount based upon Kimley-Horn's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.15 times cost.
- 2) **Client's Responsibilities.** In addition to other responsibilities herein or imposed by law, the Client shall:
 - a. Designate in writing a person to act as its representative, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
 - b. Provide all information and criteria as to the Client's requirements, objectives, and expectations for the project and all standards of development, design, or construction.
 - c. Provide Kimley-Horn all available studies, plans, or other documents pertaining to the project, such as surveys, engineering data, environmental information, etc., all of which Kimley-Horn may rely upon.
 - d. Arrange for access to the site and other property as required for Kimley-Horn to provide its services.
 - e. Review all documents or reports presented by Kimley-Horn and communicate decisions pertaining thereto within a reasonable time so as not to delay Kimley-Horn.
 - f. Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary.
 - g. Obtain any independent accounting, legal, insurance, cost estimating, and feasibility services required by Client.
 - h. Give prompt written notice to Kimley-Horn whenever the Client becomes aware of any development that affects Kimley-Horn's services or any defect or noncompliance in any aspect of the project.
- 3) **Period of Services.** Unless otherwise stated herein, Kimley-Horn will begin work after receipt of a properly executed copy of this Agreement. This Agreement assumes conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that Kimley-Horn does not control. If such delay or suspension extends for more than six months, Kimley-Horn's compensation shall be renegotiated.
- 4) **Method of Payment.** Client shall pay Kimley-Horn as follows:
 - a. Invoices will be submitted periodically for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. The Client shall also pay any applicable sales tax. All retainers will be held by Kimley-Horn and applied against the final invoice. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due under this or any other agreement within 30 days after Kimley-Horn's transmittal of its invoice, Kimley-Horn may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid.
 - b. The Client will remit all payments electronically to:
Account Name: KIMLEY-HORN AND ASSOCIATES, INC.
Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94104
Account Number: 2073089159554
ABA#: 121000248
 - c. The Client will send the project number, invoice number and other remittance information by e-mail to payments@kimley-horn.com at the time of payment.
 - d. If the Client relies on payment or proceeds from a third party to pay Kimley-Horn and Client does not pay Kimley-Horn's invoice within 60 days of receipt, Kimley-Horn may communicate directly with such third party to secure payment.
 - e. If the Client objects to an invoice, it must advise Kimley-Horn in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due.
 - f. If Kimley-Horn initiates legal proceedings to collect payment, it shall recover, in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings.

Such expenses shall include the cost, at Kimley-Horn's normal hourly billing rates, of the time devoted to such proceedings by its employees.

- g. The Client agrees that the payment to Kimley-Horn is not subject to any contingency or condition. Kimley-Horn may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of Kimley-Horn to collect additional amounts from the Client.
- 5) **Use of Deliverables.** All documents, data, and other deliverables prepared by Kimley-Horn are related exclusively to the services described in this Agreement and may be used only if the Client has satisfied all of its obligations under this Agreement. Upon delivery, publication, and approval by applicable regulatory authorities, as provided within the Scope of Services, the Deliverables may be reused by the City for the purposes of periodic updates of the documents, related policy documents incorporating the findings and goals of the project, for City marketing purposes, and for other purposes related to the implementation of the plans within the scope of the City's general operations. Any modifications or any updates of any kind by the Client to any of Kimley-Horn's deliverables, or any reuse of the deliverables without written authorization by Kimley-Horn will be at the Client's sole risk and without liability to Kimley-Horn. Kimley-Horn's electronic files and source code remain the property of Kimley-Horn and shall be provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the Client and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the deliverables prepared by Kimley-Horn, the hardcopy shall govern.
- 6) **Intellectual Property.** Kimley-Horn may use or develop its proprietary software, patents, copyrights, trademarks, trade secrets, and other intellectual property owned by Kimley-Horn or its affiliates ("Intellectual Property") in the performance of this Agreement. Intellectual Property, for purposes of this section, does not include deliverables specifically created for Client pursuant to the Agreement and use of such deliverables is governed by section 5 of this Agreement. Unless explicitly agreed to in writing by both parties to the contrary, Kimley-Horn maintains all interest in and ownership of its Intellectual Property and conveys no interest, ownership, license to use, or any other rights in the Intellectual Property to Client. Any enhancements of Intellectual Property made during the performance of this Agreement are solely owned by Kimley-Horn and its affiliates. If Kimley-Horn's services include providing Client with access to or a license for Kimley-Horn's (or its affiliates') proprietary software or technology, Client agrees to the terms of the Software License Agreement set forth at <https://www.kimley-horn.com/khts-software-license-agreement> ("the License Agreement") which terms are incorporated herein by reference.
- 7) **Opinions of Cost.** Because Kimley-Horn does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to the costs of construction and materials, are made solely based on its judgment as a professional familiar with the industry. Kimley-Horn cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Kimley-Horn's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.
- 8) **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or upon thirty days' written notice for the convenience of the terminating party. Kimley-Horn shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by Kimley-Horn as a result of such termination.
- 9) **Standard of Care.** The standard of care applicable to Kimley-Horn's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by Kimley-Horn's performance of services, and it is agreed that Kimley-Horn is not a fiduciary with respect to the Client.
- 10) **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to the Client and Kimley-Horn, the risks are allocated such that, to the fullest extent allowed by law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of Kimley-Horn and Kimley-Horn's officers, directors, employees, agents, and

subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs, attorneys' fees, or damages whatsoever arising out of or in any way related to the services under this Agreement from any causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of Kimley-Horn or Kimley-Horn's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by Kimley-Horn under this Agreement or \$50,000, whichever is greater. Higher limits of liability may be negotiated for additional fee. This Section is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section shall require the Client to indemnify Kimley-Horn.

- 11) **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.
- 12) **Construction Costs.** Under no circumstances shall Kimley-Horn be liable for extra costs or other consequences due to changed or unknown conditions or related to the failure of contractors to perform work in accordance with the plans and specifications. Kimley-Horn shall have no liability whatsoever for any costs arising out of the Client's decision to obtain bids or proceed with construction before Kimley-Horn has issued final, fully approved plans and specifications. The Client acknowledges that all preliminary plans are subject to substantial revision until plans are fully approved and all permits obtained.
- 13) **Certifications.** All requests for Kimley-Horn to execute certificates, lender consents, or other third-party reliance letters must be submitted to Kimley-Horn at least 14 days prior to the requested date of execution. Kimley-Horn shall not be required to execute certificates, consents, or third-party reliance letters that are inaccurate, that relate to facts of which Kimley-Horn does not have actual knowledge, or that would cause Kimley-Horn to violate applicable rules of professional responsibility.
- 14) **Dispute Resolution.** All claims arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.
- 15) **Hazardous Substances and Conditions.** Kimley-Horn shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Kimley-Horn's services will be limited to analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. Kimley-Horn will notify the Client of unanticipated hazardous substances or conditions of which Kimley-Horn actually becomes aware. Kimley-Horn may stop affected portions of its services until the hazardous substance or condition is eliminated.
- 16) **Construction Phase Services.**
 - a. If Kimley-Horn prepares construction documents and Kimley-Horn is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against Kimley-Horn in any way connected thereto.
 - b. Kimley-Horn shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, equipment maintenance and inspection, sequence, schedule, safety programs, or safety practices, nor shall Kimley-Horn have any authority or responsibility to stop or direct the work of any contractor. Kimley-Horn's visits will be for the purpose of observing construction and reporting to the Client whether the contractors' work generally conforms to the construction documents prepared by Kimley-Horn. Kimley-Horn neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.
 - c. Kimley-Horn is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and its means and methods; that the contractor shall indemnify the Client and Kimley-Horn for all claims and liability arising out of job site accidents; and that the Client and Kimley-Horn shall be made additional insureds under the contractor's general liability insurance policy.
- 17) **No Third-Party Beneficiaries; Assignment and Subcontracting.** This Agreement gives no rights or benefits to anyone other than the Client and Kimley-Horn, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and Kimley-Horn. The Client shall not

assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Kimley-Horn, without the written consent of Kimley-Horn. Kimley-Horn reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If Kimley-Horn exercises this right, Kimley-Horn will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.

- 18) **Confidentiality.** The Client consents to the use and dissemination by Kimley-Horn of photographs of the project and to the use by Kimley-Horn of facts, data and information obtained by Kimley-Horn in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, Kimley-Horn shall use reasonable care to maintain the confidentiality of that material.
- 19) **Miscellaneous Provisions.** This Agreement is to be governed by the law of the State where the Project is located. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements, or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by Kimley-Horn. If Client requires Kimley-Horn to register with or use an online vendor portal for payment or any other purpose, any terms included in the registration or use of the online vendor portal that are inconsistent or in addition to these terms shall be void and shall have no effect on Kimley-Horn or this Agreement. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.



July 15, 2026

Tracy Rye
65 Lawrenceville Street
Norcross, GA 30071

Re: Norcross Buford Highway Master Plan Update – Amendment 1

Dear Ms. Rye:

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) is pleased to submit this amendment to the City of Buford Highway Master Plan Update agreement dated June 5, 2025.

Additional Scope of Services

In addition to the original contract dated June 5, 2025, Kimley-Horn will prepare for and attend one additional city council meeting and up to three additional client coordination meetings with city staff. These additional services will include:

- Up to two members of the Consultant team will prepare for and attend one additional city council meeting in person, including the preparation of presentation slides to be used during the meeting.
- Up to three members of the Consultant team will attend up to three client coordination meetings with city staff. These meetings will be held virtually and will focus on the draft Buford Highway document and preparation for the project presentation to city council.
- The consultant team will conduct an additional round of edits to the plan based on comments received from staff and city council. It is anticipated that these comments will be minor in nature and will focus on prioritization or suggestions for next steps.

Schedule

We will provide our services as expeditiously as practicable with all services complete by September 30, 2026.

Fee and Expenses

Kimley-Horn will perform these additional services on a labor fee plus expense basis with the maximum additional labor fee of \$7,450 as shown below.

Table 1 – Buford Highway Master Plan Update Tasks

Task Number & Name		Original Contract	Additional Services
1	Project Kick-off, Plan Review, and Assessment	\$17,500	
2	Visioning and Draft Master Plan Updates	\$31,500	
3	Finalize Master Plan Document and Adoption	\$22,000	
N/A	Reimbursable Expense Budget	\$3,500	
4	City Council Meeting Presentation and Preparation (1)		\$2,750
5	Additional Client Coordination Meetings (3)		\$2,500
6	Draft Document Revisions and Final Deliverables		\$2,200
Total		\$74,500	\$7,450

Closure

All other elements of the original agreement, including the standard provisions, remain in effect.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Eric Bosman, FAICP
Vice President



Jon Tuley, AICP
Project Manager

CITY OF NORCROSS

SIGNED: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

Request for Information

Please return this information with your signed contract; failure to provide this information could result in delay in starting your project

Client Identification

Full, Legal Name of Client					
Mailing Address for Invoices					
Contact for Billing Inquiries					
Contact's Phone and e-mail					
Client is (check one)	Owner		Agent for Owner		Unrelated to Owner

Property Identification

	Parcel 1	Parcel 2	Parcel 3	Parcel 4
Street Address				
County in which Property is Located				
Tax Assessor's Number(s)				

Property Owner Identification

	Owner 1	Owner 2	Owner 3	Owner 4
Owner(s) Name				
Owner(s) Mailing Address				
Owner's Phone No.				
Owner of Which Parcel #?				

Project Funding Identification – List Funding Sources for the Project

Attach additional sheets if there are more than 4 parcels or more than 4 owners

KIMLEY-HORN AND ASSOCIATES, INC.
STANDARD PROVISIONS

- 1) **Kimley-Horn's Scope of Services and Additional Services.** Kimley-Horn will perform only the services specifically described in this Agreement ("Services"). Any services that are not set forth in the scope of Services described herein will constitute additional services ("Additional Services"). If requested by the Client and agreed to by Kimley-Horn, Kimley-Horn will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay Kimley-Horn for any Additional Services an amount based upon Kimley-Horn's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.15 times cost.
- 2) **Client's Responsibilities.** In addition to other responsibilities herein or imposed by law, the Client shall:
 - a. Designate in writing a person to act as its representative, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
 - b. Provide all information and criteria as to the Client's requirements, objectives, and expectations for the project and all standards of development, design, or construction.
 - c. Provide Kimley-Horn all available studies, plans, or other documents pertaining to the project, such as surveys, engineering data, environmental information, etc., all of which Kimley-Horn may rely upon.
 - d. Arrange for access to the site and other property as required for Kimley-Horn to provide its services.
 - e. Review all documents or reports presented by Kimley-Horn and communicate decisions pertaining thereto within a reasonable time so as not to delay Kimley-Horn.
 - f. Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary.
 - g. Obtain any independent accounting, legal, insurance, cost estimating, and feasibility services required by Client.
 - h. Give prompt written notice to Kimley-Horn whenever the Client becomes aware of any development that affects Kimley-Horn's services or any defect or noncompliance in any aspect of the project.
- 3) **Period of Services.** Unless otherwise stated herein, Kimley-Horn will begin work after receipt of a properly executed copy of this Agreement. This Agreement assumes conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that Kimley-Horn does not control. If such delay or suspension extends for more than six months, Kimley-Horn's compensation shall be renegotiated.
- 4) **Method of Payment.** Client shall pay Kimley-Horn as follows:
 - a. Invoices will be submitted periodically for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. The Client shall also pay any applicable sales tax. All retainers will be held by Kimley-Horn and applied against the final invoice. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due under this or any other agreement within 30 days after Kimley-Horn's transmittal of its invoice, Kimley-Horn may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid.
 - b. The Client will remit all payments electronically to:
Account Name: KIMLEY-HORN AND ASSOCIATES, INC.
Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94104
Account Number: 2073089159554
ABA#: 121000248
 - c. The Client will send the project number, invoice number and other remittance information by e-mail to payments@kimley-horn.com at the time of payment.
 - d. If the Client relies on payment or proceeds from a third party to pay Kimley-Horn and Client does not pay Kimley-Horn's invoice within 60 days of receipt, Kimley-Horn may communicate directly with such third party to secure payment.
 - e. If the Client objects to an invoice, it must advise Kimley-Horn in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due.
 - f. If Kimley-Horn initiates legal proceedings to collect payment, it shall recover, in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings.

Such expenses shall include the cost, at Kimley-Horn's normal hourly billing rates, of the time devoted to such proceedings by its employees.

- g. The Client agrees that the payment to Kimley-Horn is not subject to any contingency or condition. Kimley-Horn may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of Kimley-Horn to collect additional amounts from the Client.
- 5) **Use of Deliverables.** All documents, data, and other deliverables prepared by Kimley-Horn are related exclusively to the services described in this Agreement and may be used only if the Client has satisfied all of its obligations under this Agreement. Upon delivery, publication, and approval by applicable regulatory authorities, as provided within the Scope of Services, the Deliverables may be reused by the City for the purposes of periodic updates of the documents, related policy documents incorporating the findings and goals of the project, for City marketing purposes, and for other purposes related to the implementation of the plans within the scope of the City's general operations. Any modifications or any updates of any kind by the Client to any of Kimley-Horn's deliverables, or any reuse of the deliverables without written authorization by Kimley-Horn will be at the Client's sole risk and without liability to Kimley-Horn. Kimley-Horn's electronic files and source code remain the property of Kimley-Horn and shall be provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the Client and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the deliverables prepared by Kimley-Horn, the hardcopy shall govern.
- 6) **Intellectual Property.** Kimley-Horn may use or develop its proprietary software, patents, copyrights, trademarks, trade secrets, and other intellectual property owned by Kimley-Horn or its affiliates ("Intellectual Property") in the performance of this Agreement. Intellectual Property, for purposes of this section, does not include deliverables specifically created for Client pursuant to the Agreement and use of such deliverables is governed by section 5 of this Agreement. Unless explicitly agreed to in writing by both parties to the contrary, Kimley-Horn maintains all interest in and ownership of its Intellectual Property and conveys no interest, ownership, license to use, or any other rights in the Intellectual Property to Client. Any enhancements of Intellectual Property made during the performance of this Agreement are solely owned by Kimley-Horn and its affiliates. If Kimley-Horn's services include providing Client with access to or a license for Kimley-Horn's (or its affiliates') proprietary software or technology, Client agrees to the terms of the Software License Agreement set forth at <https://www.kimley-horn.com/khts-software-license-agreement> ("the License Agreement") which terms are incorporated herein by reference.
- 7) **Opinions of Cost.** Because Kimley-Horn does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to the costs of construction and materials, are made solely based on its judgment as a professional familiar with the industry. Kimley-Horn cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Kimley-Horn's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.
- 8) **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or upon thirty days' written notice for the convenience of the terminating party. Kimley-Horn shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by Kimley-Horn as a result of such termination.
- 9) **Standard of Care.** The standard of care applicable to Kimley-Horn's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by Kimley-Horn's performance of services, and it is agreed that Kimley-Horn is not a fiduciary with respect to the Client.
- 10) **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to the Client and Kimley-Horn, the risks are allocated such that, to the fullest extent allowed by law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of Kimley-Horn and Kimley-Horn's officers, directors, employees, agents, and

subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs, attorneys' fees, or damages whatsoever arising out of or in any way related to the services under this Agreement from any causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of Kimley-Horn or Kimley-Horn's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by Kimley-Horn under this Agreement or \$50,000, whichever is greater. Higher limits of liability may be negotiated for additional fee. This Section is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section shall require the Client to indemnify Kimley-Horn.

- 11) **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.
- 12) **Construction Costs.** Under no circumstances shall Kimley-Horn be liable for extra costs or other consequences due to changed or unknown conditions or related to the failure of contractors to perform work in accordance with the plans and specifications. Kimley-Horn shall have no liability whatsoever for any costs arising out of the Client's decision to obtain bids or proceed with construction before Kimley-Horn has issued final, fully approved plans and specifications. The Client acknowledges that all preliminary plans are subject to substantial revision until plans are fully approved and all permits obtained.
- 13) **Certifications.** All requests for Kimley-Horn to execute certificates, lender consents, or other third-party reliance letters must be submitted to Kimley-Horn at least 14 days prior to the requested date of execution. Kimley-Horn shall not be required to execute certificates, consents, or third-party reliance letters that are inaccurate, that relate to facts of which Kimley-Horn does not have actual knowledge, or that would cause Kimley-Horn to violate applicable rules of professional responsibility.
- 14) **Dispute Resolution.** All claims arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.
- 15) **Hazardous Substances and Conditions.** Kimley-Horn shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Kimley-Horn's services will be limited to analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. Kimley-Horn will notify the Client of unanticipated hazardous substances or conditions of which Kimley-Horn actually becomes aware. Kimley-Horn may stop affected portions of its services until the hazardous substance or condition is eliminated.
- 16) **Construction Phase Services.**
 - a. If Kimley-Horn prepares construction documents and Kimley-Horn is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against Kimley-Horn in any way connected thereto.
 - b. Kimley-Horn shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, equipment maintenance and inspection, sequence, schedule, safety programs, or safety practices, nor shall Kimley-Horn have any authority or responsibility to stop or direct the work of any contractor. Kimley-Horn's visits will be for the purpose of observing construction and reporting to the Client whether the contractors' work generally conforms to the construction documents prepared by Kimley-Horn. Kimley-Horn neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.
 - c. Kimley-Horn is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and its means and methods; that the contractor shall indemnify the Client and Kimley-Horn for all claims and liability arising out of job site accidents; and that the Client and Kimley-Horn shall be made additional insureds under the contractor's general liability insurance policy.
- 17) **No Third-Party Beneficiaries; Assignment and Subcontracting.** This Agreement gives no rights or benefits to anyone other than the Client and Kimley-Horn, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and Kimley-Horn. The Client shall not

assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Kimley-Horn, without the written consent of Kimley-Horn. Kimley-Horn reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If Kimley-Horn exercises this right, Kimley-Horn will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.

- 18) **Confidentiality.** The Client consents to the use and dissemination by Kimley-Horn of photographs of the project and to the use by Kimley-Horn of facts, data and information obtained by Kimley-Horn in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, Kimley-Horn shall use reasonable care to maintain the confidentiality of that material.
- 19) **Miscellaneous Provisions.** This Agreement is to be governed by the law of the State where the Project is located. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements, or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by Kimley-Horn. If Client requires Kimley-Horn to register with or use an online vendor portal for payment or any other purpose, any terms included in the registration or use of the online vendor portal that are inconsistent or in addition to these terms shall be void and shall have no effect on Kimley-Horn or this Agreement. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.



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

AGENDA REPORT

To: Mayor and Council

From: Andre Gima, Chief Information Officer, IT Department

Meeting Date: August 10, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-252

Title: Cybersecurity Assessment

CC: Eric Johnson, City Manager

Recommendation

Approve the selection of CyberElite Corporation to conduct a cybersecurity assessment that aligns with cybersecurity compliance and governance services for the City of Norcross.

Background

The City of Norcross is seeking to have a cybersecurity assessment completed that will allow for the evaluation of the municipality's security posture against industry standards frameworks designed to identify network infrastructure vulnerabilities, while ensuring that all mandates are strictly adhered to legally. Provide the necessary strategic oversight to specifically protect sensitive information and critical infrastructure. Key elements of the assessment will address the need to adhere to the following: government compliance, the establishment of cyber governance, identifying vulnerabilities & gaps, providing management and prioritization of risks, and the creation of a cybersecurity roadmap designed to focus on ongoing enhancements while constantly improving Norcross's posture against ever-evolving threat landscapes.

City staff issued a request for proposals (RFP IT 26-10) from qualified firms to provide the services. The proposals were due on July 7, 2026, and the city received 11 responsive and responsible proposals. An evaluation committee comprised of staff representing the Information Technology, Finance, and Police departments reviewed and scored the proposals based on the following criteria:

- Experience & Qualifications (up to 20 points)
- Proposed Approach & Timeline (up to 20 points)
- Training & Capacity Building (up to 20 points)
- References (up to 10 points)

Following the committee's review, weights were allocated to each firm's score based on the sealed cost proposal (maximum of 30 points). Final scores were calculated based on a combination of the

technical proposal scores and the cost proposal score. CyberElite Corporation received the highest total score and is recommended for the contract award. An evaluation summary is provided.

Financial Impact

The total financial impact is \$48,100.00 and will be covered through the FY22 SLCGP grant as a one-time payment.

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
 - a. Policy 6-2: Maximize the use of existing facilities and servicesPolicy 6-5: Regularly coordinate with adjacent local governments to ensure residents, property owners, and businesses owners are receiving top-tier public services
 - b. Policy 6-7: Use technology to simplify and expedite city applications and processes for community members

Attachments

Cybersecurity Assessment, Compliance, & Governance Services RFP 26-10

CON Agreement – CyberElite Corporation

CyberElite Corporation Proposal

RFP IT 26-10 Evaluation Summary 7.16.26

Update

N/A



**City of Norcross
Information Technology Department**

**REQUEST FOR PROPOSALS
CYBERSECURITY ASSESSMENT, COMPLIANCE,
& GOVERNANCE SERVICES
RFP 26-10**

City of Norcross

Information Technology Department

REQUEST FOR PROPOSALS

CYBERSECURITY ASSESSMENT, COMPLIANCE, & GOVERNANCE

SERVICES

RFP IT 26-10

The City of Norcross Information Technology Department is seeking competitive proposals from qualified cybersecurity consulting firms to assess our current security posture, develop a comprehensive security and compliance framework, and deliver tailored training to our personnel. The ideal partner will help us establish a sustainable, self-sufficient cybersecurity governance structure.

The proposal package should be clearly marked “**RFP IT 26-10– CYBERSECURITY ASSESSMENT, COMPLIANCE, & GOVERNANCE SERVICES**” on its face and submitted by **10:00 a.m. (EST) on July 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 pre-proposal meeting for this solicitation on **June 26, 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 June 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.

1. INTRODUCTION

The City of Norcross is seeking competitive proposals from qualified cybersecurity consulting firms to assess our current security posture, develop a comprehensive security and compliance framework, and deliver tailored training to our personnel. The ideal partner will help us establish a sustainable, self-sufficient cybersecurity governance structure. The project will ultimately result in the development of federally compliant cybersecurity policy infrastructure designed for the City of Norcross cybersecurity goals. Consultants' proposals with verifiable grant-funded security projects and experience in conjunction with NIST-aligned frameworks in local municipalities will be given strong consideration. The selected consultant must align itself with Georgia's state cybersecurity plan, coordinated with the Georgia Technology Authority (GTA) and State and Local Cybersecurity Grant Program (SLCGP) Objective 1.

2. BACKGROUND

The City of Norcross is home to over 19,000 residents. The city currently employs approximately 150 full-time and part-time employees across 12 departments, including E-911 Dispatch and Norcross Police. Norcross Power, the city's utility company, provides power to approximately 5,500 residential and commercial customers. The City of Norcross Information Technology Department and Main Distribution Frame (MDF) are housed in City Hall, connecting the multiple city buildings along with our co-location via a distributed WAN environment.

3. PROJECT DESCRIPTION

This project will ultimately result in the development of federally compliant cybersecurity policy infrastructure designed for the City of Norcross cybersecurity goals. Consultants' proposals with verifiable grant-funded security projects and experience in conjunction with NIST-aligned frameworks in local municipalities will be given strong consideration.

The selected consultant must align itself with Georgia's state cybersecurity plan, coordinated with the Georgia Technology Authority (GTA) and State and Local Cybersecurity Grant Program (SLCGP) Objective 1.

The proposal must align the City of Norcross with the governance standardization that incorporates CIS 18 Critical Controls and the NIST Risk Management and Cybersecurity Frameworks.

The selected consultant must also perform the following tasks:

- Conduct a cybersecurity risk assessment across all City of Norcross departments.
- Develop a comprehensive cybersecurity plan in the identification, protection, detection, response and recovery of data.
- Present a cybersecurity resiliency roadmap with incorporated deliverables and milestones towards a security strategy that places prioritization on Norcross's objectives.

- Provide Norcross with increased and enhanced cybersecurity controls for increased visibility and management while strengthening the city's overall security posture.
- Norcross' primary goal is the establishment of an effective Zero Trust infrastructure that will align with ever-changing threats to our municipality.
- Integrate and support the following cybersecurity elements including:
 - Element 1 – Information Systems Management
 - Element 2 – Network Monitoring
 - Element 3 – Continuous Vulnerability Assessment
 - Element 4 – Adoption of Best Security Practices
 - Element 5 – Continuity of Operations
 - Element 6 – Threat Indicator Sharing
 - Element 7- Leverage of CISA services
 - Element 8 – IT/OT Modernization
 - Element 9 – Risk & Threat Strategy

4. SCOPE OF SERVICES

Phase 1: Risk Assessment & Gap Analysis

Deliverable: Risk and compliance assessment report

- Evaluate our existing cybersecurity policies, procedures, and controls.
- Assess our current compliance to ensure alignment with relevant frameworks such as National Institute of Standards and Technology Cybersecurity Framework (NIST CSF)/ Health Insurance Portability and Accountability Act (HIPAA)/ Criminal Justice Information Services (CJIS)/ ISO 27001.
- Conduct analysis to identify deficiencies and potential exposure to the network and databases based upon previous penetration test results provided by the City of Norcross to the selected contractor upon signed Memorandum of Understanding (MOU).
- Provide clear guidance and clarification regarding cloud-based platforms in conjunction with necessary security frameworks.

Phase 2: Policy & Framework Development

Deliverable: Policy recommendations report

Develop comprehensive, tailored cybersecurity policies covering:

- Access control and identity management (including Multi-Factor Authentication).
- Data protection, privacy, and secure cryptographic storage (at rest and in transit).
- Incident Response (IR) and Business Continuity / Disaster Recovery (BC/DR) planning.
- Vendor and third-party risk management

Phase 3: Training & Implementation Support

Deliverable: Training roadmap and framework mapping chart

- Deliver targeted cybersecurity awareness training for general end-users.
- Provide advanced operational training for IT staff.

- **Train-the-Trainer Model:** Establish an internal capability by equipping designated personnel to deliver ongoing cybersecurity education within their respective departments.
- Deliver an actionable roadmap and framework mapping chart ensuring clear linkage between policy components and organizational goals

5. SCHEDULE OF EVENTS

Release of RFP	June 18, 2026
Optional Pre-Proposal Meeting	June 26, 2026 (10:00 a.m. EST)
Deadline for Written Questions	June 29, 2026 (5:00 p.m. EST)
Proposals Due	July 7, 2026 (10:00 a.m. EST)
Proposal Evaluation	July 2026
Contract Award	August 2026

6. RESTRICTIONS ON COMMUNICATIONS WITH STAFF

All questions about this RFP should be sent to procurement@norcrossga.net. Please 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 firm's operations, management, and customer service philosophies.

☐ **Background**

- Firm 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 within past 3 years
 - 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 firm’s offerings for each of the services listed in Section 4, Scope of Services.
- ☐ **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 by phase
 - List and description of all implementation deliverables
 - Outline of roles and responsibilities of City of Norcross staff during the implementation
- ☐ **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 projects 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.***

EVALUATION CRITERIA

The proposal evaluation will be made on the following criteria:

Evaluation Criteria	Max Score
Experience & Qualifications	20
Proposed Approach & Timeline	20
Training & Capacity Building	20
References	10
Cost Proposal	30
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.

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 IT 26-10
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) 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: _____
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 IT 26-10
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 IT 26-10
COST PROPOSAL FORM**

This form must be submitted in a sealed envelope.

Project Name: _____

ITEM	DESCRIPTION	COST
1.	Phase 1: Risk Assessment & Gap Analysis	\$
1.	Phase 2: Policy & Framework Development	\$
2.	Phase 3: Training & Implementation Support	\$
	TOTAL COST:	\$

Please attach a clear breakdown of fees proposed above (including licensing fees, training, customer service, materials, etc.)

(Optional) Additional Modules:

APPENDIX B
RFP IT 26-10
COST PROPOSAL FORM

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 IT 26-10
ACKNOWLEDGEMENT OF ADDENDA

The undersigned hereby acknowledges receipt of the following Addenda:

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

☐

No addenda were received:

Acknowledged for: _____
(Name of Firm)

Signature of Authorized Representative

Name (Print or Type)

Title

Date

**APPENDIX D
RFP IT 26-10
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 IT 26-10 – CYBERSECURITY ASSESSMENT, COMPLIANCE, & GOVERNANCE SERVICES

RFP IT 26-10

EVALUATION SUMMARY

AVERAGE OF ALL EVALUATORS

CRITERIA	Athena Consulting	Cogent Infotech	Cyberelite	DelNovak	Global Solutions
Experience & Qualifications	16.0	15.0	14.0	13.3	19.0
Proposed Approach & Timeline	15.0	14.8	16.0	14.3	11.0
Training & Capacity Building	17.3	16.8	13.5	15.3	17.8
References	6.8	8.5	10.5	7.5	9.0
Technical Proposal Score	55.0	55.0	54.0	50.3	56.8
Cost Proposal Score	16.1	21.5	30.0	17.5	21.9
Composite Score (Technical + Cost)	71.1	76.5	84.0	67.7	78.6
Local Preference Score	0.0	0.0	0.0	2.5	0.0
GRAND TOTAL (Composite + Local Preference)	71.1	76.5	84.0	70.2	78.6
COST PROPOSAL AMOUNT	\$89,500.00	\$67,060.50	\$48,100.00	\$82,500.00	\$65,931.00

**scores rounded to nearest tenth*

CRITERIA	Isidore	PS2G	Sourcepass Liberty	SPG	System Soft	Team Sunrise	MAX POINTS
Experience & Qualifications	7.0	14.8	15.3	13.8	12.8	7.8	20
Proposed Approach & Timeline	8.0	13.5	17.0	17.0	16.5	8.0	20
Training & Capacity Building	6.3	16.0	13.3	17.5	12.5	7.5	20
References	4.0	7.8	8.8	4.5	6.5	3.5	10
Technical Proposal Score	25.3	52.0	54.3	52.8	48.3	26.8	70
Cost Proposal Score	13.6	15.3	13.0	6.5	10.1	14.4	30
Composite Score (Technical + Cost)	38.9	67.3	67.2	59.3	58.3	41.2	100
Local Preference Score	0.0	0.0	0.0	0.0	0.0	0.0	5
GRAND TOTAL (Composite + Local Preference)	38.9	67.3	67.2	59.3	58.3	41.2	105
COST PROPOSAL AMOUNT	\$105,940.00	\$ 94,268.80	\$111,040.00	\$221,600.00	\$143,000.00	\$100,000.00	



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

AGENDA REPORT

To: Mayor and Council

From: Stephanie Newton

Meeting Date: August 10, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-251

Title: Request for Approval of CityData as the Selected Data Analytics Services Provider

CC: Eric Johnson, City Manager

Recommendation

Approve CityData as the City's data analytics services provider per results of the RFP evaluation process

Background

The City of Norcross issued a Request for Proposals (RFP) for data analytics services on May 18, 2026. The RFP closed on June 5, 2026, and the City received three responsive proposals. An evaluation committee consisting of staff from multiple City departments reviewed and scored each proposal based on the following criteria:

- Experience and Qualifications
- Proposed Approach and Timeline
- References

Following the evaluation process, the committee unanimously recommends **CityData** as the City's data analytics services provider.

CityData distinguished itself in several key areas, including:

- Exclusive focus on serving public sector clients.
- Extensive client portfolio that includes both statewide agencies and municipalities of varying sizes across the U.S.
- Comprehensive privacy policies that ensure personally identifiable information is removed from all data.
- Well-documented methodology for aggregating and modeling data.
- Optional ground-truthing tools, including pedestrian and vehicle counters and a complimentary mobile application.

- Customizable data dashboard.
- Strong implementation plan with comprehensive onboarding and ongoing customer support.
- Complimentary historical data to establish baseline comparisons and measure future performance.

Financial Impact

Cost is \$9,000 per year with a total cost over three years of \$29,880, well below the current FY budgeted amount of \$19,000 annually.

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

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

- Policy 4-4: Encourage the development of downtown as a vibrant center for culture, government, dining, residential and retail diversity.
- Policy 4-5: Provide ongoing support for Business Retention, Recruitment and Expansion.
- Policy 4-7: Accommodate new development while enhancing existing local assets.

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

- Policy 6-1: Continue efforts to reach out to the diverse population within Norcross through existing community groups and local businesses.
- Policy 6-2: Maximize the use of existing facilities and services.
- Policy 6-15: Continue to support local arts and cultural events through the provision of facilities, logistics and marketing efforts.

Attachments

RFP 26-07 Evaluation Summary

Appendix C Cost Proposal Form

City Data.ai.

Updates

Although I was not able to reach anyone at the Georgia Municipal Association who had direct knowledge of CityData.ai, I did some additional research on the company's website and found several current clients in Georgia:

- State of Georgia
- Columbus, Georgia
- Atlanta Parks and Recreation

CityData.ai also provides a more extensive list of customers on its website:

[Customers | CityData.AI](#)

I also found an article on their website titled "**Top 13 LBS Questions Asked by Municipal Agencies.**" The article is very informative and provides a helpful overview of location-based services and how municipalities use this type of data.

Questions 8 and 9 specifically address privacy concerns. I found the answers especially helpful because they explain the privacy issues clearly and make the information accessible to readers without a technical background.

[Top 13 LBS Questions Asked by Municipal Agencies](#)

EVALUATION SUMMARY

RFP 26-07

MOBILE DATA ANALYTICS PLATFORM

AVERAGE OF ALL EVALUATORS

CRITERIA	CityData.ai	DatatoBiz	Placer.ai	MAX POINTS
Experience & Qualifications	19.0	13.0	19.0	20
Proposed Approach & Timeline	19.0	10.8	16.0	20
References	9.0	5.0	10.0	10
<i>Proposal Subtotal (before price)</i>	<i>47.0</i>	<i>28.8</i>	<i>45.0</i>	<i>50</i>
<i>Cost Proposal Score</i>	<i>50.0</i>	<i>19.7</i>	<i>25.6</i>	<i>50</i>
<i>Composite Score (Technical + Cost)</i>	<i>97.0</i>	<i>48.5</i>	<i>70.6</i>	<i>100</i>
<i>Local Preference Score</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>5</i>
<i>GRAND TOTAL (Composite + Local Preference)</i>	<i>97.0</i>	<i>48.5</i>	<i>70.6</i>	<i>105</i>
COST PROPOSAL AMOUNT (3 years)	\$ 29,880.00	\$ 75,976.00	\$ 58,436.00	

APPENDIX C **RFP PW 26-07** **COST PROPOSAL FORM**

This form must be submitted in a sealed envelope.

Project Name: RFP-26-07-Mobile-Data-Analytics

ITEM	DESCRIPTION	COST
1.	Year 1 subscription	\$ 9,960 annual
1.	Year 2 subscription	\$9,960 annual
2.	Year 3 subscription	\$ 9,960 - 5% = \$9,462 annual

Please attach a clear breakdown of annual fees described above (including licensing fees, training, customer service, etc.)

REFER TO DRAFT AGREEMENT AND PRICE PROPOSAL -
MAIN RESPONSE DOCUMENT

(Optional) Additional Modules:

ITEM	MODULE DESCRIPTION	COST
1.	Cost for 24 months of historical data insights	\$ 199 x 24 = \$0 (included)
3.	One-time cost for 1 hardware sensor for automated counting	\$ 1,680 x 1 = \$0 (included)
4.	Cost for onboarding, training, and software setup	\$ 0
5.	Cost for annual maintenance and support	\$0
6.	Cost for the automated counting mobile app and solution	\$0

APPENDIX C
RFP PW 26-07
COST PROPOSAL FORM

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: CityData.AI

Authorized Representative: Apurva Kumar

Signature:  _____

Firm Address: 548 Market St, San Francisco, CA, 94104



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

Agenda Report

To: Mayor and Council

From: Len Housley, Director of Public Works

Meeting Date: August 10, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-257

Title: Additional Park Swing Benches for Thrasher Park

CC: Eric Johnson, City Manager

Recommendation

Approve two additional park swing benches for Thrasher Park.

Background

During the August 3 PWS, there was some concern with the aesthetic look of the bench swing frame. A new design has been provided in the attachments.

Thrasher Park has three park swing benches, and all have been previously dedicated with plaques for family members.

Park staff recommends purchasing two additional bench swings for Thrasher Park. One bench swing would be dedicated to memory of former Councilmember Marshall Cheek, who recently passed away, in recognition of his service to the community. The second bench swing would remain available for future dedication through the City's dedication program.

Mrs. Cheek expressed a desire to honor her late husband, Marshall Cheek, in a manner like how other residents have recognized their loved ones. She requested the installation of a commemorative plaque with a personalized message to be affixed to a park swing bench in his memory. Cheek family will purchase the bronze plaque, estimated at \$500.00.

Financial Impact

Total City Costs: \$9,536.00 (\$5,936.00 Swings/Brick Paver Pads \$3,600.00) Recreation SPLOST

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

Goal 2

Continue to strengthen Norcross as Livable, Inclusive, and Safe Environment
Policy 2-5: Provide pleasant, accessible public gathering places.

Attachments

- Cost Estimate for Bench Swings
- Bench Design

QUOTE

109865-01-01 • 07/14/2026



Sway Bench for Thrasher Park

Customer:

City of Norcross
93 Park Drive
Norcross, GA 30071
United States

Ship to Zip: 30071

Prepared for:

Mike Jones
Phone: 678-421-2010
michael.jones@norcrossga.net

Prepared by:

GameTime
c/o Dominica Recreation Products, Inc.
P.O. Box 520700
Longwood, FL 32752-0700
800-432-0162 * 407-331-0101
Fax: 407-331-4720
www.playdrp.com

Quantity	Part #	Description	Unit Price	Amount
2	28028	GT-Site - Sway Bench Accent: Black(1), Basic: Black(1)	\$2,559.00	\$5,118.00

Contract: OMNIA #2017001134

Sub Total	\$5,118.00
Discount	(\$153.54)
Freight	\$971.05
Grand Total	\$5,935.51

Prepared by: Jordan Kozak | Customer Service

☎ 800-432-0162 ext. 102 ✉ jordan.kozak@gametime.com

All pricing in accordance with Omnia Partners / U.S. Communities Contract #2017001134.

All terms in the Omnia Partners / U.S. Communities Contract take precedence over terms shown below.

For more information on the Omnia Partners / U.S. Communities contract please visit [Omnia Partners Public Sector GameTime](#)

Orders from **governmental agencies, school districts, municipalities, and other public entities** may be accepted with a purchase order, signed quotation, or written authorization. Payment terms are Net 30 unless otherwise stated. Deposit requirements may apply for **custom or made-to-order products**, including Landmark Designs items.

When installation is included as a **turn-key project**, payment for installation-related work is due **upon completion and acceptance of the work**, unless otherwise stated. For larger or extended projects, **progress invoices may be issued** based on work completed or materials delivered to the site. GameTime reserves the right to invoice for **materials manufactured, shipped, or received on site**.

QUOTE

109865-01-01 • 07/14/2026



A PLAYCORE Company

Billing Information

(bill to): _____

(address): _____

(contact): _____

(phone): _____

(email): _____

Shipping Information

(ship to): _____

(address): _____

(contact): _____

(phone): _____

(email): _____

Sales Tax Exemption Certificate Number # : _____ Please provide a verifiable certificate

Quote Validity : Pricing is firm for 60 days from the date of quotation unless otherwise stated.

Pricing Basis : Quotes are based on shipment of all items at one time to a single destination unless noted. Changes to scope, quantities, delivery conditions, or site requirements may result in price adjustments.

Exclusions : This quotation excludes off-loading and unloading of materials; lift-gate service; storage of materials prior to installation; site security; acceptance of deliveries; removal of existing equipment; site work; landscaping; drainage; utility relocation; fencing; signage; lighting; and any work not expressly described or included on this proposal.

Shipping Terms : All equipment ships F.O.B. factory unless stated. Title and risk of loss transfer in accordance with standard shipping terms.

Taxes : Sales, use, and similar taxes are not included unless expressly stated. Applicable taxes will be added at time of invoicing unless a valid tax-exempt certificate is provided prior to order entry.

Production & Shipment : Manufacturing, fabrication, and shipment will not begin until all required approvals and deposits are received.

Acceptance of quotation:

Accepted By (name): _____

Signature: _____

Title: _____

E-Mail: _____

P.O. No: _____

Date: _____

Phone: _____

Purchase Amount: **\$5,935.51**





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

AGENDA REPORT

To: Mayor and Council

From: Monique Philip, City Clerk/Election Superintendent

Meeting Date: August 10, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-263

Title: Approve a Resolution Calling for a Special Municipal Election to Fill the Unexpired City Council Term Formerly Held by Marshall Cheek

CC: Eric Johnson, City Manager

Recommendation

Approve a Resolution Calling for a Special Municipal Election to be held on Tuesday, November 3, 2026, to fill the unexpired city council term formerly held by Council Member Marshall Cheek

Background

A vacancy exists on the Norcross City Council following the passing of Council Member Marshall Cheek. Pursuant to O.C.G.A. § 21-2-540 et seq. and the City Charter, the Mayor and Council are required to call a Special Municipal Election to fill the unexpired term.

Approval of the resolution authorizes staff to proceed with all statutory election notices, candidate qualifying, ballot preparation, and election administration activities necessary to conduct the Special Municipal Election.

Financial Impact

Based on the costs of the 2025 election cycle, we estimate the cost of conducting the 2026 Special Municipal Election to be **\$15,583**. Estimated expenses include legal advertising, translation services, election equipment, personnel costs, signage, ballot programming and printing, Logic and Accuracy (L&A) Testing, advance voting support, and other costs associated with administering the election. If a runoff election is required, additional election administration costs will be incurred. For FY 2025–2026, cost savings within the City Clerk's budget will offset the legal advertising and translation costs currently being incurred in preparation for the Special Municipal Election.

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

N/A

Attachments

Resolution Calling for a Special Municipal Election 2026

Update

RESOLUTION NO. _____

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF NORCROSS, GEORGIA,
CALLING FOR A SPECIAL MUNICIPAL ELECTION TO FILL THE UNEXPIRED TERM OF A
VACANT CITY COUNCIL SEAT; ESTABLISHING THE QUALIFYING PERIOD, QUALIFYING
FEES, AND RELATED ELECTION DATES; AND FOR OTHER LAWFUL PURPOSES**

WHEREAS, a vacancy has occurred on the Norcross City Council as a result of the death of Council Member Marshall Cheek; and

WHEREAS, pursuant to the Constitution and laws of the State of Georgia, including O.C.G.A. § 21-2-540 et seq., the City is authorized and required to call a special municipal election to fill the unexpired term of the vacant office; and

WHEREAS, the Mayor and Council find it necessary and in the best interest of the citizens of the City of Norcross to call a Special Municipal Election for the purpose of filling the unexpired City Council term formerly held by Marshall Cheek;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Norcross, Georgia, and it is hereby resolved as follows:

Section 1. Special Municipal Election Called

A Special Municipal Election is hereby called to be held on **Tuesday, November 3, 2026**, for the purpose of electing one (1) City Council Member to fill the unexpired term formerly held by Marshall Cheek.

The election shall be conducted in accordance with the Election Code of the State of Georgia, the City Charter, and all other applicable federal, state, and local laws.

Section 2. Candidate Qualifying Period

Candidate qualifying for the Special Municipal Election shall be conducted as follows:

- **Qualifying Dates:** Monday, September 14, 2026, through Wednesday, September 16, 2026
- **Qualifying Hours:** 8:30 a.m. to 4:30 p.m. each day

- **Location:** City Clerk's Office, Norcross City Hall, 65 Lawrenceville Street, Norcross, Georgia 30071

Candidates seeking to qualify shall complete all required qualifying documents and meet all qualifications prescribed by Georgia law and the City Charter.

Section 3. Qualifying Fee

The qualifying fee for the vacant City Council seat is hereby established at:

City Council Member: \$360.00

The qualifying fee shall be paid in full at the time the candidate qualifies.

Section 4. Voter Registration

The deadline to register to vote or to make changes to voter registration for this election shall be:

Monday, October 5, 2026

Only qualified electors who reside within the corporate limits of the City of Norcross and who are properly registered shall be eligible to vote in this election.

Section 5. Election Day

The Special Municipal Election shall be held on:

- **Date:** Tuesday, November 3, 2026
- **Hours:** 7:00 a.m. until 7:00 p.m.
- **Polling Location:** Norcross City Hall, 65 Lawrenceville Street, Second Floor Community Room, Norcross, Georgia 30071

Section 6. Advance Voting

Advance voting shall be conducted by Gwinnett County as follows:

- Tuesday, October 13, 2026, through Friday, October 30, 2026
- Saturday, October 17, 2026
- Saturday, October 24, 2026

Advance voting hours shall be **9:00 a.m. to 5:00 p.m.** at:

Norcross City Hall
65 Lawrenceville Street
Norcross, Georgia 30071

Section 7. Ballots and Election Procedures

The City shall utilize paper ballots to record and tabulate votes cast in this election. Absentee ballots received by mail shall be tabulated manually in accordance with Georgia law.

In accordance with the City Charter, the candidate receiving a majority of the votes cast shall be declared elected.

Section 8. Election Administration

The Special Municipal Election shall be conducted by the City of Norcross in cooperation with the Gwinnett County Board of Registrations and Elections and in accordance with all applicable provisions of the Georgia Election Code and the City Charter.

Section 10. Effective Date

This Resolution shall become effective immediately upon its adoption.

SO RESOLVED, this ____ day of _____, 2026.

CITY OF NORCROSS, GEORGIA

Craig Newton, Mayor

ATTEST:

Monique Philip, City Clerk

(SEAL)

EXHIBIT A

NOTICE OF CITY OF NORCROSS SPECIAL MUNICIPAL ELECTION

Notice is hereby given that a **Special Municipal Election** will be held in the City of Norcross on **Tuesday, November 3, 2026**, for the purpose of filling the unexpired City Council term formerly held by **Marshall Cheek**.

Candidate Qualifying: Persons desiring to qualify as a candidate for the unexpired City Council term may do so Monday, September 14, 2026, through Wednesday, September 16, 2026, between the hours of 8:30 a.m. and 4:30 p.m., at Norcross City Hall, 65 Lawrenceville Street, Norcross, Georgia 30071. The qualifying fee for the office of City Council is \$360.00. Candidates must submit the required qualifying documents and qualifying fee during the designated qualifying period.

The deadline to register to vote in this election is **Monday, October 5, 2026**. Any person who is presently registered to vote in the City of Norcross but has moved outside the city limits is not eligible to vote in this election. Voter registration information may be obtained through the Gwinnett County Board of Registrations and Elections.

The election will be held on **Tuesday, November 3, 2026**, between the hours of **7:00 a.m. and 7:00 p.m.** at **Norcross City Hall, 2nd Floor Community Room, 65 Lawrenceville Street, Norcross, Georgia 30071**.

Advance voting will be conducted from **Tuesday, October 13, 2026, through Friday, October 30, 2026**, including **Saturday, October 17, 2026**, and **Saturday, October 24, 2026**, from **9:00 a.m. to 5:00 p.m.** at Norcross City Hall, 65 Lawrenceville Street, Norcross, Georgia 30071.

The city will utilize paper ballots to record and tabulate votes cast in the election. Absentee ballots received by mail will be tabulated manually in accordance with Georgia law. Pursuant to the current City Charter, the successful candidate shall be elected by **majority vote**.

This 10th Day of August 2026

Monique Philip, Superintendent, City of

Norcross, Georgia



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

AGENDA REPORT

To: Mayor and Council

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

Meeting Date: August 10, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-258

Title: Resolution Rescheduling Policy Work Session and Regular Council Meeting

CC: Eric Johnson, City Manager

Recommendation

Authorize the execution of a resolution rescheduling the Policy Work Session and the Regular Council Meeting to August 3, 2026, and August 10, 2026, respectively.

Background

Section 2-36(b) of the Code of Ordinances sets forth the schedule for City Council meetings, providing that Policy Work Sessions are to be held on the third Monday of each month and Regular Council Meetings are to be held on the first Monday of each month. Because of scheduling conflicts, the council meeting schedule was adjusted to August 3, 2026 (PWS) and August 10, 2026 (RCM). To ensure that this adjusted schedule is memorialized in a formal resolution, the attached resolution was drafted for signature by the Mayor and City Clerk.

Financial Impact

N/A

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

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

Attachments

Resolution Rescheduled Meetings (5323228.1)

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF
NORCROSS, GEORGIA TO RATIFY THE RESCHEDULING OF CERTAIN POLICY
WORK SESSION AND REGULAR COUNCIL MEETINGS**

The Mayor and City Council of the City of Norcross, Georgia, have considered and hereby adopt the following as a Resolution of said Council:

WHEREAS, The Norcross Code of Ordinances in Section 2-36 provides that the City Council shall hold certain meetings of the Mayor and City Council including Policy Work Sessions on the third Monday of each month and Regular Council Meetings on the first Monday of each Month; and

WHEREAS, the City Council was unable to hold the July Policy Work Sessions and the August Regular Council Meetings on the dates set by ordinance; and

WHEREAS, the meetings were rescheduled such that the July Policy Work Session was held on August 3, 2026 and the August Regular Council Meeting was held on August 10, 2026; and

WHEREAS the August 17, 2026 Policy Work Session was rescheduled to August 24, 2026; and

WHEREAS, the Mayor and City Council declares that such rescheduling was necessary for the effective governance of the City and that notice required by law was provided to the Council;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORCROSS, GEORGIA, that the July Policy Work Session was properly held by the authorization of Council on August 3, 2026;

BE IT FURTHER RESOLVED THAT, the August Regular Council Meeting was properly held by the authorization of Council on August 10, 2026;

BE IT FURTHER RESOLVED THAT, the August Policy Work Session will be held on August 24, 2026;

BE IT FURTHER RESOLVED THAT the formalities of the Section 2-36 and any other provision were properly waived and the meetings held with notice required by law.

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

This the ____ day of August 2026.

Hon. Craig Newton, Mayor

Attest: Monique Philip, City Clerk



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

AGENDA REPORT

To: Mayor and Council

From: Andre Gima, Chief Information Officer, IT Department

Meeting Date: August 10, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-280

Title: Replacement of Livestream Audio/Video Appliance

CC: Eric Johnson, City Manager

Recommendation

Approve the procurement of the Livestream Studio HD550 4K Live Production Switcher to replace the current Livestream Studio HD Production Switcher.

Background

The City of Norcross is seeking to upgrade our obsolete Livestream Studio HD51 to a newer model Livestream Studio HD550 4K Live Production Switcher. The current Livestream Studio HD51 has been severely damaged due to a storm that abruptly shut the power to City Hall over the Independence Holiday weekend. Upon powering back up the appliance had multiple issues when trying to perform the functions necessary for livestream of the July Council Meeting, primarily manifesting with lack of audio. Further troubleshooting revealed that the equipment is no longer able to have the functionality of livestreaming platforms such as Facebook and/or Youtube. The appliance was troubleshot by an audio/video subject matter expert who determined that upgrading to a new device was the only option.

IT staff have devised some work arounds, and the livestream appliance is currently working and is anticipated to be useable for the upcoming PWS, but confidence in additional long term use of the appliance is low.

IT has reached out to vendors to replace the appliance itself, integrate the appliance and provide both ongoing maintenance and support as well as device warranties. Two companies provide only the actual equipment with no extended warranties and are from out of state meaning IT staff would be responsible for implementation and ongoing maintenance either in house or through a third-party vendor, and their two equipment quotes are attached.

Two companies are local to Atlanta and could provide equipment, integration, ongoing maintenance, and support. One of those two companies (AVI SPL) provided a quote, which is

attached. The second company did not provide a quote responsive for the current needs for the livestream appliance.

Financial Impact

The total financial impact is \$17,903.05.

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**
 - a. Policy 6-2: Maximize the use of existing facilities and services.**
 - b. Policy 6-7: Use technology to simplify and expedite city applications and processes for community members.**

Attachments

- B&H Livestream Studio HD550 4K Live Production Switcher Quote
- Nextcomputing Livestream Studio HD550 4K Production Switcher Quote
- AVI SPL Livestream Studio HD550 4K Production Switcher Quotes
- RFP IT 26-10 Evaluation Summary - 7.16.26
- Budget Amendment Item 26-2026-208 Replacement of Livestream AV Appliance

Update

N/A

B&H Photo - Video, Inc.
New York, NY 10001
420 Ninth Avenue
Tel. No. (212) 444-6600
Fax. No. (212) 239-7770

Page: 1



0

Quote No.: 918599571

Date: 07/20/26

Sold To:

City Of Norcross
65 Lawrenceville St
Attn: Accounts Payable
NORCROSS, GA 30071

Ship To:

City Of Norcross
65 Lawrenceville St
Attn: Norcross City Hall
NORCROSS, GA 30071

Bill Phone: (770)448-2122 Ext.:136 (770)448-2122
Work Phone: (770)448-2122 Ext.:2109

Cust Code: 40246875
P.O. No.:

Terms: 30 DAY
Slsman: EY9

Ship-Via: STANDARD

Qty	Brand	Item Description SKU#/Catalog#	Price	Total
1	LIVESTREAM STUDIO	HD550 4K LIVE PRODUCTION SWTCHR/REG #LILSHD5504K	9,999.00	9,999.00
		COOCountry of Origin: UNITED STATES	#LS-HD550 4K	#1286531-REG

This Is A Special Order Item, And Is Not Returnable.

@
@ PREPAYMENT INSTRUCTIONS BY CHECK OR MONEY ORDER (US DOLLARS ONLY)
@
@ Write your quote number on your check or money order. Do not send cash.
@ You will be notified by email as soon as your order is shipped.
@
@ 1) PAYMENTS SENT BY U.S. MAIL OR U.S.POSTAL SERVICE EXPRESS/PRIORITY MAIL:
@ B&H Photo-Video
@ P.O. BOX 22731
@ New York, NY 10087-2731
@
@ 2) PAYMENTS SENT BY FEDEX, UPS or US Postal signature required
@ confirmation, OR OTHER DELIVERY SERVICES:
@ JP Morgan Chase - Lockbox Processing
@ Attn: B&H Photo, Lockbox 22731
@ 4 Chase Metrotech Center

(Continued on Page: 2)

B&H Photo - Video, Inc.
New York, NY 10001
420 Ninth Avenue
Tel. No. (212) 444-6600
Fax. No. (212) 239-7770

Page: 2

Quote No.: 918599571

Cust Code: 40246875 Terms: 30 DAY Ship-Via: STANDARD
P.O. No.: Slsman: EY9 *****

Qty	Brand	Item Description SKU#/Catalog#	Price	Total
@		7th Floor East		
@		Brooklyn, NY 11245		

@PLEASE NOTE: -----
@ This quote is for information only. Prices, products, and availability
@ are subject to change without notice.
@ Certain items may be required by the vendor to sell at the
@ vendor-imposed price posted at the time of order.
@ Inventory can only be reserved at the time of order completion
@ This quote expires in 1 week.

Payment Type	- Amount	Sub-Total:	9,999.00
UNPAID		Shipping:	0.00
		* Total:	9,999.00



LIVESTREAM STUDIO HD550 – 4K LIVE PRODUCTION SWITCHER

\$11,548.00

[Get a custom portable live streaming system build](#)

In stock

Hello, my name is NextComputing Support. How may I help you today?



[Add to cart](#)

Description

Product #: LS-HD550-4K

With its uniquely portable body, the Studio HD550 4K live streaming system makes it easy to set up wherever your event may be. Travel to your destination with your Studio HD550 4K in its custom bag and arrive ready for a full multi-camera production. The distinctive design with an attached carrying handle ensures easy transport from production to production. The Studio HD550 4K features five (5) inputs and one (1) output with full size HDMI and SDI connectors and includes all the features of Livestream Studio Software.

LIVESTREAM STUDIO SOFTWARE INCLUDED

Live Production Switcher Software transforms your computer into a professional live production control room. Input multiple feeds, add graphics, master audio, and stream in one robust, easy-to-use package. Stream live to multiple destinations either directly or via Livestream/Vimeo simulcast service for optimized bandwidth use. Add live picture-in-picture or media sources, add layers of text, images, and video, move, distort, crop, and edit layers and connect multiple local or external data sources. With this software, you can invite anyone to join your live broadcast using only a Chrome browser and their webcam. Send participants a link generated from Studio and instantly see their live video over low latency WebRTC. Record up to four simultaneous videos in broadcast quality MJPEG to an AVI or MP4 file. These and many additional features make the Livestream system stand out from any competitor.

KEY FEATURES OF THE 4K LIVE PRODUCTION SWITCHER PORTABLE LIVE STREAMING SYSTEM

- Five (5) 6G-SDI/4K-HDMI input portable live production switcher
- NDI support with up to 25 inputs and 5 outputs

- Integrated 17 in Full HD (1920×1080) display
- HD live streaming via built-in Gigabit/100/10 Ethernet
- Storage 2TB PCI-Express 3.0 x4 3D NAND Internal Solid State Drive (SSD) with recorder set to record at 100Mbps MJPEG AVI
- Livestream Studio software included
- Carry-on bag and Livestream Studio keyboard included
- 1-Year warranty and phone support

SPECIFICATIONS

- 4K/6G-SDI Inputs: 5
- NDI Input: 25
- NDI Output: 5
- Embedded Audio Input: 5 Stereo or 40 Mono Inputs
- Audio Monitoring (1/8 in): 1
- HDMI Inputs: 5
- HDMI Outputs: 1
- 4K/6G-SDI Output: 1
- Analog Audio (1/8 in) Input: 1
- Analog Audio (1/8 in) Output: 1
- Custom Carry Bag: Included
- Livestream Studio Keyboard: Included
- Media Sources: 7 integrated digital media sources for video & graphics playback. 2 DDRs (video clip playback with built-in transcoder), 2 GFX (graphics), 2 Color Bars / Background Color
- Remote Camera: 10 x Remote camera module for ingesting video/audio over local WiFi or Ethernet network, downlinking streams, and Interviews via WebRTC.
- Format Converter: Built-in broadcast quality format converter for every input with automatic format detection. Allows use of any camera and video source without matching video formats
- Built-In Multiview: On-screen full field rate multiview of all live inputs, Preview, Program Out, GFX and DDR, Audio PPM overlay with peak hold feature on all inputs and outputs. Resizable layout allowing hiding of all controls to maximize multiview screens.
- External Multi-Screens: 1x Extended Screen output using Mini DisplayPort
- Video Switcher/Mixer: Mixer & Effects (M/E) bank with no upstream keyer. Transitions: SMPTE Wipe, Cut & Fade (Auto transition with adjustable duration in frames, manual via on-screen T-BAR or keyboard shortcuts)

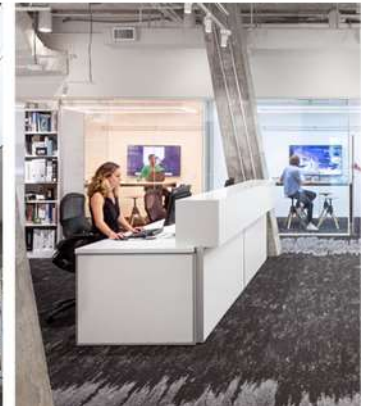
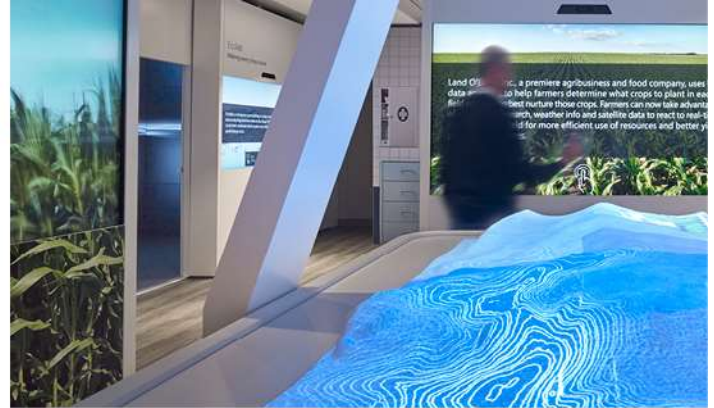
- Graphics Downstream Key: 3 x Graphics DSK (downstream key) channels. One channel for GFX1, one channel for GFX2 and one channel for GFX3. Independent or locked transition controls (fade/cut/wipe). Preview on Multiview.
- Graphics & Titling: Load JPG or PNG files (full transparency support with PNG files). Add text (set position/font/size/color) over any loaded image file within the GFX1, GFX2 or GFX3.
- Video clip Playback: 2 Media Players – Eject/Load clip. Play Pause/stop. Audio/Video Scrubber. Timecode indicator. Seek to timecode. Mark In/Mark Out. Loop. Auto-play on transition.
- Recording: Up to 4 simultaneous isolated source recordings. MJPEG with uncompressed audio or 1 MP4 Recording with AAC audio compression. Interlacing and timecode support. Full compatibility with Blackmagic Design Media Express and Adobe Premiere.
- Recording Capacity: ~40 hours at 1080i (Using 2TB built in SSD with recorder set to record at 100Mbps MJPEG AVI)
- Live Streaming: HD live streaming via Gigabit/100/10 built-in Ethernet. Presets in up to 4K.
- Streaming Quality: Multiple simultaneous bit-rates (up to 4K 30fps), including mobile quality for playback on iOS/Android mobile devices.
- Streaming Destinations Vimeo, Facebook Live, Periscope, Ustream, YouTube Live, Akamai, Wowza Media Server, Twitch or any other RTMP compatible service.
- Audio Mixing: Integrated multi-channel audio mixer for internal and external audio sources, outputs, stream and headphones. Incorporated video switcher follow feature with audio crossfade support when fading two video sources.
- Supported Video Formats:
 - 4K/UHD: Up to 2160p30
 - HD: Up to 1080p60
 - SD: 525i59.94 NTSC, 625i50 PAL
- Video Processing:
 - SDI Video Sampling: 4:4:4 & 4:2:2
 - SDI Color Precision: Up to 12-bit RGB 4:4:4
 - Color Space: REC 601, REC 709
 - HDMI Video Sampling: 4:4:4, 4:2:2 & 4:2:0
 - HDMI Configuration: HDMI 2.0a supports Deep Color and HDR
 - HDMI Color Precision: Up to 12-bit (Deep Color)
- Audio Processing: 48 KHz, 24-bit

- **Playback Media Formats:** GFX: JPEG or PNG image files with transparency support. DDR: AVI MJPEG with uncompressed audio, DV Video, WMV (7/8/9), H.264 (.mp4, .mov & .avi), MPEG4 Part 2 (.mov & .avi), MPEG4 V1/V2 (.mov & .avi), AAC, MP3
- **Record Media Formats:** AVI MJPEG with uncompressed audio. MP4 with AAC audio compression.
- **Operating System:** Windows 11 Professional (64 bit)
- **Built-in Display:** Integrated 17 in (1920×1080) HD LED LCD
- **CPU:** Intel Core i9-10900X 3.7 GHz 10-Core Processor
- **Graphics Card:** NVIDIA T400
- **Storage:** 2TB PCI-Express 3.0 x4 3D NAND Internal Solid State Drive (SSD) with recorder set to record at 100Mbps MJPEG AVI
- **RAM:** 64GB 3200MHz DDR4 RAM
- **Physical: Dimensions:** 3.03 in-4.19 in (D) x 17.33 in (W) x 14.8 in (H); **Weight:** 19 lbs.

Proposal Prepared For

City of Norcross

AV Phase One Upgrade



2855 Premiere Pkwy
Suite C
Duluth, GA 30097
(678) 542-2201
Fax: (678) 542-2206
www.avispl.com

Prepared by: Patrick Sutton
Patrick.Sutton@avispl.com
Proposal no: 523165-1

Thank you for the opportunity to provide this proposal.

We're excited to work with you.

At AVI-SPL, our goal is to empower meaningful communication and collaboration. By understanding your needs and applying our expertise, we help you improve the user experience of your collaboration systems – anywhere in the world.

Here's how we do it.

Like you, we take a holistic approach. No matter where you are on your journey to plan, deploy, and operate your optimal collaboration environment, we can guide and support you. Together, we'll achieve a new state of working together and manage the full lifecycle of the technology powering it.

And here's why.

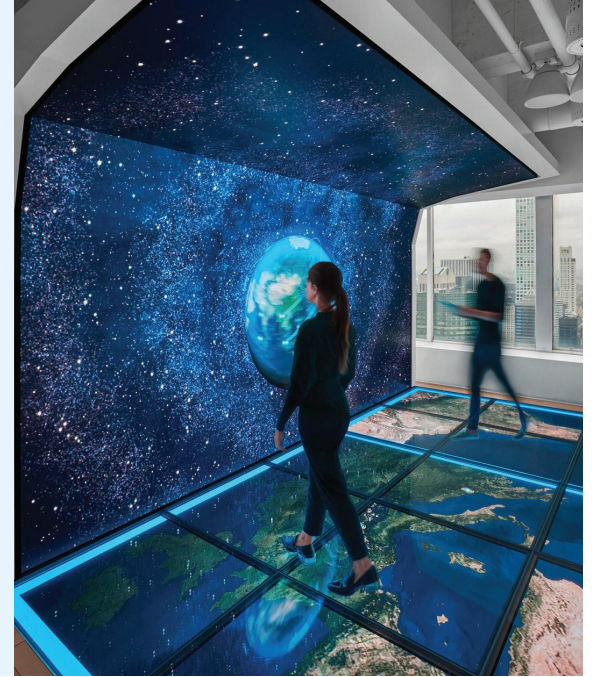
As a digital enablement solutions provider, we transform how people and technology connect to elevate experiences, create new value, and enable organizations such as yours to thrive and grow. Our vision – to help your teams work smarter and live better.



We take your investment in collaborative solutions as seriously as you do.

That's why we're with you every step of the way, making sure you have the support to keep your business running smoothly and that you get the return on investment you expect.

The hallmark of AVI-SPL's client success is our ability to keep pace with the technology trends that drive the way organizations operate, and to innovate and improve upon them so that we can offer customers a standard of quality that no other company can match.



When you partner with us as your trusted guide, you will experience:



Commitment

A partner **committed** to your success and making a positive impact on your organization and our world



Expertise

Expertise you can trust to guide your digital transformation and realize your business objectives



Proven Record

A **proven** track record of supporting deployment and managed services in-country, wherever needed



Global Reach

Optimized **global deployment** teams with in-country support teams to deliver localized solutions and service – anywhere in the world



Customer Experience

World-class **customer experience** with a continual improvement mindset informed by the ITIL methodology



Analytics

Focus on **actionable** business intelligence with routine reporting on key success metrics and usage analytics powered by our patented Symphony application

Our Integration Process



World-class approach to defining client needs and delivering with consistent approach to execution.
Detailed Operations Playbook = Consistent, High Quality Project Outcomes

- **Each step defined and documented:** based on AVI-SPL best practices & globally recognized standards
- **Standardized documents, forms & instructions:** a cadence for reporting & communications methods
- **Companywide adoption & training:** measurable deliverables
- **Full range of engagement types:** small & simple to large & complex
- **Continuous improvement:** CSAT/NPS focus w/ root cause analysis & action-oriented outcomes

AVI-SPL provides innovative solutions seamlessly integrated with simple but effective user experiences. To that end, AVI-SPL utilizes a five-step process to provide you with consistent communication and flawless execution from project conception to completion.

Phase I Initiate

- The initiate phase is critical to the success of both the solution implementation and post deployment services to ensure acclimation, adoption and continued use of the technology.
- During this phase, your project team is selected based on the size, scope and complexity of the solutions to be implemented. All details and information are successfully transitioned to the internal project team via a comprehensive kick-off meeting.
- External kick-off discussions are organized and conducted with your key stakeholders to formally discuss project parameters of scope, schedule and communication strategy along with any other key topics to ensure proper alignment. The output of these discussions initiates engineering finalization, equipment procurement & programming services.

Our Integration Process

Phase II Plan

- The planning phase begins with development of the project schedule including detailed work breakdown tasks identifying key deliverables, dependencies and both internal and external milestones required to successfully execute the project.
- Detailed communication plans are developed to provide your key stakeholders with project progress reporting to indicate status against the project schedule along with any identified risks.
- Acceptance test plan procedures are developed and communicated to ensure agreed upon scope and functionality requirements are achieved.

Phase III Execute

- During the execution phase, all engineering, programming, fabrication and on-site installation activities are completed in accordance with the agreed upon project scope and schedule.
- Daily progress reports are completed, sent back to our Project Management staff and consolidated into weekly progress reports that you will receive.
- Upon completion of on-site installation activities, test and commissioning takes place in accordance with the agreed upon test plan procedures to ensure fully functional solutions.
- Final inspection and walk-through of the project is conducted in coordination with your key stakeholders to administer acceptance of the deployed solutions.



Our Integration Process

Phase IV Monitor

- The monitor phase is ongoing throughout the entire project lifecycle.
- All project work activities are consistently reviewed to ensure alignment with the approved schedule and milestones, adjusting resource planning as required. All changes to scope, schedule and budget are closely controlled to eliminate or minimize change management.
- Quality assurance is adhered to through checks and balances along with consistent testing at specified intervals in the project lifecycle. Risk management plans are constantly reviewed, and risk mitigation strategies deployed to ensure scope and schedule remain on track.
- External reporting is critical to this phase to align your key stakeholders to both internal and on-site status of our progress.

Phase V Close

- The final phase is focused on completion of all contractual and operational activities to obtain sign-off for the completed project. This includes demonstration and training on use of the installed solutions.
- All final project documentation for future warranty and service work is gathered and submitted to your key stakeholders as well as to our internal service team for onboarding purposes.
- Automated Customer Satisfaction Score (CSAT) and Net Promoter Score (NPS) surveys are deployed to obtain your feedback regarding our performance and leveraged as part of our continuous improvement practice.



AVI-SPL Solution Scope of Work 523165 City of Norcross Livestream replacement 07.27.2026

After careful and deliberate consideration of your requirements, we are pleased to provide the following audiovisual solutions scope of work. The scope of work noted is based on sound engineering principles, reliable technology, and have been formulated specifically to meet your requirements.

Project Overview

This proposal covers what we named Phase 1 of the overall project because this is a rush to meet a customer's request to have installed for an upcoming event. This phase includes the replacement of a failed Livestream device with a new portable version. This device streams existing cameras and audio to their YouTube account which will then be available to go to their website and select items to view.

Existing Livestream Device



New Livestream Portable Device



The connections on these are the same minus the output connection to the external display (Which wont be used going forward). I have provided a sketch to the best of my ability on how the current device is wired. We will verify connections while on-site to prepare for the next phase which we will possibly move equipment to a wall mounted rack and provide AV upgrades to other rooms.

The project address is 65 Lawrenceville Street, Norcross Ga. 30071

Action Items:

- Remove existing Live Stream Production switcher and replace with the new HD-550 Portable version.
 - The new switcher will need to be mounted on the top of the existing rack, so items will have to be moved. The display currently on top of the display will not be reused and can be completely removed.
- Once the new switcher is installed, the customer will assist in verifying the device works as the removed unit did.
 - The new Switcher will come preconfigure for the same Streaming options so it should be a plug and play.
 - The commissioner will work with the client on testing.
- The installer can then document the existing devices and existing wiring as much as possible for the upcoming refreshes.
- All power and network connections are already in the rack
- The device comes with a One Year warranty with an option to by a second and third year warranty.

Audio Visual Innovations Inc. and Signal Perfection Ltd are wholly owned subsidiaries of AVI-SPL, Inc. This Entire Document and all information (including drawings, specifications and designs) presented by any subsidiary are the property of AVI-SPL Inc. Proprietary information provided to potential customers, clients or agents is for the sole purpose of demonstrating solutions delivery capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of AVI-SPL. © Copyright AVI-SPL. All Rights Reserved.

Customer Responsibilities (If Applicable) – Probably won't apply.

These are items that AVI-SPL is dependent upon to complete the project scope of work on time, however, these requirements and responsibilities are not provided by AVI-SPL. For a complete list of exclusions, please refer to the Integration Inclusions and Exclusions section of this proposal.

These requirements must be provided by the owner or other 3rd parties and may fall under the responsibility of an Architect, General Contractor, Electrical Contractor, Data Contractor, Security Contractor, Furniture/Millwork Contractor, IT departments, Facilities or Real Estate groups.

- All required backing and any other wall reinforcement required to safely accommodate displays. Any display wall shall be properly backed to withstand the weight of the display with a safety factor of at least 5:1.
- All AC power at the equipment locations, including hardwired power connections.
- All required conduit for low voltage cable paths to AV equipment.
- All ceiling work required to accommodate the projectors, projection screens, or other equipment.
- All required millwork modifications to tables or other millwork.
- Proper heat dissipation venting for the equipment in this system. Where convection cooling is not possible, a powered venting system with thermostatically controlled quiet fans.
- All required network configuration for any network connection to the client network.
- All software or hardware licenses not specifically provided in this scope of work or associated bill of materials.
- All software or hardware configuration for owner furnished equipment.
- Where VoIP is utilized, all required configuration information prior to installation.
- All cable/satellite/over-the-air TV connections and all associated hardware.

Site Readiness

The minimum acceptable site conditions of the project site for the installation of electronic equipment are as follows.

- The rooms and directly adjacent areas into which the equipment will be installed must be dust-free with floor, ceiling, and wall finishes to be completely installed in the rooms affected by the equipment.
- The rooms into which the equipment will be installed must be secure.
- All Electrical power, conduit systems, HVAC systems, IT requirements (wired or wireless services), communication circuits, and/or other services required by the systems and equipment should be fully installed, energized, and configured for use.
- All furniture into which components of the equipment will be installed shall be present at the time of staging and/or installation.
- All telephone, POTS, VOIP, modem, PRI, data, LAN, and telecommunications connections are installed, fully tested, and active.
- Configuration of OFE networks, applications, servers, and services to provide interoperability with installed systems.
- Coordination and timely IT support and documentation (such as providing IP addresses or account credentials).

Software Licenses and Service Accounts

Supervised or direct access to systems must be provided as needed for a properly provisioned and licensed account where appropriate. Examples include Zoom Rooms activation codes, Microsoft Teams accounts, calendar service account, and more.

- The customer may decide not to provide credentials to AVI-SPL, and to provision the installed hardware themselves. In this case AVI-SPL will be unable to fully test the system before receiving sign-off for the installation. All system components will be tested individually to ensure proper stand-alone function, and project sign-off will be requested before technicians leave site.

Audio Visual Innovations Inc. and Signal Perfection Ltd are wholly owned subsidiaries of AVI-SPL, Inc. This Entire Document and all information (including drawings, specifications and designs) presented by any subsidiary are the property of AVI-SPL Inc. Proprietary information provided to potential customers, clients or agents is for the sole purpose of demonstrating solutions delivery capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of AVI-SPL. © Copyright AVI-SPL. All Rights Reserved.

- If AVI-SPL is unable to properly commission and test the system at the time of installation due to issues with access, an additional site visit may be required. Any additional visits will be billed at the standard contracted labor rate, provided Customer is at fault and approves additional cost in advanced and in writing, scheduling will be done on a best effort basis.

Room Environmental Considerations

To maximize the user experience in a conferencing room, the following parameters should be observed:

- The room should have a measured ambient noise level of no more than NC35. For new spaces, the design parameters for the mechanical engineering within the room should have a target NC of 35 or less. Ambient noise includes noise from the air handling systems, mechanical systems and noises outside the building. Noise levels above this specification adversely affect the meeting environment and may degrade the overall audio quality and intelligibility of a conference call. This is especially important when ceiling microphones are utilized. If a problem is identified with ambient noise levels, AVI-SPL can work with your mechanical engineer to identify possible solutions to lower the NC rating and improve the meeting experience.
- Reverberation time (T60) for typical conference rooms should be less than 0.6 seconds in the 125 - 4000 Hz octave bands to provide an optimum meeting experience and acceptable audio quality in a conference call. A significant number of hard surfaces in a room (glass, drywall or other surfaces) can adversely affect audio intelligibility and the meeting experience overall. Acoustic treatment is advised for rooms with higher T60 levels. If the room requires acoustic treatment, AVI-SPL can provide direction and solutions to overcome this issue and enhance the meeting experience for the participants.
- Evenly distributed lighting is important for videoconferencing applications. Lighting on the faces of the participants should be at least 40-foot candles and should be evenly distributed throughout the camera's field of view. Where the camera's field of view includes windows, recommended window treatment should be employed to provide an acceptable background for the camera to view the participants.
- When microphones are used for local voice reinforcement, the amount of available gain before feedback is dependent on the microphone's location within the room. Placement of the microphone immediately below a ceiling speaker may adversely affect the overall required audio level and cause feedback. Care should be taken to reduce the volume level of the microphone or locate the microphone(s) correctly to minimize the possibility of feedback.

Investment Summary

Prepared For:	Len Housley	Prepared By:	Patrick Sutton
	City of Norcross	Date Prepared:	07/28/2026
	65 Lawrenceville Street	Proposal #:	523165-1
	Norcross, GA 30071	Valid Until:	08/28/2026

Total Equipment Cost \$10,419.17

Includes cable, connectors, hardware, switches, relays, terminal blocks, panels, etc., to ensure complete and operational system

Professional Integration Services \$3,560.00

Includes engineering, project management, CAD, on-site installation and wiring, coordination and supervision, testing, checkout, owner training, etc. performed on the Owner's premises. Also includes all fabrication, modification, assembly, rack wiring, programming, warranties, etc., some performed at AVI-SPL. May include disposal of existing equipment where elected.

Direct Costs \$0.00

Includes non equipment or labor costs, such as travel expenses, per diem, lift and vehicle rentals

General & Administrative \$335.88

Includes all G & A expenses: vehicle mileage, shipping and insurance, as applicable

Optional Service Agreement- Room Support and Maintenance \$1,548.00

Includes post-installation ONSITE support and maintenance options selected for installed rooms

Optional Devise Warranty - Device Maintenance \$2,040.00

Includes post-installation warranty options selected for installed devices

Subtotal	\$17,903.05
Tax	As Applicable (*)
Total	\$17,903.05

*** ANY and all applicable taxes will be included upon invoicing**

Purchase orders should be addressed to AVI-SPL LLC

Due to global semiconductor ("chip") shortages and supply chain disruptions pricing quoted in this proposal may change. Installation schedules are subject to current (daily) product availability and may be delayed or postponed.

This Entire Document and all information (including drawings, specifications and designs) presented by AVI-SPL LLC are the property of AVI-SPL LLC or its affiliate. Proprietary information provided to potential customers, clients or agents is for the sole purpose of demonstrating solutions delivery capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of AVI-SPL. © Copyright AVI-SPL LLC. All Rights Reserved

Terms and Conditions

This Proposal together with AVI-SPL’s General Terms and Conditions and the applicable Addendum(a) located here and incorporated herein by this reference (collectively the “Agreement”) constitutes the entire agreement between AVI-SPL LLC (“Seller”, “AVI-SPL”, “we”, “us”, “our”) and the buyer/customer identified in the Proposal (“Buyer”, “Customer”, “Client”, “you”, “your”) with respect to its subject matter and supersedes all prior and contemporaneous agreements, representations and understandings of the Parties, written or oral. By signing below, issuing a valid purchase order for the Services and/or Products specified herein or receiving the Products and/or Services specified herein, whichever occurs first, Buyer acknowledges it has read and agrees to the terms of this Agreement. This Agreement shall not be binding upon Seller until accepted by Buyer as set forth in this Agreement and the earlier of Seller’s confirmation in writing of Buyer’s order and Seller’s performance under the applicable Proposal. Any terms and conditions contained in Buyer’s purchase order or any other Buyer-provided documents related to this transaction shall have no effect and are hereby rejected. Notwithstanding anything herein to the contrary, if a master services agreement signed by both Parties is in effect covering the sale of the Services and/or Products that are the subject of this Proposal, the terms and conditions of said agreement shall prevail to the extent they conflict or are inconsistent with this Agreement.

Billing and Payment Terms

Unless otherwise agreed in writing by Buyer and Seller in the Proposal, the total Proposal price, excluding the price for Stand-alone Services (as defined in this section), shall be billed as follows, subject to continuing credit approval: 50% down payment at time of order, 40% upon delivery at Seller; 10% upon project completion and Buyer sign-off or first beneficial use, whichever occurs first, payable net 30 from Buyer’s receipt of invoice. For purposes of this Agreement, “Stand-alone Services” means any Services not attached to an installation project. Billing and payment terms for Stand-alone Services are set forth in the applicable Service Addendum(a). Unless otherwise specified in the Proposal, Products are sold F.O.B. origin-Buyer to pay all shipping charges. If this Proposal covers Products or Services for more than one system, room, suite, or location, for purposes of payment in accordance with payment terms stated on the face hereof each room, suite, or location shall be treated as if the subject of a separate sale and payment made accordingly. Unless otherwise specified in the Proposal, all pricing and amounts are in US Dollars and all billing and payment shall be made in US Dollars.

Link to AVI-SPL Terms and Conditions: <https://avispl.com/terms-of-use/>

Buyer Acceptance

Buyer Legal Entity

Buyer Authorized Signature

Buyer Authorized Signatory Title

Buyer Authorized Signatory Name

Date

This Entire Document and all information (including drawings, specifications and designs) presented by AVI-SPL LLC are the property of AVI-SPL LLC or its affiliate. Proprietary information provided to potential customers, clients or agents is for the sole purpose of demonstrating solutions delivery capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of AVI-SPL. © Copyright AVI-SPL LLC. All Rights Reserved

Room Summary - Phase 1 - Replace Livestream Device

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
LIVESTREAM	LS-HD550	LIVESTREAM STUDIO HD550 PORTABLE LIVE PRODUCTION SWITCHER COMES WITH 1 YR WARRANTY - SEE SERVICE SECTION	1	\$8,927.87	\$8,927.87
LIVESTREAM	NCHARDCASEHD550	RUGGED HARDCASE WITH TELESCOPING HANDLE AND WHEELS	1	\$950.28	\$950.28
Subtotal					\$9,878.15

Room Support and Maintenance

Elite Maintenance Services - Room; 12-months

\$1,548.00

Device Extended Warranty

Mfg	Model	Description	Months	Qty	Unit Price	Extended Price
LIVESTREAM	NCH550XW2	SECOND EXTENDED YEAR WARRANTY	12	1	\$906.67	\$906.67
NCH550XW2	NCH550XW3	THIRD EXTENDED YEAR WARRANTY (MUST BUY 2ND AND 3RD)	12	1	\$1,133.33	\$1,133.33
Subtotal					\$2,040.00	\$2,040.00

This Entire Document and all information (including drawings, specifications and designs) presented by AVI-SPL LLC are the property of AVI-SPL LLC or its affiliate. Proprietary information provided to potential customers, clients or agents is for the sole purpose of demonstrating solutions delivery capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of AVI-SPL. © Copyright AVI-SPL LLC. All Rights Reserved

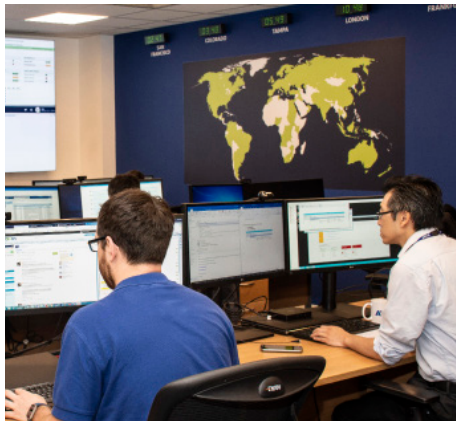
Global Support and Maintenance

AVI-SPL's Global Support and Maintenance services relieve you of the day-to-day burden of maintaining your collaboration technology estate, keeping your teams connected, and concentrated on delivering business value.

Elite Support

Our Elite services give you an extra level of onsite responsiveness and support with:

- **Unlimited onsite support M-F, 8am-5pm***
- **Unlimited remote help desk support – available globally 24x7x365**
- Facilitation of manufacturer repair or replacement programs – **let us navigate your warranty terms**
- **Software and firmware updates** managed remotely for covered assets



Global Support Operations Centers

- AVI-SPL's Global Support Operations Centers (GSOCs) deliver live help desk support 24x7x365.
- Offering quick and efficient email, phone, and portal communications options.
- The GSOCs will diagnose a problem, implement a repair remotely, or escalate to a specialist.

Repair/Replacement Facilitation – Some equipment may be repairable or replaced at no charge under the manufacturer's warranty. The help desk will assist in arranging the return of the defective equipment to the manufacturer for service/replacement as applicable.

Software Updates and Upgrades – access to the help desk for software updates and upgrades remotely available per manufacturer recommendation. Updates are provided on an as needed basis. Once an issue is reported, the remote help desk coordinates with you and the manufacturer to determine the best course of action. If a programmer is required, additional charges may apply at the applicable rate for those services.

Unlimited Onsite Support – available Monday through Friday, 8 a.m. - 5 p.m.*, excluding holidays, with travel included. Where applicable, AVI-SPL will provide a two-business day onsite response following the help desk's determination that an onsite dispatch is needed.

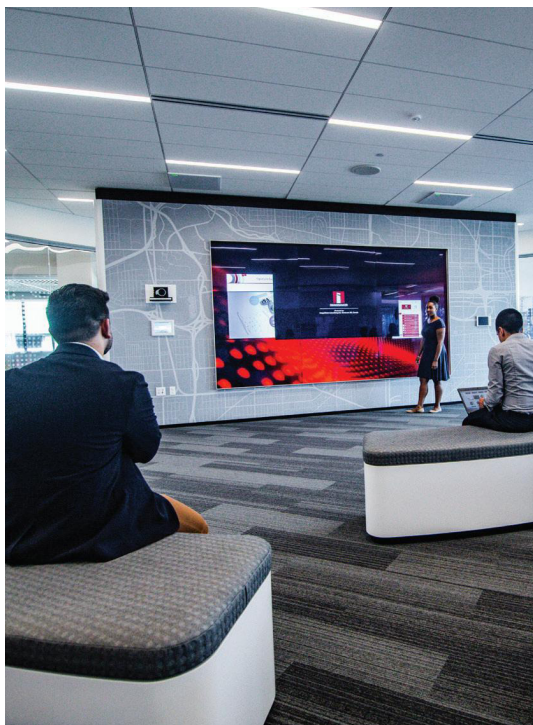
*Local standard time excluding AVI-SPL holidays.

Integration Inclusions and Exclusions

Inclusions

The following items are **included** in this proposal unless **specifically noted otherwise** within this proposal document or scope of work statement:

- All equipment, wire, and accessories required for a fully functional audio/visual system per the agreed upon scope of work.
- Non-union labor associated with audio/visual system engineering, installation, programming, and testing.
- Documentation package including complete as-built AV system diagrams, and manufacturer's operation manuals.
- Coordination and cooperation with the construction team in regard to installing the system.
- User demonstration of full AV system operation for final sign-off.



Any additional trips, labor, or materials due to failure of the other workforces to have the audiovisual system rough-in work completed as anticipated and previously confirmed, will be added to the project billing as required.

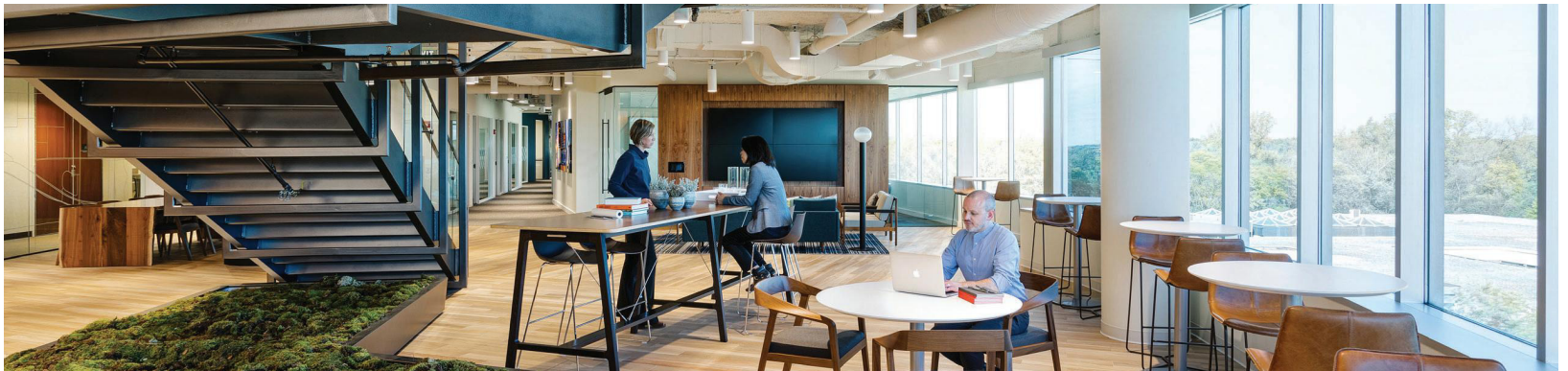
Unless otherwise agreed in writing by AVI-SPL, all work performed by AVI-SPL will take place between the hours of 8:00 a.m. and 6:00 p.m. local time, Monday through Friday, excluding public and bank holidays. If AVI-SPL is required to perform work outside of these hours, customer will be charged AVI-SPL's standard overtime rates. Any changes in the hours or days of performance must be agreed to in writing by AVI-SPL.

Where applicable, the owner's architect will provide AVI-SPL's engineering department with all required architectural floor, reflected ceiling, building elevation, and section plans in AutoCAD® format at no charge to AVI-SPL.

Exclusions

The following items are **excluded** from this proposal **unless specifically identified otherwise** within this proposal document or scope of work statement.

- All conduits, high voltage wiring panels, breakers, relays, boxes, receptacles, etc. Any related electrical work including, but not limited to, 110VAC, conduit, core drilling, raceway, and boxes.
- Voice/data cabling, IE analogue phone lines, ISDN lines, network ports, etc.
- Network connectivity, routing, switching, and port configuration necessary to support audiovisual equipment.
- Concrete saw cutting and/or core drilling.
- Fire wall, ceiling, roof and floor penetration, patching, removal, or fire stopping.
- Necessary sheet rock replacement, ceiling tile, T-bar replacement, and/or wall/ceiling repair.
- Any and all millwork (moldings, trim, etc.). All millwork or modifications to project millwork/furniture to accommodate the AV equipment is to be provided by others.
- Painting, patching, or finishing, of architectural surfaces.
- Permits (unless specifically provided for elsewhere in this proposal document or scope of work statement).
- Engineered (P.E.) seals and/or stamped structural/system details.
- HVAC and plumbing relocation.
- Rough-in, bracing, framing, or finish trim carpentry for installation.
- Cutting, structural welding, or reinforcement of structural steel members required for support of assemblies, if required.
- Owner furnished equipment or equipment furnished by others that is integrated into the systems (as described above) is assumed to be current, industry acceptable, and in good working order. If it is determined that this equipment is faulty upon installation, additional project charges may be incurred.
- Additional or specific manufacturer's "User Adoption" training.
- Additional costs for union labor.



Addendum to General Terms and Conditions – Equipment Ordering

Due to global supply chain constraints, Seller is experiencing longer than normal lead times on equipment. As a result, Seller cannot guarantee lead times on equipment and will not be liable for any delays in equipment delivery to the extent caused by such constraints. However, as the supply chain continues to improve, we will not be ordering equipment for jobs that start more than 120 days from when the contracted site is ready unless lead times are greater than 90 days.

In order for Seller to appropriately plan and coordinate its resources, Buyer must commit to a **site readiness for installation date**, (subject to timely delivery of equipment) on or about _____, 20__.

AVI-SPL LLC Initials

Should Buyer elect to purchase equipment immediately upon placement of order or greater than 120 days prior to the above readiness date, to mitigate delays, Buyer agrees to receive the equipment at their designated location and Seller will immediately bill Buyer upon placement of such order. Buyer shall pay for such equipment within the payment terms (e.g. net 30) specified herein, regardless of any other agreed upon billing terms or billing terms specified herein. Warranty on such equipment shall commence upon delivery of the equipment to Buyer's designated location, notwithstanding any other agreed upon warranty terms or warranty terms specified herein.

By initialing next to this sentence, Buyer elects to purchase equipment immediately upon placement of order in accordance with the terms of this Addendum.

Buyer Initials

Buyer Acceptance

Signed Name

Company Name

Printed Name, Title

Date

This Entire Document and all information (including drawings, specifications and designs) presented by AVI-SPL LLC is the property of AVI-SPL or its affiliate. Proprietary information provided to potential customers, clients or agents is for the sole purpose of demonstrating solutions delivery capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of AVI-SPL. © Copyright AVI-SPL LLC. All Rights Reserved

RFP IT 26-10

EVALUATION SUMMARY

AVERAGE OF ALL EVALUATORS

CRITERIA	Athena Consulting	Cogent Infotech	Cyberelite	DelNovak	Global Solutions
Experience & Qualifications	16.0	15.0	14.0	13.3	19.0
Proposed Approach & Timeline	15.0	14.8	16.0	14.3	11.0
Training & Capacity Building	17.3	16.8	13.5	15.3	17.8
References	6.8	8.5	10.5	7.5	9.0
Technical Proposal Score	55.0	55.0	54.0	50.3	56.8
Cost Proposal Score	16.1	21.5	30.0	17.5	21.9
Composite Score (Technical + Cost)	71.1	76.5	84.0	67.7	78.6
Local Preference Score	0.0	0.0	0.0	2.5	0.0
GRAND TOTAL (Composite + Local Preference)	71.1	76.5	84.0	70.2	78.6
COST PROPOSAL AMOUNT	\$89,500.00	\$67,060.50	\$48,100.00	\$82,500.00	\$65,931.00

\scores.rounded.to.nearest.tenth

CRITERIA	Isidore	PS2G	Sourcepass Liberty	SPG	System Soft	Team Sunrise	MAX POINTS
Experience & Qualifications	7.0	14.8	15.3	13.8	12.8	7.8	20
Proposed Approach & Timeline	8.0	13.5	17.0	17.0	16.5	8.0	20
Training & Capacity Building	6.3	16.0	13.3	17.5	12.5	7.5	20
References	4.0	7.8	8.8	4.5	6.5	3.5	10
Technical Proposal Score	25.3	52.0	54.3	52.8	48.3	26.8	70
Cost Proposal Score	13.6	15.3	13.0	6.5	10.1	14.4	30
Composite Score (Technical + Cost)	38.9	67.3	67.2	59.3	58.3	41.2	100
Local Preference Score	0.0	0.0	0.0	0.0	0.0	0.0	5
GRAND TOTAL (Composite + Local Preference)	38.9	67.3	67.2	59.3	58.3	41.2	105
COST PROPOSAL AMOUNT	\$105,940.00	\$ 94,268.80	\$111,040.00	\$221,600.00	\$143,000.00	\$100,000.00	

Finance Department Budget Adjustment Entry

Purpose:	Item 26-2026-208: Budget Amendment for Replacement of Livestream Audio/Visual Appliance
----------	---

Effective Date:	810/2026
-----------------	----------

Description	Account Number	Increase	Decrease
IT - Professional Services, Other	100-5.1535.521305	17,903	
Mayor & Council, Contingencies	100-5.1310.579000		17,903
Totals		17,903	17,903