

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Agenda

Monday, August 7, 2023

6:30 PM

Council Chambers

Mayor and Council

Mayor Craig Newton

Mayor Pro Tem Bruce Gaynor

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Dr. Arlene Beckles

- A. **Call to Order by Mayor Craig Newton**
PLEASE TURN OFF 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 meetings minutes for acceptance**
[23-6788](#) **Approval of Previous Meeting Minutes**

[Mayor and Council - Regular Meeting - Jul 10, 2023, 6:30 PM](#)

[Special Called Meeting - Special Meeting - Jul 17, 2023, 6:30 PM](#)

[Policy Work Session - Policy Work Session - Jul 17, 2023, 6:30 PM](#)
- F. **Set agenda as presented for the scheduled meeting.**
 - 1. [23-6789](#) **Acceptance of the Agenda and Approval of the Consent Agenda**
- G. **Ceremonial Presentations, Recognitions, and Swearing in Ceremonies**
- H. **Floor Open to Citizens Desiring to Address the Governing Authority**
 - a. **Comments by Citizens**
 - b. **Comments by Council**
 - c. **Comments by City Manager**
- PH. **Public Hearings**
 - PH. [23-6770](#) **Public Hearing on the Proposed Millage Rate**
A recommendation to set the property tax millage rate for tax year 2023 at 6.249 mills.

[Agenda Report - 2023 Proposed Millage Rate](#)

[5 Year History GP-351756](#)

[Tax Increase GP-351757](#)
 - PH. [23-6766](#) **Text2023-002 Proposed Ordinance Amendments to Sec. 104-**

6(K)

Notice Requirements for Variances reviewed by Board of Zoning Appeals.

[Agenda Report - Proposed Ordinance Amendments to Sec. 104-6\(K\)](#)

[TEXT2023-002 Text Amendment Quasi-Judicial Notice Requirements](#)

[Ordinance for Text2023-002](#)

J. Reports of the Mayor and Councilmembers**a. General Announcements****AUGUST CALENDAR OF EVENTS****Farm Fresh Days**

Wednesday, August 9 | 4:00 - 7:00 p.m. | Thrasher Park

Jazz in the Alley: Teresa Kay Williams & Tiffany Goode

Saturday, August 12 | 7:30 - 9:30 p.m. | Betty Mauldin Park

Movie Monday: Ticket To Paradise

Monday, August 14 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Farm Fresh Days

Wednesday, August 16 | 4:00 - 7:00 p.m. | Thrasher Park

Summer Concert Series: The Ray Howard Band

Friday, August 18 | 7:30 - 9:30 p.m. | Thrasher Park

Coffee With Council

Saturday, August 19 | 8:00 a.m. | 45 South Cafe

Policy Work Session

Monday, August 21 | 6:30 p.m. | City Hall 2nd Floor Conference Room

Farm Fresh Days

Wednesday, August 23 | 4:00 - 7:00 p.m. | Thrasher Park

Movie Monday: The Man From Toronto

Monday, August 28 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Farm Fresh Days

Wednesday, August 30 | 4:00 - 7:00 p.m. | Thrasher Park

Coming Up In September:**Summer Concert Series: Black Jacket Symphony**

Friday, September 1 | 7:30 - 9:30 p.m. | Thrasher Park

City Hall Closed for Labor Day Observance

Monday, September 4 | Sanitation & Recycling Services Will Be Delayed.

K. Board Appointments**A. 23-6790 Board Appointment - Discovery Garden Park Board**

The following candidates satisfied all the requirements to be considered for appointment to the Discovery Garden Park Board, which currently has (2) vacancies:

Gregory Devon

L. Consent Agenda**1. 23-6760 Budget Discussion**

A recommendation to approve the fiscal 2024 budgets for the General, Enterprise, Special Revenue, and Capital funds.

[Agenda Report - Proposed FY24 Budgets](#)

[FY 24 Budget Resolution](#)

[Budget Message FY 24](#)

[Summary Schedules from the City's OpenGov Portal](#)

[FY24 All Funds Budget Summary](#)

[Preliminary FY 24 Capital Project Listing](#)

[FY 24 Capital Projects Descriptions FINAL](#)

2. 23-6783 Surplus Vehicles Request

A recommendation to approve the surplus of five (5) vehicles.

[Agenda Report - Surplus Vehicles](#)

[Surplus Vehicles Request Memo - June 2023](#)

3. 23-6784 Update to Roadways Authorized for Use of Speed Detection Devices

A recommendation to approve (1) an updated list of roadways Norcross Police Department officers are authorized to run speed detection devices on for submittal to Georgia DOT and approve (2) revisions to City Ordinance Section 34-35 mirroring the list that will be on file with Georgia DOT.

[Agenda Report - Update to Roadways Authorized for Use of Speed Detection Devices](#)

[1\) Georgia DOT List Of Roadways request form](#)

[2\) Revised City of Norcross Ordinance 34-35](#)

4. 23-6787 **RFP 23-06 – Right of Way Acquisition**

A recommendation to award the Right of Way Acquisition contract for the PI 0016067 Norcross Greenway LCI project to Johnson, Mirmiran & Thompson Incorporated (JMT).

[Agenda Report - Right of Way Acquisition](#)

[Right of Way Acquisition RFP](#)

[Map of PI 0016067](#)

[Proposals](#)

[ROW Acquisition Addendum](#)

[ROW Acquisition - Quantitative Evaluation Worksheet](#)

[ROW Acquisition - Qualitative Evaluation Worksheet](#)

[ROW Acquisition - Proposal Responsiveness](#)

5. 23-6785 **Authorized Positions FY 2023-2024 and Pay Scale Shift**

A Recommendation to approve a resolution to authorize positions for FY2023-2024 and a 3% shift in the current pay scale.

[Agenda Report - Authorized Positions and Pay Scale Shift](#)

[Authorized Positions FY2023-2024 8.7.23](#)

M. **Items for Discussion**

N. **Adjourn in memory of**

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

P. **Signed by_____ Mayor Craig Newton**

Q. **Attest:_____ Monique Philip, City Clerk**



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**

COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	23-6788	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/7/2023 6:30 PM	In Control:	Mayor and Council
Title:	Approval of Previous Meeting Minutes		

Sponsors:

Code Sections:

Title
Approval of Previous Meeting Minutes

Drafter
Craig Newton

Motion
A motion to Approve the July 10th Regular Council Meeting Minutes, the July 17th Special Called Meeting, Policy Work Session and Executive Session.

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Minutes

Monday, July 10, 2023

6:30 PM

Council Chambers

Mayor and Council

Mayor Craig Newton

Mayor Pro Tem Bruce Gaynor

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Arlene Beckles

Minutes Acceptance: Minutes of Jul 10, 2023 6:30 PM (Presentation of previous meetings minutes for acceptance)

- A. Call to Order by Mayor Pro Tem Bruce Gaynor
- 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	Absent	
Bruce Gaynor	Mayor Pro Tem	Present	
Andrew Hixson	Councilmember	Present	
Josh Bare	Councilmember	Present	
Matt Myers	Councilmember	Present	
Arlene Beckles	Councilmember	Present	

Regular Meeting was called to order at 6:30 PM by Mayor Pro Tem Bruce Gaynor

- E. Presentation of previous meetings minutes for acceptance

23-6769: Approval of Previous Meeting Minutes

Motion

A motion to Approve the June 5th Regular Council Meeting Minutes and Executive Session, the June 20th Special Called Meeting, Policy Work Session, and Executive Session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Arlene Beckles, Councilmember
SECONDER:	Josh Bare, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

- F. Set agenda as presented for scheduled meeting.

- 1. 23-6767: Acceptance of the Agenda

Motion

A motion to accept the Agenda and Approve the Consent Agenda and add from the floor the two following items:

Request to Amend Code Section 202-2(D) Supplemental Use Standards

City of Tucker Franchise Agreement

Event Halls and Caterers Defined and Alcoholic Beverages Ordinance Revisions

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Matt Myers, Councilmember
SECONDER:	Josh Bare, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

A motion to add the following item from the floor:

Mitchell Road Emergency Pipe Replacement and Roadway Repair

Minutes Acceptance: Minutes of Jul 10, 2023 6:30 PM (Presentation of previous meetings minutes for acceptance)

RESULT:	ADDING A DISCUSSION ITEM TO THE AGENDA FROM THE FLOOR [UNANIMOUS]
MOVER:	Matt Myers, Councilmember
SECONDER:	Josh Bare, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

A motion to add the following item from the floor:

Courtware Government Software Solutions Agreement

RESULT:	ADDING A DISCUSSION ITEM TO THE AGENDA FROM THE FLOOR [UNANIMOUS]
MOVER:	Matt Myers, Councilmember
SECONDER:	Josh Bare, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

G. Ceremonial Presentations, Recognitions, and Swearing in Ceremonies

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

a. Comments by Citizens

Faye McFarland - Comments regarding an issue with chickens and 775 Glochester.

Suzanne Millen - Comments regarding amending the chicken ordinance

b. Comments by Council

c. Comments by City Manager

PH. Public Hearings

PH. 23-6733: RZ2023-002 - 510 & 520 West Peachtree Street

RESULT:	TABLED SENT TO [4 TO 1]
	Next: 8/21/2023 6:30 PM
TO:	Mayor and Council
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Arlene Beckles, Councilmember
AYES:	Bruce Gaynor, Andrew Hixson, Matt Myers, Arlene Beckles
NAYS:	Josh Bare

PH. 23-6754: Text2023-001: Event Halls

Motion

A motion to Approve An Amendment To Article II Of The Unified Development Ordinance Of Norcross, Georgia To Add and Amend Certain Definitions; To Amend Considered Special Uses In The OI Office-Institutional Zoning District; To Amend Considered Special Uses In The C1 Neighborhood Business Zoning District; To Amend Considered Special Uses In The C2 General Business Zoning District; To Amend Considered Special Uses In The HX Historic Mixed-Use District; To Amend Considered Special Uses In The CX Community Mixed-Use Zoning District; And To Add Supplemental Standards for Considering A Special Use for Event Halls; To Repeal

Contrary Provisions; And do Provide For An Effective Date, with the following enacting clause:

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Josh Bare, Councilmember
SECONDER:	Matt Myers, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

PH. 23-6770: Public Hearing on the Proposed Millage Rate

RESULT:	THIS MATTER WAS REFERRED TO
	Next: 7/17/2023 6:30 PM
TO:	Special Called Meeting

PH. 23-6760: Budget Discussion

RESULT:	THIS MATTER WAS REFERRED TO
	Next: 7/17/2023 6:30 PM
TO:	Policy Work Session

J. Reports of the Mayor and Councilmembers

a. General Announcements

JULY CALENDAR OF EVENTS

Movie Monday: Turning Red
Monday, July 10 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Farm Fresh Days
Wednesday, July 12 | 4:00 - 7:00 p.m. | Thrasher Park

Coffee With Council
Saturday, July 15 | 8:00 a.m. | 45 South Cafe

Jazz in the Alley: Lavahi & Saxophonist Richard Shaw
Saturday, July 15 | 7:30 - 9:30 p.m. | Betty Mauldin Park

Policy Work Session
Monday, July 17 | 6:30 p.m. | City Hall 2nd Floor Conference Room

Farm Fresh Days
Wednesday, July 19 | 4:00 - 7:00 p.m. | Thrasher Park

Summer Concert Series: Canelita Sabrosa
Friday, July 21 | 7:30 - 9:30 p.m. | Thrasher Park

Movie Monday: Lyle, Lyle Crocodile

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

Farm Fresh Days

Wednesday, July 26 | 4:00 - 7:00 p.m. | Thrasher Park

Coming Up In August:

Farm Fresh Days

Wednesday, August 2 | 4:00 - 7:00 p.m. | Thrasher Park

Summer Concert Series: The New Royals

Friday, August 4 | 7:30 - 9:30 p.m. | Thrasher Par

K. Board Appointments

A. 23-6768: Board Appointment - Discovery Garden Park Board

Motion

A motion to Approve the reappointment of the following candidates and terms as presented:

Discovery Garden Park Board

Nona Johnson June 1, 2025

Kathryn Mallard June 1, 2025

Sharon Cauthen June 1, 2025

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Arlene Beckles, Councilmember
SECONDER:	Matt Myers, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

L. Consent Agenda

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Myers, Councilmember
SECONDER:	Josh Bare, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

1. 23-6765: South Peachtree Street Parking Bid Award

Motion

A motion to Approve the award of a contract to the winning contractor Sol Construction the bid for the South Peachtree Street parking project, and appropriate \$300,000 from the 2023 SPLOST Transportation project fund to complete the project.

2. 23-6761: Auditor's Award

Motion

A motion to Authorize the City Manager to enter into an agreement with Mauldin & Jenkins CPAs (M&J) for the performance of annual city audits.

3. 23-6762: RFP for Project Manager (Public Safety Building)

Motion

A motion to Approve the award of a contract for Project Management services to the winning firm Turner & Townsend.

4. **23-6764: Contract with Waste Management for Residential and Commercial Solid Waste, Recycling, Yard Waste, and Bulk Items Collection and Disposal Services Award**

Motion

A motion to Approve a Sixth Amendment to the exclusive contract with Waste Management for Solid Waste, Recycling, Yard Waste, and Bulk items collection and Disposal Services. The Sixth Amendment extends the term for an additional five years through August 31st, 2028, and adjusts Contractor's compensation effective September 1st, 2023.

M. Items for Discussion

1. **23-6759: Request to Amend Code Section 202-2(D) Supplemental Use Standards**

RESULT:	TABLED SENT TO [UNANIMOUS]
	Next: 8/21/2023 6:30 PM
TO:	Policy Work Session
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Arlene Beckles, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

2. **23-6742: City of Tucker Franchise Agreement**

RESULT:	TABLED SENT TO [UNANIMOUS]
	Next: 8/21/2023 6:30 PM
TO:	Policy Work Session
MOVER:	Arlene Beckles, Councilmember
SECONDER:	Andrew Hixson, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

3. **23-6763: Event Halls and Caterers Defined and Alcoholic Beverages Ordinance Revisions**

Motion

A motion to Approve an Amendment to Articles I & II Of Chapter 4 of The City of Norcross Code of Ordinances To Correct Outdated References And Typographical Errors; To Provide for the Definition of Event Halls and Caterers; To Provide for The Hours of Sale; To Provide for Event Halls and Certain Catered Events Among The Types of Businesses That May Be Licensed To Sell Alcohol for on Premises Consumption; To Regulate The Types of Vessels From Which Alcohol Can Be Consumed; To Provide Regulations for Event Halls; To Provide Regulations for Catered Events; To Provide for Suspension And Revocation Procedures; To Provide for The Repeal of Contradictory Provisions; And To Provide for An Effective Date And Intervening Regulation, with following enacting clause:

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

Minutes Acceptance: Minutes of Jul 10, 2023 6:30 PM (Presentation of previous meetings minutes for acceptance)

Amended Motion

A motion to Approve an Amendment to Articles I & II Of Chapter 4 of The City of Norcross Code of Ordinances, with the following amendment: Section 4-51 of Article II of Chapter 4 shall be deleted and shall be replaced with the following:

After 12:00 a.m., all alcoholic beverages must be served and remain at all times during the customer's consumption in their original container or in clear cups, glasses, or other containers where the contents of the beverage are visible.

RESULT:	AMENDED [4 TO 1]
MOVER:	Matt Myers, Councilmember
SECONDER:	Andrew Hixson, Councilmember
AYES:	Bruce Gaynor, Andrew Hixson, Josh Bare, Matt Myers
NAYS:	Arlene Beckles

4. **23-6771: Mitchell Road Emergency Pipe Replacement and Roadway Repair**

Motion

A motion to approve an emergency pipe replacement and roadway repair on Mitchell Road, funded by the Stormwater Fund.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Arlene Beckles, Councilmember
SECONDER:	Josh Bare, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

5. **23-6772: Courtware Government Software Solutions Agreement**

Motion

A motion to approve/deny an agreement with Courtware Government Software Solutions, with a recommendation to select Option 1 as the price increase amount per violation.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Matt Myers, Councilmember
SECONDER:	Arlene Beckles, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

N. **Adjourn in memory of**

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

Councilmember Matt Myers motioned to adjourn the meeting at 8:07 pm, seconded by Councilmember Bare. The vote was unanimous.

Signed by _____ Mayor, Craig Newton

Attest _____ Monique Philip, City Clerk

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Monday, July 17, 2023

6:30 PM

2nd Floor Conference Room

Special Called Meeting

Mayor Craig Newton

Mayor Pro Tem Bruce Gaynor

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Dr. Arlene Beckles

Minutes Acceptance: Minutes of Jul 17, 2023 6:30 PM (Presentation of previous meetings minutes for acceptance)

A. Call to Order by Mayor Craig Newton**B. Roll Call (recorded)**

Attendee Name	Title	Status	Arrived
Craig Newton	Mayor	Present	
Bruce Gaynor	Mayor Pro Tem	Present	
Andrew Hixson	Councilmember	Remote	
Josh Bare	Councilmember	Present	
Matt Myers	Councilmember	Late	6:38 PM
Arlene Beckles	Councilmember	Present	

Special Meeting was called to order at 6:33 PM by Mayor Craig Newton

C. Comments by Citizens

Faye McFarland - Comments regarding the budget.

Tom McClure - Comments regarding Item 23-6733 RZ2023-002 - 510 & 520 West Peachtree Street. This item is scheduled to return at the August 21st Policy Work Session.

Marshall Cheek - Comments regarding Item 23-6733 RZ2023-002 - 510 & 520 West Peachtree Street. This item is scheduled to return at the August 21st Policy Work Session.

PH. Public Hearings**PH. 23-6770: Public Hearing on the Proposed Millage Rate**

RESULT: THIS MATTER WAS REFERRED TO

Next: 8/7/2023 6:30 PM

TO: Mayor and Council

E. Items for Discussion**F. Adjourn to Executive Session for Legal, Personnel, and Real Estate**

The meeting adjourned at 6:43PM with a motion made by Councilmember Bare, seconded by Councilmember Dr. Beckles.

G. Signed by _____ Mayor Craig Newton

H. Attest _____ Monique Philip, City Clerk

Minutes Acceptance: Minutes of Jul 17, 2023 6:30 PM (Presentation of previous meetings minutes for acceptance)

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Monday, July 17, 2023

6:30 PM

2nd Floor Conference Room

Policy Work Session

Mayor Craig Newton

Mayor Pro Tem Bruce Gaynor

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Dr. Arlene Beckles

Minutes Acceptance: Minutes of Jul 17, 2023 6:30 PM (Presentation of previous meetings minutes for acceptance)

A. Roll Call (recorded)

Attendee Name	Title	Status	Arrived
Craig Newton	Mayor	Present	
Bruce Gaynor	Mayor Pro Tem	Present	
Andrew Hixson	Councilmember	Remote	
Josh Bare	Councilmember	Present	
Matt Myers	Councilmember	Late	6:38 PM
Dr. Arlene Beckles	Councilmember	Present	

Policy Work Session was called to order at 6:41 PM by Mayor Craig Newton

B. Citizen Input

- * David Grayson - Input regarding Mayor and Council expenses.
- * Faye McFarland - Input regarding item 23-6781 - Residential Solid Waste Services Fees and item 23-6681: Discussion of Potential City Homestead Property Tax Exemption(s).

C. Board Updates**D. General Updates****E. Council- General Discussion****F. Board Appointments**

Mayor and Council will consider appointments to the following board, authority or commission:

Discovery Garden Park Board (1 Application | 2 Vacancies)

G. City Manager's Report**H. Items for Discussion****1. 23-6760: Budget Discussion**

RESULT:	THIS MATTER WAS REFERRED TO
	Next: 8/7/2023 6:30 PM
TO:	Mayor and Council

2. 23-6781: Residential Solid Waste Services Fees

RESULT:	THIS MATTER WAS REFERRED TO
	Next: 8/21/2023 6:30 PM
TO:	Policy Work Session

3. 23-6782: 2024 Events Discussion

RESULT:	DISCUSSED
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Minutes Acceptance: Minutes of Jul 17, 2023 6:30 PM (Presentation of previous meetings minutes for acceptance)

4. **23-6783: Surplus Vehicles Request**

RESULT:	THIS MATTER WAS REFERRED TO
	Next: 8/7/2023 6:30 PM
TO:	Mayor and Council

5. **23-6784: Update to Roadways Authorized for Use of Speed Detection Devices**

RESULT:	THIS MATTER WAS REFERRED TO
	Next: 8/7/2023 6:30 PM
TO:	Mayor and Council

6. **23-6785: Authorized Positions FY 2023-2024 and Pay Scale Shift**

RESULT:	THIS MATTER WAS REFERRED TO
	Next: 8/7/2023 6:30 PM
TO:	Mayor and Council

7. **23-6786: NeoGov Sole Source Letter**

RESULT:	DISCUSSED
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8. **23-6787: RFP 23-06 – Right of Way Acquisition**

RESULT:	THIS MATTER WAS REFERRED TO
	Next: 8/7/2023 6:30 PM
TO:	Mayor and Council

9. **23-6766: Text2023-002 Proposed Ordinance Amendments to Sec. 104-6(K)**

RESULT:	THIS MATTER WAS REFERRED TO
	Next: 8/7/2023 6:30 PM
TO:	Mayor and Council

10. **23-6681: Discussion of Potential City Homestead Property Tax Exemption(s)**

RESULT:	TABLED INDEFINITELY
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I. **Adjourn to Executive Session for Personnel, Real Estate, or Legal**

The meeting adjourned to Executive Session for Real Estate and Personnel at 9:29 PM with a motion made by Councilmember Bare, seconded by Councilmember Dr. Beckles.

J. **Signed by:** _____ **Mayor Craig Newton**K. **Attest:** _____ **Monique Philip, City Clerk**



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
 COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	23-6789	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/7/2023 6:30 PM	In Control:	Mayor and Council
Title:	Acceptance of the Agenda and Approval of Consent Agenda		

Sponsors:

Code Sections:

Title
 Acceptance of the Agenda and Approval of Consent Agenda

Motion
 A motion to Accept the Agenda and Approve the Consent Agenda.



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**

COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	23-6770	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/7/2023 6:30 PM	In Control:	Mayor and Council
Title:	Public Hearing on the Proposed Millage Rate		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - 2023 Proposed Millage Rate](#)
2. [5 Year History GP-351756](#)
3. [Tax Increase GP-351757](#)

Title

Public Hearing on the Proposed Millage Rate

Drafter

Eric Johnson

Motion

A motion to set the property tax millage rate for tax year 2023 at 6.249 mills..



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **BRUCE GAYNOR** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE PHILIP**

Agenda Report

To: Mayor and Council

From: Paul Hanebuth - Director of Finance and Administrative Services

Meeting Date: August 7, 2023 – Mayor and Council

Item No.: 23- 6770

Title: 2023 Proposed Millage Rate

CC: Eric Johnson, City Manager

Recommendation: Set the property tax millage rate for tax year 2023.

Background: Previous public meetings regarding the millage rate and budget needs have centered on maintaining the tax year 2022 rate of 6.249 mills.

Financial Impact: Property taxes are the largest single revenue source for general operations of the city. Determining the appropriate rate is essential to support city operations and the goals of the comprehensive plan.

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 3: Increases Opportunities for Travel via Different Modes within and Outside the Community
- Goal 4: Maintains a Vibrant Economy and Continue to Facilitate Job Growth
- Goal 5: Ensures that Norcross Residents have a Variety of Attainable, Quality Housing Options
- Goal 6: Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Next Steps: None

Attachments: Five Year History of Tax Levy

Update

**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 7, 2023 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 2023 TAX DIGEST AND 5 YEAR HISTORY OF LEVY

INCORPORATED	2018	2019	2020	2021	2022	2023
Real & Personal	849,452,910	915,927,101	1,029,419,740	1,092,865,132	1,346,930,430	1,484,746,370
Motor Vehicles	7,496,520	6,138,140	5,063,720	3,965,160	3,414,580	3,286,020
Mobile Homes	3,000	2,880	2,880	2,880	2,880	2,880
Utility	46,306,440	46,699,800	46,699,800	43,012,240	43,793,000	43,506,440
Timber - 100%						
Heavy Duty Equipment	5,153	29,960	109,700	16,360	60,580	152,090
Gross Digest	903,264,023	968,797,881	1,081,295,840	1,139,861,772	1,394,201,470	1,531,693,800
Less M & O Exemptions	57,279,180	72,171,960	48,752,314	50,398,666	80,754,794	91,626,316
Net M & O Digest	845,984,843	896,625,921	1,032,543,526	1,089,463,106	1,313,446,676	1,440,067,484
State Forest Land Assistance Grant Value						
Adjusted Net M&O Digest	845,984,843	896,625,921	1,032,543,526	1,089,463,106	1,313,446,676	1,440,067,484
Gross M&O Millage	5.749	6.749	6.749	6.749	6.249	6.249
Less Rollbacks						
Net M&O Millage	5.749	6.749	6.749	6.749	6.249	6.249
Net Taxes Levied	\$4,863,566.86	\$6,051,328.34	\$6,968,636.26	\$7,352,786.50	\$8,207,728.28	\$8,998,981.71
\$ Increase (Decrease)	58,638.74	1,187,761.48	917,307.92	384,150.25	854,941.78	791,253.43
% Increase/Decrease	1.22%	24.42%	15.16%	5.51%	11.63%	9.64%

☐ PROOF O.K. BY: _____ ☐ O.K. WITH CORRECTIONS BY: _____

PLEASE READ CAREFULLY • SUBMIT CORRECTIONS ONLINE

GP-351756 (100%)

ADVERTISER: NORCROSS, CITY OF LEGALS PROOF CREATED AT: 6/26/2023 3:04:36 PM

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SIZE: 5X6.5

PROOF DUE: 06/29/23 12:00:00

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Attachment: 5 Year History GP-351756 (23-6770 : Public Hearing on the Proposed Millage Rate)

NOTICE OF PROPERTY TAX INCREASE

The Mayor and City Council of the City of Norcross has tentatively adopted a millage rate which will require an increase in property taxes by 9.46 percent. All concerned citizens are invited to the public hearing on this tax increase to be held at Norcross City Hall on July 10, 2023, at 6:30 PM. Times and places of additional public hearings on this tax increase are at Norcross City Hall on July 17, 2023, at 6:30 PM and August 7, 2023, at 6:30 PM. This tentative increase will result in a millage rate of 6.249 mills, an increase of 0.540 mills. Without this tentative tax increase, the millage rate will be no more than 5.709 mills. The proposed tax increase for a home with a fair market value of \$425,000 is approximately \$92 and the proposed tax increase for non-homestead property with a fair market value of \$800,000 is approximately \$173.

Attachment: Tax Increase GP-351757 (23-6770 : Public Hearing on the Proposed Millage Rate)

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GP-351757 (100%)

ADVERTISER: NORCROSS, CITY OF LEGALS PROOF CREATED AT: 6/26/2023 3:03:40 PM

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NEXT RUN DATE: 07/02/23

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PUBLICATION: GP-GWINNETT DAILY POST



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**

COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	23-6766	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/7/2023 6:30 PM	In Control:	Planning and Zoning
Title:	Text2023-002 Proposed Ordinance Amendments to Sec. 104-6(K)		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Proposed Ordinance Amendments to Sec. 104-6\(K\)](#)
2. [TEXT2023-002 Text Amendment Quasi-Judicial Notice Requirements](#)
3. [Ordinance for Text2023-002](#)

Title

Text2023-002 Proposed Ordinance Amendments to Sec. 104-6(K)

Drafter

Antonio Harris

Motion

A motion to Approve/Deny an amendment to Section 104-6, Article IV, Chapter 100 of The Unified Development Ordinance of Norcross, Georgia providing for a change in the applicable public hearing procedures, to repeal contrary provisions, and to set an effective date, with the following enacting clause:

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



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

Agenda Report

To: Mayor and Council
From: Antonio Harris, Director of Community Development and Planning
Agenda: August 7, 2023 - Mayor and Council
Agenda #: 23-6766
Item: TEXT2023-002
CC: Eric Johnson, City Manager

Recommendation

Planning and Zoning Board:

Recommendation for approval as presented by Staff.

Staff:

The Community Development and Planning Department recommends the attached changes to Section 104-6 (k) of the Unified Development Ordinance (UDO) regarding notice requirements for variances reviewed by the Board of Zoning Appeals

Background

1. In July 2022 the Community Development and Planning Department along with the City Attorney's office presented before the Planning & Zoning Board and Mayor & City Council a Text Amendment (TEXT2022-003) that addressed changes adopted by the Georgia General Assembly regarding the Review Authority and Procedures under the State's Zoning Procedures Act (House Bill 1405). This Text Amendment focused on the changes particularly related to the appeals process and it unintentionally overlooked to incorporate an update to the hearing notice requirements for quasi-judicial requests (variances) brought before the Zoning Board of Appeals.

The Zoning Procedures Act now requires a 30-day notice (instead of 15 days) prior to a hearing in the newspaper and signage with an additional requirement to mail a letter to the owner of the property that is the subject of the proposed action. These notice requirements are applicable to all variance requests scheduled for a hearing before the Zoning Board of Appeals.



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
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Financial Impact

No applicable direct financial impact.

Consistent with Comprehensive Plan?

These changes are consistent with **GOAL 6** *Further the City's Tradition of Strong Leadership and High Level of Quality Services* by responding appropriately to changes in State regulations that directly affect local policy and procedure.

Attachments

Proposed ordinance changes

Update

Sec. 104-6. Quasi-judicial review.

(k) *Variances to the Zoning Board of Appeals.*

- (1) *Authority.* Unless otherwise provided for in the UDO, the ZBA shall have authority to grant variances from the requirements of the UDO, in accordance with the standards and procedures as set forth in this section.
- (2) *Purpose.* The purpose of a variance is to provide a mechanism when, owing to special conditions, the strict application of the UDO would impose on a landowner exceptional and undue hardship that can be mitigated without conferring on the applicant special privilege.
- (3) *Initiation.* A written petition for a variance is to be initiated by the owner(s) of the subject property or the authorized agent(s) of the owner(s) of the property for which relief is sought. Applications shall be filed on forms provided by the Community Development Department and shall not be considered accepted unless complete in every respect. Application fees shall be as established by the Mayor and City Council.
- (4) *Application procedures.* An application for a variance shall be filed with the Community Development Department, accompanied by a non-refundable fee, as established from time to time by the Mayor and City Council, to defray the actual cost of processing the application. The application shall be in such form and shall contain at a minimum the following information and documentation:
 - a. Name, address, telephone number, fax number and email address of owner(s) and applicant, if not owner.
 - b. Legal description, street address, lot number and subdivision name, if any, of the property that is the subject of the application.
 - c. A survey, as completed by a surveyor registered in the state, accurately depicting the boundaries of the site.
 - d. The size of the subject property.
 - e. The purpose for the requested variance, and a statement of the intended development of the property if the variance is granted.
 - f. The specific provision of the UDO from which a variance is requested.
 - g. A statement explaining how the proposed variance is consistent with the general spirit and intent of the zoning ordinance and comprehensive plan.
 - h. A statement addressing the applicable standards for a variance from subsection 103-11(d)
- (5) *Staff report.* The staff of the Community Development Department shall conduct a site inspection and shall prepare an analysis of each application for variance. The staff report shall be presented in written form to the Zoning Board prior to the scheduled hearing date.
- (6) *Public hearing procedures and standards.*
 - a. Before the Zoning Board of Appeals acts upon an application for a Variance, it shall hold a public hearing under the procedures and standards of chapter 100, article III, review authority.
 - b. The notice of the time and place of such hearing shall be published at least ~~15 days, but not more than 45 calendar days~~ **30 days**, prior to the hearing in a newspaper of general circulation within the territorial boundaries of the city. At the hearing any party may appear in person or by agent or attorney.

- c. In addition, the Community Development Department shall at least ~~15~~ **30** days prior to the hearing erect in a conspicuous place on the property involved a sign which shall contain information as to the variance applied for and the time and place of hearing and all other information required by this UDO **in addition to mailing a letter to the property owner of record for the property that is subject to the action under consideration.**
- (l) *Decisions of an appellate board.*
- (1) All appeal hearings and decisions shall be made in a public meeting, as mandated under state law, and following the procedures, standards and provisions of chapter 100, article III, review authorities.
 - (2) All decisions of an appellate board shall be furnished in writing to the applicant and to the Community Development Director within three days of a final action.
 - (3) The Community Development Director shall take immediate action in accordance with the decision of the appellate board.
- (Ord. No. 08-2019 , § I, 6-3-2019; Ord. No. 08-2022 , § I, 8-1-2022)

ORDINANCE NO.

AN AMENDMENT TO SECTION 104-6, ARTICLE IV, CHAPTER 100 OF THE UNIFIED DEVELOPMENT ORDINANCE OF NORCROSS, GEORGIA PROVIDING FOR A CHANGE IN THE APPLICABLE PUBLIC HEARING PROCEDURES, TO REPEAL CONTRARY PROVISIONS, AND TO SET AN EFFECTIVE DATE.

ENACTING CLAUSE. The Mayor and City Council of the City of Norcross, Georgia, hereby ordains that the adopted Unified Development Ordinance of Norcross, Georgia (hereinafter, the “Unified Development Ordinance”) is amended as more particularly set forth below. It is the intention of the Mayor and City Council, and it is hereby ordained that the following provisions shall become and be made a part of the Unified Development Ordinance.

I. AMENDMENTS

A. Subsection (k) of Section 104-6, Article IV, Chapter 100 of the Unified Development Ordinance shall be stricken in its entirety and replaced with the following subsection:

Sec. 104-6. Quasi-judicial review.

(k) Variances to the Zoning Board of Appeals.

- (1) *Authority.* Unless otherwise provided for in the UDO, the ZBA shall have authority to grant variances from the requirements of the UDO, in accordance with the standards and procedures as set forth in this section.
- (2) *Purpose.* The purpose of a variance is to provide a mechanism when, owing to special conditions, the strict application of the UDO would impose on a landowner exceptional and undue hardship that can be mitigated without conferring on the applicant special privilege.
- (3) *Initiation.* A written petition for a variance is to be initiated by the owner(s) of the subject property or the authorized agent(s) of the owner(s) of the property for which relief is sought. Applications shall be filed on forms provided by the Community Development Department and shall not be considered accepted unless complete in every respect. Application fees shall be as established by the Mayor and City Council.
- (4) *Application procedures.* An application for a variance shall be filed with the Community Development Department, accompanied by a non-refundable fee, as established from time to time by the Mayor and City Council, to defray the actual cost of processing the application. The application shall be in such form and shall contain at a minimum the following information and documentation:
 - a. Name, address, telephone number, fax number and email address of owner(s) and applicant, if not owner.
 - b. Legal description, street address, lot number and subdivision name, if any, of the property that is the subject of the application.

- c. A survey, as completed by a surveyor registered in the state, accurately depicting the boundaries of the site.
 - d. The size of the subject property.
 - e. The purpose for the requested variance, and a statement of the intended development of the property if the variance is granted.
 - f. The specific provision of the UDO from which a variance is requested.
 - g. A statement explaining how the proposed variance is consistent with the general spirit and intent of the zoning ordinance and comprehensive plan.
 - h. A statement addressing the applicable standards for a variance from subsection 103-11(d)
- (5) *Staff report.* The staff of the Community Development Department shall conduct a site inspection and shall prepare an analysis of each application for variance. The staff report shall be presented in written form to the Zoning Board prior to the scheduled hearing date.
- (6) *Public hearing procedures and standards.*
- a. Before the Zoning Board of Appeals acts upon an application for a Variance, it shall hold a public hearing under the procedures and standards of chapter 100, article III, review authority.
 - b. The notice of the time and place of such hearing shall be published at least 30 days, but not more than 45 calendar days, prior to the hearing in a newspaper of general circulation within the territorial boundaries of the city. At the hearing any party may appear in person or by agent or attorney.
 - c. In addition, the Community Development Department shall at least 30 days prior to the hearing erect in a conspicuous place on the property involved a sign which shall contain information as to the variance applied for and the time and place of hearing and all other information required by this UDO in addition to mailing a letter to the property owner of record for the property that is subject to the action under consideration.

II. REPEALER.

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

III. EFFECTIVE DATE.

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

IN WITNESS WHEREOF, I have hereunto set my hand and cause this seal to be affixed this
____ day of _____, 2023.

Craig Newton, Mayor

ATTEST:

Monique Lang, City Clerk



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**

COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	23-6790	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/7/2023 6:30 PM	In Control:	Mayor and Council
Title:	Board Appointment - Discovery Garden Park Board		

Sponsors:

Code Sections:

Title
Board Appointment - Discovery Garden Park Board

Motion

A motion to Approve/Deny the appointment of the following candidates and terms as presented:

Discovery Garden Park Board

Gregory Devon

June 1, 2025



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**

COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	23-6760	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/7/2023 6:30 PM	In Control:	Policy Work Session
Title:	Budget Discussion		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Proposed FY24 Budgets](#)
2. [FY 24 Budget Resolution](#)
3. [Budget Message FY 24](#)
4. [Summary Schedules from the City's OpenGov Portal](#)
5. [FY24 All Funds Budget Summary](#)
6. [Preliminary FY 24 Capital Project Listing](#)
7. [FY 24 Capital Projects Descriptions FINAL](#)

Title
Budget Discussion

Drafter
Paul Hanebuth

A motion to Approve/Deny the FY2024 Budget as presented by the attached resolution.



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **BRUCE GAYNOR** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE PHILIP**

Agenda Report

To: Mayor and Council

From: Eric Johnson, City Manager
Paul Hanebuth, Director of Finance and Administrative Services

Meeting Date: August 7, 2023 – Mayor and Council

Item No.: 23-6760

Title: Proposed Fiscal Year 2024 Budgets

Recommendation: Approve the fiscal 2024 budgets for the General, Enterprise, Special Revenue, and Capital funds.

Background: City staff has conducted trend analysis, historical analysis, and interviews with budget managers. From this four-month process, staff has projected estimated revenues and expenditures for the coming year. The final, balanced draft of the budget incorporates directives from the Council to revise the capital project budget (including expanding the definition of a FY23 appropriation for City Hall HVAC units to include HVAC units on all city buildings), maintain the current 6.249 property tax millage rate, and reserve seed funding for a new Public Safety building.

Financial Impact: The budget plan represents how the strategic priorities of the governing body are implemented on a daily, monthly, and annual basis. While the budget is a living document that must be managed and monitored continually, the initial budget for each year is a financial description of the city's goals and priorities for the coming year. The decisions of the mayor and council will determine, for example, what proportion of city taxes and other revenues will be dedicated to capital investment, expansion (or contraction) of services provided, and the relative competitiveness of compensation packages offered by the city to prospective employees and vendors.

Consistent with Comprehensive Plan? Yes, Consistent with Goal 6: Further the City's Tradition of Strong Leadership and High Level of Quality Services. Budget documents encapsulate the city's financial plan to prioritize and fund all of the goals enumerated in the comprehensive plan.

Attachments: FY 24 Budget Resolution

Budget Message FY 24

Summary Schedules from the City's OpenGov Portal

FY24 All Funds Budget Summary

Preliminary FY 24 Capital Project Listing

Update

CITY OF NORCROSS
Resolution to Adopt
2023-2024 Operating Budget, Capital Improvement, Enterprise
and Special Revenue Funds Budgets
August 7, 2023

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, 2023, and ending August 31, 2024 (fiscal year 2024); 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 2024 are approved.

This day, the 7th of August 2023.

Chief Executive Officer

Attest :Monique Philip, City Clerk

Attachment: FY 24 Budget Resolution (23-6760 : FY 24 Budget Discussion)



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **BRUCE GAYNOR** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE PHILIP**

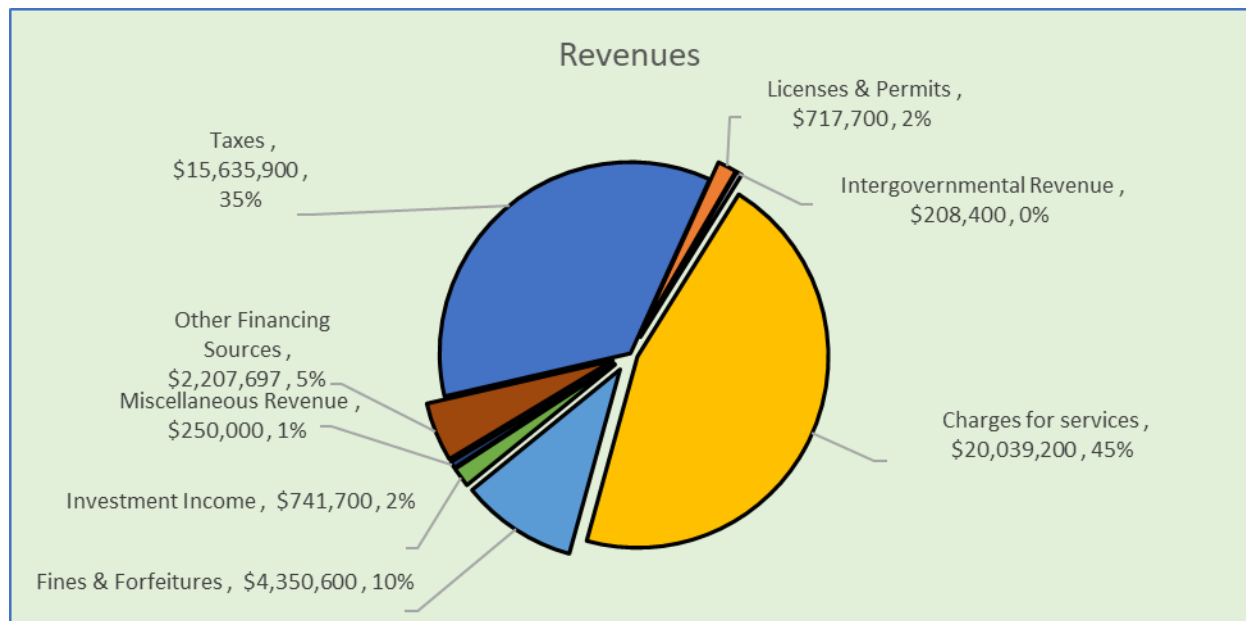
June 14, 2023

Honorable Mayor and City Councilmembers:

I am pleased to provide details on the proposed City of Norcross budget for FY 24, which will begin September 1, 2023, and end on August 31, 2024. In accordance with our Charter, I provided a link to a public OpenGov site on June 1st, where you and members of the public could access the budget. At that time, I provided a narrative explanation by email with key elements of this budget and how it differs from past budgets. In this budget message, I expand with additional details and clarification.

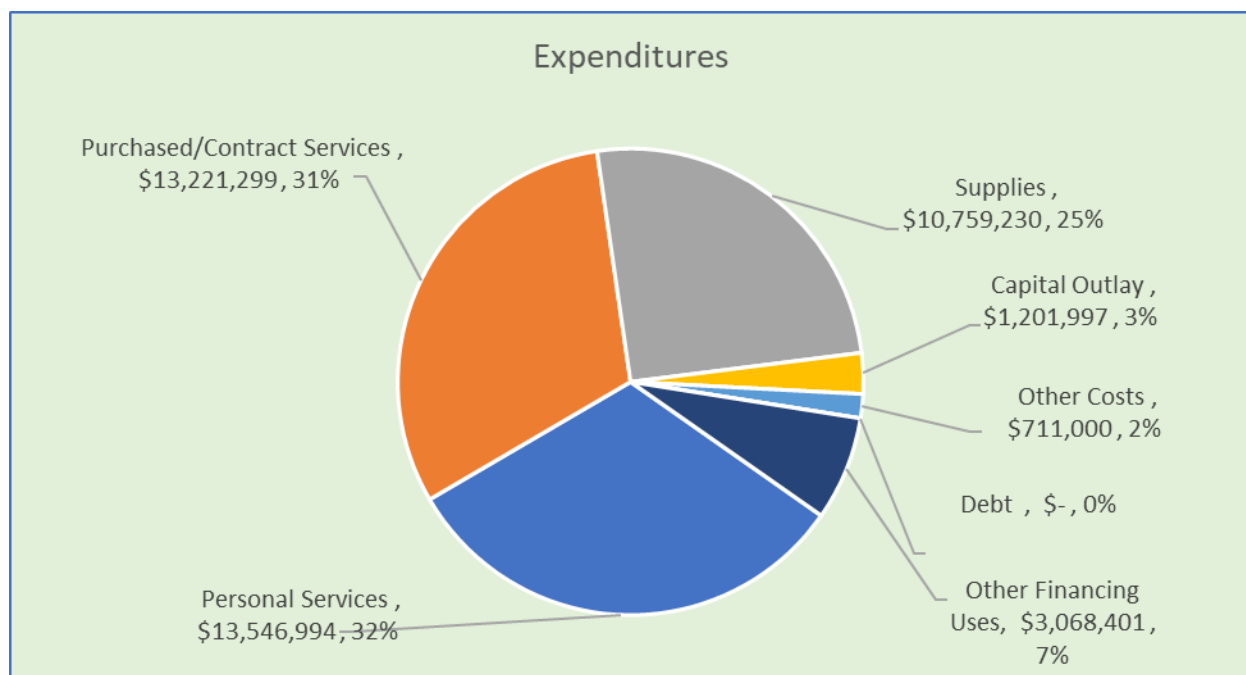
Revenues – The total budget is \$44.2 million. As shown below, charges for services account for the largest share of that budget -- \$20.0 million or 45%. Overwhelmingly, that reflects two “enterprise” activities in which the City government is engaged: \$14.5 million in sales of electric service, and \$5 million for solid waste services. The remaining \$0.6 million can be found in our General Fund, in which most of our City services are funded.

Taxes account for the next largest type of revenue, reflecting \$15.6 million or 35% of total revenue – primarily reflecting ad valorem property taxes but also including franchise taxes on utilities, alcohol taxes, business and occupational licenses, and insurance premium taxes that, together, make up \$13.3 million of General Fund revenue. Other taxes received by the City reflect those levied on our tax bills for stormwater – our third “enterprise” operation -- as well as hotel/motel taxes, and taxes on motor vehicle rentals.



Fines and forfeitures account for an added \$4.4 million or 10% of revenues. In the General Fund, they reflect municipal court fines. The largest share, however, reflects restricted revenue in our Special Investigations Fund from our school speed enforcement measures. I am pleased to report that that program has proven successful in reducing speeding around four of our schools, with the intended result of fewer accidents and, most importantly, fewer injuries that result from traffic accidents. We have seen Gwinnett County and other local municipalities follow this same approach to improving traffic safety.

Expenditures – On the expenditures side of our budget, the all funds budget is \$42.5 million. Personal Services – the cost of compensation for our employees, accounts for \$13.5 million or 32% of expenditures. Purchased or contract services account for 31% or \$13.2 million. The single largest purchased or contract service is the City’s contract with Waste Management for solid waste, yard waste, recycling and bulk items removal – accounting for \$.4.9 million. In the General Fund, this type of expenditure covers a wide variety of services, including repair of vehicles, software (as a service), insurance, performers at City events, landscape maintenance, lighting services, and professionals: attorneys, auditors, engineers, and planning. Supplies account for \$10.7 million or 25% of expenditures. That type of expenditure largely reflects the City’s purchase of electricity for resale within the Electric Fund.

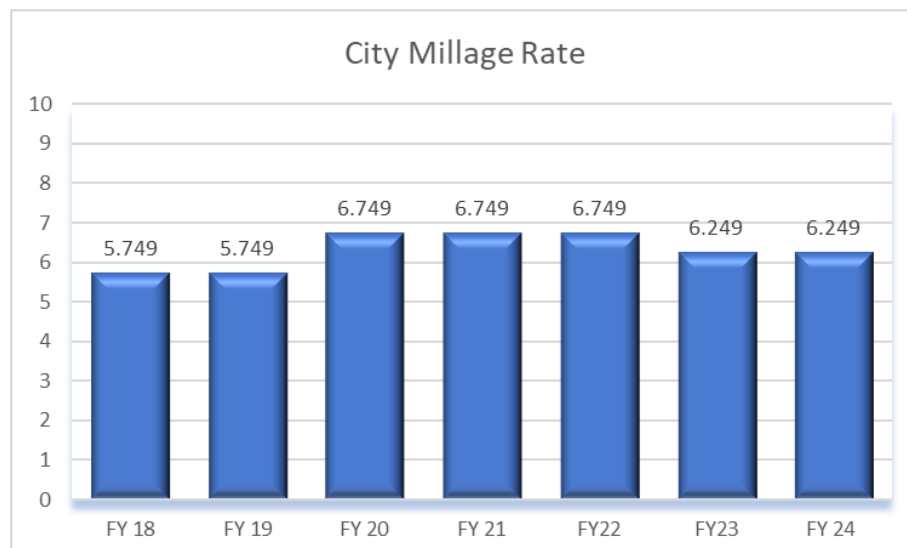


The following table presents each of these revenues and expenditures by fund, to further illustrate the composition of the City’s budget. Prior to final budget adoption, we will bring total expenditures in line with total revenues. There are significant surpluses in three funds: The Special Investigations Fund has a surplus of \$0.7 million – an amount that roughly approximates what we believe will be an annual contribution for a new Public Safety Building when construction is approved. The Motor Vehicle Rental Fund has a surplus of \$138,700 that we intend to use for initial costs on that Building. Finally, the Electric Fund has a surplus of \$0.8 million. When Plant Vogtle Units 3 and 4 become fully operational, we anticipate added costs associated with their construction that will impact the Electric Fund.

FY 24 All Funds Budget Summary ¹										
	General Fund	Special Investigations Fund	Motor Vehicle Rental Fund	Federal Seized Drug Fund	Technology Surcharges Fund	Hotel/Motel Fund	Stormwater Fund	Electric Fund	Solid Waste Fund	Total, All Funds
Revenues and Other Sources										
31 - Taxes	\$ 13,329,200		\$ 115,200			\$ 1,115,800	\$ 1,075,700			\$ 15,635,900
32 - Licenses & Permits	717,700									717,700
33 - Intergovernmental Rev.	208,400									208,400
34 - Charges for Services	592,300							14,497,400	4,949,500	20,039,200
35 - Fines & Forfeitures	1,443,100	2,787,600			119,900					4,350,600
36 - Investment Income	480,900	200	23,500			30,700	72,400	92,500	41,500	741,700
38 - Miscellaneous Revenue	181,400					-	-	68,600		250,000
39 - Other Financing Sources 2	2,131,597			3,500	72,600					2,207,697
Total	\$ 19,084,597	\$ 2,787,800	\$ 138,700	\$ 3,500	\$ 192,500	\$ 1,146,500	\$ 1,148,100	\$ 14,658,500	\$ 4,991,000	\$ 44,151,197
Expenditures/Expenses and Other Uses										
51 - Personal Services	\$ 10,974,780	\$ 744,138					\$ 364,584	\$ 1,326,314	\$ 137,178	\$ 13,546,994
52 - Purchased/contract Serv.	5,101,311	1,297,288			27,700	637,600	199,600	1,093,700	4,864,100	13,221,299
53 - Supplies	1,034,625	2,175		3,500	46,630		30,700	9,641,600		10,759,230
54 - Capital Outlay	291,197				118,100		600,000	192,700		1,201,997
57 - Other Costs ²	1,000							710,000		711,000
58 - Debt - Principal and Interest										-
61 - Other Financing Uses ²	1,650,000				-	478,200		874,001	66,200	3,068,401
Total	\$ 19,052,913	\$ 2,043,601	\$ -	\$ 3,500	\$ 192,430	\$ 1,115,800	\$ 1,194,884	\$ 13,838,315	\$ 5,067,478	\$ 42,508,921
Surplus/(Deficit)	\$ 31,684	\$ 744,199	\$ 138,700	\$ -	\$ 70	\$ 30,700	\$ (46,784)	\$ 820,185	\$ (76,478)	\$ 1,642,276
Notes:										
1. Excludes the budget for the Downtown Development Authority, a component unit.										
2. Other Financing Sources reflects transfers into the fund of drawdown of fund balance/net position. Other costs includes Customer choice buildouts and contract labor.										
Other Financing Uses reflects transfers, interdepartmental charges and, in the General Fund, the contingency.										

Key elements of this FY 24 budget

Millage Rate – First, we are recommending the millage rate remain at 6.249 mills. That is projected to generate, net of appeals, \$8,761,100 versus \$7,815,900 in the current, FY 23 budget – an increase of \$945,200 or 12.1%. As shown, the millage rate was increased by one mill in FY 20 and reduced by one-half mill last year for FY 23.



Merit Pay Increase – As I mentioned during our budget workshop, my highest priority was to ensure as competitive a pay increase as possible. This budget includes a 6% average merit increase for any employee with at least 3 months’ service as of September 1, the effective date. By comparison, in FY 23, we absorbed the remaining cost for the salary study (at a cost of about 3% in FY 23) that had been implemented in December the previous year, a 3% merit on September 1, and a one-time payment in December to all employees. I will also recommend that we increase our pay ranges by one-half of the 6% so that our pay ranges don’t fall behind other jurisdictions as quickly. The impact of moving our pay ranges is that we can offer higher pay for new hires and our longer-serving employees don’t top out in their pay ranges as quickly. It has been barely two years since we initiated the salary study. We should expect to fund our next update in the next budget process.

Capital Funding – My second highest priority was to provide capital funding for items that don’t qualify for SPLOST. The budget includes a General Fund commitment of \$1 million and we are providing a preliminary list of capital projects. I hope to trim some of those costs for vehicles before you adopt a final list. Importantly, we have about \$500,000 remaining in that capital fund from the FY 23 budget so we have capacity for projects you might want to see, or to carry funds over to FY 25. I will discuss below why I think that would make sense. We opened a new bank account for the 2023 SPLOST. As reflected in the Inter-governmental Agreement (IGA) you approved last year with Gwinnett County, 55% of that SPLOST revenue for the next six years will be allocated to Transportation, 30% to Administrative Facilities (to be used primarily for our Public Safety Building through an annual payment to the Urban Redevelopment Authority, which will issue debt), and the remaining 15% for Recreation. Once the master plan currently under development is completed, you will have the opportunity to both allocate remaining Recreation funds from the 2017 SPLOST as well as the allocation from the 2023 SPLOST. Available amounts are reflected in the Capital Project listing that we are providing for FY 24.

In the Electric Fund, we have anticipated costs to build out infrastructure. Earlier this year, we received a \$360,000 payment for the costs we will incur for the Prose development. That reflected the use of a policy change you approved to stop donating electric infrastructure for new developments at City expense. While you can always choose to donate infrastructure to incentivize a key development, that would be the exception to our new approach.

Budget Process – Every department worked through an exercise in OpenGov in which we were presented a “base budget” at the line-item level that was calculated based on several prior years’ actual expenditures. No one was obligated to accept that going forward but it did force all of us preparing departmental budgets to request funding for FY 24 in the context of those prior years’ actual experience. We can dive into OpenGov budgets for individual departments to see detailed notes that were inserted to explain why a line item needed to be greater than that base budget built on history. OpenGov provides five years of history, the current year, and the FY 24 budget.

Limited New Positions – There are limited new positions recommended for FY 24. The Police Department is still competing to fill the positions you approved for FY 23 that were intended to expand our crime suppression capabilities as well as to increase enforcement of trucks traveling in prohibited areas of the City as well as overall traffic enforcement.

In this FY 24 budget, the Police Department would get an administrative position to support Code Enforcement. Given the choice between an added Code Enforcement Officer or the administrative position, the Chief chose a position that can support all Code Enforcement Officers by doing the behind-the-scenes research needed to free up Officers to do their fieldwork. We all see regular evidence of our community's interest in effective Code Enforcement.

A part time position at our Cultural Arts Center will be increased to full time. That provides added flexibility in scheduling usage of our facilities since we barely covered all hours of operation without that change. That cost will be largely offset by a 25 percent increase in the fees we charge for use of our facilities, as we discussed at a budget workshop in May.

The next position I would recommend if funding were available would be an added Court Clerk. We are already more efficient than other courts and if our cases were to grow, we'd be hard-pressed to keep up. We will monitor cases and fines and only come back with a recommendation regarding that position if the workload demands it. I raise that here because I think that once the Police Department can achieve the full staffing of positions authorized a year ago, we will need to move forward with the added position.

In addition to the requested Court Clerk and Code Enforcement Officer that are not included, an added full-time administrative position for the Cultural Arts Center and Welcome Center, and a full-time Cybersecurity position were not included. Each position we add creates an ongoing funding requirement and I shared with senior management early in the process that I would be conservative in recommending new positions this year in favor of a higher merit pay increase for all employees.

Funding has been identified within the Mayor and Council budget for up to \$20,000 in commitments to non-profits. We have not advertised the availability of funds, or I suspect we'd quickly eclipse that amount in requests, but we have requests from Lionheart for \$2,000 (actually, for this year, and for a GUIDE event for \$500. I do anticipate another \$5,000 request for the Norcross High School football team based on my conversation with the Coach, and I wanted to let you know that funding has been identified and you can, of course, modify that amount.

We have retained \$150,000 in contingency funds within your budget as well. We have historically not needed to use those funds to any degree, but it is important to know that you have funding available should a need or opportunity arise. Grants are a great example of where we might find an opportunity to seek funding that would require a match we had not contemplated in the budget process.

We increased funding for Norcross Public Arts Commission (NPAC) based on input from that group. They also have a project on our capital list. This sends what I believe is an important message of our commitment to art. There will likely be other requests as the group has its own master plan completed and looks to enhance the arts.

We recommend moving from Request Tracker for complaints to SEECLICKFIX, as discussed at the budget workshop. It should be a more user-friendly tool.

We have funded the replacement of IT servers facing end-of-life in early FY 24 (in the CIP) as well as planned for an annual operating expense for backup at a remote, secure site. The backup is a new cost more than \$100,000 annually. Given our changing world and the frequency of cyber attacks, as well as vulnerability to extreme weather or other events, having our backup a safe distance and in a secure facility is important.

Our annual events calendar has anticipated cost increases in some areas, for an increase of about \$30,000. We have anticipated the higher cost of our annual external audit, based on a sole respondent to our audit Request for Proposals (RFP). We have factored in a higher cost for software services within the Human Resources budget, with selection of the vendor anticipated through an RFP to be issued. We discussed that opportunity with you during our budget workshop. Some other costs may be fine-tuned in the operating and capital budget as we complete RFPs and bring recommendations to you for award.

We are recommending a \$500,000 drawdown of our fund balance to make an added contribution to our OPEB trust fund. The actual drawdown would likely be less or even zero depending on how FY 24 revenues come in against budget, and how much we may underspend the budget. Having made \$2 million in prior contributions, I think that ongoing \$500,000 contributions set the stage for the actuary who estimates our liability each year increasing the discount rate that converts future liabilities into current dollars. Adding this and comparable future commitments to the prior steps you have taken should result in an accelerating decline in the next few years in that liability. (Both the funding from the General Fund to our capital projects fund and for the OPEB contribution show up under the “Non-Departmental” expenses section of the General Fund.)

Considering the future budget in making recommendations for FY 24 – So why hold the millage constant this year and make a significant contribution to our capital program (CIP)? Given the runup in property values we have seen, there is some risk that future increases in property values could be much smaller or even reflect a decline in some types of property. There continue to be debates about a potential recession but a softening of property values could occur regardless of whether our economy slows or contracts. That could make next year’s budget difficult to balance with the same commitments reflected here.

Holding the line on millage after a reduction last year may provide critical revenue in the next year or two to meet still-rising personnel costs. Using a portion of this year’s increased revenue in a non-recurring/one-time use frees up that same revenue next year for other needs if revenue growth is not sufficient, for example, to meet personnel costs. It is, in essence, a counter-cyclical strategy. With the recommended capital projects list, there would still be funding next year for capital projects without making the same \$1 million commitment from the General Fund that is reflected in these recommendations for FY 24

Regarding other General Fund revenues, we anticipate more franchise fees due to a combination of higher electric rates by Georgia Power and Jackson EMC in the areas of the City they serve, and significantly more sales of power to the CleanSpark facility that only purchased power for a fraction of last year. We also anticipate significantly higher interest income by shifting funds to the Georgia Fund 1 investment pool.

We have left room within the allocation of new Redspeed revenue (in the Special Investigations Fund) to support an annual debt payment towards purchase of a Public Safety Building. That would be supplemented with a drawdown of the fund balance that has accumulated in that fund as a down payment on the building.

The solid waste fund numbers are placeholders -- subject to updating once we adopt an addendum with Waste Management and discuss revised Solid Waste fees prior to budget adoption.

Stormwater fees are unchanged. As we move closer to completing our relining and replacement program – thanks, in large part to American Rescue Plan Act (“ARPA”) grant revenue, we will revisit fees to determine what level would be compatible with ongoing maintenance.

Electric fees are unchanged from the seasonal fees we are using for the third year. We will need to work with ECG on a new plan given the implications of Vogtle 3 and 4 coming online, as well as how fast we should shift to a heavier reliance on fixed, monthly fees versus the variable fees for electricity consumption to better match our revenue to our costs.

Moving forward, we look forward to your questions and our public hearings on the millage and budget process. A formal set of budget pages by fund and department is being assembled prior to meetings in July. In the meantime, I am providing material extracted from OpenGov to allow you the opportunity to review more detail on the budget without the need to navigate in the OpenGov transparency portal.

Respectfully submitted,

Eric Johnson

Eric R. Johnson

City Manager

Attachment: Budget Message FY 24 (23-6760 : FY 24 Budget Discussion)

FY 24 All Funds Budget Summary ¹

	General Fund	Special Investiga- tions Fund	Motor Vehicle Rental Fund	Federal Seized Drug Fund	Technology Surcharges Fund	Hotel/Motel Fund	Stormwater Fund	Electric Fund	Solid Waste Fund	Total, All Funds
Revenues and Other Sources										
31 - Taxes	\$ 13,329,200		\$ 115,200			\$ 1,115,800	\$ 1,075,700			\$ 15,635,900
32 - Licenses & Permits	717,700									717,700
33 - Intergovernmental Rev.	208,400									208,400
34 - Charges for Services	592,300							14,497,400	4,949,500	20,039,200
35 - Fines & Forfeitures	1,443,100	2,787,600			119,900					4,350,600
36 - Investment Income	480,900	200	23,500			30,700	72,400	92,500	41,500	741,700
38 - Miscellaneous Revenue	181,400					-	-	68,600		250,000
39 - Other Financing Sources ²	2,131,597			3,500	72,600					2,207,697
Total	\$ 19,084,597	\$ 2,787,800	\$ 138,700	\$ 3,500	\$ 192,500	\$ 1,146,500	\$ 1,148,100	\$ 14,658,500	\$ 4,991,000	\$ 44,151,197
Expenditures/Expenses and Other Uses										
51 - Personal Services	\$ 10,974,780	\$ 744,138					\$ 364,584	\$ 1,326,314	\$ 137,178	\$ 13,546,994
52 - Purchased/contract Serv.	5,101,311	1,297,288			27,700	637,600	199,600	1,093,700	4,864,100	13,221,299
53 - Supplies	1,034,625	2,175		3,500	46,630		30,700	9,641,600		10,759,220
54 - Capital Outlay	291,197				118,100		600,000	192,700		1,201,997
57 - Other Costs ²	1,000							710,000		711,000
58 - Debt - Principal and Interest										
61 - Other Financing Uses ²	1,650,000				-	478,200		874,001	66,200	3,068,401
Total	\$ 19,052,913	\$ 2,043,601	\$ -	\$ 3,500	\$ 192,430	\$ 1,115,800	\$ 1,194,884	\$ 13,838,315	\$ 5,067,478	\$ 42,508,961
Surplus/(Deficit)	\$ 31,684	\$ 744,199	\$ 138,700	\$ -	\$ 70	\$ 30,700	\$ (46,784)	\$ 820,185	\$ (76,478)	\$ 1,642,236

Notes:

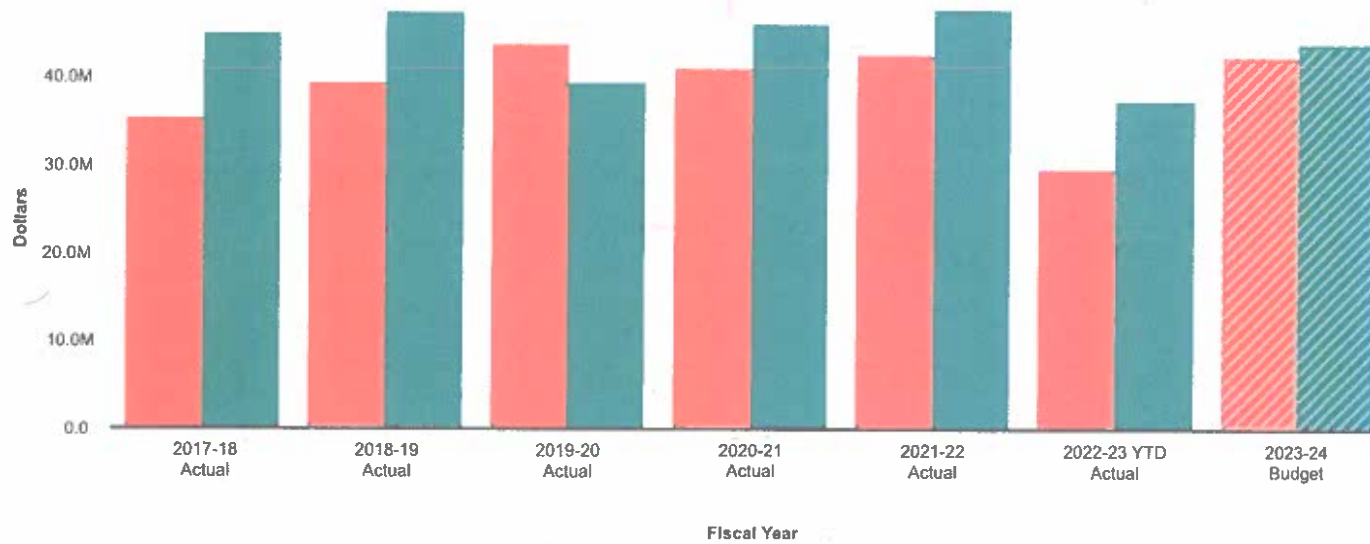
1. Excludes the budget for the Downtown Development Authority, a component unit.

2. Other Financing Sources reflects transfers into the fund of drawdown of fund balance/net position. Other costs includes Customer choice buildouts and contract labor.

Total Budget Comparison of Revenues and Expenditures

Note that FY 23 reflects year-to-date revenues and expenditures.

Visualization



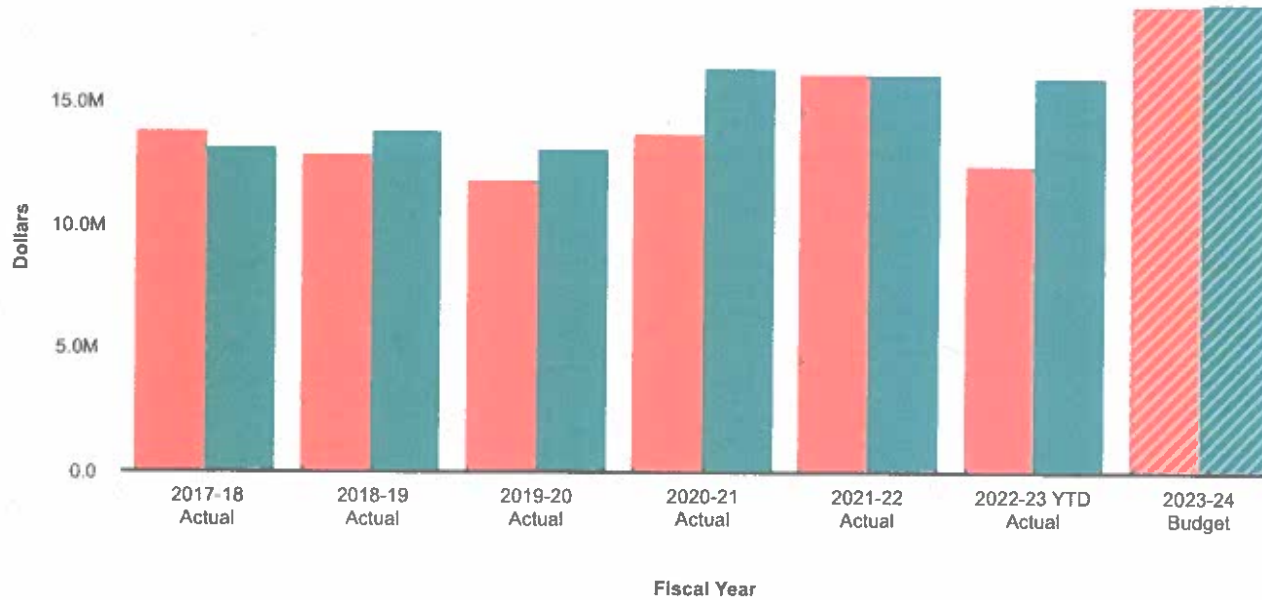
Collapse All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 YTD Actual	2023-24 Budget
▼ Revenues	\$ 45,119,110	\$ 47,571,445	\$ 39,533,392	\$ 46,190,140	\$ 47,752,265	\$ 37,471,544	\$ 44,151,197
▶ CHARGES FOR SERVICES	26,470,209	18,279,394	20,213,802	18,233,352	18,678,247	15,067,393	20,039,200
▶ TAXES	9,705,717	10,623,373	11,217,371	12,695,584	13,409,917	14,636,618	15,635,900
▶ OTHER FINANCING SOURCES	2,522,453	10,568,915	765,790	10,036,619	3,227,914	780,694	2,207,697
▶ FINES AND FORFEITURES	1,778,538	1,258,219	1,328,905	6,520,148	5,750,410	3,605,848	4,350,600
▶ INTERGOVERNMENTAL REVENUES	3,504,226	4,523,906	4,641,942	3,532,262	4,330,798	1,769,286	208,400
▶ LICENSES AND PERMITS	499,293	1,116,272	580,527	623,545	782,654	600,914	717,700
▶ MISCELLANEOUS REVENUE	386,771	486,718	393,936	533,713	1,244,936	866,892	250,000
▶ INVESTMENT INCOME	251,902	714,448	363,619	25,825	-762,986	-468	741,700
▶ CONTRIBUTIONS AND DONATIONS FROM PRIVATE SOURCES	0	200	0	0	7,149	3,000	0
▶ REVENUES	0	0	27,500	-6,010,908	1,083,226	141,367	0
▼ Expenses	35,605,405	39,495,433	43,951,533	41,133,544	42,753,876	29,696,705	42,508,921
▶ SUPPLIES	11,401,695	11,443,520	10,744,934	10,925,886	10,836,620	5,569,780	10,759,230
▶ PURCHASED/CONTRACTED SERVICES	8,911,231	9,300,439	9,365,353	11,184,947	11,762,428	7,831,277	13,221,299
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	8,735,520	9,175,599	9,436,813	9,666,516	10,636,850	8,611,714	13,546,994
▶ INTERFUND/INTERDEPARTMENTAL CHARGES	3,344,710	4,831,582	4,566,057	4,293,393	7,345,261	2,496,661	3,068,401

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 YTD Actual	2023-24 Budget
▶ CAPITAL OUTLAYS	2,884,219	4,421,849	9,522,741	4,772,525	1,842,128	5,100,838	1,201,997
▶ DEPRECIATION AND AMORTIZATION	328,030	322,444	315,636	290,276	330,588	0	0
▶ Expenses	0	0	0	0	0	86,454	711,000
Revenues Less Expenses	\$ 9,513,705	\$ 8,076,011	\$ -4,418,140	\$ 5,056,596	\$ 4,998,389	\$ 7,774,839	\$ 1,642,276

Data filtered by Types and expored on June 9 2022 Created with OpenGov

General Fund

Visualization

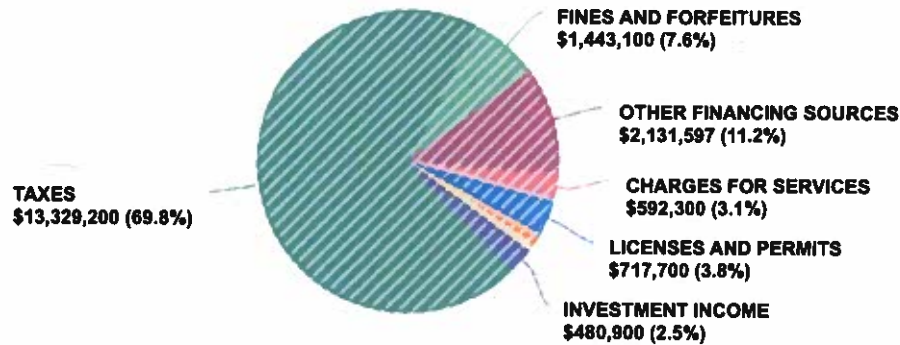


Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 YTD Actual	2023-24 Budget
► Revenues	\$ 13,253,678	\$ 13,910,569	\$ 13,141,885	\$ 16,468,944	\$ 16,214,364	\$ 16,105,599	\$ 19,084,597
► Expenses	13,890,128	12,922,677	11,895,632	13,784,644	16,249,183	12,471,480	19,052,913
Revenues Less Expenses	\$ -636,451	\$ 987,892	\$ 1,246,253	\$ 2,684,300	\$ -34,818	\$ 3,634,119	\$ 31,684

Data filtered by Types, GENERAL FUND and exported on June 9, 2023 Created with OpenGov

General Fund Revenues

Visualization



Sort Large to Small

- TAXES
- FINES AND FORFEITURES
- OTHER FINANCING SOURCES
- CHARGES FOR SERVICES
- LICENSES AND PERMITS
- REVENUES
- INTERGOVERNMENTAL REVENUES
- MISCELLANEOUS REVENUE
- INVESTMENT INCOME
- CONTRIBUTIONS AND DONATIONS FROM PRIVATE SOURCES

2023-24
Budget

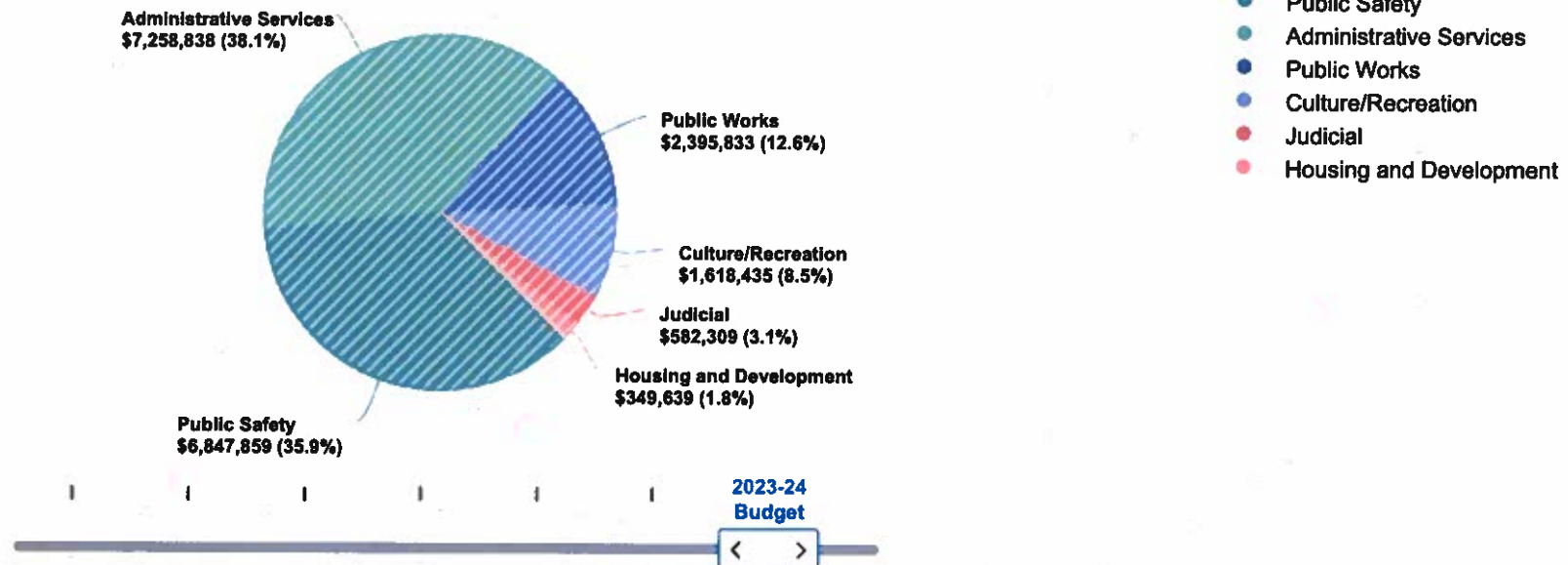
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Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 YTD Actual	2023-24 Budget
▶ TAXES	\$ 7,883,658	\$ 8,586,128	\$ 9,339,171	\$ 10,684,232	\$ 11,083,419	\$ 12,620,912	\$ 13,329,200
▶ FINES AND FORFEITURES	1,672,383	1,191,673	1,231,634	1,219,616	1,513,611	1,197,883	1,443,100
▶ OTHER FINANCING SOURCES	1,367,384	1,661,734	568,997	555,652	1,332,566	680,404	2,131,597
▶ CHARGES FOR SERVICES	1,082,116	808,188	947,448	810,925	587,371	416,644	592,300
▶ LICENSES AND PERMITS	499,293	1,116,272	580,527	623,545	782,654	600,914	717,700
▶ REVENUES	0	0	0	2,180,092	163,393	141,367	0
▶ INTERGOVERNMENTAL REVENUES	471,794	266,262	205,465	256,708	433,979	223,535	208,400
▶ MISCELLANEOUS REVENUE	233,627	220,986	246,503	127,255	304,591	199,703	181,400
▶ INVESTMENT INCOME	43,422	59,127	22,139	10,920	5,632	21,237	480,900
▶ CONTRIBUTIONS AND DONATIONS FROM PRIVATE SOURCES	0	200	0	0	7,149	3,000	0
Total	\$ 13,253,678	\$ 13,910,569	\$ 13,141,885	\$ 16,468,944	\$ 16,214,364	\$ 16,105,599	\$ 19,084,597

Data filtered by Revenues, GENERAL FUND and exported on June 9, 2023 Created with OpenGov

General Fund Expenditures

Visualization



Collapse All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 YTD Actual	2023-24 Budget
▼ Public Safety	\$ 5,919,888	\$ 6,035,083	\$ 5,415,639	\$ 6,492,932	\$ 6,419,966	\$ 4,975,423	\$ 6,847,859
▶ Police	4,729,777	5,410,093	4,734,592	5,627,458	5,674,110	4,418,353	6,039,788
▶ E-911	1,190,111	624,991	681,047	865,474	745,856	557,070	808,071
▼ Administrative Services	4,684,552	3,365,541	3,211,355	3,815,566	5,767,510	4,675,203	7,258,838
▼ Administration Services	1,916,189	1,599,740	1,804,417	2,025,780	2,376,650	1,729,445	2,459,066
Data Processing/MIS	1,318,581	1,021,011	1,194,586	1,203,474	1,483,170	920,911	1,428,695
ADMINISTRATIVE SERVICES	456,329	431,629	441,697	633,314	626,960	592,069	710,474
HUMAN RESOURCES	141,279	147,100	168,134	188,991	266,521	216,465	319,897
▼ Executive	885,743	538,677	598,817	826,245	1,206,463	807,364	1,574,678
MAYOR/CITY COUNCIL	788,650	424,703	417,828	544,996	722,729	304,607	576,387
CITY MANAGER	97,093	113,974	180,989	281,249	483,734	502,758	998,291
▶ Non-Departmental	1,143,214	65,797	0	7,425	1,255,571	1,375,185	2,067,600

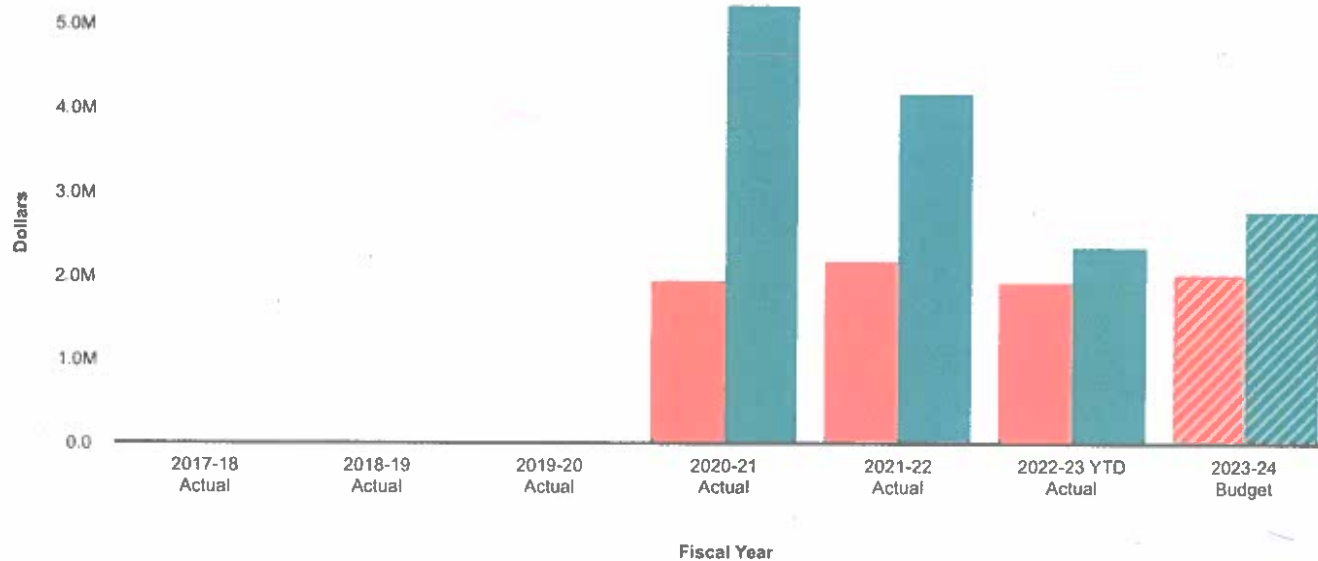
	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 YTD Actual	2023-24 Budget
▼ Housing and Development	615,934	1,006,383	640,586	742,242	704,052	610,295	926,075
COMMUNITY DEVELOPMENT	615,934	1,006,383	640,586	742,242	704,052	610,295	926,075
▼ Legislative	123,472	154,944	167,535	213,875	224,773	152,914	231,419
CITY CLERK	123,472	154,944	167,535	213,875	224,773	152,914	231,419
▼ Public Works	2,000,554	1,976,663	1,985,589	2,147,959	2,334,396	1,229,598	2,395,833
▶ Public Works Administration	2,000,554	1,976,663	1,985,589	2,147,959	2,334,396	1,229,598	2,395,833
▼ Culture/Recreation	615,083	864,690	661,435	759,951	963,233	1,001,201	1,618,435
▶ Parks	518,284	695,628	493,705	565,152	763,683	725,943	1,137,155
▶ Culture and Recreation	96,799	169,061	167,730	194,799	199,550	275,258	481,280
▼ Judicial	387,156	408,844	402,881	395,341	472,656	374,928	582,309
▼ Judicial Administration	387,156	408,844	402,881	395,341	472,656	374,928	582,309
MUNICIPAL COURT	387,156	408,844	402,881	395,341	472,656	374,928	582,309
▼ Housing and Development	282,896	271,856	218,735	172,895	291,421	215,126	349,639
▶ Economic Development and Assistance	282,896	271,856	218,735	172,895	291,421	215,126	349,639
Total	\$ 13,890,128	\$ 12,922,677	\$ 11,895,632	\$ 13,784,644	\$ 16,249,183	\$ 12,471,480	\$ 19,052,913

Data filtered by Departments, GENERAL FUND, Expenses and exported on June 9, 2023 Created with OpenGov

Special Investigations Fund

The unspent revenue in FY 24 reflects the estimated annual contribution to the Urban Redevelopment Authority for payment on a new Public Safety Building.

Visualization



Collapse All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 YTD Actual	2023-24 Budget
▼ Revenues	\$ 0	\$ 0	\$ 23,528	\$ 5,229,590	\$ 4,199,880	\$ 2,349,948	\$ 2,787,800
▶ FINES AND FORFEITURES	0	0	23,460	5,229,472	4,154,513	2,325,134	2,787,800
▶ INTERGOVERNMENTAL REVENUES	0	0	0	0	37,487	24,513	0
▶ REVENUES	0	0	0	0	7,474	0	0
▶ INVESTMENT INCOME	0	0	8	118	407	301	200
▶ MISCELLANEOUS REVENUE	0	0	60	0	0	0	0
▼ Expenses	0	0	2,500	1,957,030	2,196,618	1,931,334	2,043,601
▶ PURCHASED/CONTRACTED SERVICES	0	0	0	1,580,460	1,524,058	455,694	1,297,288
▼ CAPITAL OUTLAYS	0	0	0	309,809	373,719	1,293,597	0
LAND PURCHASE	0	0	0	0	0	1,050,080	0
VEHICLES	0	0	0	219,973	152,392	216,267	0
EQUIPMENT	0	0	0	89,836	221,328	27,250	0
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	0	0	0	0	0	0	744,138
▶ SUPPLIES	0	0	0	61,761	197,947	182,043	2,175
▶ INTERFUND/INTERDEPARTMENTAL CHARGES	0	0	2,500	5,000	100,893	0	0

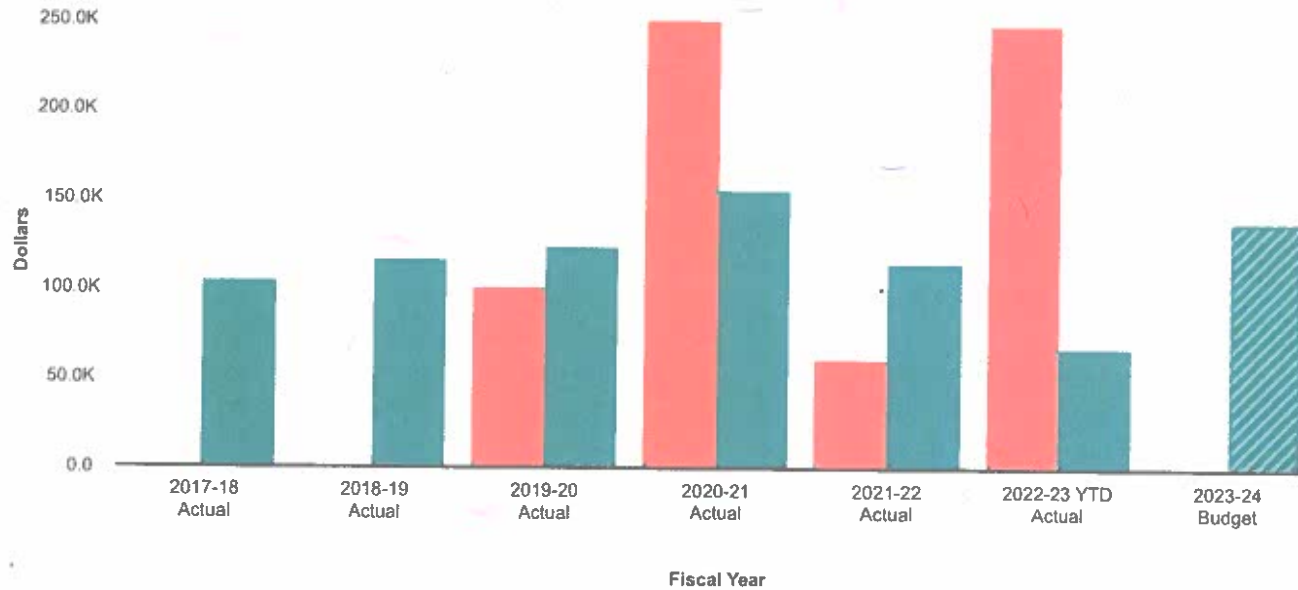
	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 YTD Actual	2023-24 Budget
Revenues Less Expenses	\$ 0	\$ 0	\$ 21,028	\$ 3,272,560	\$ 2,003,262	\$ 418,614	\$ 744,199

Data filtered by Types, SP INVESTIGATIONS FUN and exported on June 9, 2023 Created with OpenGov

Motor Vehicle Rental Fund

Note: FY 24 revenue is reserved for down payment on the Public Safety Building.

Visualization

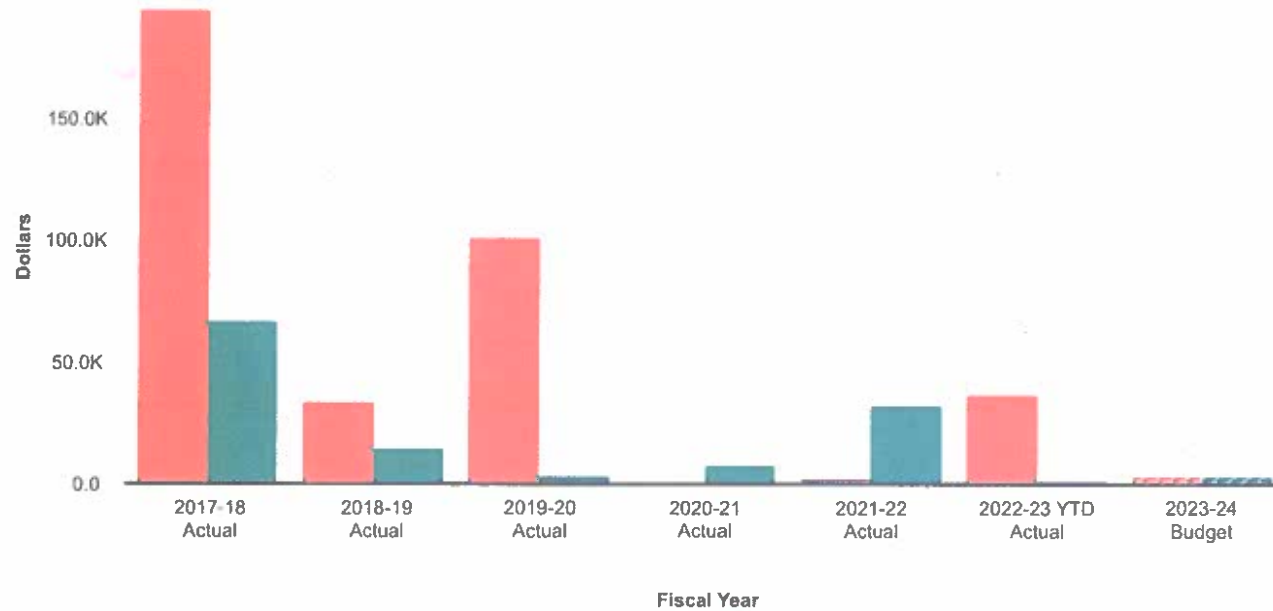


Collapse All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 YTD Actual	2023-24 Budget
▼ Revenues	\$ 105,076	\$ 116,707	\$ 123,591	\$ 155,506	\$ 115,226	\$ 67,998	\$ 138,700
▶ TAXES	105,076	116,707	123,591	155,506	115,226	67,998	115,200
▶ INVESTMENT INCOME	0	0	0	0	0	0	23,500
▼ Expenses	0	0	101,348	250,219	61,537	248,540	0
▼ CAPITAL OUTLAYS	0	0	45,000	234,257	56,881	248,540	0
VEHICLES	0	0	45,000	234,257	56,881	248,540	0
▼ PURCHASED/CONTRACTED SERVICES	0	0	56,348	15,962	0	0	0
DESIGN COMMITTEE	0	0	56,348	15,962	0	0	0
▶ INTERFUND/INTERDEPARTMENTAL CHARGES	0	0	0	0	4,656	0	0
Revenues Less Expenses	\$ 105,076	\$ 116,707	\$ 22,242	\$ -94,713	\$ 53,689	\$ -180,542	\$ 138,700

Data filtered by Types, MOTOR VEHICLE RENTAL and exported on June 9, 2023 Created with OpenGov

Federal Seized Drugs Fund

Visualization



Sort Large to Small

- Expenses
- Revenues

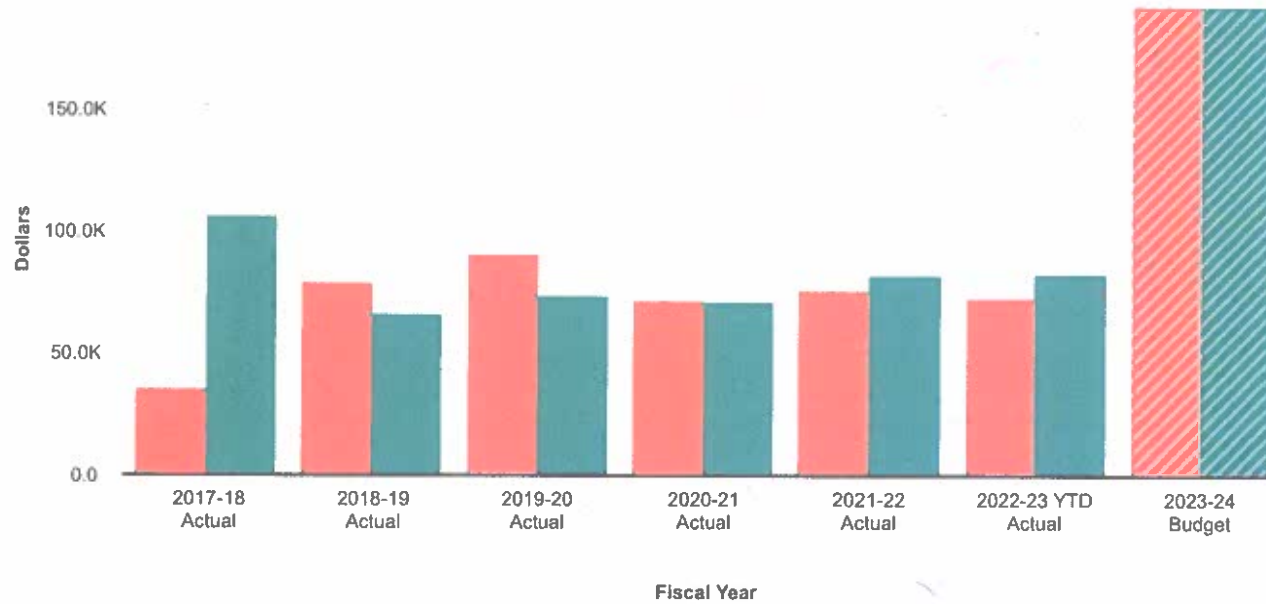
Collapse All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 YTD Actual	2023-24 Budget
▼ Revenues	\$ 67,478	\$ 14,680	\$ 3,517	\$ 8,245	\$ 32,511	\$ 2,105	\$ 3,500
▶ CHARGES FOR SERVICES	67,435	3,505	0	3,245	0	2,104	0
▶ OTHER FINANCING SOURCES	0	11,125	1,000	0	32,510	0	3,500
▶ REVENUES	0	0	2,500	5,000	0	0	0
▶ INVESTMENT INCOME	43	49	17	1	1	1	0
▼ Expenses	194,867	33,963	102,013	500	2,733	37,096	3,500
▶ SUPPLIES	134,890	33,963	35,413	0	2,733	37,096	3,500
▶ CAPITAL OUTLAYS	59,976	0	66,600	500	0	0	0
Revenues Less Expenses	\$ -127,389	\$ -19,284	\$ -98,496	\$ 7,745	\$ 29,778	\$ -34,990	\$ 0

Data filtered by Types, FEDERAL SEIZED DRUG F and exported on June 13, 2023 Created with OpenGov

Technology Surcharge Fund

There is a drawdown of fund balance planned in FY 24 for the replacement of computer equipment.

Visualization



Sort **Large to Small**

- Revenues
- Expenses

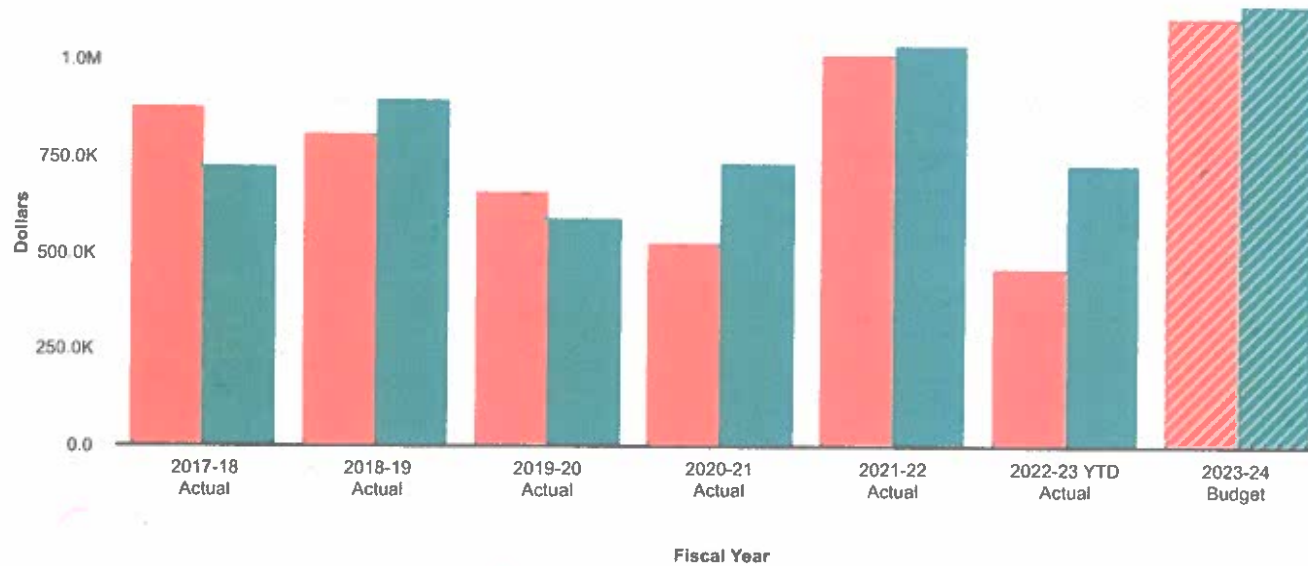
Collapse All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 YTD Actual	2023-24 Budget
▼ Revenues	\$ 106,154	\$ 66,546	\$ 73,811	\$ 71,060	\$ 82,286	\$ 82,830	\$ 192,500
▶ FINES AND FORFEITURES	106,154	66,546	73,811	71,060	82,286	82,830	119,900
▶ OTHER FINANCING SOURCES	0	0	0	0	0	0	72,600
▼ Expenses	35,963	79,274	90,943	72,218	76,417	72,886	192,430
▶ SUPPLIES	31,883	33,537	17,150	42,591	46,629	45,191	46,630
▶ PURCHASED/CONTRACTED SERVICES	4,080	45,737	73,793	29,627	29,788	27,695	27,700
▼ CAPITAL OUTLAYS	0	0	0	0	0	0	118,100
EQUIPMENT	0	0	0	0	0	0	118,100
Revenues Less Expenses	\$ 70,191	\$ -12,727	\$ -17,133	\$ -1,158	\$ 5,869	\$ 9,944	\$ 70

Data filtered by Types, TECHNOLOGY SUR-CHARGE and exported on June 9, 2023. Created with OpenGov

Hotel/motel Fund

Unrestricted uses of this revenue shifted to the General Fund in FY 22 along with the Interfund transfer of revenue to that fund

Visualization



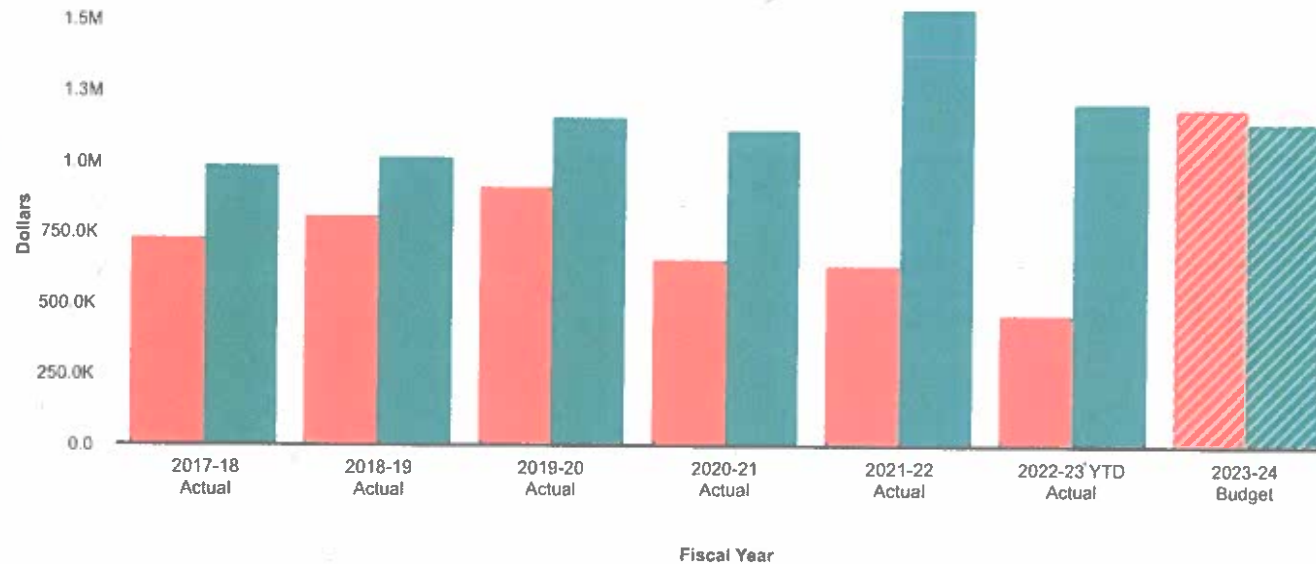
Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 YTD Actual	2023-24 Budget
▼ Revenues	\$ 728,636	\$ 902,199	\$ 595,076	\$ 736,700	\$ 1,043,582	\$ 732,909	\$ 1,146,500
▶ TAXES	728,636	902,199	593,076	736,700	1,043,582	732,909	1,115,800
▶ INVESTMENT INCOME	0	0	0	0	0	0	30,700
▶ MISCELLANEOUS REVENUE	0	0	2,000	0	0	0	0
▼ Expenses	884,441	812,622	662,914	530,978	1,018,153	466,463	1,115,800
▶ PURCHASED/CONTRACTED SERVICES	670,578	670,120	514,854	423,078	596,333	261,711	637,600
▶ INTERFUND/INTERDEPARTMENTAL CHARGES	0	0	0	0	424,500	204,752	478,200
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	147,135	142,502	148,060	107,900	-2,680	0	0
▶ CAPITAL OUTLAYS	66,728	0	0	0	0	0	0
Revenues Less Expenses	\$ -155,805	\$ 89,577	\$ -67,838	\$ 205,722	\$ 25,429	\$ 266,446	\$ 30,700

Data filtered by Types, HOTEL/MOTEL FUND and exported on June 9, 2023. Created with OpenGov

Stormwater Fund

Note that FY 23 reflects year-to-date revenues and expenditures.

Visualization



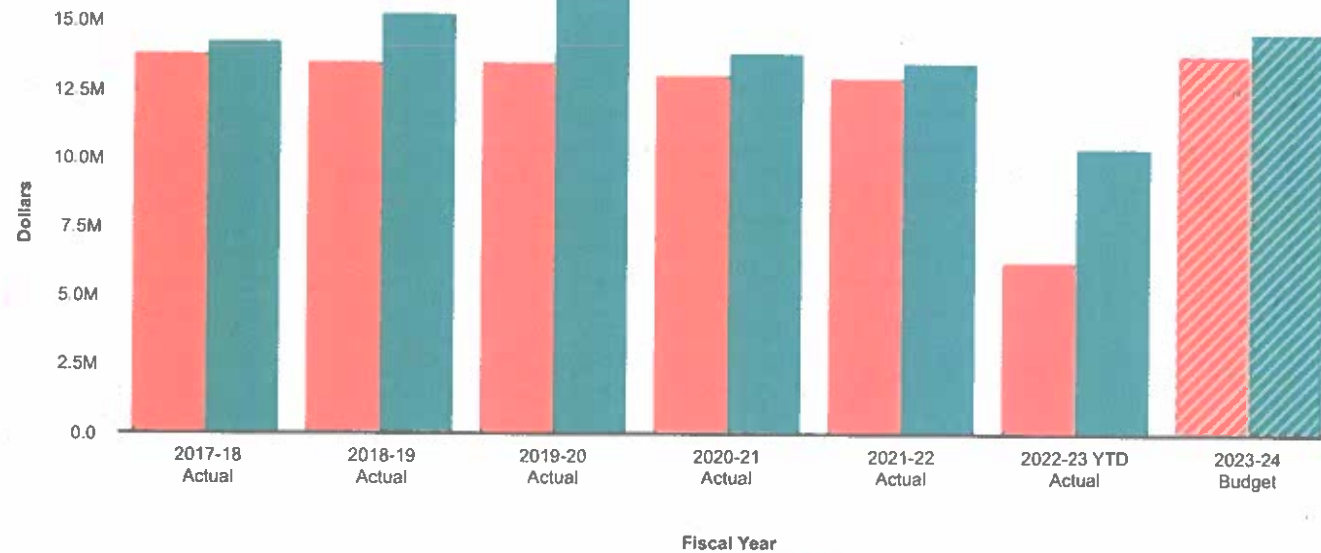
Collapse All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 YTD Actual	2023-24 Budget
▼ Revenues	\$ 988,346	\$ 1,019,040	\$ 1,161,543	\$ 1,118,146	\$ 1,542,135	\$ 1,214,799	\$ 1,148,100
▶ TAXES	988,346	1,018,339	1,161,533	1,119,146	1,167,689	1,214,799	1,075,700
▶ REVENUES	0	0	0	-1,000	374,446	0	0
▶ INVESTMENT INCOME	0	0	0	0	0	0	72,400
▶ MISCELLANEOUS REVENUE	0	701	10	0	0	0	0
▼ Expenses	736,160	811,569	916,972	659,374	642,908	469,226	1,194,884
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	240,038	237,525	543,233	287,342	371,603	334,297	364,584
▶ PURCHASED/CONTRACTED SERVICES	231,420	194,180	236,515	238,021	128,319	95,197	199,600
▶ CAPITAL OUTLAYS	0	0	0	0	0	0	600,000
▶ INTERFUND/INTERDEPARTMENTAL CHARGES	195,869	234,534	23,747	19,209	51,425	13,952	0
▶ SUPPLIES	38,702	114,207	78,580	76,375	35,034	25,779	30,700
▶ DEPRECIATION AND AMORTIZATION	30,132	31,122	34,897	38,427	56,527	0	0
Revenues Less Expenses	\$ 252,186	\$ 207,472	\$ 244,571	\$ 458,772	\$ 899,227	\$ 745,573	\$ -46,784

Data filtered by Types, STORM WATER FUND and exported on June 9, 2023. Created with OpenGov

Electric Fund

Note that FY 23 reflects year-to-date revenues and expenditures.

Visualization



Sort Large to Small

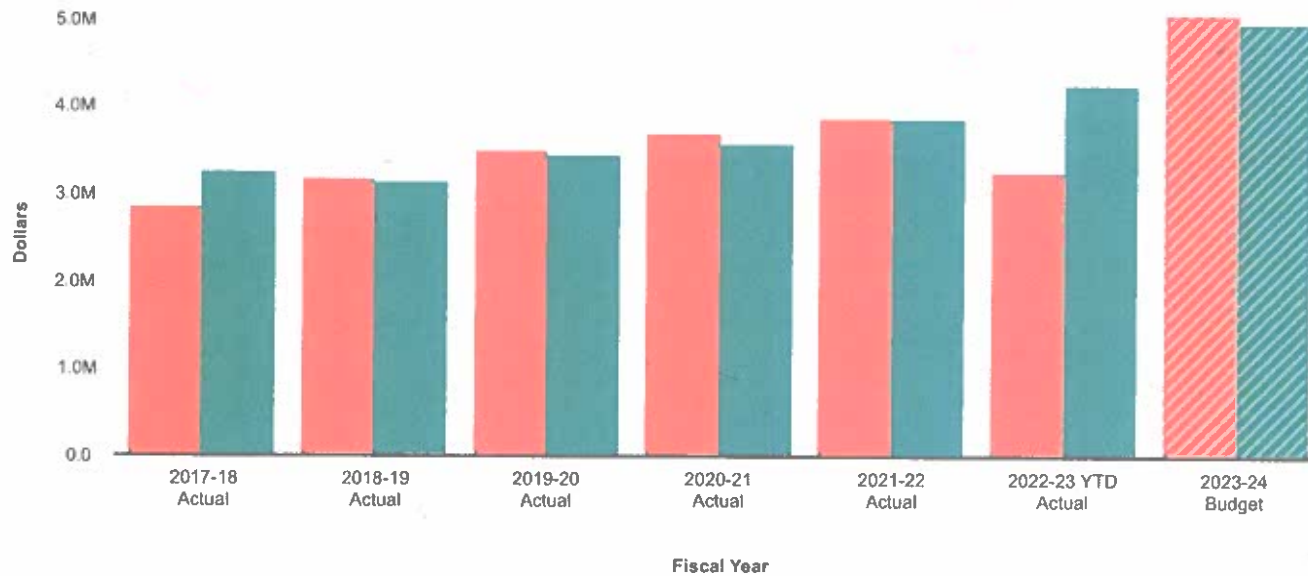
- Revenues
- Expenses

Collapse All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 YTD Actual	2023-24 Budget
▼ Revenues	\$ 14,277,208	\$ 15,328,431	\$ 15,918,913	\$ 13,870,691	\$ 13,543,382	\$ 10,417,597	\$ 14,858,500
▶ CHARGES FOR SERVICES	13,632,318	14,314,451	15,629,003	13,824,737	14,211,702	10,374,439	14,497,400
▶ INTERGOVERNMENTAL REVENUES	470,435	403,501	0	0	0	0	0
▶ MISCELLANEOUS REVENUE	36,056	51,787	26,162	34,798	95,870	75,434	68,600
▶ INVESTMENT INCOME	138,399	558,692	263,749	11,155	-770,740	-32,276	92,500
▶ OTHER FINANCING SOURCES	0	0	0	0	6,551	0	0
▼ Expenses	13,811,215	13,508,358	13,511,456	13,088,638	12,964,049	6,281,988	13,838,315
▶ SUPPLIES	10,736,153	10,679,539	9,930,597	9,749,168	9,620,944	4,639,045	9,641,600
▶ PURCHASED/CONTRACTED SERVICES	1,143,451	1,148,674	1,397,592	1,160,047	1,104,061	357,165	1,093,700
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	882,184	883,948	1,260,943	1,279,976	1,039,525	654,452	1,326,314
▶ INTERFUND/INTERDEPARTMENTAL CHARGES	753,746	507,092	643,803	649,935	928,720	558,263	874,001
▶ DEPRECIATION AND AMORTIZATION	295,682	289,105	278,522	249,511	270,798	0	0
▶ Expenses	0	0	0	0	0	21,454	710,000
▶ CAPITAL OUTLAYS	0	0	0	0	0	51,610	192,700
Revenues Less Expenses	\$ 465,993	\$ 1,820,074	\$ 2,407,457	\$ 782,053	\$ 579,334	\$ 4,135,609	\$ 820,185

Solid Waste Fund

FY 23 reflects year-to-date revenues and expenditures. FY 24 is a placeholder, pending the adoption of a contract and setting of rates.

Visualization



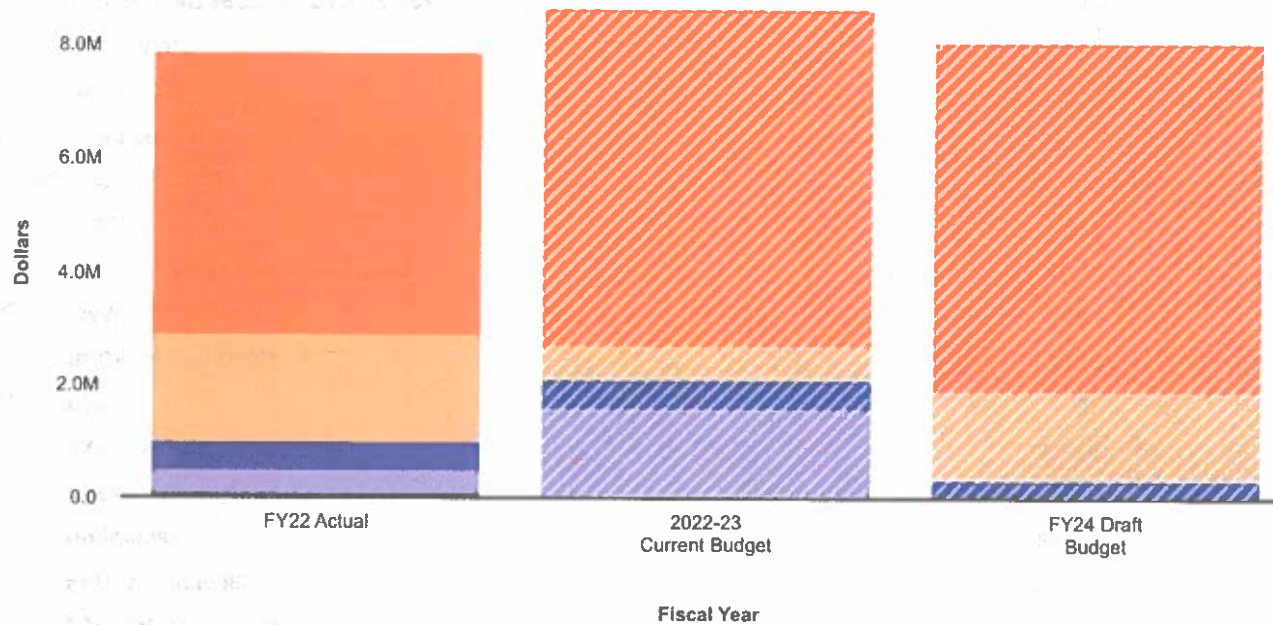
Collapse All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 YTD Actual	2023-24 Budget
▼ Revenues	\$ 3,273,394	\$ 3,163,085	\$ 3,461,180	\$ 3,594,747	\$ 3,879,174	\$ 4,274,205	\$ 4,991,000
▶ CHARGES FOR SERVICES	3,273,340	3,153,250	3,461,180	3,594,446	3,879,174	4,274,205	4,949,500
▶ INVESTMENT INCOME	0	0	0	0	0	0	41,500
▶ MISCELLANEOUS REVENUE	53	9,834	0	301	0	0	0
▼ Expenses	2,868,671	3,194,554	3,518,750	3,702,744	3,885,057	3,276,442	5,067,478
▶ PURCHASED/CONTRACTED SERVICES	2,781,992	3,027,577	3,347,684	3,627,124	3,779,307	3,213,453	4,864,100
▶ INTERFUND/INTERDEPARTMENTAL CHARGES	103,684	160,828	42,887	44,707	71,765	29,038	66,200
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	778	3,932	125,962	28,575	30,722	33,951	137,178
▶ DEPRECIATION AND AMORTIZATION	2,217	2,217	2,217	2,338	3,263	0	0
Revenues Less Expenses	\$ 404,722	\$ -31,470	\$ -57,569	\$ -107,997	\$ -5,883	\$ 997,764	\$ -76,478

Data filtered by Types, SOLID WASTE FUND and exported on June 9, 2023 Created with OpenGov

FY24 Budget - Police

Includes expenditures from General Fund and Special Investigations Fund

Visualization



Sort By Chart of Accounts

- PERSONAL SERVICES AND EMPLOYEE BENEFITS
- PURCHASED/CONTRACTED SERVICES
- SUPPLIES
- CAPITAL OUTLAYS
- INTERFUND/INTERDEPARTMENTAL CHARGES

Collapse All

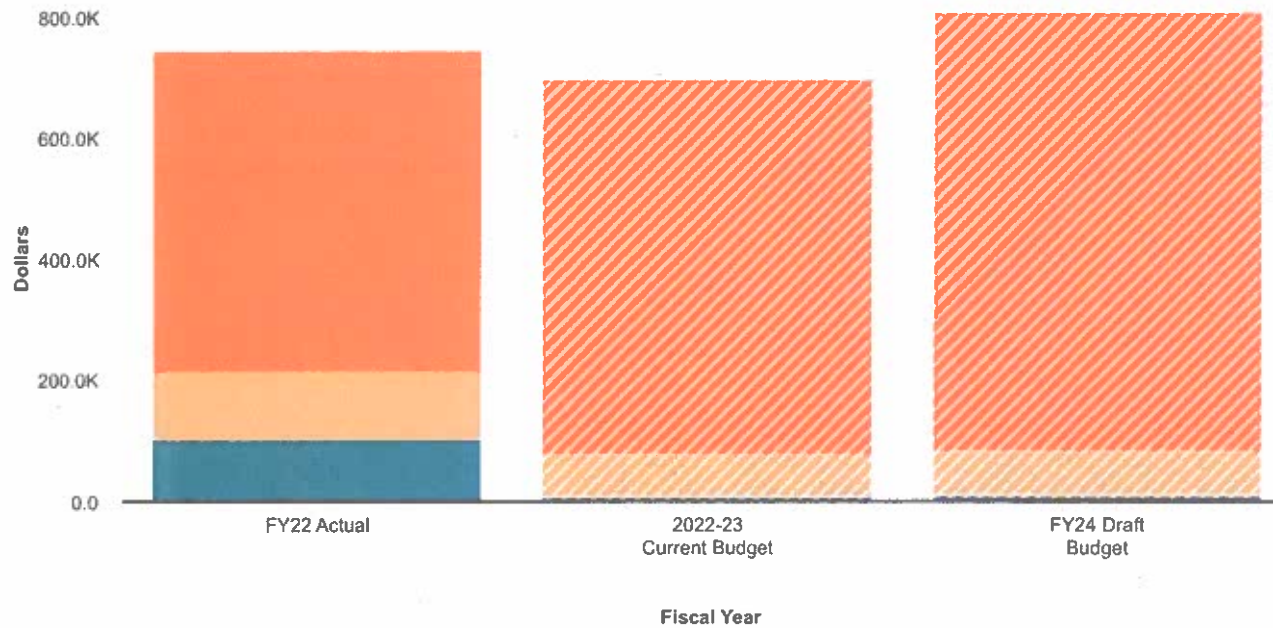
	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	\$ 4,969,992	\$ 5,942,300	\$ 6,164,296
▼ PURCHASED/CONTRACTED SERVICES	1,895,298	606,600	1,586,291
PROFESSIONAL SERV-JUDGE	16,800	16,100	12,000
PROFESSIONAL SERV-SOLICITOR	10,800	10,900	10,000
PROF SERV. - SOFTWARE & LIC	0	0	76,000
PROFESSIONAL SERV-OTHER	33,556	208,300	182,519
PROFESSIONAL SERV-CORR RISK	3,924	14,000	32,400
REPAIRS & MAINT-VEHICLES	175,256	160,000	150,000
REPAIRS & MAINT - EQUIPMENT	1,712	5,000	36,389
RENTAL OF EQUIP & VEHICLE	2,926	5,000	4,720
INS. OTHER THAN EMP BENEFITS	146,220	0	0
ADVERTISING	40	100	0

	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
POSTAGE	192	100	200
PRINTING & BINDING	3,771	3,500	3,800
TRAVEL	8,206	23,400	22,592
ADMIN DUES, M&E EXPENSES	1,458,507	3,700	979,607
EDUCATION & TRAINING	16,357	148,500	61,519
ACCREDITATION EXPENSES	4,595	5,000	5,095
CONTRACT LABOR	9,372	0	0
CRIMINAL INVESTIGATIONS	375	0	0
COMMUNITY OUTREACH AND SUST	2,688	3,000	9,450
▼ SUPPLIES	498,059	483,764	336,302
Supplies-REDSPEED	197,947	50,000	0
GENERAL SUPPLIES	0	1,200	500
OFFICE SUPPLIES	2,386	2,400	3,000
SUPPORT SERVICES	5,157	6,800	7,978
PATROL SUPPLIES	57,078	56,800	87,956
UNIFORMS	22,149	29,100	60,795
OFFICE FURNITURE-NON CAP	615	2,000	1,273
ENERGY-GASOLINE/DIESEL	204,694	204,300	165,700
FOOD	85	1,000	1,000
BOOKS & PERIODICALS	1,920	2,400	2,500
SMALL EQUIPMENT	1,052	87,000	2,000
FEDERAL SEIZE FUND EXPENSES	2,733	40,264	3,500
MISCELLANEOUS	2,243	500	100
▼ CAPITAL OUTLAYS	409,219	1,612,300	0
LAND PURCHASE	0	1,200,000	0
VEHICLES	187,892	290,300	0
EQUIPMENT	221,328	122,000	0
► INTERFUND/INTERDEPARTMENTAL CHARGES	100,893	0	0
Total	\$ 7,873,462	\$ 8,644,964	\$ 8,086,889

Data filtered by Expenses, Police and exported on June 9, 2023. Created with OpenGov

FY24Budget - E911 Communications

Visualization



Sort By Chart of Accounts

- PERSONAL SERVICES AND EMPLOYEE BENEFITS
- PURCHASED/CONTRACTED SERVICES
- SUPPLIES
- INTERFUND/INTERDEPARTMENTAL CHARGES

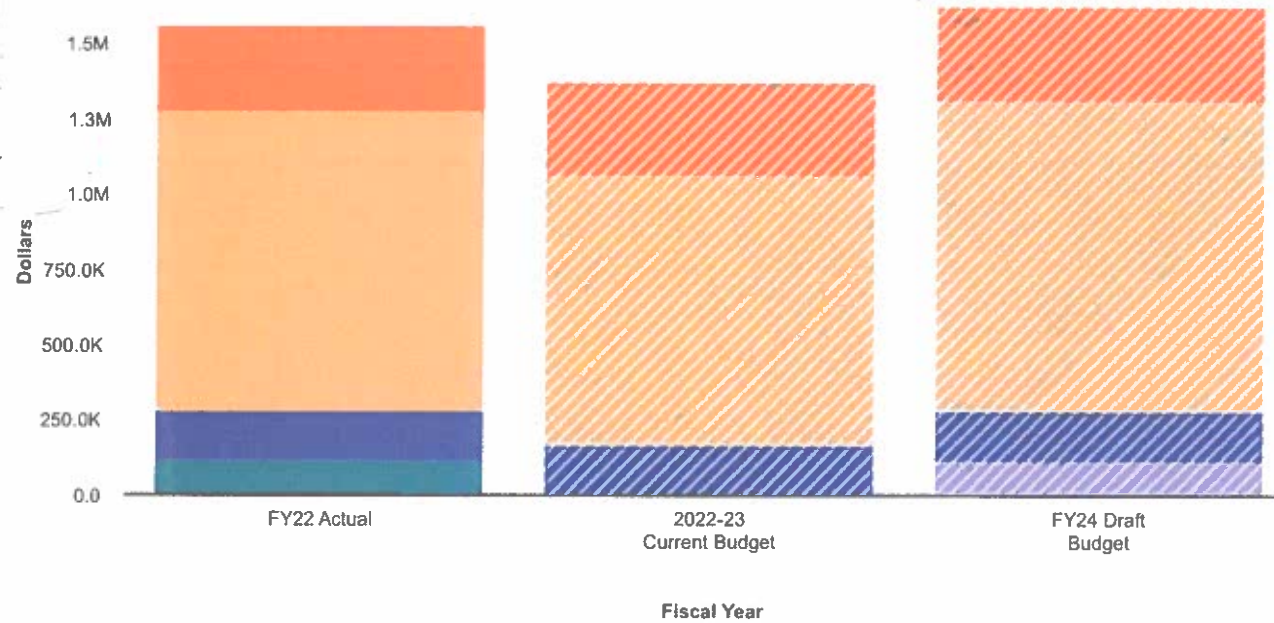
Collapse All	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	\$ 529,807	\$ 617,200	\$ 720,939
▼ PURCHASED/CONTRACTED SERVICES	112,612	74,000	77,434
PROF SERV. - SOFTWARE & LIC	84,488	69,600	73,017
PROFESSIONAL SERV.-OTHER	2,080	1,300	450
INS. OTHER THAN EMP BENEFITS	25,148	0	0
TRAVEL	0	0	1,300
ADMIN DUES, M&E EXPENSES	0	1,200	957
EDUCATION & TRAINING	895	1,900	1,710
▼ SUPPLIES	2,544	7,900	9,698
OFFICE SUPPLIES	1,300	1,400	3,000
UNIFORMS	648	2,900	2,900
OFFICE FURNITURE-NON CAP	0	900	2,124

	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
FOOD	0	0	500
SMALL EQUIPMENT	597	2,700	1,174
▼ INTERFUND/INTERDEPARTMENTAL CHARGES	100,893	0	0
PRINCIPAL-E911 SOFTWARE	100,893	0	0
Total	\$ 745,856	\$ 699,100	\$ 808,071

Data filtered by Expenses, E911 COMMUNICATIONS and exported on June 9, 2023. Created with OpenGov

FY24 Budget - Information Technology

Visualization



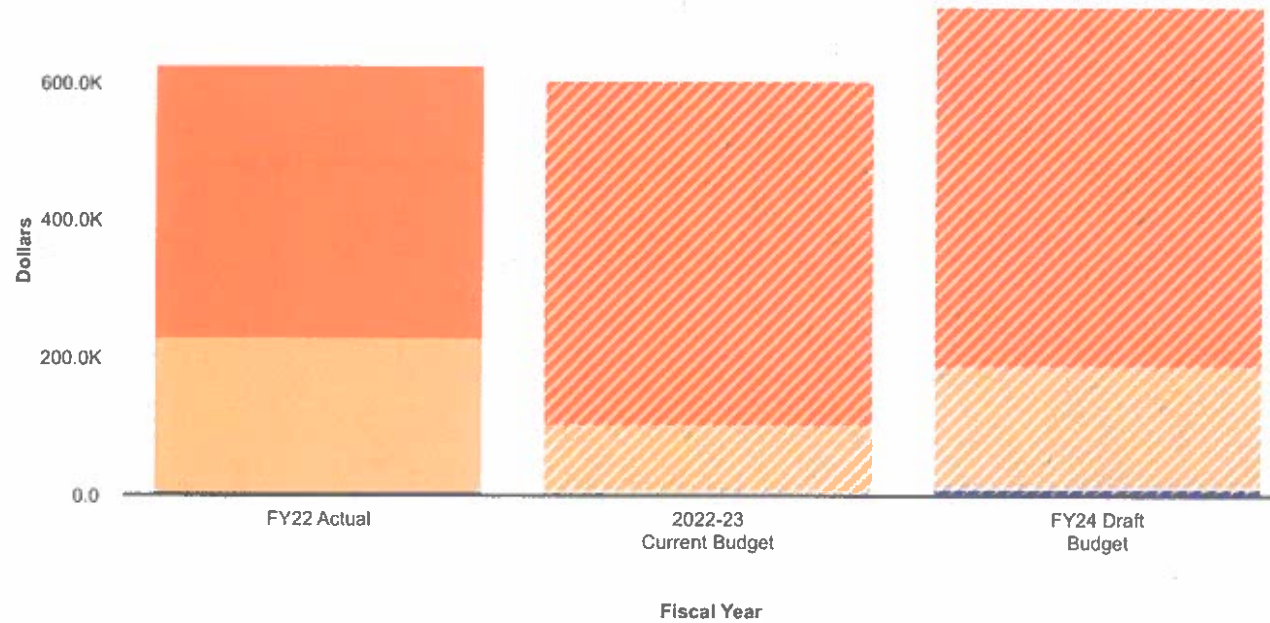
Collapse All	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	\$ 279,738	\$ 308,200	\$ 304,195
▼ PURCHASED/CONTRACTED SERVICES	996,714	897,300	1,033,800
PROF SERV. - SOFTWARE & LIC	428,270	375,000	383,500
PROFESSIONAL SERV. - ENG.	673	0	0
PROFESSIONAL SERV.-OTHER	303,864	300,000	305,300
RENTAL OF COMPUTER EQUIPMENT	1,640	16,700	108,100
INS. OTHER THAN EMP BENEFITS	5,588	0	0
TELEPHONE & INTERNET SERVICE	94,453	90,000	83,700
MOBILE COMMUNICATIONS	108,002	84,700	125,100
TRAVEL	2,710	2,000	3,000
ADMIN DUES, M&E EXPENSES	680	500	400
EDUCATION & TRAINING	2,352	1,400	5,800

	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
CONTRACT LABOR	48,482	27,000	18,700
▸ SUPPLIES	163,773	169,500	165,230
▸ CAPITAL OUTLAYS	0	0	118,100
▸ INTERFUND/INTERDEPARTMENTAL CHARGES	119,362	0	0
Total	\$ 1,559,587	\$ 1,375,000	\$ 1,621,125

Data filtered by Expenses, Data Processing/MIS and exported on June 9, 2023 Created with OpenGov

FY24 Budget - Administrative Services/Finance

Visualization



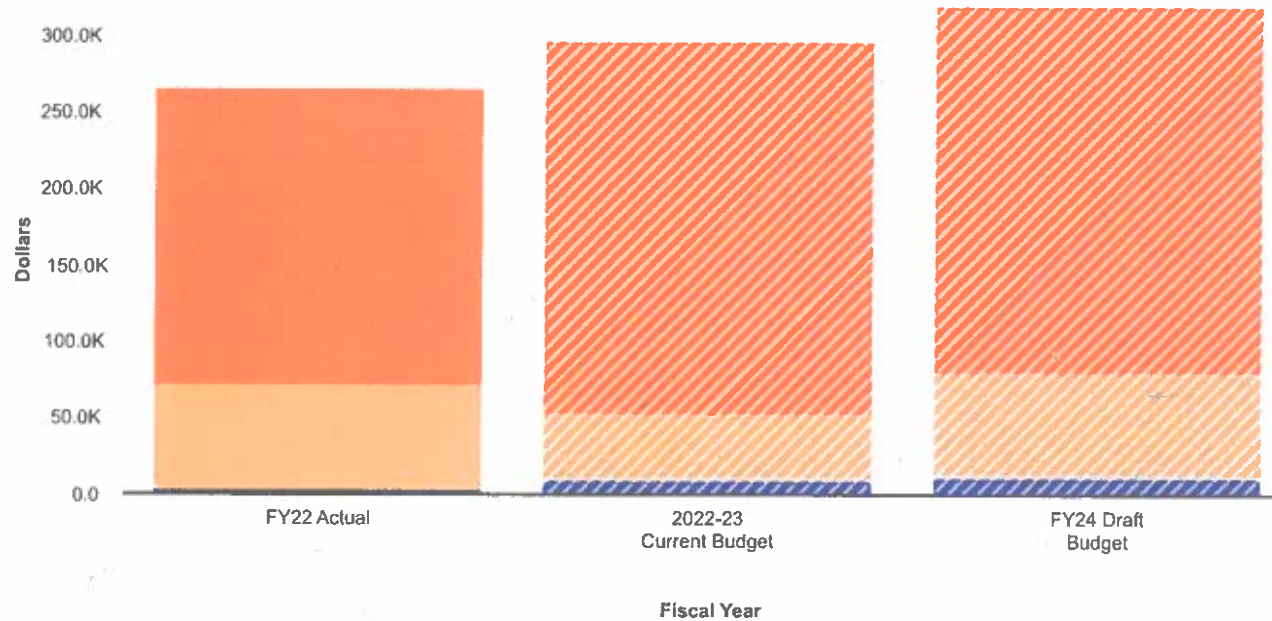
Collapse All	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	\$ 397,001	\$ 502,400	\$ 520,374
▼ PURCHASED/CONTRACTED SERVICES	223,466	99,500	180,200
PROFESSIONAL SERV.-AUDIT	26,950	20,000	41,000
PROFESSIONAL SERV.-OTHER	2,392	3,000	2,600
INS. OTHER THAN EMP BENEFITS	22,353	0	0
ACKNOWLEDGMENT	0	100	100
ADVERTISING	1,008	1,200	1,200
POSTAGE	2,594	4,300	7,000
PRINTING & BINDING	50	1,000	500
TRAVEL	1,616	4,000	3,500
ADMIN DUES, M&E EXPENSES	256	1,900	300
EDUCATION & TRAINING	700	4,000	4,000

	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
CONTRACT LABOR	154,501	40,000	100,000
CREDIT CARD CHARGES	11,046	20,000	20,000
► SUPPLIES	6,493	3,500	9,900
Total	\$ 626,960	\$ 605,400	\$ 710,474

Data filtered by Expenses, ADMINISTRATIVE SERVICES and exported on June 9, 2023. Created with OpenGov

FY24 Budget - Human Resources

Visualization



Collapse All	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	\$ 194,074	\$ 243,600	\$ 239,297
▼ PURCHASED/CONTRACTED SERVICES	68,969	43,600	69,000
PROF SERV. - SOFTWARE & LIC	0	0	22,200
PROFESSIONAL SERV.-OTHER	16,669	23,200	22,600
INS. OTHER THAN EMP BENEFITS	5,588	0	0
HOSPITALITY	29,464	1,000	1,000
ADVERTISING	576	1,200	700
PRINTING & BINDING	213	200	300
TRAVEL	3,000	3,500	3,500
ADMIN DUES, M&E EXPENSES	593	1,000	1,100
EDUCATION & TRAINING	1,235	2,500	6,100
CONTRACT LABOR	11,632	11,000	11,500

► SUPPLIES

Total

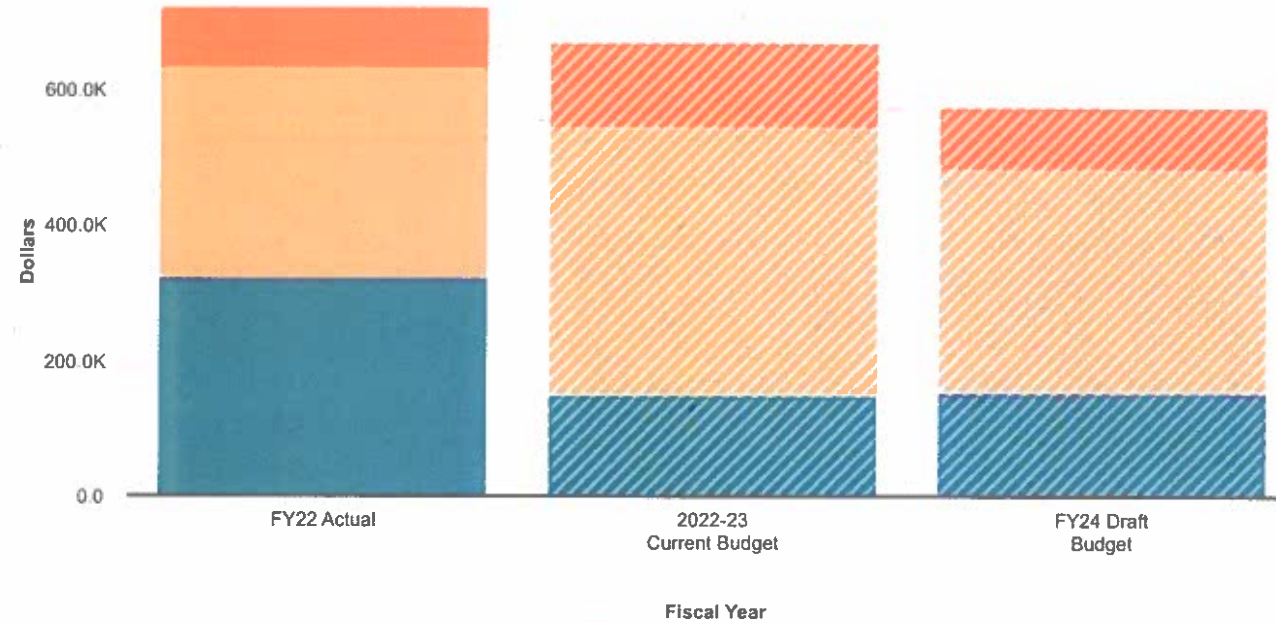
FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
3,477	10,200	11,600
\$ 266,521	\$ 297,400	\$ 319,897

Data filtered by Expenses: HUMAN RESOURCES and exported on June 9, 2023 Created with OpenGov

FY24 Budget - Mayor and City Council

Includes the General Fund Contingency Account

Visualization



Sort By Chart of Accounts

- PERSONAL SERVICES AND EMPLOYEE BENEFITS
- PURCHASED/CONTRACTED SERVICES
- SUPPLIES
- INTERFUND/INTERDEPARTME... CHARGES

Collapse All	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	\$ 85,999	\$ 123,300	\$ 88,887
▼ PURCHASED/CONTRACTED SERVICES	313,765	398,000	334,300
PROFESSIONAL SERV.-LEGAL	224,051	230,000	201,100
PROFESSIONAL SERV.-OTHER	3,870	40,000	44,200
CIVIC PARTICIPATION	25,595	64,000	23,800
ACKNOWLEDGMENT	0	200	500
PRINTING & BINDING	566	300	300
TRAVEL	8,639	10,000	7,225
TRAVEL - MAYOR	3,782	5,000	3,815
ADMIN DUES, M&E EXPENSES	25,618	27,000	26,630
EDUCATION & TRAINING	4,298	5,000	6,700
EDUCATION & TRAINING - MAYOR	1,230	2,000	3,430

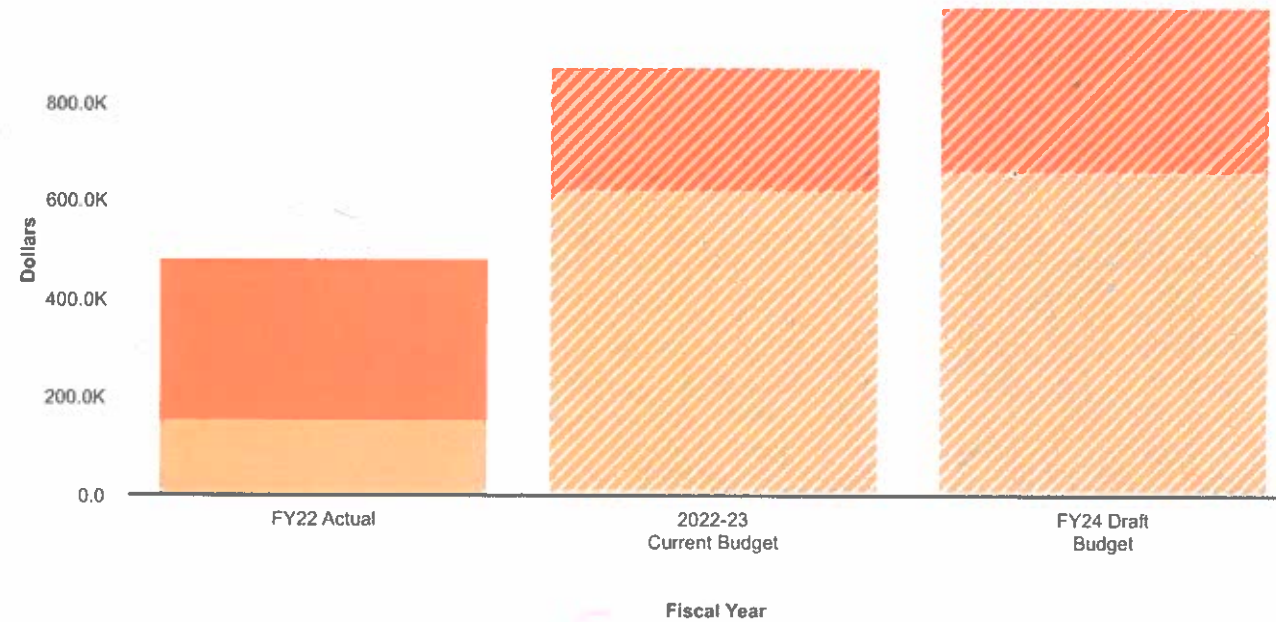
	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
CONTRACT LABOR	16,116	14,500	16,600
▶ SUPPLIES	2,865	300	3,200
▶ INTERFUND/INTERDEPARTMENTAL CHARGES	320,100	150,000	150,000
Total	\$ 722,729	\$ 671,600	\$ 576,387

Data filtered by Expenses, MAYOR/CITY COUNCIL and exported on June 9, 2023 Created with OpenGov

FY24 Budget - City Manager

Includes Events Management eff. FY 23

Visualization



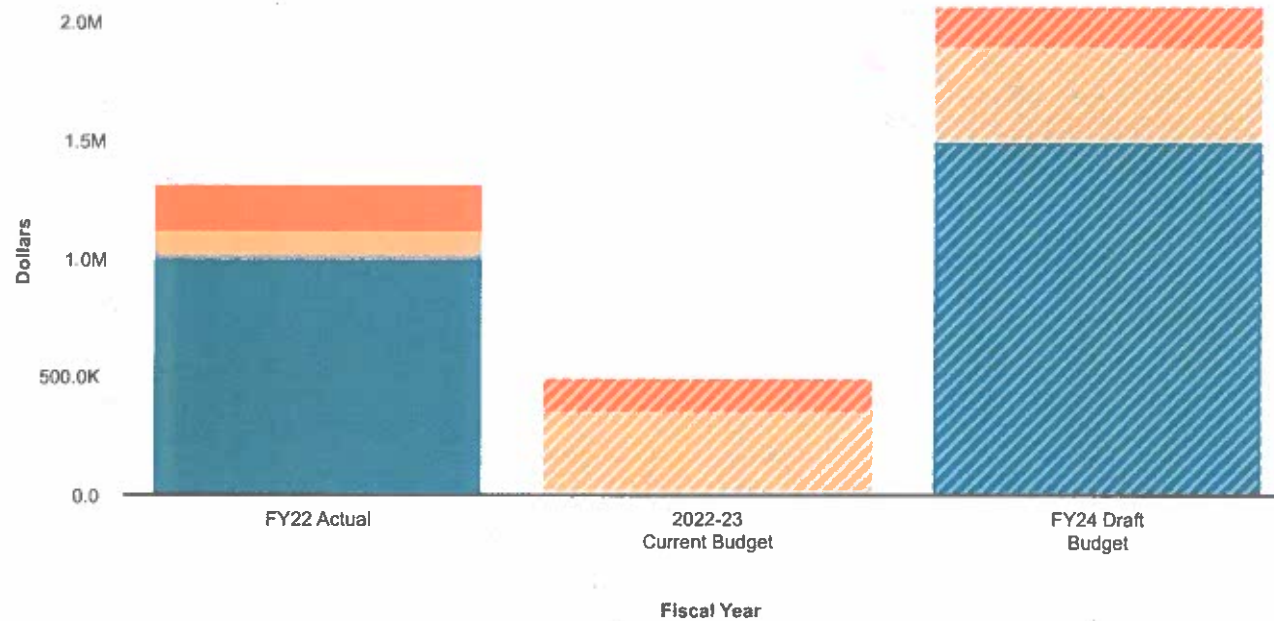
Collapse All	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	\$ 327,075	\$ 248,400	\$ 333,027
▼ PURCHASED/CONTRACTED SERVICES	151,810	625,300	662,664
PROFESSIONAL SERV.-OTHER	10,322	74,000	71,750
PROF. SERV.-AARP	0	100	0
INS. OTHER THAN EMP BENEFITS	5,588	0	0
CIVIC PARTICIPATION	0	1,000	700
PR EVENTS	46,141	162,700	193,584
HOSPITALITY	2,398	1,500	1,200
PRINTING & BINDING	76	1,000	225
TRAVEL	2,485	3,000	5,150
ADMIN DUES, M&E EXPENSES	19,550	3,000	8,250
EDUCATION & TRAINING	8,073	9,500	6,505

	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
MEALS AND ENTERTAINMENT	865	800	900
DEVELOPMENT FAIR	0	800	600
CONTRACT LABOR	3,879	245,000	245,100
CONTRACT LABOR-SPMGR	3,879	0	0
EVENTS - ENTMT/PERFORMERS	48,554	122,900	128,700
► SUPPLIES	4,849	2,600	2,600
Total	\$ 483,734	\$ 876,300	\$ 998,291

Data filtered by Expenses, CITY MANAGER and exported on June 9, 2023 Created with OpenGov

FY24 Budget - Non-Departmental

Visualization



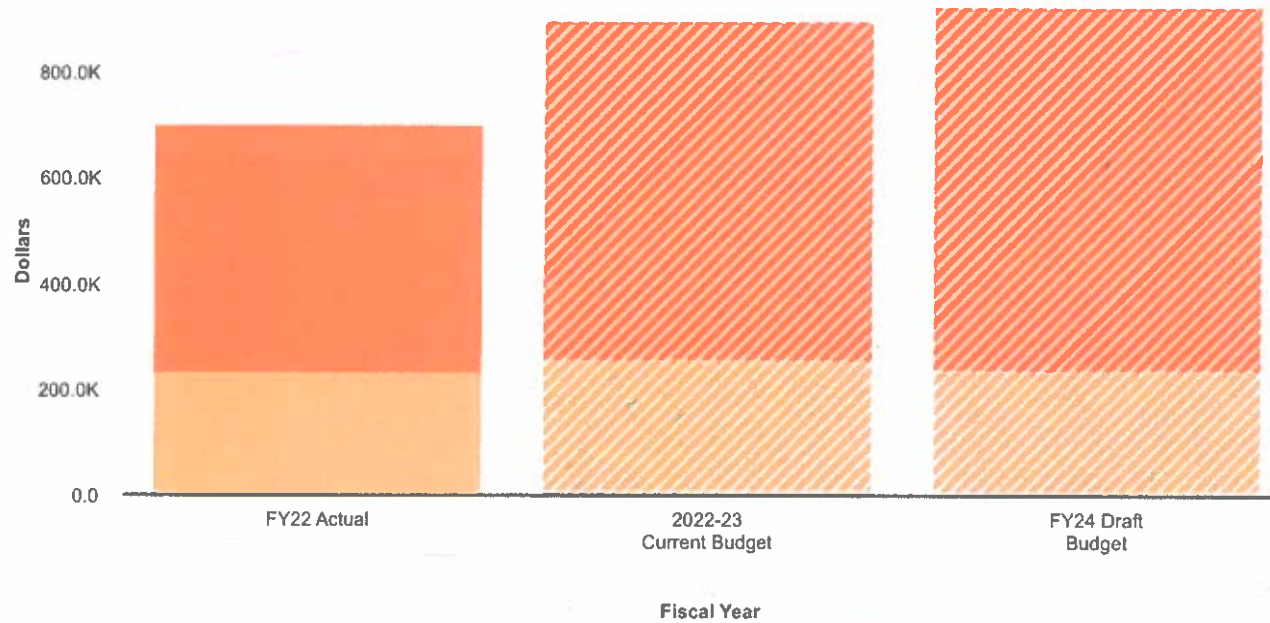
Sort By Chart of Accounts

- PERSONAL SERVICES AND EMPLOYEE BENEFITS
- PURCHASED/CONTRACTED SERVICES
- CAPITAL OUTLAYS
- INTERFUND/INTERDEPARTMENTAL CHARGES

Collapse All	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
▼ PERSONAL SERVICES AND EMPLOYEE BENEFITS	\$ 193,688	\$ 137,700	\$ 164,900
GROUP INSURANCE - RETIREES	193,688	137,700	164,900
▼ PURCHASED/CONTRACTED SERVICES	105,573	357,900	402,700
INSURANCE	46,808	357,900	402,700
PROFESSIONAL SERV.-OTHER	58,765	0	0
▼ CAPITAL OUTLAYS	18,419	0	0
ADMINISTRATION BUILDING	5,103	0	0
EQUIPMENT	13,317	0	0
▼ INTERFUND/INTERDEPARTMENTAL CHARGES	1,000,000	0	1,500,000
TRANSFER TO CAPITAL	0	0	1,000,000
CONTRIBUTION TO OPEB TRUST	1,000,000	0	500,000
Total	\$ 1,317,680	\$ 495,600	\$ 2,067,600

FY24 Budget - Community Development

Visualization



Sort By Chart of Accounts

- PERSONAL SERVICES AND EMPLOYEE BENEFITS
- PURCHASED/CONTRACTED SERVICES
- SUPPLIES

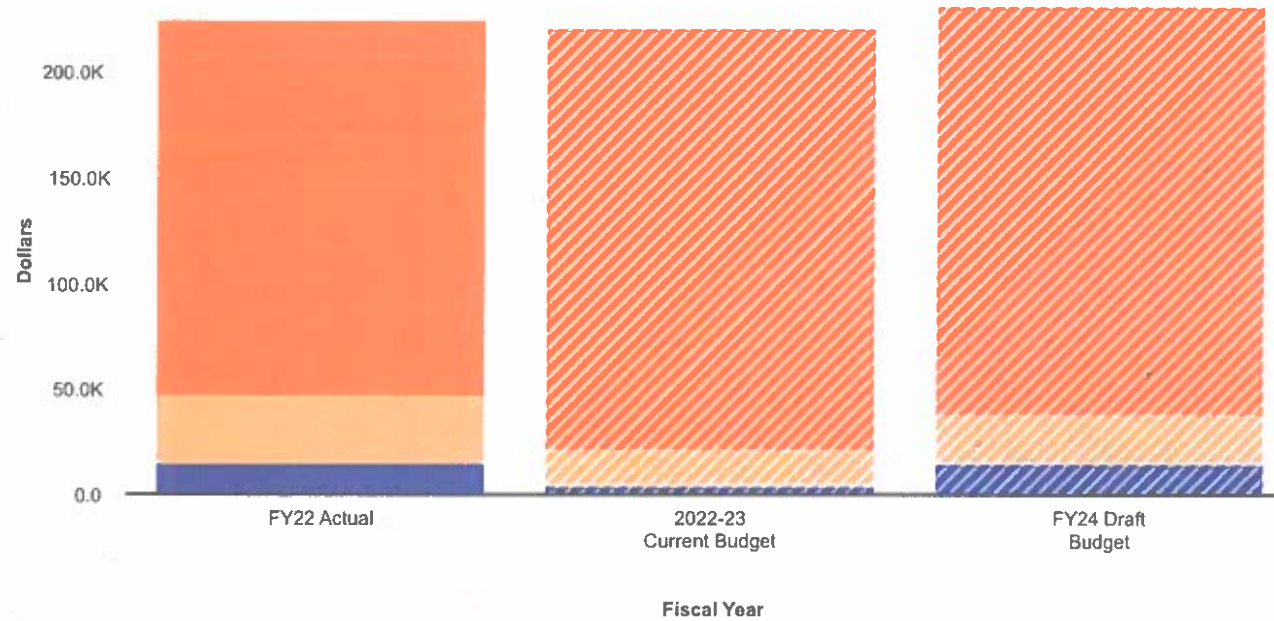
Collapse All	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	\$ 468,433	\$ 641,700	\$ 686,675
▼ PURCHASED/CONTRACTED SERVICES	231,396	255,100	235,400
PROF. SER. INSPECTOR	114,399	115,000	115,000
PROFESSIONAL SERV. - ENG.	19,120	20,000	20,000
PROFESSIONAL SERV.-OTHER	13,221	10,000	20,000
PROF. SER-SUSTAINABLE	45,379	68,700	58,500
PROF. SER-TREE BOARD	16,880	26,200	8,000
INS. OTHER THAN EMP BENEFITS	16,765	0	0
HOSPITALITY	714	1,500	2,200
ADVERTISING	600	3,500	3,500
POSTAGE	198	100	100
PRINTING & BINDING	491	500	300

	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
TRAVEL	532	1,300	1,500
BOARD MEMBER EXPENSES	139	0	0
ADMIN DUES, M&E EXPENSES	1,129	1,300	1,300
EDUCATION & TRAINING	1,828	7,000	5,000
► SUPPLIES	4,223	4,600	4,000
Total	\$ 704,052	\$ 901,400	\$ 926,075

Data filtered by Expenses: COMMUNITY DEVELOPMENT and exported on June 9, 2023 Created with OpenGov

FY24 Budget - City Clerk

Visualization



Sort By Chart of Accounts

- PERSONAL SERVICES AND EMPLOYEE BENEFITS
- PURCHASED/CONTRACTED SERVICES
- SUPPLIES

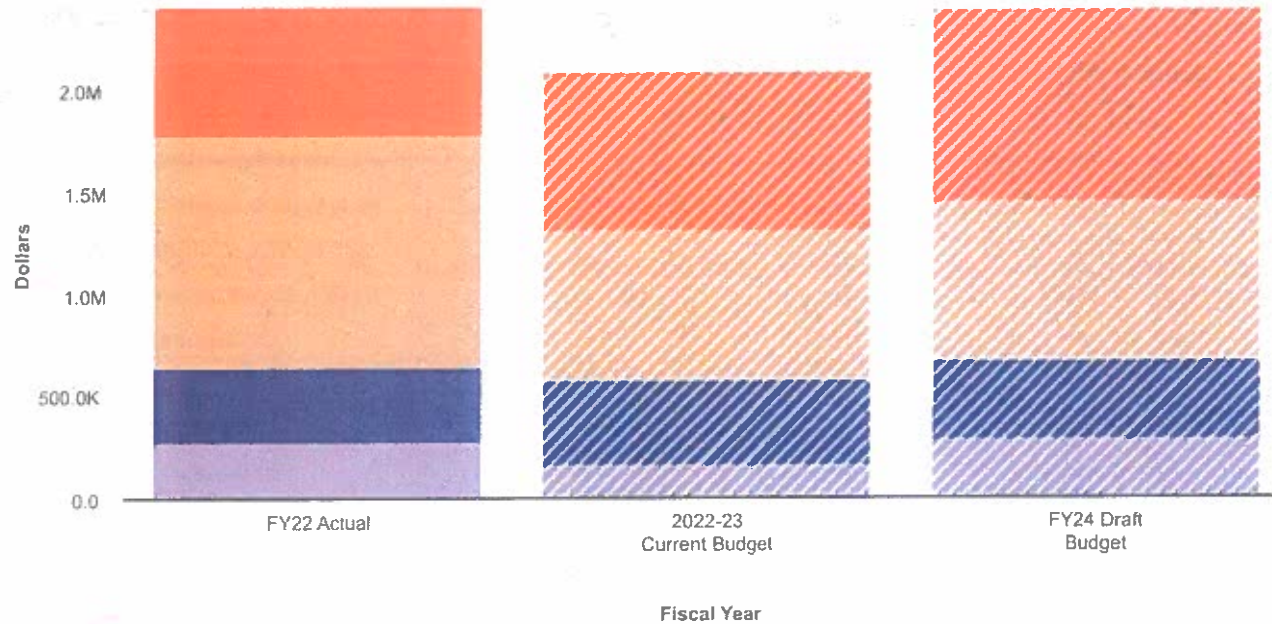
Collapse All	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	\$ 177,851	\$ 199,200	\$ 192,919
▼ PURCHASED/CONTRACTED SERVICES	32,112	18,300	23,800
PROF SERV. - SOFTWARE & LIC	420	0	0
PROFESSIONAL SERV.-OTHER	8,397	3,000	8,300
INS. OTHER THAN EMP BENEFITS	5,588	0	0
CIVIC PARTICIPATION	980	500	700
ACKNOWLEDGMENT	1,143	1,000	1,400
HOSPITALITY	5,769	5,200	5,100
ADVERTISING	464	800	300
POSTAGE	9	0	0
PRINTING & BINDING	36	100	200
TRAVEL	6,170	5,000	4,710

	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
ADMIN DUES, M&E EXPENSES	334	700	700
EDUCATION & TRAINING	1,510	2,000	2,390
CONTRACT LABOR	1,293	0	0
▼ SUPPLIES	14,810	3,900	14,700
OFFICE SUPPLIES	3,242	2,100	1,300
ELECTION SUPPLIES	11,174	1,000	12,000
BOOKS & PERIODICALS	0	300	100
MISCELLANEOUS	394	500	1,300
Total	\$ 224,773	\$ 221,400	\$ 231,419

Data filtered by Expenses: CITY CLERK and exported on June 9, 2023. Created with OpenGov

FY24 Budget - Public Work Administration

Visualization



Collapse All

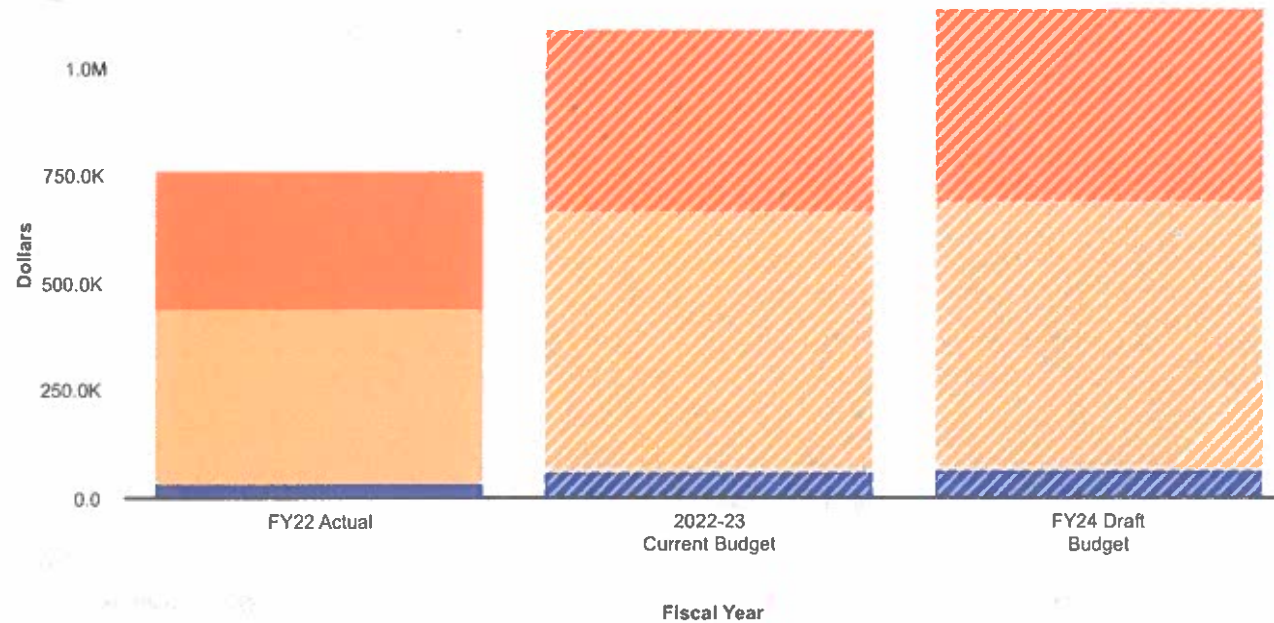
	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	\$ 620,754	\$ 768,700	\$ 937,836
▼ PURCHASED/CONTRACTED SERVICES	1,141,484	741,400	786,900
PROFESSIONAL SERV.-TECH	9,637	9,700	11,000
PROFESSIONAL SERV. - ENG.	0	12,700	20,000
PROFESSIONAL SERV.-OTHER	0	100	200
CUSTODIAL	43,974	47,800	55,900
PARK MAINTENANCE	3,816	0	0
CITY WIDE-LANDSCAPE	27,732	0	0
PARK MAINTENANCE-CONTRACT	353,865	0	0
REPAIRS & MAINT-BUILDING	160,914	160,200	188,800
REPAIRS & MAINT-VEHICLES	55,354	46,400	48,400
REPAIRS & MAINT - EQUIPMENT	20,442	16,100	18,500

	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
LMIG PROJECT	274,913	171,000	291,197
▼ INTERFUND/INTERDEPARTMENTAL CHARGES	140	0	0
NON-PERSONNEL COSTS	140	0	0
Total	\$ 2,404,396	\$ 2,087,400	\$ 2,395,833

Data Provided by Expenses, Public Works Administration and provided on June 5, 2023. Created with OpenGov

FY24Budget - Parks Administration

Visualization



Sort By Chart of Accounts

- PERSONAL SERVICES AND EMPLOYEE BENEFITS
- PURCHASED/CONTRACTED SERVICES
- SUPPLIES
- CAPITAL OUTLAYS

Collapse All	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	\$ 324,870	\$ 423,000	\$ 442,055
▼ PURCHASED/CONTRACTED SERVICES	402,742	605,500	629,500
PARK MAINTENANCE-CONTRACT	112,286	150,200	179,900
REPAIRS & MAINT-BUILDING	10,961	14,200	18,300
REPAIRS & MAINT-VEHICLES	15,550	9,000	10,300
REPAIRS & MAINT - EQUIPMENT	416	2,000	1,000
RENTAL/LEASE FLEET MGMT	18,261	19,500	16,800
INS. OTHER THAN EMP BENEFITS	13,971	0	0
CIVIC PARTICIPATION	172,892	0	0
HOSPITALITY	600	1,000	1,900
PRINTING & BINDING	0	200	100
TRAVEL	1,883	3,000	2,500

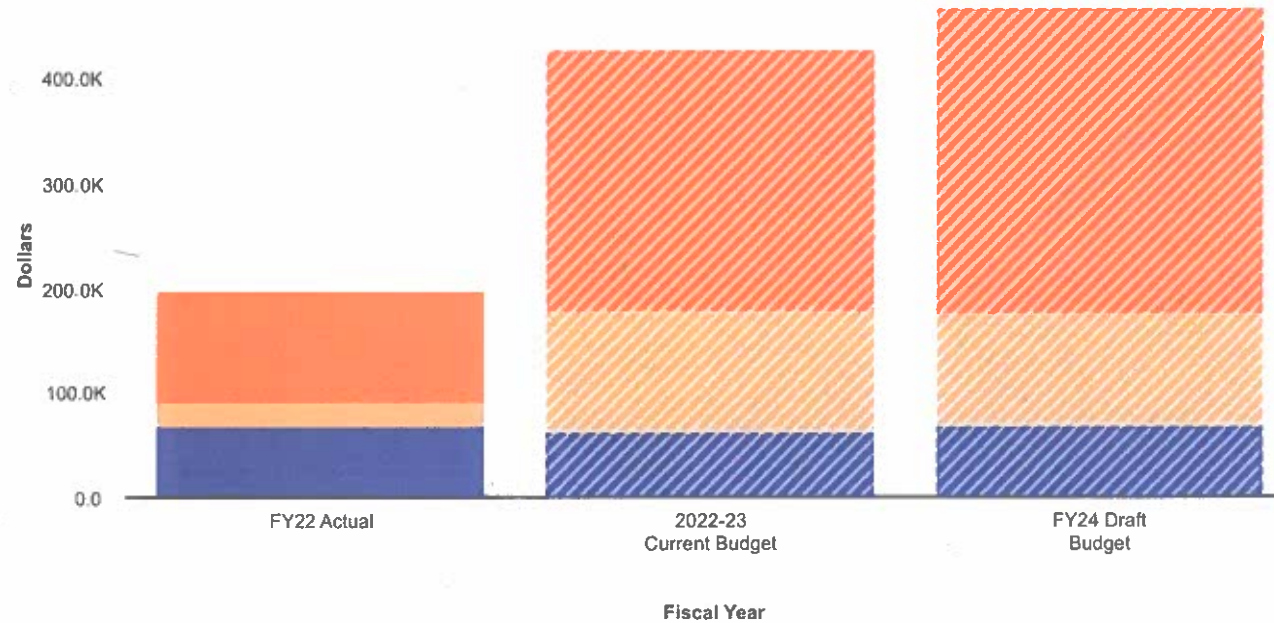
	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
ADMIN DUES, M&E EXPENSES	2,324	2,400	2,700
EDUCATION & TRAINING	2,675	4,000	6,000
CONTRACT LABOR	50,924	400,000	390,000
▼ SUPPLIES	33,104	62,300	65,600
GENERAL SUPPLIES	11,832	45,000	48,400
OFFICE SUPPLIES	166	4,100	1,000
UNIFORMS	4,592	5,000	5,100
OFFICE FURNITURE-NON CAP	0	0	1,000
ENERGY-WATER/SEWERAGE	178	0	0
ENERGY - ELECTRICITY	382	0	0
ENERGY-GASOLINE/DIESEL	9,676	8,000	7,000
SMALL EQUIPMENT	149	200	3,100
MISCELLANEOUS	6,128	0	0
▼ CAPITAL OUTLAYS	2,968	0	0
PARK IMPROVEMENTS	2,968	0	0
Total	\$ 763,683	\$ 1,090,800	\$ 1,137,155

Data filtered by Expenses, PARKS ADMINISTRATION and exported on June 9, 2023. Created with OpenGov

FY24 Budget - Cultural Arts/Welcome Center

Reflects some costs charged directly to the Hotel/Motel Tax Fund prior to FY 23.

Visualization



Sort By Chart of Accounts

- PERSONAL SERVICES AND EMPLOYEE BENEFITS
- PURCHASED/CONTRACTED SERVICES
- SUPPLIES

Collapse All	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	\$ 106,728	\$ 248,100	\$ 290,170
▼ PURCHASED/CONTRACTED SERVICES	23,418	117,100	108,610
REPAIRS & MAINT-BUILDING	15,082	24,900	10,000
INS. OTHER THAN EMP BENEFITS	5,588	0	0
CIVIC PARTICIPATION	1,776	44,300	63,410
WELCOME CENTER	256	46,300	11,200
POSTAGE	114	0	500
PRINTING & BINDING	565	0	8,500
TRAVEL	37	0	2,500
EDUCATION & TRAINING	0	1,600	2,500
CONTRACT LABOR	0	0	10,000
▼ SUPPLIES	67,966	62,500	67,700

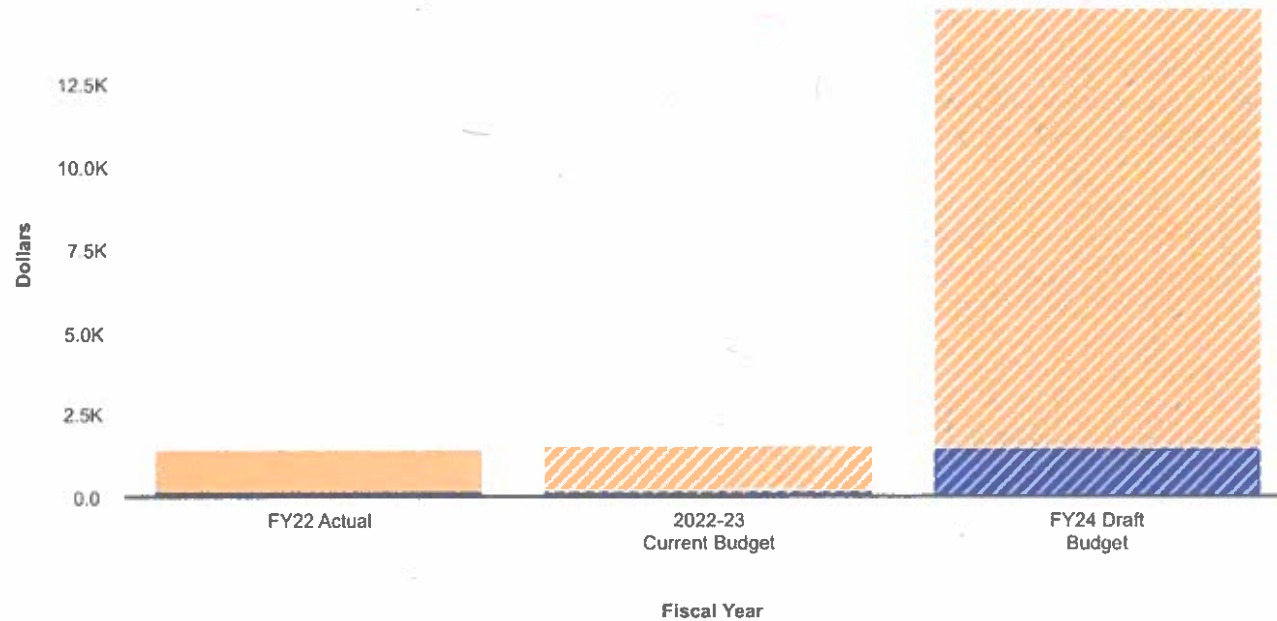
	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
GENERAL SUPPLIES	792	8,700	5,800
OFFICE SUPPLIES	0	0	1,000
UNIFORMS	0	0	1,000
OFFICE FURNITURE-NON CAP	0	3,100	8,000
ENERGY-WATER/SEWERAGE	428	100	100
ENERGY-NATURAL GAS	0	600	600
ENERGY - ELECTRICITY	66,010	50,000	51,200
MISCELLANEOUS	737	0	0
Total	\$ 198,113	\$ 427,700	\$ 466,480

Data filtered by Expenses CULTURAL/RECREATION ADMIN and exported on June 9, 2023. Created with OpenGov

FY24 Budget - Norcross Public Arts Commission

Funding is administered by the City Clerk's Office

Visualization

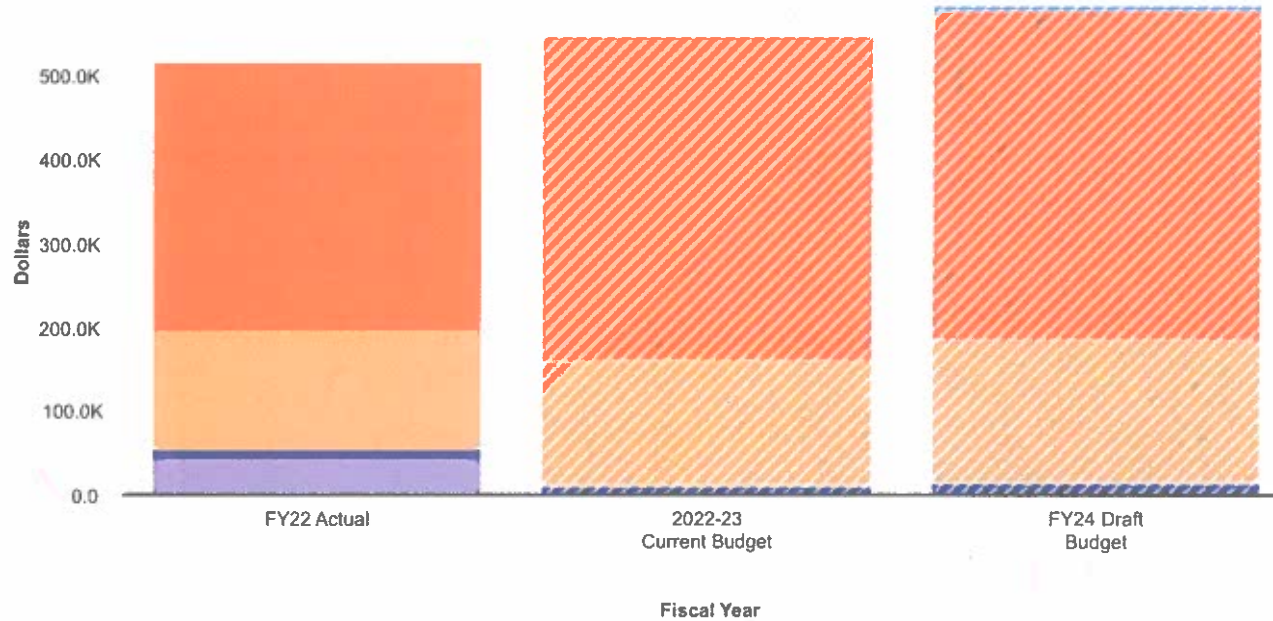


Collapse All	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
▼ PURCHASED/CONTRACTED SERVICES	\$ 1,279	\$ 1,400	\$ 13,300
PROFESSIONAL SERV.-OTHER	1,200	1,300	12,800
HOSPITALITY	79	100	500
► SUPPLIES	159	200	1,500
Total	\$ 1,437	\$ 1,600	\$ 14,800

Data filtered by Expenses, NPAC-NORCROSS PUBLIC ARTS and exported on June 9, 2023. Created with OpenGov

FY24 Budget - Municipal Court

Visualization



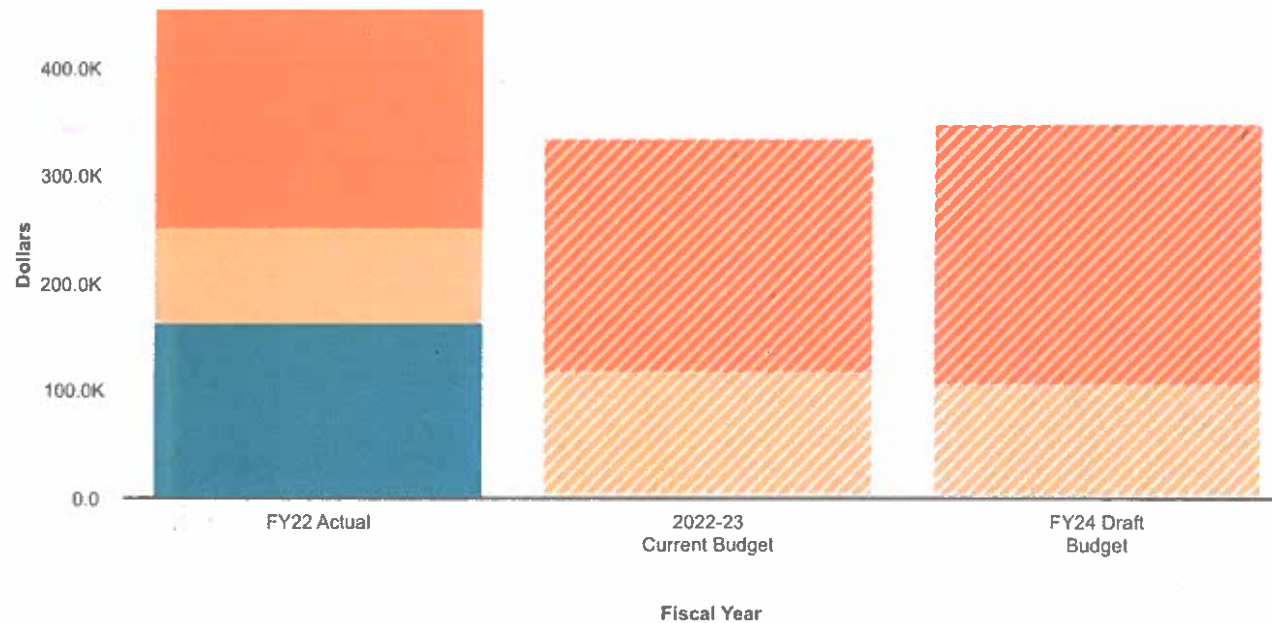
Collapse All	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
▼ Expenses	\$ 0	\$ 0	\$ 1,000
CONTRACT LABOR	0	0	1,000
► PERSONAL SERVICES AND EMPLOYEE BENEFITS	318,858	385,100	392,409
▼ PURCHASED/CONTRACTED SERVICES	143,334	153,900	174,200
PROF. SERV.-INTERPRETER	16,800	19,100	19,600
PROFESSIONAL SERV-JUDGE	69,600	78,000	91,000
PROFESSIONAL SERV-SOLICITOR	42,400	48,100	48,100
PROFESSIONAL SERV-OTHER	170	500	100
REPAIRS & MAINT-VEHICLES	110	0	0
INS. OTHER THAN EMP BENEFITS	11,177	0	0
PRINTING & BINDING	152	100	200
TRAVEL	2,124	5,500	4,600

	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
ADMIN DUES, M&E EXPENSES	741	600	1,000
EDUCATION & TRAINING	60	2,000	9,600
▼ SUPPLIES	10,464	10,300	14,700
OFFICE SUPPLIES	7,314	7,000	8,000
UNIFORMS	405	1,500	1,500
OFFICE FURNITURE-NON CAP	680	0	0
FOOD	0	0	900
BOOKS & PERIODICALS	766	800	800
SMALL EQUIPMENT	707	1,000	3,500
MISCELLANEOUS	593	0	0
▼ CAPITAL OUTLAYS	43,895	0	0
VEHICLES	43,895	0	0
Total	\$ 516,551	\$ 549,300	\$ 582,309

Data filtered by Expenses, MUNICIPAL COURT and exported on June 9, 2023. Created with OpenGov

FY24 Budget - Economic Development

Visualization



Sort By Chart of Accounts

- PERSONAL SERVICES AND EMPLOYEE BENEFITS
- PURCHASED/CONTRACTED SERVICES
- SUPPLIES
- INTERFUND/INTERDEPARTMENTAL CHARGES

Collapse All	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	\$ 202,811	\$ 216,300	\$ 240,939
▼ PURCHASED/CONTRACTED SERVICES	88,424	119,300	108,400
ECON DEV NDA & DDA	1,934	0	0
PROFESSIONAL SERV.-OTHER	25,027	46,300	35,000
INS. OTHER THAN EMP BENEFITS	2,239	0	0
HOSPITALITY	1,597	1,500	900
ADVERTISING	17,593	40,000	35,000
PRINTING & BINDING	0	500	500
TRAVEL	4,623	7,500	7,500
ADMIN DUES, M&E EXPENSES	33,452	21,200	25,000
EDUCATION & TRAINING	1,960	2,300	4,500
▶ SUPPLIES	186	400	300

▼ INTERFUND/INTERDEPARTMENTAL CHARGES

GRANTS TO NONPROFITS

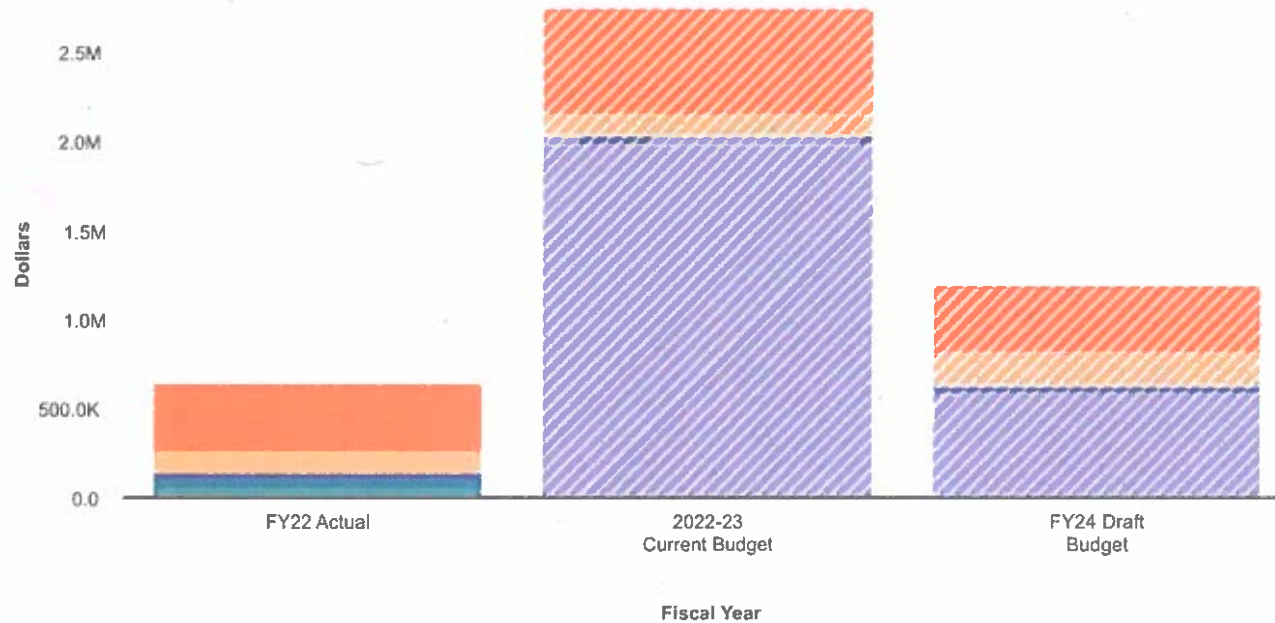
Total

FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
163,468	0	0
163,468	0	0
\$ 454,888	\$ 336,000	\$ 349,639

Data filtered by Expenses, ECONOMIC DEVELOPMENT and exported on June 9, 2023 Created with OpenGov

FY24 Budget - Stormwater

Visualization



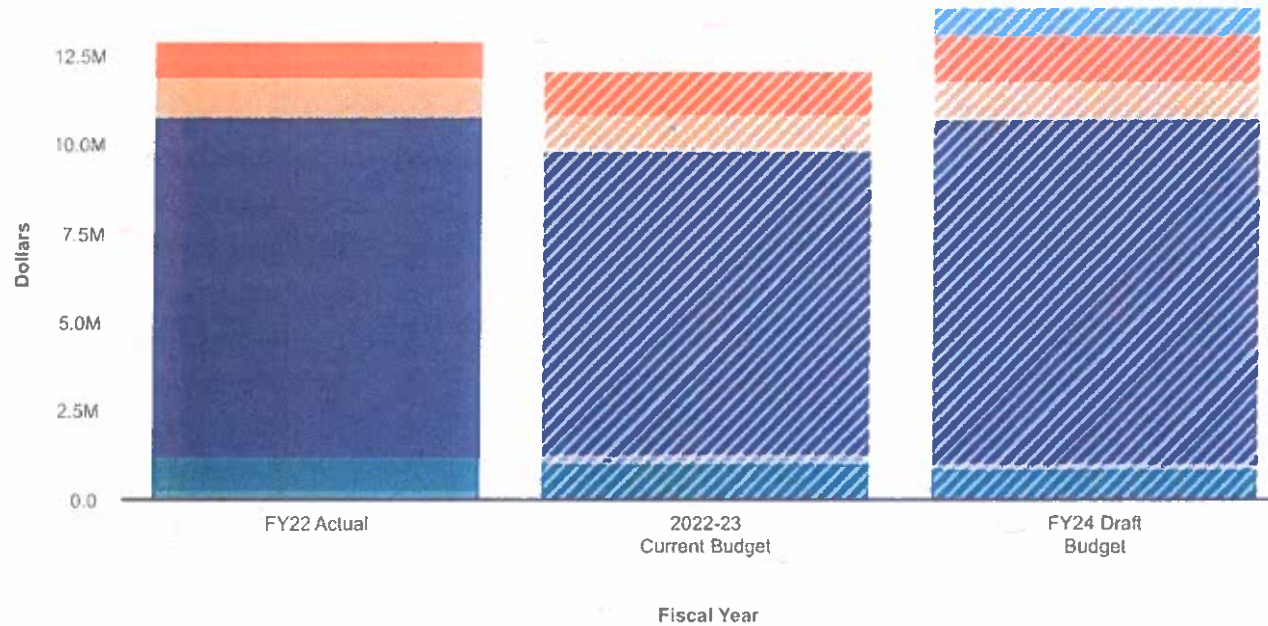
Collapse All	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	\$ 371,603	\$ 582,000	\$ 364,584
▼ PURCHASED/CONTRACTED SERVICES	128,319	130,500	199,600
PROFESSIONAL SERV.-AUDIT	16,150	5,000	19,800
PROFESSIONAL SERV. - ENG.	31,006	36,000	40,000
REPAIRS & MAINT-VEHICLES	4,821	6,000	5,400
REPAIRS & MAINT - EQUIPMENT	4,870	3,600	4,000
REPAIRS & MAINT STORM WTR	4,595	0	0
RENTAL/LEASE FLEET MGMT	22,218	22,200	20,600
INS. OTHER THAN EMP BENEFITS	11,177	0	0
HOSPITALITY	1,145	1,200	800
POSTAGE	2,881	200	2,300
PRINTING & BINDING	310	300	400

	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
TRAVEL	1,626	2,000	2,500
ADMIN DUES, M&E EXPENSES	522	600	500
EDUCATION & TRAINING	1,939	3,400	3,500
CONTRACT LABOR	25,058	50,000	100,000
▸ SUPPLIES	35,034	29,700	30,700
▼ CAPITAL OUTLAYS	0	2,007,000	600,000
INFRASTRUCTURE	0	407,000	505,000
EQUIPMENT	0	0	95,000
STORM WATER IMPROVEMENT	0	1,600,000	0
▸ INTERFUND/INTERDEPARTMENTAL CHARGES	51,425	0	0
▸ DEPRECIATION AND AMORTIZATION	56,527	0	0
Total	\$ 642,908	\$ 2,749,200	\$ 1,194,884

Data filtered by Expenses, STORM WATER and exported on June 9, 2023 Created with OpenGov

FY24 Budget - Norcross Power/Electric Fund

Visualization



Sort By Chart of Accounts

- Expenses
- PERSONAL SERVICES AND EMPLOYEE BENEFITS
- PURCHASED/CONTRACTED SERVICES
- SUPPLIES
- CAPITAL OUTLAYS
- INTERFUND/INTERDEPARTMENTAL CHARGES
- DEPRECIATION AND AMORTIZATION

Collapse All

▼ Expenses

CUSTOMER CHOICE BUILDOUTS

► PERSONAL SERVICES AND EMPLOYEE BENEFITS

▼ PURCHASED/CONTRACTED SERVICES

PROFESSIONAL SERV.-LEGAL

PROFESSIONAL SERV.-AUDIT

PROFESSIONAL SERV. - ENG.

PROFESSIONAL SERV.-OTHER

REPAIRS & MAINT-VEHICLES

REPAIRS & MAINT.-GROUNDS

REPAIRS & MAINT - EQUIPMENT

RENTAL OF EQUIP & VEHICLE

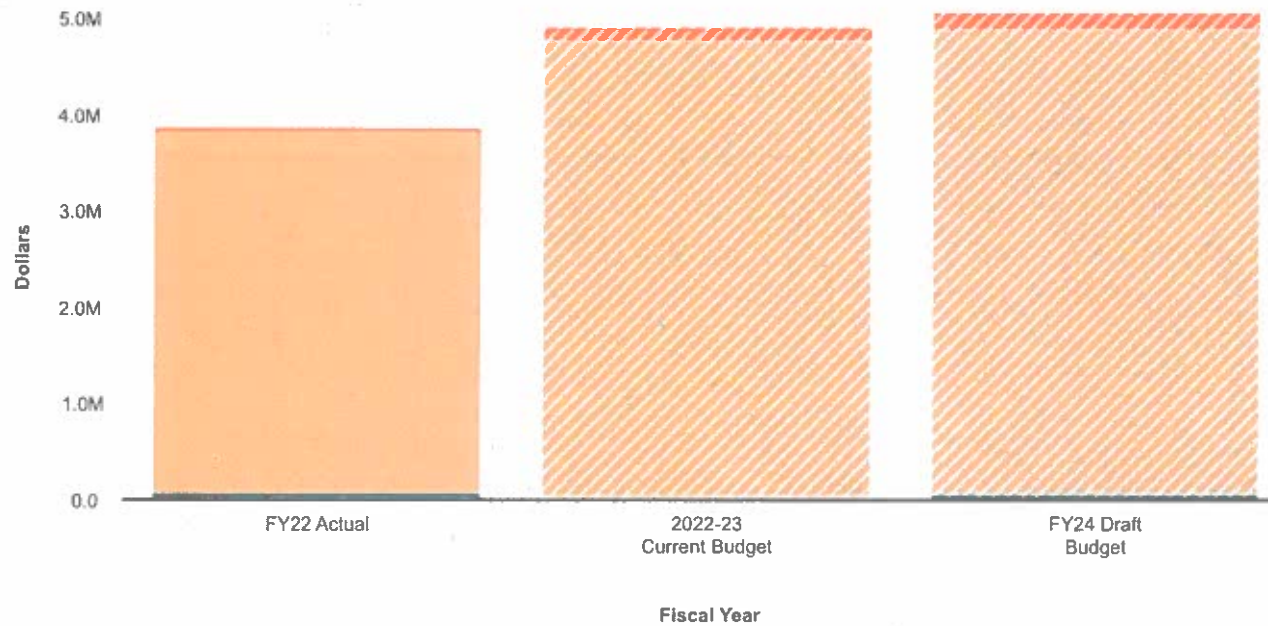
	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
Expenses	\$ 0	\$ 0	\$ 710,000
CUSTOMER CHOICE BUILDOUTS	0	0	710,000
PERSONAL SERVICES AND EMPLOYEE BENEFITS	1,039,525	1,213,100	1,326,314
PURCHASED/CONTRACTED SERVICES	1,104,061	1,066,300	1,093,700
PROFESSIONAL SERV.-LEGAL	0	1,000	300
PROFESSIONAL SERV.-AUDIT	17,000	15,000	40,000
PROFESSIONAL SERV. - ENG.	0	2,800	2,500
PROFESSIONAL SERV.-OTHER	280	30,000	16,000
REPAIRS & MAINT-VEHICLES	32,926	25,000	46,100
REPAIRS & MAINT.-GROUNDS	29,550	0	0
REPAIRS & MAINT - EQUIPMENT	12,290	2,500	7,800
RENTAL OF EQUIP & VEHICLE	401	4,000	600

	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
► DEPRECIATION AND AMORTIZATION	270,798	0	0
Total	\$ 12,964,049	\$ 12,096,800	\$ 13,838,315

Date filtered by: Expenses, ELECTRIC and Equine PL, 2022-23
Created with OpenGov

FY24 Budget - Solid Waste

Visualization



Sort By Chart of Accounts

- PERSONAL SERVICES AND EMPLOYEE BENEFITS
- PURCHASED/CONTRACTED SERVICES
- INTERFUND/INTERDEPARTMENTAL CHARGES
- DEPRECIATION AND AMORTIZATION

Collapse All	FY22 Actual	2022-23 Current Budget	FY24 Draft Budget
▶ PERSONAL SERVICES AND EMPLOYEE BENEFITS	\$ 30,722	\$ 130,900	\$ 137,178
▼ PURCHASED/CONTRACTED SERVICES	3,779,307	4,800,000	4,864,100
POSTAGE	2,235	0	0
CONTRACT LABOR	3,777,073	4,800,000	4,864,100
▼ INTERFUND/INTERDEPARTMENTAL CHARGES	71,765	0	66,200
PERSONNEL COSTS	71,765	0	66,200
▶ DEPRECIATION AND AMORTIZATION	3,263	0	0
Total	\$ 3,885,057	\$ 4,930,900	\$ 5,067,478

Data filtered by Expenses, SANITATION and exported on June 9, 2023 Created with OpenGov

FY 24 All Funds Budget Summary ¹

	General Fund	Special Investigations Fund	Motor Vehicle Rental Fund	Federal Seized Drug Fund	Technology Surcharges Fund	Hotel/Motel Fund	2023 SPLOST	2017 SPLOST	Capital Project Fund	Storm-water Fund	Electric Fund	Solid Waste Fund	Total, All Funds
Revenues and Other Sources													
31 - Taxes	\$ 13,329,200		\$ 115,200			\$ 1,115,800				\$ 1,075,700			\$ 15,635,900
32 - Licenses & Permits	717,700												717,700
33 - Intergovernmental Rev.	208,400						4,000,000						4,208,400
34 - Charges for Services	592,300										14,497,400	4,949,500	20,039,200
35 - Fines & Forfeitures	1,513,681	2,787,600			119,900								4,421,181
36 - Investment Income	480,900	200	23,500			30,700				72,400	92,500	41,500	741,700
38 - Miscellaneous Revenue	181,400					-				-	68,600		250,000
39 - Other Financing Sources ²	2,162,297			3,500	72,600			46,330	1,031,684	46,784		76,478	3,439,673
Total	\$ 19,185,878	\$ 2,787,800	\$ 138,700	\$ 3,500	\$ 192,500	\$ 1,146,500	\$ 4,000,000	\$ 46,330	\$ 1,031,684	\$ 1,194,884	\$ 14,658,500	\$ 5,067,478	\$ 49,453,754
Expenditures/Expenses and Other Uses													
51 - Personal Services	\$ 11,045,361	\$ 744,138								\$ 364,584	\$ 1,326,314	\$ 137,178	\$ 13,617,575
52 - Purchased/contract Serv.	5,132,011	1,297,288			27,700	637,600			\$ 18,500	199,600	1,093,700	4,864,100	13,270,499
53 - Supplies	1,034,625	2,175		3,500	46,700					30,700	10,461,785		11,579,485
54 - Capital Outlay	291,197	744,199	138,700		118,100		4,000,000	46,330	947,541	600,000	192,700		7,078,767
57 - Other Costs ²	1,000										710,000		711,000
61 - Other Financing Uses ²	1,681,684				-	508,900			65,643		874,001	66,200	3,196,428
Total	\$ 19,185,878	\$ 2,787,800	\$ 138,700	\$ 3,500	\$ 192,500	\$ 1,146,500	\$ 4,000,000	\$ 46,330	\$ 1,031,684	\$ 1,194,884	\$ 14,658,500	\$ 5,067,478	\$ 49,453,754

Notes:

1. Excludes the budget for the Downtown Development Authority, a component unit.
2. Other Financing Sources reflects transfers into the fund of drawdown of fund balance/net position. Other costs includes Customer choice buildouts and contract labor.
Other Financing Uses reflects transfers, interdepartmental charges and, in the General Fund, the contingency.

FY 24 Capital Projects Preliminary Budgets – updated to include two Community Center projects

Capital Project Fund

\$1,580,609 projected available 9/1/24, after \$1M contribution from GF

Proposed FY24 Projects:

Parks trailer	\$3,100
Downtown digital message board	30,000
Bike rack replacement 12 locations	7,440
Relocate music from 45 South to City Hall	4,500
Library Plaza Wildflower installation	2,000
Irrigation system reference guide	5,000
Rectory upstairs flooring	6,320
Rectory bathroom remodels	29,300
F250 (2 - Public Works)	143,000
F150 (Public Works)	62,000
8 radios for new positions	45,500
6 Patrol Explorers + Upfitting	419,000
CACC (Community Center) AV refresh	25,800
CACC drapes	16,600
New city-wide servers (split with Technology Surcharge fund)	118,100
Heritage Park Stair Mural	<u>9,000</u>
TOTAL	\$926,660

CACC Kitchen – flooring, cabinets, stove	9,000
CACC AV upgrade – audio, speakers, projector	<u>24,497</u>
	\$960,157

Technology Surcharge Fund

\$192,500 available, including \$72,600 in budgeted fund balance

Proposed FY24 projects:

New city-wide servers (split with Capital Project Fund)	118,100
Operating expenses (not capital)	<u>74,330</u>
TOTAL	\$192,430

2017 SPLOST - Recreation Facilities

\$2.5M available

Proposed FY24 projects:

Additional funding for steel pergola structure	21,630
Brundage back entry sign	13,700
Johnson Dean Monument sign	5,000
Pinnacle Park arboretum signs	<u>6,000</u>
TOTAL	46,330

2023 SPLOST Transportation

Est. \$2.2M available

2023 SPLOST Recreation

Est. \$600,000 available

2023 SPLOST Administrative Facilities

Est. \$1.2M available

Storm Water Fund*Proposed FY24 Projects:*

Anamando Close culvert	315,000
Summerour pipe replacement	50,000
Rakestraw/Ruth drainage	75,000
Gloucester/Marshes Glenn/Ballard drainage	65,000
Mini excavator	<u>95,000</u>
TOTAL	600,000

Electric Fund*Proposed FY24 Projects:*

Reconductoring-Stanford Village	350,000
Truck replacement (2)	126,000
Phase I Reclosers	44,700
HD Trailer	22,000
Prose 5420 project	<u>360,000</u>
TOTAL	902,700

FY 24 CAPITAL PROJECTS DESCRIPTIONS

	Department/ Division	Capital Project	Current Proposed FY24 Project Descriptions	Cost/ Source
	PWUP/Parks	Trailer	Purchase a trailer for daily operations and City events execution. With the number of annual events and operations overlapping between different divisions, it is difficult for both divisions to share the Public Works trailer which is used on a daily basis for the PW operations.	\$3,100 Capital Project Fund
	PWUP/Parks	Bike Rack Replacement	Replace and install new bike racks downtown and in City parks. In doing so, this will attract more commuters to use bikes as a mode of transportation, support green transportation and reduce traffic congestion, as well as parking space conservation and associated maintenance. The proposed locations are: 1) Upgrades at LWP 2) Adding 1 at Jones Street at Betty Mauldin 3) Adding and/or upgrading at Social Fox. 4) 6 in Downtown along South Peachtree street 5) Corner of HBR & College Street 6) 2 Along Skin Alley	\$7,440 Capital Project Fund
	PWUP/Parks	Library Plaza Wildflower Installation	Installation will focus on filling in some of the bare spaces in the planters at the Library Plaza with native wildflowers. The estimated empty spots are approximately 5,100 SF.	\$2,000 Capital Project Fund
	PWUP/Parks	Irrigation System Reference Guide	With staff and contractor changes, there is a need to create a manual for the irrigation system within the limits of the City. This Manual will include the location of irrigation features (Water supply mains, Water meters, Irrigation meters, Irrigation control boxes, Supply pipes, Valve, Spray heads, Drip emitters, etc.). The Manual will include all City irrigation systems on all properties and parks.	\$5,000 Capital Project Fund

Attachment: FY 24 Capital Projects Descriptions FINAL (23-6760 : FY 24 Budget Discussion)

FY 24 CAPITAL PROJECTS DESCRIPTIONS

	PWUP/Parks	Additional Funding for Steel Pergola Structure	Replace two existing pergola structures at Lillian Webb Park due to wear and tear from inclement weather and the improper use by the Public. Two custom 9'x25' Cantilevered Steel Trellises with Quad Columns, that will replace the rotten ones at Lillian Webb Park.	\$21,630 2017 SPLOST Recreation
	PWUP/Parks	Brundage Park Back Entry Sign	Install signage at the entry of the walkway ramp (@ Hopewell Baptist Church Parking lot side), the overflow parking lot for private and/or City events. Wayfinding is not clear to the Rossie Brundage Park without proper signage. (Completion of this project is pending agreement with the church owners.)	\$13,700 2017 SPLOST Recreation
	PWUP/Parks	Pinnacle Park Arboretum Signs	Highlight Pinnacle Park as the only arboretum not only in the City but in Gwinnett County. An arboretum will provide an important environment for trees and woody shrubs as a point of interest and tourist attraction to the City. The signs requested will be in English, Spanish, and Latin (its botanical name). The signs are a necessary component for the process of getting Pinnacle Park accredited as an arboretum. Educational resources will be provided to highlight the City's commitment as a Green City and A Tree City within an area considered Low to Moderate Income. Having Pinnacle Park as part of the Morton Register of Accredited Arboreta will not only be the first and only arboretum in Norcross but also Gwinnett County.	\$6,000 2017 SPLOST Recreation
	PWUP/Public Works	2 – F250 Trucks	Trucks (PW55 & PW51) are City-owned trucks. 1) PW51 is a 2012 XL 4x2 Regular Cab with 84,668 miles. The Blue Book Value for this truck ranges between \$12,700 and \$15,400. 2) PW55 is a 2015 XL 4x2 Regular Cab with 106,592 miles. This truck is currently used by the Parks Division Superintendent. The daily mileage on this vehicle is around 50 miles. The Blue Book Value for this truck ranges between \$20,300 and \$24,400. Other than regular maintenance on these vehicles (such as oil change, battery checks, tire service and fluid inspections, replacing burned lights etc..). No other major maintenance activities have taken place on these vehicles. Public	\$143,000 Capital Project Fund

FY 24 CAPITAL PROJECTS DESCRIPTIONS

			Works staff will take on full responsibility for scheduling required maintenance on the new trucks. Both trucks will need the capability to haul and/or pull a trailer for emergency needs.	
	PWUP/Public Works	F150 Truck	Truck (unit 21) is a 2018 Ford F-150 a 4x2 SuperCrew Cab operated by the Parks Division currently owned by Enterprise Fleet. PW is proposing to replace this with a new truck. The lease with Enterprise is about to expire and the Public Works Division is recommending replacing the truck with a City-owned truck. Public Works staff will take on full responsibility for scheduling required maintenance on the city-owned vehicles.	\$62,000 Capital Project Fund
	PWUP/ Stormwater	Anamanda Close Culvert Replacement	The removal and replacement of the failing headwalls on both ends (upstream and downstream) of the existing culvert along with a 10' section pipe replacement for the triple - 60" Corrugated Metal Pipes (CMP) and the placement of new energy dissipating devices (Concrete apron). This will prevent any further deterioration of the culvert and avoid unnecessary expenses to fully replace the entire storm pipe system and the roadway infrastructure. Upon completion of work, the remainder of the CMPs will be relined to extend the life of the pipe system.	\$315,000 Stormwater Fund/ARPA
	PWUP/ Stormwater	Rakestraw Street / Ruth Street Drainage improvement	The project at Rakestraw Street will improve stormwater drainage along a segment of the roadway. The project will include the pipe installation of 16"-18" RCP, a pedestal top manhole structure installation, a Double Wing Catch Basin and the installation of curb to re-direct storm into the storm structure. The project at Ruth Street will improve stormwater drainage along a 150" section of roadway, 24" Curb and Gutter, installation of Storm Structures and associated RCP pipes, 5" concrete sidewalk to tie into the existing sidewalk along Ruth to fill in the gap, and an approximate 5" Road widening.	\$75,000 Stormwater Fund/ARPA
	PWUP/ Stormwater	Gloucester/Marshes Glenn/ Ballard Drainage improvements	As an outcome of the CCTVing completed by IPR (the Contractor awarded the relining project funded by ARPA), multiple pipes were removed from the list of pipes to be relined due to the conditions of the pipes. Non-operational pipes are determined to either be a full pipe replacement or point repair.	\$65,000 Stormwater Fund/ARPA

Attachment: FY 24 Capital Projects Descriptions FINAL (23-6760 : FY 24 Budget Discussion)

FY 24 CAPITAL PROJECTS DESCRIPTIONS

			Pipes in need of maintenance: 1) Point Repair at East Glochester Place between 743 and 761 East Glochester Place. Set a Junction Box (JB) and replace pipe with 60'-18" HDPE and set Headwall. 2) Point Repair at Marshes Glenn Drive between 2211 and 2217 Marshes Glenn Drive. Set a Junction Box (JB) and replace pipe with 40'-30" CMP. 3) Point Repair at Ballard Way between 5564 and 5574 Ballard Way. Replace 20'-18" CMP	
	PWUP/ Stormwater	Summerour Street Pipe replacement	Pipe Replacement at Summerour Street, install 70'-18" RCP, raise buried stormwater Junction Box.	\$50,000 Stormwater Fund/ARPA
	PWUP/ Stormwater	Mini Excavator	Replace an unreliable Mini Excavator (15 years in service) with a new Kubota KX057 Mini Excavator, the new mini excavator, which is a more versatile equipment will provide more comfort and a better working range for the ongoing stormwater operations. Equipment is being discontinued; parts are hard to find. The Mini-Excavator has experienced some issues lately that required maintenance (An inspection has indicated that the unit is very old and not in the best condition). There were attempts to free up the sticking controls, which were not fully restored. The water pump was also replaced. There are limitations on the current excavator (4-6 feet deep trenches). The new one will provide the capability to operate trenches at 8-10 feet deep cutting the costs to contracting out some of the City's stormwater projects.	\$95,000 Stormwater Fund
	PWUP/ Electric	Reconductoring Stanford Village	The conductor has ended the 30-year life expectancy and needs replacement. Nearly half has been replaced due to the occasional failure experienced at that S/D. The reconductoring will be more reliable and economical, once replaced. <i>This may be deferred to FY 25.</i>	\$350,000 Electric Fund
	PWUP/ Electric	Truck Replacement	The trucks will replace existing trucks that have exceeded their terms by 15 months. Trucks (Unit 22 & Unit 26) are both Enterprise trucks.	\$126,000 Electric Fund

Attachment: FY 24 Capital Projects Descriptions FINAL (23-6760 : FY 24 Budget Discussion)

FY 24 CAPITAL PROJECTS DESCRIPTIONS

			1) Unit 22 is a 2018 Ford F-150 XL 4x4 SuperCrew Cab with 75,241 miles. This truck is currently used by the Norcross Power Division Superintendent. The daily mileage on this vehicle is 100 miles. 2) Unit 26 is a 2019 Ford F-150 XL 4x4 SuperCrew Cab with 75,539 miles. This truck is currently used by the Norcross Power Division Supervisor. The daily mileage on this vehicle is 120 miles. Other than regular maintenance on these vehicles no other major maintenance activities have taken place. Public Works staff will take on full responsibility for scheduling required maintenance on the new trucks. Both trucks will need the capability to haul and/or pull a trailer for emergency needs.	
	PWUP/ Electric	Phase I Reclosers	Based on an ECG System Evaluation, new mapping capabilities allowed ECG to both recommend and program setting on Trip-Saver reclosers at the following locations: Newberry Road, Oak Terrace, Cochran Drive , Leeds Road, Dogwood Circle. ECG will be assessing other locations for Phase II recommendations.	\$44,700 Electric Fund
	PWUP/ Electric	HD Trailer	The trailer being used does not possess the capability to transport cables, wires, and equipment safely from and to job sites.	\$22,000 Electric Fund
	PWUP/ Electric	Prose 5420 Development	Pre-paid electric infrastructure for the apartment complex located at 5420 Buford Highway. The complex will serve a 280 units.	\$360,000 Electric Fund
	Communications	Downtown Message Board	Replace current manual message board on Jones St. with an electronic version that can be remotely managed, and allow multiple messages.	\$30,000 Capital Project Fund
	Downtown Manager	Music Relocate	The current control system for the downtown outdoor music is located at 45 South Café. Project consist of relocating the control system to City Hall.	\$4,500 Capital Project Fund
	Downtown Manager	Rectory Flooring	Replacement of all flooring upstairs in the Rectory .	\$ 6,320 Capital Project Fund

Attachment: FY 24 Capital Projects Descriptions FINAL (23-6760 : FY 24 Budget Discussion)

FY 24 CAPITAL PROJECTS DESCRIPTIONS

	Downtown Manager	Rectory Kitchen and Bathrooms Remodel	Remodel includes new flooring, backsplash, cabinets/vanity sink, and repainting walls—first floor and second floor bathrooms and kitchen.	\$29,300 Capital Project Fund Matching Grant Funds
	Downtown Manager	Community Center HVAC Refresh	HVAC system needs to be updated at the Cultural Arts and Community Center. The current system has been unstable	\$25,800 <i>Revise FY 23 HVAC Project Description to Cover All City Buildings</i>
	Downtown Manager	Community Center Drapes	New drapes for the ballroom.	\$16,600 Capital Project Fund
	Downtown Manager	Community Center Kitchen Remodel	Remodel includes new flooring, cabinets, and stove.	\$9,000 Capital Project Fund
	Downtown Manager	Community Center Audio Visual Upgrade	Includes a new audio system, speakers, and projector for the ballroom.	\$24,497 Capital Project Fund
	IT	Citywide Servers Replacement	Current equipment reaches end of life in October 2023. The replacement extends it to October 20230. Windows Server 2012 will be replaced with Windows Server 2019 – the latest Microsoft operating system. Onsite storage will expand from 128 TB to 284 TB, allow retention of more dash cam and body cam video onsite, and facilitate 8-hour turnaround for video requests.	\$118,100 Capital Project Fund., \$118,100 Technology Fund
	Police	8 Radios for New Positions	NPD needs 8 in-car radios for four newly-appointed supervisor vehicles and four traffic unit officer vehicles that do not currently have in-car radios. The radios are Motorola APX 6500 Enhanced series, and cost includes installation.	\$45,500 Capital Project Fund
	Police	6 Patrol Explorers + Upfitting	Vehicle life expectancy forecasts are based on years, mileage, and maintenance costs. Six patrol vehicles will, or have already, reached end of life after 6-8 years of service. A patrol-rated Explorer costs \$44,000 before adding the required emergency lights and siren, rear barrier, console, camera system, IT equipment, striping, etc. Total cost per fully outfitted vehicle is \$69,832.	\$419,000 Capital Project Fund

Attachment: FY 24 Capital Projects Descriptions FINAL (23-6760 : FY 24 Budget Discussion)

FY 24 CAPITAL PROJECTS DESCRIPTIONS

	NPAC	Heritage Park Stair Mural	Heritage Park Stair Mural	\$9,000 Capital Project Fund
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	Downtown Manager	Rectory HVAC Refresh	Rectory HVAC Replacement — Split System Replacement	\$16,678 <i>Revise FY 23 HVAC Project Description to Cover All City Buildings</i>
	HR	Break Room Furniture	Replacement of furniture.	\$13,393 Capital Project Fund
	Clerk	City Hall Community Room Furniture	Replacement of furniture.	\$18,291 Capital Project Fund
	Downtown Manager	Rectory Kitchen Remodel		\$16,600



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**

COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	23-6783	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/7/2023 6:30 PM	In Control:	Policy Work Session
Title:	Surplus Vehicles Request		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Surplus Vehicles](#)
2. [Surplus Vehicles Request Memo - June 2023](#)

Title
Surplus Vehicles Request

Drafter
Bill Grogan

Motion
A motion to Approve/Deny the surplus of five (5) vehicles.



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **BRUCE GAYNOR** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE PHILIP**

Agenda Report

To: Mayor and Council
From: Bill Grogan, Chief of Police
Meeting Date: August 7th, 2023 - Mayor and Council
Item No.: 23-6783
Title: Surplus Vehicles
CC: Eric Johnson, City Manager

Recommendation

Approve the surplus of five (5) vehicles.

Background

The Norcross Police Department has five (5) police patrol vehicles that are no longer in service. Due to the high cost of repairs and higher mileage, these vehicles are too costly to maintain. We are requesting approval to surplus and sell them via auction.

Financial Impact

None

Consistent with Comprehensive Plan?

Yes, goals 2 and 6 specific to providing a safe environment and a high level of quality services for the city.

Next Steps

Council approval / vote.

Attachments

- 1) Surplus vehicles memo from NPD fleet manager

Update – N/A



NORCROSS POLICE DEPARTMENT

BILL GROGAN, CHIEF OF POLICE

TO: Captain Robert Braud

FROM: Amanda Klopfer, Fleet Manager

DATE: June 27, 2023

SUBJECT: Request to Surplus Vehicles

The following 5 vehicles are the property of the City of Norcross Police Department and no longer in service due to high cost of repairs, high mileage, and/or vehicle condition. Request they be surplus.

1. **2011 Dodge Charger.** Unit 945, VIN: 2B3CL1CT2BH582358 Mileage: 133,459
Maintenance: Engine Issues, will not start.

Federal Seized Fund Purchase: 06/16/2011
2. **2011 Dodge Charger.** Unit 952, VIN: 2B3CL1CT2BH582359 Mileage: 120,000 (est)
Maintenance: Engine Issues, will not start.

Federal Seized Fund Purchase: 06/16/2011
3. **2013 Dodge Charger.** Unit 974, VIN: 2C3CDXAGXDH67114 Mileage: 99,452
Maintenance: Electrical Issues, starts when jumped.

General Fund Purchase: 01/09/2013
4. **2009 Chevy Tahoe.** Unit 941, VIN: 1GNEC03049R265688 Mileage: 156,712
Maintenance: Starts and runs, high mileage
General Fund Purchase: 11/06/2009
5. **2010 Chevy Tahoe.** Unit Admin, VIN: 1GNMCAE38AR162772 Mileage: 184,565
Maintenance: Starts and runs, high mileage.

Federal Seized Fund Purchase: 03/04/2010



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**

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City of Norcross

Legislation Details (With Details)

File #:	23-6784	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/7/2023 6:30 PM	In Control:	Policy Work Session
Title:	Update to Roadways Authorized for Use of Speed Detection Devices		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Update to Roadways Authorized for Use of Speed Detection Devices](#)
2. [1\) Georgia DOT List Of Roadways Request Form](#)
3. [2\) Revised City of Norcross Ordinance 34-35](#)

Title

Update to Roadways Authorized for Use of Speed Detection Devices

Drafter

Bill Grogan

Motion

A motion to Approve/Deny an updated list of roadways Norcross Police Department officers are authorized to run speed detection devices on for submittal to Georgia DOT.

and

A motion to Approve/Deny an amendment to the City Code Of Ordinances Article II of Chapter 34 to amend the On-System Roadways in the city and to provide for applicability to speed at school zones, with the following enacting clause:

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



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **BRUCE GAYNOR** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE PHILIP**

Agenda Report

To: Mayor and Council

From: Bill Grogan, Chief of Police

Meeting Date: August 7th, 2023 - Mayor and Council

Item No.: 23-6784

Title: **Update to Roadways Authorized for Use of Speed Detection Devices**

CC: Eric Johnson, City Manager

Recommendation

Approve (1) an updated list of roadways Norcross Police Department officers are authorized to run speed detection devices on for submittal to Georgia DOT and approve (2) revisions to City Ordinance Section 34-35 mirroring the list that will be on file with Georgia DOT.

Background

City Ordinance Chapter 34 Traffic and Vehicles section 35 contains a list of city roadways approved for speed detection devices. That ordinance was last updated in 2016 and earlier this year Council approved recommendations from a speed study that lowered some roads or sections of roads. To enforce speeds using detection devices on any road in the City, State law requires local municipalities approve their usage and submit the list of approved roads to Georgia DOT.

Financial Impact

None

Consistent with Comprehensive Plan?

Yes, goals 2 and 6 specific to providing a safe environment and a high level of quality services.

Next Steps

Council approval / vote.

Attachments

- 1) Georgia DOT List Of Roadways request form
- 2) Revised City of Norcross Ordinance 34-35

Update

N/A

Rev. August 2023

LIST NUMBER 4790-08-2023

The City of Norcross is hereby requesting that the following roadways be approved for the use of speed detection devices:

LIST OF ROADWAYS
for
CITY OF NORCROSS

ON-SYSTEM ROADWAYS

**ALL ON SYSTEM ROUTES HAVE BEEN VERIFIED BY THE GEORGIA DEPARTMENT OF
TRANSPORTATION**

STATE ROUTE	WITHIN THE CITY/TOWN LIMITS OF <i>and/or School Name</i>	FROM	MILE POINT	TO	MILE POINT	LENGTH IN MILES	SPEED LIMIT
SR 13	Norcross	158' south of Jimmy Carter Blvd (South Norcross City Limits)	02.38	252' north of Langford Road (North Norcross City Limits)	04.35	01.97	45
SR 140	Norcross	320' west of Cash Court (West Norcross City Limits)	02.57	Brook Hollow Pkwy	5.30	02.73	45
SR 140	Norcross	Brook Hollow Pkwy	05.30	End at I-85 On/Off Ramps	05.73	00.43	40
SR 378	Norcross	State Route 13 (Buford Highway)	00.00	213' east of Light Circle	00.35	00.35	35
SR 378 * SCHOOL ZONE*	Summerour Middle School School Days Only	Davidson Drive	00.12	193' west of Light Circle	00.27	00.15	30
SR 378	Norcross	213' east of Light Circle	00.35	I-85 northbound ramp	02.91	02.49	45
SR 378 * SCHOOL ZONE*	Beaver Ridge Elementary School Days Only	550' east of Indian Trail Rd	01.83	948' west of Beaver Ridge Cir	02.20	00.30	35

SCHOOL ZONES ARE EFFECTIVE

A.M. from 45 minutes prior to commencement time to 15 minutes after commencement time

—
SCHOOL DAYS ONLY.

P.M. from 15 minutes prior to dismissal time to 45 minutes after dismissal time —

SCHOOL DAYS ONLY.

****ATESD HOURS ARE EFFECTIVE****

One hour before instructional classes begin until one hour after such instructional classes have concluded for the dismissal of school-
SCHOOL DAYS ONLY.

Rev. August 2023

LIST NUMBER 4790-08-2023**OFF-SYSTEM ROADWAYS**

ALL OFF-SYSTEM ROUTES WILL NOT BE VERIFIED BY GEORGIA DEPARTMENT OF TRANSPORTATION

ROAD NAME	WITHIN THE CITY/TOWN LIMITS OF <i>and/or School Name</i>	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Academy Street	Norcross	Lawrenceville Street	Born Street	00.11	25
Amber Drive	Norcross	Wexford Drive	Dead End	00.06	25
Atlantic Boulevard	Norcross	Holcomb Bridge Road	Jimmy Carter Boulevard	00.75	40
Atlantic Boulevard School Zone	Norcross Stripling Elementary	900' S of South Driveway	775' N of North Driveway	00.32	30
Autry Street	Norcross	Thrasher Street	Nesbit Street	00.60	25
Brook Hollow Parkway	Norcross	Indian Trail-Lilburn Road	Jimmy Carter Blvd (SR 140)	02.10	45
Business Park Drive	Norcross	North Peachtree Street	Peachtree Industrial Boulevard	00.41	25
Camelot Way	Norcross	Lancelot Drive	East Glochester Place	00.19	25
Chastain Manor Drive	Norcross	North Peachtree Street	Cul-De-Sac	00.25	25
Cochran Drive	Norcross	North Peachtree Street	Cul-De-Sac	00.40	25
East Glochester Place	Norcross	Lancelot Drive	Glochester Place	00.36	25
Georgetown Park Drive	Norcross	Hunter Street	Cul-De-Sac	00.28	25
Glochester Place	Norcross	North Norcross-Tucker Road	East Glochester Place	00.27	25
Goshen Springs Rd	Norcross	Center Way	Jimmy Carter Blvd (SR 140)	00.60	35
Goodwick Way	Norcross	Mitchell Road	Cul-De-Sac	00.44	25
Holcomb Bridge Road	Norcross	South Peachtree Street	West Peachtree Street	00.10	25
Holcomb Bridge Road	Norcross	West Peachtree Street	Peachtree Industrial Boulevard	00.80	35
Holcomb Bridge Road	Norcross	West Peachtree Street	Peachtree Industrial Boulevard	00.80	35
Huddersfield Way	Norcross	Beaver Ruin Road/SR 378	Goodwick Way	00.70	25
Hunter Street	Norcross	West Peachtree Street	Langford Rd	00.40	35
Lancelot Drive	Norcross	Glochester Place	Cul-De-Sac	00.57	25
Langford Drive	Norcross	West Peachtree Street	Hunter Street	00.82	25
Langford Road	Norcross	Medlock Bridge Rd	Railroad Crossing	00.40	40
Langford Road	Norcross	Railroad Crossing	Old Norcross Road	00.40	35
Lawrenceville Street *School Zone*	Norcross Elementary	100 Ft N of Hunt Street	600 Ft S of Hunt Street	00.13	25
Lawrenceville Street	Norcross	Jones Street	Buford Highway/ SR 13	00.58	25
Lively Avenue	Norcross	Buford Highway/SR 13	Cul-De-Sac	00.39	25
Longview Drive	Norcross	Sunset Drive	Dogwood Circle	00.51	25
Marshes Glenn Drive	Norcross	500 Ft. N Of Everglades Trail	Marshes Glenn Drive	00.29	25
Mitchell Road	Norcross	Buford Hwy (SR 13)	Brook Hollow Pkwy	01.60	35

Attachment: 1) Georgia DOT List Of Roadways Request Form (23-6784 : Update to Roadways Authorized for Use of Speed Detection Devices)

Rev. August 2023

LIST NUMBER 4790-08-2023

ROAD NAME	WITHIN THE CITY/TOWN LIMITS OF <i>and/or School Name</i>	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Mitchell Road *School Zone*	Baldwin Elementary School Hours Only	100' W of Price Place	500' E of Price Place	00.18	25
Newbury Road	Norcross	Goodwick Way	Beaver Ruin Road/SR 378	00.66	25
Norcross Glen Trace	Norcross	Hunter Street	Hunter Street	00.22	25
Norcross Industrial Court	Norcross	Buford Highway/ SR 13	Dead End	00.17	25
Norcross Parkway	Norcross	Beaver Ruin Road/SR 378	Pinnacle Way	00.20	25
North Barton Street	Norcross	Holcomb Bridge Road	Sunset Drive	00.30	25
North Norcross- Tucker Road	Norcross	Buford Highway/ SR 13	SR 140/Jimmy Carter Blvd	00.93	35
North Peachtree Street	Norcross	Park Drive	Ollie Avenue	00.26	25
North Peachtree Street	Norcross	Ollie Avenue	Medlock Bridge Road/ Langford Road	00.76	30
Olde Town Park Drive	Norcross	Holcomb Bridge Road	Georgetown Park Drive	00.23	25
Pacific Drive	Norcross	Jimmy Carter Boulevard/SR 140	Jimmy Carter Boulevard/SR 140	00.63	35
Peachtree Corners East	Norcross	Holcomb Bridge Rd	Peachtree Industrial Blvd	00.30	35
Peachtree Industrial Boulevard	Norcross	Holcomb Bridge Rd/SR 141 Conn	Medlock Bridge Road	01.67	45
Peterson Place	Norcross	Jimmy Carter Boulevard/SR 140	Cul-De-Sac	00.24	25
Pinnacle Court	Norcross	Pinnacle Way	Cul-De-Sac	00.19	25
Pinnacle Way	Norcross	Beaver Ruin Road/SR 378	Brook Hollow Parkway	00.59	25
Price Place School Zone	Baldwin Elementary and Summerour Middle	Beaver Ruin Road/SR 378	Mitchell Road	00.42	25
Reps Miller Road	Norcross	North Peachtree Street	Dead End	00.73	35
Sheffield Road	Norcross	North Norcross-Tucker Road	East Glochester Place	00.32	25
South Peachtree Street	Norcross	Jones Street	Jimmy Carter Boulevard (State Route 140)	00.89	25
Stanstead Circle	Norcross	Langford Road	Stanstead Circle	00.49	25
Sunset Drive	Norcross	North Peachtree Street	Dead End	00.74	25
Thrasher Street	Norcross	Kelly Street	Buchanan Street	00.69	25
Twin Creeks Drive	Norcross	Beaver Ruin Road	Twin Creeks Place	00.12	25
Twin Creeks Place	Norcross	Twin Creeks Drive	Cul-De-Sac/Cul-De-Sac	00.16	25
Wexford Drive	Norcross	Beaver Ruin Road/SR 378	Cul-De-Sac	00.43	25
Winchester Lane	Norcross	Lancelot Drive	East Glochester Place	00.18	25
Wingo Street	Norcross	Jones Street	Born Street	00.36	25

Attachment: 1) Georgia DOT List Of Roadways Request Form (23-6784 : Update to Roadways Authorized for Use of Speed Detection Devices)

Rev. August 2023

LIST NUMBER 4790-08-2023***SCHOOL ZONES ARE EFFECTIVE*****A.M.** from 45 minutes prior to commencement time to 15 minutes after commencement time**SCHOOL DAYS ONLY.****P.M.** from 15 minutes prior to dismissal time to 45 minutes after dismissal time –**SCHOOL DAYS ONLY.******ATESD HOURS ARE EFFECTIVE****

One hour before instructional classes begin until one hour after such instructional classes have concluded for the dismissal of school-
SCHOOL DAYS ONLY.

ALL LISTS AND PARTS OF LISTS IN CONFLICT WITH THIS LIST ARE HEREBY
 REPEALED.

Signature of Governing Authority:

Mayor_____
City Council Members,

Sworn and Subscribed before me

This _____ day of _____, _____.

NOTARY PUBLIC

ORDINANCE NO.

AN AMENDMENT TO THE CITY CODE OF ORDINANCES ARTICLE 11 OF CHAPTER 34 TO AMEND THE ON-SYSTEM ROADWAYS IN THE CITY AND TO PROVIDE FOR APPLICABILITY TO SPEED AT SCHOOL ZONES;

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

I. AMENDMENT.

1. Section 34-35 is amended to delete the table entitled “On-System Roadways” and replace such table with the table below with the same table; for the avoidance of doubt the table entitled “Off-System” shall be unaffected by this amendment:

ON-SYSTEM ROADWAYS

STATE ROUTE	WITHIN THE CITY/TOWN LIMITS OF <i>and/or School Name</i>	FROM	MILE POINT	TO	MILE POINT	LENGTH IN MILES	SPEED LIMIT
SR 13	<i>Norcross</i>	158’ south of Jimmy Carter Blvd (South Norcross City Limits)	02.38	252’ north of Langford Road (North Norcross City Limits)	04.35	01.97	45
SR 140	<i>Norcross</i>	320’ west of Cash Court (West Norcross City Limits)	02.57	Brook Hollow Pkwy	5.30	02.73	45
SR 140	<i>Norcross</i>	Brook Hollow Pkwy	05.30	End at I-85 On/Off Ramps	05.73	00.43	40
SR 378	<i>Norcross</i>	State Route 13 (Buford Highway)	00.00	213’ east of Light Circle	00.35	00.35	35
SR 378 * SCHOOL ZONE*	Summerour Middle School School Days Only	Davidson Drive	00.12	193’ west of Light Circle	00.27	00.15	30
SR 378	<i>Norcross</i>	213’ east of Light Circle	00.35	I-85 northbound ramp	02.91	02.49	45
SR 378 * SCHOOL ZONE*	Beaver Ridge Elementary School Days Only	550’ east of Indian Trail Rd	01.83	948’ west of Beaver Ridge Cir	02.20	00.30	35

[Continued on Following Page]

OFF-SYSTEM ROADWAYS

ROAD NAME	WITHIN THE CITY/TOWN LIMITS OF <i>and/or School Name</i>	FROM	TO	LENG TH IN MILES	SPEE D LIMI T
Academy Street	Norcross	Lawrenceville Street	Born Street	00.11	25
Amber Drive	Norcross	Wexford Drive	Dead End	00.06	25
Atlantic Boulevard	Norcross	Holcomb Bridge Road	Jimmy Carter Boulevard	00.75	40
Atlantic Boulevard School Zone	Norcross Stripling Elementary	900' S of South Driveway	775' N of North Driveway	00.32	30
Autry Street	Norcross	Thrasher Street	Nesbit Street	00.60	25
Brook Hollow Parkway	Norcross	Indian Trail-Lilburn Road	Jimmy Carter Blvd (SR 140)	02.10	45
Business Park Drive	Norcross	North Peachtree Street	Peachtree Industrial Boulevard	00.41	25
Camelot Way	Norcross	Lancelot Drive	East Glochester Place	00.19	25
Chastain Manor Drive	Norcross	North Peachtree Street	Cul-De-Sac	00.25	25
Cochran Drive	Norcross	North Peachtree Street	Cul-De-Sac	00.40	25
East Glochester Place	Norcross	Lancelot Drive	Glochester Place	00.36	25
Georgetown Park Drive	Norcross	Hunter Street	Cul-De-Sac	00.28	25
Glochester Place	Norcross	North Norcross-Tucker Road	East Glochester Place	00.27	25
Goshen Springs Rd	Norcross	Center Way	Jimmy Carter Blvd (SR 140)	00.60	35
Goodwick Way	Norcross	Mitchell Road	Cul-De-Sac	00.44	25
Holcomb Bridge Road	Norcross	South Peachtree Street	West Peachtree Street	00.10	25
Holcomb Bridge Road	Norcross	West Peachtree Street	Peachtree Industrial Boulevard	00.80	35
Holcomb Bridge Road	Norcross	West Peachtree Street	Peachtree Industrial Boulevard	00.80	35
Huddersfield Way	Norcross	Beaver Ruin Road/SR 378	Goodwick Way	00.70	25
Hunter Street	Norcross	West Peachtree Street	Langford Rd	00.40	35
Lancelot Drive	Norcross	Glochester Place	Cul-De-Sac	00.57	25
Langford Drive	Norcross	West Peachtree Street	Hunter Street	00.82	25
Langford Road	Norcross	Medlock Bridge Rd	Railroad Crossing	00.40	40
Langford Road	Norcross	Railroad Crossing	Old Norcross Road	00.40	35
Lawrenceville Street *School Zone*	Norcross Elementary	100 Ft N of Hunt Street	600 Ft S of Hunt Street	00.13	25
Lawrenceville Street	Norcross	Jones Street	Buford Highway/ SR 13	00.58	25
Lively Avenue	Norcross	Buford Highway/SR 13	Cul-De-Sac	00.39	25
Longview Drive	Norcross	Sunset Drive	Dogwood Circle	00.51	25
Marshes Glenn Drive	Norcross	500 Ft. N Of Everglades Trail	Marshes Glenn Drive	00.29	25
Mitchell Road	Norcross	Buford Hwy (SR 13)	Brook Hollow Pkwy	01.60	35

ROAD NAME	WITHIN THE CITY/TOWN LIMITS OF <i>and/or School Name</i>	FROM	TO	LENG TH IN MILES	SPEE D LIMI T
Mitchell Road *School Zone*	Baldwin Elementary School Hours Only	100' W of Price Place	500' E of Price Place	00.18	25
Newbury Road	Norcross	Goodwick Way	Beaver Ruin Road/SR 378	00.66	25
Norcross Glen Trace	Norcross	Hunter Street	Hunter Street	00.22	25
Norcross Industrial Court	Norcross	Buford Highway/ SR 13	Dead End	00.17	25
Norcross Parkway	Norcross	Beaver Ruin Road/SR 378	Pinnacle Way	00.20	25
North Barton Street	Norcross	Holcomb Bridge Road	Sunset Drive	00.30	25
North Norcross-Tucker Road	Norcross	Buford Highway/ SR 13	SR 140/Jimmy Carter Blvd	00.93	35
North Peachtree Street	Norcross	Park Drive	Ollie Avenue	00.26	25
North Peachtree Street	Norcross	Ollie Avenue	Medlock Bridge Road/ Langford Road	00.76	30
Olde Town Park Drive	Norcross	Holcomb Bridge Road	Georgetown Park Drive	00.23	25
Pacific Drive	Norcross	Jimmy Carter Boulevard/SR 140	Jimmy Carter Boulevard/SR 140	00.63	35
Peachtree Corners East	Norcross	Holcomb Bridge Rd	Peachtree Industrial Blvd	00.30	35
Peachtree Industrial Boulevard	Norcross	Holcomb Bridge Rd/SR 141 Conn	Medlock Bridge Road	01.67	45
Peterson Place	Norcross	Jimmy Carter Boulevard/SR 140	Cul-De-Sac	00.24	25
Pinnacle Court	Norcross	Pinnacle Way	Cul-De-Sac	00.19	25
Pinnacle Way	Norcross	Beaver Ruin Road/SR 378	Brook Hollow Parkway	00.59	25
Price Place School Zone	Baldwin Elementary and Summerour Middle	Beaver Ruin Road/SR 378	Mitchell Road	00.42	25
Reps Miller Road	Norcross	North Peachtree Street	Dead End	00.73	35
Sheffield Road	Norcross	North Norcross-Tucker Road	East Glochester Place	00.32	25
South Peachtree Street	Norcross	Jones Street	Jimmy Carter Boulevard (State Route 140)	00.89	25
Stanstead Circle	Norcross	Langford Road	Stanstead Circle	00.49	25
Sunset Drive	Norcross	North Peachtree Street	Dead End	00.74	25
Thrasher Street	Norcross	Kelly Street	Buchanan Street	00.69	25
Twin Creeks Drive	Norcross	Beaver Ruin Road	Twin Creeks Place	00.12	25
Twin Creeks Place	Norcross	Twin Creeks Drive	Cul-De-Sac/Cul-De-Sac	00.16	25
Wexford Drive	Norcross	Beaver Ruin Road/SR 378	Cul-De-Sac	00.43	25
Winchester Lane	Norcross	Lancelot Drive	East Glochester Place	00.18	25
Wingo Street	Norcross	Jones Street	Born Street	00.36	25

2. The following provisions shall be enacted as Section 34-36 and shall be titled “School Zones”

(a) All On-System Roadways identified as School Zones in Section 34-35 of this Article shall be subject to the provisions set forth in O.C.G.A. § 40-14-8(b).

(b) All school zones must be noticed in accordance with O.C.G.A. § 40-14-6

II. REPEALER.

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

III. EFFECTIVE DATE.

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

IN WITNESS WHEREOF, I have hereunto set my hand and cause this seal to be affixed this ____ day of _____, 2023.

Craig Newton, Mayor

ATTEST:

Monique Lang, City Clerk



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**

COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	23-6787	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/7/2023 6:30 PM	In Control:	Policy Work Session
Title:	RFP 23-06 – Right of Way Acquisition		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Right of Way Acquisition](#)
2. [Right of Way RFP 06-23](#)
3. [Map of PI 0016067](#)
4. [Proposals](#)
5. [ROW Acquisition Addendums](#)
6. [Row Acquisition - Quantitative Evaluation Worksheet](#)
7. [ROW Acquisition - Qualitative Evaluation Worksheet](#)
8. [ROW Acquisition - Proposal Responsiveness](#)

Title
RFP 23-06 – Right of Way Acquisition

Drafter
Antonio Harris

Motion
A motion to Approve /Deny the award of the Right of Way Acquisition contract for the PI 0016067 Norcross Greenway LCI project to Johnson, Mirmiran & Thompson Incorporated (JMT), funded by the ARC in the amount of \$1,520,600, with matching city capital budget funds of \$380,150 for a total project cost of \$1,900,750. satisfying the 80/20 requirement.



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **BRUCE GAYNOR** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE PHILIP**

Agenda Report

To: Mayor and Council

From: Antonio Harris, Community Development and Planning Director

Meeting Date: August 7, 2023 – Mayor & Council

Item No.: 23-6787

Title: RFP 23-06 – Right of Way Acquisition

CC: Eric Johnson, City Manager

Recommendation

To award the Right of Way Acquisition contract for the PI 0016067 Norcross Greenway LCI project to Johnson, Mirmiran & Thompson Incorporated (JMT).

Background

This project addresses regional community needs through the integration of regional storm water improvements with a proposed bicycle and pedestrian network for the south side of Norcross. The trail will connect downtown Norcross with Buford Highway and Beaver Ruin Road, which will address identified needs and opportunities that will impact the City's growth over the next twenty years. The City and Georgia DOT have started preliminary engineering on the Norcross Greenway LCI project. Preliminary plans are approved, and the next steps are to identify affected parcels throughout the project and start acquiring land to keep the project on schedule. The City and the Atlanta Regional Commission (ARC) are in a Project Framework agreement of 80/20 split and the City is responsible for acquiring the Right of Way.

Right of Way acquisition is expected to begin May of 2023 and end October of 2024. ROW must be certified by November 2024. The Norcross Greenway LCI project will play an important role in defining and implementing the City's future vision and will be undertaken with extensive public input as the City acquires the Right of Way. Throughout the process, Mayor and City Council will be regularly updated.

Financial Impact

PI 0016067 Norcross Greenway LCI project Capital Projects Budget (existing allocation)
\$1,520,600 ARC: \$380,150 City 80/20 split.

Consistent with Comprehensive Plan?

Yes. Goal 2 – Continue to strengthen Norcross as a Livable, Inclusive, and Safe environment.

Policy 2-3: Promote walkable, bicycle friendly, safe neighborhoods.

PI 0016067 Norcross Greenway LCI project: This project is priority one network and segments with the City's goal to define Norcross as a Sense of Place by updating the City's Livable condition incentives.

Next Steps

Sign contract and develop a work plan to commence the acquisition process.

Attachments

Right of Way Acquisition RFP
Map of PI 0016067
Proposals & Addenda
Evaluation

Update

We are waiting for **GA DOT** to approve the ROW plans. Then we will be able to start land acquisition services.

City of Norcross
Department of Public Works & Utilities

Request for Proposal (RFP 23-06)

Right of Way Acquisition

INSTRUCTIONS

All sealed bids must be submitted by **June 23, 2023, at 11:00 a.m.** to the address below. Please submit two printed copies and one electronic copy (USB) of your RFP package to:

Tony Harris
RFP 23-06
Department of Public Works, Utilities & Parks
345 Lively Avenue
Norcross, GA 30071

Please request bidding documents/specifications and submit questions via e-mail only to Christabel Ghansah at christabel.ghansah@norcrossga.net.

All questions/requests must be submitted via e-mail prior to 11:00 a.m. on **June 9, 2023**.

MANDATORY: Pre-Bid Meeting

All bidders are required to attend the pre-bid meeting at 11:00 a.m. on **June 2, 2023**, at 345 Lively Avenue, Norcross GA 30071.

We appreciate your interest in the City of Norcross!

Project Description

This project includes an approximate 3.3 mile shared-use path offering a commute and recreational transport alternative that will serve and connect multiple neighborhoods, workplaces/offices, schools, religious institutions, and parks between Buford Highway/Historic Downtown Norcross on the western side, and the Beaver Ruin Road Shared-Use Trail. When fully installed, this project will connect to the Beaver Ruin Road Shared-Use Trail in two locations, providing a continuous 4.8-mile loop.

The typical section consists of an 8 to 10 foot wide concrete shared-use path, to be constructed on one side of existing Cemetery Street, Mitchell Road, Pinnacle Way, and Price Place. Several retaining walls as well as pedestrian bridges and boardwalks are included. No off-site detour is needed, and the Right of Way acquisition service is 12 to 18 months. Construction time is 18 to 24 months.

Submission Guidelines

Please submit two printed copies of the proposal as well as an electronic version of the proposal on a USB drive, in a sealed package to the following address:

Tony Harris
Ref: Right of Way Acquisition
Public Works, Utilities & Parks
345 Lively Avenue
Norcross, GA 30071

Proposals Are Due By June 23, 2023, at 11:00 a.m.

Incomplete proposals and proposals submitted after the deadline will not be accepted or reviewed.

Pre-Proposal Meeting

Proposers are encouraged to attend the pre-proposal meeting, which will be held at 345 Lively Avenue on **June 2, 2023**.

Proposal Questions

Please submit any questions related to this RFP to the Capital Projects Manager via email only at christabel.ghansah@norcrossga.net.

Email Subject: Question – Right of Way Acquisition.

All questions should include the Proposer's name and the referenced RFP section in the following format:

Proposer/Firm Name
 1. Question
 Citation of relevant section of the RFP
 2. Question
 Citation of relevant section of the RFP

Q/A will be posted as an addendum on the City of Norcross' [Bid Posting](#) page.

Please submit all questions by June 9, 2023.

Scope of Work

Provide Land Acquisition services for the PI 0016067 Norcross Greenway LCI project. The project has 66 parcels, and land acquisition is needed to complete the project. These parcels have a direct effect on the progress of the project and will need to be acquired before Bidding. The City of Norcross is responsible for acquiring Right of Way from property owners and the selected firm will work on behalf of the City.

Proposal Submission Requirements:

No more than 15 pages exclusive of resumes and fee proposals

1. **Cover Letter** (indicating interest and identifying the primary point of contact)
2. **Basic Screening Information** (about the firm, office location, size, and contact information)
 - 5 to 20 years of Land Acquisitions and Engineering services.
 - 5 to 10 years of Real Estate experience with license.
 - Organizational chart (where applicable, to show team and personnel for the project)
 - Resumes/Portfolio (pertaining to key personnel on the project)
3. **Experience & Qualifications** (5 to 20 years of experience acquiring land for Government projects.)
 - Experience in Real Estate appraisals.
 - Experience in eminent domain.
 - Able to speak on behalf of the City during court proceedings.
 - Minimum of 4 staff members with experience
4. **Technical Considerations** (Knowledge of legal terms for land acquisition. Experience in condemnation and court processes.)
5. **Recommendations** (provide at least 3 references for a similar-scope project)
 - References should include organization, address, contact name, email, phone number
6. **Fee Proposal** (total cost and line-item breakdown)

Deliverables

The selected firm will be required to provide regular updates as agreed upon and present final recommendations to Mayor & Council. The City reserves the right to request an interim report for review and discussion, prior to the submission of the final report.

Qualifications

The City will accept and only review applications from qualified and experienced firms with prior experience in work of this magnitude. As stated in the Proposal Submission Requirements, proposers must (have):

- Have and submit evidence of 5 to 20 years of experience acquiring land for government projects
- Experience in real estate appraisals
- Experience in eminent domain
- Ability to speak on behalf of the City during court proceedings
- Minimum of four (4) staff members with experience

Evaluation Criteria

Criteria	Max Score
Experience & Qualification	30
Strength of overall proposal	20
Technical Consideration	20
References	15
Fee Proposal	15
Total	100

The 10 Most Critical Things to Keep in Mind When Responding to an RFP for the City of Norcross:

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

This checklist is provided for assistance only and should not be submitted with Proposal.

Attachment: Right of Way RFP 06-23 (23-6787 : RFP 23-06 – Right of Way Acquisition)

I. GENERAL CONDITIONS

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

A. Qualifications

1. Bids will be considered only from experienced and well-equipped Land Acquisition Firm(s) engaged in work of this type and magnitude.
2. Bidders may be required to submit evidence setting forth qualifications, which entitle his or her company for consideration as a responsible Land Acquisition Firm. A list of work of similar character successfully completed within the last two years may be required giving the location, size and listing of equipment available for use on this work. Before accepting any bid, the City may require evidence of the Land Acquisition Firm's financial ability to successfully perform the work to be accomplished under the contract.

B. Guarantee to Accompany Bid

1. If the proposer's bid is greater than \$30,000.00, Bids must be accompanied by a certified check or cashier's check or acceptable bid bond in an amount not less than five percent (5%) of the amount bid per section, and failure to submit a bid bond will be cause for rejection.

C. Authority to Sign

1. The Bidder should ensure that the legal proper name of his proprietorship, firm, partnership and/or corporation is printed or typed in the space provided on the Schedule of items.

D. Rights Reserved

1. The City of Norcross reserves the right to reject all Bids, to waive informalities or to re-advertise. It is understood that all Bids are made subject to this agreement, that the City of Norcross reserves the right to decide which Bid it deems lowest and best. In arriving at this decision, full consideration will be given to the reputation of the Bidder, their financial responsibility, and work of this type successfully completed and past performance with the City of Norcross.
2. Bidders are advised to examine Plans and Specifications carefully and to make examinations of the site of the proposed work as are necessary to familiarize

themselves with location conditions, which may affect the proposed work. Bidders are also advised to inform themselves fully regarding the conditions under which the work will be performed. The City of Norcross will not be responsible for the Bidders errors or misjudgment, nor for any information on location conditions or general laws and regulations.

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

E. Award of Contract

1. The contract will be awarded to the lowest responsive and responsible bidder whose bid will be most advantageous to the City, price and other factors considered. The City is to make the determination.
2. The bid evaluation will be made on the following criteria:
 - i. Bid price
 - ii. Compliance with specification
 - iii. Qualifications of personnel
 - iv. Commitment to complete work on a timely basis
 - v. References
3. Prior to award of the Contract, the successful bidder will be required to submit a Land Acquisition schedule to the City, demonstrating the bidder's ability to commence and proceed in a timely manner. A bidder's failure to demonstrate the ability to proceed as required may result in the award to the next lowest, responsive, and responsible bidder, as deemed in the City's best interest.
4. Failure to demonstrate the ability for contract execution and progression will result in, at the City's discretion, the award of any and/or all the Bidder's contracts to the next lowest responsible bidder or the re-advertisement and re-bidding of any and/or all of these contracts.
5. Prior to execution of a Contract, if the contract amount is greater than \$30,000.00, a Contract Performance Bond and a Payment Bond, each equal to 100% of the Contract amount per section, must be provided by the successful bidder by a surety company qualified to do business in the State of Georgia with an AM Best rating of B+ or higher and satisfactory to the City of Norcross. Bonds given shall meet the requirements as listed in this Bid package.

F. Production Requirements

1. Time is of the utmost importance for this project. The successful bidder will be required to commence work within ten (10) calendar days from the receipt of the

Notice to Proceed and must carry on with utmost diligence to complete the work within 365 Days.

G. Location and Site

1. The site of the proposed work is within City of Norcross, Georgia.
2. The Land Acquisition Firm shall accept the site in its present condition and carry out all work in accordance with the requirements of the specifications as indicated on the drawings or as directed by the Department of Public Works.
3. The Land Acquisition Firm, before submitting a bid, is required to visit the site and acquaint himself with the actual conditions and the location of any and/or all obstructions that may exist on the site. The site visit must be confirmed by the Project Manager.

H. Compliance with OSHA Standards and Regulations

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

I. Non-Collusion

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

J. Contract Requirements

1. Successful vendor is required to do the following within ten (10) days of Notice:
 - a) Return to Department of Public Works contract documents executed by the authorized representative attested by the corporate secretary treasurer.
 - b) Provide Insurance Certificates as specified in the bid documents.
 - c) Provide bonding as required by the bid documents
2. Failure to execute the Contract, Contract Performance Bond, and Payment Bond, or furnish satisfactory proof of carriage of the insurance required within ten days after the date of Notice of Award of the Contract may be just cause for the annulment of the award and for the forfeiture of the bid guaranty of City of Norcross, not as a penalty, but as liquidation of damages sustained. At the discretion of the City, the award may then be made to the next lowest, responsible bidder, or the work may be re-advertised or constructed by City forces. The Contract and Contract Bonds shall be executed in duplicate.

K. Miscellaneous Provisions

1. Schedule: The Land Acquisition Firm shall provide to christabel.ghansah@norcrossga.net a schedule of Land Acquisition activities. The schedule must be presented at least seven (7) days prior to work commencing to notify residents and/or businesses.
2. Work Hours: No work shall take place on Saturday or Sunday.

PROPOSALS PACKET CHECKLIST

PROJECT: _____

BID DATE: _____

Enclosed with this Bid Packet are the following Forms and instructions. Use this checklist to ensure you have properly completed all requirements. You must return the following pages to be eligible for consideration of this project.

_____ Two Hard Copies & One Electronic Copy of Proposal

_____ Bid Bond or Certified Check if bid is over \$30,000

_____ Certificate of Liability Insurance

_____ E-Verify Land Acquisition Firm & SAVE Affidavits

_____ Reference Page

_____ Mail or Deliver Proposal to:

Tony Harris
Ref: Right of Way Acquisition
City of Norcross
PWUP Department
345 Lively Ave
Norcross, GA 30071

Attachment: Right of Way RFP 06-23 (23-6787 : RFP 23-06 – Right of Way Acquisition)

References for _____

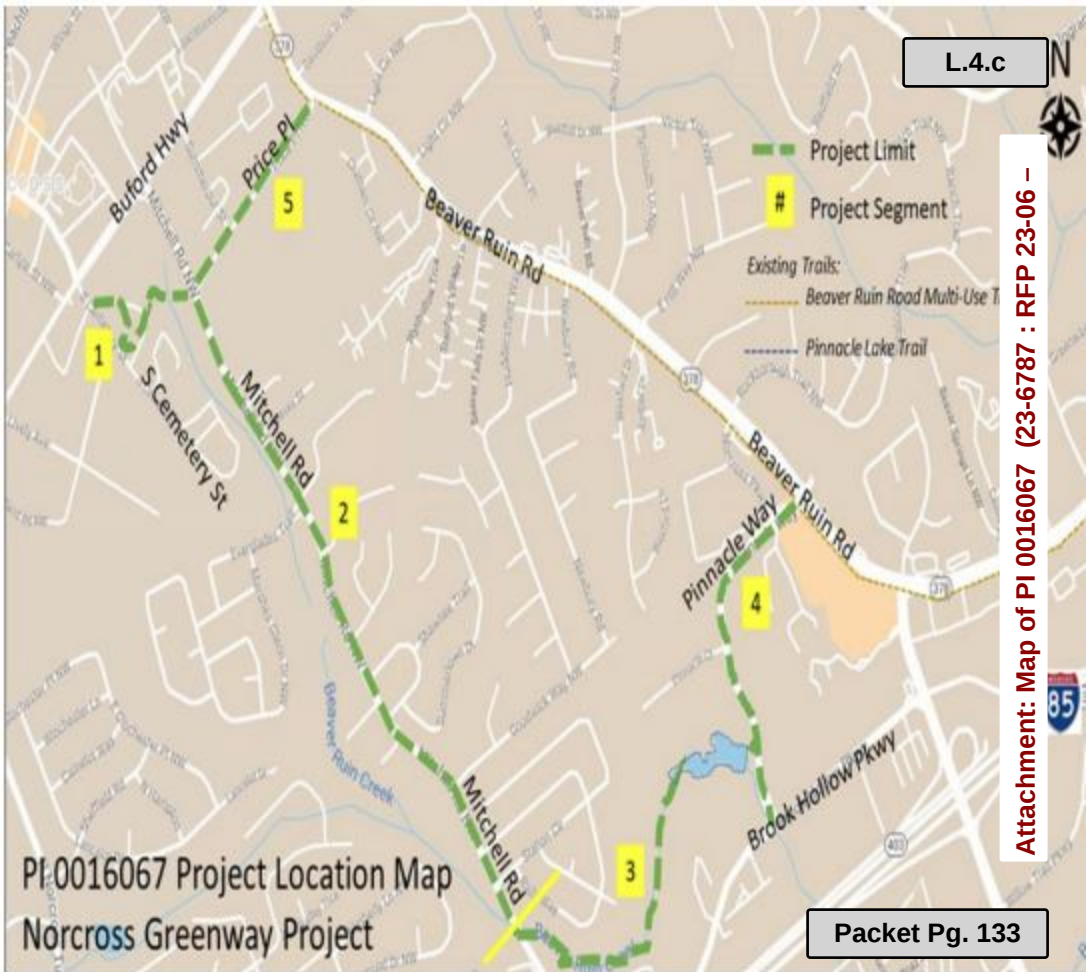
The Land Acquisition Firm must provide at the time of proposal opening a list of contact numbers, addresses and a contact person from three (3) jobs completed having similar specification within the metro Atlanta area.

City of Norcross requests a minimum of three (3) references where work of a similar size and scope has been completed.

1. Company Name: _____
 Description of Project: _____
 Completion Date: _____
 Contact Person: _____
 Telephone: _____ Fax: _____
 Email address: _____

2. Company Name: _____
 Description of Project: _____
 Completion Date: _____
 Contact Person: _____
 Telephone: _____ Fax: _____
 Email address: _____

3. Company Name: _____
 Description of Project: _____
 Completion Date: _____
 Contact Person: _____
 Telephone: _____ Fax: _____
 Email address: _____



PROPOSAL 1: BM&K, PC

CITY OF NORCROSS

RIGHT OF WAY ACQUISITION

RFP 23-06

Submitted by: **BM&K, PC**
Submittal due: **June 23, 2023 at 11:00 AM**



www.bmandk.com

June 23, 2023

City of Norcross
Department of Public Works, Utilities & Parks
345 Lively Avenue
Norcross, Georgia 30071

Re: Request for Proposal (RFP 23-06) Right-of-Way Acquisition

Dear Mr. Harris and City of Norcross Staff,

BM&K Construction & Engineering is excited to submit our proposal for Right-of-Way Acquisition Services. We feel this project is an excellent fit for our company based on history of service and delivery on key projects. Our vast experience working both directly with the Georgia Department of Transportation **and** local communities will serve us well if we are selected to work with the City of Norcross. We are confident our staff can meet any challenges head on and provide an excellent work product.

We look forward to working with the staff at the City of Norcross and thank you for your consideration.

Sincerely,

Mickie McJunkin
Vice President
404-291-9577
mickie@bmandkinc.com

BM&K's primary point of contact will be Mickie McJunkin, Vice President. Contact information can be found above.

P.O. Box 878, Braselton, GA 30517
phone: 706.824.0514

Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)

BASIC SCREENING INFORMATION:a. **COMPANY NAME**

BM&K, PC

b. **COMPANY HEADQUARTER ADDRESS**

6700 Hwy 53

Braselton, GA 30517

c. **CONTACT INFORMATION**

Mickie McJunkin, Vice President

Office: (706) 824-0514 ext. 729

Cell: (404) 291-9577

Email: mickie@bmandkinc.comd. **WEBSITE**www.bmandk.come. **ADDRESSES****BRASELTON OFFICE:**

6700 Hwy 53

Braselton, GA 30517

CANTON OFFICE:

103 Mountain Brook Drive

Suite 112

Canton, GA 30115

f. **STAFF – COMBINED BRASELTON & CHEROKEE OFFICES****DISCIPLINE:****NUMBER OF EMPLOYEES:**

Right of Way Acquisition

4

Right of Way Trainee

3

Engineering

10

Administrative/Support Staff

6

Construction

11

Construction Inspection

4

Appraisers

2

TOTAL NUMBER OF EMPLOYEES**40**g. **OWNERSHIP**

Form of Ownership: Corporation

State of Incorporation: Georgia

Number of Years in Business: 17

LAND ACQUISITION AND ENGINEERING SERVICES

BM&K is a multi-disciplined engineering, consulting, and general contracting firm headquartered in Braselton, Georgia. Our company is a privately owned company which was founded in 2006 by Mr. Donald B. Clerici, P.E. We offer a diverse spectrum of professional services in engineering, design, construction management, land acquisition, appraisals, program management, construction inspection and licensed general contracting. We also have a satellite office in Holly Springs, Georgia. Our company consists of 40 employees. Our staff is broken down as follows:

<u>STAFF:</u>	<u>NUMBER OF EMPLOYEES:</u>
Right of Way Acquisition	4
Right of Way Trainee	3
Engineering	10
Administrative/Support Staff	6
Construction	11
Construction Inspection	4
Appraisers	2
TOTAL NUMBER OF EMPLOYEES	40

Since our inception, **BM&K** has been utilizing our total services approach to successfully deliver both large and small projects for public and private sector clients. A total services approach means that our team of talented professionals is able to assist our clients in taking a project from acquisition to design to construction without the need for employing multiple firms.

Throughout all phases of a project, **BM&K** is committed to exceptional service, ensuring each project is delivered on time and on budget. Utilizing our extensive experience and knowledge, we consistently deliver the satisfaction and outstanding results that our clients expect.

We have provided Land Acquisition services for over 17 years to both Local Government Agencies and to the Georgia Department of Transportation. **Mickie McJunkin** leads our Right of Way Department.

Mrs. McJunkin will serve as the R/W Project Manager to oversee the program for the **City of Norcross**. She has been an employee of the firm since 2008. McJunkin started the Right of Way Department at BM&K as a single employee and has grown the Department to a total of seven Right of Way employees. We have a full service Right of Way Department that consists of Appraisers, Review Appraisers, Cost to Cure Estimators, Acquisition Agents, Relocation Agents, Administrative Review Officers and Court Coordinators. Mrs. McJunkin is a retired DOT employee who retired from Georgia Department of Transportation with 34 years of service from the Office of Right of Way as the Assistant R/W Administrator. She is very knowledgeable of Local, State and Federal guidelines. She worked in the Cartersville District, Chamblee District and the Atlanta Office. In her role as the Assistant Administrator she supervised the Local Government Program.

• REAL ESTATE EXPERINCE

- **BM&K** has been a licensed firm since September, 2010. Each one of our R/W Agents holds an active Real Estate license. Outlined below are the team members and their status.

Mickie McJunkin - Real Estate License #296016

Michelle Brock - Real Estate License #365753

Pam Digsby - Real Estate License #362099

Gary Webb - Real Estate License #334783

Jeremy Robertson - Real Estate License #360726

Anastacia Ammons - Real Estate License #382263

Sandra Cain - Real Estate License #428151

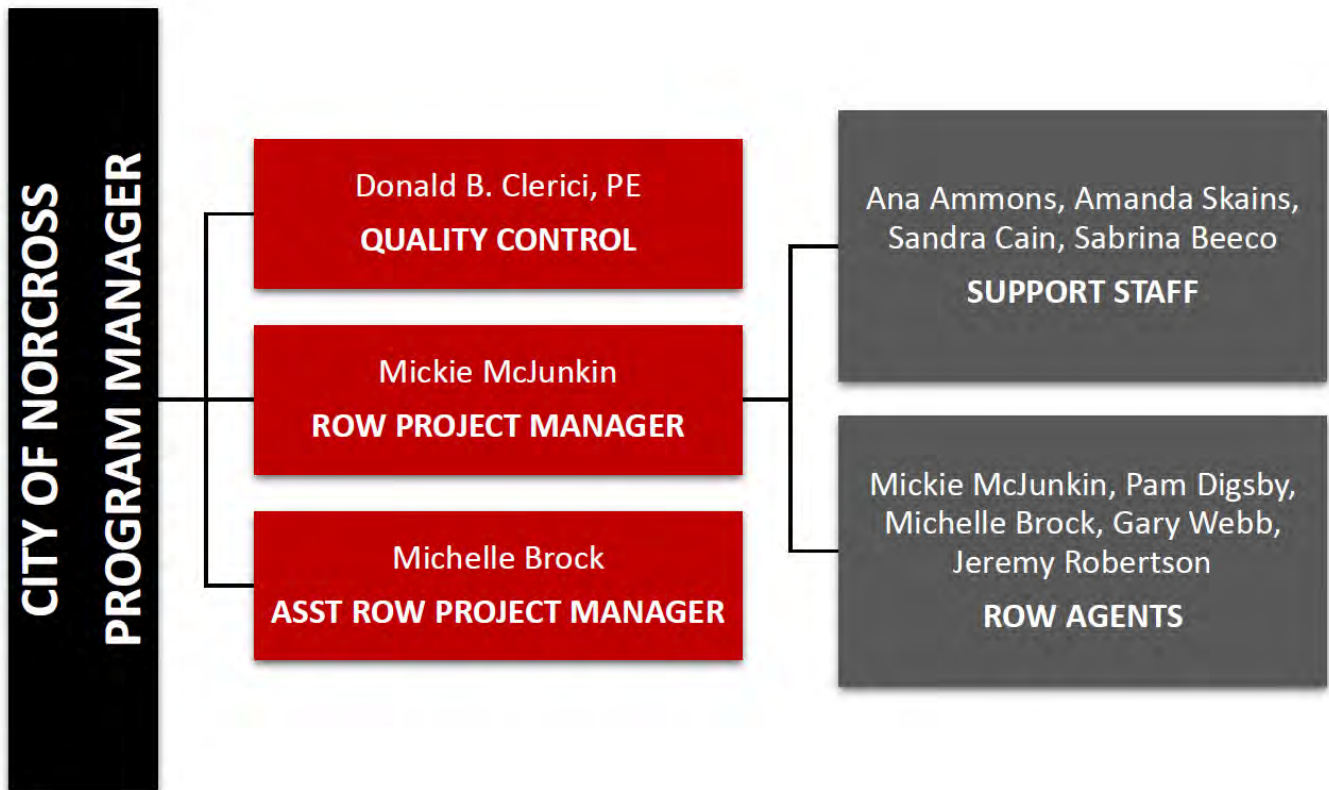
BM&K, PC - Real Estate License #260113

We have attached a copy of our BM&K, P.C. Real Estate License for your review.

ORGANIZATIONAL CHART

RIGHT OF WAY ACQUISITION

City of Norcross



Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)

**EDUCATION:**

Dekalb Community College
Appraisal Institute

**CERTIFICATIONS AND
TRAINING:**

- Certified General Appraiser:
#3213
- Georgia Real Estate
License: #296016
- GDOT LPA Certification
- FHWA LPA Certification

GDOT APPROVED DISCIPLINES:

- Right of Way Project
Manager
- Pre-Acquisition
- Acquisition Manager
- Negotiation-Closing
- Relocation negotiation
- Appraisal (Level 3)
- Review Appraiser
- Detailed Cost Estimator
- Preliminary Cost Estimator
- Conceptual Stage Study
- District Acquisition Support
Consultant
- Court Coordinator

AWARDS:

- James F. Condon
- FHWA Excellence in R/W

CONTACT:

706-824-0514
mickie@bmandkinc.com

MICKIE MCJUNKIN**RIGHT OF WAY DIRECTOR**

Mrs. McJunkin joined BM&K in 2008 to serve as Right of Way Director for private, state, and local government agency projects. Mickie retired from GDOT in 2005 with 34 years of service where she served in various R/W positions such as: State Acquisition Manager, District R/W Manager, and R/W Team Manager and retired as the Assistant State R/W Administrator. She managed the Statewide R/W program to ensure that projects were delivered on time and within budget, as well as the R/W Teams statewide, Condemnation Office, Local Government Office, Consultant Program, Project Certification and Funding. Since her retirement from GDOT, she has worked in the R/W industry for an additional 18 years as a R/W Project Manager, Review Appraiser and Valuation Service Manager.

PROJECT EXPERIENCE**SR20 CORRIDOR WIDENING | RIGHT OF WAY PROGRAM MANAGER**

Cumming to Canton; duties include oversight of all Pre-Acquisition, Acquisition, Project Management, Relocation, Property Management and Valuation activities. There are 900± parcels to be acquired for this project including 125± relocations. Right of Way Certification will be scheduled in phases to conclude in October 2024.

US78/SR124 CONTINUOUS FLOW INTERCHANGE | Acquisition Manager

Gwinnett County (PI#0006439); This project was located at the intersection of US 78 and SR 124 in Snellville, Ga. It was a very complex project in a heavy commercial corridor. The duties included oversight of all Pre-Acquisition, Acquisition, Project Management, Relocation and Property Management activities. There were 39 parcels to be acquired for this project including 13 relocations. Right of Way was certified in March 2017.

MASTER PRIME VALUATION CONTRACT FOR GDOT DISTRICT 6 | PROJECT MANAGER

Managed the appraisal oversight over all projects in NW GA for DOT under the master prime contract. The projects require acquisition from 180 parcels in a mixed residential/commercial corridor. Responsibilities include the oversight of appraisal services, cost to cure services, sign reports, moving estimates, and trade fixture reports. This project is scheduled for Right of Way certification in August 2019.

CITY OF MILTON | RIGHT OF WAY PROJECT MANAGER

Oversees all Right of Way services for the City of Milton. Right of Way services include: Pre-Acquisition, Appraisal Oversight, Conceptual Stage Studies, Acquisition, Property Management and Project Certification.

AVONDALE ESTATES – US278, PI15071, DEKALB COUNTY

Project Manager of US 278 sidewalk and controlled access project in Avondale Estate. This is a local project. This project consisted of 30 parcels. Duties included oversight of pre-acquisition, project management, and condemnation activities.

ATLANTA BELTLINE

Project Manager of several projects for the Atlanta Beltline in the City of Atlanta. Managed acquisition services for several high-profile projects in downtown Atlanta to include the Atlanta Beltline Southside Trail, Ponce de Leon/Beltline Connection, and the Atlanta Beltline Westside Trail.

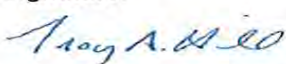
SR20 CORRIDOR, PI 0014131 CHEROKEE, PI002862 CHEROKEE/FORSYTH, PI0014132 CHEROKEE/PM | PROJECT MANAGER

Project Manager over the widening of SR20 from Canton to Cumming. Duties included oversight of pre-acquisition, acquisition, project management, relocation and condemnation activities. PI0014131 included 111 parcels and 30 relocations, completed July, 2021. PI002862 included 270 parcels and 50 relocations and was to be Let to construction in August, 2021. PI0014132 includes 130 parcels and 30 relocations. PI 0014132 is scheduled to be Let to Construction in October, 2023.

STP00-0002-00(626) BARTOW, US41 AND US411 IN BARTOW COUNTY

Acquisition Manager over this widening project of US 41. It involved all commercial properties. There were 34 parcels with 8 relocations. Duties included oversight of pre-acquisition, acquisition, acquisition management, relocation and condemnation activities. This was a federally funded project.



**STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION**
RIGHT OF WAY PREQUALIFICATION CERTIFICATE**Name:**
Mickie McJunkin**Issue Date:**
*September 27, 2021***Address:**
BM&K, P.C.
PO Box 878
Braselton, Georgia 30517**Date of Expiration**
*September 27, 2024***Signature:**

Troy A. Hill, ROW Administrator

You are qualified to provide ROW Services to the GA Department of Transportation for the Service Classifications checked below.

A – Relocation Services

- ☒ A-1 Conceptual Stage Study
- ☐ A-2 Relocation (Benefits Package Prep)
- ☐ A-3 Relocation Benefits Package Reviewer
- ☐ A-4 Relocation Benefits Training Instructor

B - Pre/Post Project Prep Services

- ☐ B-1 Plan Review
- ☐ B-4 Quit Claim Deed Preparation

C – Valuation Services

- ☒ C-1 Appraisal Report – Level 3
- ☒ C-2 Appraisal Review Report
- ☐ C-3 Cost-to-Cure Report
- ☐ C-4 Trade Fixture Report
- ☐ C-5 Sign Appraisal
- ☐ C-6 Environmental Assessment Report
- ☐ C-7 Septic Tank/Well Estimators
- ☐ C-8 Timber Report
- ☒ C-9 Detailed Cost Estimator
- ☒ C-9-A Detailed ROW Cost Estimator for Negotiation
- ☒ C-10 Preliminary Cost Estimator
- ☒ C-11 Concept Team Meetings

D – Acquisition Services

- ☒ D-1 R/W Project Manager
- ☒ D-2 Pre-Acquisition Agent
- ☒ D-3 Acquisition Manager
- ☐ D-4-A Negotiation Agent Trainee
- ☐ D-4-B Negotiation Agent 1
- ☐ D-4-C Negotiation Agent 2
- ☒ D-4-D Negotiation Agent 3
- ☒ D-5 Relocation Negotiation Agent
- ☒ D-6 Administrative Review Officer (Appeals)
- ☐ D-7 Interpreter
- ☒ D-8 District Acquisition Support Consultant
- ☐ D-9 ROW Training Instructor

E – Property Management Services

- ☐ E-1 Asbestos Inspection
- ☐ E-2 Asbestos Abatement
- ☐ E-3 Demolition
- ☐ E-4 UST Removal
- ☐ E-5 Site Inspector
- ☐ E-6 Surplus Property Disposal Agent
- ☐ E-7 Surplus Property Leasing Agent
- ☐ E-8 Surplus Property Management Project Manager

F - Court Coordination Services

- ☒ F-1 Court Coordinator

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Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)

**EDUCATION:**

Lanier Technical College

Appraisal Institute

National Highway Institute

CERTIFICATIONS AND TRAINING:

- Certified General Appraiser: #6511
- Georgia Real Estate License: #365753
- GDOT Qualified Designations- Pre-Acquisition, Acquisition, Relocation, Project Manager, Administrative Appeals, Preliminary Cost Estimator, Concept Team Meetings, Court Coordinator
- GDOT LPA Certification
- FHWA LPA Certification

CONTACT:

706-824-0514

michelle@bmandkinc.com

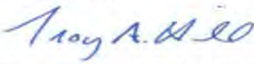
MICHELLE BROCK**RIGHT OF WAY ACQUISITION MANAGER**

Mrs. Brock had a 29-year career with the Georgia Department of Transportation and she served in Right of Way positions of Assistant State Right of Way Acquisition Manager, District Right of Way Team Manager, and Right of Way Specialist, and retired in 2015. She joined the team of BM&K in September 2015 and serves as the Right of Way Acquisition Manager for both state and local government agency projects as well as private projects.

PROJECT EXPERIENCE

Right of Way Acquisition Agent for federally funded projects in Barrow County, Fulton County, Gwinnett County, Clarke County, Cherokee County, Forsyth County, Rabun County, Hall County, City of Gainesville, City of Holly Springs, Town of Braselton and City of Johns Creek, to include the following projects:

Lanier Islands Parkway, Hall County
I-985/Martin Road Interchange, Hall County
SR120/Kimball Bridge Road, Fulton County
Ed Hogan Road, Barrow County
Palm Street Sidewalk, City of Holly Springs
US78/SR124 CFI, City of Snellville
SR369 Turn Lanes, Hall County
I-285/SR400 Interchange, Fulton County
Atlanta Beltline-Ponce de Leon Avenue
SR9, Forsyth County
US441, Rabun County
SR20 Corridor, Forsyth and Cherokee County
Pinecrest Lane/Davis Street Sidewalk, Town of Braselton

**STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION**
RIGHT OF WAY PREQUALIFICATION CERTIFICATE**Name:**
Michelle W. Brock**Issue Date:**
*October 28, 2021***Address:**
BM&K P.C.
P.O. Box 878
Gainesville, Georgia 30517**Date of Expiration**
*October 28, 2024***Signature:**

Troy A. Hill, ROW Administrator

You are qualified to provide ROW Services to the GA Department of Transportation for the Service Classifications checked below.

A – Relocation Services

- ☐ A-1 Conceptual Stage Study
- ☐ A-2 Relocation (Benefits Package Prep)
- ☐ A-3 Relocation Benefits Package Reviewer
- ☐ A-4 Relocation Benefits Training Instructor

B - Pre/Post Project Prep Services

- ☐ B-1 Plan Review
- ☐ B-4 Quit Claim Deed Preparation

C – Valuation Services

- ☐ C-1 Appraisal Report – Level
- ☐ C-2 Appraisal Review Report
- ☐ C-3 Cost-to-Cure Report
- ☐ C-4 Trade Fixture Report
- ☐ C-5 Sign Appraisal
- ☐ C-6 Environmental Assessment Report
- ☐ C-7 Septic Tank/Well Estimators
- ☐ C-8 Timber Report
- ☒ C-9 Detailed Cost Estimator
- ☒ C-9-A Detailed ROW Cost Estimator for Negotiation
- ☒ C-10 Preliminary Cost Estimator
- ☒ C-11 Concept Team Meetings

D – Acquisition Services

- ☒ D-1 R/W Project Manager
- ☒ D-2 Pre-Acquisition Agent
- ☒ D-3 Acquisition Manager
- ☐ D-4-A Negotiation Agent Trainee
- ☐ D-4-B Negotiation Agent 1
- ☐ D-4-C Negotiation Agent 2
- ☒ D-4-D Negotiation Agent 3
- ☒ D-5 Relocation Negotiation Agent
- ☒ D-6 Administrative Review Officer (Appeals)
- ☐ D-7 Interpreter
- ☒ D-8 District Acquisition Support Consultant
- ☐ D-9 ROW Training Instructor

E – Property Management Services

- ☐ E-1 Asbestos Inspection
- ☐ E-2 Asbestos Abatement
- ☐ E-3 Demolition
- ☐ E-4 UST Removal
- ☐ E-5 Site Inspector
- ☐ E-6 Surplus Property Disposal Agent
- ☐ E-7 Surplus Property Leasing Agent
- ☐ E-8 Surplus Property Management Project Manager

F - Court Coordination Services

- ☒ F-1 Court Coordinator

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Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)

**EDUCATION:**

Coosa Valley Technical College
Appraisal Institute

CERTIFICATIONS AND TRAINING:

- Certified General Appraiser: #6559
- Georgia Real Estate License: #362099
- GDOT Qualified Designations- Pre-Acquisition, Acquisition, Relocation, Cost Estimating Services, Project Manager & Administrative Appeals
- GDOT LPA Certification
- FHWA LPA Certification

CONTACT:

706-824-0514
pam@bmandkinc.com

PAM DIGSBY**SENIOR RIGHT OF WAY AGENT**

Mrs. Digsby had a 33-year career with the Georgia Department of Transportation and she served as Assistant State R/W Team Manager and retired in 2012. During her 33-year career, she served in the office of Right of Way for 23 years and served as a drafter in road design for 10 years. She had managed numerous projects in the Cartersville district. Mrs. Digsby joined BM&K in April 2016.

PROJECT EXPERIENCE

Project Manager for federally funded projects in Cherokee, Fulton and Gwinnett Counties, to include the following local projects:

- Holly Springs Parkway Phase II, City of Holly Springs
- US78, Gwinnett County
- SR9, Fulton County
- I-285/GA400, Fulton County

Mrs. Digsby serves out of our Holly Springs office and offers Project Management services to all projects in the North Western portion of the state. She also assists the engineers with Cost To Cure Reports. In addition, she provides plan review and design revision recommendations to lessen impacts on properties. Her drafting and design technology experience provide her the skills to be very knowledgeable of R/W plans and design issues related to R/W impacts. Finally, she prepares cost estimates, reviews offers, performs plan review of R/W plans, coordinates with designers for plan modifications, make offers to owners, relocation offers. Georgia Department of Transportation:

- 2000-2012: District R/W Team Manager
- 1999-2000: Assistant Team Manager
- 1989-1999: R/W Agent
- 1979-1989: Drafter

**STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION**
RIGHT OF WAY PREQUALIFICATION CERTIFICATE**Name:**
Pamela G. Digsby**Issue Date:**
*January 25, 2023***Address:**
BM&K, Inc.
103 Mountain Brook Drive
Suite 112
Canton, Georgia 30115**Date of Expiration**
*January 25, 2026***Signature:****Kevin York, ROW Administrator**

You are qualified to provide ROW Services to the GA Department of Transportation for the Service Classifications checked below.

A – Relocation Services

- ☐ A-1 Conceptual Stage Study
- ☐ A-2 Relocation (Benefits Package Prep)
- ☐ A-3 Relocation Benefits Package Reviewer
- ☐ A-4 Relocation Benefits Training Instructor

B - Pre/Post Project Prep Services

- ☐ B-1 Plan Review
- ☐ B-4 Quit Claim Deed Preparation

C – Valuation Services

- ☐ C-1 Appraisal Report – Level
- ☐ C-2 Appraisal Review Report
- ☐ C-3 Cost-to-Cure Report
- ☐ C-4 Trade Fixture Report
- ☐ C-5 Sign Appraisal
- ☐ C-6 Environmental Assessment Report
- ☐ C-7 Septic Tank/Well Estimators
- ☐ C-8 Timber Report
- ☒ C-9 Detailed Cost Estimator
- ☒ C-9-A Detailed ROW Cost Estimator for Negotiation
- ☐ C-10 Preliminary Cost Estimator
- ☐ C-11 Concept Team Meetings

D – Acquisition Services

- ☒ D-1 RW Project Manager
- ☒ D-2 Pre-Acquisition Agent
- ☒ D-3 Acquisition Manager
- ☐ D-4-A Negotiation Agent Trainee
- ☐ D-4-B Negotiation Agent 1
- ☐ D-4-C Negotiation Agent 2
- ☒ D-4-D Negotiation Agent 3
- ☒ D-5 Relocation Negotiation Agent
- ☒ D-6 Administrative Review Officer (Appeals)
- ☐ D-7 Interpreter
- ☒ D-8 District Acquisition Support Consultant
- ☐ D-9 ROW Training Instructor

E – Property Management Services

- ☐ E-1 Asbestos Inspection
- ☐ E-2 Asbestos Abatement
- ☐ E-3 Demolition
- ☐ E-4 UST Removal
- ☐ E-5 Site Inspector
- ☐ E-6 Surplus Property Disposal Agent
- ☐ E-7 Surplus Property Leasing Agent
- ☐ E-8 Surplus Property Management Project Manager

F - Court Coordination Services

- ☐ F-1 Court Coordinator

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Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)

PRIMACQ GROUP, INC.**EDUCATION:**

Georgia Institute of Technology,
Industrial Engineering

Georgia College and State
University, MBA

**CERTIFICATIONS AND
TRAINING:**

- Georgia Professional Engineer 12724
- Georgia Real Estate License - Associate Broker 334783
- Association of State Highway Engineers

GARY H. WEBB, PE**RIGHT OF WAY PROJECT MANAGER**

With over seventeen (17) years ROW experience, Mr. Webb is currently serving as Right of Way Project Manager, pre-acquisition coordinator and/or negotiator for several State DOT projects in Georgia.

- Vice President / Co-Principal - Primacq Group, Inc. (formerly Terrell, Hundley & Carroll), 2005- Present
- General Manager, Prince Service & Mfg., 2003-2005
- Adjunct Instructor, Macon State College, Business 2004-2005
- Vice-President, Utility Service Company, Inc. 1999-2002
- Senior Vice President, IMERYS Corporation (formerly ECC International), 1979-1999

PROJECT EXPERIENCE

His most recent GDOT projects include Project Manager- SR9 (Forsyth County), I-75 Managed Lanes (Cobb-Cherokee), pre-acquisition and negotiation on MMIP projects I-285@I20 Interchange Improvements & I285 Managed Lanes.

Previous projects include numerous GDOT Projects and Local Government Projects for City of Fairburn, City of Union City, City of Buford, City of Kennesaw, City of Monroe, City of Winder and City of Dallas.

Prior industrial experience includes roles in Engineering, Sales, Marketing, Operations and Senior Management, including Board Level. Experienced in acquisitions, broad-based quality initiatives and change management.

**STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION**
RIGHT OF WAY PREQUALIFICATION CERTIFICATE**Name:**

Gary H. Webb

Issue Date:

September 27, 2021

Address:Primacq Group
777 Petty Road
Suite 201
Lawrenceville, Georgia 30043**Date of Expiration**

September 27, 2024

Signature:**Troy A. Hill, ROW Administrator**

You are qualified to provide ROW Services to the GA Department of Transportation for the Service Classifications checked below.

A – Relocation Services

- ☒ A-1 Conceptual Stage Study
- ☒ A-2 Relocation (Benefits Package Prep)
- ☐ A-3 Relocation Benefits Package Reviewer
- ☐ A-4 Relocation Benefits Training Instructor

B - Pre/Post Project Prep Services

- ☐ B-1 Plan Review
- ☐ B-4 Quit Claim Deed Preparation

C – Valuation Services

- ☐ C-1 Appraisal Report – Level
- ☐ C-2 Appraisal Review Report
- ☐ C-3 Cost-to-Cure Report
- ☐ C-4 Trade Fixture Report
- ☐ C-5 Sign Appraisal
- ☐ C-6 Environmental Assessment Report
- ☐ C-7 Septic Tank/Well Estimators
- ☐ C-8 Timber Report
- ☐ C-9 Detailed Cost Estimator
- ☐ C-9-A Detailed ROW Cost Estimator for Negotiation
- ☒ C-10 Preliminary Cost Estimator
- ☒ C-11 Concept Team Meetings

D – Acquisition Services

- ☒ D-1 R/W Project Manager
- ☒ D-2 Pre-Acquisition Agent
- ☒ D-3 Acquisition Manager
- ☐ D-4-A Negotiation Agent Trainee
- ☐ D-4-B Negotiation Agent 1
- ☐ D-4-C Negotiation Agent 2
- ☒ D-4-D Negotiation Agent 3
- ☒ D-5 Relocation Negotiation Agent
- ☒ D-6 Administrative Review Officer (Appeals)
- ☐ D-7 Interpreter (Romanian)
- ☒ D-8 District Acquisition Support Consultant
- ☒ D-9 ROW Training Instructor

E – Property Management Services

- ☐ E-1 Asbestos Inspection
- ☐ E-2 Asbestos Abatement
- ☐ E-3 Demolition
- ☐ E-4 UST Removal
- ☐ E-5 Site Inspector
- ☐ E-6 Surplus Property Disposal Agent
- ☐ E-7 Surplus Property Leasing Agent
- ☐ E-8 Surplus Property Management Project Manager

F - Court Coordination Services

- ☐ F-1 Court Coordinator

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Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)

• EXPERIENCE IN REAL ESTATE APPRAISALS

- All of our R/W agents have tremendous exposure to real estate appraisals. Since they are on the approved DOT list, they are required to read every appraisal prior to making offers.
- Mrs. McJunkin is a Certified General Appraiser and a DOT approved Review Appraiser. She also oversees the DOT Contract for one of the two Master Appraisal contracts in Northwest Georgia which manages all appraisal services in that region. She oversees all the appraisal services for DOT for that region on those contracts. She is on the DOT list as a Level 3 appraiser. She has over 35 years of right of way experience. With her right of way knowledge and appraisal skills, she has the ability to assist the appraisers in valuing properties for both Local Government and DOT projects.
- Mrs. Brock, Mrs. Digsby and Mr. Webb are all approved Administrative Appeals Officers on the DOT list. They have extensive knowledge of both DOT and Local Government procedures. They have all worked on very complex projects. They have a keen understanding of complicated appraisal theory. We bring a very strong team with many years of experience to work on this project. This team has worked closely together on multiple projects.

• EXPERIENCE IN EMINENT DOMAIN

- Our team has 128 years of eminent domain experience. Mrs. McJunkin, Mrs. Digsby and Mrs. Brock all retired from DOT. All three worked in the Office of R/W. Most of their careers were spent in the Office of R/W. All three were R/W Managers. Mr. Webb conducted the web-based training for new R/W employees and consultants that is currently on the DOT website. He is very knowledgeable of the eminent domain process. Mr. Robertson has been in the R/W industry for 9 years and is also extremely familiar with the eminent domain process. He has worked with both Local Government and DOT agencies.

- **ABLE TO SPEAK ON BEHALF OF THE CITY DURING COURT PROCEEDINGS**

- BM&K will only speak on behalf of the City during Court Proceedings as instructed by the City and their attorney. We would prefer to get the City's opinion on the case prior to the testimony.
- We will do everything possible to try and settle a parcel to avoid litigation. We have very seasoned Agents. If the R/W Agent does not settle, we can have the Assistant Project Manager or Project Manager contact the property owner in an attempt to settle the parcel.
- Mrs. McJunkin, Mrs. Digsby and Mrs. Brock have all been involved in DOT legal proceedings and have testified and/or attended a condemnation trial.
- Our seasoned employees have the skillset and knowledge to be able to represent the City. We also understand that we need to be cautious in what we tell a property owner. We will check with the design team or the City before we commit to certain items. One of the most important documents in the condemnation case is the negotiation record. BM&K is known and very well respected by DOT for having excellent files and well documented negotiation records.

• MINIMUM OF 4 STAFF MEMBERS WITH EXPERIENCE

- **Mrs. McJunkin** will serve as the R/W Project Manager to oversee the program for **the City of Norcross**. She has been an employee of the firm since 2008. Mrs. McJunkin started the Right of Way Department at BM&K as a single employee and has grown the Department to a total of seven Right of Way employees. We have a full service Right of Way Department that consists of Appraisers, Review Appraisers, Cost to Cure Estimators, Acquisition Agents, Relocation Agents, Administrative Review Officers and Court Coordinators. Mrs. McJunkin is a retired DOT employee who retired from Georgia Department of Transportation with 34 years of service from the Office of Right of Way as the Assistant R/W Administrator. She is very knowledgeable of Local, State and Federal guidelines. She worked in the Cartersville District, Chamblee District and the Atlanta Office. In her role as the Assistant Administrator she supervised the Local Government Program. She can also serve as the “Last Contact” person who will try and settle if the R/W Agent is unable to settle the parcel.
- **Michelle Brock** will serve as the Assistant R/W Project Manager. Mrs. Brock is also a retired DOT employee with 30 years of service. Mrs. Brock retired from DOT as the Assistant State Right of Way Acquisition Manager. She assisted the State Acquisition Manager in managing both Local Government and DOT projects on a Statewide basis. Prior to this position she served as a DOT R/W Team Leader in the Gainesville District. Mrs. Brock joined BM&K in 2015. Mrs. Brock has managed both Local Government and DOT projects for 30 years. She has extensive project management experience. She can also serve as the “Last Contact” person who will try and settle if the R/W Agent is unable to settle the parcel.
- **Pam Digsby** will serve as a R/W Agent. Mrs. Digsby is a retired R/W employee with 34 years of experience. Mrs. Digsby retired from DOT as a R/W Team Leader from the Cartersville District. She managed the District R/W Team. She joined BM&K in 2016. Mrs. Digsby also worked in the design office as a drafter for 10 years. Her knowledge of R/W plans is a tremendous asset to the R/W Office. Mrs. Digsby works out of our Holly Springs Office and works closely with our R/W sub-contractors in the northwestern portion of the state.
- **Gary Webb** will serve as a R/W Agent. Mr. Webb has over 18 years of R/W experience. He has served as a R/W Project Manager for 15 years. Mr. Webb is also a Professional Engineer. This provides him with the knowledge and skills to be able to understand RW plans and how to explain the most complex plans to property owners. Mr. Webb also is the instructor for DOT’s web-based Right of Way Training Program. Mr. Webb is very knowledgeable of DOT’s policies and procedures. He has worked on both Local and DOT projects over the past 18 years. He is a tremendous asset to our team.

Don Clerici, P.E., will serve as the Quality Control Manager. Mr. Clerici is a former GDOT Area Engineer as well as a former County Public Development Director and Capital Projects Manager. He is also a licensed general contractor. Mr. Clerici is familiar with the PDP process and right of way procedures. While serving as the Capital Projects Manager, he oversaw the right of way acquisition of several major projects in Jackson County and Paulding County. He will assist with general design and right of way inquiries, when needed.

- **KNOWLEDGE OF LEGAL TERMS FOR LAND ACQUISITION.**
- **EXPERIENCE IN CONDEMNATION AND COURT PROCESS.**

- Our team is well versed in all the legal terms for land acquisition. Each team member has attended DOT Training Seminars.. Mrs. McJunkin supervised the Condemnation Section at DOT while she served as the Assistant State R/W Administrator. She also served as a representative for DOT on numerous mediations to settle cases in lieu of going to trial through a condemnation action. Mrs. Brock, Mrs. Digsby and Mr. Webb all are Appeals Officers and have settled very complicated parcels. They are all very familiar with R/W terms related to land acquisition. They all have over 15 years experience in the R/W industry.
- Mrs. McJunkin, Mrs. Brock and Mrs. Digsby are all familiar with DOT's condemnation process. We have all assisted DOT attorneys in bringing a case to trial. We also have either been deposed or testified in a DOT case. We also assist the attorneys by providing them with the necessary legal descriptions and plats in order to prepare the condemnation petitions. We provide them with the supporting documentation needed to prepare the petition.
- Mrs. McJunkin wrote and conducted much of the DOT and Local Government Training while employed at DOT. Mr. Webb currently is the web-based training instructor for DOT's on-line R/W training classes. He is also extremely familiar with DOT's condemnation process.
- Mrs. McJunkin and Mrs. Brock are on the approved DOT Court Coordinator List. They can provide this service if needed.
- The critical issue in a condemnation case is to protect the City and to present well documented files. BM&K is known and very well respected by DOT for having excellent files and negotiation records.
- We also keep in close contact with the attorneys and the local agencies to keep them apprised of the status throughout the case if we suspect a condemnation will be filed. Again, we try to avoid condemnations at all cost.

**Georgia Real Estate Commission**

Suite 1000 - International Tower
229 Peachtree Street, NE
Atlanta, GA 30303-1605
Phone: 404/656-3916
Email: grecmail@grec.state.ga.us
www.grec.state.ga.us

CERTIFICATION OF LICENSURE

Date: Tuesday, June 20, 2023

This is to certify that a good faith search of our records reveals the following information:

GENERAL

Name: Bm&K P.C.
License Number: 63570
License Type: Real Estate Firm
Original License Date: 9/27/2010
Expiration Date: 9/30/2026
Current License Status: ACTIVE
Type of Business Organization : Corporation
Address of Record: BM&K P.C.
PO BOX 878
BRASELTON, GA 30517

DISCIPLINARY SANCTIONS

No Record of Disciplinary Sanctions

LICENSE HISTORY (Previous Five (5) Years Only)

Begin Date	End Date	Status
06/20/2018	09/30/2022	ACTIVE
10/01/2022	10/17/2022	LAPSED FEES
10/18/2022	09/30/2026	ACTIVE

Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/23/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Megan Carrion	
Chastain & Associates Inc		PHONE (A/C, No, Ext): (706) 543-2575	FAX (A/C, No): (706) 543-4847
P.O. Box 1908		E-MAIL ADDRESS: mcarrion@chastain-assoc.com	
Athens GA 30603		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Selective Way Insurance Co	NAIC #: 26301
		INSURER B: Selective Insurance Co	12572
		INSURER C: Columbia Casualty Company	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL2291437624

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:			S2233766	07/15/2022	07/15/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			S2233766	07/15/2022	07/15/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			S2233766	07/15/2022	07/15/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC9030288	07/15/2022	07/15/2023	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	PROFESSIONAL LIABILITY			C5091863533	09/13/2022	09/13/2023	PER CLAIM 2,000,000 AGGREGATE 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Norcross 345 Lively Avenue Norcross GA 30071	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

ACORD 25 (2016/03)

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References for BM & K, PC

The Land Acquisition Firm must provide at the time of proposal opening a list of contact numbers, addresses and a contact person from three (3) jobs completed having similar specification within the metro Atlanta area.

City of Norcross requests a minimum of three (3) references where work of a similar size and scope has been completed.

1. Company Name: Georgia Department of Transportation
Description of Project: PI# 0002862 - Cherokee/Forsyth - SR 20 Widening - 277 Parcels
Completion Date: Let Date - August 2024
Contact Person: Brett Anderson - State R/W Program Manager
Telephone: 770-842-1205 Fax: _____
Email address: banderson@got.ga.gov

2. Company Name: Georgia Department of Transportation
Description of Project: PI# 0007844 - Forsyth County - SR 9 Widening - 100 Parcels
Completion Date: June 2022
Contact Person: Megan Dills - D1 R/W Team Manager
Telephone: _____ Fax: _____
Email address: mdills@dot.ga.gov

3. Company Name: Georgia Department of Transportation
Description of Project: PI# 0013702 - Cobb/Paulding - SR 61 Widening - 180 Parcels
Completion Date: August 2024
Contact Person: Patrick Woodall - DOT R/W Team Manager
Telephone: 678-721-5306 Fax: _____
Email address: pwoodall@got.ga.gov

CITY OF NORCROSS | June 23, 2023

Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)



E-Verify Contractor Affidavit O.C.G.A. § 13-10-91 (b)(1)

Physical performance of services: Contracts with the City involving both physical labor and any services over \$2499.99 in value.

Contractors must be registered with and use the E-Verify program. If you have not registered, you can find the information at www.uscis.gov (click on E-verify Homepage, see start here directions.)

It is the responsibility of the Contractor to submit additional E-Verify Affidavits on every Sub-Contractor for this project.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Norcross has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Project Name: RFP 23-06 Right of Way Acquisition Date of Project: 6.23.2023

Legal Name of Contractor: Bm&K, PC

Address: 6700 Highway 53 City: Braseltm State: GA Zip Code: 30517

Federal Work Authorization User Identification Number (E-Verify Number): 222350 (4-6 digit numeric #)

Date of Authorization: 6/17/2009 EXEMPT: YES OR NO

***If a contractor has no employees and does not hire or intend to hire they may satisfy the law by submission of (State DL or State ID) Drivers' License Number: _____**

I hereby declare under penalty of perjury that the foregoing is true and correct

Signature of Authorized Officer/Agent: [Signature] Date: 6.23.2023 Printed Name and Title of Authorized Officer/Agent: Donald B. Clencie

MUST BE COMPLETED BY NOTARY

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 23rd DAY OF June, 2023

Executed in Braseltm (City), GA (State)

[Signature]
NOTARY PUBLIC Signature

5.23.2026
My Commission Expires





SAVE Public Benefit Affidavit O.C.G.A. § 50-36-1

Instructions: As required by Georgia Security and Immigration Compliance Act of 2006, as amended, every agency administering or providing Public Benefits is responsible for requiring that applicants for public benefits execute a sworn affidavit verifying the applicant's lawful presence in the United States (Ga. Code 50-36-1(f)(2)). The applicant shall execute this affidavit in front of a Notary and return it to the city along with the associated application, renewal form, contract, bid packet, or other applicable document.

By executing this affidavit under oath, as an applicant for Right of Way Acquisition Services (Occupational Tax license or Alcoholic Beverage license or any other Public benefit) as referenced in O.C.G.A. § 50-36-1, from the City of Norcross, the undersigned applicant verifies one of the following with respect to my application for public benefit. (Please check one)

- 1) ☒ I am a United States citizen. (REQUIRES VERIFICATION AT SUBMISSION)
- 2) ☐ I am a legal permanent resident of the United States.
- 3) ☐ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant has also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by Georgia Law O.C.G.A § 50-36-1(f) (1) A complete list of secure and verifiable documents on back of this form.

REQUIRES VERIFICATION AT SUBMISSION – Which type of secure and verifiable document was provided with this affidavit? State of Georgia Drivers License

In making the above representation under oath, I understand that any person who knowingly and willfully who makes a false, fictitious, or fraudulent statement or representation in this affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

MUST BE COMPLETED BY NOTARY

I, Donald B. Clenci (representative for) Bm&K, PC
(Printed NAME of individual and natural person) (Name of BUSINESS, corporation, partnership, etc.)

Signature of Applicant

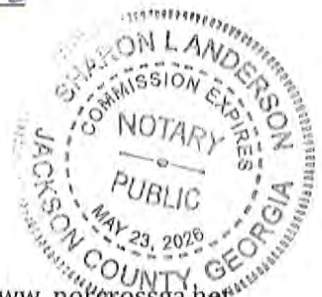
Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 23rd DAY OF June, 2023

Executed in Braserton (City), GA (State)

NOTARY PUBLIC Signature

My Commission Expires





BM&K, P.C.

3.3 Mile Shared Use Path Between Buford Highway and Beaver Ruin Road City of Norcross June 23, 2023

ACQUISITION

Owner Offer (\$2,800/parcel @ 66 parcels)	\$ 184,800.00
---	---------------

Property Owner's Meeting (\$5,000 if needed)

Other interest (\$2,000/per parcel if needed)

Drive easement (\$2,000/per parcel if needed)

Revised offers (\$625/per parcel if needed)

Detailed Cost Estimate	\$ 5,000.00
------------------------	-------------

CLOSINGS

Prepare closing documents	\$ 19,800.00
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Or legals plats for condemnations (\$300/parcel @ 66 parcels)

PROPERTY MANAGEMENT (prepare Property Management
Inventory List if needed- \$2,500)

PROJECT CERTIFICATION	\$ 3,000.00
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ADMINISTRATIVE APPEALS (\$2,500 if needed)

TOTAL	\$ 212,600.00
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Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)

PROPOSAL 2: Atlas Technical Consultants LLC

ATLAS

RIGHT OF WAY ACQUISITION

RFP 23-06

City of Norcross, Department of Public Works & Utilities, GA

Atlas Technical Consultants LLC
June 23, 2023

Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)

Table of Contents

1	Cover Letter
2	Basic Screening Information <i>Organization Chart</i> <i>Résumés</i>
3	Experience and Qualifications
4	Technical Considerations
5	Recommendations
6	Fee Proposal
A	Appendix – Required Forms



2450 Commerce Avenue | Suite 100
Duluth, GA 30096-8910
770.263.5945 | F 770.263.0166
oneatlas.com

June 23, 2023

Tony Harris
Department of Public Works, Utilities & Parks
345 Lively Avenue
Norcross, GA 30071

Subject: RFP #23-06 – Right-of-Way Acquisition

Dear Mr. Harris:

Atlas Technical Consultants is pleased to submit our qualifications to assist the City with acquiring rights-of-way and easements.

General Qualifications

Atlas has performed right-of-way acquisition management for a variety of government agencies throughout Georgia; this includes more than 50 of the 159 counties. These programs require an in-depth and well-documented approach, as well as constant and consistent coordination with all government agencies involved, stakeholders, and internal support teams. Our right-of-way team has acquired tens of thousands of parcels on behalf of our customers for widenings and new locations for highways, bridges, parks, and utilities projects. We have managed the acquisition of more than 30,000 parcels of residential, commercial, and other properties for our clients.

Project Manager

Our proposed project manager, Jeff Joyner (jeff.joyner@oneatlas.com), has substantial local government experience in the state. Jeff will be able to call on the resources of our Duluth office to perform the required tasks and deliver closing packages to the city attorney. Atlas has provided right-of-way services in over 50 Georgia counties, countless cities, and to GDOT during our 35 years in business. Our ROW staff is located in our Duluth office. Jeff manages this department and reports directly to me. We intend to perform all services listed in the Scope of Services.

If I can provide additional information, please let me know at 770.530.9194.

Sincerely,

A handwritten signature in blue ink that reads "Todd Long". The signature is fluid and cursive, with the first and last names being clearly legible.

Todd I. Long, PE, PTOE
Todd.Long@oneatlas.com
Atlanta Hub Leader

Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)

2 | Basic Screening Information

BASIC INFORMATION

Atlas is a full-service engineering and program management firm headquartered in Duluth. Established in 1987, the firm is based out of Austin, Texas, with the Southeast Division led by Buddy Gratton, PE. Buddy joined Atlas (formerly Moreland Altobelli) in 2009 after a 26-year career with GDOT, including his last assignment as Deputy Commissioner. The firm has experienced steady growth and now comprises a professional staff in Georgia of more than 550 civil and structural engineers, transportation planning, traffic engineering, construction inspectors, materials technicians, community planners, landscape architects, appraisers, land acquisition agents, surveyors, environmental specialists, and support staff.

The firm specializes in “extension of staff” type services for Georgia counties and cities. Todd Long joined Atlas Technical Consultants in 2018. He has 32 years of experience in government services with focused experience in planning, engineering, operations, and administration for large governmental organizations. Todd is currently the Atlanta Hub Leader for Atlas; as such, our right-of-way department reports to him. Long retired after a 25-year career in transportation at the Georgia Department of Transportation (GDOT). After retiring from GDOT, Todd served as the COO of Fulton County for three years where he interacted often with the Mayor and other City officials.

Atlas has an in-house staff, led by Jeff Joyner, of more than 35 right of way project managers, professional appraisers, negotiators, relocation specialists, legal specialists, and support staff. The real estate staff have extensive experience in roadway right-of-way acquisition, utility easement acquisition, and airport property acquisition. The professional staff includes retired personnel from GDOT and FHWA. Atlas’ real estate personnel have extensive knowledge of the GDOT Right of Way Manual, Uniform Standards of Professional Appraisal Practice (USPAP) professional guidelines, the Uniform Relocation Assistance and Real Property Acquisition Policies Act and is familiar with state, federal and local land acquisition requirements.

Atlas provides the following services from its Duluth and Gainesville offices. These services cover everything requested in the RFP and more:

- Coordination with the City Attorney and city-hired appraisers.
- Provide appraisals as needed and appraisal reviews as needed
- Right-of-way project management, including procuring titles, appraisals, and relocation studies
- Coordination with design consultants and review of right-of-way plans
- Contacting and visiting property owners on each project
- Project management (tracking and communicating status as needed)
- Negotiation and relocation assistance
- Title research
- Cost-to-cure studies
- FAA noise mitigation
- Expert court testimony
- Property management
- Closing

Office Location

The Georgia headquarters for Atlas is located at 2450 Commerce Avenue, Suite 100, Duluth, Georgia 30096.

Available Resources

We maintain an in-house staff of more than 35 real estate professionals and support staff – including in-house attorneys – whose only focus is right-of-way acquisition for local government clients.

Contact Information

Jeff Joyner	770.263.5945	jeff.joyner@oneatlas.com
Todd I. Long, PE, PTOE	770.530.9194	todd.long@oneatlas.com

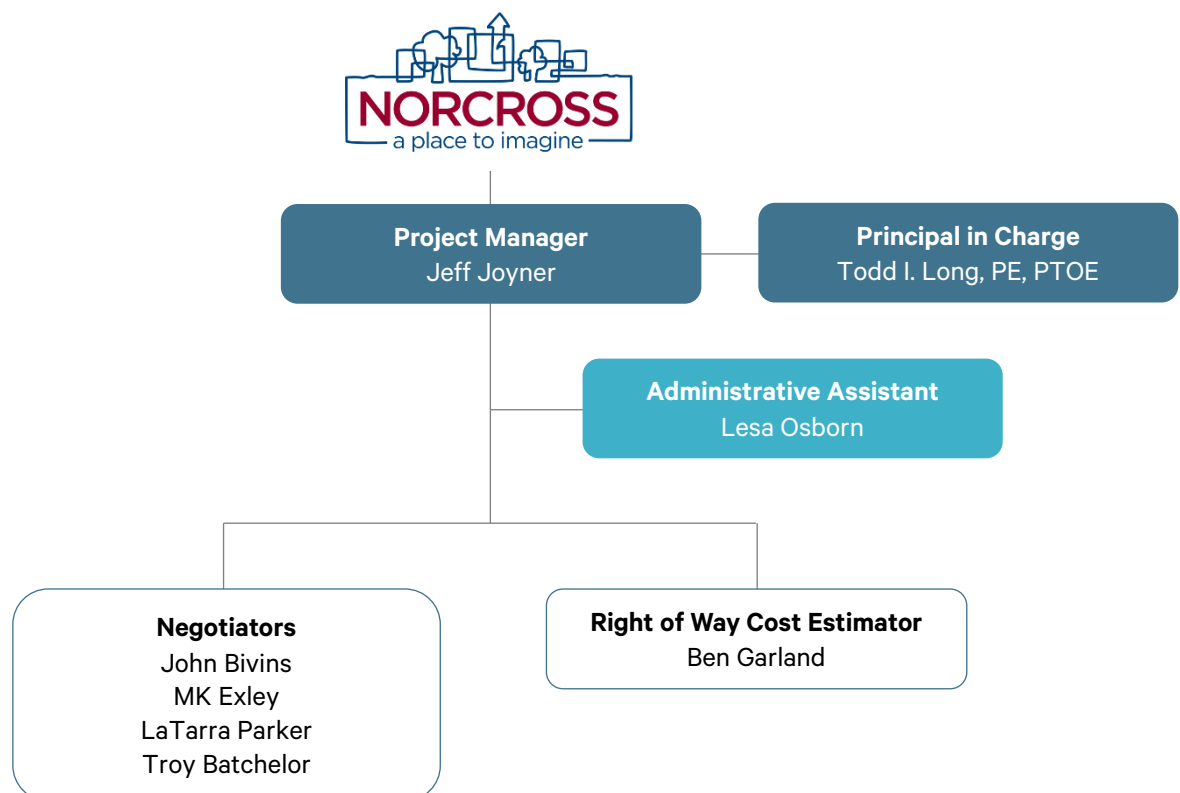
2 | Basic Screening Information

Available Services

In addition to our right-of-way services listed above, Atlas provides a full range of related, complementary services including transportation engineering, surveying, geotechnical engineering, environmental services, and program management. We have the technical resources, as requested in the RFQ, to receive the electronic design files for a project and create legal descriptions, plats and supporting documents using the appropriate computer aided design software.



ORGANIZATION CHART



RÉSUMÉS

JEFF JOYNER

SOUTHEAST REGION RIGHT-OF-WAY MANAGER

EXPERIENCE & RESPONSIBILITIES

Jeff Joyner manages the acquisition department for Atlas Technical Consultants (Atlas). He manages the firm's comprehensive appraisal and related real estate acquisition services including a staff of appraisers, brokers, sales agents, paralegals, attorney, and support staff.

He has served as acquisition manager and negotiator on Bibb County, Georgia projects for the Macon-Bibb County road improvement program and on Gwinnett County, Georgia projects for the County's road improvement program. Additional projects he has managed include:

- Acquisition manager on GDOT project MSL-0004-00(430) Gwinnett County, PI #0004430, SR 20/Cumming Highway (Peachtree Industrial Boulevard to Chattahoochee River) 208 parcels, 26 relocations
- Acquisition manager on GDOT project STP00-1267-00(008), Oconee County, PI #142060, SR 53/Mars Hill Road/Oconee Connector-Phase 1, 119 parcels, 2 relocations
- Acquisition manager on GDOT Project STP3201(10) Bibb County, PI #351120, Bloomfield Road, 143 parcels, 6 relocations
- Acquisition manager on GDOT Project MSL00-0004-00(086), Gwinnett County, PI #0004086, SR 316 HOV lanes and interchanges, 94 parcels, 9 relocations
- Acquisition manager on GDOT Project STP3201(9) Bibb County, PI #351150, Forest Hill Road, 136 parcels, 1 relocation
- Chief negotiator on GDOT Project NH-IM-75-2(212) Henry County, PI #312150, Eagles Landing Parkway at I-75, 60 parcels, 8 relocations
- Acquisition manager on GDOT Project CSSTP-0009-00(011) Oconee County, PI #0009011, SR 53/Mars Hill Road/Oconee Connector- Phase 2, 45 parcels, 1 relocation
- Acquisition manager on GDOT Project STP00-0004-00(456) Gwinnett County, PI #0004456, McGinnis Ferry Road extension, 74 parcels, 2 relocations
- Acquisition manager on GDOT Project BRST0-0998-00(001) Gwinnett County, PI #142285, SR 324 bridge at I-85, 30 parcels, 2 relocations
- Acquisition manager on GDOT project STP00-9107-00(002) Clayton County PI #751819, Flint River Road, 64 parcels
- Acquisition manager on GDOT Project STP-F001-00(098) Oconee County, PI #0001098, Jennings Mill Parkway, 39 parcels
- Acquisition manager on GDOT Project MSL00-0004-00(644), Gwinnett County, PI #0004644, SR 20 (Ozora Road to SR 81), 63 parcels
- Acquisition manager on GDOT Project STP00-0000-00(845) Gwinnett County, PI #0000845, US 29 at Beaver Ruin Road, 52 parcels
- Acquisition manager on GDOT Project STP00-0000-00(844) Gwinnett County, PI #0000844, US 29 at Pleasant Hill Road., 71 parcels, 1 relocation
- Assisted acquisition manager on GDOT Project STP3207(4) Bibb County, PI #350960, Mercer University Boulevard
- Attend public hearings as consultant to public inquiries concerning proposed projects

Prior to joining Atlas, Joyner had a 25-year career in the real estate investment and heavy truck industries.

EDUCATION

B.S., Business Administration
(Major in Accounting),
University of Florida

PROFESSIONAL
CERTIFICATIONS

Georgia Licensed Real Estate
Broker #281333
North Carolina Licensed Real
Estate Broker #267264

GDOT RIGHT OF WAY
PREQUALIFICATIONS

R/W Project Manager
Preacquisition Services
Negotiation Services
Acquisition Services
Relocation Negotiation
Administrative Review

YEARS OF EXPERIENCE
21YEARS WITH FIRM
21

JOHN H. BIVINS

RIGHT OF WAY ACQUISITION AGENT

EXPERIENCE & RESPONSIBILITIES

John Bivins, a right-of-way acquisition agent with Atlas Technical Consultants, has more than 25 years of experience in real estate. Prior to joining Atlas, he provided negotiation services for the York County, South Carolina, road improvement program where he worked on right-of-way acquisition for improvements to SC 5. In addition, he has worked for the City of Marietta and Cobb and Forsyth counties.

GDOT projects negotiated requiring knowledge of Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 are:

- BRSTO-0998-00 SR 324 Gravel Springs over I-85 Bridge Replacement, Gwinnett County
- STP-0004-00(456) McGinnis Ferry Rd Extension, Gwinnett County
- STP-054-1(37) SR 20/ North Ozora to Plantation Boulevard, Gwinnett County
- MSL-0004-00(644) SR 20/ Loganville Highway, Gwinnett County
- STP 0000-00(844) US 29/SR8 Pleasant Hill Rd and Lester Road, Gwinnett County
- BRSTO-0000-00(810) State Route 9 Intersection Improvements, Forsyth County
- STP 00-2348-00(001) Bethelview Rd, Forsyth County
- BHFST-0001-05(024). US 41 Northside Parkway-Cobb Pkwy, Cobb County

In addition to GDOT projects, Bivins has worked on the following right-of-way initiatives for Gwinnett County.

- | | |
|--|--|
| • Peachtree Industrial at SR 120 | • Brooks Rd Safety Improvements |
| • Temple Johnson Road | • Ozora Road |
| • Old Norcross Rd at Boggs Road | • Sycamore Road |
| • Brookhollow Pkwy at Indian Trail | • Garner Rd Sidewalks |
| • Jimmy Carter at US 29 | • Ridge Road |
| • Pleasant Hill Road widening, Ph I | • Oak Road |
| • Old Peachtree Road at Sunny Hill | • Riverside Road at Austin Garner Road |
| • Rockbridge Road | • Lenora Church at Lee Road |
| • Indian Trail at Lilburn Road | • East Union Grove at Dacula Elementary |
| • Old Norcross Road | • Springdale Road at Highpoint Road |
| • Dacula Rd at Hurricane Shoals Road | • Hamilton Mill Area HS/MS |
| • Old Peachtree at Hurricane Shoals Road | • Russell Road Sidewalks |
| • New Hope at Chandler Road | • Old Norcross at Shelley Creek |
| • Pate Rd at Temple Johnson | • Old Suwanee at Secret Cove Drive |
| • Spout Springs Road | • Cooper Road at Grayson Elem. |
| • Brooks Rd Safety Improvements | • New Hope Rd and Chandler Road |
| • Ozora Road | • Russell Road Little Suwanee Creek Bridge Replacement |
| • New Hope at Chandler Road | • Old Peachtree Road at Sandstone |
| • Pate Rd at Temple Johnson | |
| • Spout Springs Road | |

Prior to employment with Atlas, Bivins worked for money center lenders providing financing for commercial real estate transactions. He underwrote loan approvals, managed loan portfolios, reviewed property appraisals, coordinated closings, and supervised office operations.

EDUCATION

Syracuse University

PROFESSIONAL TRAINING

Appraisal Principles
Capitalization Techniques
Cap Theory Part II
Case Studies in Valuation

PROFESSIONAL CERTIFICATIONS

Georgia Licensed Real Estate
Broker #248021

GDOT RIGHT OF WAY PREQUALIFICATIONS

Negotiation through Closing

YEARS OF EXPERIENCE

26

YEARS WITH FIRM

25

MARY KATHLEEN “M.K.” EXLEY

NEGOTIATION AGENT

EXPERIENCE & RESPONSIBILITIES

Mary Kathleen “M.K.” recently joined Atlas as a ROW Negotiation Agent. Prior to becoming a negotiation agent, M.K. spent her career in various sales positions in Atlanta, GA after graduating from the University of Alabama in 1995. After moving to Lake Oconee in 2004, M.K. received her real estate license and worked onsite as an agent for Reynolds Plantation until moving to Augusta in 2009 where M.K. decided to stay at home with her son Cole until 2016. In 2016, Mary Kathleen reactivated her license and became a Realtor for Keller Williams and Meybohm. She decided to begin training to become a negotiation agent late 2018 and received her negotiation status from GDOT Agent I, and her real estate brokers license in March of 2020. M.K. started her business MKE Real Estate Services in May 2020.

RELEVANT PROJECT EXPERIENCE

- Sparta Bypass PI 0008016
- Greene/ Putnam SR 44 PI0006253
- Muscogee Cusseta Improvements PI 0011434
- Muscogee/ Harris PI 0006446
- Richmond James Brown Blvd. Streetscape III PI 0013707
- Richmond 13th Street Improvements PI 0011424

Prior to joining Atlas, M.K. worked for several companies as realtor, broker, and negotiation consultant. These companies include:

- Reynolds Plantation Lake Oconee, onsite Realtor
- Keller Williams Real Estate, Realtor
- Meybohm Real Estate, Realtor
- MKE Real Estate Services, Broker and negotiation consultant

EDUCATION

B.A., Psychology, University of Alabama

PROFESSIONAL CERTIFICATIONS

Realtor License #280912

GDOT RIGHT OF WAY PREQUALIFICATIONS

Negotiation Agent 2

YEARS OF EXPERIENCE

19

YEARS WITH FIRM

1

LATARRA PARKER

LAND ACQUISITION AGENT

EXPERIENCE & RESPONSIBILITIES

Ms. Parker's experience includes managing the right of way process of acquiring property (right of way and easements) for the purpose of intersection improvements, widening and reconstruction, utility signal upgrades and bridge replacement projects.

- Reviewed project sites to make sure it coordinates with the preliminary construction plans.
- Obtained appraisal and preliminary title reports prepared by title companies and appraisers to determine present and future property value affected by the proposed plans; make recommendations regarding appraised value for purchase or acquisition of easements and fee title.
- Prepared cost estimates and property valuation.
- Conducted negotiations with property owners for the acquisition of right of way, easements, construction easements, and other interests in real property.
- Prepared and reviewed legal descriptions, offer packages, deeds and other documents associated with the property acquisitions.
- Consulted with planning design, project management, surveying and environmental personnel to identify and resolve right of way impacts.
- Assisted the team manager in preparing reports for weekly construction project status meetings and reports on the status of right of way acquisition.
- Conducted multiple property owner meetings to inform owners of brief overview of plans and construction to take place.

EDUCATION

Bachelors of Business
Administration, Albany State
University

PROFESSIONAL CERTIFICATIONS

Georgia Registered Real
Property Appraiser #366790
Georgia Real Estate Associate
Broker #357485

GDOT RIGHT OF WAY PREQUALIFICATIONS

Negotiation through Closing
Agent

YEARS OF EXPERIENCE

11

YEARS WITH FIRM

5

TROY L. BATCHELOR

LAND ACQUISITION SPECIALIST

EXPERIENCE & RESPONSIBILITIES

Mr. Batchelor has been a licensed real estate broker in the State of Georgia for more than 32 years. Prior to joining Atlas Technical Consultants, he owned and operated Troy Batchelor Realty in Duluth, Georgia and previously served as president and chairman of the board of Batchelor Enterprises, Inc., in Macon, Georgia. He has also worked as an independent consultant for 10 years.

Mr. Batchelor's real estate experience includes residential, commercial and investment real estate lease and sales; contract, lease and option negotiation and preparation; demographic and site analysis; mortgage finance counseling to assist sellers and purchasers; closing statement preparation; closing documentation review for both residential and commercial buyers and sellers; office and personnel management.

While working on the Gwinnett County Road Improvement Program, Mr. Batchelor worked on numerous projects and negotiated acquisitions worth millions of dollars. Mr. Batchelor also negotiated the acquisition of 40 parcels for the 17th Street Bridge project in Atlanta. Prior to that, Mr. Batchelor was the assistant program manager and acquisition manager for the Cobb County Transportation Improvement Program; he negotiated acquisition of parcels for major roads, shoulder widening, intersection improvements, and pedestrian projects.

A representative list of accomplishments includes:

- Site analysis and sale negotiations for major companies including Dairy Queen, Kentucky Fried Chicken National Management Co., Amoco Oil
- Negotiated 99-year lease between local investor and Holiday Inns, Inc.
- Assembled land now occupied by Macon Mall in Macon, GA through negotiating and transacting options including securing zoning for same
- Planned, negotiated purchase, secured financing for and developed residential subdivision in Jones County, Georgia (Camelot), including a water service facility
- Negotiated stock sales of cemetery corporation, Woodlawn Memorial Park, Inc. and organized a limited partnership for management and operation of same. Acted as President of Woodlawn Memorial Park, Inc. and as General Partner of Business Participants, Ltd., managing both sales and operations.

EDUCATION

Mercer University, Macon,
Georgia
Auburn University, Auburn,
Alabama

PROFESSIONAL CERTIFICATIONS

Georgia Licensed Real Estate
Broker #60085

GDOT RIGHT OF WAY PREQUALIFICATIONS

Acquisition
Negotiation through Closing

YEARS OF EXPERIENCE

32

YEARS WITH FIRM

7

BENJAMIN M. GARLAND, JR.

APPRAISER

EXPERIENCE & RESPONSIBILITIES

Ben Garland, a member of the Atlas Technical Consultants' Real Estate Appraisal Staff, has worked as an appraiser since 2004. He has performed appraisal services for counties and municipalities, Georgia Department of Transportation, mortgage companies, banks and private clients. His employment relationships as an appraiser prior to Atlas include A-1 Appraisal Services, as well as self-employment as an independent fee appraiser. Since entering the appraisal field, Garland's focus has included the market analysis and property valuation of vacant land, residential properties, and professional assistance on commercial, industrial and recreational properties. His prior real estate experience dates back to 1996 when he was licensed as a salesperson with 12 years in that field.

Garland's current focus is on negotiated acquisitions and eminent domain appraising for public works improvements including right-of-way acquisition, preliminary conceptual estimating, detailed cost estimate work and appraisal reports. A common element of his current work is coordinating with the project's designers on the impacts to multiple adjacent parcels on linear roadway and utility projects.

Garland has been approved by the Georgia Department of Transportation as a Level 2 appraiser.

While employed at Atlas, recent projects include:

- Cobb County School District Acquisition Projects: Terrell Mill Rd Site, Fitzhugh Lee School Site, Sandy Plains Rd Site, Idlewild Meadows, Skyview Elementary, Walton High, Belmont, Martha Moore Center
- GDOT Project, US 129/441/SR 24 Improvements, Morgan County
- GDOT Project, West Winder Bypass, Phases 1 and 2, Barrow County
- City of Augusta Department of Transportation, Berckmans Road Improvements over Raes Creek, Richmond County
- City of Norcross CID, Beaver Ruin Road Project, Gwinnett County
- Cherokee County Capital Management Program: East Cherokee Drive at Holly Springs Parkway, Cherokee Co, East Cherokee Drive at SR 20, Cherokee Co, Victory Drive, Burch Park, Keeter Road, Pruitt Road
- City of Columbus SPLOST projects – Veterans Drive at Doble Churches Road
- GDOT Surplus Property Disposal Project, Multiple Metro Atlanta Counties
- City of Fairburn Project – Bohannon Road Improvements
- City of LaGrange Acquisition Projects – 114 Greenville Street
- City of Johns Creek – Jones Bridge Road
- GDOT project, Lee Road Widening and Reconstruction, Douglas County
- GDOT project, Widening Colerain Road from I-95 to Kings Bay Road, Camden County
- GDOT project, Mars Hill Road Improvements from Hog Mountain Road to Oconee Connector, Oconee County
- GDOT project, Road Widening of Jeffersonville Road/Millerfield Road, Bibb County
- GDOT project, Jeffersonville Road, Bibb County
- GDOT project, Macland Road, SR 360, Cobb County
- GDOT Project, Bethelview Road, Phase 2, Forsyth County
- Detailed Cost Estimate – Canton Road Project and Hickory Flat Highway Project, Cherokee County,
- Detailed Cost Estimate – Spout Springs Road Project, Hall County
- Preliminary ROW Cost Estimate – CFI on SR13/US 23 Buford Highway at SR 140/Jimmy Carter Blvd.
- Preliminary ROW Cost Estimate – Widening and Relocation of SR 515, Union/Towns County

EDUCATION

B.B.A., Finance, University of Georgia

PROFESSIONAL TRAINING

General Sales Comparison Approach
General Cost Approach
General Highest & Best Use
General Report Writing & Case Studies
General Income Approach

PROFESSIONAL CERTIFICATIONS

Georgia Certified General Real Property Appraiser #270880

GDOT RIGHT OF WAY PREQUALIFICATIONS

GDOT Approved Level 2 Appraiser
Preliminary Cost Estimator
Detailed Cost Estimator

YEARS OF EXPERIENCE

27

YEARS WITH FIRM

15

3 | Experience and Qualifications

Atlas has performed right-of-way acquisition management for a variety of government agencies throughout Georgia. This includes more than 50 of the 159 counties. These programs require an in-depth and well-documented approach, as well as constant and consistent coordination with all government agencies involved, stakeholders, and internal support teams. Our right-of-way team has acquired tens of thousands of parcels on behalf of our customers for widenings and new locations for highways, bridges, parks, and utilities projects. Below are examples of right-of-way acquisition services we have provided for other government agencies.

Gwinnett County Road Improvement Programs

Project Owner	Gwinnett County Department of Transportation
Client Project Manager	Lewis Cooksey, 770.822.7400, lewis.cooksey@gwinnettcountry.com
Project Location	Gwinnett County, Georgia
Year Completed and Value	Ongoing over \$20M in contract value

Atlas has provided program management, construction management, land acquisition, and environmental services for the past 31 years to the Gwinnett County DOT. The value of the projects completed during the course of six consecutive contracts is more than \$1.5 billion. For land acquisition, the scope of work includes performing and coordinating all activities required for right-of-way acquisition, with activities including input on design related to right-of-way impact, review of right-of-way plans, arranging for and coordinating preparation of titles, arranging for and reviewing appraisals, sometimes performing appraisals or fast-track appraisals, meeting with property owners to negotiate acquisition, recommending and coordinating administrative settlements, closing of parcels, coordinating condemnation packages, and assisting in acquisition of property for construction of Gwinnett County's projects. Atlas has provided turnkey right-of-way acquisition services for more than 8,500 parcels over the course of 31 years.

City of Duluth – Roadway Improvement Projects and Streetscape Improvements

Project Owner	City of Duluth
Client Project Manager	Margie Shames Pozin, PE, CQA – City Engineer 678.957.7284 mpozin@duluthga.net
Project Location	Duluth, Georgia
Year Completed and Contract Value	Ongoing \$200,000

Atlas provides real estate acquisition services to support roadway improvement projects and streetscape improvement projects for the City of Duluth, GA. These activities are ongoing since March 2019.

Acquisition services are coordinated by a multidisciplinary team of negotiators, managers, legal, paralegal, and administrative support personnel to conduct the following acquisition activities for each parcel. The Atlas team functions as an extension of the City of Duluth's Engineering Department.

- Managing the request for title research for all parcels
- Coordinating appraisal requests for all parcels
- Preparing appraisal reports for all parcels
- Preparing Detailed Right of Way Cost Estimates
- Researching ownership of all parcels using Gwinnett County Tax Records website and Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) website
- Creating documents for easement acquisition for each parcel
- Negotiating acquisitions for each parcel based on appraisal values and input from the City Engineer
- Creation of closing documents and conducting closing activities for each parcel in coordination with the City Attorney
- Recording of closing documents for all parcels via activities with the City Attorney

3 | Experience and Qualifications

City of Duluth – Roadway Improvement Projects and Streetscape Improvements

- Constant program management is provided with weekly status meetings between the Atlas Project Manager and the City Engineer
- Providing management oversight and direction of all activities

Atlas has worked with the City of Duluth on the following projects:

- Main Street Enhanced Sidewalk phase 1 and Phase II. This comprehensive program consisted of a streetscape enhancement project, with a total of 26 acquisition parcels.
- Davenport Road Extension. This comprehensive program consisted of a streetscape enhancement project, with a total of 2 acquisition parcels.
- Pine Needle Cul De Sac. This comprehensive program consisted of installing a cul-de-sac to prevent through traffic in a residential neighborhood, with a total of 6 acquisition parcels.
- Old Peachtree Road Right of Way Appraisals. Atlas prepared appraisal reports for 9 properties that are currently owned by the City of Duluth to assess the properties redevelopment values.

Right-of-Way Acquisition Contracts

Project Owner	Cherokee County
Client Project Manager	Geoff Morton, County Manager, 678.493.6001 gmorton@cherokeega.com
Project Location	Bells Ferry Road
Year Completed and Contract Value	Ongoing \$1.3 million

Atlas was selected as prime consultant for right-of-way acquisition on Bells Ferry Road which has been part of the Cherokee County Transportation Plan for many years. This project consists of 160 parcel acquisitions and 8 property owner relocations. This vitally important project will widen the existing two-lane roadway to a four-lane roadway with raised median and curb and gutter. The project will include designated turn lanes at selected intersections along the corridor as well as the use of restricted crossing U-turn (RCUT) intersections at selected side roads. The project will include a 5-foot sidewalk on the west side of Bells Ferry Road and a 10-foot shared use path on the east side.

3 | Experience and Qualifications

Gwinnett County Department of Water Resources

Project Owner	Gwinnett County
Client Project Manager	Lisa Willis, PE, DWR Director of Strategic Programming 678.376.4214 lisa.willis@gwinnettcountry.com
Project Location	Gwinnett County, Georgia
Year Completed and Contract Value	Ongoing Varies per project

Atlas provides real estate acquisition services to support water, sewer, and stormwater infrastructure programs for Gwinnett County Department of Water Resources (DWR). These activities are ongoing since January 2021. Direction and guidance for each project is provided by the DWR Project Manager.

Acquisition services are coordinated by a multidisciplinary team of negotiators, managers, legal, paralegal, and administrative support personnel to conduct the following acquisition activities for each parcel. The Atlas team functions as an extension of Gwinnett County's Department of Water Resources Department.

- ✓ Managing the request for title research for all parcels
- ✓ Coordinating appraisal requests for all parcels
- ✓ Researching ownership of all parcels using Gwinnett County Tax Records website and Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) website
- ✓ Creating documents for easement acquisition for each parcel
- ✓ Negotiating acquisitions for each parcel based on appraisal values and input from the DWR Project Manager
- ✓ Creation of closing documents and conducting closing activities for each parcel in coordination with Gwinnett County Law Department
- ✓ Recording of closing documents for all parcels via activities with Gwinnett County Law Department
- ✓ Constant program management is provided with frequent updates via electronic meetings scheduled by the project manager for a customized tool
- ✓ Providing management oversight and direction of all activities

Atlas has worked with Gwinnett County Department of Water Resources on the following projects:

- ✓ Eastern Regional Infrastructure Project (F-1388-05). This comprehensive program consisted of a force main sewer infrastructure project, 2 gravity sewer infrastructure projects, and 2 water main infrastructure projects with a total of 42 acquisition parcels.
- ✓ Brooks Road Stream Realignment, a stormwater infrastructure project with 2 acquisition parcels
- ✓ Wildcat Creek Gravity Sewer (F-1387-10), a sewer infrastructure project with 14 acquisition parcels
- ✓ Walton Court and Nob Hill Sewer Pressure Sub-Zone Development for Lanier Mountain Pump Station (F-0216-15), a water infrastructure project with 7 acquisition parcels
- ✓ Rock Springs Medical Sewer Project (F-1387-03), a sewer infrastructure project with 19 acquisition parcels
- ✓ Ridge Road Pump Station Decommissioning Project (F-1387-43), a sewer infrastructure project with 55 acquisition parcels
- ✓ Little Suwanee Creek Pump Station and Force Main, (F-1383-11), a sewer infrastructure project with 7 acquisition parcels

4 | Technical Considerations

Atlas will work hand in hand with the City to identify the scope of the subject project and to determine the appropriate methodologies needed to meet the project schedule and to avoid unnecessary delays. Typical areas of concern will be identified during the scoping process. Other areas of concern will be identified and addressed as the project progresses. When conventional methods of acquisition need to be adjusted, Atlas has the experience and resources to call on specialists from many disciplines to address any issues that arise. Specific tasks related to the requested scope are as follows:



- **Titles** Once the titles are received from the City, they are reviewed for accuracy and appropriateness prior to beginning negotiations.
- **Negotiations** We will present the City's posture in showing great consideration to property owners during the land acquisition process. This does not mean that the City overcompensates the property owner, but it does mean courteously addressing citizens' concerns, complete openness during negotiation, and thorough documentation. With Atlas being a full-service company, it allows the projects' negotiators easy access to the preconstruction team working with the City, and as a result it provides the negotiators an additional tool to be able to share property owner ideas and concerns with the team, and potentially provide an option to the property owner that can lessen impacts or alleviate their concerns. Having this ability during negotiations to quickly address design concerns of the property owner can go a long way in reducing property owner anxieties caused by the project. Atlas selects its negotiators with care, trains them well, and monitors their progress and activities.



- **Recommending and Coordinating Administrative Settlements** Atlas negotiators offer fair market value, as determined by appraisals, and ascribed by law, to property owners. When property owners are not able to accept such offers, a recommendation letter is prepared and sent to the City for action.
- **Closing of Parcels** After agreement with property owners, Atlas will provide required documentation to the City attorneys to acquire written title to the required acquisition area(s).
- **Coordination of Condemnation Packages** When agreements cannot be achieved, documentation will be provided to the City Attorney for condemnation under eminent domain. Atlas will continue to work with the City legal personnel throughout the condemnation process, as requested, assisting the City with completing the property acquisition on the parcel as efficiently as possible, which includes making recommendations concerning 10-day notice of condemnation.



References for Atlas Technical Consultants LLC

The Land Acquisition Firm must provide at the time of proposal opening a list of contact numbers, addresses and a contact person from three (3) jobs completed having similar specification within the metro Atlanta area.

City of Norcross requests a minimum of three (3) references where work of a similar size and scope has been completed.

1. Company Name: Gwinnett County Department of Transportation
 Description of Project: SPLOST Program Management Services - Right of Way
 Completion Date: Ongoing
 Contact Person: Lewis Cooksey, PE
 Telephone: 770.822.7400 Fax: 770.822.7097
 Email address: lewis.cooksey@gwinnettcountry.com

2. Company Name: Buckhead CID
 Description of Project: Lenox Road, Piedmont Road, Wieuca Road
 Completion Date: Ongoing
 Contact Person: Tony Peters
 Telephone: 404.842.2691 Fax: 404.842.2681
 Email address: tpeters@buckheadcid.com

3. Company Name: DeKalb County
 Description of Project: Glenwood Road sidewalk improvements (65 parcels)
 Completion Date: Ongoing
 Contact Person: David Pelton, PE
 Telephone: 770.492.5223 Fax: 770.492.5201
 Email address: dwpelton@dekalbcountyga.gov

The following proposed fees by Atlas Technical Consultants LLC will provide certain right of way services needed to deliver the subject project from the Notice to Proceed by the City of Norcross, Georgia, to the right of way acquisition of the project.

FEE SCHEDULE

Date: June 23, 2023

PROJECT DESCRIPTION: An approximate 3.3 mile shared-use path between Buford Highway/Historic Downtown Norcross on the western side, and the Beaver Ruin Road Shared-Use Trail.

Parcels on Project: 66

Detailed Right of Way Cost Estimate:	1 @	\$7,500.00/each	=	\$7,500.00	
Project Negotiations:	66 parcels @	\$4,500.00/each	=	\$297,000.00	(See note 2)
Total				<u>\$304,500.00</u>	**

****NOTES:**

1. If any parcel requires negotiation with an entity other than the fee owner (such as sign owner, tenant, etc.) the fee for negotiating with the additional interest will be \$2,500 per interest.
2. Any City of Norcross or attorney required updates (cost estimate, negotiations) will be billed at 50% of the originally billed fee.
3. Parcel acquisition legal descriptions will be provided to the designated City of Norcross attorney as requested. Titles will be provided by designated City of Norcross attorney.

Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)



E-Verify Private Employer Affidavit O.C.G.A. § 36-60-6(d)

The e-verify private employer affidavit must be collected when applying for occupational tax certificates, business licenses and alcohol licenses. The City of Norcross will not issue initial licenses, certificates or renewals without a completed Private Employer Affidavit on file.

By executing this affidavit under oath, as an applicant for a contract (Occupational Tax Certificate, Business License, Alcohol License or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d), from the City of Norcross, the undersigned applicant representing the private employer known as Atlas Technical Consultants LLC (Printed Name of Private Employer) verifies one of the following with respect to my application for the above mentioned business document:

1. Choose ONE of the following:

- (A) X On January 1st of the below signed year the individual, firm, or corporation employed ten or more employees. If the employer selected (A) please fill out section 2 below.
- (B) On January 1st of the below signed year the individual, firm, or corporation employed nine or less employees. If the employer selected (A) please fill out section 2 below.

2. The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6(a). The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as listed below:

1380925
E-Verify # User Identification Number

2.14.2019
Date of Authorization

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement of representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20 and face criminal penalties allowed by such statute.

THIS FORM MUST BE NOTARIZED AND SIGNED

Todd I. Long
Signature of Authorized Officer or Agent

Todd I. Long, PE, PTOE / Atlanta Hub Leader
Printed Name/Title of Authorized Officer or Agent

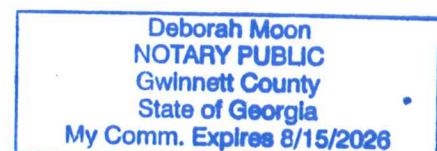
6.22.2023
Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 22nd DAY OF June, 2023

Executed in Duluth (City), GA (State)

Deborah Moon
NOTARY PUBLIC Signature

8.15.2026
My Commission Expires





E-Verify Contractor Affidavit O.C.G.A. § 13-10-91 (b)(1)

Physical performance of services: Contracts with the City involving both physical labor and any services over \$2499.99 in value.

Contractors must be registered with and use the E-Verify program. If you have not registered, you can find the information at www.uscis.gov (click on E-verify Homepage, see start here directions.)

It is the responsibility of the Contractor to submit additional E-Verify Affidavits on every Sub-Contractor for this project.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Norcross has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Project Name: Right of Way Acquisition Date of Project: June 23, 2023

Legal Name of Contractor: Atlas Technical Consultants LLC

Address: 2450 Commerce Avenue, Suite 100 City: Duluth State: GA Zip Code: 30096

Federal Work Authorization User Identification Number (E-Verify Number): 1380925 (4-6 digit numeric #)

Date of Authorization: 2.14.2019

EXEMPT: YES OR ☒ NO

***If a contractor has no employees and does not hire or intend to hire they may satisfy the law by submission of (State DL or State ID) Drivers' License Number: _____**

I hereby declare under penalty of perjury that the foregoing is true and correct

Todd I. Long 6.22.2023 Todd I. Long, PE, PTOE, Atlanta Hub Leader
 Signature of Authorized Officer/Agent Date Printed Name and Title of Authorized Officer/Agent

MUST BE COMPLETED BY NOTARY

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 22nd DAY OF June, 2023

Executed in Duluth (City), GA (State)

Deborah Moon 8.15.2026
 NOTARY PUBLIC Signature My Commission Expires

Deborah Moon
 NOTARY PUBLIC
 Gwinnett County
 State of Georgia
 My Comm. Expires 8/15/2026



CERTIFICATE OF LIABILITY INSURANCE

Page **L.4.d**DATE (MM/DD/YYYY)
11/15/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Insurance Services West, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com																					
INSURED Atlas Technical Consultants, Inc. 13215 Bee Cave Parkway, Building B, Suite 230 Austin, TX 78738	<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>Steadfast Insurance Company</td><td>26387</td></tr><tr><td>INSURER B:</td><td>Zurich American Insurance Company</td><td>16535</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Steadfast Insurance Company	26387	INSURER B:	Zurich American Insurance Company	16535	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER: W26682847****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			GPL 0217085-07	11/13/2022	11/13/2023	EACH OCCURRENCE \$ 2,000,
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,
							MED EXP (Any one person) \$ 5,
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 2,000,
	☐ POLICY ☒ PRO-JECT ☒ LOC						GENERAL AGGREGATE \$ 6,000,
	OTHER:						PRODUCTS - COMP/OP AGG \$ 4,000,
							\$
B	AUTOMOBILE LIABILITY			BAP 0217109-07	11/13/2022	11/13/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,
	☒ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY	☐ NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
							\$
A	UMBRELLA LIAB	☒ OCCUR		SXS 0217077-07	11/13/2022	11/13/2023	EACH OCCURRENCE \$ 10,000,
	☒ EXCESS LIAB	☐ CLAIMS-MADE					AGGREGATE \$ 10,000,
	DED \$	RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC 0217111-07	11/13/2022	11/13/2023	☒ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N ☐ No	N/A				E.L. EACH ACCIDENT \$ 1,000,
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,
							E.L. DISEASE - POLICY LIMIT \$ 1,000,
A	Professional Liability			GPL 0217085-07	11/13/2022	11/13/2023	Each Incident \$2,000,000
	Claims Made						Policy Aggregate \$6,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The General Liability policy includes blanket Additional Insured and The General, Pollution and Professional Liabilities include a blanket Waiver of Subrogation endorsement that provides this feature only when there is a written contract between the named insured and the Certificate Holder that requires it, as permitted by law. The General Liability policy contains a special endorsement with "Primary and Noncontributory" wording.

SEE ATTACHED

CERTIFICATE HOLDER**CANCELLATION**

Evidence of Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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SR ID: 23329345

BATCH: 2742851

Packet Pg. 180

Attachment: Proposals (23-6787 : RFP 23-06 - Right of Way Acquisition)

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of

AGENCY Willis Towers Watson Insurance Services West, Inc.		NAMED INSURED Atlas Technical Consultants, Inc. 13215 Bee Cave Parkway, Building B, Suite 230 Austin, TX 78738	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

The General Liability, Contractor's Pollution Liability and Professional Liability are part of a package policy. The Aggregate reflected for these coverages is a combined aggregate and not separate aggregates for each coverage.

The Business Auto policy includes blanket additional insured and Waiver of Subrogation endorsements that provide additional insured status to the certificate holder and Waiver of Subrogation only when there is a written contract between the named insured and the Certificate Holder that requires it, as permitted by law. The Business Auto policy contains a special endorsement with "Primary and Noncontributory" wording.

Additional Insured: The Excess Liability policy includes a blanket automatic additional insured endorsement [provision] that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status.

Primary and Noncontributory: The Excess Liability policy contains a special endorsement with "Primary and Noncontributory" wording.

Waiver of Subrogation: The Excess Liability policy includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it, as permitted by law.

The Workers Compensation policy includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it, as permitted by law.

Stop Gap coverage included.

INSURER AFFORDING COVERAGE: Steadfast Insurance Company

NAIC#: 26387

POLICY NUMBER: GPL 0217085-07 EFF DATE: 11/13/2022 EXP DATE: 11/13/2023

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Contractor's Pollution Liability	Each Incident	\$2,000,000
Claims Made	Policy Aggregate	\$6,000,000

INSURER AFFORDING COVERAGE: Zurich American Insurance Company

NAIC#: 16535

POLICY NUMBER: WC 7306651-01 EFF DATE: 11/13/2022 EXP DATE: 11/13/2023

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation and	E.L. Each Accident	\$1,000,000
Employers Liability	E.L. Disease - EA EMP	\$1,000,000
Per Statute	E.L. Disease -POL LMT	\$1,000,000

Atlas Technical Consultants, Inc. Schedule of Named Insureds

1 Alliance Geomatics, LLC
 Alta Vista Engineering Services AG
 Alta Vista Solutions Inc.
 Arrow ATC Holdings, LLC
 Arrow Environmental Holdings LP
 Arrow Environmental Holdings, GP LLC
 ATC Associates of North Carolina, PC
 ATC Associates of Ohio, LP
 ATC Associates, Inc.
 ATC Construction Services, Inc.
 ATC Engineering of Michigan, LP
 ATC Engineering, LLP
 ATC Environmental, Inc.
 ATC Group Holdings LLC
 ATC Group Partners LLC
 ATC Group Services LLC
 ATC Group Services, LLC dba Atlas Technical Consultants, LLC
 ATC Holding, Inc.
 ATC Leasing Company, LLC
 ATC New England Corporation
 ATC Sole Member LLC
 Atlantic Engineering Laboratories of New York, Inc.
 Atlantic Engineering Laboratories, Inc.
 Atlantic Engineering Laboratories, LLC
 Atlas ATC Engineering, Inc.
 Atlas Consulting Services
 Atlas Engineering West, Inc.
 Atlas Intermediate Holdings LLC
 Atlas TC Holdings LLC
 Atlas Technical Consultants Holdings, LP
 Atlas Technical Consultants LLC
 Atlas Technical Consultants Sole Member LLC
 Atlas Technical Consultants, Inc.
 Bananza Industries, Inc.
 BCM Engineering, Inc.
 Beest Express, LLC
 Caitcon, LLC
 Cardno ATC (MA), Inc.
 CEL Consulting, LLC
 Consolidated Engineering Laboratories
 Dexter ATC Field Services LLC
 Dexter Field Services, LP
 Engineering & Testing Services LLC
 Engineering Services, LLC
 Environmental Compliance Services, Inc.
 ETS-ESC Holdings LLC
 Geosphere Consultants, Inc.
 HES Testing, LLC
 Long Engineering, Inc.

Long Engineering, LLC
 Materials Testing & Inspection, LLC
 O'Neill Service Group, LLC
 Oris Solutions, LLC
 Pavetex Engineering, LLC fka PaveTex Engineering & Testing
 Piedmont Geotechnical Consultants, LLC
 Pipeline Environmental Services
 Plant Services
 Quality Assurance Engineering, Inc.
 Quality Assurance Engineering, Inc. dba Consolidated
 Engineering Laboratories
 Rocky Mountain PSI, LLC
 Sage ATC Environmental Consulting LLC
 Sage ATC Environmental Holdings LLC
 Sge Engineering, Inc.
 Sage Environmental Consulting, LP
 Sage Environmental Holdings, LLC
 SCST, LLC
 Southwest Geophysics, LLC
 The Environmental Institute
 Transmart Technologies, LLC
 TanSmart, Inc.
 TranSmart, LLC
 United Testing, LLC fka United Testing Corporation
 WesTest, LLC
 Wilkins Environmental Consulting, Inc.

Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)



Additional Insured – Automatic – Owners, Lessees Or Contractors

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

Policy No.	GPL-0217085-07	Effective Date:	11/13/2022
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This endorsement modifies insurance provided under the:

Commercial General Liability Coverage Part One, Common Coverage Provisions

A. Section I – Who Is An Insured is amended to include as an additional insured any person or organization whom you are required to add as an additional insured under a written contract or written agreement executed by you, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" and subject to the following:

1. If such written contract or written agreement specifically requires that you provide that the person or organization be named as an additional insured under one or both of the following endorsements:

- a. The Insurance Services Office (ISO) ISO CG 20 10 (10/01 edition); or
- b. The ISO CG 20 37 (10/01 edition),

such person or organization is then an additional insured with respect to such endorsement(s), but only to the extent that "bodily injury", "property damage" or "personal and advertising injury" arises out of:

- (1) Your ongoing operations, with respect to Paragraph 1.a. above; or
- (2) "Your work", with respect to Paragraph 1.b. above,

which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph 1., insurance afforded to such additional insured:

- (a) Only applies if the "bodily injury", "property damage" or "personal and advertising injury" offense occurs during the policy period and subsequent to your execution of the written contract or written agreement; and
- (b) Does not apply to "bodily injury" or "property damage" caused by "your work" and included within the "products-completed operations hazard" unless the written contract or written agreement specifically requires that you provide such coverage to such additional insured.

Solely with respect to this Paragraph (b), if the written contract or written agreement provides a minimum time period for providing such coverage, and such minimum time period ends prior to the end of the policy period, this insurance shall not apply to "bodily injury", "property damage" or a "personal and advertising injury" offense which occurs during the policy period and after the end of that minimum time period.

2. If such written contract or written agreement specifically requires that you provide that the person or organization be named as an additional insured under one or both of the following endorsements:

- a. The Insurance Services Office (ISO) ISO CG 20 10 (07/04 edition); or
- b. The ISO CG 20 37 (07/04 edition),

Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)

such person or organization is then an additional insured with respect to such endorsement(s), but only to the extent that "bodily injury", "property damage" or "personal and advertising injury" is caused, in whole or in part, by:

- (1) Your acts or omissions; or
 - (2) The acts or omissions of those acting on your behalf,
- in the performance of:

- (a) Your ongoing operations, with respect to Paragraph 2.a. above; or
- (b) "Your work" and included in the "products-completed operations hazard", with respect to Paragraph 2.b. above,

which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph 2., insurance afforded to such additional insured:

- (i) Only applies if the "bodily injury", "property damage" or "personal and advertising injury" offense occurs during the policy period and subsequent to your execution of the written contract or written agreement; and
- (ii) Does not apply to "bodily injury" or "property damage" caused by "your work" and included within the "products-completed operations hazard" unless the written contract or written agreement specifically requires that you provide such coverage to such additional insured.

Solely with respect to this Paragraph (ii), if the written contract or written agreement provides a minimum time period for providing such coverage, and such minimum time period ends prior to the end of the policy period, this insurance shall not apply to "bodily injury", "property damage" or a "personal and advertising injury" offense which occurs during the policy period and after the end of that minimum time period.

- 3. If neither Paragraph 1. nor Paragraph 2. above apply and such written contract or written agreement requires that you provide that the person or organization be named as an additional insured:
 - a. Under the ISO CG 20 10 (04/13 edition, any subsequent edition or if no edition date is specified); or
 - b. With respect to ongoing operations (if no form is specified),

such person or organization is then an additional insured only to the extent that "bodily injury", "property damage" or "personal and advertising injury" is caused, in whole or in part by:

- (1) Your acts or omissions; or
- (2) The acts or omissions of those acting on your behalf,

in the performance of your ongoing operations, which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph 3., insurance afforded to such additional insured:

- (a) Only applies to the extent permitted by law;
- (b) Will not be broader than that which you are required by the written contract or written agreement to provide for such additional insured; and
- (c) Only applies if the "bodily injury", "property damage" or "personal and advertising injury" offense occurs during the policy period and subsequent to your execution of the written contract or written agreement.

- 4. If neither Paragraph 1. nor Paragraph 2. above apply and such written contract or written agreement requires that you provide that the person or organization be named as an additional insured:
 - a. Under the ISO CG 20 37 (04/13 edition, any subsequent edition or if no edition date is specified); or
 - b. With respect to the "products-completed operations hazard" (if no form is specified),

such person or organization is then an additional insured only to the extent that "bodily injury" or "property damage" is caused, in whole or in part by "your work" and included in the "products-completed operations hazard", which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph 4., insurance afforded to such additional insured:

- (1) Only applies to the extent permitted by law;
- (2) Will not be broader than that which you are required by the written contract or written agreement to provide for such additional insured;
- (3) Only applies if the "bodily injury" or "property damage" occurs during the policy period and subsequent to your execution of the written contract or written agreement; and
- (4) Does not apply to "bodily injury" or "property damage" caused by "your work" and included within the "products-completed operations hazard" unless the written contract or written agreement specifically requires that you provide such coverage to such additional insured.

Solely with respect to this Paragraph (4), if the written contract or written agreement provides a minimum time period for providing such coverage, and such minimum time period ends prior to the end of the policy period, this insurance shall not apply to "bodily injury" or "property damage" which occurs during the policy period and after the end of that minimum time period.

- B.** Solely with respect to the insurance afforded to any additional insured referenced in Section **A.** of this endorsement, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or failure to render, any professional architectural, engineering or surveying services including:

1. The preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
2. Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional architectural, engineering or surveying services.

- C.** Solely with respect to the coverage provided by this endorsement, the following is added to Common Coverage Provisions, Section **IV – Claims Provisions**, Paragraph 2:

The additional insured must see to it that:

- (1) We are notified as soon as practicable of an "occurrence" or offense that may result in a claim;
- (2) We receive written notice of a claim or "suit" as soon as practicable; and
- (3) A request for defense and indemnity of the claim or "suit" will promptly be brought against any policy issued by another insurer under which the additional insured may be an insured in any capacity. This provision does not apply to insurance on which the additional insured is a Named Insured if the written contract or written agreement requires that this coverage be primary and non-contributory.

- D.** Solely with respect to the coverage provided by this endorsement:

1. The following is added to the **Other Insurance** Condition of Section **V – Conditions**, Paragraph 8:

Primary and Noncontributory insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured provided that:

- a. The additional insured is a Named Insured under such other insurance; and
- b. You are required by written contract or written agreement that this insurance be primary and not seek contribution from any other insurance available to the additional insured.

2. The following paragraph is added to Paragraph 8.b. of the **Other Insurance Condition** under Section **V –**:

This insurance is excess over:

Any of the other insurance, whether primary, excess, contingent or on any other basis, available to an additional insured, in which the additional insured on our policy is also covered as an additional insured on another policy providing coverage for the same "occurrence", offense, claim or "suit". This provision does not apply to any policy in which the additional insured is a Named Insured on such other policy and where our policy is required by a written contract or written agreement to provide coverage to the additional insured on a primary and non-contributory basis.

- E. This endorsement does not apply to an additional insured which has been added to this Coverage Part by an endorsement showing the additional insured in a Schedule of additional insureds, and which endorsement applies specifically to that identified additional insured.
- F. Solely with respect to the insurance afforded to an additional insured under this endorsement, the following is added to Section III – **Limits Of Insurance**:

Additional Insured – Automatic – Owners, Lessees Or Contractors Limit

The most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the written contract or written agreement referenced in Section A. of this endorsement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations,
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms, conditions, provisions and exclusions of this policy remain the same.

Waiver of Transfer of Rights of Recovery Against Others – Blanket as Required by Contract



Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Eff. Date of End.	Producer	Add'l Prem.	Return Prem.
GPL 0217085-07	11/13/2022	11/13/2023	11/13/2022	14317000	-----	-----

Named Insured and Mailing Address:

ATLAS TECHNICAL CONSULTANTS, INC.
13215 BEE CAVE PKWY, BUILDING A, SUITE 250
AUSTIN, TX 78738

Producer:

WILLIS TOWERS WATSON INSURANCE SERVICES
WEST, INC.
811 LOUISIANA ST STE 2200
HOUSTON, TX 77002-1400

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

Environmental Services Package Policy

- [**X**] COVERAGE PART ONE – COMMERCIAL GENERAL LIABILITY
- [**X**] COVERAGE PART TWO – CONTRACTOR'S POLLUTION LIABILITY
- [**X**] COVERAGE PART THREE – PROFESSIONAL LIABILITY

In consideration of the payment of premium and the Deductible by you and in reliance upon the statements in the Application made a part hereof, we agree with you, subject to all the terms, exclusions and conditions that with respect to the coverage parts indicated above Conditions (Section V.) of the COMMON COVERAGE PROVISIONS, Condition 14. Subrogation is amended by the addition of the following:

We waive any right of recovery we may have against any person or organization whom you are required to waive your right of subrogation by a written contract or written agreement executed and effective prior to the performance of your services which is the subject of such written contract or written agreement.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY SHALL APPLY AND REMAIN UNCHANGED.

Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)



Blanket Notification to Others of Cancellation

Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Eff. Date of End.	Producer	Add'l Prem.	Return Prem.
GPL 0217085-07	11/13/2022	11/13/2023	11/13/2022	14317000	-----	-----

Named Insured and Mailing Address:

ATLAS TECHNICAL CONSULTANTS, INC.
13215 BEE CAVE PKWY, BUILDING A, SUITE 250
AUSTIN, TX 78738

Producer:

WILLIS TOWERS WATSON INSURANCE SERVICES
WEST, INC.
811 LOUISIANA ST STE 2200
HOUSTON, TX 77002-1400

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the:

Agribusiness Pollution Liability Insurance Policy - Claims Made and Reported Coverage

Commercial Umbrella Liability Policy

Commercial Umbrella Liability Policy – Claims Made and Reported Coverage

Contractor's Pollution Liability Insurance Policy

Contractor's Pollution Liability Insurance Policy - Claims Made and Reported Coverage

Environmental Cleanup and Liability Insurance Policy - Claims Made and Reported Coverage

Environmental Impairment Liability Insurance Policy - Claims Made and Reported Coverage

Environmental Services Package Policy

Excess Environmental Insurance Policy - Claims Made and Reported Coverage

Follow Form Excess Liability Policy

Follow Form Excess Liability Policy – Claims Made and Reported Coverage

Healthcare Pollution Liability Insurance Policy - Claims Made and Reported Coverage

Lender Environmental Collateral Protection and Liability Insurance Outstanding Loan Balance - Claims Made and Reported Coverage

Lender Environmental Collateral Protection and Liability Insurance Policy – Claims Made and Reported Coverage

Professional Consultant's Liability Insurance Policy - Claims Made and Reported Coverage

Professional Environmental Consultant's Liability Insurance Policy

Professional Environmental Consultant's Liability Insurance Policy - Claims Made and Reported Coverage

Public Entity Pollution Liability - Claims Made and Reported Coverage

Real Estate Environmental Liability Insurance Policy - Claims Made and Reported Coverage

Remediation Stop Loss

Z Choice Pollution Liability

Z Choice® Real Estate Environmental Liability - Claims Made and Reported Coverage

Z Choice™ Pollution Liability - Claims Made and Reported Coverage

Z Link® Commercial General and Pollution Liability

A. If we cancel this policy by written notice to the first Named Insured for any reason other than nonpayment of premium, we will deliver electronic notification that such policy has been cancelled to each person or organization shown in a Schedule provided to us by the First Named Insured. Such Schedule:

Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)

1. Must be initially provided to us within 15 days:
 - a. After the beginning of the policy period shown in the Declarations; or
 - b. After this endorsement has been added to policy;
2. Must contain the names and e-mail addresses of only the persons or organizations requiring notification that such Coverage Part has been cancelled;
3. Must be in an electronic format that is acceptable to us; and
4. Must be accurate.

Such Schedule may be updated and provided to us by the First Named Insured during the policy period. Such updated Schedule must comply with Paragraphs **2.**, **3.** and **4.** above.

- B.** Our delivery of the electronic notification as described in Paragraph **A.** of this endorsement will be based on the most recent Schedule in our records as of the date the notice of cancellation is mailed or delivered to the first Named Insured. Delivery of the notification as described in Paragraph **A.** of this endorsement will be completed as soon as practicable after the effective date of cancellation to the first Named Insured.
- C.** Proof of emailing the electronic notification will be sufficient proof that we have complied with Paragraphs **A.** and **B.** of this endorsement.
- D.** Our delivery of electronic notification described in Paragraphs **A.** and **B.** of this endorsement is intended as a courtesy only. Our failure to provide such delivery of electronic notification will not:
 1. Extend the Coverage Part cancellation date;
 2. Negate the cancellation; or
 3. Provide any additional insurance that would not have been provided in the absence of this endorsement.
- E.** We are not responsible for the accuracy, integrity, timeliness and validity of information contained in the Schedule provided to us as described in Paragraphs **A.** and **B.** of this endorsement.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY SHALL APPLY AND REMAIN UNCHANGED.

Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)

PROPOSAL 3: JMT

June 23, 2023

BID PROPOSAL

RIGHT OF WAY ACQUISITION SERVICES



Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)

RFQ # 23-06

Submitted to: City of Norcross Department of Public Works & Utilities



June 23, 2023

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

Re: Right of Way Acquisition Services
Client Ref No. 23-06
JMT Job No. 23-01861

Dear Selection Committee,

Thank you for the opportunity to provide this proposal to offer Right-of-Way Acquisition Services for the City of Norcross. On behalf of Johnson, Mirmiran & Thompson (JMT), I am pleased to submit our qualifications and Letter of Interest for these services.

Established in 1971, JMT is a 100% employee-owned multi-disciplined consulting firm providing engineering, right-of-way, environmental, landscape architectural, planning, architectural, GIS (Geographic Information Systems), surveying, construction management/inspection, and related services. For over 52 years, we have provided services to clients throughout the east coast resulting in the establishment of a reputation as a first-class consulting firm assisting communities in improving the quality of life for their citizens.

JMT has a veteran staff of former GDOT ROW agents and managers who are familiar ROW policies and procedures. JMT is unique in that we provide complete ROW acquisition services to our clients. Our experts design, manage and deliver an acquisition program for any project. We acquire real estate for all types of projects. JMT tailors effective project management and innovative solutions that will exceed your expectations. Our key staff are trained in Uniform Act procedures, Uniform Standards of Professional Appraisal Practice, and codes, standards, and practices of the International Right-of-Way Association and state and local laws.

The City of Norcross needs an experienced, reliable, and efficient team for right-of-way projects. JMT is your best selection for these services for the following reasons:

- **We have the capacity and technology to complete the project quickly and efficiently.**
- **Our firm has extensive experience providing challenging services for GDOT and other municipalities, and it is these skills that we will bring to projects for the City of Norcross.**
- **As a full-service firm, we have immense experience with various types of projects and a thorough understanding of the right-of-way process.**

We are confident in our teams' ability to meet your expectations and provide timely, cost-effective, and quality professional services. JMT has provided ROW services for more than 20 years to municipalities and government agencies, including GDOT. If you have any questions or need further information, please do not hesitate to contact me or Troy Hill, our Project Manager for this proposal, at 770-710-2075 or thill2@jmt.com

Sincerely,

JOHNSON, MIRMIRAN & THOMPSON, INC

E. Wrenn Barrett, PE
Vice President

Troy Hill
Project Manager

JMT Qualifications



FIRM INFORMATION

Founded in 1971, JMT is a 100% employee-owned firm that provides a full range of multi-disciplined engineering, architectural, and related services to public agencies and private clients throughout the United States. Our staff of more than 2,000 professionals – engineers, architects, real estate and right of way professionals, landscape architects, planners, environmental scientists, surveyors, construction and program managers, cultural resources specialists, inspectors, designers, CADD technicians, and GIS and information technology specialists – is dedicated to the highest-quality project performance.

JMT's staff is recognized as being among the best in the industry by leading publications at the national, regional, and local levels. We are currently ranked no. 59 on Engineering News Records' list of Top 500 Design Firms. JMT's success is driven by our commitment to core values of safety, quality, integrity, and relationships. JMT is certified to the internationally-recognized ISO 9001:2015 quality management standard, which embodies these core values and ensures to our clients, employee-owners, business partners, and other stakeholders that our work consistently yields positive impacts and exceeds expectations. JMT's growth has been propelled by our focus on client service, strong technical skill sets, and JMT's corporate culture, which can be summarized by our core values of safety, quality, integrity, and relationships. We provide a wide range of services, from small, fast-paced task order assignments on numerous on-call contracts, to significant roles on some of the most extensive infrastructure programs in the United States.

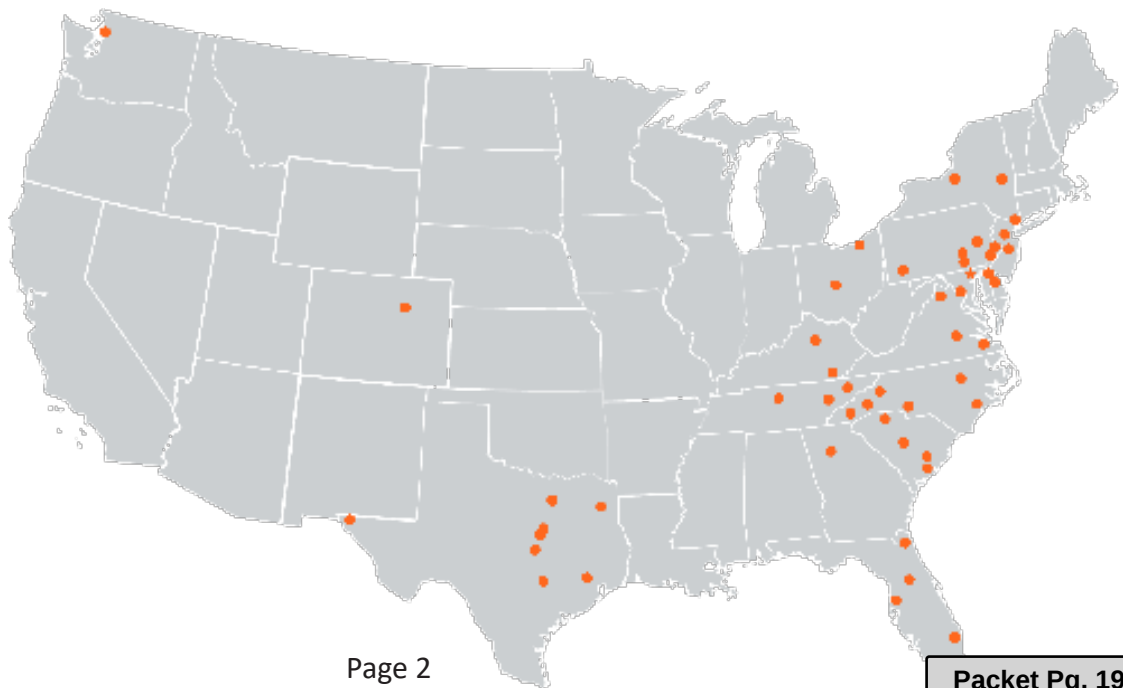
JMT OFFICE LOCATIONS

Denver, CO
Washington, D.C.
Dover, DE
Newark, DE
Fort Lauderdale, FL
Jacksonville, FL
Kennesaw, GA
Lake Mary, FL
Tampa, FL
Lexington, KY
Charlotte, NC
Raleigh, NC
New Bern, NC
Asheville, NC
Winston-Salem, NC
Sylva, NC
Newark, NJ
Trenton, NJ
Albany, NY
New York, NY
Syracuse, NY
Cleveland, OH
Columbus, OH
Allentown, PA
Fort Washington, PA

Harrisburg, PA
Philadelphia, PA
Pittsburgh, PA
York, PA
Charleston, SC
Columbia, SC
North Charleston, SC

Spartanburg, SC
Austin, TX
Houston, TX
Longview, TX
McKinney, TX
San Antonio, TX

Houston, TX
Longview, TX
McKinney, TX
Herndon, VA
Virginia Beach, VA
Richmond, VA



JMT GEORGIA OFFICE LOCATION

300 Chastain Boulevard
Suite 325
Kennesaw, GA

The majority of work will be provided by the Kennesaw, Georgia office location.

MAIN POINT OF CONTACT INFORMATION

Troy Hill
Right of Way Section Head
770-710-2075
thill2@jmt.com

PERSONNEL RESOURCES

JMT has more than 2,000 employees in 49 offices 16 states throughout the US that are available to support this project. Our team can call on a variety of expertise to help solve any challenges or needs that may arise. The depth of staff we have magnifies our abilities to manage and deliver on requests effectively, and we are well prepared to simultaneously handle multiple tasks and project requests with various regular and accelerated schedules. We will function as an extension of the City staff, assisting with whatever effort is requested to help ensure that projects are completed on-time and within budget. JMT can provide the City of Norcross with any transactions related to selling or swapping property currently owned by the City. We are experienced in these services as we have been the GDOT Surplus Property Agent for the past seven years.

REAL ESTATE SERVICES/RIGHT OF WAY STAFF CREDENTIALS

NAME	OFFICE LOCATION	CREDENTIALS
Troy Hill	Kennesaw, GA	Registrations: Licensed Real Estate Salesperson, Certified General Real Property Appraiser, GDOT Prequalifications: A-1 Conceptual Stage Study, A-2 Relocation Package Prep., A-3 Relocation Package Reviewer, C-1 Appraisal Report (Level 1), C-2 Appraisal Review Report, C-9/9A Detailed ROW Cost Est, C-10 Preliminary ROW Cost Est., C-11 Concept Team Meetings, D-1 ROW Project Manager, D-2 Pre-acquisition Agent, D-3 Acquisition Manager, D-4-D Negotiation Agent 3, D-5 Relocation Negotiation Agent, D-6 Administrative Review Officer, D-8 District Acquisition Support Consultant, E-6 Surplus Property Disposal Agent, E-7 Surplus Property Leasing Agent, E-8 Surplus Property Mgmt. Project Manager, F-1 Court Coordinator, GDOT Certified for Local Acquisitions
Keith Deyton	Kennesaw, GA	Registrations: Licensed Real Estate Salesperson, Certified General Real Property Appraisal GDOT Prequalifications: C-9/9A Detailed ROW Cost Est, C-10 Preliminary ROW Cost Estimate D-1 ROW Project Manager, D-2 Pre-acquisition Agent, D-3 Acquisition Manager, D-4-D Negotiation Agent 3, D-5 Relocation Negotiation Agent, D-6 Administrative Review Officer, D-8 District Acquisition Support Consultant, E-6 Surplus Property Disposal Agent, GDOT Certified for Local Acquisitions
Allen Bruce	Kennesaw, GA	Registrations: Licensed Real Estate Broker GDOT Prequalifications: D-3 Acquisition Manager, D-4-D Negotiation Agent 3, D-5 Relocation Negotiation Agent, GDOT Certified for Local Acquisitions
Andy O'Quinn	Kennesaw, GA	Registrations: Licensed Real Estate Salesperson, Certified General Real Property Appraisal GDOT Prequalifications: D-1 ROW Project Manager, D-2 Pre-acquisition Agent, D-3 Acquisition Manager, D-4-D Negotiation Agent 3, D-6 Administrative Review Officer, GDOT Certified for Local Acquisitions
Colby Hill	Watkinsville, GA	GDOT Prequalifications: D-4-D Negotiation Agent 1
Patrick Miles, PE	Kennesaw, GA	Registration: Registered Professional Engineer in Georgia GDOT Prequalifications: C-3 Cost to Cure Report, GSWCC Level II, Plan Development Process (PDP), Local Administered Project (LAP)
AJ Bryant	Atlanta, GA	GDOT Prequalifications: C-1 Level 3 Appraisal Report
Casey Lyon	Lawrenceville, GA	GDOT Prequalifications: C-1 Level 1 Appraisal Report

Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)

Organizational Chart & Resumes



JMT Principal in Charge

Wrenn Barrett, PE
Vice President

Acquisition Project Manager

Troy Hill

Appraisal Report

Detailed ROW Cost Estimate

Parcel Negotiation

Closing Packet Preparation

Appraisal Report Level 3

AJ Bryant*

Detailed Cost Estimator

Keith Deyton

Negotiation Agent 3

Andy O'Quinn

Administrative Assistant

Lois Asaro

Appraisal Report Level 1

Casey Lyons*

Negotiation Agent 3

Keith Deyton

Negotiation Agent 3

Allen Bruce

Negotiation Agent 1

Colby Hill*

Optional Services if Needed

Relocation Services

Administrative Review Officer (Appeals)

Cost to Cure Report

Relocation Package Preparation

Troy Hill

Administrative Review Officer

Troy Hill

Cost to Cure

Patrick Miles

Relocation Negotiation Agent

Keith Deyton

Administrative Review Officer

Andy O'Quinn

Relocation Negotiation Agent

Allen Bruce

Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)

*Subcontractor to Prime JMT

RESUMES OF KEY STAFF



TROY HILL

Project Manager

Mr. Hill was employed at GDOT for more than 31 years in the Right of Way Division. He has been involved in a multitude of Local, State, and Federally funded roadway projects. He recently retired from GDOT as the State Right of Way Administrator. Mr. Hill has more than 30 years of experience in acquiring Right of Way on State and Federal roadways. He has extensive knowledge and experience in Acquisition and Valuation procedures and processes. Mr. Hill has done extensive work with state and federal agencies, and associated laws and regulations. Additionally, he has worked on multiple Design Build, P3, and MMIP projects.

PROJECT EXPERIENCE

GDOT District Acquisition Manager: Responsible for GDOT District Pre-acquisition and Acquisition:

US 29/SR 8 road widening | Hall/Clarke Counties: US 441 road widening Jackson /Clarke Counties.

SR 53 road widening | Hall City: SR 72 road widening Clarke/Madison/Elbert Counties.

GDOT Consultant Coordinator: Managed Consultants Pre-acquisition and Acquisitions.

SR 20/SR 316 Interchange | Gwinnett City: SR 92 road widening in Douglas City, SR 17 road widening in Stephens City, Alcovy Road widening in Newton City.

OPD Turnkey: Project oversight involvement on GDOT major Turnkey projects.

I-285/Bouldercrest Rd Interchange | Dekalb City: SR 20 road widening Forsyth/Cherokee Counties.

SR 5 widening Fannin City

SR 162 widening Rockdale/Newton Counties

OID: Project oversight involvement on GDOT major Design Build, P3, MMIP projects.

NW Corridor I-75/I-575 Express Lanes Dekalb City: I-285/SR 400 Express Lanes Dekalb City.

I-16/I-95 Interchange Chatham City, Savannah Harbor Expansion Chatham City

Project oversight involvement on major Local project: SR 400/McGuinness Ferry Road Interchange Dekalb City.

Administrative Reviews – performed GDOT appeal process for administrative settlements:

SR 400/SR 53 Intersection Dawson Co; SR 81/SR 316 Interchange Barrow City US 129 Cleveland By-pass White City

Martha Berry Blvd. improvements Floyd City

Education:

BS, Agricultural Business/Economics

Registrations:

Certified General Real Property

Appraiser

Real Estate Sales Person License

GDOT Approved Prequalifications

A-1 Conceptual Stage Study; A-2 Relocation Package Preparation; A-3 Relocation Package Reviewer

C-1 Appraisal Report (Level 1); C-2

Appraisal Review Report; C-9/9A

Detailed ROW Cost Estimate; C-10

Preliminary ROW Cost Estimate; C-11

Concept Team mtgs.

D-1 ROW Project Manager; D-2 Pre-

acquisition Agent; D-3 Acquisition

Manager; D-4-D Negotiation Agent

3; D-5 Relocation Negotiation Agent;

D-6 Administrative Review Officer; D-8

District Acquisition Support Consultant

E-6 Surplus Property Disposal Agent;

E-7 Surplus Property Leasing Agent; E-8

Surplus Property Management Project

Manager

F-1 Court Coordinator


Registrations:

Certified General Real Property
Appraiser
Real Estate Salesperson

GDOT Approved Pre-qualifications:

C-9/9A Detailed ROW Cost Estimate;
C-10 Preliminary ROW Cost Estimate;
D-1 ROW Project Manager; D-2 Pre-
acquisition Agent; D-3 Acquisition
Manager; D-4-D Negotiation Agent 3;
D-5 Relocation Negotiation
Agent; D-6 Administrative Review
Officer; D-8 District Acquisition Support
Consultant
E-6 Surplus Property Disposal Agent

KEITH DEYTON
Negotiation Agent

Mr. Dayton has more than 21 years of experience in acquiring Right of Way on State and Federal roadways. He is a former GDOT employee who, when he retired, was Asst. District Right of Way Team Manager. He has extensive knowledge and experience in Acquisition and Valuation procedures and processes. Mr. Dayton also has extensive knowledge and experience with State and Federal Agencies, and associated laws and regulations.

Project Experience

US 29/SR 8 road widening Hall/Clarke Counties
SR 53 Winder Hwy road widening Hall City
McKever Road widening Hall City
US 441 road widening Jackson /Clarke Counties
Watkinsville By-pass Oconee City
SR 17 road widening Stephens City
Winder By-pass Barrow City
SR 81/SR 316 Interchange Barrow City


ALLEN BRUCE
Negotiation Agent

Mr. Bruce has more than seven years of experience in acquiring Right of Way on State and Federal roadways. He also has extensive knowledge and experience with State and Federal Agencies, and associated laws and regulations. Mr. Bruce served for seven years at GDOT District 6, where he retired as Right of Way Specialist.

Project Experience

Southeast Rome Bypass, new construction, Floyd City
Cherokee Roundabout, Highway 369-372 intersection, Cherokee City
Highway 441 widening and improvement, Tennga, Murray City
Highway 5/McCaysville Bypass, Fannin City
Roundabouts at I-75/Cass-White Road, Bartow City
Highway 52 Improvements, Murray City
Highway 53 improvements, Marble Hill, Pickens City
Highway 136 improvements, Talking Rock, Pickens City
Highway 140 turning lanes, Cherokee City
Highway 41 bridge replacement, Bartow City

Education:

MPA, BA, Psychology

Registrations:

Real Estate Broker's License

GDOT Approved Prequalifications

Approved for D-3 Acquisition Manager
D-4 Negotiation Agent
D-5 Relocation Negotiation Agent


Education:

BS, Real Estate and Finance

Registrations:

Georgia Real Estate Commission &
Appraisers Board #6401

Certifications:

Licensed Real Estate Broker

GDOT Prequalifications:

D-3 Acquisition Manager
D-4-D Negotiation Agent 3
D-5 Relocation Negotiation Agent
GDOT Certified for Local Acquisitions

ANDY O'QUINN
Negotiation Agent

Mr. O'Quinn has 30 years of experience in right of way acquisition with GDOT (Georgia Department of Transportation). This experience consists of acquiring R/W, relocation, preparing cost estimates, appraisals, administrative appeals, and project management. He has managed court coordinators, appeal officers, and R/W teams. He has worked on over 100 projects and has been involved with the acquisition of over 1,000 parcels. He holds a BBA from the University of Georgia with a double major in Real Estate and Finance. He is a Certified General Real Property Appraiser (Georgia) and has a Georgia Real Estate Salesperson's License. He has a thorough working knowledge of GDOT R/W management procedures.

Project Experience

P. I. # 5829 SR 26 Passing Lanes, GDOT, Bulloch City – Acquisition manager for GDOT and was responsible for all R/W activities in the purchase of 30+ parcels of R/W. Date completed 2018.

P. I. # 7666 Drainage improvement project in the city of Folkston on SR 23, Charlton City – Acquisition manager for GDOT and was responsible for all R/W activities in the purchase of 20+/- parcels of R/W. Date completed 2014.

P. I. # 4917 Widening of SR 119. in the City of Walthourville, Liberty City – Acquisition Manager for GDOT and was responsible for all R/W activities in the purchase of 50 +/- parcels. Date completed 2013.

P. I. # 550610 Widening of SR 292 in the city of Vidalia, Toombs City – Acquisition Manager of GDOT and was responsible for all R/W activities in the purchase of 50 +/- parcels. Date completed 2011.

P. I. # 522130 Widening of SR 4 in Toombs/Emanuel Counties – Acquisition Manager of GDOT and was responsible for all R/W activities in the purchase of 745 +/- parcels. Date completed 2011.

Served as an appeals officer for almost two years and conducted 86 administrative appeals on approximately 23 projects statewide.


LOIS ASARO
Administrative Assistant

Ms. Asaro will provide administrative support services. She will assist the team with GIS research, deed research, preparing DOT documents for the agents for acquisition, keeping spreadsheets, facilitating the final reports, closings, and mailings.

Project Experience

U-5834 Mills Gap Road | NCDOT

U-2519 Design-Build | NCDOT

U-4700CA | NCDOT

U-4700CB | NCDOT

U-5814 15/501 Pinehurst | NCDOT

U-5850 Randleman Road | NCDOT

Ashe 15 ROW | NCDOT



ALONZO (AJ) BRYANT, JR.
Right of Way Acquisition
Senior Director Valuation & Advisory
Cushman & Wakefield of Georgia, LLC



Mr. Bryant has been in the world of real estate appraisal since 2009. He is currently the southeastern team lead for Cushman & Wakefield's Valuation & Advisory's Infrastructure Practice Division, which includes Georgia, Alabama & Tennessee. He has garnered experience providing valuations of properties including but not limited to; retail, daycares, industrial/warehouse facilities, shopping centers, office buildings, detached and attached residential developments, automotive service centers, places of worship and various types of land. Additionally, he has provided valuation support for many transportation projects thorough out the state of Georgia; with some projects totaling more than 200 parcels

The majority of Mr. Bryant's appraisal experience has involved eminent domain valuation. He provides valuations on properties affected by right of way acquisitions from entities such as: The Georgia Department of Transportation, utility companies (electric, water, natural gas, telecommunications, sanitary sewer, and freight railroad companies), other governmental agencies and market participants. Mr. Bryant has provided fee simple and easement valuations with several major highway expansions throughout Metropolitan Atlanta. Mr. Bryant is a three-year letterman for the University of Georgia Football team, academic round table award recipient and has participated in two SEC Championships and two BCS Bowls

Prior to arriving at Cushman & Wakefield, Mr. Bryant was the Georgia Right of Way Valuation lead for CBRE.

Education:

BS, Housing, University of Georgia

Registrations:

Certified General Real Estate Appraiser
for the States of GA, AL, TN, VA

Memberships/Affiliations/Certificates

R/W-AC designation via the
International Right of Way Association
Candidate for MAI designation via the
Appraisal Institute

Former Community service co-chair
with the Emerging 100 of Atlanta

Appraisal Institute Atlanta Chapter
Diversity and Inclusion Committee

Former Alumni Board Member for
the College of Family and Consumer
Sciences at the University of Georgia

GDOT Prequalifications:

C-1 Level 3 Appraisal Report



COLBY HILL Negotiation Agent 1

Mr. Hill has experience in acquiring right of way on state and federal roadways. He also has knowledge and experience in Acquisition and Valuation procedures and processes, in addition to state and federal laws and regulations.



Project Experience

BM&K CONSTRUCTION & ENGINEERING Negotiated to acquire property for Use on local, state, and federal projects. This often required extensive knowledge of market prices in different areas for commercial and residential properties.

PI# 0002862 Cherokee/Forsyth Counties

PI# 621720 Paulding

PI# 0015071

Registrations:

Real Estate Salesperson License

GDOT Approved Prequalification

D-4-D Negotiation Agent 1



CASEY LYON MAcc, MAI Appraiser Level 1 Lead



Mr. Lyon is founder and CEO of Crossroads Appraisal Group for eight years.

Project Experience

City of Buford New High School Stadium Project I Buford, GA: Project involved 26 appraisals and completing takes for land to develop the new stadium

GDOT PI #0008759 I Dawson, GA: Shoal Creek Rd over Shoal Creek Bridge Replacement, repaired 5 appraisals of strip takes

Georgia Power Company, GPC South Madison Line Project I Madison, GA: Assembled a data book (60 comps) for a 5.4 mile stretch of utility lines to be improved by Georgia Power

Education:

MA/BAk Accountancy

Registrations:

Certified General Appraiser

GDOT Approved Prequalification

C-1 Level 1 Appraisal Report

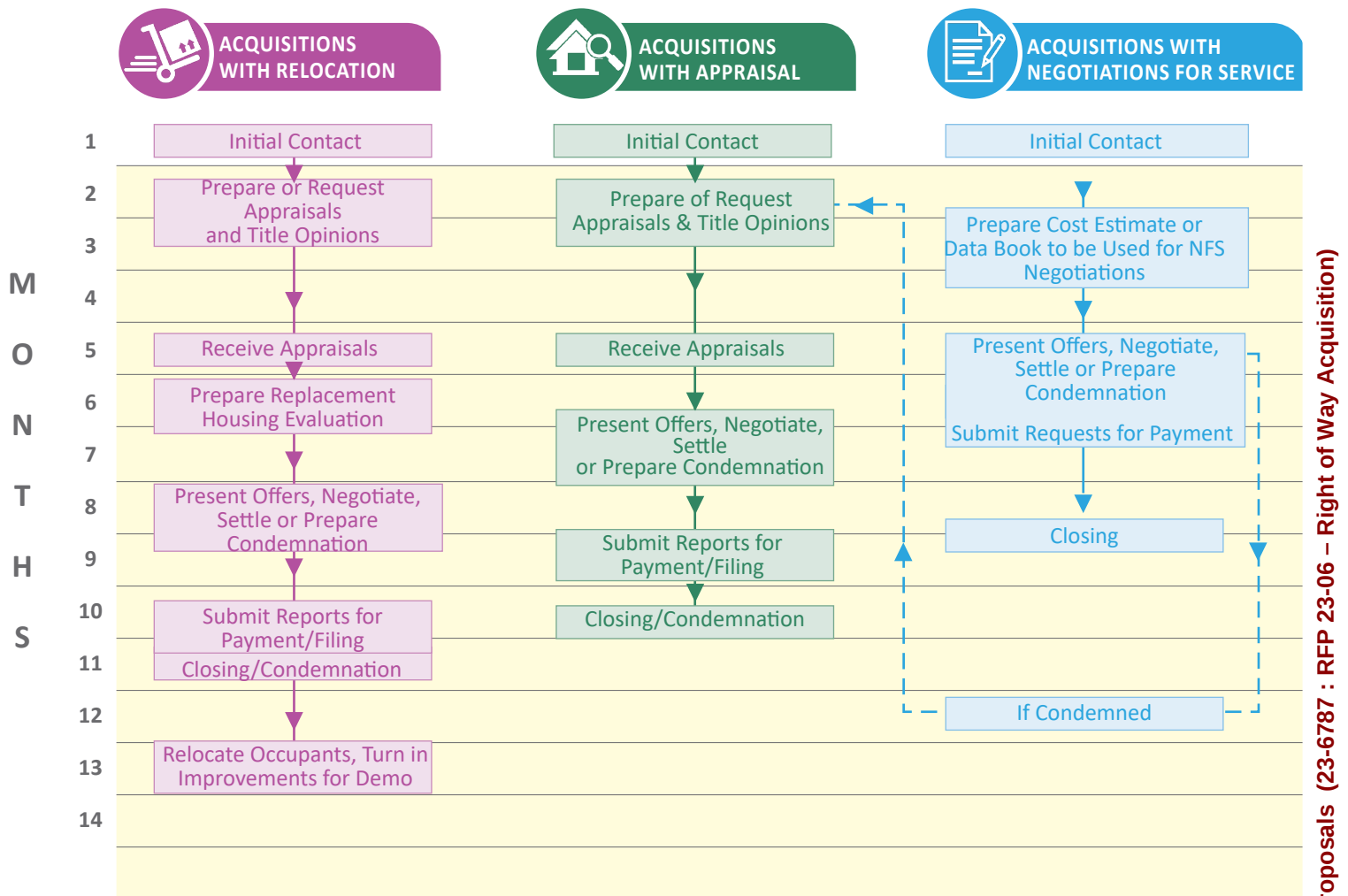
C-9 Detailed Cost Estimator

C-9-A Detailed ROW Cost Estimator for Negotiations

C-1 Preliminary Cost Estimate

Project Approach

The chart below outlines our work plan and schedule for most ROW projects. The following write-up will frame how our team has attained our reputation for success.



Our typical project approach to any project awarded during this contract would be as follows:

Project Management - Upon initiating the contract, JMT's project manager and lead negotiator will establish a meeting with the City of Norcross staff to discuss the project. The City could also use this opportunity to review with us any updates to your current procedures, standards, and any new or proposed updates to your ROW documents.

We understand the balancing act of achieving quick, cost-effective acquisitions for the City while maintaining an amicable relationship with property owners through fair and non-coercive negotiations to reach fair and equitable settlements with the property owners and leaseholders. JMT has consistently put forth the extra effort and developed innovative approaches to get this done. With established, in-house procedural systems with an objective toward efficiencies, accountability, and performance, JMT has an assigned, experienced manager for each project. The PM provides a collaborative environment for problem-solving and continued support of acquisition team members.

Meeting Schedules and Budgets: JMT takes pride in providing quality service on time and within budget. We believe this is the only way to maintain current clients, and build positive relationships with new clients. We commit all necessary resources to promptly provide the City with quality services within the agreed upon budget. JMT does not look for costly additional fees after the budget has been finalized.

We invite you to contact our references concerning our ability to provide quality service within the budget and time-frame.

During work progress, we will submit monthly progress reports to the City. If issues arise that compromise the schedule at any time, we will notify the City's staff of these issues and proceed with remedies to ensure the project schedule integrity.

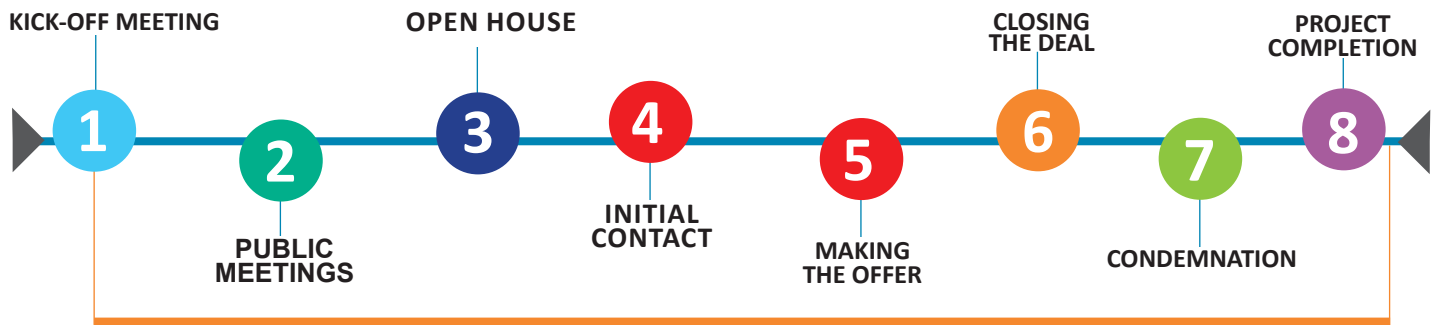
We will coordinate the work progressively and continuously so that as title abstracts, appraisals, and property information are received, the required documents will progress. To guarantee the timely progression of negotiations, once communications begin, property owners are contacted once or twice a week, with negotiations usually completed within 60 days.

Quality Control: As infrastructure development becomes more complex and demanding, ROW acquisition for public improvements does also. Our clients benefit from our innovation, practical approach to project management, and the experience of our skilled professionals. We take pride in quality due diligence negotiations - without coercion, promises, or threats, with mistake-free documentation. We perform field checks of the plans against the property owner's deed before negotiations and verify all title facts. This requires walking the proposed ROW area to ensure all topographic information has been included. We complete and check our documents before initiating contact with a property owner, as it is standard practice to verify property ownership with local tax offices. We have two assigned agents who perform quality control measures to ensure each acquisition package submitted to our client meets their specific requirements.

Our staff is very familiar with the requirements of both City, State, and Federal Funded projects, and is experienced in working under federally specific guidelines. All of our real estate/ROW acquisition and related services for projects are implemented under the provisions of the Uniform Relocation and Real Property Acquisition Policies Act of 1970 (Public Law 91-646, as amended); Title 49 Code of Federal Regulations, Part 24, Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs (49 CFR Part 24). We are familiar with working within these federal laws, especially regarding relocations.



Communication Plan: The following illustration shows how our ROW team communicates with our clients and property owners on a typical project.



Kick-off meeting: The kick-off meeting ensures that all consultants, as well as the City of Norcross, are aware of each entity's role, time frames for completion, and procedures involved in implementing the project.

Public Meetings: We routinely attend public meetings to provide information about the project and discuss the potential impact on property owners. If such a meeting is necessary, our staff will provide the City with any support needed.

Open House Property Owner Meetings: If required, JMT can set up these vital meetings and provide staff to participate.

Initial Contact: JMT agents submit letters, make phone calls, and personally contact affected property owners, to begin the acquisition process. We utilize a professional and integrative approach to address property owner concerns, answer questions, and begin the negotiation phase.

Making the Offer: Offers will be made in a timely fashion, and, in-person when possible. We will let the City know where we stand at every stage with regular project updates. Depending on the City staff's preference, we will meet at regular intervals to update you on special challenges, as well as inform you of routine closures. We will make sure all team members are on the same page, and that the project stays on track.

Closing the deal: Hard work, diligence, and preparation pay off at this stage. The JMT team will ensure the execution of all transfer documents, submit turn-in packages, perform and/or supervise quality control of the turn-in packages, as well as submit parcel completion updates.

Condemnation: When all alternatives have failed, and in close consultation with our clients, our team will work with the City's legal staff to submit appropriate documentation and condemnation turn-in packages.

Project Completion: When all acquisitions and condemnations are complete, the JMT team will submit all appropriate project certifications, as well as perform any special services necessary.

Conflict Resolution: JMT believes that problem solving should be handled by the contract holder, and will work diligently to resolve issues without elevation to the City. However, in the interest of time, JMT also believes a Problem Escalator Procedure (PEP) needs to be in place if needed. As part of contractual obligations, JMT will coordinate with the City on developing and maintaining a PEP addressing how problem situations need to be handled and resolved in a timely fashion.

Technical Considerations

CONDEMNATION EXPERIENCE

JMT's Right of Way team consists of 4 former GDOT employees, with vast experience in condemnation proceedings. The team consists of:

Troy Hill – 31 years right of way experience. 12 years performing Administrative Review (Appeal) hearings, which are the last attempts to settle prior to condemnation. These negotiations are often held with opposing attorneys, realtors, appraisers, or hired representatives. Mr. Hill also served in Right of Way Administration for 5 years, where he coordinated with GDOT SAAG's on Condemnation cases, making critical settlement decisions.

Andy O' Quinn – 30 years right of way experience. 4 years performing Administrative Review (Appeal) hearings, which are the last attempts to settle prior to condemnation. These negotiations are often held with opposing attorneys, realtors, appraisers, or hired representatives. Mr. O' Quinn also served in Right of Way Managerial role for 10 years, where he coordinated with GDOT SAAG's on Condemnation cases, making critical settlement decisions.

Keith Deyton – 25 years right of way experience. Mr. Deyton served in Right of Way Managerial role for 5 years, where he coordinated with GDOT SAAG's on Condemnation cases, making critical settlement decisions. Mr. Deyton also coordinated with GDOT SAAG's for many years in preparation of condemnation packages to be used for condemnation petition filings.

Allen Bruce – 7 years right of way experience. Mr. Bruce coordinated with GDOT SAAG's in preparation of condemnation packages to be used for condemnation petition filings.

CONDEMNATION TECHNICAL PROCESS

JMT will make every effort to reach an amicable settlement with property owners, including Last Contacts, where the Acquisition Manager will meet with the owner to attempt a settlement. If unsuccessful, a 10-day condemnation letter will be sent informing that the owner has 10 days to file an appeal, or the parcel will be condemned. If an appeal is filed, JMT will provide Administrative Review services in a last attempt to avoid condemnation. If the appeal is unsuccessful, a Regret letter will be sent informing the owner that condemnation proceedings are being implemented. These processes follow condemnation guidelines in Chapter Five (5) of GDOT's Right of Way Manual.

If condemnation is necessary, JMT will coordinate with the City on the condemnation process. This will include whatever assistance the City requires, including condemnation petition preparation.

Recommendations

The Land Acquisition Firm must provide at the time of proposal opening a list of contact numbers, addresses and a contact person from three (3) jobs completed having similar specification within the metro Atlanta area.

City of Norcross requests a minimum of three (3) references where work of a similar size and scope has been completed.

1. Company Name: Georgia Department of Transportation (GDOT)
 Description of Project: PI# 0003682 State Route 20 Widening, Forsyth/Cherokee Counties; Major arterial widening in rapidly developing area, with mixed residential and commercial growth.
 Completion Date: Jan. 2023
 Contact Person: Bryan Lott, GDOT Project Manager
 Telephone: (404) 631-1569 Fax: N/A
 Email address: blott@dot.ga.gov

2. Company Name: Georgia Department of Transportation (GDOT)
 Description of Project: PI# 006328 Newton County. Relocation of Brampton Road in Savannah. Highly complex acquisitions with many relocations. Troy Hill- administrative oversight. Allen Bruce- pre-acquisition & negotiations.
 Completion Date: May 2021
 Contact Person: Robert Johnson
 Telephone: (470) 747-2555 Fax: N/A
 Email address: robjohnson@dot.ga.gov

3. Company Name: Georgia Department of Transportation (GDOT)
 Description of Project: PI#231210 Newton County. Widening and improvement of SR 162. Complex acquisitions in highly developed area in metro Atlanta. Troy Hill - administrative oversight, Andy O'Quinn - ROW program.
 Completion Date: May 2021
 Contact Person: Frank Childs
 Telephone: (478) 456-1797 Fax: N/A
 Email address: fchilds@dot.ga.gov

Fee Proposal

City of Norcross
Request for Proposal (RFP 23-06)
Right of Way Acquisition
Pricing/Bid Sheet

Description of Service	Quantity	Price per Parcel	Amount
Parcel Negotiations	66	\$2,700	\$178,200
ROW Cost Estimate	1	\$6,500	\$6,500
TOTAL			\$184,700

Optional Services if needed:

Description of Service	Quantity	Price per Parcel	Amount
*Appraisals	66	\$3,200	\$211,200
Closing or Condemnation package preparation	66	\$750	\$49,500

*It is unknown the scope of appraisals that will be required, and the \$3,200/parcel is the mean or average of the two types of appraisals. Our quote for 388C Strip Take appraisals is \$2,200/parcel, and our quote for 388N Before and After appraisals is \$4,200/parcel. So, the Total price of the appraisals could be lower or higher depending on the scoping and quantities of each.

Certificate of Liability Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/19/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 11311 McCormick Road, Ste 450 Hunt Valley MD 21031-8622		CONTACT NAME: Certificate Administrator PHONE (A/C, No, Ext): 443-798-7499 FAX (A/C, No): 443-798-7290 E-MAIL ADDRESS: bw2.bsd.certs@ajg.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Zurich American Insurance Company	
		INSURER B: Continental Insurance Company	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 2043423713

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:			GLO017137408	9/1/2022	9/1/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY			BAP017137508	9/1/2022	9/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			6011444526	9/1/2022	9/1/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC0017137809	9/1/2022	9/1/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Evidence of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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Certificate of Liability Insurance



JOHNMIR-02

KGODWIN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/16/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ames & Gough 8300 Greensboro Drive Suite 980 McLean, VA 22102	CONTACT NAME: PHONE (A/C, No, Ext): (703) 827-2277 FAX (A/C, No): (703) 827-2279 E-MAIL ADDRESS: admin@amesgough.com														
INSURED Johnson, Mirmiran & Thompson, Inc. 40 Wight Avenue Hunt Valley, MD 21030	<table border="1"> <tr> <th data-bbox="803 640 1356 672">INSURER(S) AFFORDING COVERAGE</th> <th data-bbox="1356 640 1481 672">NAIC #</th> </tr> <tr> <td data-bbox="803 672 1356 703">INSURER A : Berkshire Hathaway Specialty Insurance Company</td> <td data-bbox="1356 672 1481 703">22276</td> </tr> <tr> <td data-bbox="803 703 1356 735">INSURER B :</td> <td data-bbox="1356 703 1481 735"></td> </tr> <tr> <td data-bbox="803 735 1356 766">INSURER C :</td> <td data-bbox="1356 735 1481 766"></td> </tr> <tr> <td data-bbox="803 766 1356 798">INSURER D :</td> <td data-bbox="1356 766 1481 798"></td> </tr> <tr> <td data-bbox="803 798 1356 829">INSURER E :</td> <td data-bbox="1356 798 1481 829"></td> </tr> <tr> <td data-bbox="803 829 1356 861">INSURER F :</td> <td data-bbox="1356 829 1481 861"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Berkshire Hathaway Specialty Insurance Company	22276	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / ☒ N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab.			42-EPP-325285-01	12/1/2022	12/1/2023	Per Claim/Aggregate 10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

EVIDENCE OF COVERAGE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

E-Verify Land Acquisition Form & SAVE Affidavits



E-Verify Contractor Affidavit O.C.G.A. § 13-10-91 (b)(1)

Physical performance of services: Contracts with the City involving both physical labor and any services over \$2499.99 in value.

Contractors must be registered with and use the E-Verify program. If you have not registered, you can find the information at www.uscis.gov (click on E-verify Homepage, see start here directions.)

It is the responsibility of the Contractor to submit additional E-Verify Affidavits on every Sub-Contractor for this project.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Norcross has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Project Name: RFP 23-06 Right of Way Acquisition Date of Project: June 23, 2023

Legal Name of Contractor: Johnson, Mirmiran & Thompson (JMT),

Address: 300 Chastain Center Boulevard City: Kennesaw State: GA Zip Code: 30144

Federal Work Authorization User Identification Number (E-Verify Number): 413974 (4-6 digit numeric #)

Date of Authorization: 5/20/2011

EXEMPT: YES OR NO

***If a contractor has no employees and does not hire or intend to hire they may satisfy the law by submission of (State DL or State ID) Drivers' License Number: _____**

I hereby declare under penalty of perjury that the foregoing is true and correct

<u>E. Wrenn Barrett</u>	<u>June 22, 2023</u>	<u>E. Wrenn Barrett, Vice President</u>
Signature of Authorized Officer/Agent	Date	Printed Name and Title of Authorized Officer/Agent

MUST BE COMPLETED BY NOTARY

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 22nd DAY OF June, 2023

Executed in Columbia (City), South Carolina (State)

Constance J. Davis
NOTARY PUBLIC Signature

October 13, 2027
My Commission Expires

PROPOSAL 4:
Colliers Engineering & Design, Inc.



Engineering
& Design

Prepared For
City of Norcross
Department of Public Works & Utilities

City of Norcross, GA

RFP# 23-06

June 23, 2023

Prepared for:

City of Norcross
Department of Public Works & Utilities
ATTN: Tony Harris
345 Lively Avenue
Norcross, GA 30071

Contact Person

Jared Estes
jared.estes@collierseng.com
678.889.8339

1305 Mall of Georgia
Suite 120
Buford, GA 30519
Main: 877.627.3772
colliersengineering.com

June 23, 2023

City of Norcross
Department of Public Works & Utilities
ATTN: Tony Harris
345 Lively Avenue
Norcross, GA 30071

Dear Mr. Harris

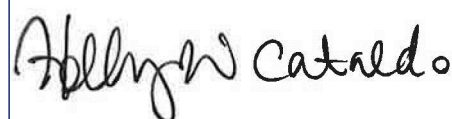
Colliers Engineering & Design, Inc. is pleased to submit a proposal for **RFP# 23-06 Right of Way Acquisition Services** to the City of Norcross ("City") Department of Public Works & Utilities.

Colliers Engineering & Design is a trusted provider of multi-discipline engineering, design and consulting services delivering customized solutions to public and private clients. Established in 1984 as Maser Consulting, Colliers Engineering & Design maintains its same dedicated leadership, systems and services to clients. The firm employs over 2,800 professionals nationwide. Over its history, the company has consistently been recognized nationally by Engineering News Record as a Top 500 Design Firm and ranked on The Zweig Group Hot Firm List of fastest growing companies.

Colliers Engineering & Design Land Services group operates out of a project office in Buford, GA. Our team is qualified to undertake the full scope of the City's request for proposal. We have multiple GDOT pre-qualified and experienced right of way acquisition personnel, dedicated project managers and a research staff that can assist in resolving potential title or other property related issues. Our firm is currently working on ROW acquisition projects for GDOT's Office of Innovative Delivery and Office of Program Delivery. We support various local governments in GDOT's ROW program delivery and assist private engineering firms with right of way cost estimating as well as ROW acquisition services for their active project designs.

The City's primary point of contact is Jared Estes. Mr. Estes serves as the Geographic Discipline Leader for Colliers Engineering & Design's Georgia Land Services group.

Sincerely,



Holly W. Cataldo
Director of Land Services



Jared Estes
Geographic Discipline Leader

Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)

Table of Contents

Cover Letter.....	2
Table of Contents.....	3
Basic Screening Information.....	4
Qualifications and Experience.....	6
Project Approach.....	9
Reference Form	13

APPENDIX

Fee Proposal

Form A: SAVE Affidavit

Form B: E-Verify Affidavit

Standard Certificate of Insurance

Resumes for Key Team Leads

Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)

BASIC SCREENING INFORMATION

ITEM	RESPONSE
A.) Company Name	Colliers Engineering & Design, Inc.
B.) Corporate Headquarters	331 Newman Springs Road, Suite 203 Red Bank, NJ 07701
C.) Georgia Contact Information	Jared Estes 1305 Mall of Georgia Boulevard, Suite 120 Buford, GA 30519 Jared.Estes@collierseng.com Phone: (678) 889-8339
D.) Company Website	www.colliersengineering.com
E.) Georgia Office Location	1305 Mall of Georgia Boulevard, Suite 120 Buford, GA 30519
F.) Authorized Contract Signor	Holly W. Cataldo Director of Land Services/Shareholder
G.) Company Ownership	Form of Ownership: Corporation (Board of Directors) State of Incorporation: New Jersey Years in Business: 38

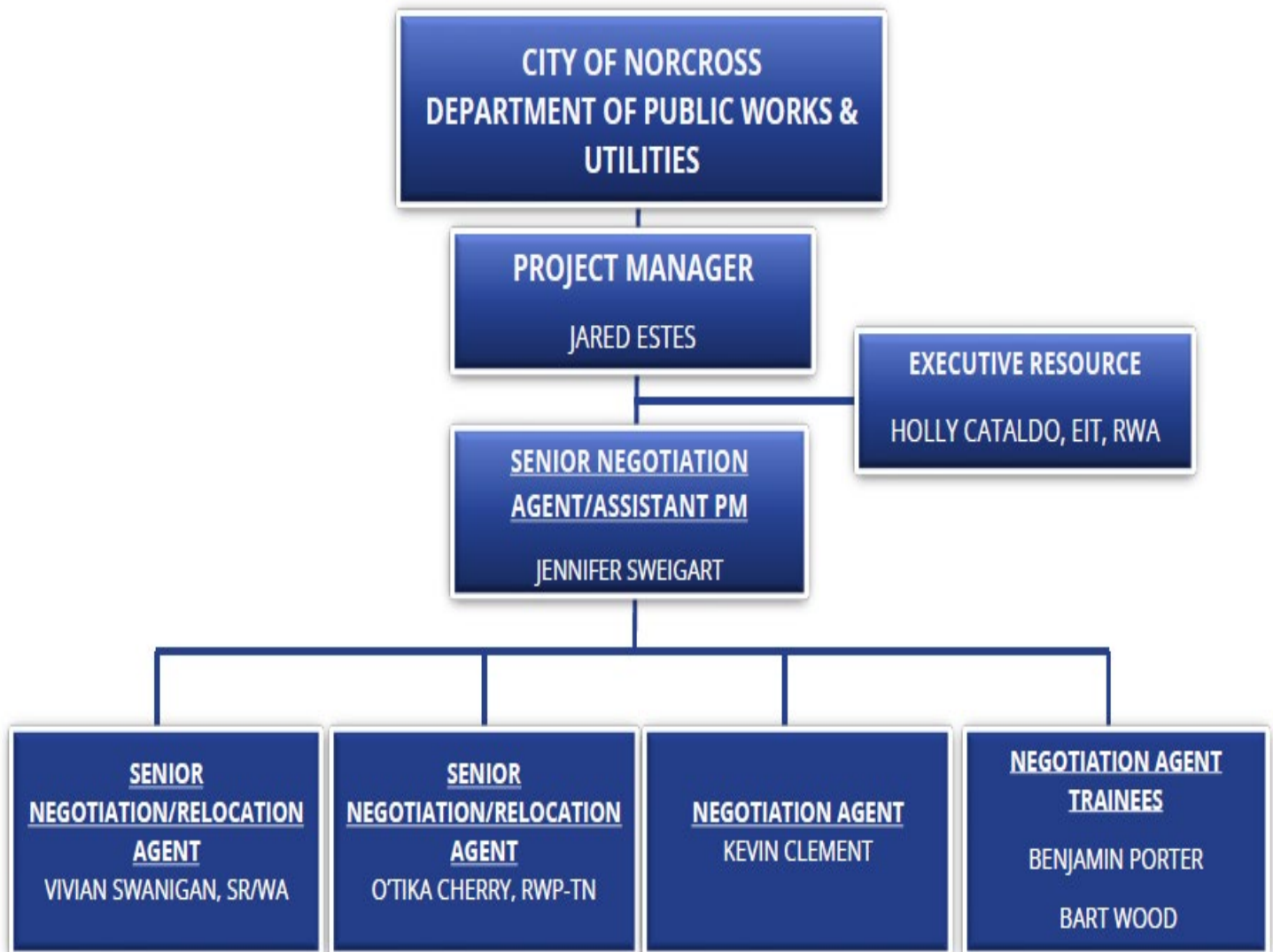
Colliers Engineering & Design's ROW professionals have extensive experience acquiring necessary property rights for projects of all types and sizes ranging from trails/greenways to large scale Design-Builds. Our team serves local municipalities, State DOTs, private sector engineering firms and utility companies throughout the Southeast.

Colliers Engineering & Design's ROW team members possess a unique blend of experience and knowledge in project delivery, with most having served as a ROW employee for various state DOTs or municipalities in addition to ROW consulting experience in the private sector.

Our ROW team members are licensed with the Georgia Real Estate Commission and pre-qualified with the Georgia DOT as either Project Manager, Acquisition Manager, Pre-Acquisition Agent, Relocation Negotiation Agent, Negotiation Agent Trainees, Negotiation Agent 1, Negotiation Agent 2 or Negotiation Agent 3.

The following organizational chart depicts the proposed ROW team structure.

ORGANIZATIONAL CHART



Experience & Qualifications

MEET OUR ROW PROJECT MANAGER (KEY TEAM LEAD)



ROW Project Manager, Jared Estes, will manage the day-to-day activities of the ROW team from our Buford, GA project office. He will provide guidance to team members and assist in providing resources to ensure the ROW team remains within scope, on schedule and inside budgetary limits.

Mr. Estes is a former employee of GDOT's Districts 2 and 7 ROW teams. He currently serves as the Geographic Discipline Leader for Land Services and is managing an acquisition/relocation advisory services team that operates throughout Georgia.

With over 11 ½ years in right of way acquisition, he has amassed broad knowledge and experience in managing infrastructure projects of all sizes and types. He interfaces daily with GDOT's Office of ROW, GDOT PMC, GDOT project managers, local government representatives and private sector engineering firms. Mr. Estes has managed projects for local municipalities and county governments throughout Georgia. He is currently managing similar ROW services contracts for the City of Forest Park (GA) and City of Sandy Springs (GA). In latter Q1 2023, Mr. Estes will serve as Pre-Acquisition and Acquisition Manager for GDOT's Alternative Delivery projects along State Route 316 in Barrow and Oconee Counties.

Mr. Estes is GDOT pre-qualified as Project Manager, Pre-Acquisition Agent, Acquisition Manager, Negotiation Agent 3, Relocation Negotiation Agent and District Acquisition Support Consultant. His extensive acquisition experience as an internal employee and an external consultant make him best fit to serve as ROW Project Manager/Acquisition Manager.

Mr. Estes notable project:

- **SR 162 from CR 511/Brown Bridge Road to CR 34/Old Salem Road (Active – Pls# 231210-)**
 - **Client:** HDR Engineering, Inc. (End Client: GDOT)
 - **Project Location:** Newton County Georgia
 - **Services Provided:** Providing pre-acquisition and acquisition management activities for the Newton County portion of the project which is approximately 119 parcels.



*** Jennifer Sweigart (KEY TEAM LEAD)** will serve as Senior Negotiation Agent and Assistant Project Manager. Ms. Sweigart currently serves as Assistant ROW Project Manager with Colliers Engineering & Design.

Ms. Sweigart obtained a B.A. from Bloomsburg University of Pennsylvania prior to beginning her career in ROW acquisition. She has extensive experience within Georgia as a private sector ROW consultant acquiring necessary property rights for various infrastructure projects ranging from sidewalks to large scale widenings of Georgia state routes.

Ms. Sweigart is GDOT pre-qualified: Pre-Acquisition Agent, Acquisition Manager, Negotiation Agent 3, Relocation Negotiation Agent and District Acquisition Support Consultant. Her ability to establish a positive rapport with property owners and effectively communicate parcel impacts has helped our team acquire parcels with a very low condemnation rate.

Ms. Sweigart's notable project:

- **Holman Avenue/Magnolia Avenue Sidewalks**
 - **Client:** Athens-Clarke County
 - **Project Location:** Athens, GA
 - **Services Provided:** Provided project management and acquisition services for 35+ parcels.

*** Vivian Swanigan, SR/WA, R/W-NAC** will serve as Senior Negotiation Agent and will handle relocation parcels (if needed). She is a Senior ROW Agent with Colliers Engineering & Design.

After graduating with a B.S. from Troy University, Ms. Swanigan began her career with the Alabama DOT (ALDOT). After spending nearly 10 years as an employee of ALDOT, she transitioned to the private sector as a ROW consultant. In the latter half of her career, Ms. Swanigan served various State DOTs, local municipalities, county governments and private sector engineering firms. Her specialty is relocation advisory services and is well-versed in preparing relocation benefit packages as well as providing relocation advisory services to displaced residential and non-residential property owners. Ms. Swanigan has relocated 450+ residential and non-residential owners ranging from single family residences to larger scale commercial restaurant facilities.

Ms. Swanigan is GDOT pre-qualified: Negotiation Agent 2 and Relocation Negotiation Agent. She has provided invaluable guidance to ROW Agents relating to their relocation tasks. This not only benefits the ROW team but project displacees as well.

Ms. Swanigan's notable project:

- **Advanced Acquisitions for the I-285 Top End Express Lanes (PI# 0001758)**
 - **Client:** GDOT, Office of Innovative Delivery
 - **Project Location:** Various parcels within Cobb, DeKalb, Fulton Counties
 - **Services Provided:** Providing negotiation and relocation advisory services for various parcels including a commercial cabinet company and multiple tenants on a multi-story office building.

* **O'Tika "Tika" Cherry, RWP-TN** will serve as Senior Negotiation Agent. She will also handle relocation activities (if needed).

After graduating with a B.S. from North Carolina A&T University, Ms. Cherry began her ROW career with the North Carolina DOT in Division 2 as a team Acquisition and Relocation Agent Negotiator. She worked on numerous projects throughout Division 2 during her tenure as a NCDOT employee. After nearly 10 years, Ms. Cherry left public sector service and started her journey as a private sector ROW consultant serving various State DOTs, local municipalities and private sector engineering firms.

Ms. Cherry is a skilled negotiator and effectively explains parcel impacts to property owners all the while making a strong, positive connection. She is GDOT pre-qualified: Pre-Acquisition, Acquisition Manager, Negotiation Agent 3 and Relocation Negotiations.

Ms. Cherry's notable project:

- **Interstate 85 Widening (I-3802 B)**
 - **Client:** North Carolina DOT
 - **Project Location:** Kannapolis, NC
 - **Services Provided:** Provided Negotiation and Relocation services as a NCDOT consultant for a six-mile widening project north of Concord and Interstate 485/Interstate 85 Interchange.

* **Kevin Clement** will serve as a Negotiation Agent.

Mr. Clement obtained a B.S. from High Point University (NC). He also attended Catawba College (NC). Mr. Clement has experience as a private sector ROW consultant and obtained necessary property rights for both transportation and utility infrastructure projects. He effectively connects with property owners and will offer great support for parcels with partial takes. He is GDOT pre-qualified as Negotiation Agent 2.

Mr. Clement's notable project:

- **Five Forks Trickum Road Sidewalk Project**
 - **Client:** City of Lawrenceville, GA
 - **Project Location:** Lawrenceville (City Limits)
 - **Services Provided:** Negotiation services for approximately 50 parcels

* **Bart Wood** and **Benjamin Porter** will both serve as Negotiation Agent Trainees.

Mr. Wood and Mr. Porter have shown great interest in learning GDOT ROW acquisition. They are currently shadowing our GDOT pre-qualified ROW staff and anticipate having their Negotiation Agent 1 interview completed in late Q4 2023. Mr. Wood and Mr. Porter will assist our Negotiators in preparing offer packages, coloring ROW plans, preparing closing packages and assist with final file closeouts. They will shadow various team members to learn how to effectively communicate project concepts and impacts to property owners.

TECHNICAL CONSIDERATIONS

An initial step in the project kick-off meeting is to establish a detailed schedule to demonstrate how our ROW team will accomplish each ROW acquisition activity within the given timeline. During this meeting, numerous factors are discussed such as workload capacity, resource availability and project assignments. Alongside a Project Manager, Colliers Engineering & Design designates an Assistant Project Manager (Assistant PM) during assignment of new projects. The Assistant PM helps our Project Manager with monitoring day-to-day operations, solving potential parcel issues and tracking the progress of parcel acquisitions.

The Project Manager will assign the parcel to a ROW Agent upon receipt of the preliminary title certificate, parcel appraisal, applicable specialty reports, parcel ROW plans, applicable construction plans (cross sections, driveway profiles, etc.) and offer documents. The ROW Agent will contact and schedule an in-person meeting with the legal parcel owner within **7 business days** of assignment (preferably sooner). This allows sufficient time for the ROW Agent to become familiar with the parcel appraisal, specialty reports (if needed) and ROW/construction plans. We find it beneficial for the ROW Agent to visit the parcel ahead of the property owner meeting to better visualize and prepare.

The project let date is at the forefront of our initial planning. Negotiations must continue in a productive manner in order to keep the project on schedule. Once our ROW Agents conduct initial in-person property owner meetings, they have a better understanding of the timetable to keep negotiations moving forward. Our ROW team typically operates on a

negotiation timeline of **45 calendar days** when negotiations are progressing in an efficient manner. It is understood this timeline may extend if design issues or changes are being discussed between the City and their design consultant. On occasion, property owners may decide to obtain their own eminent domain appraisal. If this occurs, our ROW Agent will discuss with the City Engineer/GDOT representative to determine if the project schedule allows for this or if additional discussion is needed.

Our ROW Agents will make every effort to negotiate effectively and ensure property owner concerns are conveyed to the City. If negotiations with a property owner continue to be unproductive, then after **30 calendar days**, our ROW Agent will inform the Project Manager about the unsuccessful negotiation. If the City desires, our Project Manager will make a last/final contact with the property owner in an effort to amicably settle the parcel.

A parcel negotiation file is an important part of the land acquisition process. As documents are presented and signed by the property owner, they should be routinely included in the parcel file in the order stipulated by the City's final file checklist. After each contact with a property owner, the ROW Agent will log details of the conversation within the negotiation record. For FMV settlements, our ROW Agents will have the fully documented parcel file completed and provided to the City within **10 business days** of approved agreement from the City.

For parcels where a negotiated counteroffer settlement is proposed, our ROW Agent will have the Administrative Settlement Analysis completed within **5 business days** after the Agreement to Purchase Real Estate is executed with the agreed to price. Once submitted to the City, the ROW Agent will finalize the parcel negotiation file in preparation for the final decision regarding the proposed counteroffer. If the City accepts, the ROW Agent will notify the property owner, finalize the parcel negotiation file and submit for closing within **10 business days** from notification by the City of acceptance. If the counteroffer is rejected by the City, the ROW Agent will attempt to renegotiate an amicable settlement. The same timetables will take effect as negotiations continue to progress.

If a negotiated settlement cannot be reached, the ROW Agent will prepare and send the City's final settlement offer to the property owner. This will occur within **3 business days** after City's approval to send. If a property owner agrees to the City's final offer, our ROW Agent will meet with the property owner to execute the Agreement to Purchase within **5 business days** (if schedules permit). If the property owner does not agree to the City's final settlement offer, our ROW Agent will finalize the parcel negotiation file and submit to the City Attorney within **10 business days** for further handling.

A main component of our work plan is the Quality Assurance/Quality Control (QA/QC) approach. Colliers Engineering's Land Services group has a long established QA/QC plan



which has proven to catch errors early in the process to help lessen, or eliminate, potential rework and is also a cost savings measure for clients.

High quality in deliverables is essential to ensure long-term success. Colliers Engineering recognizes how integral quality management procedures are to a project's lifecycle. Even though quality assurance and quality control are used interchangeably, they act as different checks and balances throughout the project. They serve as mechanisms before, during and after production of a project's deliverables.

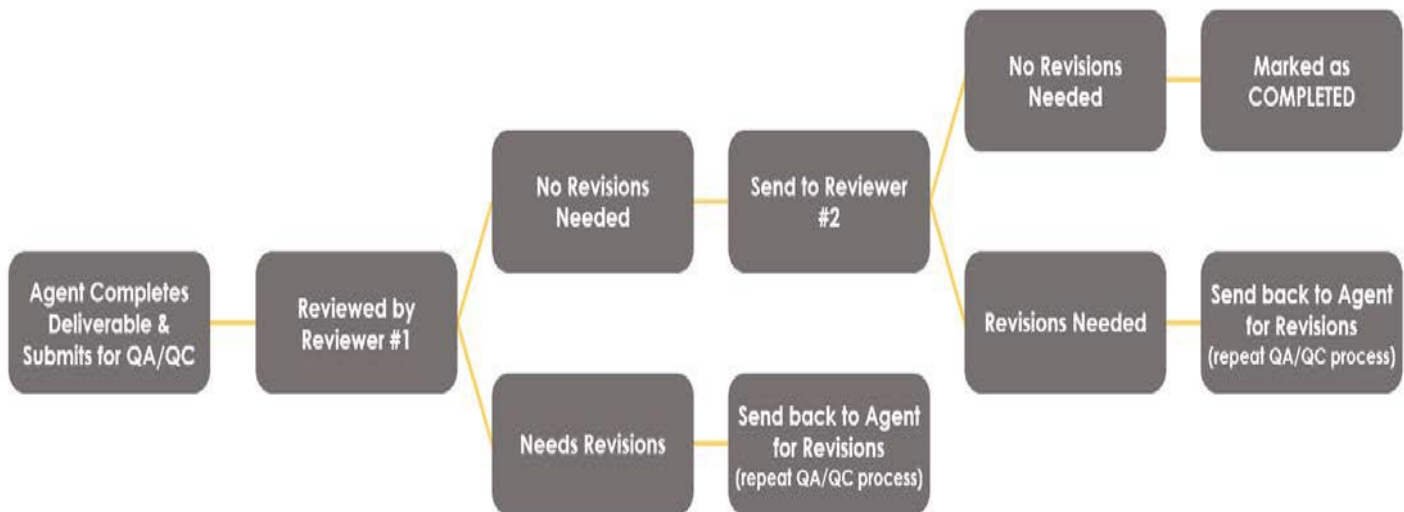
Quality assurance is about the process. Rework can be costly in employee time and potential schedule delays. During our initial team meeting, discussions will occur between the Project Manager, Lead Acquisition Agent and ROW Agents regarding quality assurance and the importance it plays throughout a project. Planning for exceptional quality ahead of time in deliverables is paramount to successful project delivery.

Consistency is key to delivering an exceptional deliverable. Our quality control process focuses on identifying potential flaws in deliverables and allows our ROW team to correct the process before it reaches the client. Colliers Engineering's QA/QC policy is to have two reviewers for each deliverable. This allows our staff to train new team members and effectively implement our QA/QC process. Following a standard QA/QC process ensures deliverables reach the client without rework that may contribute to project schedule delays and budgetary issues.

Our project leadership is responsible for the quality of each project deliverable. Subconsultants are required to adhere to our QA/QC policy. If the subconsultant has their own policy, then our project leadership team will review and decide whether the subconsultant should adhere to Colliers Engineering's plan, their own or blend the two plans.

Below is an overall depiction to illustrate Colliers Engineering's Land Services QA/QC Policy.

Colliers Land Services – QA/QC Policy



WHY Select Colliers Engineering & Design?

- The City of Norcross will have an experienced ROW Acquisition team who is well-versed in purchasing necessary property rights for infrastructure projects of all types and sizes through various funding sources (local, state and federal).
- The City of Norcross is within close distance from our Buford office which means our ROW team members will be readily available to handle any and all requests from the City and/or impacted property owners.
- Colliers Engineering & Design is proficient in providing ROW acquisition services to local county and municipal governments. Our experience assisting local governments (Greensboro, Forest Park, Newton County and Columbia County) is transferrable to successfully deliver the Norcross Greenway LCI project.
- Our ROW team will exude professionalism and represent the City in a positive manner at all times.

References for Colliers Engineering & Design, Inc.

The Land Acquisition Firm must provide at the time of proposal opening a list of contact numbers, addresses and a contact person from three (3) jobs completed having similar specification within the metro Atlanta area.

City of Norcross requests a minimum of three (3) references where work of a similar size and scope has been completed.

1. Company Name: Croy Engineering
 Description of Project: Sardis Road Connector Project (Hall County, GA)
 Completion Date: July 2022
 Contact Person: Lynn Wigington, ROW Program Manager
 Telephone: 770-971-5407 Fax: N/A
 Email address: lwigington@croyeng.com

2. Company Name: HDR Engineering
 Description of Project: State Route 162 Widening (Pl# 231210-) Newton County, GA
 Completion Date: ROW certification date September 2023
 Contact Person: Janae Barbeau, SR/WA East Region ROW Services Lead
 Telephone: 404-601-8600 Fax: N/A
 Email address: Janae.Barbeau@hdrinc.com

3. Company Name: HNTB Corporation (Program Management Consultant for GDOT)
 Description of Project: I-285 WB Aux Lane Extension from SR 9 to Riverside Dr.; Inc Mt Vernon
 Completion Date: July 2023
 Contact Person: Phil Copeland, ROW Lead
 Telephone: 404-946-5700 Fax: N/A
 Email address: PCopeland@hntb.com

APPENDIX

Fee Proposal

Norcross Greenway LCI Project

Pre-Acquisition Services

Pre-Acquisition Services	Lump Sum Fee
Detailed ROW Cost Estimate	\$8,000
Request Review Appraiser	\$400
Obtain and review PFPR report	\$600
Attend all meetings required for the project	\$14,400
Meet with City Attorney to discuss project, parcels and set dates for OVs and Preliminary Title Certificates	\$600
Plan Changes to roadway design consultant (topo, demolition easements, etc.)	\$4,000
Enter and maintain TPro information throughout the project	\$15,000
Initial Property Management Activities	\$15,000
Furnish Ownership Verifications and Preliminary Titles to Assigned Appraisers	\$10,000
Schedule Property Owners Meeting	\$9,000
Monitor Project through Pre-Acquisition Phase (Includes status meetings, monthly reports, etc.)	\$28,800
SUBTOTAL - PRE-ACQUISITION SERVICES	\$105,800

Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)

Fee Proposal - Acquisition Services Norcross Greenway LCI Project

****THE BELOW TABLE DEPICTS SERVICES KNOWN AT THE TIME OF PROPOSAL****

Acquisition Services	Total Fee
Parcel Negotiations (Fee and/or Easement) 66 parcels x \$2,850 per parcel	\$188,100
ROW Certification Package	\$2,850
SUBTOTAL - PRE-ACQUISITION SERVICES	\$105,800
SUBTOTAL - ACQUISITION SERVICES	\$190,950
TOTAL PROJECT FEE (PRE-ACQUISITION & ACQUISITION)	\$296,750

Assumptions:

1. The City of Norcross will provide title and closing services through its City Attorney.
2. The City of Norcross will provide condemnation services (petition preparation, petition filing and litigation) through its City Attorney.
3. The City of Norcross will procure necessary appraisals, cost to cure estimates, sign reports and/or trade fixture estimates as deemed necessary by GDOT's Review Appraiser Project Inspection Checklist. Expenses for those services will be handled through the City.

Fee Proposal – Additional Services (IF NEEDED) Norcross Greenway LCI Project

****THE BELOW TABLE IS ADDITIONAL SERVICES NOT KNOWN AT THE TIME OF
PROPOSAL SUBMISSION AND MAY BE NEEDED LATER****

Acquisition Services (IF NEEDED)	Per Parcel Fee
Parcel Relocation Negotiations	\$3,420
Retabulated Parcel Relocation Offer (30% of \$3,420/parcel)	\$1,026
Residential Relocation Package Preparation	\$3,040
Non-Residential Relocation Package Preparation	\$2,470
Retabulated Parcel Negotiation Offer (30% of \$2,850/parcel)	\$855



SAVE Public Benefit Affidavit O.C.G.A. § 50-36-1

Instructions: As required by Georgia Security and Immigration Compliance Act of 2006, as amended, every agency administering or providing Public Benefits is responsible for requiring that applicants for public benefits execute a sworn affidavit verifying the applicant's lawful presence in the United States (Ga. Code 50-36-1(f)(2)). The applicant shall execute this affidavit in front of a Notary and return it to the city along with the associated application, renewal form, contract, bid packet, or other applicable document.

By executing this affidavit under oath, as an applicant for Right of Way Acquisition Services RFP 23-06 (Occupational Tax license or Alcoholic Beverage license or any other Public benefit) as referenced in O.C.G.A. § 50-36-1, from the City of Norcross, the undersigned applicant verifies one of the following with respect to my application for public benefit. (Please check one)

- 1) ☒ I am a United States citizen. (REQUIRES VERIFICATION AT SUBMISSION)
- 2) ☐ I am a legal permanent resident of the United States.
- 3) ☐ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant has also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by Georgia Law O.C.G.A § 50-36-1(f) (1) A complete list of secure and verifiable documents on back of this form.

REQUIRES VERIFICATION AT SUBMISSION – Which type of secure and verifiable document was provided with this affidavit? Drivers License

In making the above representation under oath, I understand that any person who knowingly and willfully who makes a false, fictitious, or fraudulent statement or representation in this affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

MUST BE COMPLETED BY NOTARY

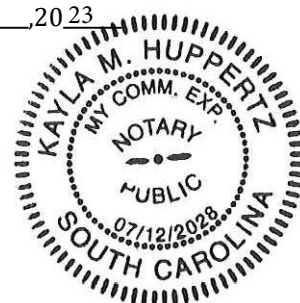
I, Holly W. Cataldo (representative for) Colliers Engineering & Design, Inc.
(Printed NAME of individual and natural person) (Name of BUSINESS, corporation, partnership, etc.)

Holly W. Cataldo 06/23/2023
Signature of Applicant Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 23rd DAY OF June, 2023

Executed in Lexington (City), South Carolina (State)

Kayla M. Huppertz 07/12/2028
NOTARY PUBLIC Signature My Commission Expires





E-Verify Contractor Affidavit O.C.G.A. § 13-10-91 (b)(1)

Physical performance of services: Contracts with the City involving both physical labor and any services over \$2499.99 in value.

Contractors must be registered with and use the E-Verify program. If you have not registered, you can find the information at www.uscis.gov (click on E-verify Homepage, see start here directions.)

It is the responsibility of the Contractor to submit additional E-Verify Affidavits on every Sub-Contractor for this project.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Norcross has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Project Name: Right of Way Acquisition (RFP 23-06) Date of Project: July 2023

Legal Name of Contractor: Colliers Engineering & Design, Inc.

Address: 1305 Mall of Georgia Blvd. Suite 120 City: Buford State: GA Zip Code: 30046

Federal Work Authorization User Identification Number (E-Verify Number): 1346711 (4-6 digit numeric #)

Date of Authorization: 06/01/2013

EXEMPT: YES OR NO

***If a contractor has no employees and does not hire or intend to hire they may satisfy the law by submission of (State DL or State ID) Drivers' License Number: N/A**

I hereby declare under penalty of perjury that the foregoing is true and correct

Holly W. Cataldo 06/23/2023 Holly W. Cataldo, Director of Land Services/Shareholder
Signature of Authorized Officer/Agent Date Printed Name and Title of Authorized Officer/Agent

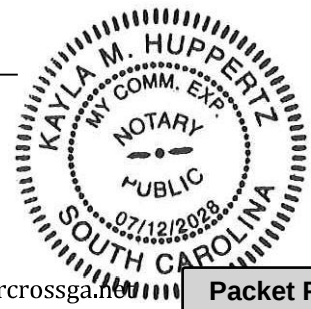
MUST BE COMPLETED BY NOTARY

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 23rd DAY OF June, 2023

Executed in Lexington (City), South Carolina (State)

Kayla M. Huppertz
NOTARY PUBLIC Signature

07/12/2028
My Commission Expires



THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 18000 Horizon Way Mount Laurel, NJ 08054	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: somersetclsupport@mma-ne.com INSURER(S) AFFORDING COVERAGE INSURER A : National Union Fire Ins Co PittsburghPA INSURER B : Travelers Property Casualty Co of Amer INSURER C : New Hampshire Insurance Company INSURER D : Navigators Insurance Company INSURER E : INSURER F :
INSURED Colliers Engineering & Design Inc dba Maser Consulting* 101 Crawfords Corner Road, Suite 3400 Holmdel, NJ 07733	NAIC # 19445 25674 23841 42307

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			GL9925559	03/01/2023	03/01/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$25,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY			CA4773685	03/01/2023	03/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ DED ☒ RETENTION \$0			CUP1T66744423NF	03/01/2023	03/01/2024	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC025893715	03/01/2023	03/01/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Excess Liability			NY23MXEZ07LHXIV	03/01/2023	03/01/2024	\$15,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

*NAMED INSURED INCLUDE:

Colliers Engineering & Design Inc. dba Bolton Perez & Associates Inc.;;
 Bolton Perez & Associates Inc.;;
 Network Engineering Services Inc.;;
 Colliers Engineering & Design CT, P.C.;;
 (See Attached Descriptions)

CERTIFICATE HOLDER

CANCELLATION

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Wm. C. Lilienthal

DESCRIPTIONS (Continued from Page 1)

Colliers Engineering & Design Inc.;
 Colliers International Holdings USA Inc.;
 Colliers International Group Inc.;
 Colliers International USA, LLC;
 Maser Consulting Inc.;
 Maser Consulting P.A.;
 Maser Consulting Connecticut PC;
 Colliers Engineering & Design/Maser Consulting Inc.;
 Triangle Surveying & Mapping Inc.;
 Maser Land Services LLC;
 Colliers Land Services, LLC;
 Colliers Project Leaders USA NE, LLC;
 Colliers Engineering & Design Inc. dba Colliers Project Leaders;
 Gorton & Partners LLC;
 Colliers Engineering & Design, Architecture, Landscape Architecture, Surveying CT P.C.;
 TerraSense Lab CED, Inc.;
 Northern Survey Consulting LLC dba Northern Survey Engineering LLC;
 Bergmann Associates, Architects, Engineers, Landscape Architects & Surveyors, D.P.C (also referred to as Bergmann, DPC);
 Bergmann Architectural Associates, Inc.;
 Bergmann Engineering Associates, Inc.;
 KFW Management LLC dba KFW Engineers & Surveying;
 KFW Surveying LLC

Re: City of Norcross ROW Acquisition CED # 23008455P

City of Norcross is included as Additional Insured when required by written contract, agreement or permit, but only with respect to the General Liability insurance and subject to the provisions and limitations of the policy.

Attachment: Proposals (23-6787 : RFP 23-06 – Right of Way Acquisition)



Resume

Jared Estes

ROW Project Manager

Experience

Education

B.B.A., Management, Georgia College & State University, 2010

Professional Registrations

Georgia License #351214,
Georgia Real Estate Appraisers Board; State Registered Real Property Appraiser

Georgia License #357119,
Associate Broker, GA Real Estate Commission

North Carolina License
#281617, Real Estate Broker,
NC Real Estate Commission

South Carolina R.E. License
#399901, Salesman, South Carolina Real Estate Commission

Affiliations & Memberships

International Right of Way Association

American Society of Highway Engineers (ASHE-GA Section)

Mr. Estes has recognized skills in negotiation and project management as relating to land acquisition for transportation design projects. He has managed infrastructure projects for the Georgia Department of Transportation (GDOT), municipalities, private engineering firms and counties throughout Georgia. His duties include ensuring all facets of federal, state, and local policies are adhered to throughout the acquisition process, and he assists clients as they participate in pre-acquisition activities, prepare offer packages, negotiate with property owners, relocation of commercial and residential displaces, close real estate transactions, and other related tasks.

Mr. Estes has experience as a state employee for the Georgia Department of Transportation in the Office of Right of Way (Districts 2 and 7) and a private sector consultant for both GDOT and the North Carolina Department of Transportation. His initial experience in the public sector has proved to be invaluable as he progresses through his career as a private sector consultant.

Mr. Estes is a pre-qualified right of way consultant for the Georgia Department of Transportation for project management, pre-acquisition, acquisition management, negotiations and relocation negotiations. He has extensive experience with GDOT's processes/procedures including but not limited to: External Right of Way Manual, Plan Development Process (PDP) and Right of Way Acquisition for Local Governments.

Employment History

Georgia Department of Transportation, Chamblee, GA

- February 2012 – July 2014
- Right of Way (ROW) Specialist I and II

Atkins North America, Inc., Charlotte, NC

- July 2014 – September 2015
- Senior ROW Agent

Professional Property Services, Inc., Atlanta, GA

- September 2015 – October 2016
- Georgia Program Manager

THC, Inc., Duluth, GA

- October 2016 – December 2018
- Project Manager

Colliers Engineering & Design, Inc., Buford, GA

- January 2019 – Present
- Geographic Discipline Leader

Resume

Representative Projects

GDOT (P.I. No. 0001758) Top End I-285 Express Lanes Project

Proposed improvements include two new elevated, barrier separated managed lanes (in both directions) adjacent to the existing general-purpose lanes. This project begins at Interstate 75 and extends to Interstate 85 and is part of the Georgia DOT's Major Mobility Investment Program. This RFP includes advanced acquisitions on behalf of the Department to protect the corridor from future development.

Mr. Estes is currently serving as the project's Acquisition Manager and handling pre-acquisition activities. Sampling of parcels include relocation of an entire 20 unit townhome community, commercial printing facility, 60,000 square foot office building and partial acquisition of an office park involving commercial tenant relocation. Mr. Estes is overseeing the acquisition and relocation team, interfacing with GDOT and its Program Management Consultant on a daily basis and will assist in certifying clearance of the right of way.

GDOT (P.I. No. 231210) SR 162 from CR 511/Brown Bridge Road to CR 34/Old Salem Road

Proposed improvements include widening existing Salem Road from 2-lane roadway to a 4-lane roadway in Newton County, Georgia. Mr. Estes is assisting with pre-acquisition services and serving as Acquisition Manager for HDR Engineering on P.I. 231210. He is overseeing a team of acquisition and relocation agents with acquiring certain property rights from approximately 118 parcels and relocation of numerous residential and commercial properties. Mr. Estes will also certify clearance of the right of way.

GDOT (P.I. No. 0000784) I-285 at S.R. 400 Interchange Reconstruction Project

The proposed improvements are designed to aid in reducing traffic congestion and improve safety in the area surrounding the I-285 at S.R. 400 interchange in Metro Atlanta. New flyover ramps, new collector-distributor lanes and other facilities to aid east-west travel along I-285 and north/south travel along S.R. 400 will be constructed. Mr. Estes was tasked with acquiring approximately 20 parcels involving commercial and residential acquisitions. He also assumed Acquisition Manager duties in support of the Right of Way Project Manager and North Perimeter Contractors (a subsidiary of Ferrovial Agroman US Corp).

Interchange Improvements at Interstate 285 at Flat Shoals Road PI# 713290

Project Manager for complex acquisitions on 15+ parcels (all commercial). Relocations included six consequential displacees and one full business relocation. Bought and managed entire project with exception of two parcels. Assisted in certification of project once acquisition was complete. Primary contact with project attorney, appraisers and Georgia DOT Review Appraiser.

Awards/Training/Other Necessary Information**Georgia Dept of Transportation**

Commissioner's Commendation for Excellence in Performance, 2013 (one of five state-wide honorees)

Georgia Department of Transportation, District Seven Recognition for Achievement, 2013



Resume

Jennifer M. Sweigart

Assistant Project Manager

Experience

Ms. Sweigart is a dynamic right-of-way expert with 8 ½ years of experience managing projects and negotiating fee simple land and easements on behalf of state and local governments while ensuring federal, state, and local policies are strictly followed. She is also knowledgeable negotiating sewer, water main, and power line projects throughout northern Georgia. She has experience working in the public sector for the City of Atlanta as well as the private sector, as a consultant. This provides her with a unique skillset to be able to see the acquisition process from a client perspective and to better anticipate the needs of the client.

Employment History

BM&K Construction & Engineering, Braselton, GA

- January 2015 - October 2021
- Right of Way Agent

City of Atlanta Department of Enterprise and Asset Management, Atlanta, GA

- October 2021 – April 2022
- Real Estate Project Manager

Colliers Engineering & Design, Inc., Buford, GA

- April 2022 – Present
- Senior Right of Way Agent

Representative Projects

Assistant Project Manager - SR 20 from SR 369/Cherokee to Post Road GDOT (PI 0002862)

Forsyth/Cherokee Counties, GA

Proposed improvements Include widening from two lanes to six lanes, raised center median and sidewalk. Under the direction of the Project Manager, assisted with the pre-acquisition duties of this large 272 parcel project including, but not limited to, preparing for and attending the property owners meeting, plan review and property management. Assisted with acquisition duties, including but not limited to, preparing offer packages, making offer to property owner and/or tenants including negotiating complex residential and business relocations, writing Administrative Settlement Analysis, completing closing packages and closing out files.

Education

B.A. Criminal Justice,
Bloomsburg University of
Pennsylvania, 2001

Professional Registrations

Georgia Real Estate
Commission and Appraisers
Board, Associate Broker
License #248636

Professional Certifications

Georgia DOT, Pre-Qualification
Certificates:

Pre-Acquisition
Acquisition Manager
Level 3 Negotiator
Relocation Negotiator

Georgia DOT, LPA Certified

Affiliations & Memberships

International Right-of-Way
Association

Resume

Assistant Project Manager - Access Road at I-20 West of Crowell Road to East of Harold Dobbs Road (PI 0015095)**Newton County, GA**

Proposed improvements include realignment of the access road and intersection improvement. Under the direction of the Project Manager, assisted with this complex realignment project in all pre-acquisition duties, including but not limited to, plan review, appraisal bidding and procurement, riding project with the GDOT reviewer, request titles, and property management. She assisted with complex acquisition duties in which several parcels were split into 2 or 3 remainders. These duties were including, but not limited to, preparing offer packages, making offers to property owner and/or tenants and writing Administrative Settlement Analysis.

Assistant Project Manager - CR 511/Brown Bridge Road at Yellow River (PI 0015096)**Newton County, GA**

Proposed improvements include replacement of the bridge and realignment of the road to reduce a curve and enhance visibility. Under the direction of the Project Manager, assisted in Project Management of this 9-parcel project concurrently with PI 0015097, detailed below. Completed all pre-acquisition duties, including but not limited to, the cost estimate, plan review, requesting titles, appraisal bidding and procurement, riding project with reviewer and property management. She completed all acquisition duties, including but not limited to, preparing offer packages, making offers to all property owners and/or tenants, writing Administrative Settlement Analysis, completing closing packages, closing out files, and certification of the project.

Assistant Project Manager - CR 511/Brown Bridge Road at Snapping Shoals Creek (PI 0015097)**Newton County, GA**

Proposed improvements include bridge replacement and realignment. Under the direction of the Project Manager, assisted in Project Management of this 11-parcel project concurrently with PI 0015096, detailed above. Completed all pre-acquisition duties, including but not limited to, the cost estimate, plan review, requesting titles, appraisal bidding and procurement, riding project with reviewer and property management. She completed all acquisition duties including but not limited to preparing offer packages, making offers to all property owners and/or tenants, writing Administrative Settlement Analysis, completing closing packages, closing out files, and certification of the project.

Assistant Project Manager - Beltline Corridor from Glenwood Avenue to University Avenue, Atlanta BeltLine (PI 0009397)**Fulton County, GA**

Proposed improvements are paving the Southside Trail portion of Atlanta BeltLine which includes a 14-foot-wide multiuse trail. The project also proposed to modify or replace existing rail bridges along the trail alignment. Under the direction of the Project Manager, performed Project Manager duties including Tpro updates and status updates to the client and GDOT while monitoring time schedule. She also procured and supervised subconsultants. She performed acquisition duties including, but not limited to, preparing offer packages, making offers to property owner and/or tenants, writing Administrative Settlement Analysis, preparing closing packages while coordinating with the closing attorney and completed file close out according to GDOT standards.



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

Addendum 1 – Clarification on Bid Bonds
Project Management – RFP 23-06

The following changes and clarifications to the RFP are provided based on questions received and must be added/considered when completing your submittal:

A bid bond is no longer required for this RFP.



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

Addendum 2 – Q&A
ROW Acquisition – RFP 23-06

The following changes to the RFP and clarifications are provided based on questions received and must be added/considered when completing your submittal:

- Q. Will the selected firm be required to provide land surveying services such as right-of-way and easement staking as part of scope of work?
- A. No, knowledge of those services will be helpful but not part of the scope of work.
- Q. Can I get a copy of any addenda that have been released to date?
- A. All addenda will be posted on the [City website](#).
- Q. What is the estimated construction budget?
- A. We are requiring a fee proposal as part of the proposal submission guidelines.
- Q. Can I get a copy of the mandatory pre-bid meeting sign in sheet and/or plan holder's list if available?
- A. The pre-bid sign-in sheet is an internal document and there is no plan holder's list.
- Q. Our firm is interested in reviewing the bidding documents/plans/specifications for your above referenced project, to determine if we can provide quotes for the pedestrian bridges on the project. Can you please email those to me, or provide a link to where I may access them?
- A. Please see this [link](#) for bid specifications and pertinent documents.
- Q. Some of this RFP reads as if it is a bid. We typically do not see requirements for Bid Bonds on professional services RFPs. Is a Bid Bond required or is a surety letter from our bonding company sufficient?
- A. Please see [Addendum 1](#) for clarification on this.
- Q. Is this a locally funded project? Are there any state or federal funds involved?
- A. Local funds will be used for the Right of Way services.
- Q. Will the city provide attorney services for title work and closings? We can utilize our attorney for title work and property closings. Or does the consultant need to provide fees for title work?
- A. Yes, City Attorney.

Q. Who is the City of Norcross attorney?

A. Thompson, O'Brien, Kappler & Nasuti, P.C. TH.

Q. In regards to the services for condemnation, should our bid include support services to the attorney for preparation for the legals, plats, and property owner information?

A. You may – the City of Norcross Attorney will be providing legal services.

Q. Should our bid include appraisal fees and any specialty report fees (cost to cures)? (Appraisal services could be considered as part of R/W services.)

A. No, the City will pay for appraisal fees and any specialty report fees and cost to cures fees.

Q. Did you have to attend the pre-bid meeting to bid on the project?

A. No.

Q. Will the awarded consultant be required to prepare a detailed cost estimate?

A. Yes.

Q. These bonds are not typical for this type of work. Will the City delete this requirement?

A. Yes – an addendum has been posted on the [City website](#).

Q. Industry standards for this many parcels would dictate a longer period of time than what is specified in the RFP. Will the City consider extending the time for completion to 18 months?

A. Yes, we are looking into extending the time with Georgia DOT. Updates will be posted on the [City website](#).

Q. Is the City firm on this requirement? Sometimes property owners are agreeable to meeting on Saturday or Sunday.

A. The City will consider requests to work on the weekend. Firms will need to follow the appropriate request channels.

Q. The RFP states that a mandatory pre-bid meeting is to be held on June 2nd. The RFP wasn't posted until June 6th. Is this a typo, and/or will another mtg. be scheduled?

A. No, it was posted on the [City website](#) on May 21. We will not be scheduling another meeting. This is not a disqualification.

Q. Will the City of Norcross be providing Legal (Attorney) services, including title work, closings, and condemnations?

A. Yes.



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

Addendum 3 – E-Verify/SAVE
Right of Way Acquisition – RFP 23-06

The following changes and clarifications to the RFP are provided based on questions received and must be added/considered when completing your submittal:

E-Verify/SAVE Affidavits can be found [here](#). This is required for proposals to be considered complete and responsive. Failure to do so will deem proposals unresponsive and disqualified. All submittal requirements and forms must be provided.

Criteria	Max Score
Experience & Qualifications	30
Strength of overall proposal	20
Technical Considerations	20
References	15
Fee Proposal	15
Total	100

	#1 BMK	#2 Atlas	#3 JMT	#4 Colliers
Criteria	Score	Score	Score	Score
Experience & Qualifications	28.00	29.67	28.67	26.67
Strength of overall proposal	18.33	18.33	18.00	18.33
Technical Considerations	18.00	17.67	17.00	17.67
References	15.00	15.00	15.00	15.00
Fee Proposal	12.73	5.27	15.00	5.90
Total	92.06	85.94	93.67	83.57

EXECUTIVE SUMMARY

The Evaluation Committee (EC) evaluated the qualification proposals of **four (4)** firms in response to the Request for Proposals (“RFP”) for Right of Way Acquisition in accordance with pre-established evaluation procedures. These firms are:

- #1 – BMK
- #2 – Atlas
- #3 – JMT
- #4 – Colliers

SUMMARY OF FINDINGS

The evaluation resulted in the following ranking:

Highly Qualified: JMT
 BMK

Qualified: Atlas

Colliers

Based on the evaluation below, the EC recommends **JMT**. The deciding factor between JMT and BMK is the fee proposal. However, both firms are highly qualified to provide Right of Way Acquisition services for the City.

Evaluation Criteria

Process Followed

The EC is comprised of City of Norcross voting members assisted by the Capital Projects Manager in an advisory, non-voting capacity. The EC has reviewed and evaluated the firms' qualifications that responded to the RFP in accordance with the Evaluation Documents, which define policies and procedures to be followed in evaluating each proposal. The evaluation is based upon the following criteria:

CRITERIA	WEIGHT C=Critical I=Important R=Requirement NR = Not Required	EVALUATION E = Excellent G = Good F = Fair P = Poor NR = Not Responsive
Responsiveness of Proposal. Compliance with all the submission requirements of the RRP.		Yes or No
Qualifications and experience for the Proposer to successfully implement the solution in a complex technical environment and a complex, large organization, preferably for a local government, as evidenced by the successful implementation of a similar system in a complex environment and corresponding references.	C	
Qualifications and experience of the proposed technical and key personnel for successfully implementing the system.	C	
Quality of the proposed implementation plan.	I	
Capacity to undertake the project and complete it within the required timeframe.	I	
Financial stability of the Proposer.	NR	Not required
Reasonableness and extent of contract exceptions taken by Proposer.	R	
Pricing		
Reasonableness of the overall price.	C	

**Financial stability of Proposer was not an evaluation criterion for this RFP.*

EVALUATION FORM**Request for Proposals – Right of Way Acquisition****Firm #:** **1 - BMK**

CRITERIA	WEIGHT C=Critical I=Important R=Requirement	EVALUATION E = Excellent G = Good F = Fair P = Poor NR = Not Responsive	COMMENTS Strengths/ Weaknesses
Responsiveness of Proposal. Compliance with all the submission requirements of the RRP.			YES *See attached responsiveness worksheet
Qualifications and experience for the Proposer to successfully implement the solution in a complex technical environment and a complex, large organization, preferably for a local government, as evidenced by the successful implementation of a similar system in a complex environment and corresponding references.	C	E	17 years of land acquisition services for LG & GDOT. - Mrs. McJunkin → 34 years with GDOT and experience in Real Estate appraisals. - GDOT pre-qualified certificates for Mickie McJunkin, Michelle Brock, Pamela Digsby, Gary Webb. - Firm possesses 128 years of eminent domain experience. - Don Clerici, PE. Is a former GDOT Area Engineer & CPM. - Experience in Condemnation and Court process seems "good" not "Excellent"
Qualifications and experience of the proposed technical and key personnel for successfully implementing the system.	C	E	- Firm is qualified to perform the ROW acquisition for this project. - Real Estate license provided for team members. - ROW Director well qualified.
Quality of the proposed implementation plan.	I	G	Technical Considerations seems basic with not a lot of support to perform the work,.
Capacity to undertake the project and complete it within the required timeframe.	I	E	- Note stating project being delivered on time. - The firm illustrated capacity to undertake and complete the project. - No schedule and/or timeline presented.
Financial stability of the Proposer.	NR		
Reasonableness and extent of contract exceptions taken by Proposer.	R	G	Exceptions focused on the fee proposal portion of the proposal
Pricing			
Reasonableness of the overall price.	C	G	\$ 212,600

Attachment: ROW Acquisition - Qualitative Evaluation Worksheet (23-6787 : RFP 23-06 – Right of Way Acquisition)

EVALUATION FORM**Request for Proposals – Right of Way Acquisition****Firm #:** 2 - Atlas

CRITERIA	WEIGHT C=Critical I=Important R=Requirement	EVALUATION E = Excellent G = Good F = Fair P = Poor NR = Not Responsive	COMMENTS Strengths/ Weaknesses
Responsiveness of Proposal. Compliance with all the submission requirements of the RRP.			YES *See attached responsiveness worksheet
Qualifications and experience for the Proposer to successfully implement the solution in a complex technical environment and a complex, large organization, preferably for a local government, as evidenced by the successful implementation of a similar system in a complex environment and corresponding references.	C	E	- Buddy Gratton, PE → 26 years career with GDOT. - Todd Long, PE, PTOE → 32 years with GDOT. - Resumes are very comprehensive with detailed projects, locations and # of parcels acquired and # of relocations. - Presence in GC. - The Basic screening information highlights the GDOT Right of Way Manual and other guidelines required for the GDOT PI projects.
Qualifications and experience of the proposed technical and key personnel for successfully implementing the system.	C	E	- A very professional approach in Technical Considerations (Negotiations and closing and condemnation) - All resumes illustrated professional experience and training to perform the required tasks in the RFP.
Quality of the proposed implementation plan.	I	E	The proposal provides clear approach to completing the acquisition and closing procedure.
Capacity to undertake the project and complete it within the required timeframe.	I	E	- The firm illustrated capacity to undertake and complete the project. - No schedule and/or timeline presented.
Financial stability of the Proposer.	NR		
Reasonableness and extent of contract exceptions taken by Proposer.	R	G	Exceptions focused on the fee proposal portion of the proposal
Pricing			
Reasonableness of the overall price.	C	F	\$ 304,500

EVALUATION FORM**Request for Proposals – Right of Way Acquisition****Firm #:** **3 - JMT**

CRITERIA	WEIGHT C=Critical I=Important R=Requirement	EVALUATION E = Excellent G = Good F = Fair P = Poor NR = Not Responsive	COMMENTS Strengths/ Weaknesses
Responsiveness of Proposal. Compliance with all the submission requirements of the RRP.			YES *See attached responsiveness worksheet
Qualifications and experience for the Proposer to successfully implement the solution in a complex technical environment and a complex, large organization, preferably for a local government, as evidenced by the successful implementation of a similar system in a complex environment and corresponding references.	C	E	- Over 52 years of ROW projects - Troy Hill → Over 20 years of experience. - Team with extensive GDOT prequalification. - The Technical considerations information highlights the GDOT Right of Way Manual and other guidelines required for the GDOT PI projects.
Qualifications and experience of the proposed technical and key personnel for successfully implementing the system.	C	E	- A very professional approach in Technical Considerations (Negotiations and closing and condemnation) - All resumes illustrated professional experience and training to perform the required tasks in the RFP.
Quality of the proposed implementation plan.	I	E	Detailed, clear, and easy to follow Project approach.
Capacity to undertake the project and complete it within the required timeframe.	I	G	- The firm illustrated capacity to undertake and complete the project, however the resumes are limited with details. - No schedule and/or timeline presented.
Financial stability of the Proposer.	NR		
Reasonableness and extent of contract exceptions taken by Proposer.	R	G	Exceptions focused on the fee proposal portion of the proposal
Pricing			
Reasonableness of the overall price.	C	E	\$ 184,700

EVALUATION FORM**Request for Proposals – Right of Way Acquisition****Firm #:** **4 - Colliers**

CRITERIA	WEIGHT C=Critical I=Important R=Requirement	EVALUATION E = Excellent G = Good F = Fair P = Poor NR = Not Responsive	COMMENTS Strengths/ Weaknesses
Responsiveness of Proposal. Compliance with all the submission requirements of the RRP.			YES *See attached responsiveness worksheet
Qualifications and experience for the Proposer to successfully implement the solution in a complex technical environment and a complex, large organization, preferably for a local government, as evidenced by the successful implementation of a similar system in a complex environment and corresponding references.	C	E	- Jared Estes, with 111 ½ years of exp. - Resumes do not reflect the detailed projects for each team member.
Qualifications and experience of the proposed technical and key personnel for successfully implementing the system.	C	G	Team is qualified; however, resumes do not provide a whole lot to make a solid assessment.
Quality of the proposed implementation plan.	I	G	The approach was had to follow.
Capacity to undertake the project and complete it within the required timeframe.	I	G	- The firm illustrated capacity to undertake and complete the project. - No schedule and/or timeline presented.
Financial stability of the Proposer.	NR		
Reasonableness and extent of contract exceptions taken by Proposer.	R	G	Exceptions provided in fee proposal as additional services (if needed)
Pricing			
Reasonableness of the overall price.	C	G	\$ 296,750

Attachment: ROW Acquisition - Qualitative Evaluation Worksheet (23-6787 : RFP 23-06 – Right of Way Acquisition)

PROPOSAL RESPONSIVENESS

Request for Proposals for ROW Acquisition

Proposer Number: #1

Name of Firm: BMK

Proposal Requirement	Responsive		Comments
	Yes	No	
Cover Letter	Yes		
About Firm, location, contact information, size, etc.	Yes		
5 – 20 years of land acquisitions and engineering services	Yes		
5 – 10 years of real estate experience with license	Yes		
Organizational chart	Yes		
Resumes & Portfolio (key personnel)	Yes		
Qualifications of the Proposer (5 – 20 years of land acquisition for government projects)	Yes		
Experience in real estate appraisals	Yes		
Experience in eminent domain	Yes		
Minimum of four (4) staff members with experience	Yes		
Ability to represent the City in court proceedings	Yes		
Technical Considerations	Yes		
Fee Proposal	Yes		\$212,600
Reference Form	Yes		
E-Verify & SAVE Affidavits	Yes		
Certificate of Liability Insurance	Yes		

Attachment: ROW Acquisition - Proposal Responsiveness (23-6787 : RFP 23-06 – Right of Way Acquisition)

PROPOSAL RESPONSIVENESS

Request for Proposals for ROW Acquisition

Proposer Number: #2

Name of Firm: Atlas

Proposal Requirement	Responsive		Comments
	Yes	No	
Cover Letter	Yes		
About Firm, location, contact information, size, etc.			
5 – 20 years of land acquisitions and engineering services	Yes		
5 – 10 years of real estate experience with license	Yes		
Organizational chart	Yes		
Resumes & Portfolio (key personnel)	Yes		
Qualifications of the Proposer (5 – 20 years of land acquisition for government projects)	Yes		
Experience in real estate appraisals	Yes		
Experience in eminent domain			
Minimum of four (4) staff members with experience	Yes		
Ability to represent the City in court proceedings	Yes		
Technical Considerations	Yes		
Fee Proposal	Yes		\$304,500
Reference Form	Yes		
E-Verify & SAVE Affidavits	Yes		
Certificate of Liability Insurance	Yes		

Attachment: ROW Acquisition - Proposal Responsiveness (23-6787 : RFP 23-06 – Right of Way Acquisition)

PROPOSAL RESPONSIVENESS

Request for Proposals for ROW Acquisition

Proposer Number: #3

Name of Firm: JMT

Proposal Requirement	Responsive		Comments
	Yes	No	
Cover Letter	Yes		
About Firm, location, contact information, size, etc.	Yes		
5 – 20 years of land acquisitions and engineering services	Yes		
5 – 10 years of real estate experience with license	Yes		
Organizational chart	Yes		
Resumes & Portfolio (key personnel)	Yes		
Qualifications of the Proposer (5 – 20 years of land acquisition for government projects)	Yes		
Experience in real estate appraisals	Yes		
Experience in eminent domain			
Minimum of four (4) staff members with experience	Yes		
Ability to represent the City in court proceedings	Yes		
Technical Considerations	Yes		
Fee Proposal	Yes		\$184,700 (provided price list for additional services)
Reference Form	Yes		
E-Verify & SAVE Affidavits	Yes		
Certificate of Liability Insurance	Yes		

Attachment: ROW Acquisition - Proposal Responsiveness (23-6787 : RFP 23-06 – Right of Way Acquisition)

PROPOSAL RESPONSIVENESS

Request for Proposals for ROW Acquisition

Proposer Number: #4

Name of Firm: Colliers

Proposal Requirement	Responsive		Comments
	Yes	No	
Cover Letter	Yes		
About Firm, location, contact information, size, etc.	Yes		
5 – 20 years of land acquisitions and engineering services	Yes		
5 – 10 years of real estate experience with license	Yes		
Organizational chart	Yes		
Resumes & Portfolio (key personnel)	Yes		
Qualifications of the Proposer (5 – 20 years of land acquisition for government projects)	Yes		
Experience in real estate appraisals	Yes		
Experience in eminent domain			
Minimum of four (4) staff members with experience	Yes		
Ability to represent the City in court proceedings	Yes		
Technical Considerations	Yes		
Fee Proposal	Yes		\$296,750 (provided price list for additional services)
Reference Form	Yes		
E-Verify & SAVE Affidavits	Yes		
Certificate of Liability Insurance	Yes		

Attachment: ROW Acquisition - Proposal Responsiveness (23-6787 : RFP 23-06 – Right of Way Acquisition)



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**

COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	23-6785	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/7/2023 6:30 PM	In Control:	Policy Work Session
Title:	Authorized Positions FY 2023-2024 and Pay Scale Shift		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Authorized Positions and Pay Scale Shift](#)
2. [Authorized Positions FY2023-2024 8.7.23](#)

Title

Authorized Positions FY 2023-2024 and Pay Scale Shift

Drafter

Camille Washington

Motion

A motion to Approve/Deny a resolution to authorize positions for FY2023-2024, and a 3% shift in current pay scale.



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **BRUCE GAYNOR** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE PHILIP**

Agenda Report

To: Mayor and Council

From: Camille Washington, Human Resources Manager

Meeting Date: August 7, 2023 – Mayor and Council

Item No.: 23-6785

Title: **Authorized Positions FY 2023-2024 and Pay Scale Shift**

CC: Eric Johnson, City Manager

Recommendation: To approve a resolution to authorized positions for FY 2023-2024, and a 3% shift in current pay scale.

Background: Two new positions were added for FY 2023-2024. Code Enforcement Administrative Assistant and Enterprise Business Development Manager. In addition, there are 14 vacant positions, nine part-time and 114 full-time. The positions were reviewed and verified by HR and Department heads. The proposed 3% shift in our current pay scale is to ensure our compensation structure is equitable and to remain competitive so that we effectively exist in the current market environment. The shift will add three percent to the minimum, midpoint, and maximum ranges.

Financial Impact: Yes

Consistent with Comprehensive Plan? Goal 6: Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Next Steps: Council approval of a resolution to authorized positions and 3% shift in current pay scale.

Attachments

Authorized Positions Resolution

Update

CITY OF NORCROSS, GEORGIA

AUTHORIZED POSITIONS RESOLUTION

A RESOLUTION TO AUTHORIZE STAFF POSITIONS AND PAY & CLASSIFICATION SYSTEM ASSIGNMENTS FOR FY24

WHEREAS, the City of Norcross needs staff resources to adequately carry out the City's program of work during the FY24; and

WHEREAS, the City of Norcross will adopt a budget document submitted by the City Manager that defines the City's expenditures and revenues for the FY24; and

WHEREAS, the City Manager has recommended various staff positions assignments and has discussed 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 positions 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 2021, 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.

Council & Chief Executive	Position Total
City Manager	4
City Manager (1)	
Assistant to City Manager (1)	
Events Manager (1)	
Enterprise Strategic Business Manager (1) <i>(New Position)</i>	
Human Resources	2
Human Resources Manager (1)	
HR Coordinator (1)	
City Clerk	2
City Clerk (1)	
Deputy City Clerk (1)	

Municipal Court	6
Court Administrator (Clerk of Court) (1)	
Assistant Clerk of Court (1)	
Court Records Clerk I (1) Records Clerk II (2) (3) includes 1 new position	
Public Works/Electric/Parks & Recreation	32
Parks and Recreation	
Parks & Recreation Attendant (1) (P/T) <i>(Seasonal) (Vacant) excluded from total position count</i>	
<i>Parks & Recreation Maintenance Coordinator (2) (1) F/T (1) (P/T)</i>	
Parks & Recreation Field Team Leader (1)	
Parks & Recreation Program Coordinator (1)	
Parks & Recreation Superintendent (1)	
Electric	
Groundman (2) 1 <i>(Vacant)</i>	
Journeyman Lineman (3) 3 <i>(Vacant)</i>	
Power Supervisor (1)	
Power Superintendent (1)	
Apprentice Lineman (1)	
Electric Meter & Utility Technician (1)	
Public Works	
<i>City Engineer (1) (Vacant)</i>	
Maintenance & Equipment Technician (2)	
Public Works Superintendent (1)	
Equipment Operator (2)	
Light Equipment Operator (3) (1) F/T (2) P/T	
Maintenance & Equipment Tech/Team Leader (1)	
Administrative Coordinator II (1)	
Beautification & Landscape Manager (1)	
Capital Projects Manager (1)	
PWUP Director (1)	
Storm Water	
Maintenance & Equipment Technician (1)	
Stormwater Superintendent (1)	
Equipment Operator (1)	
Light Equipment Operator (1)	
Administrative Services	9
Customer Service Associate I (1)	
Customer Service Associate I (1)	
Customer Service Associate II (1)	
Billing Specialist (1)	

Revenue and Tax Specialist (1) <i>(Vacant)</i>	
Administrative Services Accountant (2)	
Assistant Finance Director (1)	
Administration & Finance Director (1)	
Welcome Center/Cultural Arts	4
Downtown Manager Cultural Arts & Tourism Director (1)	
Welcome Center & Cultural Arts Administrative Coordinator (3) (1 P/T) (2 F/T)	
Information Technology	3
IT Manager (1)	
IT Specialist (1)	
IT Director (1)	
Community Development	6
Receptionist (1)	
Planner (1)	
Senior Planner (1)	
Plan Review Coordinator (1)	
Land Development Inspector/Arborist (1) <i>(Vacant)</i>	
Community Development and Planning Director (1)	
Economic Development	2
Economic Development Director (1)	
Business Development Manager (1)	
Public Safety Department	70
Communications Officer I (6) (1 <i>(Vacant)</i>)	
Communications Officer II (2)	
Communications Officer Supervisor (1)	
Police Records Clerk I or II (2)	
Accreditation Manager/Crime Analyst (1)	
Code Enforcement Officers (4) (3 F/T and 1 P/T)	
Code Enforcement Administrative Assistant (1) <i>(New Position)</i>	
CSI Property & Evidence Custodian (1)	
Executive Coordinator - Public Safety (1)	
Administrative Fiscal Coordinator (1)	
Police Officer (includes Master Patrol Officer) (31) (30) F/T (1) P/T including (5) <i>(Vacant)</i>	
Sergeant (7)	
Lieutenant (5)	

Captain (2)	
Chief of Police (1)	
Detectives (4) (1) (<i>Vacant</i>)	
Total Approved Positions	140

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

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: _____
ARLENE BECKLES, COUNCILWOMAN

BY: _____
MATTHEW MYERS, COUNCILMAN

ATTESTED TO BY:

MONIQUE PHILIP, CITY CLERK

APPROVED AS TO FORM:

**J. PATRICK O'BRIEN, CITY ATTORNEY
THOMPSON, O'BRIEN, KEMP & NASUTI, P.C.**